

VISITING CHARTERHOUSE



PLEASE READ THIS LEAFLET CAREFULLY

Every year Charterhouse welcomes many hundreds of people, visiting for a wide variety of reasons - parents coming to look around, lecturers, sports coaches, contractors, researchers consulting the Archive department, and so on.

The information in this leaflet is for everyone. Whatever your reason for visiting, we would ask you to take a few moments to read through it.

Key

- (R) Main Reception
- (A) Admissions
- (Ar) Armoury
- (C) Catering
- (D) Domestic Services
- (E) Estates
- (G) Grounds
- (H) Hunt Health Centre
- (Q) Queen's Sports Centre
- (S) Security
- (T) Toilets for Adult Use

FOR FURTHER INFORMATION PLEASE CONTACT

MAIN RECEPTION:

t: +44 (0)1483 291500 e: reception@charterhouse.org.uk

www.charterhouse.org.uk

Charterhouse is a school, and, in particular, we hope you will share our conviction that the safety and well-being of children and young people must always be of primary importance.

IDENTIFICATION

You will probably have been asked to 'sign in' at a particular location. Please wear the ID badge you are provided with visibly while on the campus and, before you leave, return it to the same location.

DRIVING

We try to foster a tranquil environment at Charterhouse. If you are driving on the campus then kindly observe the speed limit, which is 15mph throughout. Please be aware that pedestrians have right of way, and be patient with groups of pupils, who sometimes take a while to walk aside for slow-moving vehicles. Kindly park with courtesy and ensure that exit doors are not blocked. Please also leave enough space for emergency vehicles to access all parts of the campus.

SMOKING

Children are acutely aware of the behaviour of adults and, while on campus, we would ask you to show kindness and consideration in all your dealings with others. Please do not smoke, especially in front of young people.

PHOTOGRAPHY

A large number of people live on the Charterhouse campus, both in term-time and during the holidays. It may not be immediately obvious, but some areas and buildings are private spaces. Photography of our pupils is not allowed. Please be sensitive to people's privacy.

TOILETS

Toilets are designated for either adult or pupil use. Please do not use pupils' facilities. Those set aside for adult use are marked on the map overleaf.

CONTRACTORS

Please appreciate that schools have to work under strict regulations concerning contractors and other visitors. If you are a contractor working under a supervision arrangement (this will have been explained to you at the time of agreeing the work) please stick carefully to this supervision arrangement. If you need to leave the work site, please ensure you inform your contact.

SECURITY

A 24-hour security patrol operates around the campus. On any security matter, please contact the Security Department on **01483 291777** or **07831 467362**.

FIRE

Should you hear a fire alarm, please vacate the building you are in immediately and ensure you inform a member of staff or the Security Department. Do not re-enter the building until told it is safe so to do by a member of staff.

HEALTH & SAFETY

We take Health & 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 & Safety, or see something that requires remedial action, then please contact the Health & Safety Manager on 01483 291664 or **07920 535030**.

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 each other, then please contact the Safeguarding Officer on **07833 435904** or **07827 956697**.

MEDICAL

Nurses at the Hunt Health Centre can be reached on **01483 291691**.