



## WESTMINSTER SCHOOL

### VISITORS' PAMPHLET

#### WELCOME TO WESTMINSTER SCHOOL

Westminster School is a school for boys from age 13 and for both girls and boys from age 16; we have day pupils and boarders and our boys and girls live and work together.

It is a pleasure to be able to host you here and we would ask you to remember that it is a working academic community that you are visiting.

We hope you will share our conviction that the safety and well-being of the pupils must always be of primary importance.

#### IDENTIFICATION

You are requested to report to Reception on arrival with photographic i/d (such as a passport, driver's licence photo-card, military i/d card etc.).

Whilst on campus, please wear your identity card visibly at all times. You should expect to be challenged if you are not wearing your identity card.

You should return your identity card to Reception on departure or, if Reception is closed, it should be returned to your host.

#### BATHROOMS

Bathrooms are designated either for adult or pupil use: please do not use pupils' facilities.

There is an adult bathroom for visitor use next to Reception: please ask the receptionist for the location.

#### CONTRACTORS

Contractors who are in School on a regular basis should have a relevant DBS certificate and this should be recorded on the Single Central Register. Contractors should sign in and out, and will be issued with a visitor's pass.

Contractors who are not DBS-checked must be escorted at all times by a member of staff.

#### FIRE

Should you hear a fire alarm, please vacate the building you are in immediately and report to the nearest meeting point. Do not re-enter the building until told it is safe to do so by a member of staff.

#### HEALTH & SAFETY

We take health and safety very seriously. In the unlikely event that you do have even a minor accident, please ensure it is quickly reported to your host.

If you have any concerns about health and safety, or see something that requires remedial action, please contact the Security department on 020 7963 1020.

#### LOCKDOWN

In the possible event that the School or areas around the School come under physical attack from any source, a warning will be passed to your host by SMS text, email and verbally: 'LOCKDOWN, LOCKDOWN'. Tell others near you.

If inside a building, remain inside. If outside a building,

go to the nearest School building and remain inside. If outside but not near a building, and you hear a disturbance, then run away from the noise.

The essential tenets are: Run, Hide and Tell.

#### MEDICAL

In an emergency, please call 999 and inform your host and Security on 020 7963 1020 or 07846 448346.

The School's medical facility is staffed during office hours and can be contacted on 020 7963 1101.

#### PHOTOGRAPHY

Given the fact that the site is residential for both pupils and staff, some areas and buildings are private spaces.

Photography of our pupils is not allowed and we would ask you to be sensitive to people's privacy.

#### SAFEGUARDING & CHILD PROTECTION

If you have any concerns about something you see or hear regarding the way adults treat children, or the way young people treat one another, then please contact the Designated Safeguarding Lead on 020 7963 1078 or 07889 299075.

#### SECURITY

On any security matter, please contact the Security department on 020 7963 1020 or 07846 448346.

#### SMOKING

Westminster School is in a non-smoking site: please do not smoke.

James Kazi  
Under Master



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|------------------------------------------------|-------------------------------------------|
| 1 Liddell's House                              | 9 Hakluyt's House                         |
| 2 Ashburnham House<br>Library and Lecture Room | 10 College Hall<br>(medieval dining room) |
| 3 School (the School Hall)                     | 11 The Weston Building                    |
| 4 Dryden's and Wren's House, College           | 12 Milne's House                          |
| 5 Grant's House                                | 13 Ashburnham House                       |
| 6 Rigaud's House                               | 14 Purcell's House                        |
| 7 Busby's House                                | 15 Sutcliff's (The Art School)            |
| 8 Common Room and<br>Head Master's Study       | 16 Manoukian Music Centre                 |

