



Norden Community Primary School

Shawfield Lane

Rochdale

OL12 7RQ

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## Safeguarding Leaflet for Visitors

The Designated Safeguarding Lead is:

**Mrs Nikki Delaney, Deputy Head**

Other designated safeguarding staff:

**Mrs Rachael Bentham, Headteacher**

**Mrs Jo Hill, EYFS Lead**

**Mr Joe Craig, Pupil Mental Health Lead**

### Welcome

Norden Community Primary School welcomes all our visitors; we hope that you feel welcome and that your needs are properly met. Whether you are a regular visitor to our school, or this is your first time visiting us, this leaflet will help keep you safe whilst you are with us.



### **Signing in**

All visitors must sign in at the school office on arrival and sign out on departure. You will be issued with a visitor's badge which must be worn at all times. If you have any special requirements or if you will require assistance in the case of an evacuation, please inform the school office who will arrange a visitor evacuation plan.

### **Evacuation**

If the fire alarm sounds whilst you are in school, please leave the building using the nearest exit and make your way to the fire assembly point on the playground at the rear of school where a visitor register will be taken. Staff who you are with during your visit will assist, please ensure you follow their instructions. Evacuation plans and instructions are available on the door of each room should these be required.

### **Safeguarding**

Any concerns regarding the safety or well-being of our children should be discussed with a member of staff immediately.

If you need any help at all during your visit to the school, please see the member of staff you are linked to in the first instance or any member of the school office team. Whatever the reason for your visit, our aim is to ensure you are properly looked after during your visit and we welcome any feedback you may have.

### **Housekeeping Information**

#### **Mobile Phones**

We ask that visitors to the school do not use mobile phones in areas where children may be present such as classrooms, teaching spaces, corridors or on the playground. Please do not take any photos whilst in the building without permission from the Head, Mrs Bentham.

#### **First Aid**

Should you require first aid treatment during your visit to the school, please contact the school office immediately. First aiders can be found in each Unit.

#### **Health & Safety**

We ask that no hot drinks are taken into teaching areas unless these are in safety cups. If you have any concerns regarding Health & Safety, please report these to the School Business Manager—Jill Smith at the school office.