

Welcome to Elloughton Primary School

We are committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment.

We have a Child Protection and Safeguarding Policy and procedures in place. All people in the school community have a responsibility to act on any concerns that they may have about a child's wellbeing.

Our priority is to ensure that our school remains a safe place for children, staff and all other members of our community.

We ensure all adults that work or volunteer in the school are subject to the appropriate security and appointment checks, including DBS (Disclosure and Barring Service).



Who to Contact in the School
If in doubt..... Talk to someone
REMEMBER - KEEPING OUR CHILDREN SAFE IS YOUR RESPONSIBILITY TOO.

Mrs C Fulstow
Headteacher
Designated
Safeguarding Lead

Mrs Stillings
Class Teacher
Deputy
Safeguarding Lead

Suggested websites to support families

www.childline.org.uk
www.familylives.org.uk
www.nspcc.org.uk

View our Child Protection Policy on our website

Elloughton Primary School
Stockbridge Road
Elloughton
Brough
East Yorkshire
HU15 1HN

Elloughton Primary School



A Guide to Keeping Children Safe when Visiting our School



Inspired to Learn

What is Safeguarding?

If you are concerned about a child's welfare, please record your concerns, and any observations or conversations heard, and report this **as soon as possible the same day to Mrs Fulstow** who is the Lead Safeguarding Lead or to **Mrs Stillings** (Deputy Safeguarding Lead).

You might 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:

- Promise confidentiality NOT secrecy.
- Reassure the child that they have done the right thing.
- Listen but do not ask leading questions.
- Record and pass on your concerns.

Do **NOT** conduct your own investigation. Keep all concerns or information confidential and inform Mrs Fulstow and Mrs Stillings immediately.

Code of Conduct

Remember:

- To sign in and out and collect a visitor's badge.
- Provide a positive role model.
- Dress appropriately ensuring your clothing is not likely to be viewed as offensive or revealing.
- Treat all members of the community with respect.
- Respect a child's privacy and dignity.
- Ensure you are visible by a member of staff if you are with children.
- Always report any situations that arise that may cause concern.
- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Headteacher.

Never

- Photograph or film a child without the school's permission.
- Use your mobile phone in areas used by our children.
- Ignore inappropriate behaviours towards children whether by other children or adults.
- Share personal information.
- Discuss school, children or adults working within the school on social media.
- Make inappropriate comments to a child or adults.
- Ensure you keep everything confidential.

Fire and Emergency Procedures

If you discover a fire, sound the fire alarm and ring 999.

On hearing the alarm sound, please exit by the nearest fire exit and make your way to the meeting place on the rear playground.

If you are responsible for children, ensure they leave the building immediately with you.

Health & Safety

If you have any concerns about Health & Safety issues, please inform Mrs Holmes, our Health & Safety Coordinator.

First Aid

The majority of support staff are first aid trained. Please seek help if a child is injured. Visitors should not administer First Aid. Any significant medical conditions of your own should be discussed with Mrs Holmes.