

Equality

We respect the equal human rights of all of our pupils, promoting race and gender equality, provide equal opportunities for disabled children, their parents, staff and others who visit or use our school.

No Smoking Policy

The New Forest Primary School operates a no-smoking policy. This includes the grounds as well as the buildings.

Contractors

Please be aware that we will ask to see the relevant risk assessments and method statements. Report any Health and Safety concerns to the school office. Maintain the work area in a safe and tidy state. Respond to emergency evacuation and report to a member of staff.

Vehicles on Site and Parking

We have extremely limited parking facilities at both of our sites. The only public parking spaces within the school car parks are reserved for disabled visitors. The remaining spaces are strictly reserved for vehicles of our school staff or authorised vehicles only.

We are fortunate to have very accommodating neighbours. Landford Village Hall kindly allow our parents and visitors to park in their car park adjacent to our Landford site.

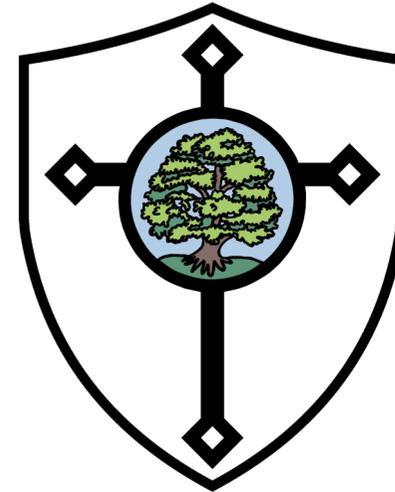
Parking is limited in School Road at Nomansland and we kindly request that you park considerately. Particularly try to avoid parking opposite driveways and outside gateways.

Thank you

We are extremely grateful that you have visited us today and hope you have found the experience pleasant, helpful and enjoyable. Please keep in touch with the life of our school by visiting our website.

www.thenewforestschool.wilts.sch.uk

Visitor Information



An information leaflet for Parents, Visitors and Volunteers

**The New Forest Church of England
(Voluntary Aided) Primary School at
Landford, Nomansland and Hamptworth**

Welcome

Welcome to The New Forest Church of England Primary School at Landford, Nomansland and Hamptworth. In order to ensure you have a safe and enjoyable visit with us, please kindly take note of the following information.

Safety First

If you have an accident or feel unwell please ensure a member of staff is made aware. We can arrange assistance and a first aider if required. Please let us know of any mobility or health issues which may require additional support, so we can arrange this. Always pay attention to your surroundings and ensure that you keep yourself safe. Be vigilant regarding the safety of others. Please help to keep corridors and exits clear. Do not place any obstructions in them.

Security

Upon arrival, please make yourself known to the staff in the school office. It is important that you sign in and out, at the start and end of your visit, so that we know who is on site. We ask all visitors to wear an identity badge whilst on site. Please do not let any further visitors into the school and note that our children are not allowed to let any visitors into the school. Please keep bags and belongings with you.

Evacuation of the Building

On discovering a fire, sound the alarm by breaking the glass at a call point. On hearing the fire alarm, evacuate the building using the nearest safe exit and report to the assembly point on the playground. We ask the children to walk out in silence, and would appreciate if you do the same. If you are working with a child or group of children, please make sure that you escort them to the assembly point.

Positive Behaviour Management

All children and adults in school are expected to follow our school values based on positive behaviour management. Please make a point of praising children for good behaviour. If a child's behaviour does not meet our high expectations please inform the class teacher.

If a situation arises in which a child's behaviour may potentially endanger the their own safety or the safety of others please seek assistance immediately. Please see our Behaviour Policy leaflet for further information.

Health and Safety Policy

A copy of our current Health and Safety Policy is in the main entrance of each school site for your perusal.

Internet Safety

Our 'E-safety and Acceptable use of IT' policy is available in the school entrance of each site for your reference. If your work with the children involves searching on the internet, please note that it is school policy that children are supervised at all times.

Resources

If you are bringing any resources in to show the children, please check with the class teacher or the Headteacher. We can then ensure that they are appropriate.

Child Protection

The Designated Safeguarding Lead is Mrs Caroline Whittaker (Head Teacher).

In the event that he is unavailable our Deputy Designated Safeguarding leads are:

Miss Caroline Morland (Deputy Head Teacher)

Mrs Caroline Wilkinson (Senco)

The needs and safety of the child always comes first. The school is committed to safeguarding children and expects all staff and volunteers to share this commitment. Consequently, should you have any concerns or become aware of concerns about the health, safety, welfare or well-being of any pupil at The New Forest Primary School, you should report them immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL.

Confidentiality

Anything you hear or see, pertinent to individuals or groups of children, whilst on the premises must be kept confidential. Please share incidents or concerns you may have directly with the class teacher or senior member of staff. Do not share/exchange personal details. There may be times you need to work individually or with a group, if so you need to avoid being alone with a pupil, also avoid entering into conversations of a personal nature.