Visitor Procedures

- All visitors must sign in at the main reception
- All visitors will be issued with a pass which must always be displayed whilst on the site
- If you will be working in regulated activity with a pupil, we will require a letter of assurance, confirming that all necessary safeguarding checks have been undertaken, and a photocopy of your photographic ID and work badge (if applicable). Without this information, all visitors will need to be escorted by a member of staff whilst on site
- 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 to make an appointment. If you are seeking an urgent appointment, please report to the main reception and we will arrange for you to see a member of staff

E-Safety

Mobile Phones

To protect our pupils, we respectfully ask that you do not have your phone out or use it during your time in the school building. If this is an issue, please contact a member of staff on arrival.

Photographs

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

Designated Safeguarding Lead



Miss Sarah Small
Deputy Headteacher

Deputy Designated Safeguarding Leads



Claudia Thiele
Deputy DSL & Prevent Lead



Katy Gregor
Deputy DSL



Gina Clarke
Deputy DSL

Safeguarding Governor



Ms Kofo Ibitoye
Governor - Safeguarding

Safeguarding Statement

At Lonsdale School, we are fully committed to the safety and wellbeing of every pupil in our care. We believe that all pupils have the right to be protected from harm and to feel safe and supported within a nurturing environment. Our staff, governors and volunteers are dedicated to promoting a culture of safeguarding and to prioritising the welfare of every pupil.

Welcome to Lonsdale School

LONSDALE

Visitors Information Leaflet

Safeguarding

Health & Safety

How to deal with a disclosure

LISTEN:

- Create a safe and trusting space for the child.
- Accept what the child says without judgement and give them time to share.

FIND OUT AND SUPPORT:

- Communicate in a way that is appropriate to the child's age and level of understanding.
- Ask non-leading questions to find out more:
    - ♦ **T**—Tell me more..
    - ♦ **E**—Explain..
    - ♦ **D**—Describe..
- Validate the child's emotions by offering support and reassuring them that they haven't done anything wrong.
- Reassure the child that it is your job to support them and keep them safe.

ACT:

Record full details of the disclosure on CPOMS by using the child's own words and actions which have been taken.

If you do not have access to CPOMS, please complete a record of concern form which are located in the Admin Office and Staff Room and hand to a Designated Safeguarding Lead.

Visitor Code of Conduct

- Treat everyone with respect
- Provide an example you would wish others to follow
- Remember someone else may misinterpret your actions no matter how well intended
- Do not jump to conclusions without checking
- Do not permit abusive activities such as bullying or ridiculing
- Avoid physical contact with pupils unless you are preventing them from immediately harming themselves or others
- Do not make suggestive remarks, gestures, or tell sexist, racist or homophobic jokes
- It is best not to do anything for a child that he or she can do for him/herself
- Always tell someone if a child touches you or speaks to you inappropriately

If you are concerned about the conduct of a member of staff or the wellbeing or safety of staff or pupils during your visit, the following actions must take place: -

- Immediately inform the Head Teacher
- In their absence, immediately inform the Deputy Head Teacher
- Email your concerns to DSL@lonsdale.herts.sch.uk

Health and Safety

Fire: In the event of a fire alarm, please remain where you are. As a school, we follow a horizontal evacuation plan. All doors and windows must be closed and a fire marshall will instruct you accordingly.

Accidents and Illness: All accidents, regardless of severity, need to be reported to a first aider. Staff will inform you of the first aider nearest to where you are based. All pupil accidents will be logged on CPOMS and all adult/visitor accidents will be logged on an accident form.

Toilet Facilities: Should you require a comfort break during your visit, a member of staff will be happy to direct you to our adult facilities which are located around the school.

Parking: Parking is available in our minibus bays (at the front of the school) from 9.30am to 2.30pm. There is also a visitor car park on the right-hand side before the main entrance barriers.

We are a NUT FREE School.

School Address:

Lonsdale School
Brittain Way
Stevenage
Herts
SG2 8UT

Tel: 01438 726999