



# WELCOME TO The Yehudi Menuhin School

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

We would be grateful if you would take a few moments to familiarise yourself with the enclosed guidance, which is intended to ensure the health, safety and security of all of our visitors.

If you have suggestions that might help this process, please contact Reception.

**PLEASE NOTE:**  
**THERE IS NO SMOKING**  
(including e-cigarettes)  
**ANYWHERE ON THE SITE**

# VISITOR ARRIVAL INFORMATION



There is plenty of designated parking at The Yehudi Menuhin School. If the car park by the School is full, please drive down to The Menuhin Hall car park and walk up rather than park outside the designated spaces.

On arrival, please go straight to Reception in the White House where you will be welcomed and asked to sign in. Please do not be offended if you are asked to provide ID - this is part of our Safeguarding Policy and demonstrates our proactive approach to keeping the site safe.

Once signed in you will be given a badge to wear. It is important that you clip this onto your clothing in a visible place - expect both staff and pupils to challenge you if they cannot see a badge.

Visitors will be escorted whilst on site. Contractors working on site may be escorted to the area of work and then left to continue unsupervised. In this situation it is imperative for your own safety, and the safety and wellbeing of our pupils, that you do not move around the site unless explicitly for the work you are undertaking, and that you ensure your work spaces are clear of hazards or equipment before moving on.

All visitors are asked to sign out and hand your badge back at reception before leaving.

# SAFEGUARDING CHILDREN AND YOUNG PEOPLE

The Yehudi Menuhin School is committed to safeguarding and promoting the welfare of children and expects all visitors, including those we contract to work on site, to share this commitment.



We see keeping children safe as everyone's responsibility, and ask that, should you hear or see anything that makes you uncomfortable, or gives you cause for concern regarding the wellbeing or safety of a pupil, you report this immediately to the Designated Safeguarding Lead (DSL) or the Deputy DSL

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**DSL: David Bruce (Director of Academic Studies)**  
**Deputy DSL: Angela Williams (Housemistress)**

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## MOBILE PHONE POLICY

In this digital age there is enormous potential for the misuse of digital images, so whilst we are happy for you to use your mobile phone when in Reception, we ask that you do not use these devices elsewhere on site, and stress that taking photographs, video or audio recordings of any of the pupils or staff is strictly prohibited.



**Nut free zone**



**Smoke free zone**  
(including e-cigarettes)

# HEALTH AND SAFETY

The Yehudi Menuhin School recognises and accepts its responsibility, as far as is reasonably practical, to secure the health and safety of staff, pupils, contractors, visitors and all others using the School premises.

Whilst the School will take all reasonable steps to identify and reduce hazards to a minimum, all visitors, including contractors, must appreciate that their own safety and that of others depends on their individual conduct and vigilance while on the School premises.

## FIRE / EVACUATION PROCEDURE

Should an alarm go off during your visit to the School, it is important that you follow the guidance given in this leaflet, and do not leave the site until the drill or emergency is over.

**If you discover a fire**, please immediately sound the fire alarm by breaking the glass at the nearest point. Evacuate the building from the nearest fire exit (if indoors) and go to the School Car Park. The alarm is signalled by a continuous ringing sound. **If you hear the fire alarm whilst on site**, please evacuate the building from the nearest fire exit (if indoors) and go to the School Car Park. Please report to the Fire Marshal at the muster point at the end of the car park. They will check visitors against the sign-in book.

**If you are in The Menuhin Hall when an alarm sounds**, please evacuate to the car park directly behind the Hall unless directed to do otherwise by a member of the Hall staff.

**Follow instructions given to you by the Fire Marshals and please do not take any personal risks. No one may leave the muster point until the all clear has been given.**

# FIRST AID



We have a School Nurse on site, so in the event of an accident or injury, please ask the nearest member of staff to alert her, or if you are able to, please report to Reception where you will be made comfortable until the Nurse arrives.

If the Nurse is off site, we have a number of qualified First Aiders who will assess the injury/illness and ensure you receive appropriate treatment.

Please keep any medication, including over-the-counter medication, secure. It is absolutely essential that you safeguard against any opportunity for medication to be lost or left behind. If you arrive by car please keep medication locked in your vehicle, unless it is absolutely necessary for you to carry it with you (ie an EpiPen).



**Thank you for taking the time to read this leaflet, and for supporting the School in keeping the pupils, staff and visitors healthy, safe and secure.**

The Yehudi Menuhin School  
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Surrey, KT11 3QQ

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

# PLANNING YOUR VISIT

## **By Train**

Cobham & Stoke d'Abernon Station is on the Guildford via Cobham line from London Waterloo. Taxis are available at Cobham station.

**Cobham cars – 01932 863335**

## **By Car**

### **From the M25 Junction 10**

Leave the M25 at Junction 10 and take the A3 towards London. After one mile take the A245 at Painshill Roundabout and follow signs to Cobham. Follow the A245 through Cobham towards Leatherhead and Fetcham past Squire's Garden Centre. The School is on the right immediately after crossing the M25 flyover. Proceed up the drive and follow the signs to The Yehudi Menuhin School.

### **From the M25 Junction 9**

Leave the M25 at Junction 9 and at the roundabout take the 3rd exit onto the A243. At the next roundabout take the 2nd exit onto the A244. At the next roundabout take the 1st exit into Oaklawn Road, then turn right into Woodlands Road signposted (A245). At the T junction by Squire's Garden Centre turn left onto Cobham Road and the School is on the right. Proceed up the drive and follow the signs to The Yehudi Menuhin School.

## **Via A3**

Leave London via the A3. Exit onto the A244 signposted Leatherhead, Chessington and Oxshott. Continue past Oxshott Station and turn right just before the petrol station, down Steels Lane, which turns into Blundel Lane. Turn left onto Cobham Road (A245) where you will see "The Old Plough" pub to your right. Pass Parkside School and Squires Garden Centre. The School is on the right immediately after crossing the M25 flyover.