



Safeguarding Children

Guidance for adults visiting or working
with Heathlands C of E Primary School

In the Event of a Fire

The Fire Alarm is a continuous bell.

The Assembly Points depend on where you are in the school.

If the fire bell sounds:

- Leave the building by the nearest fire exit
- Walk calmly; do not run; do not stop to pick up belongings
- Close doors on leaving the building
- Assemble with all other personnel at the Assembly Point

Health and Safety at Heathlands

We endeavour to ensure that visitors, staff and pupils at Heathlands are safe. Visitors are reminded to follow safe practices and to report any Health and Safety issues to Jo Chipperfield, SBM.

First Aid

In the event of an accident or injury to yourself or a pupil, please report to the School Office where a nominated first aider will be called.

All accidents must be reported to Jo Chipperfield, SBM to be recorded on our online Health and Safety system.

Further Information

Visitor stickers must be worn at all times. Please remember to sign out when you leave. We would like to thank you for visiting Heathlands and hope you enjoyed your time with us. If you have any feedback, please contact the School Office.

Further information about the School, including school policies, is available on our website www.heathlands.essex.sch.uk

Contact Details

Headteacher: Mr. Darryl Crawley
Heathlands C of E Primary School
New Church Road, Colchester, Essex CO6 3JF
Tel. 01206 240288

e-mail: admin@heathlands.essex.sch.uk

www.heathlands.essex.sch.uk

Welcome to Heathlands C of E Primary School.

Visitors bring enrichment and valuable experiences to our pupils.

This leaflet provides some guidance on working safely with our pupils and explains what to do if you have a concern about a pupil.

Please read it carefully and do not hesitate to ask if you require any further information.

Keeping Children and Young People Safe

We all play a part in keeping children safe whilst working on or visiting the school site. This is whether you are directly employed by the school, or working as a contractor or sub-contractor, a visitor or a volunteer.

Keeping Ourselves Safe

We must also take steps to keep ourselves safe. Our actions can sometimes be perceived in a way that was not intended. We want to promote safe working practices for everyone on the school site, whatever your role or specific job.

To keep yourself safe please follow this advice:

- ✓ Do wear your visitors lanyard at all times.
- ✓ Do report any unacceptable behaviour from a pupil.
- ✗ Do not instigate verbal or physical contact with pupils (this applies both on and off site) **unless it is appropriate and a part of an agreed reason for your visit.**
- ✗ Do not respond to physical contact from pupils. If this occurs, or you have any other concerns about pupil behaviour, then report it to the member of school staff who is working with you.
- ✗ Visitors must not be in an unsupervised one-to-one situation with a pupil without prior arrangement with the school.

If a pupil discloses to you:

- ✗ Do not promise confidentiality
- ✗ Do not ask leading questions
- ✗ Do not investigate
- ✓ Do listen
- ✓ Do reassure the pupil
- ✓ Do tell them you will have to inform the Designated Safeguarding Lead
- ✓ Do make a written account

Report your concerns to the member of staff who is working with you or to the designated staff listed overleaf.

Heathlands Primary School is committed to safety, safeguarding and promoting the welfare of all young people in our care.

We actively support British values and our duty to help prevent radicalisation and extremism. We expect all visitors to the school to share in this commitment.

Any safeguarding or child protection concerns must be reported to the Designated Safeguarding Lead.



Designated Safeguarding Leads:

DSL - Melanie Cork (Deputy Headteacher/SENCO)

DDSL - Darryl Crawley

DDSL - Emily Howells

DDSL - Harriet Brennan

Phase Lead - Tom Hassard

Phase Lead - Jenny Lloyd

Phase Lead - Ross Turver

Heathlands Safeguarding Policy is available on our website
www.heathlands.essex.sch.uk

The school follows the Essex Safeguarding Children Board
SET Procedures available at
www.escb.co.uk

