



- 1 Under School
- 2 Vincent Square Playing Fields
- 3 Sports Centre, Greycoat Street
- 4 St Stephen's Church
- 5 Dean's Yard
- 6 Great School
- 7 Millicent Fawcett Hall
- 8 St John's Square

# Information for visitors



## Welcome to Westminster Under School

Thank you for visiting the School and welcome. We are a school for boys aged from 7-13 (from Years 3-8) in the centre of London, just a few minutes' walk from Westminster Abbey, the Houses of Parliament and Tate Britain.

This information sheet aims to give you the most pertinent information while you are on site – we hope you share our conviction that the safety and wellbeing of our pupils, adults and visitors must always be of primary importance.

### Identification

You are requested to report to Reception, via the main front door, with photographic ID, such as a passport or Driving Licence. You will then be issued with a red photo visitor's badge and lanyard which you should wear visibly at all times. As a visitor, you will be supervised at all times.

You should return your visitor's badge to Reception when signing out. If Reception is closed, this should be returned to the person accompanying you.

### Contractors

Contractors who visit School on a regular basis are recorded on the Single Central Record (SCR) will have an official School ID badge with a green stripe. These contractors only need to sign in and out and continue to wear their School ID prominently.

### Buildings

The Under School uses four main buildings as well as Vincent Square:

**Adrian House**, the main school building on the corner of Vincent Square.

**George House**, which is on the opposite the side of Douglas Street and is the large white building. It houses the Dining Room, Art Studio and Meeting Rooms.

**The Pavilion**, on Vincent Square itself.

**The Sports Centre**, known as Lawrence Hall and is one road behind Vincent Square, at the rear of the Pavilion, on the corner of Elverton Street and Greycoat Lane.

### Smoking

The entire site is no smoking – please do not smoke.

### Photography

Photography of our pupils is not allowed unless specifically agreed before your visit, e.g. a visiting photography company.

### Bathrooms

The person accompanying you will show you the correct bathrooms to use. Never use, or enter, pupil toilets.

### Fire

The person accompanying you will let you know if there is a scheduled fire alarm, which is unlikely. There are several buzzers that we use: the fire alarm is a two-tone alarm said to sound like a French police car. If this goes off you will be escorted to the Small Courts on Vincent Square by your host.

### Lockdown

The lockdown alarm is a single, intermittent tone. It will be accompanied by a text to your host's mobile, to their email address and over the walkie talkies, saying 'LOCKDOWN LOCKDOWN.' The person accompanying you will give you further guidance but you should go to your nearest room and stay away from any windows. If you are outside, go inside to the first building you can see. The main things to remember are, Run, Hide and Tell.

### Health and safety

We take health and safety very seriously. In the event that you have a minor accident, or see something unsafe, please report it to your host immediately.

### Safeguarding

If you have any concerns about something you see or hear regarding the way adults treat pupils, or the way pupils treat each other, then please contact the Designated Safeguarding Lead on 0207 802 0393 or 07748 803 607.

### Medical

In an emergency, please call 999 and inform your host. First Aid-trained staff are available during office hours: please call the School Office in the first instance: 2384 on a school telephone or 0207 802 0384.

**Michael Woodside**  
Deputy Master