

OUR CHILD PROTECTION TEAM

Designated Personnel

Our Team

SUE LANE

Executive Headteacher

MELISSA ALBERT

Head of School
SPOC

Designated Safeguarding Lead

SAM COPELAND

Assistant Head of School

SHARON EDWARDS

Pastoral and Family worker

Contact us: (01733) 264294

HEALTH AND SAFETY

Health and Safety is regularly monitored to ensure that the school provides a safe environment for all pupils, staff and visitors. You have a responsibility to ensure that your actions do not put others at risk. If you have any concerns regarding health and safety issues please report this to a member of staff immediately.

First Aid

If at any time during your visit you require medical attention then please report this to a member of staff who will inform a First Aider.

Evacuation Procedures

You will be informed during your visit if there is a planned fire drill. If you hear an evacuation bell please leave by the nearest exit and / or follow the procedure outlined in the Evacuation policy which you will find on the classroom / room wall near the exit unless directed otherwise by a member of staff.

Emergency Lock Down

If you are informed of an emergency lock down, please follow the procedures outlined in the Lock Down policy which you will find on the classroom wall near the exit.



SAFEGUARDING AND

CHILD PROTECTION

What you need to know



Bringing out the Best

SAFEGUARDING AT HIGHLEES

Highlees is highly committed to promoting the welfare of children and we fully recognise our responsibility under Section 157/175 of the Education act 2002.

At Highlees our ethos is

Bringing out the Best

Whether you are in school as a member of staff, a governor, volunteer or as a visitor; we request you follow our policies and procedures which are designed to keep everybody safe at all times.

Please ensure that you wear your Identification name badge or visitors sticker at all times whilst on the premises.

If you see any unaccompanied visitor or people acting suspiciously please report this to a member of staff **immediately**.

Confidentiality needs to be respected at all times. Breaches in confidentiality will be taken very seriously including communicating information through Social Networking sites.

Further safeguarding information can be found at the main school office.

KEEPING CHILDREN SAFE

If at any time during your visit to Highlees you have any concerns about a child or a child discloses any information that concerns you it is **your responsibility to report this** to a member of our designated Child Protection Team.

You may also be required to log a report through MyConcern.

If you feel a pupil is at risk or is the subject of abuse you must contact a member of our designated Child Protection Team immediately.

It is vital to report anything that causes you concern no matter how minor it may seem. Every bit of information is vital and forms part of the bigger picture.

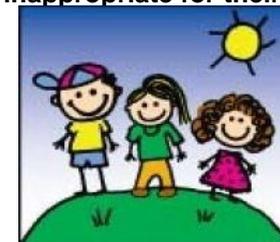
Highlees Primary School
Ashton Road Phone: (01733) 264294
Westwood Fax: (01733) 264283
Peterborough PE3 7ER
E-mail: highleesoffice@hefed.org

You should immediately report any of the following signs:

If the pupil has unexplained bruising or untreated injuries.

If the pupil is talking about violence at home.

If the pupil is acting in a way which is inappropriate for their age.



If the child is anxious, scared or withdrawn.

If the pupil is showing signs of neglect.

If a child discloses to you....

Listen to the child.

Avoid using leading or closed questions.

Don't make assumptions—take what they are saying seriously.

Never promise to keep a secret.

Stay calm and reassure the child.

Record exactly what has been said using the child's language.

Pass on the information to the designated person immediately.