

**Welcome**  
**To**  
**Eastry Church of**  
**England Primary School**

This leaflet is designed to help you understand and support the measures in place to protect the children served by the school.

It also contains important health & safety and security information for you while visiting our site.

Every visitor is asked to sign in at the main entrance. You are expected to wear a school visitor's badge as well as your organisation's identification badge at all times.

Eastry Church of England Primary  
School

Designated Safeguarding Lead  
Mrs Sarah Moss  
Headteacher

Assistant Designated Safeguarding  
Leads

Miss Stacey Gillmore  
(Assistant Headteacher)  
Miss Maria Leishman  
(Class Teacher)  
Mrs Kelly Foley  
(Class Teacher)  
Mrs Tracy Inglis  
(Family Liaison Officer)

**EASTRY CHURCH OF  
ENGLAND PRIMARY  
SCHOOL**



**CHILD PROTECTION  
AND**

**HEALTH & SAFETY  
PROCEDURES**

**An information leaflet  
for visitors**

## **Child Protection Procedures**

Welcome to the school. As a visitor, helper or someone who has come to work with or for our children in any capacity, it is important that you are aware of our Child Protection procedures.

The school is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and visitors to share this commitment. We have a Child Protection Policy and procedures in place. At the heart of this is the belief that all people in the school community have a responsibility to act on any concerns they have about a child's wellbeing.

If you are concerned about a child's welfare, please speak directly to Mrs Sarah Moss who is the Designated Safeguarding Lead. In her absence you must speak to Miss Stacey Gillmore, Miss Maria Leishman, Mrs Kelly Foley or Mrs Tracy Inglis.

Full details will be recorded, including: the date, time, child's name, your name and a factual account of what happened, what was said or what was observed.

Do **NOT** conduct your own investigation. Keep all concerns and information confidential.

You may be concerned if:  
You see an injury  
Another person may express concerns  
Something else raises concerns or worries  
A child tells you something

If a child tells you something that needs to be passed on:

- Do not promise confidentiality (there can be no secrets)
- Reassure the child that they have done the right thing
- Listen but do not ask leading questions
- Record and pass on your concerns.

Your help in supporting our safeguarding work is appreciated by the school and, most importantly, by the children and young people we serve.

## **E Safety**

The school is committed to safeguarding and promoting the welfare of children online whether it be computer, gaming or mobile phone based. This applies to all staff and volunteers as well. We have an E Safety Policy and procedures in place. If you are concerned about someone's E Safety please contact the E Safety co-ordinator, Mrs Kelly Foley.

## **Fire Precautions**

In the event of the fire alarm sounding continuously at any time everyone must leave the building immediately. The nearest fire exit must be used – all of them are clearly marked. The assembly points are on the school top playground or the car park.

If you discover a fire sound the fire alarm by breaking the glass of one of the red call points. These are situated in each classroom and throughout other areas of the school.

## **First Aid**

In the event of an accident please contact a member of staff who will assist you and enlist the help of one of the registered first aiders.

All accidents or near misses must be reported and will be recorded accordingly.

If you have a medical condition of which you would like us to be aware, please inform a member of staff on arrival

## **Smoking**

Eastry Church of England Primary school operates a no smoking policy. This applies to all buildings and all the grounds.

## **Asbestos Register**

Though we are fortunate to have a lovely refurbished modern building asbestos was used in its original construction. Most of the asbestos has since been removed. However all contractors must read and sign the asbestos register on arrival.