

## Evacuation procedures

If you discover a fire please:

- Activate the fire alarm via the nearest alarm point
- Leave the building by the nearest exit
- Report to the main assembly area - the school playing fields at the rear of the campus



- Do not stop to collect your personal belongings
- Do not re-enter the building unless authorised to do so

## St Martin-in-the-Fields High School for Girls

SERVICE COMPASSION JUSTICE PERSEVERANCE

155 Tulse Hill  
London SW2 3UP

[www.stmartins.academy](http://www.stmartins.academy)  
T: 020 8674 5594  
E: [stmartins@stmartins.academy](mailto:stmartins@stmartins.academy)



*With Love and Learning*

## St Martin-in-the-Fields High School for Girls A Church of England Academy



## Visitor Information

## Welcome

Welcome to St Martin's. We hope you enjoy your visit.

Our aim is simple. It is to provide an exceptional education for girls of all abilities where they are inspired to learn and are ambitious for the future. It was the aim of our founders in 1699 and is still our aim today.

Our commitment to academic excellence and personal well-being is total. Our vision is to create a safe, caring, happy and inclusive community underpinned by our Christian values. We want our girls to shine and grow together in faith and knowledge, developing their unique gifts and talents both in the classroom and in the wider life of the school and beyond.

## Accident reporting

Please report any accident, incident or anything you might consider unsafe to Reception.

If it is a matter of urgency, please notify the nearest member of staff who can be identified by their grey lanyard.

## Reporting

All visitors should be aware of issues related to the protection of young people and vulnerable adults. Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children.

You should: treat all persons with respect and dignity; dress safely and appropriately for the tasks that you are required to undertake, and refrain from any behaviour that may bring the school or your activity into disrepute; be open and honest if issues do arise; talk to a member of staff or the Designated Safeguarding Lead.

If a person discloses to you abuse by someone else:

- Listen to them without interruption, accepting what is said, and avoiding asking leading questions;
- Advise the person that you must pass on the information;
- Let them know you are glad they have shared this information;
- Report the matter to the School's Designated Safeguarding Lead. DO NOT investigate yourself.

## Smoking

St Martin's operates a no-smoking policy across the whole school site.

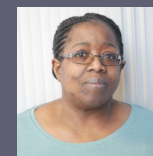
## Safeguarding and Child Protection

Should you notice anything during your visit which gives you cause for concern regarding Child Protection, please contact our lead members of staff in this area immediately. They are:



**Suzanne Poole**

Designated Safeguarding Lead  
spoule@stmartins.academy  
Ext. 1551



**Denise Baird**

Deputy Designated  
Safeguarding Lead  
dbaird@stmartins.academy  
Ext. 1585

## Health and Safety

Whilst on the premises, all visitors are subject to the Health and Safety at Work Act of 1974.

Please ensure that you sign in and out at Reception and please wear your visitor's lanyard at all times during your visit. You should be accompanied in the building at all times and may be challenged if you are not.