



# Welcome to East Hunsbury Primary School

## Information for Visitors

**BE KIND**

**WORK HARD**

**BELIEVE**

#weareEastHunsburyPrimarySchool #wearebrilliant

## **Welcome to East Hunsbury Primary School Safeguarding Statement**

**East Hunsbury Primary School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.  
Please follow all school guidelines whilst visiting us.**

### **Visitor Procedures**

- Please ensure you sign in and out at reception and wear your visitors lanyard at all times whilst on site.
- Our office staff will check you have suitable ID before commencing your visit.
- We respectfully ask that you refrain from using your mobile phone during your time in the school building.
- Under no circumstances should you take photographs of our children whilst at school.
- If you have concerns about a member of staff during your visit please report these to the Head Teacher or an Assistant Head.

### **What to do if you are worried about a child If you become worried about:**

- Something a child says
- Visible marks on a child
- Changes in a child's behaviour or demeanour Please report your concerns to a member of staff who can direct you to one of our Safeguarding Team.

### **What to do if a child discloses they are being harmed**

If a child discloses something to you it is important that you stay calm and do the following:

- Listen to what is being said without displaying shock or disbelief
- Accept what is being said • Allow the child to talk freely
- Reassure the child, but do not make promises which it might not be possible to keep
- Never promise a child that you will not tell anyone - as this may ultimately not be in the best interests of the child.
- Reassure him or her that what has happened is not his or her fault
- Stress that it was the right thing to tell • Listen, only asking questions when necessary to clarify
- Do not criticise the alleged perpetrator
- Reassure the child that you will tell the teacher or Head Teacher who will be able to help them
- Make a written record – a member of staff will support you with this
- Pass the information to the Designated Safeguarding Lead without delay
- Be aware of your feelings about abuse and find someone to share your feelings with once the procedures have been completed.

## Meet our Safeguarding Team

If you have any safeguarding concerns speak to one of our Safeguarding Team



**Kathryn Pennington**  
Headteacher



**Lucy Boswell**  
SU Lead/Lead DSL/  
Assistant Head



**Linsley York**  
SENCO/Deputy DSL



**Julia Fenton**  
Assistant Head



**Kelly Roberts**  
EYFS Lead/SLT



**Krista Neville**  
Family Support  
Worker



**Karen Keay**  
Pastoral & Attendance  
Lead

## **Evacuation in the event of a fire**



Please ask a member of staff to explain the school fire procedure.



In the event of a fire the staff will assist with the evacuation of the children from the building. Please proceed to the nearest meeting point.



Please read the 'Fire - Action to be taken in the event of fire' notices displayed in all areas.

## **Accidents and Illness**

All accidents, regardless of severity, need to be reported to a first aider nearest to where you are based. All accidents will be logged in the accident book.

## **Toilets**

If you require a comfort break during your visit, please ask a member of staff to direct you to our adult facilities.

## **Behaviour of Pupils**

We have high expectations regarding the behaviour of our pupils and clear rules are in place to support this. At times you may observe a pupil struggling to manage their behaviour. Staff members have been trained to manage these situations and keep the child, themselves and others safe. You can help by moving away and distracting other pupils. You may be asked to leave the room/area until the situation has calmed.

A copy of the school's Safeguarding Policy is located in the main school office and on the Safeguarding Board in the staffroom.