

Useful Information While Visiting CSB

We hope that your visit will be enjoyable, informative, and safe.

Arrival and Signing In and Out

All visitors must sign in at the Guards' House before entering campus. Visitors will be issued a badge to wear at all times while visiting the campus. You will be accompanied by a member of staff throughout your visit.

Please ensure you sign out at reception and return your badge before you leave the campus.

Safeguarding

Adults visiting or working on the CS B's campus play an important part in the life of the school. Please help keep our students safe while working at or visiting the school by observing the following guidelines:

- If you have any concerns that a student may be at risk of harm, report it immediately to the school's Designated Safeguarding Lead (DSL) for Child Protection who can be contacted via reception. Please, only convey your concerns with our DSL.
- The DSL for CSB is Julia Suroz.
- Please share your personal contact information only with members of CSB staff.
- Please, refrain from communicating with CSB students on social media or other networking sites.

Smoking

CSB's campus is a smoke-free environment.

Fire Procedures

If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble at the meeting point. Our staff will guide you to the nearest meeting point.

Earthquake Procedures

At the first sign of an earthquake:

- If indoors, drop to the ground, and take cover by getting under a nearby table.
- If outdoors, move away from all buildings, streetlights, or wires.

An alarm will sound to let you know to begin the evacuation. Upon hearing this alarm, please leave the building immediately by the nearest exit and a member of staff will guide you to the nearest meeting point.

Access to the Internet

All users of the school's systems and Wi-Fi must comply with, and sign, the Acceptable Use of ICT policy. Please ask Reception for details.

First Aid

We have several First Aiders on site. Please alert a member of staff if you feel unwell, and we will call for assistance. Alternatively, please go to reception who will call for assistance.

Personal Property

All site users are responsible for their own personal property and should ensure that any valuable personal items they bring to school are kept securely.