

If you need to speak to someone about your concerns, you can speak to:



Claire Trench
Designated
Safeguarding Lead



Lisa Shepherd
Headteacher

Jen Ferguson
Assistant
Headteacher

Jo Hodges
Assistant
Headteacher

Grace Abwooli
Assistant
Headteacher

Our Governor responsible for Safeguarding is Jackie Barnard, who can be contacted via the school office.

Thank you for taking the time to read this leaflet and for helping to keep Eastbury Primary School safe.

Succeeding together



eastbury
primary
school



Partnership Learning



Welcome to Eastbury Primary School

We would like to welcome you to our school and share with you how you can help us to keep our students safe and create the positive learning experience that we believe is essential for success.

Signing In & Out

All visitors to Eastbury Primary School must sign in at reception. Visitors will be issued with a visitor sticker, which must be worn at all times. When leaving the school, all visitors must sign out. Any visitor of the school who is not DBS checked will need to be escorted around the school at all times and should not be left unaccompanied with children at any time.

Fire Safety

The fire alarm is a two-tone siren. All rooms in the school have their own fire evacuation plan displayed on the wall. Please take time to note the route for the area you are working in. In the event of a fire drill, please ensure that you:-

- Keep calm and exit by the nearest fire exit door leaving all possessions behind. Stay with your member of staff as they will escort you to the assembly point.
- Proceed to the assembly point on the school playground around the outside of the Multi-Use Games Area (MUGA).
- Listen to further instructions once all staff and children are in place and the evacuation is completed – DO NOT re-enter the building until it is communicated that it is safe to do so.

What are my responsibilities as a visitor?

All of those who come into contact with students are responsible for their own actions and behaviour. We all have a duty to safeguard and promote the welfare of the students. Visitors should act promptly if they witness any incident which could give rise to concern. All incidents must be reported to a member of the Child Protection Team named in this leaflet.

What should I do if I have a concern about a child?

If whilst working with a student you become concerned about:

- Comments made by the student
- Marks or bruising on the student
- Changes in the student's behaviour or demeanour

please report these concerns to a member of the Child Protection Team named in this leaflet or ask at reception for them. If a child says something to you which you think involves a concern about their safety or protection, please take the following four steps:

1. Listen
2. Do not promise confidentiality
3. Report immediately to the Child Protection Team
4. Record the details of what they said on a Record of Concern form of Safeguard system.

How do I ensure my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. Do not photograph children without permission, exchange e-mails or text messages, contact students on social media or give out your own personal details. If a child attempts to contact you via social media, please report it to the school immediately.