

## Safeguarding

Elson Infant School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Everyone employed or volunteering has a responsibility in relation to safeguarding and child protection. If you have any concerns about a child please refer these immediately to the class teacher.



**Mrs Sarah Duffy**  
**Executive Headteacher**  
Deputy DSL



**Mrs Hayley Page**  
**Head of School**  
Designated  
Safeguarding Lead



**Mrs Claire Woollett**  
**Federated**  
**Inclusion Lead**  
Deputy DSL



## Confidentiality Statement:

Anything you hear or see whilst on the premises must be kept confidential. Please share any incidents or concerns you may have with the class teacher. It is the class teacher's responsibility to take any further action as she/he feels appropriate, or to speak to the children concerned and/or parents.

### Mobile Phones:

The safeguarding of our children within school is paramount and it is recognised that mobile phones and other technological devices have the potential to be used inappropriately. Therefore we would ask that all visitors do not use mobile phones, cameras and other technological devices on the school site. If you need to use your mobile phone, please go to the office area.



## Learning Powers at Elson Infant School

We promote respectful behaviours and the key skills of being a highly effective learner through four superhero characters; Respectful Rubin, Teamwork Tia, Feelings Felix and Can do Connie. Respectful



Respectful Rubin is the superhero that reminds us of our respectful behaviours. He listens carefully, is gentle and safe and enjoys his learning and does not waste time. If a child's behaviour does not meet our high expectations, please inform the class teacher so the situation can be resolved.

## First Aid

For all first aid requirements please contact the school office (Ext 201). Give the extent of the injury and the location of the person or persons. A trained first aider will be sent to the scene. All accidents or near misses must be reported.



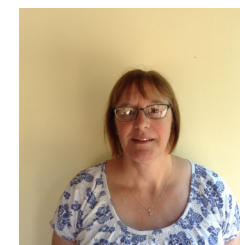
## Contractors

Contractors on site must have relevant qualifications and 10 million liability insurance

## Health and Safety

Nothing is more important than safety. All accidents and injuries are preventable. Every task must be performed with safety in mind. The school aims to provide a safe and healthy working environment.

If you have any suggestions that might help this process, please contact the school office who will pass them to the Health and Safety Officer.



**Mrs Sam Benford**  
Caretaker

## Fire Safety

### On discovering a fire;

- Sound the fire alarm by breaking the glass at a call point, these are situated by fire exits
- Evacuate the building from the nearest available exit and go to the muster point (the school field)
- Report to the duty officer (Executive Headteacher or representative stating type of fire and its location)

### On hearing the fire alarm;

- Immediately the fire alarm sounds, you must evacuate the building via the nearest fire exit ensuring that all doors are closed behind you
- Do not run or panic
- Go to the muster point
- Report to the duty officer (Executive Headteacher or representative) to be checked against the 'On Premises' list or group register
- Do not return to the building until you are instructed that you may do so



## Disabled Visitors

If you are disabled and feel that you may require assistance during an evacuation of the building, please advise reception staff on signing in, so that arrangements can be made to assist with your evacuation.

## Equality Scheme

In accordance with our school vision and relevant legislation, we pledge to respect the equal human rights of all our pupils, promoting race and gender equality and equality of opportunity for disabled pupils, their parents, staff and others who may visit or use our school. Please share any concerns you may have with the class teacher.



## Policies

If you would like to read our school policies in their entirety please go to:

[www.elsoninfantschool.co.uk/school-info/policies](http://www.elsoninfantschool.co.uk/school-info/policies)

**Elson Infant School**

**Elson Lane, Gosport, Hampshire, PO12 4EU**

**Phone: 02392 581 208**

**Email: [s.duffy@elsongomer-inf.co.uk](mailto:s.duffy@elsongomer-inf.co.uk)**

**[www.elsoninfantschool.co.uk](http://www.elsoninfantschool.co.uk)**

# Information for Visitors

## Elson Infant School



## Our Vision

To provide a safe, nurturing, happy, environment in which together all can shine!

**[www.elsoninfantschool.co.uk](http://www.elsoninfantschool.co.uk)**