

Key School Contacts

*Interim Headteacher/Lead
Safeguarding Designated Officer*
Mrs L Barton

*Deputy Headteacher/
Safeguarding Designated Officer*
Miss Z Flitton

*Assistant Head/
Safeguarding Designated Officer*
Ms S Ball

Safeguarding Designated Officers
Mrs. R Doherty
Mrs C Marchan-Gawley

Chair of Governing Body
Mrs L Sturley

*Please report any Safeguarding or Health
& Safety concerns to the main school
office immediately.*

*Accidents must be reported to the main
school office where an Accident Report
Form can be completed.*

**If the fire alarm sounds, please make your
way out of the building calmly and
promptly by following the green FIRE EXIT
signs.**

*Smoking is not permitted on any part of
the school premises.*

**Please remember to sign out before
leaving the premises, even if you are
due to return to the school again on the
same day.**

St Joseph's Catholic Primary School
Watford Way, Hendon
London NW4 4TY
Tel: 0208 202 5229
Fax: 020 8202 5530

Email: office@stjosephs.barnet.sch.uk
Website: www.stjips.org

WELCOME TO **ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL**



Safeguarding Health & Safety Travel

VISITOR INFORMATION

Safeguarding at St Joseph's

Welcome to St Joseph's Catholic Primary School. We hope that your visit is an enjoyable experience.

St Joseph's Catholic Primary School recognises and promotes its responsibilities for Safeguarding, Child Protection and Health & Safety.

Child Protection & Safeguarding

At St Joseph's, our children enjoy meeting new people so we hope that you find you are made to feel welcome by pupils as well as our staff.

Our children are frequently reminded about personal safety and child protection issues so you may find that children will be curious about your visit! Please feel free to briefly confirm you are visiting the school and show your visitor's badge.

In accordance with current safeguarding guidelines, visitors who are not able to present proof of a valid enhanced DBS disclosure will be escorted at all times on their visit. We appreciate your understanding of this protocol.

Should you have a safeguarding concern, please ensure that this is reported to the main school office immediately so they may inform the Designated Officer.

Health & Safety

The staff, children and governors are aware of the need to feel secure and comfortable in their school. We also like to ensure that our visitors are safe but, in a busy school environment, it is possible for accidents and unexpected events to occur.

Fire

- If you hear the fire alarm sounding (this will be a continuous tone) please make your way out of the building immediately following the green FIRE EXIT signs
- Please make someone aware should you require any physical assistance in exiting the building
- **DO NOT** enter the building again unless you are informed by a member of staff that it is safe to do so.

Accidents / Illness

Should you have an accident or feel unwell during your visit, please report to the main school office. If you are unable to make your own way to the office, please inform any member of staff about your situation. You may be asked to complete an accident report form and we would appreciate your co-operation in doing so.

Other Information

St Joseph's main entrance is located off St. Joseph's Grove. There is some limited parking on site – as well as Pay and Display machines on local streets.

- ✚ Bus routes 113, 183, 186, 143, 324, 326 are the closest means of public transport.
- ✚ All bus stops are within 2 minutes walk of the school.
- ✚ Hendon Central Station (Northern Line) is within a 10 minute walk of the school
- ✚ Hendon National Rail Station is also within a 10 minute walk of the school
- ✚ St Joseph's is part of the Diocese of Westminster. Their website address is www.rcdow.org.uk
- ✚ The school is located in the London Borough of Barnet. Their website address is www.barnet.gov.uk

We hope that your visit to St Joseph's has been an enjoyable experience and that you found the environment safe and welcoming. If you would like to make any comments about your visit, please e-mail

office@stjosephs.barnet.sch.uk