

## Prep School Safeguarding Team



Safeguarding Governor:

Mrs Amira Cooper Ext 302



Designated Safeguarding Lead:

Mrs Jacky Shackel Ext 202



Designated Safeguarding Lead:

Mrs Christina Hubbard Ext 256



EYFS Designated Safeguarding Lead:

Mrs Tiffany Vickery Ext 252



EYFS Deputy Designated Safeguarding Lead:

Mrs Karen Ovington Ext 252



Deputy Designated Safeguarding Lead:

Mrs Helen Roe Ext 258

If you have any concerns about a pupil please speak to a member of the Safeguarding team.



Our Safeguarding Policies can be found on our website: [www.lingfieldcollege.co.uk](http://www.lingfieldcollege.co.uk)



Lingfield  
COLLEGE  
PREP

Advice for Visitors to  
Lingfield College Prep



# Welcome to our School

This leaflet is designed to help you understand the measures in place at Lingfield College Prep to protect your Health, Safety and Security whilst visiting our School.

Our School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment.

By signing in and out of our digital visitors system, you agree to follow this leaflet's advice. All visitors must wear the lanyards provided by Reception.

**Jacky Shackel**  
Head of Prep School

## Health & Safety

Nothing is more important than everyone's safety, and every task must be performed with safety in mind. The School aims to provide a safe and healthy working environment. If you have any suggestions that might help this process, please contact the School Office, who will pass them on to the Health & Safety Officer.

## First Aid

For all first aid, please contact the School Office. Give the extent of the injury and the location of the person(s). The office staff will ensure that a trained first aider deals with the situation. All accidents or near misses must be reported.

## Fire Safety

On discovering a fire:

- Sound the alarm by breaking the glass at one of the call points.
- Or bring it to the attention of a member of staff, detailing the type of fire and location.

On hearing the fire alarm:

- Evacuate from the building from the nearest exit and go to the assembly point indicated on the fire signage.
- Please do not run or wait to collect your belongings.
- Do not return to the building unless instructed to do so.

## Safeguarding

To ensure the protection of our children and visitors, please follow the guidelines below at all times.

- Please do not allow yourself to be on your own with any child.
- If a child discloses any information of concern, please report it to the Designated Safeguarding Lead (DSL).
- If you see anything that causes concern please also reports this to the Designated Safeguarding Lead (DSL).

## Security

- Please keep all personal belongings with you at all times whilst on site.
- Visitors are asked to ensure doors and gates are closed securely behind them.
- Personal mobile phones, cameras and recording equipment cannot be used in the presence of children on the prep school site unless prior permission has been agreed.
- In Foundation Stage (Nursery & Reception), all mobile phones are strictly prohibited and must be stored securely (locked away) out of reach within the setting until such time as the individual leaves the building.
- Images/videos taken by parents/carers of their own children at School events, such as award ceremonies, sporting events, concerts and productions, are reminded that such images should be used for personal use only.

## Visitor Parking

There is a visitors car-park situated at the entrance to the school, however if you are planning on visiting regularly, please speak to the Office staff who may be able to direct you to other parking facilities.

In addition parents are encouraged to utilise the Jockey car park which is situated next to the school at the start and end of the school day.

Disabled parking is available in front of the Drama Studio/Assembly Hall, and badges must be displayed. Parent and Child bays are available and identified by a symbol.

We ask everyone to park considerately:

- To park strictly within bays and not on yellow lines.
- To observe the speed limit of 5mph.
- To turn off engines when parked.

## Smoking Policy

Lingfield College operates a non-smoking or vaping policy throughout the School and it's grounds.

## Disabled Visitors

If you feel you need assistance during your visit. Please advise staff on arrival so that arrangements can be made