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| **Signing ‘in’ and ‘out’**  We require all visitors and contractors to sign ‘in’ when entering the School and sign ‘out’ on departure.  Failure to do so creates a health and safety risk to the individual and to others.  **Incidents of Bullying and/or**  **incidents of Racism**  All staff are responsible for investigating and reporting incidents of bullying or racism to a senior member of staff. They in turn are responsible for maintaining records and informing appropriate agencies.  During your visit, if you encounter, or are made aware of any incident involving either bullying or racism, please inform a member of staff.   |  |  | | --- | --- | |  | Inspiring... Believing... Achieving’  ‘  Huish Episcopi Primary School  North Street  Langport  Somerset TA10 9RW  Telephone: 01458 250673  [www.huishepiscopiprimaryschool.co.uk](http://www.huishepiscopiprimaryschool.co.uk) |   **When and what might I be concerned about?**  At any time you may be concerned about information which suggests a child is being neglected or experiencing physical, emotional or sexual harm.  You should report any of the following signs:   * Unexplained injuries, bruising or marks * Fear, watchfulness, over anxiety to please * Comments about sexual activity or inappropriate sexual knowledge/behaviour * Unexpected reactions towards people (fear/wariness) * Withdrawn, anxiousness behaviour, lacking in self-belief/confidence * Unwillingness to communicate or repetitive nervous behaviour * Signs of neglect e.g. unsuitable clothing, poor hygiene, and pale or fatigued.   **Please report anything that causes you concern - no matter how minor it may seem.** |  | Don’t think ‘**what if I am wrong’**  Think **‘what if I am right’**  **WHAT YOU NEED TO KNOW**  **The Prevent Duty**  It is our responsibility to protect students from radicalisation or extremist views. If you have any concerns regarding safeguarding or that a student is being influenced by extremism please contact the Designated Safeguarding Leads or inform a member of staff.  <http://www.educateagainsthate.com/>  **Please ensure you wear your**  **identification or visitor’s badge**  **at all times whilst on the premises.**  **First Aid**  In the event of you or a pupil needing first aid please speak to the School First Aider at Work, Mrs Jane Gillingham,or request help from one of the first aiders on the School Site - lists can be found in the School Office & Staff Room.  **Fire Procedure**  In the event of a fire, an alarm will sound. Please leave by the nearest exit which will be pointed out to you and assemble on the playground.  **What should I do if a child/young person makes a disclosure?**   1. **Receive**   Listen carefully to what is being said and do not interrupt. Be calm, attentive and non-judgemental.  **Remember ‘TED’ Tell, Explain, Describe**   1. **Reassure**   Reassure them that you will talk to a person who can help, they have done the right thing by telling you, what has happened isn’t their fault.  **Never promise to keep what is said a secret and make sure you pass the information on to one of the Child Protection Leads immediately.**   1. **Respond**   Explain what will happen next   1. **Record**   The information you have may not be enough on its own for a Child Protection referral, however it will help to make a decision about risk of harm to the child.  **DOING NOTHING IS NOT AN OPTION**  All policies relating to Safeguarding can be found on the school website:  [www.huishepiscopiprimaryschool.co.uk](http://www.huishepiscopiprimaryschool.co.uk)  Other useful websites:  [www.swcpp.org.uk](http://www.swcpp.org.uk)  [www.somersetlscb.org.uk](http://www.somersetlscb.org.uk) |  | P:\Office\Templates\Full logo_The Levels Academy Trust.png    **Safeguarding Children and Young People and other essential information for visitors to the School**  “Safeguarding is Everyone’s Business”  **Welcome to Huish Episcopi Primary School, part of The Levels Academy Trust.**  We are a successful school, which takes pride in being ‘involved’. We recognise that children learn in different ways and through a range of experiences. We offer a full enrichment programme of visits, visitors, sporting, musical and creative experiences and a comprehensive programme of out of hours learning. We aim to provide a rich educational experience for all of our pupils.  We aim to inspire every individual to be a better citizen than they ever thought possible.  This leaflet is designed to inform you about our Safeguarding policies. Please take a moment to read through it.  If at any time during your visit Huish Episcopi Primary School you have any concern about a student you encounter, you should report this to a member of staff immediately.  If you feel a student is at risk or a subject of abuse you must contact the Designated Safeguarding Leads immediately.  **The School Child Protection Leads are:**  **School Designated Safeguarding Lead**  Mrs Tiffany Doughty Davis  Headteacher  01458 250673  **Deputy Designated Safeguarding Lead**  Mrs Joan Meredith  Business Manager  01458 250673  If you are unable to contact the Designated Leads please report a concern to a member of staff.  **Complaints**  Should you wish to make a complaint, please firstly see the school’s Complaint Policy on the school website [www.huishepiscopiprimaryschool.co.uk](http://www.huishepiscopiprimaryschool.co.uk)  or ask the School Office for a paper copy. If you remain concerned please contact Ofsted on 0300 123 1231. |