

Welcome to Harcourt Primary School

This document is intended to give all visitors a brief overview of our Safeguarding and Child Protection Procedures.

Harcourt Primary School is committed to the highest standard of safeguarding. All staff are provided with on-going training to ensure that our policies and procedures are appropriate.

Harcourt has three highly trained Designated Safeguarding Officers whose role is to oversee and monitor the well-being of the pupils in our school.

Anthony Silk - Headteacher
Rachael Green Deputy Headteacher
Victoria MacWatt - Key Stage Two Leader

As a visitor to our school, as a parent, volunteer or any other capacity it is important that you are aware of our child protection procedures. All adults in our school have a responsibility to act on any concerns that they have about a child's well-being.

If you have any concerns about the welfare of a child, please speak directly to one of the Designated Child Protection Officers. If you have concerns about an adult's behaviour, please speak to the headteacher.



If a child tells you something that concerns you please make sure that you:

- Do not promise confidentiality
- Reassure the child that they have done the correct thing by speaking to you
- Listen, but do not ask leading questions
- Record the child's concerns in their own words
- Immediately pass on the concern to a Safeguarding Leader.

In order to provide a safe working environment at Harcourt Primary School:

- * All visitors/contractors must display a current visitor's badge
- * All visitors/contractors must be met by and accompanied by a member of staff
- * Any contractor working during the school day will require a DBS check

- * All contractors must view and sign the school's asbestos register
- * Should the fire alarm continuously sound, please leave the building by the most direct, safe and convenient exit. Make your way to the playground at the front of the school to report to a member of staff
- * Should you discover a fire, sound the alarm and vacate the area.

First Aid

Our school have a large number of staff members with First Aid Qualifications. If you require any assistance during your time at the school please speak to a member of staff who will be able to identify the most appropriate member of staff to support you.

If you have any pre-existing medical condition that may have an impact on your time in school please advise the school office.



Non-Smoking Site

Harcourt Primary School in-line with all schools and public buildings operate a no-smoking or vaping policy—this includes the school grounds, driveway and car-park.



Use of Cameras on School Site

The use of personal cameras or mobile phone cameras are strictly prohibited on the school grounds without authorisation from a member of the leadership team.

Online and Use of Technology

Harcourt Primary School take all reasonable precautions to ensure online safety on our school site. Access to the school's network and WIFI is strictly limited. If you require access to the school network or internet access you will be required to sign the school's acceptable user policy.



Vehicles on School Site

Please take care when driving any vehicle on to the school site. To reduce the risk to pupils and other visitors the school has a strict 5MPH speed limit that must be adhered to at all times.



HARCOURT PRIMARY SCHOOL



VISITOR BRIEFING DOCUMENT

Safeguarding and Health & Safety Information

Tel:01303 275294

Designated Safeguarding Leads:

Mr Anthony Silk

Mrs Rachael Green

Mrs Victoria MacWatt