

Code of Conduct

We ask all visitors to refrain from:

- Physical contact with pupils (unless necessary for the purpose of your visit)
- Innuendo or inappropriate language
- Sharing personal information (emails, phone numbers, social media) with pupils
- Discussing personal relationships or making unprofessional comments
- Any discriminatory behaviour linked to ethnicity, gender, lifestyle, religion, or social class

Please follow our core values throughout your visit.

Our Tree of Values



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

We are committed to strong safeguarding arrangements to protect children's wellbeing, as required by Section 175 of the Education Act 2002.

All members of our community—staff, volunteers and governors—share responsibility for keeping children safe. We follow Local Authority procedures and the statutory guidance Keeping Children Safe in Education (KCSIE).

Please follow all guidance during your visit and report any hazards or concerns to the School Office.

For feedback, please ask to speak to a member of the Senior Leadership Team.

Procedures On Site

Please report to the School Office on arrival and sign in.

Keep your visitor lanyard visible while on site, and sign out and return it to the office when you leave.

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

Mobile phones and photographs Please keep personal phones away and on silent while on site. No photos or recordings are permitted unless there is an emergency and permission is given.

Noor Ul Islam Primary School Safeguarding Guide



Our school is committed to keeping every child safe and happy. In line with our Child Protection & Safeguarding Policy, children's welfare is our top priority.

This guide gives visitors a clear overview of key safeguarding expectations while on site.

For more information, please speak to the School Office or visit our website.

Contact

☎ 020 8558 8765 (option 2)

@ primary.school@noorulislam.org.uk

🌐 www.noorulislamprimaryschool.org.uk



Evacuation Point

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



Fire Safety & Evacuation

What to Do

- The alarm is a loud, continuous siren.
- Proceed directly to the Dawlish Road assembly point (see map).
- If you discover a fire, alert the nearest staff member at once.
- Do not return inside until the all-clear is given.
- Staff will guide pupils out calmly and take the register at the assembly point.

Emergency Lockdown

Go to the nearest classroom or office immediately. Stay inside and wait until an official announcement says it's safe to leave.

Key Contacts

Designated Safeguarding Lead:

Hawa Moreea

See other deputy safeguarding leads in her absence.

Fire marshall: Sahira Toonah

First Aid: See School Office

Remember

If in doubt, report it!

Child Protection & Safeguarding

Report any concern about pupil safety or staff conduct to the School Office or the Designated Safeguarding Lead.

If a pupil discloses abuse (emotional, physical, sexual, or neglect):

- Don't promise secrecy—explain you must share this to protect them.
- Listen without interrupting or asking leading questions.
- Let them speak in their own words and at their own pace.
- Reassure them that support and protective action will follow.

Look out for signs such as unexplained injuries, poor hygiene, extremist language, or disturbing artwork. When in doubt, report to the Designated Safeguarding Lead. Always pass on any disclosure. Follow the same steps for suspected or reported bullying.

Smoking & Vaping

Smoking or vaping are not allowed on school premises for the benefit of pupils and staff.

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.