

Visitor Information

Fire and emergency evacuation:

If the alarm sounds, leave the building via the nearest exit. All exits are sign posted. Assemble at the designated points, as directed by staff.

Visitor Toilets

Situated near to the Staff Room. Accessible toilets available for children and adults.

Parking/Disabled Access:

Available on site close to the main entrance. Please make us aware so that we can open the gates and ask for assistance. We can reserve a disabled parking space if required.

First Aid provision:

We have a team of qualified first aiders. If you require first aid assistance ask any staff member who will direct you to one of the team.

First aiders:

All teaching assistants, lunchtime supervisors and before and after school supervisors are all first aid trained. Teachers in EYFS are also first aid trained.

First aid kits available on request.

Safeguarding Statement

Safeguarding is about keeping our children safe by protecting them from harm, supporting their development and making sure they grow up in a safe environment. At Montalbo Nursery and Primary School we are committed to safeguarding our children.

If you have safeguarding concerns you must report this to one of our Designated Safeguarding Leads. If you are concerned about the conduct of a member of staff or volunteer in our school, you must inform the head teacher or Chair of Governors.

Cause for concern forms are available in every classroom, the School Office, staffroom, kitchen and library. They contain First Contact's contact details and how to report concerns around PREVENT.

Designated Safeguarding Leads:

Mr C Minikin

Head Teacher
Designated Safeguarding Lead



Mrs J Morris

Deputy Head
SENCO
Deputy Designated
Safeguarding Lead



Mrs L Patterson

EYFS Lead
Deputy Designated
Safeguarding Lead



Miss R Lauder

KS1 Lead
Deputy Designated
Safeguarding Lead



Mrs S Smith

KS2 Lead
Deputy Designated
Safeguarding Lead



Mrs S O'Doherty

Safeguarding Governor



Other rules

New staff and regular volunteers

New staff and regular volunteers to school will be informed of safeguarding practices within school on their induction and through reading policy updates. All will read KSCIE 2023.

Mobile phones

Mobile phones are not used in schools and should be switched off. Under normal classroom situations children will not be photographed on mobile phones. Special permission is granted for parents/family members to take photographs during school performances but these are not to be shared on social media, if other children are included.

Fire evacuation

If the fire alarm sounds with a continuous ringing sound, please exit the building by the nearest exit. The fire assembly point is on the playground. Maps are around the building to show you the safest route. If you need assistance in anyway, please let the office know so we can make the necessary provision.

Lockdown alarm

If an intermittent alarm sounds, please stay inside ensuring that doors, windows and blinds are shut until the all clear is given.

Mobility or health issues

If you need any assistance in school with regard to mobility or health, please let the School Office know. This may be useful to share in light of an emergency.

Keeping Everyone Safe

We hope you enjoy your visit to our school. Our main priority is ensuring that everyone who visits is aware of their responsibilities towards making sure all children are safe. Please follow our golden rules.

Our golden rules:

- ✓ You must not use cameras or phones to take photographs of children, without prior permission.
- ✓ All visitors must wear a visitor's badge at all times.
- ✓ All visitors must switch their mobiles off whilst in school.
- ✓ Never share or exchange personal information or contact details with a pupil or arrange to meet them out of the school environment.
- ✓ Never comment on or identify children online or other social media. This includes uploading images of pupils, unless you have consent.
- ✓ Do not have any physical contact with any child.
- ✓ If you are working 1:1 with a child, we must have confirmation that all the necessary safeguarding checks have been carried out, including Enhanced DBS disclosure.
- ✓ Please do not leave our school if you have safeguarding concerns. It is your responsibility to share your concerns, however small they may appear.



Safeguarding Information for Visitors and Volunteers

Welcome to Montalbo Nursery and Primary School

Please take a few moments to read this leaflet which contains information about our expectations of you whilst visiting us.

Please sign in on arrival and collect your visitor's badge

Please wear your badge at all times to avoid being challenged by staff or pupils.

Please remain with your host at all times unless we confirm we have had prior DBS clearance for you.

On departure please sign out of the building.