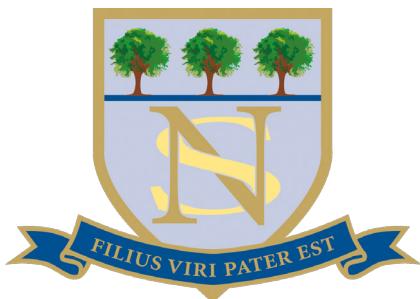




NORMANHURST SCHOOL

Welcome to Normanhurst School. The information in this booklet is designed to ensure your safety and to safeguard all members of the school community. It covers:



**Safeguarding
Emergency Evacuation
Coronavirus
Health and Safety
Security
Confidentiality**

Safeguarding

Normanhurst School recognises its prime responsibility is to promote and safeguard the welfare of the children. All children have a right to be protected from abuse. Everyone employed, volunteering in and visiting school is expected to share this commitment.

To safeguard the welfare of the children in our care, we do the following:

- We undertake DBS checks on everybody working and volunteering in school.
- We check the DBS status of every outside coach or specialist working with children.
- We do not allow adults without a DBS check to work unsupervised with children.
- We undertake due diligence when inviting outside speakers to talk to the children.
- We require contractors and other service providers to meet safeguarding requirements.
- We train all staff annually in safeguarding procedures, including DfE guidance 'Keeping Children Safe in Education' (KCSIE).
- We publish our comprehensive Safeguarding Policy on our website.
- We use electronic door security within the site.

If you have any concerns please refer them immediately to a member of staff. We ask that you assist us by:

- Not initiating verbal or physical contact with pupils unless it is appropriate and part of the agreed reason for your visit.
- Not giving out any personal information about yourself, such as your phone number, address, email or social networking account details.
- Not requesting or accepting any personal information about any of the children.

The Headmistress, Mrs Job, and Head of Juniors, Ms Low Ten Que, are the Designated Safeguarding Leads (DSL) for the school. The Head of Seniors, Mr Clair, and one of our Assistant Heads, Mrs Coates, are Deputy DSLs.

Emergency Evacuation

The fire alarm is signalled by the continuous ringing of the fire alarm bells. On hearing the fire alarm, do not put yourself or others at risk. Please evacuate at the nearest exit and report to the office staff on the school playground. Nobody may re-enter the buildings once the alarm sounds until the all-clear is given.

Please ensure that you are aware of the nearest exit, how to raise the alarm through the 'break glass' call points and the location of the school playground for the assembly point.

Coronavirus

We have put in place a wide range of measures to keep all members of the school community as safe as possible during the Coronavirus pandemic. Please make sure that you do the following:

- Do not come to school if you have a high temperature, new continuous cough or loss of taste or smell.
- Wear an appropriate face covering over your nose and mouth at all times when inside any of the school buildings.
- Sanitise your hands when you enter our buildings using our hand gel dispensers.
- Maintain appropriate social distancing at all times while on site.
- Do not leave your host or enter areas unnecessarily while on site.
- Keep contact with others to a minimum while on site.

Thank you for your support as we try to reduce the risk of spreading the virus in school.

Health and Safety

Please pay attention to your surroundings and be aware of the following at all times when on the school premises:

- Ensure you are qualified to carry out any work undertaken.
- Ensure that all equipment is safe to use.
- Do not enter restricted areas, such as the school kitchens or maintenance areas, unaccompanied.
- Do not interfere with Health and Safety arrangements or misuse equipment.
- Ensure that the safety of the children comes first at all times.
- Please inform the School Office if you have any concerns about safety or if you have noticed any potential hazards.

Security

All visitors must report to the School Office as soon as they arrive at school. Please sign in and collect a lanyard, which must be worn at all times when on site. The school's emergency evacuation procedures are on the reverse of the lanyard.

Please keep bags, laptops and personal belongings with you at all times when you are on site. You must sign out at the end of your visit and return your lanyard to the School Office.

Confidentiality

Whilst you are in school you need to be aware that anything you see with regard to the children or staff remains confidential and should not be repeated outside school or to other parents. Please share any incidents or concerns you may have with the Headmistress or Deputy Head. It is their responsibility to take further action if appropriate and refer any matters to the DSLs if necessary.

Mobile Phones

To protect children, staff, volunteers and visitors should not put themselves in to a position where their actions can be misinterpreted. Please do not use mobile phones with recording/photographic functions in the school buildings for anything other than making and receiving phone calls.

Mobiles must not be used whilst in the presence of children. If you need to make a phone call please do so in the office or waiting area.

Children's Behaviour

The children should behave politely and follow our school rules at all times. They are taught to respect all adults. If you feel a child is behaving inappropriately then please inform the School Office.

Smoking

Our school operates a non-smoking policy which includes the grounds and the building. This includes vaping and smoking inside a vehicle on site. Please leave the premises before smoking.

Mobility

Please let us know of any mobility or health issues that may enable us to provide assistance and support as required.

First Aid

If you have an accident or feel unwell, please ensure that our office staff are made aware. We can arrange assistance from a trained first aider or seek further help if needed.

Toilets

Visitors' facilities are located at the top of the stairs or, if attending an event, off the front courtyard by the hall.

Normanhurst School

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Website www.normanhurstschool.co.uk

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