

## Key School Contacts

### **Headmistress**

Mrs D Titus

### **Deputy Head**

Ms B Kirby

### **Child Protection & Complaints**

Mrs B Studd

### **Health & Safety**

Ms U Murphy

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### **Chair Of Governing Body**

Mr C Romain

### **Vice Chair Of Governing Body**

Mrs D Sylvester-Charles

*Please report any Child Protection or Health & Safety concerns to the main school office immediately.*

*Accidents must be reported to the main school office where an Accident Report Form can be completed.*

**If the fire alarm sounds, please make your way out of the building calmly and promptly by following the green FIRE EXIT signs.**

*Smoking is not permitted on any part of the school premises.*

**Please remember to sign out and return your visitors badge to the main school office before leaving the premises, even if you are due to return to the school again on the same day.**

**St Joseph's  
Roman Catholic Primary School  
Goodson Road, London, NW10 9LS**

**Tel: 020 8965 5651**

**Fax: 020 8961 9022**

**Email: [admin@stjo.brent.sch.uk](mailto:admin@stjo.brent.sch.uk)**

**Web: [www.stjosephsrc.co.uk](http://www.stjosephsrc.co.uk)**

**Welcome To  
St Joseph's Roman Catholic  
Primary School**



**Visitors Information  
Leaflet**

**Safeguarding  
Health & Safety  
Travel**

# Safeguarding at St Joseph's

Welcome to St Joseph's Roman Catholic Primary School. We hope that your visit is a comfortable and enjoyable experience.

St Joseph's Roman Catholic Primary School recognises and promotes its responsibilities for Child Protection and Health & Safety.

## Child Protection

At St Joseph's, our children enjoy meeting new people so we hope that you find you are made to feel welcome by pupils as well as our staff.

Our children are frequently reminded about personal safety and child protection issues so you may find that children will be curious about your visit! Please feel free to briefly confirm you are visiting the school and show your visitors badge.

In accordance with current safeguarding guidelines, visitors who are not able to present proof of a valid enhanced DBS check will be escorted at all times on their visit. We appreciate your understanding of this protocol.

Should you have a Child Protection concern, please ensure that this is reported to the main school office immediately so they may inform the Designated Senior Lead for Child Protection and Safeguarding.

## Health & Safety

The staff, children and governors are aware of the need to feel secure and comfortable in their school.

We also like to ensure that our visitors are safe but, in a busy school environment, it is possible for accidents and unexpected events to occur.

### **Fire**

- If you hear the fire alarm sounding (this will be a continuous tone) please make your way out of the building immediately following the green FIRE EXIT signs
- **DO NOT** enter the building again unless you are informed by a member of staff that it is safe to do so.

### **Accidents / Illness / First Aid**

Should you have an accident or feel unwell during your visit, please report to the main school office. If you are unable to make your own way to the office, please inform any member of staff about your situation. You may be asked to complete an accident report form and we would appreciate your co-operation in doing so.

The school has a defibrillator and a number of trained staff on site. The defibrillator is located in the Staff Room on the first floor.

## Other Information

- St Joseph's is located in Brent's 'HY' restricted parking zone. Visitors can pay for parking using the Pay & Display machines located on the streets around the school
- Bus routes 260 and 266 are the closest means of public transport. The 'Curzon Crescent' bus stop is within 2 minutes walk of the school
- Harlesden Station (Bakerloo line) and Willesden Junction Station (Bakerloo and Overground line) are within a 15 minute walk of the school or a short bus ride
- Neasden Station (Jubilee line) is within a 15 minute walk of the school
- St Joseph's is part of the Diocese of Westminster. Their website address is [www.rcdow.org.uk](http://www.rcdow.org.uk)
- The school is located in the London Borough of Brent. Their website address is [www.brent.gov.uk](http://www.brent.gov.uk)

We hope that your visit to St Joseph's has been an enjoyable experience and that you found the environment safe, comfortable and welcoming. If you would like to make any comments about your visit, please e-mail

[info@stjo.brent.sch.uk](mailto:info@stjo.brent.sch.uk)

