

## Safeguarding Statement

Lings Primary School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

## Visitor Procedures

- All visitors must sign in at the main reception.
- Please make us aware of any medical or accessibility needs when you sign in.
- Please wear your visitor's badge at all times so that staff and learners can identify you.
- Please ensure you know where the fire escapes are located and where to assemble in case of a fire.
- All visitors must sign out at the main reception before leaving the site.
- Visitors wishing to see a member of staff should contact the school office to make an appointment.

## Designated Safeguarding Staff



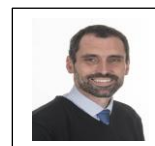
Karen Rolf  
Headteacher  
Deputy Designated Lead



Nicola Mann  
Pastoral & Family Support  
Deputy Designated Lead



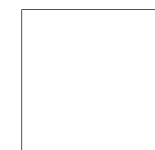
Helen Fox  
Pastoral & Family Support  
Deputy Designated Lead



Matt Bushell  
Deputy Head  
Deputy Designated Lead



Jo Whiting  
Inclusion Leader  
Designated Safeguarding Lead



Gemma Kinsella  
Assistant Head  
Deputy Designated Lead



Sally Perkins  
Safeguarding Governor



## A Guide to Safeguarding for all Visitors and Volunteers



**Lings Primary School**

## **What do I do if I am worried about a child?**

If at any point you are concerned or worried about something that you have seen, heard or witnessed then please tell one of the Designated Safeguarding Leads so that we can take the appropriate action.

If your concern is about a member of staff, please speak to the Headteacher.

A copy of the school's safeguarding policy is located in the main school office.

Remember - child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without disability.

If you are seriously concerned about a child's safety you can call the Multi-agency Safeguarding Hub (MASH) Team 0300 126 7000 Option 1, Option 1. If you feel a child is in immediate danger, left alone or missing you should contact the police by phoning 999.

**Safeguarding is everyone's responsibility.**

## **Visitor Code of Conduct**

We expect every visitor to conduct themselves professionally at all times.

- Please be aware of the language you use and the discussions you have.
- Treat everyone with respect.
- Confidentiality is vital, so please be aware of who is about when you are discussing matters of a confidential nature.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.

### **Photographs**

Under no circumstances should you take photographs of our children whilst at our school.

### **Mobile Phones**

Please ensure mobile phones are not used at all whilst on our school premises.

### **Allergies**

Please note we are a nut free school.

## **Health and Safety**

### **Fire:**

In the event of a fire alarm please use the nearest fire exit, make yourself known to a member of staff and report to the bottom playground. Please make yourself aware of the nearest fire exit to where you are based.

### **Accidents and Illness:**

We have several first aiders on site. All accidents, regardless of severity, need to be reported to a first aider and logged in the accident book.

If you are in need of medical support please make the office your first point of call.

### **Lockdown Procedures:**

We have emergency lockdown procedures in place as a response to any potential threat posed to the safety of pupils and staff in our school. If this was to occur whilst you are on site, please make yourself known to the nearest member of staff who will ensure you are accounted for and remain safe.