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**Welcome to Ecton Brook  
Primary School**

<http://www.ectonbrookprimary.ik.org>

### **Important Visitor Information**

At Ecton Brook Primary School we aim to provide a happy, stimulating, challenging, secure and safe environment which will give all children and adults an equal opportunity to develop their abilities and personalities as fully as possible.

Please take time to make yourself aware of the information in this leaflet.

# Health and Safety

All visitors to the school are asked to sign the visitors book on arrival and when they leave the building.

**FIRE:** You will be told on arrival if there is to be a fire drill and when it will happen.

The fire alarm is a continuous bell.

On hearing the alarm you should leave the building by the nearest exit and make your way to the assembly point in the playground.

If you witness a fire, raise the alarm but do not tackle it yourself.

**ACCIDENTS:** If you have an accident whilst in school please inform a member of staff, who will arrange for any necessary first aid to be administered. You will also be asked to fill in an accident report at the main office.

# Safeguarding

Ecton Brook Primary School is committed to Safeguarding and Promoting the Welfare of all of its pupils and it is the responsibility of all school staff, governors and volunteers.

Everyone working with our pupils should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate
- They should inform the Designated Safeguarding Leads immediately.
- All concerns should be recorded on the appropriate form which can be found at the main office.

# Designated Safeguarding Leads



Mrs Debbie Archer



Mr Neil Woods



Mrs Elaine Ford



Mrs Louise Hyslop