

Security: All visitors must sign in and wear a visitor's badge which must be worn at all times and returned to Reception on leaving. Anyone not displaying a visible badge will be challenged by staff members.

Safeguarding: If you have any concerns about the welfare or treatment of a pupil, you must pass the information on to the Head or Deputy Head immediately.

Emergency Procedures: In the event of an emergency an alarm will sound. You must evacuate the building using the nearest available exit route, where you will be given further instructions.

Health & Safety: JCS is committed to providing a work environment that is safe for employees and visitors in accordance with the Health & safety at Work Act 1974. Please report any H&S concern to a member of staff.

Visitor Needs: If you have any special needs or requirements, please inform Reception on arrival.