



It is everyone's responsibility to ensure that our children stay safe. Each person who works in school, or visits, shares that responsibility.

This leaflet has been given to you to make sure you understand what is expected of you as a visitor. Please do not hesitate to talk to any member of staff if you are unclear about anything you read.

If you have concerns about the safety of any young person in our school, you must report this to Mrs Meney, our Head Teacher and Child Protection Co-ordinator or Mrs Miller her depute in her absence.

For more information about our safeguarding procedures, please look on our school website—
<https://blogs.glowscotland.org.uk/sa/allowaypsandeyc/parent-zone/school-policies/>

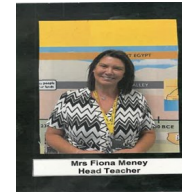
We are a
 Rights Respecting School.
 "I have the right to be kept safe from the things that could harm my development."
 Article 36



Contacts

Headteacher
 Mrs Fiona Meney
Depute Head Teacher
 Mrs Lauren Miller

Child Protection Co-ordinator
 Mrs Fiona Meney



Depute Child Protection Co-ordinator
 Mrs Lauren Miller



Alloway Primary and EYC
 16 Doonholm Road,
 Ayr,
 KA12 0LG

Tel 01294271767

Email : Alloway.Mail@south-ayrshire.gov.uk

'It is everyone's responsibility to protect children'

If you have concerns that a child is at risk of significant harm

Of abuse or neglect please contact:

South Ayrshire Council's Social Work Initial Response Team on:

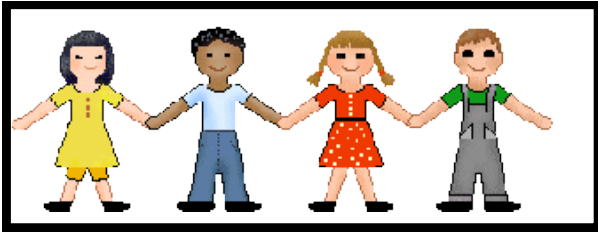
[01292 267675](tel:01292267675) or call [0800 328 7758](tel:08003287758) if out of hours.

If the child is at immediate risk: telephone the Police. Dial 999.

Alloway Primary School & EYC



**Child Protection and
 Safeguarding Advice
 for Visitors**



Please report to school reception.

On arrival in school you will be asked to sign in and out and present ID.

You will also be asked to wear a visitor's badge whilst in school.

In Case of Fire

In the unlikely event of the fire alarm sounding, please evacuate the school and proceed to the assembly point at the rear of the playground.

Please exit by the nearest doors as directed by a member of school staff.

What should I do if I am worried about a child?

If, whilst working with a child, you become concerned for any reason e.g:

- Comment made by a child
- Marks or bruises
- Changes in behavior and demeanour
- Something that you have observed at drop off or pick up.

Please report your concerns to Mrs Meney, Head Teacher and Child Protection Co-ordinator or in her absence, Mrs Miller, her deputy. The office staff will help you in finding them.

What should I do if a child discloses he/she is being harmed?

- Listen to the child without shock or judgement.
- Do not promise confidentiality. Record details as soon as possible, recording exact words and phrases used by the child.
- Report to Head Teacher directly.
- Do not leave school without reporting this.
- Be professional, do not discuss with other members of staff.
- Take direction from Head Teacher.

Children can be abused physically, sexually, emotionally or through neglect. The concerns that you have may make up part of a bigger picture which could help to prevent serious harm to a child. Giving families help at an early stage can prevent abuse and neglect. This leaflet is intended to provide information for people who work in either a paid or voluntary role with children in our school.

**NEVER KEEP CONCERNS
ABOUT CHILDREN'S SAFETY
TO YOURSELF**

How do I ensure my behaviour is always appropriate?

Appropriate relationships with children are based on mutual trust and respect. Please do not photograph children, exchange emails or text messages or give out your own personal details.

Please make sure you only use a mobile phone in the office areas. Use of a phone when children are in the vicinity is prohibited.