**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 222 or 221 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.

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

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**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 screen as your acceptance when signing in, indicates that these have been read & 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 Theresa Corcoran
DESIGNATED SAFEGUARDING LEAD

Ms Janene Rose
Deputy DESIGNATED SAFEGUARDING LEAD

Mr Richard Cole
Deputy DESIGNATED SAFEGUARDING LEAD

Ms Edith Imafidon
Child Protection Officer

Mr Ferron Morgan
Child Protection Officer

Ms Kate Hodge
SAFEGUARDING GOVERNOR

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