**HEALTH AND SAFETY PROCEDURES.**

* As a visitor at our school, you have a legal responsibility for your safety and the safety of others
* **Please ensure you are feeling well at the time of entry to New City School and not displaying any of the known signs and symptoms of Corona Virus. In line with current COVid 19 guidance, visitors will be required to wear a mask, utilise all sanitizing stations and adhere to all signage instruction for the duration of their visit.**
* All visitors must display their visitor badge whilst on the premises. Visitors must ensure they sign out via the main reception area and return their badge for disposal
* A DBS certificate must be produced if you are to be in an unsupervised situation with the children
* Mobile phones must not be used in public areas. They may only be used in the staff room
* In the case of a fire you will hear a continual alarm. You should leave the building in a calm manner and make your way to the signed evacuation area which is located in the main playground underneath the dining hall canopy. You should remain there until further instruction is given. Please contact one of the Fire Marshalls - identified by hi-viz jackets – should you have any concerns or issues
* In the unlikely event of an accident or “near miss”, please report to the medical room on the ground floor. The incident will be recorded in an accident book and held for future reference. A list of designated first aiders can also be found in the medical room.
* Please be aware that New City Primary School and its grounds are a smoke free area
* If you have any concerns about anything you see during your visit please do let the school office know so that it can be reported to the appropriate member of staff.

**Welcome**

**To**

**New City Primary School**

****

**VISITOR INFORMATION**

We hope you have an enjoyable and productive visit to our school. This brochure is intended to provide you with details of safeguarding and health and safety procedures as well as key information to enhance your visit.

**Designated Safeguarding Leads (DSL)**

Caroline Stone Mary Bull

Head Teacher(DSL) Deputy Head(DSL)

 Sam Dutch Wendy Rainger

Deputy Head(DSL) Family Support Worker(DSL)

****Annabelle Greyling Rubel Aloum

Inclusion Manager (DSL) Deputy Head (Acting) DSL

**SAFEGUARDING PROCEDURES**

We are dedicated to safeguarding and promoting the welfare of all children. Anyone working in a school environment, in any capacity, has a duty of care towards the children who attend the school. At New City, and within the Boleyn Trust, we expect all visitors to understand and support this commitment. In the unlikely event that you do have any concerns about a child’s safety during the course of your visit, or are approached by a child who discloses information to you, you should:

Inform one of our Designated Safeguarding Leads as pictured opposite. Staff at the school office will be able to advise you further. Remember your concern should not be shared with any other staff.

The DSL will ask you to provide a short written verbal statement regarding what you have seen or heard.

If your concern about a child stems from a member of staff that you have witnessed you should inform the Head Teacher directly. If they are not available you should inform one of the Deputy Head Teachers. The office staff will be able to advise you as to their location

**In conclusion –**

If a child makes a disclosure you should:-

React calmly

Do not promise confidentiality

Reassure the child

Record carefully what is said

Don’t forget no concern is too small-If you have any worries whatsoever about a child please do not leave the premises without informing someone.