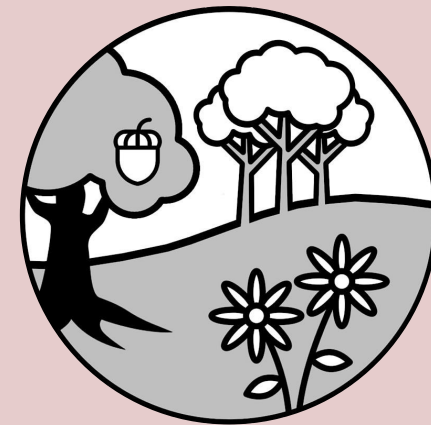


Notes

Thank you for helping to keep
Wood Field Primary School safe.

Safeguarding and Visitor Information



**WOOD FIELD
PRIMARY SCHOOL**

Member of the Greenshaw Learning Trust



WOOD FIELD

Designated Safeguarding Leads



Miss Burrell
Assistant Head



Mrs Pratt
Head Teacher



Miss Ryan
Deputy Head



Mrs Sills
Assistant Head



Miss Johnston
UKS2 Manager



Miss McManus
LKS2 Manager



Miss Greenwood
EYFS and KS1
Manager



Miss Newman
Family Support
Worker



Miss Allen
SENDCo—
WF



Mr Short
Behaviour
Lead—WF



Miss Worthy
Oak Field
Head of Base



Miss Harwood
Oak Field



Mrs Walters
Oak Field
Deputy
Head



Mrs Connolly
SENDCo— OF



STAYING SAFE

Floorplans and Class Information

First Floor



Reception classes

Hedgehogs
Squirrels
Dormice

Year 1 classes

Butterflies
Bumblebees

Year 2 classes

Otters
Foxes

Year 3 classes

Dee
Cam

Year 4 classes

Tyne
Avon
Keer

SW SEN Classes

Dragonflies
The Den

Year 5 classes

Arrow
Ashby
Trent
Tamar

Year 6 classes

Thames
Witham

OF SEN Classes

Stingray
Orca



STAYING SAFE

Floorplans and Class Information

Lower Ground Floor



Ground Floor



STAYING SAFE

Visitor Information

Wood Field Primary School and the Greenshaw Learning Trust, are fully committed to the highest standards of child protection and safeguarding.

Adults visiting our site play an important part in the life of the school. You can play your part in keeping pupils safe by reading the Safeguarding Policy, Keeping Children Safe in Education Part 1 guidance and Prevent Guidance which can all be found on the Safeguarding noticeboard in the staffroom.

Safeguarding is everyone's responsibility

Security

All visitors and contractors visiting Wood Field Primary School must report to the Main Office.

As a visitor you will be asked to sign in to our school digital Inventory system which will issue a badge/sticker. This must be word prominently so that all staff and pupils can see you are a visitor.

Dependent on circumstances, if you are working with pupils you will also be asked to produce DBS clearance information and other forms of identification.

If you are a regular visitor to the school, you will need to sign in on each separate occasion.



STAYING SAFE

Fire and Lockdown Information

Fire Alarm & Evacuation

The fire alarm is a **loud continuous bell**. You must leave the school building by the nearest exit. A map inside the door of each room will identify the nearest exit for you.

The assembly point is on the main playground by the Trim Trail. Please ensure that you are recorded as present and evacuated by the Office staff.

Do not take any personal risks. You must not re-enter the building until told that it is safe to do so.

Lockdown

The lockdown alarm is an **air horn sound**. If you are outside, return to the main building via the nearest door, locking it behind the last person. If you are inside, remain in the classroom, locking all outside doors.

Staff and students in toilets or corridors, should move to the nearest classroom (unless a disturbance is heard).

Do not lock out any staff or pupils you can see in the area coming towards you - remain by the door to lock it once everyone is in.

Close all the windows and blinds, leaving the door blind/covering until last. Turn off the projector/interactive whiteboard, classroom lights or practical equipment.

Seat the students away from the windows and doors in a 'safe corner' and under the tables.

Lock and/or block the door with a desk.



STAYING SAFE

Additional Information

Health & safety

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site. These can be obtained from Pete Bird (Site Manager).

As a visitor to our school it is essential that you follow any health and safety guidelines that may apply. By doing so, you will assist us in meeting the requirements of the Health and Safety at Work Act 1974.

If you identify a health and safety concern, please report to the Health and Safety Lead, Katie Moores, or a member of the Site Team.

First Aid

If you need first aid or feel unwell please go to the Main Office or telephone them. (300, 301 or 302 from any internal phone or 0208 619 1120 from an external line)

Smoking

Wood Field Primary School operates a no smoking policy. Please do not smoke anywhere on the school site including the car park.

Mobile phones

We ask that visitors refrain from using their mobile phones whilst in public areas or classrooms. If you need to make a call please ask to use an office space.