



Woodbridge High School: Visitor Information

Signing In/Out: All visitors must report to reception as soon as they arrive at the school: sign in using the visitor touchscreen and collect a visitor pass. The visitor pass must be worn at all times and returned when signing out prior to leaving the school.

Parking On Site: The speed limit on the school site is 5mph. Drivers are not allowed to move their vehicles from the car parks at the following times: 8:15am to 8:40am, 3.00pm to 3.25pm.

Emergency Contact: In an emergency, please contact the main school switchboard: 020 8504 9618 and wait for an operator or dial extension 587 for the Premises and Facilities Team.

Smoking: The school is a non-smoking and non-vaping site.

Evacuation Procedures:

- The Fire Alarm bell is a continuous, dual-tone sound. If you hear the alarm then evacuate immediately via the nearest exit. The fire assembly point is the netball courts for Mallards and Roding buildings, and the rear playground for Wynndale building.
- If you discover a fire, push the glass in the nearest fire alarm point and inform the nearest member of staff. Provide clear information about the location and nature of the fire. The member of staff should assume the safety of students as a priority and, only if practical, attempt to extinguish the fire using the relevant fire extinguisher.
- No-one may re-enter the building until the all-clear is given by a senior leader.

Lockdown Procedures: The lockdown alarm is five rings of the school bell. Move to an indoor space where you can lock the door and await further information. The all-clear is three rings of the school bell.

Safeguarding Information: Safeguarding children is the responsibility of all adults on site. DBS checks are carried out on any visitor who will be unsupervised on site. Risk assessments are kept up to date. All staff and visitors must wear a school lanyard and ID badge.

Designated Safeguarding Lead (DSL): Ms Caroline Moore

Deputy DSL: Ms Kerry Tabb

Deputy DSL: Mr Dominic Laws

Child Protection Officer: Ms Michelle Licheri



If you have a concern about a student, please make a member of staff aware, use the QR code above, or email the team at childprotection@woodbridgehigh.co.uk

Health and Safety: Every reasonable step is taken to prevent injury and ill health to personnel by protecting individuals from hazards at work. There are a team of qualified first aiders on site. If a first aider is required, please contact the school office for assistance.

Security: The school cannot be held responsible for any loss or damage to vehicles and/or personal possessions whilst using or visiting the premises.