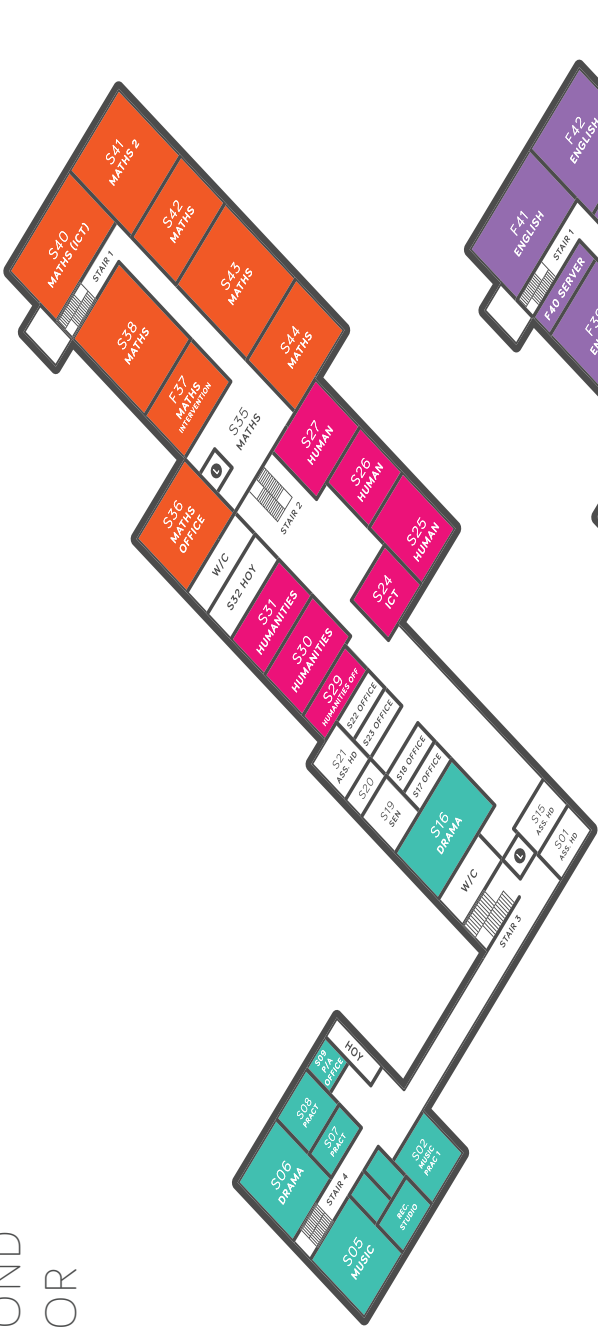


SECOND FLOOR



FIRST FLOOR



GROUND FLOOR



- MFL
- MATHS
- SCIENCE
- SIXTH FORM
- PERFORMING ARTS
- VISUAL ARTS & TECHNOLOGY
- ENGLISH
- HUMANITIES

Emergency



First Aid

The school has nominated First Aiders and a designated First Aid room in the reception area. The Main Reception will arrange for a First Aider to be available should you require one. Call 0 or 222 for reception.



Health & Safety

Your safety and that of our pupils is important so we ask that all visitors ensure they comply with the health and safety requirements of the school site and to obey any instructions given by school staff where health and safety issues are involved. We also ask you to exercise care and attention when on site.



Fire Evacuation

In the event of a fire you should follow the instructions of senior staff and relocate to the fire assembly point outside in the playground at the front of the school and be prepared to evacuate the site as required.

If you discover a fire you should immediately press the nearest fire alarm, fire alarms are located near every exit within the school. A copy of the fire evacuation procedure is available from reception should you wish to view this.

Finally, the school asks that all visitors abide by the foregoing to ensure the safety and welfare of themselves and our pupils.

Contact

The Norwood School Crown Dale, London. SE19 3NY.
 T 0208 670 9382 E post@thenorwoodschoo.org
 www.thenorwoodschoo.org



Welcome

Welcome to The Norwood School

IMPORTANT NOTICE

The Norwood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, visitors and parents to share this commitment.

The Inventory system is used to enhance the safety and security of the school and its pupils as well as providing an up to date record for the Fire Regulations. Your attention to the following is therefore requested.

On arrival please complete all details in the school's Inventory system as indicated. Familiarise yourself with the notes on the screen as your acceptance when signing in indicates that these have been read and understood.

Please wear your pass in a visible position during your visit, and before leaving return to the point of issue to sign out.

