



# Keeping Everyone Safe



## Important information for Visitors



Principal Chloe Phillips

Welcome to Sybil Elgar School

We hope you enjoy your visit  
Please carefully read this  
information to help keep our  
children, young people and  
yourself safe during your visit





Sybil  
Elgar  
School

# Address and Contact Details



National  
Autistic  
Society

[sybil.elgarschool@nas.org.uk](mailto:sybil.elgarschool@nas.org.uk)

[www.autism.org.uk/sybilelgar](http://www.autism.org.uk/sybilelgar)

Sybil Elgar Early Years, Primary and Secondary site:

Havelock Road  
Southall  
UB2 4NY  
0208 813 9168



Sybil Elgar 16 –22 site:

Woodlands Building  
Mill Hill Road  
W3 8RR  
0208 752 9617

## Respect Our Children and Young People

### Please do

- Respect our young people and always include them in any conversations
- Only use designated staff toilets
- Wear your visitor's pass at all times

### Please do not

- use phones or take photos or recordings with personal devices.
- share images or comments on social media
- Have any potentially dangerous items with you such as lighters, scissors, medication
- be on your own with any of our young people.



When with the young people please turn off all mobile phones, recording devices and cameras and leave them in the office.

For our children and young people's safety and your own you will always be accompanied around the building

## Trained Designated Safeguarding Leads (DSLs) at Sybil Elgar School:

Lucy Burholt	<a href="mailto:lucy.burholt@nas.org.uk">lucy.burholt@nas.org.uk</a>	Senior DSL	Deputy Principal
Anne Williams	<a href="mailto:Anne.Williams@nas.org.uk">Anne.Williams@nas.org.uk</a>	Deputy DSL	Family Liaison Manager
Chloe Phillips	<a href="mailto:Chloe.Phillips@nas.org.uk">Chloe.Phillips@nas.org.uk</a>	DSL	Principal
Thea Smit	<a href="mailto:Thea.smit@nas.org.uk">Thea.smit@nas.org.uk</a>	DSL	Lead Teacher, Havelock
Marius Roteliuc	<a href="mailto:Marius.Roteliuc@nas.org.uk">Marius.Roteliuc@nas.org.uk</a>	DSL	Post 16 Manager, Woodlands
Padmaja Namballa	<a href="mailto:Padmaja.Namballa@nas.org.uk">Padmaja.Namballa@nas.org.uk</a>	DSL	Teacher, Woodlands

If you have any concerns about any of the children and young people during your visit please inform the duty DSL immediately. Reception will have the details of who this is each day. If you see any staff treating our children and young people in a way that concerns you please contact Chloe, Lucy or Anne directly. Alternatively you can contact the LADO, NAS Safeguarding Lead, NSPCC or OFSTED.

The Local Area Designated Officer (LADO) for Safeguarding Ealing is Natalie Cernuda and can be contacted on:

020 8825 8930, contactable via [asv@ealing.gov.uk](mailto:asv@ealing.gov.uk)

All of our young people are autistic. They may behave in ways that you find unusual. If you are concerned about behaviour please discuss this with a member of staff, do not deal with it yourself.

See the manager or DSL if you have any concerns or questions. We work in a transparent way and always welcome comments or suggestions about how we can improve.



# Fire and Evacuation Procedures

We have established evacuation systems and trained Fire Marshals on both our sites. All visitors must sign in and out at Reception upon entering and leaving the building. All visitors must be accompanied whilst on site.

## On hearing the fire alarm

- All visitors, staff, children and young people must respond to a fire alarm; whether real, false or a drill.
- Keep calm and do not run. Leave by the nearest exit. Staff will supervise the evacuation of school to the designated assembly point.
- Once at the assembly point speak to a member of staff so they can report that you are safe.
- Do not return to the building until instructed to do so.



## Discovering a fire

- Sound the fire alarm by breaking the glass at the nearest call point.
- Evacuate the building from the nearest exit.
- Speak to a member of staff who will direct you to the Fire marshal in order to report the fire and its location.



Please report any spillage or health and safety concern immediately to a member of staff. Please remember that at all times you are a guest of the school and must respect the School's policies and procedures.

Copies of our key policies are available by request and also on our website:

[www.autism.org.uk/sybieelgar](http://www.autism.org.uk/sybieelgar)



## Coronavirus, vomiting and other infectious conditions

Please do not come on site if you have an infectious condition. Please see <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources> for details. When onsite please use our hand sanitisers.

## First Aid

If you are feeling unwell or have an accident please contact a member of staff. We have fully trained first aiders on site. All accidents and near misses must be reported



If you have any concerns about the running of the school and you feel unable to discuss this with The Principal you are also able to contact:

- Safecall

the confidential reporting hotline

0800 915 1571

Email: [Nas@safecall.co.uk](mailto:Nas@safecall.co.uk)



- Chair of Advisory Board:

Helen Roberts

[Helen.Roberts@nas.org.uk](mailto:Helen.Roberts@nas.org.uk)

- National Autistic Society

2nd Floor Weston House

42 Curtain Road

London EC2A 3NH

0207 833 2299



We are a  
No Nut, No  
Sesame  
Seed School

### Parking

Vehicles are parked at owners risk.

Please do not leave valuables in your car . We will not accept responsibility for any loss of personal property.

Please do not obstruct emergency access points.

