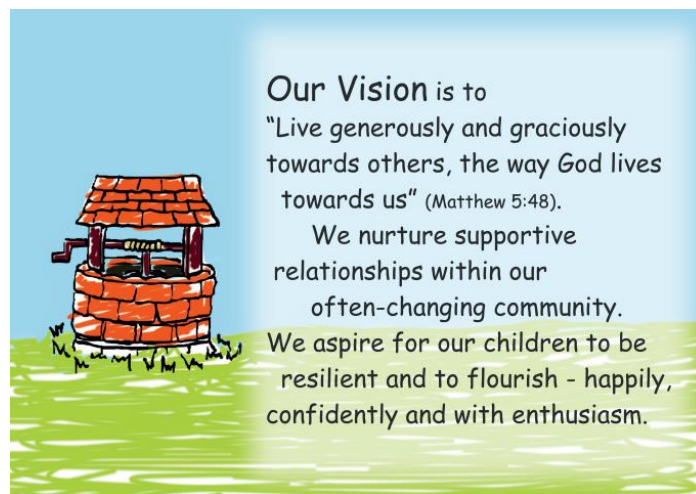




# Hipswell Church of England Primary School



At Hipswell Church of England Primary School, the health, safety and wellbeing of every child is our top priority. All staff, governors, volunteers and visitors share this commitment to safeguarding our pupils. This leaflet contains information about our safeguarding and emergency procedures.

We hope you enjoy your visit to our school.

Hipswell C of E Primary  
Hipswell Village  
Catterick Garrison  
North Yorkshire  
DL9 4BB

[admin@hipswell.n-yorks.sch.uk](mailto:admin@hipswell.n-yorks.sch.uk)

01748 832513

## Safeguarding Team

Designated safeguarding Lead:

Miss C Ewbank, Headteacher



Deputy designated safeguarding lead:

Mrs. S Regan, Deputy headteacher/SENCo



Deputy designated safeguarding lead:

Mrs. S. Matheson, Assistant Headteacher



Our Chair of Governors and link governor for safeguarding is Mr. I Robertson:

[cofg@hipswell.n-yorks.sch.uk](mailto:cofg@hipswell.n-yorks.sch.uk)

## Key information

- On arrival, please sign in. You will be issued with a badge, please ensure this is visible at all times.
- Please do not use mobile phones in the presence of the children.
- Please do not take photographs unless agreed with a member of staff.
- If you are concerned about the conduct of an adult in school, please inform a member of the Safeguarding Team (Miss Ewbank, Mrs. Regan or Mrs. Matheson). If your concern is about the Headteacher, please notify the Chair of Governors.
- Please ensure that you have read key documentation, copies are available in the school office (Keeping Children Safe in Education; Hipswell Child Protection Policy; Hipswell Safeguarding One Minute Guide).

## Safeguarding concerns about a child

If a child makes a disclosure to you:

- React calmly and do not appear shocked.
- Listen carefully and reassure the child that they are doing the right thing by talking to a trusted adult.
- Do not promise confidentiality and explain that you will need to share the information with the headteacher in order to keep them safe.
- Do not ask leading questions or make judgements.

**Any concerns about a child, or a child disclosure, must be shared with a member of the Safeguarding Team as soon as possible.**

## Emergency procedures

### **Fire**

Any person discovering a fire must:

- Operate the nearest fire alarm and dial 999.
- Evacuate the building.

On hearing the fire alarm:

- Evacuate the building by the nearest exit.
- If working with the children, escort them to the assembly point (school field).
- Ensure all fire doors are closed behind you.

### **Lockdown**

Any person discovering an intruder should immediately notify the headteacher or member of the admin team who will contact the Police and raise the alarm.

In the event of a lockdown situation:

- Return to/remain in classroom.
- Close all blinds, windows and doors.
- Ensure children remain silent and calm.
- Await further instructions.

## First aid

All staff are first aid trained.

Our Paediatric First Aiders are:

Mrs. S Matheson (Reception teacher)

Mrs. D Powell (teaching assistant)

Our first aiders at work are:

Mrs. Downes (office manager)

Mrs. Farrelly (Year 1 teacher)

## Helpful contact information

If you have concerns about a child:

### **North Yorkshire Safeguarding Children Partnership**

All necessary information, including the referral form, can be found on their website:

<https://www.safeguardingchildren.co.uk/about-us/worried-about-a-child/>

If you believe the situation is urgent but does not require the police, call 0300 131 2131 (open 24 hours a day)

Email: [social.care@northyorks.gov.uk](mailto:social.care@northyorks.gov.uk)

If you have significant immediate concerns about the safety of a child, you should contact the police on **999**.

### **North Yorkshire Local Authority Designated Officer (LADO):**

01609 533080

[lado@northyorks.gov.uk](mailto:lado@northyorks.gov.uk)

### **North Yorkshire Police: Prevent**

<https://www.northyorkshire.police.uk/advice/advice-and-information/t/prevent/prevent/>

Email: [prevent@northyorkshire.police.uk](mailto:prevent@northyorkshire.police.uk)

National Police Prevent advice line: 0800 011 3764