GENERAL SECURITY

Please keep your valuables with you, or ask if they can be locked away whilst you are on site. Please put any valuables that you have left in your car out of sight as a precaution.

PARKING

If you park your vehicle in the School's car park, then please do so carefully as there may be pupils, staff and other visitors in these areas. Please park responsibly in the marked parking spaces. Vehicles are parked at owner's risk.

FIRE AND EVACUATION PROCEDURES

If an alarm sounds during the day, please follow these procedures:
On hearing the fire alarm:

- ***Evacuate the building from the nearest fire exit and go to the assembly point; this is the School's field.***
- ***Do not run or stop to collect belongings.***
- ***If you have seen the fire, please report the location of the fire to the Headteacher or any other member of staff once you have reached the assembly point.***
- ***Report to the person with the Visitors' Book, once you have reach the assembly point.***
- ***Do not return to the building until advised that it is safe to do so.***

FIRST AID

All accidents and injuries must be reported to the Headteacher and an accident form completed. Appropriate first aid can be administered by one of our trained first aiders. An ambulance will be called, if necessary. Please let us know if you have any allergies or other medical needs.

TOILETS

Only toilets that are staff toilets, including a disabled toilet are to be used by visitors, all other toilets are not to be used.

MOBILE PHONES

We have a policy of no mobile phones to be used on the school site. If you need to use a phone, please ask a member of the office staff. No photographs or recordings are to be taken by any device, without prior consent of the Office Manager.

SMOKING

Smoking is not permitted anywhere on the site at any time - this includes e-cigarettes.



Nine Acres Community Primary School

Information for Visitors including Safeguarding



Ofsted Good

'Striving for Excellence'

Ofsted Outstanding Early years provider

Team Work Respect Aspiration Perseverance Caring Creativity Citizenship Courage Independence

Welcome to Nine Acres

OUR VISION

We are a school in which everyone is *'Striving for Excellence'*. We aim to create an environment where curiosity is encouraged, inquiry welcomed and excitement in learning is fostered. We want to enhance the life of every child, equipping them with the skills and ability to make sense of the world thus creating a community that has values and attitudes that will stand them in good stead for the rest of their lives.

We encourage high self-esteem, aspiration, expectation and respect in all our pupils. We recognise that all are different, but each is special. The pupils will leave Nine Acres with good skills in English, Communication and Mathematics which they can apply across all areas of the curriculum. They are ready to face the challenges of secondary education with enthusiasm.



ON ARRIVAL

The school office is located inside the main entrance to the school. On arrival, you will be asked to sign in using the Visitors' signing in book and issued with a Visitor's badge, which should be worn and visible at all times. A form of identification may be requested. Please ensure you also sign out when you are leaving the school site and return your badge.

HEALTH AND SAFETY

Some accidents and injuries are preventable and, as such, every task should be performed with reasonable and appropriate safety measures in mind. We aim to provide a safe and healthy learning and working environment for all persons on our site and we expect everyone to adhere to our Health and Safety Policy. If you have any concerns regarding health and safety, please report these to a member of the office staff.

SAFEGUARDING

'Safeguarding is everyone's responsibility, we all need to protect our children'.

Unless you have undertaken all the relevant safeguarding checks and an appropriate member of staff has approved these, you should not be alone with students. Should a pupil share information that concerns you, or you witness something that concerns you, please speak to a member of our school staff. If necessary, they will direct you to the Headteacher, or one of the school's Deputy Designated Safeguarding Leads.

Our Designated Safeguarding Leads



Mrs E Dyer
Headteacher



Mrs S Broome
Deputy Headteacher



Miss Paddon
Assistant Head/SENCO



Mrs K Hussey
Child and Family Worker

The information in the document is extracted from our child protection policy (January 2017), this and all other policies can be found on the school website at:

www.nineacrespri.iow.sch.uk

If you have any concerns about a child, anyone can make a referral to any of the following:

Multi Agency Safeguarding Hub (MASH): 0300 300 0117
Police: 101 or 999
Social Care: 01983 823434

Local Authority Designated Officer (LADO): Paul Barnard
01983 823723 or Secure Email: lado@iow.gov.uk

Nine Acres Community Primary School
South View
Newport, Isle of Wight
PO30 1QP
School Telephone Number: 01983 522984

Website: www.nineacrespri.iow.sch.uk
Email: office@nineacrespri.iow.sch.uk
Facebook: @NineAcresCommunityPrimarySchool