

Key School Contacts



Nicky Bridges
Head Teacher DSL
(Designated Safeguarding Lead)



Henry Overton
Deputy Head Teacher
DSL



Aimie Habgood
Deputy Head Teacher
DSL



Pam Hissit
School Business Manager
DSL



Paulette Carlisle
Nurture Lead
DSL



Susanna Craddock
EYFS Phase Leader



Suzette Leach
Chair of Governing Body
(Governor with Safeguarding Responsibility)

Please report any Safeguarding or Health and Safety concerns to the main office immediately.

Accidents must be reported to the main school office where an Accident Report Form can be completed.

If the fire alarm sounds, please make your way out of the building calmly and promptly by following the green FIRE EXIT signs.

Some of our children have nut allergies and are at risk of anaphylaxis, please do not bring nuts into school.

Mobile phones are not permitted to be used in classrooms.

Smoking is not permitted on any part of the school premises.

Please remember to sign out at the school office before leaving the premises, even if you are due to return to the school again on the same day.



Robin Hood Primary School
Beckhampton Road
Bestwood Park
Nottingham
NG5 5NA
0115 9153982

admin@robinhood.nottingham.sch.uk
www.robinhoodprimary.co.uk



Visitor Information Safeguarding and Health & Safety

PLEASE NOTE: As you have signed in using our secure system you have agreed to abide by our safeguarding arrangements.

Welcome

Welcome to Robin Hood Primary School. We hope that your visit is an exciting and enjoyable experience.

Robin Hood Primary School is committed to safeguarding, promoting the welfare of young people & requires all staff and volunteers to share this commitment.

At Robin Hood, our children enjoy meeting new people so we hope that you find you are made to feel welcome by our pupils as well as our staff.

Our children are frequently reminded about the importance of keeping safe so you may find that children will be curious about your visit. Please feel free to confirm that you are visiting our school and show your visitor badge.

In accordance with the current Safeguarding guidelines, visitors who are not able to present proof of a valid DBS disclosure will be escorted at all times on their visit. We value your co-operation with and understanding of this protocol.

Should you have a Safeguarding concern, please ensure that this is reported to the main school office immediately so that they may inform a Designated Safeguarding Lead (DSL).



Health & Safety

The staff, children and Governors are aware of the need to feel secure and comfortable in their school. We also like to ensure that our visitors are safe but, in a busy school environment, it is possible for accidents and unexpected events to occur.

^g**FIRE:**

If you hear the fire alarm sounding:

- Please make your way out of the building immediately following the green FIRE EXIT signs and make your way to the upper school playground or lower school playground if in lower school.
- DO NOT return to collect any belongings.
- Please ensure you make someone aware should you require physical assistance when exiting the building.
- DO NOT enter the building again unless you are informed by a senior member of staff that it is safe to do so.

ACCIDENTS / ILLNESS:

Should you have an accident or feel unwell during your visit, please report to the main school office. If you are unable to make your way to the office, please inform any member of staff about your situation.

You may be asked to complete an accident report form and we would appreciate your co-operation in doing so.

Other Information

Visitors parking is limited and restricted, please be aware you are required to pay for stays over 30 minutes.

The Local Authority for the school is:

Nottingham City Council

The school has an up to date website where you can find up to date policies:

www.robinhoodprimary.co.uk

AND FINALLY...

You are very welcome to our school. We hope that your visit to Robin Hood is an enjoyable experience and that you find the environment safe, comfortable and welcoming.

If you would like to make any comments about your visit, please email:

admin@robinhood.nottingham.sch.uk

