

## HEALTH & SAFETY

Lambley Primary School follows the H&S policy and procedures as set out by Nottinghamshire County Council.

All visitors to the school must sign in and display their visit pass at all times. Signing in is done at the school office by hand. The school's H&S policy is available on the website:

<https://lambleyprimaryschool.org.uk/information/policies-and-procedures/>

All of the staff have undergone basic first aid at work training and four members of staff have completed intensive paediatric first aid. They are: Mr Christopher, Mrs Wood, Mrs Aizlewood and Mrs Swinburne. Any accidents need to be recorded and reported to the appropriate personnel. If you have any concerns, speak with Mr. Christopher

## FIRE PROCEDURES

In the event of a fire alarm being sounded, the children and staff know the procedure. We evacuate the building and assemble outside on the playground. Maps detailing evacuation points and fire safety signs are placed near exits. Registers are used to ascertain that everyone is out safely.

## CODE OF CONDUCT

When you are in school, you are expected to conduct yourself in a professional and courteous manner to all.

Ensure that your manner of dress is professional and appropriate to the activities you are undertaking.

Use of mobile phones in school (outside of the staffroom) is not permitted.

**Lambley Primary School** is a strictly **NO SMOKING** building.

## CONFIDENTIALITY

When working with children, it is imperative that their confidentiality is kept as such. You are not permitted to discuss anything outside of the school. This includes posting anything on social media that paints the school or its pupils/staff in a negative way. If you have any concerns about anything you see or hear, please report it to the headteacher or deputy.

*We are very proud of our school and it is a privilege to work with our children; I hope you enjoy your time working with us. Please give any feedback to the headteacher, deputy, class teachers or the office.*

*Everything we do here is for the children and we want our ethos and care for them to be abundantly clear.*

## CONTACTS

LADO [info.nscb@nottsc.gov.uk](mailto:info.nscb@nottsc.gov.uk). 0115 8041272.

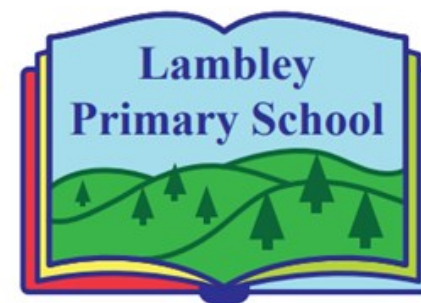
Multi Agency Safeguarding Hub (MASH) 0300 500 80 80 or 0300 456 4546

## SCHOOL CONTACTS

Main number: 0115 931 3515

Office: [office@Lambley.notts.sch.uk](mailto:office@Lambley.notts.sch.uk)

Mr Christopher: [head@lambley.notts.sch.uk](mailto:head@lambley.notts.sch.uk)



**Lambley Primary School**

*'Ready, Respectful, Resilient'*

**SCHOOL VISITOR  
SAFEGUARDING GUIDE  
2021**

## SAFEGUARDING IS EVERYONE'S RESPONSIBILITY.

We at **Lambley Primary School** are committed to promoting the very best care and welfare of all children and staff.

As a visitor to the school in whatever capacity, it is paramount that you understand our safeguarding procedures. Our designated safeguarding leads (DSLs) are:

*Mr Lee Christopher —headteacher*

*Mrs Rebecca Shardlow —deputy headteacher*

*Miss Jennifer Swinburne — SLT*

You can notify them of any concerns you have about a child and the children know they can talk to their class teachers/teaching assistants too.

There are four categories of abuse: **PENS**

Physical Abuse

Emotional Abuse

Neglect

Sexual Abuse



It may be that you are approached by a child who wants to talk to you about something that has happened to them or something they are concerned about. Children will tend to choose someone they trust and know; this is not always their class teacher—it could be a volunteer or a student teacher or governor.

There may be occasions when you have cause for concern about a child—they may have bruises or cuts/grazes in places where children don't always have them. They may be hungry or lacking in personal hygiene. They may find it difficult to sit down or are overly familiar with you or other adults. If there is ever anything that you feel is not right, then you have a duty to inform one of the DSLs.

You must report any concerns to one of the DSLs however minor or insignificant you think it is—it could form part of a larger picture. If a child does share information with you, then you will need to act in the right way.

If a child discloses to you or they are about to then consider these points:

- Can you have a degree of privacy yet maintain your own safety?
- Be positive and encourage them—this is not easy for them to share! They will need reassuring that they're doing the right thing.
- Don't make false promises and offer them confidentiality or that you'll keep it a secret.
- Stay calm and controlled, let them see that they have made the right decision in speaking to you.
- Try to put your own feelings aside; you are dealing with the child and their situation. There are people you can speak with later if you are upset/distressed about what you have heard.
- Only ask questions that are not leading. E.g. *'Who was in the room?'* rather than *'Was your mum/dad in the room?'*

As soon as possible, record the conversation on the school's incident forms (if not available, write clearly on a piece of paper detailing times, date, place and the information). Use the children's words and not your own interpretation.

Tell the child that they have done the right thing by speaking with you and that you will be talking to someone (DSLs, MASH, parents, social worker...)

Come back to the child at some point in the day and let them know what is happening (within reason); they have shared something very personal; it is important that they see you are dealing with it.

## RECORD AND REPORT; DON'T PROMPT AND PROMISE.

It is really important to remember that you are not an investigator—this is not your duty or role. You can ask questions to help shape the narrative and get an understanding of what you need to do next but not to investigate.

The incident forms for logging information are clear (kept in the staffroom on the notice board) and any notes should be accurate and written swiftly after the event.

Key points for recording:

- Name of child and adult disclosed to
- Time and date
- What the child said
- Your responses
- Who you passed the information to

Ideally, using the incident forms the school has produced will be the best way to ensure all the key information is recorded.

If the child discloses information about a member of staff, you need to report this to one of the DSLs. If there is an allegation against a member of staff, you need to speak with the headteacher or the safeguarding governor: Mrs. Claire Davis. If the allegation is against the headteacher, then you need to speak with our Chair of Governors, Mrs. Di Bathgate, and/or the Local Authority Designated Officer (LADO)—Eva Callaghan.

If you have any queries or questions about this document or safeguarding, please speak with the headteacher.