

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@thenorwoodschool.org
www.thenorwoodschool.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
- Mr Jeremy Cox
Deputy Designated Safeguarding Lead
- 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



Directory

The Norwood School





Safeguarding of Children

The Co Headteachers and 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 subjection 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.

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.

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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.

- Visitors MUST leave via reception and enter their departure time on the Inventory system alongside their arrival entry.
- Visitors MUST return the identification badge/lanyard to reception on completion of their visit.
- A member of staff should escort the visitor to reception.

- Unknown/uninvited visitors to the school or any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign in properly and be issued with an identity badge.

- The procedures under “Protocols and Procedures – Visitors to the School” as above will then apply.

- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the SLT informed. The relevant SLT member will consider the situation and decide if it is necessary to inform the police. If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

- Governors and volunteers and parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the school office. The school must check all governors' and parent helpers DBS certification is current (ie less than 3 years old). Thereafter, procedures as per above should apply. Please note that

Governors should sign in and out using the Inventory system. New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Co Headteachers and Chair of Governors. New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

- As part of their induction, new staff will be made conversant with this policy for external visitors and asked to ensure compliance with its procedures at all times.

- This policy and procedures should be read in conjunction with other related school policies, including Safeguarding Policy/Health and Safety Policy/Fire Policy.

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

Mr Jeremy Cox

Deputy Designated Safeguarding Lead

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

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