

### **Mobile Phones**

Personal mobile phones must be placed on silent, or switched off, and out of sight.

They must not be accessed in a space where children are present.

### **Photographs**

Please do not take photographs on our school site unless you have permission from a member of staff.

### **Smoking & Vaping**

Smoking or vaping is not permitted anywhere on our school site.

### **Pupil Behaviour**

During your visit, you might observe a pupil struggling to manage their behaviour. We would like to reassure you that staff have been trained to manage these situations keeping the child, themselves and others safe. Please be aware a member of staff may ask you to leave the room until the situation has been calmed.

**Confidentiality** Please remember that whatever you see or hear in our school is confidential and should under no circumstances be discussed with others.

### **FIRE**

If the fire alarm sounds, please evacuate the building following the green evacuation signs to your nearest exit.

Your assembly point is:  
Far end of the school field.

Please let the person you are visiting know if you require any assistance with evacuation.

### **LOCKDOWN**

If you hear a continuous whistle while you are visiting our school, please stay in the immediate area with the closest member of staff until given further instructions.

**FIRST AID** In the event of an accident, or if you require first aid, please speak to a member of staff.

**ALL SCHOOL STAFF CAN BE IDENTIFIED BY A BLACK WENSUM TRUST LANYARD.**



**ARDEN GROVE  
INFANT & NURSERY  
SCHOOL**



## **SAFEGUARDING AND HEALTH & SAFETY visitor information**

all visitors are  
required to read this information

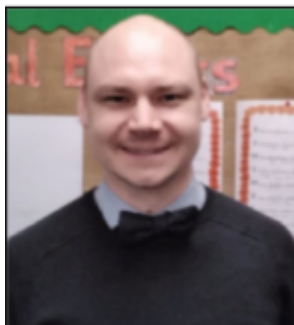


**We are committed to safeguarding and promoting the welfare of children and staff, volunteers and visitors are expected to share this commitment.**

## Visitor Procedures

### All Visitors must sign in at Main Reception

- All visitors will be issued with a lanyard and pass which must be displayed at all times whilst on the site.
- Visitors without a DBS will be supervised at all times.
- Visitors must sign out at Main Reception before leaving the site.
- Should you need the toilet during your visit, please speak to a member of staff who will direct you to the nearest staff toilet.



Josh Cook  
Deputy  
Headteacher



Anne Oakley The  
Place Lead

### What do I do if I am worried about a child?

If you become concerned about a child, or a child makes a disclosure to you, please speak to one of our Designated Safeguarding Leads (DSLs) listed above immediately.

The Governor responsible for  
Safeguarding is:  
Rebecca Lamb

## Child Protection

This is the process of protecting children, who may be suffering from, or at risk of, significant harm. This includes physical abuse, sexual abuse, neglect, and emotional harm.

Child protection promotes the rights and welfare of all our children.

If a child tells you something, keep calm, listen, do not question, and never make any promises.

**If you have concerns, or if a child discloses something to you, inform one of our Designated Safeguarding Leads.**

## Staff Conduct

**If you are concerned about the conduct of a member of our staff following an observation or disclosure, the following actions must take place:**

- Immediately inform the Headteacher.
- In the absence of a Headteacher, immediately inform a member of the leadership team