

Code of Conduct

We would ask that you refrain from:

- physical contact with pupils (unless it is part of the remit of your visit);
- using innuendo and expletives;
- disclose personal information such as e-mail or phone number with pupils;
- discuss personal relationships or make unprofessional comments;
- discriminating on the basis of ethnicity, gender, lifestyle choices, religion or social class.

Please try to adhere to our core values as below.

Our Tree of Values



If you witness any form of discrimination, please report to the School Office immediately.

All staff and leaders fully recognise that they have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children (Section 175 of the Education Act 2002)

All members of the school community including volunteers and governors play an active part in protecting our children from harm. We adhere to the Local Authority's safeguarding children procedures and Keeping Children Safe in Education (KCSIE).

Procedures On Site

All visitors must sign in the visitor's book and a visitors lanyard must be worn at all times whilst on the school site.

Visitors admitted on to the school premises must report immediately to the school office.

Visitors who have Photo ID and a DBS are able to have access to the school

Visitors who have no Photo ID or DBS will be supervised at all times

All visitors must sign out at the school office and return their visitor pass before leaving the site.

Mobile phones and Photographs The use of personal phones or taking photographs by anyone is not permitted unless there is an emergency.

GET IN TOUCH

☎ 020 8558 8765

🌐 <https://www.noorulislamprimaryschool.org.uk>
@ primary.school@noorulislam.org.uk

Noor Ul Islam Primary School Safeguarding Guide



Our school is committed to keeping our children safe and happy. As set out in our Safeguarding Policy, the welfare and well-being of our children is of paramount importance.

This guide has been written for visitors, agency workers, work experience and student teachers to provide a brief insight into some of our policies and procedures to safeguard our premises and children.

For further information, please visit our website or see our office team.





Child Protection

If you encounter any situation that causes you to be concerned for the safety of pupils or the conduct of staff, please report to the school office or the Designated Safeguarding Lead.

If a pupil approaches you and discloses information that suggest they may have been victim of emotional, physical, sexual abuse or neglect, please:

- do not promise to keep your conversation a secret and inform the child that you will need to pass on this information to relevant staff;
- listen to the pupil without interrupting or asking leading questions;
- let them explain what happened, in their own words and in their own time;
- reassure the pupil that action will be taken to ensure their safety.

A child may not approach you directly but you may notice possible signs of safeguarding issues namely bruises, poor hygiene, extremist language, disturbing artwork, etc.

If you feel that there are grounds for concern, it is vital that this is reported to the Designated Safeguarding Lead.

Smoking & Vaping

Smoking or vaping are not allowed on school premises.

First Aid

Should you require first aid during your time with us, please report to the school office. Most of our staff are first aiders and can provide medical assistance.

Safety Online

There is a separate policy on being safe online. Please see someone if you need further details.

Evacuation Point

Leave the main gates, turn left and walk towards the Opossum Nursery.

Fire Safety & Evacuation

If the fire alarm sounds while you are on site, please proceed directly to the assembly point located on Dawlish Road (*please see map*). The fire alarm is a loud, continuous siren.

If you discover a fire, please notify the nearest member of staff who will initiate the evacuation procedure.

Please do not attempt to return to the building until you have been given the all-clear.

All staff have received training and know what to do in the event of a fire emergency and will ensure that all pupils are escorted calmly to safety, where register will be taken.

Key Contacts

Designated Safeguarding Lead:

Hawa Moreea

See other deputy safeguarding leads in her absence.

Fire marshall: Salma Musbally

First Aid: See office

Remember

If in doubt, ask!