

Key School Contacts

Headteacher
Mrs Alana Brown

Deputy Headteachers
Mrs Caroline Truman
Mrs Jo Foster

Assistant Headteacher
Mr Tom Richardson

DSL/DDSLs
Mrs Alana Brown
Mrs Caroline Truman
Mrs Jo Foster
Mrs Lyndsey Duckett

Prevent Lead
Mrs Alana Brown

Full First Aiders
Mrs Alana Brown
Mrs Gemma Bye
Mr Regan Gaston
Mrs Michelle Gilbert
Mrs Cally Raffaelli
Mrs Lauren Score
Mrs Alison Wainwright

Health and Safety
Mrs Alana Brown
Mr Tim Geraghty

Complaints
Mrs Alana Brown
Mrs Caroline Truman

Chair of Governors
Mrs B Jones

Safeguard Leads on Governing Body
Mrs B Jones/Ms A Harrison

Please report any Child protection or Health and Safety concerns to the Headteacher/Deputy Headteacher/Assistant Headteacher immediately.

Accidents must be reported to the main school office where an Accident Report Form can be completed.

If the fire alarm sounds, please make your way out of the building calmly and promptly by following the green FIRE EXIT signs.

Smoking is not permitted on any part of the school premises.

Please remember to sign out and return your visitors lanyard to the main office before leaving the premises, even if you are due to return to the school again on the same day.

**Eynesbury Church of England Primary
School
Montagu Street, St Neots
PE19 2TD**

TEL: 01480 398028

Email: office@eynesbury.cambs.sch.uk

Web: www.eynesburyschool.co.uk

WELCOME TO EYNESBURY CHURCH OF ENGLAND PRIMARY SCHOOL



VISITORS INFORMATION LEAFLET

**Safeguarding
Health and Safety**

Safeguarding at Eynesbury C of E Primary School

Welcome to Eynesbury C of E Primary School. We hope that your visit is a comfortable and enjoyable experience.

Eynesbury C of E Primary School recognises and promotes its responsibilities for Child Protection and Health and Safety.

CHILD PROTECTION

At Eynesbury, our children enjoy meeting new people so we hope that you find you are made to feel welcome by our pupils as well as our staff.

Our children are frequently reminded about personal safety and child protection issues so you may find that children will be curious about your visit. Please feel free to confirm that you are visiting our school and show your visitors lanyard.

In accordance with current safeguarding guidelines, visitors who are not able to present proof of a valid DBS disclosure will be escorted at all times on their visit. We appreciate your understanding of this protocol.

Should you have a Child Protection concern, please ensure that this is reported to the main school office immediately so that they may inform the Headteacher or Deputy Headteacher who are the Designated Persons for Child Protection.

HEALTH AND SAFETY

The staff, children and Governors are aware of the need to feel secure and comfortable in their school.

We also like to ensure that our visitors are safe but, in a busy school environment, it is possible for accidents and unexpected events to occur.

FIRE

- If you hear the fire alarm sounding (this will be a continuous tone) please make your way out of the building immediately following the green FIRE EXIT signs
- DO NOT return to collect any belongings
- Please make someone aware should you require physical assistance in exiting the building
- DO NOT enter the building again unless you are informed by a senior member of staff that it is safe to do so

ACCIDENTS/ILLNESS

Should you have an accident or feel unwell during your visit, please report to the main school office. If you are unable to make your way to the office, please inform any member of staff about your situation. You may be asked to complete an accident report form and we would appreciate your co-operation in doing so.

Other information

- Eynesbury C of E Primary School is located in Eynesbury, St Neots
- Access is from the town centre
- Visitor parking is limited and restricted, please be aware of the yellow zig zag lines
- The Local Authority for the school is Cambridgeshire County Council. Their website address is:
www.cambridgeshire.gov.uk/
- The school has an up to date website:
www.eynesburyschool.co.uk

AND FINALLY

You are very welcome to our school. We hope that your visit to Eynesbury Church of England Primary School is an enjoyable experience and that you find the environment safe, comfortable and welcoming.

If you would like to make any comments about your visit, please email:
office@eynesbury.cambs.sch.uk