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Headteacher: Mr R Kaye  
Deputy Head: Mrs A Bowden

Assistant Head (Early Years): Mrs K Tennant  
Assistant Head (Teaching & Learning): Mrs S Daffurn

## Welcome to Christ Church!

**\*\* IMPORTANT INFORMATION FOR CONTRACTORS AND VISITORS TO OUR SCHOOL \***

**All contractors/ visitors MUST sign in using the Visitors' Book at the school office.**

**SIGNING IN AND OUT** On arrival, report to the school office to collect your visitors' badge/sticker and sign the visitors' book. **By signing in you confirm that you have received, read and understood the Information and Guidance for Contractors and Visitors leaflet.**

**VISITORS' BADGE** Your visitors' badge/sticker must be clearly visible throughout your visit to our school.

**FIRE AND EMERGENCY PROCEDURES** On hearing the fire alarm leave the building by the nearest available exit. Report to the fire assembly point on the school field and wait to be counted. Please do not leave the school premises until you have been accounted for in line with our visitors' book. **If you have any physical/medical condition which may prevent you from safely leaving the building unassisted during an emergency evacuation, please alert a member of office staff before you enter the building.**

**ASBESTOS** Check the school's Asbestos Register before work commences. If asbestos is located, stop work and contact the Site Manager, School Business Manager or Headteacher for advice.

**ACCIDENTS AND FIRST AID** Report all incidents, accidents, near misses and hazards to the Site Manager or Headteacher. For First Aid, go to the school office and a First Aider will be notified.

**WORKING IN CLASSROOMS** If you need to work in classrooms whilst children are in lessons, please inform office staff before commencing work and ensure that your company logo and identification badge are on clear display at all times. *Please do not be offended if you are challenged by a member of staff. Please do not work in lavatory areas unaccompanied and always inform office staff of your whereabouts.*



**NO MOBILE PHONES** Please hand mobile phones in at the school office or leave in your vehicle. If you require your mobile phone throughout your visit, inform our office staff upon arrival.



**NO TAKING PHOTOGRAPHS OR VIDEOS** Under no circumstances should photos or videos be taken of staff, children, parents, governors or other visitors to school. You may be asked to show your camera, iPad, mobile phone, etc. to a member of office staff or the Headteacher to prove that no such images have been taken.

## KEEPING ALL CHILDREN SAFE

**Report any concerns you may have if you see or hear anything relating to a child's welfare or safety.**

*We all have a part to play in safeguarding children and young people. If you have any concerns, tell **Mr Rupert Kaye** (Headteacher & Designated Safeguarding Lead) or **Mrs Ali Bowden** (Deputy Head & Deputy DSL) or **Mrs Sarah Daffurn** (Assistant Head & Assistant Deputy DSL).*

## DISCLOSURE AND BARRING SERVICE (DBS) CLEARANCE

**If you are a contractor, you must have an up-to-date DBS clearance to work in school during the school day.**

*If you do not have DBS clearance, please inform **Mrs Sara Lodge** (School Business Manager) or **Mr Rupert Kaye** (Headteacher & Designated Safeguarding Lead) immediately. Do not begin work.*

## SAFETY FIRST

**Where any safety rules are disregarded or not implemented, then you are likely to be stopped from working until the matter is corrected.**

*Continued or serious breaches of safety may result in you being instructed to leave the premises and you may be removed from the approved contractors list.*