

## Key School Contacts

Executive Head Teacher  
Mrs. A. Whelan

Designated Safeguarding  
Officer  
Mrs. A. Whelan

Deputy Designated  
Safeguarding Officer  
Ms. K. Gaynor

Health and Safety Officer  
Mrs. A. Whelan



Chair Of Governing Body  
Mrs. M. Marini

Vice Chair  
Mrs. B. Aponsah-Abedi

Saint Joseph's is part of the  
Diocese of Westminster.  
[www.rcdow.org.uk](http://www.rcdow.org.uk)

Saint Joseph's in the London  
Borough of Brent.  
[www.brent.gov.uk](http://www.brent.gov.uk)

Please report any Child  
Protection or Health and Safety  
concerns to the school office  
immediately.

Please remember to sign out and  
return your visitors badge to the  
main school office before leaving  
the premises, even if you are due  
to return to the school again on  
the same day.

Saint Joseph's Catholic Infant School  
Waverley Avenue  
Wembley  
Middlesex HA0 6TA  
[www.sjinf.brent.sch.uk](http://www.sjinf.brent.sch.uk)

Email: [admin1@sjinf.brent.sch.uk](mailto:admin1@sjinf.brent.sch.uk)  
Phone: 020 8903 6032  
Fax: 020 8903 6032



## Welcome To Saint Joseph's Catholic Infant School

### Visitors Information Leaflet



### Safeguarding Health and Safety General Information

# Safeguarding at Saint Joseph's Infant School

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

Saint Joseph's Catholic Infant School recognises and promotes its responsibilities for Child Protection and Health and Safety.

## Child Protection

At Saint Joseph's Infant School our Mission Statement of 'We follow Christ's Footstep in love' is central to all that we do. Our children enjoy meeting new people so we hope that you find you are made to feel welcome by all pupils and staff.

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

Should you have a Child Protection concern, please ensure that this is reported to the school office immediately, so that they may inform the Designated Person for Child Protection.

Our staff and children are frequently reminded about personal safety and child protection issues, so if anyone is curious about your visit please confirm that you are visiting the school and show your visitor's badge which must be worn at all times.



## Health and 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 and fully aware of what to do if there is an emergency.

### Fire

- If you hear the fire alarm sounding, (this will be a continuous tone, unlike the break bell which only lasts for a short period of time) please make your way out of the building immediately following the green FIRE EXIT SIGNS. There is also emergency procedure guidelines on the wall of each room, so please familiarise yourself with these when you arrive in your location as it will direct you to your fire assembly point.
- 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 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 have to fill in an accident report form and we would appreciate your co-operation in doing so.

## General Information

If you have any queries please see the general office staff for guidance.

Mobile phones must not be used within classroom or any pupil areas. Please leave the premises to use your phone.

Please ensure that you keep your bags and personal belongings with you at all times.

Smoking is not permitted in any part of the school premises.

### Local Transport Links

Wembley Park, Wembley Central and Wembley Stadium are our nearest train stations.

Local buses include the 18, 182, 92, 79, 297, 204 and H17.

We hope that your visit to Saint Joseph's Catholic Infant School has been an enjoyable experience and that you found our school was a welcoming and happy place to visit.