

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 reporting incidents of bullying or racism to a senior member of staff. They in turn are responsible for investigating, 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.



Huish Episcopi Primary School
North Street
Langport
Somerset TA10 9RW

Telephone: 01458 250673
Email: office@HEPS.ppat365.org
www.huishepiscopiprimary.co.uk

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/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 any member of staff so they can summon a first aider. Most school staff are Aid at Work or as a Paediatric First Aider. Lists can be found in the School Office and 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.



Safeguarding Children and Young People and other essential information for visitors

"Safeguarding is Everyone's Business"

Welcome to Huish Episcopi Primary School, part of Preston Primary Academy Trust

Each child who leaves our school should depart as an academically curious life-long learner and a confident and thoughtful citizen. They should believe in equality of opportunity for all; they should have the tenacity to effect change in this community and beyond for the greater good.

This leaflet is designed to inform you about our safeguarding policies. Please take a moment to read through it.

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.

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

2 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.

3 Respond

Explain what will happen next

4 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.huishepiscopiprimary.co.uk

Other useful websites:

www.swcpp.org.uk

www.somersetscb.org.uk

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

Deputy Designated Safeguarding Lead

Miss Jenny Chadbourne
Deputy Headteacher

Deputy Designated Safeguarding Lead

Mrs Lou Kenchington
Senior Teacher

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.huishepiscopiprimary.co.uk

or ask the School Office for a paper copy.