

Dear Visitor,

Welcome to our school. Once you have signed in, please wear your visitor lanyard at all times. Always sign out when leaving and hand your lanyard back to a member of staff. Please do not leave lanyards on the front desk.

Whilst in our school please be respectful of the schools ethos and code of conduct.

At Eliot Bank we have a shared values system to 'live by', guiding our choices and decisions in all that we do:

- responsibility;
- commitment;
- respect;
- care;
- equality;
- integrity;
- honesty.

All members of staff, volunteers and visitors to the school will serve as role models to our children, living the shared values routinely. This is a key responsibility, as it is the most powerful teaching tool of all.

Please adhere to the school Behaviour Policy, a copy of which can be obtained upon request. Our policy helps us to create a caring and secure environment in which children can learn and play safely.

Misbehaviour will be dealt with in a fair and equal way, without prejudice to: age, gender, race, religion, ability, disability or culture.

School Policies

Please visit the school website for further policies for staff and visitors (www.eliotbank.lewisham.sch.uk). Alternatively, speak to the school office for more information.

Confidentiality

Please remember that whatever you see or hear in school is confidential and should not be discussed with others.

Everyone has a responsibility to make sure that all children at Eliot Bank Primary School are safe.

DBS Certificates

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) certificates. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certificates is available from the school office.

Allegations Against Staff

Any allegations should be reported to the Head of School. If the concerns are about the Head of School please inform the Executive Headteacher.

Safeguarding

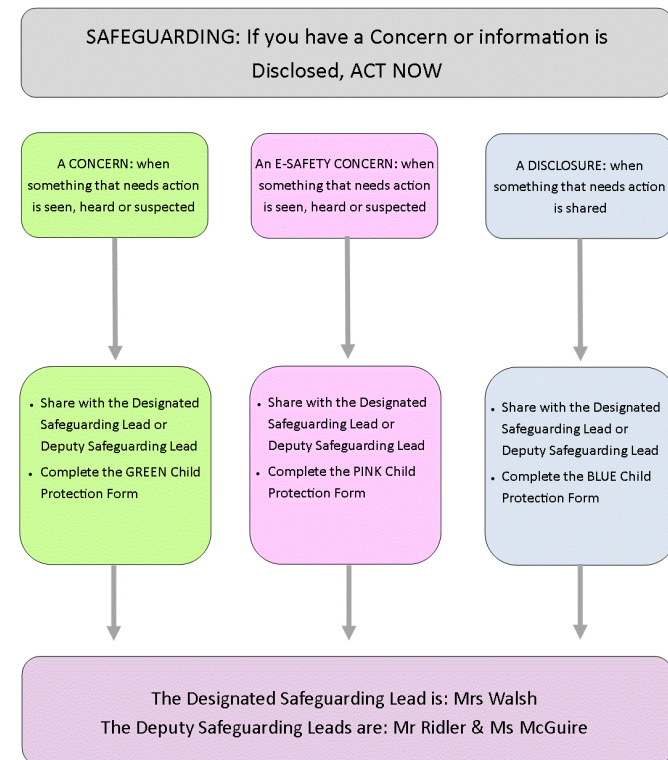
Eliot Bank is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We promote safe practices for the whole school community through our comprehensive Safeguarding Policy, a copy of which can be found in the staff room.

The Designated Safeguarding Lead is: Katrina Walsh (Deputy Head Teacher)

The Deputy Safeguarding Leads are: Mark Ridler (Head of School) & **Lorraine McGuire** (Deputy Head Teacher)

To ensure that safe practices are maintained please follow this simple advice;

- **Be Alert to Clues:** what you see, hear, feel or sense – nothing is too trivial to check out.
- **Question:** question behaviours and look beyond the behaviour
- **Ask for Advice:** if you are unsure about anything speak to a member of the Designated Safeguarding Team
- **Refer:** Document all concerns and / or disclosures on a child protection form and give to the Designated / Deputy Safeguarding Lead. The child protection forms can be found in the Deputy Head Teachers' office.
- **DO NOT** decide to do nothing or leave our school without telling anyone, should you have any issues, concerns or information.



Health & Safety

Eliot Bank School considers Health and Safety to be of the utmost importance and is committed to the promotion of good practice throughout the school. We have a comprehensive Health and Safety Policy, a copy of which can be obtained upon request.

Should you have any concern relating to any incident which has led, or could have led to damage or injury, please report your concerns to the school office who will inform the premises team and a member of the Senior Leadership Team.

Fire Alarm

Please read the following fire evacuation procedure and familiarise yourself with your evacuation route as displayed around the school.

Discovering a fire: Operate the fire alarm immediately via the red fire points located by the main exits. Begin the evacuation of yourself and the children in your care.

Hearing the Alarm: On hearing the alarm; stop what you are doing. Take any children in your care to the nearest fire exit. Go straight to the fire assembly point.

At the Fire Assembly Point: Report to a member of school staff. If a member of your party is missing, inform a member of school staff.

Remember:

- Do not attempt to manage the fire
- Close all doors behind you
- Do not stop to collect personal belongings
- Do not go back into the building to look for anyone
- Do not re-enter the building until the all clear has been given by the head teacher

First Aid

In the event of an accident, please advise a member of staff who will enlist the help of a trained first aider. If a member of staff is not present, call the school office immediately. If you have a medical condition which you would like us to be aware of please inform the office on arrival.

Site Security

- access to the building is via the main entrance, located on Thorpewood Avenue;
- all non-permanent staff must sign in and out on arrival / departure;
- a visitor lanyard must be taken and worn at all times;
- close all windows and doors at the end of the school day; and
- lock external classroom doors at home time.

Personnel Safety

Do not put yourself at risk by:

- climbing onto tables, chairs etc to reach something. If you need assistance please contact the school office who will be able to speak to the premises team.
- using equipment that you are unsure of e.g. laminator.
- trying to deal with an adult who is angry or aggressive – withdraw from the situation as soon as you can and seek a member of the senior leadership team.

Thank you and welcome to Eliot Bank Primary School

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Safeguarding For Visitors

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