

## Child Protection

As a visitor, volunteer 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 Safeguarding Policy and procedures in place. At the heart of this is the belief that all people in the school community have responsibility to respond to any concerns they have about a child's wellbeing.

If you are concerned about a child's welfare, please speak directly to our **Safeguarding Leads:**

**Mrs Ruthven:** Designated Safeguarding Lead

**Mr McKenzie:** Deputy Designated Safeguarding Lead

**Miss Simms:** Deputy Designated Safeguarding Lead

**Miss O'Reilly:** Deputy Designated Safeguarding Lead

Cause for concern forms are available in the school office and the staff room for you to record your concern. All information is treated with the strictest of confidence, in line with our safeguarding policy.

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 and keep all concerns and information confidential.

**You may be concerned if:**

- ⇒ You see an injury
- ⇒ Another person express concerns
- ⇒ A child tells you something

**If a child tells you something this information needs to be passed on:**

- Do **NOT** promise confidentiality (there can be no secrets)
- **Reassure** the child that they have done the right thing
- **Record and pass** on your concern

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

## 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 point is the cage.

If you discover a fire sound the alarm by breaking the glass of one of the red call points. These are situated throughout the school.

## Mobile Phones

The use of mobile phones is not permitted on the school premises.



## 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 must be reported and will be recorded accordingly.

If you have a medical condition of which you would like us to be aware so that we can offer some help, should it be necessary, please inform a member of staff on arrival.

## Smoking



NO SMOKING

St Edmund's Catholic Primary School operates a no smoking policy. This applies to all buildings and all the grounds.

## Washing or sanitising hands

Please wash or sanitise your hands regularly to stop the spreading of infections. Hand sanitiser dispensers are located throughout the school.



KEEP ON PROTECTING EACH OTHER

# Welcome to St Edmund's Catholic Primary School

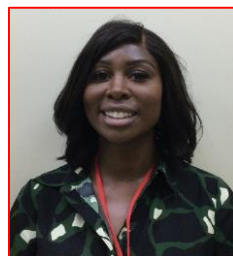
This leaflet is designed to help you understand and support the measures in place to protect the children served by our school.

It also contains important information on health & safety and security information for you to be aware of while visiting our school.

Every visitor is asked to sign in using the visitors' logbook in the main entrance. You are expected to wear either a school visitors' badge and your organisation's identification badge at all times.

Please be aware that staff and children may ask who you are during the visit.

## Meet the Safeguarding Team



**Mrs Ruthven**  
Headteacher -  
Designated Safeguarding Lead)



**Mr McKenzie**  
(Assistant Headteacher -  
Deputy Safeguarding  
Officer)



**Mrs Simms**  
(Assistant Headteacher -  
Deputy Safeguarding  
Officer)



**Miss O'Reilly**  
(SENDco -  
Deputy Safeguarding  
Officer)



## St Edmund's Catholic Primary School

Child  
Protection &  
Health and Safety  
Procedures  
An information  
Leaflet for Visitors