If you have any concerns about the safety or welfare of any child, you should act without delay and contact one of the Designated Safeguarding Leads via the main reception as quickly as possible. The office will contact a member of staff responsible for child protection/safeguarding. At The Norwood school the responsible staff are:

Ms Celica Douglas
 Designated Safeguarding Lead

Dr O'Brien Coker
 Deputy Designated Safeguarding Lead

Ms Janene Rose
 Child Protection Officer

Ms Edith Imafidon
 Child Protection Officer

Mr Ferron Morgan
 Child Protection officer

Chair of Governors
 Safeguarding Governor

We hope that you enjoy your visit to our school and we thank you for your co-operation



Safeguarding of Children

The Headteacher and The School Governors welcome you to the Norwood School and assure all visitors a warm, friendly and professional welcome, whatever the purpose of their visit.

The school has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. The duty of care incorporates the duty to "safeguard" all pupils from subject to any form of harm, abuse or nuisance. It is the responsibility of the Safeguarding Lead and the Senior Leadership team of the school to ensure that this duty is uncompromised at all times.

(Keeping Children Safe in Education September 2021) DfE, a copy is available from reception.)

In performing this duty, we recognise that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that ALL VISITORS (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor being refused entry to the school premises and possibly being asked to vacate the site.

Responsibility

The responsibility for the Policy is with the Co Headteachers who are responsible for implementation, co-ordination and review. The Co Headteachers are also responsible for liaising with the site and reception staff and Child Protection Officer/Designated Safeguarding Leads as appropriate. All breaches of this procedure must be reported to the Co Headteachers. The schools aim is to safeguard all children both during school hours and in out of school hours' activities which are arranged by the school.

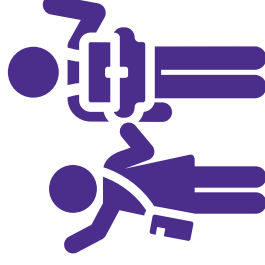
Our Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding guidelines.

Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site (ie within the school boundary fence) during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

The Head Teacher & The School Governors welcome you to **The Norwood School** and assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit.



Protocol & Procedures



Visitors to the School
All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors/contractors list).

All visitors must follow the following procedure:

- Once on site all visitors must report to reception first via Crown Dale front gate.
- Deliveries arriving at the Elder Road car park must contact the reception on the gate intercom who will alert premises staff.
- At reception, all visitors must state the purpose of their visit and who has invited them.
- Visitors should be ready to produce formal identification upon request.
- All visitors will be asked to sign in using the school's Inventory system which is in reception at all times making a note of their name, organisation, who they are visiting and car registration number if applicable.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors with approved DBS certificates will wear a green lanyard, those without, will wear a red lanyard and must be accompanied at all times.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor.
- The contact will then be responsible for visitors while they are on site.
- Any visitor must not be allowed to move about the site unaccompanied. The school will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff).

To qualify for this list, the visitor must have demonstrated, prior to the visit that:

- They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record AND
- A current clear DBS children's barred check has been undertaken AND
- Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in using the schools Inventory System).
- A copy of the approved visitor list will be kept behind reception at all times.

What is Safeguarding



Safeguarding is defined as:

Protecting children from maltreatment; Preventing impairment of children's health or development;

Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and

Taking action to enable all children to have the best life chances.

The Norwood School is committed to safeguarding and promoting the welfare of all its pupils/students. **We believe that:**

All children/young people have the right to be protected from harm;

Children/young people need to be safe and to feel safe in school;

Children/young people need support which matches their individual needs, including those who may have experienced abuse;

All children/young people have the right to speak freely and voice their values and beliefs;

All children/young people must be encouraged to respect each other's values and support each other;

Designated Safeguarding Leads

Ms Celica Douglas

Designated Safeguarding Lead

Dr O'Brien-Coker

Deputy Designated Safeguarding Lead

Ms Janene Rose

Child Protection Officer

Ms Edith Imafidon

Child Protection Officer

Mr Ferron Morgan

Child Protection Officer

The responsibilities of the DSL are described in the School's Safeguarding Policy

The Norwood School has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff.

All children/young people have the right to be supported to meet their emotional and social needs as well as their educational needs – a happy healthy sociable child/young person will achieve better educationally;

Schools can and do contribute to the prevention of abuse, victimisation, bullying, exploitation, extreme behaviours, discriminatory views and risk taking behaviours and;

All staff and visitors have an important role to play in safeguarding children and protecting them from abuse.

The Norwood School will fulfil their local and national responsibilities as laid out in the following documents:

Working Together to Safeguard Children (DfE 2018)

Keeping Children Safe in Education: Statutory guidance for schools and colleges (DfE September 2023)

The full range of National Safeguarding policies can be found here <https://blog.insidegovernment.co.uk/schools/what-are-the-national-policies-for-safeguarding>

