

## VISITOR SAFETY INFORMATION

### WELCOME TO FONTENEBRO INTERNATIONAL SCHOOL

As a visitor to our school, it is important to know that we have policies in place for risk prevention, accident management, and child protection. You can find these policies on our website:

<https://fontenebroschool.com/nuestro-colegio/>

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### BASIC SAFETY RULES UPON ARRIVAL

- **Parking:** Do not park in reserved spaces.
  - **Access:** Avoid blocking vehicle pathways or pedestrian crossings.
  - **Check-in:** Report your arrival at reception.
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### WITHIN THE PREMISES

- Wear your visitor badge in a clearly visible manner.
  - Refrain from recording videos or taking photographs.
  - Smoking is strictly prohibited throughout the premises.
  - In case of an alarm, follow staff instructions.
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### IN WORK AREAS

- Do not access work areas without prior authorization or without being accompanied by authorized personnel.
  - Enter work areas only with appropriate protective equipment for the tasks at hand. Always comply with the school's safety regulations and those required for specific tasks.
  - Do not operate equipment without authorization.
  - Avoid performing unsafe actions that could endanger yourself or others.
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## IN CASE OF AN EMERGENCY

- Notify your contact at the school: **Natalia Galvis** at [n.galvis@fontenebroschool.com](mailto:n.galvis@fontenebroschool.com)
- Stay calm at all times.
- Alert authorities by sounding the alarm or calling emergency services: **112**
- Use the nearest alarm button.
- Evacuate the work area.
- Proceed to the designated meeting point and wait for instructions from assigned personnel.

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## IN CASE OF AN ACCIDENT

- Inform school staff and/or emergency services.
- Keep the injured person immobilized until medical services arrive.
- Do not offer any drinks to the injured person.
- Avoid administering first aid unless you are trained to do so.
- The school has a qualified nurse on-site throughout the school day.
- Most staff members are trained in first aid. If you require assistance, notify a staff member. Visitors should not attend to students unless explicitly authorized. In case of an emergency, do not hesitate to call **112** and request an ambulance.

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## EMERGENCY EVACUATION AND FIRE PROCEDURES

- The school has risk prevention protocols in place and regularly conducts drills to prepare for potential accidents or emergency situations.
- If the alarm sounds, exit through the nearest emergency exit and proceed to the meeting point. Remain at the meeting point until you are allowed to re-enter the building. If you discover a fire, activate the alarm and inform a staff member if possible.

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## CARDIAC-PROTECTED AREA

You are in a cardiac-protected area. The defibrillator is located at the reception desk.

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## CHILD PROTECTION AND WELLBEING POLICY

Fontenebro International School is committed to protecting children from harm and abuse. We place the utmost importance on safeguarding the wellbeing of all children and young people, regardless of their age.

## **CHILD PROTECTION RESPONSIBILITIES**

Safeguarding and promoting the wellbeing of children is everyone's responsibility. Anyone who interacts with children and their families has a role to play in ensuring their safety. No child should suffer abuse or harm at home or school. All school employees are responsible for ensuring the safety of our students.

### **WHAT IS CHILD ABUSE?**

Child abuse refers to the mistreatment of a child through neglect or any form of physical, emotional, or sexual abuse that results in harm or injury, or the failure to protect a child from danger. This can happen to any child, regardless of age, gender, race, or ability, and may be inflicted by adults or other children.

### **WHO IS RESPONSIBLE?**

Everyone, including teaching and non-teaching staff, temporary and supply staff, administrative staff, catering and cleaning staff, volunteers, external service providers, and community workers, has a legal responsibility to safeguard and promote the wellbeing of children.

### **AVAILABLE INFORMATION**

Copies of our Safeguarding Policy, Child Protection Policy, and Employee Code of Conduct are available. All employees must adhere to the school's safeguarding procedures and policies at all times.

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## **DESIGNATED SAFEGUARDING LEADERS (DSLs)**

The school has a dedicated committee for Safeguarding and Child Protection (Director, Coordinators, and the Counseling Department). Students and staff can identify committee members via displayed posters throughout the premises.

### **Designated Safeguarding Leaders:**

- **Mike Wesr, Director**
  - **Eva Paredes, Counseling Department**
  - **Esther Egusquiza, Counseling Department**
  - **Julia García, Early Years Coordinator**
  - **Cristina Béjar, Primary Coordinator**
  - **Natalia Galvis, Secondary Coordinator**
  - **Rafael Alonso, High School Coordinator**
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## **EMERGENCY CONTACTS**

- Reception: (+34) 91 857 89 42
- Emergencies: **112**

### Address:

Colonia del Redondillo, 8, 28411 Moralarzal, Madrid

Phone: **+34 918 578 942**

Email: **info@fontenebroschool.com**