



# Guildford County School

## SPECIALIST MUSIC COLLEGE

### Information for Visitors

**Welcome to Guildford County School.** We hope that you enjoy your visit to our school. Please follow the guidelines below to make sure your visit is productive and safe.

- Please ensure that your visitor badge is worn at all times.
- Please remember to sign out at the end of your visit.
- Toilet facilities are available – please ask at reception.
- Please keep all valuable items with you as the school cannot accept responsibility for personal property
- Please note all vehicles are left in the car park at the owner's own risk.
- Other than in extreme emergencies, it is expected that meetings between parents/visitors and school staff will take place by prior appointment.

### In the event of a fire

A fire alarm is signalled by the **continuous ringing** of the school bell. Please make your way to the Fire Assembly Point – the **MUGA** as indicated on the reverse of this sheet.

N.B. the bells will be silenced after 5 minutes, but no-one may re-enter the building until authorised to do so.

### Child Protection

Guildford County School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment. Should you have **any** concerns of a Child Protection nature, please report them immediately and in confidence to the Headteacher or Designated Safeguarding Lead, Jo Cole. If your concerns relate to the actions or behaviour of the Headteacher, these should be reported to the Chair of Governors. (Names are available from reception or the school website).

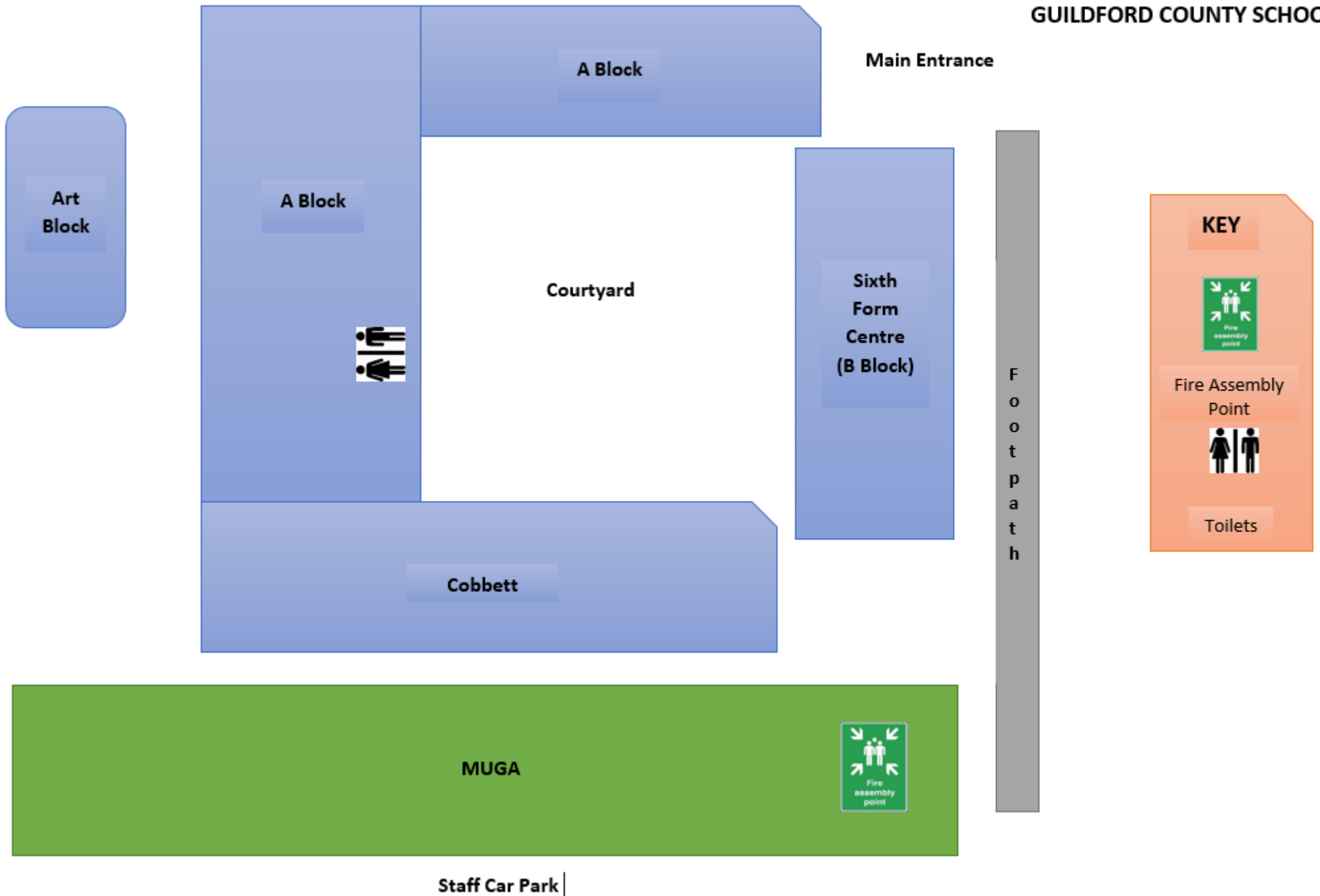
Please note, it is school practice not to allow visitors to supervise students without the presence of a member of staff, unless the visitor has a current DBS check in place.

### Health and Safety

The health and safety of all who use our site is of paramount importance. Please do not put yourself at risk while on our premises or put others at risk by your actions. Please report any accidents, incidents, defects or any other concerns you may have to Reception.

**Thank you**

**GUILDFORD COUNTY SCHOOL**



Main Entrance

A Block

Art Block

A Block

Courtyard



Sixth Form Centre (B Block)

F  
o  
o  
t  
p  
a  
t  
h

KEY



Fire Assembly Point



Toilets

Cobbett

MUGA



Staff Car Park