

## Senior School Safeguarding Team



Safeguarding Governor:

Mrs Amira Cooper Ext 302



Designated Safeguarding Lead:

Mrs Emma Parsons Ext 393



Deputy Designated Safeguarding Lead:

Mrs Sue Sevier Ext 303



Deputy Designated Safeguarding Lead:

Miss Hannah Redfern Ext 350



Deputy Designated Safeguarding Lead:

Mrs Alison Folkard Ext 409



Deputy Designated Safeguarding Lead:

Mrs Sharon Walton Ext 391

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

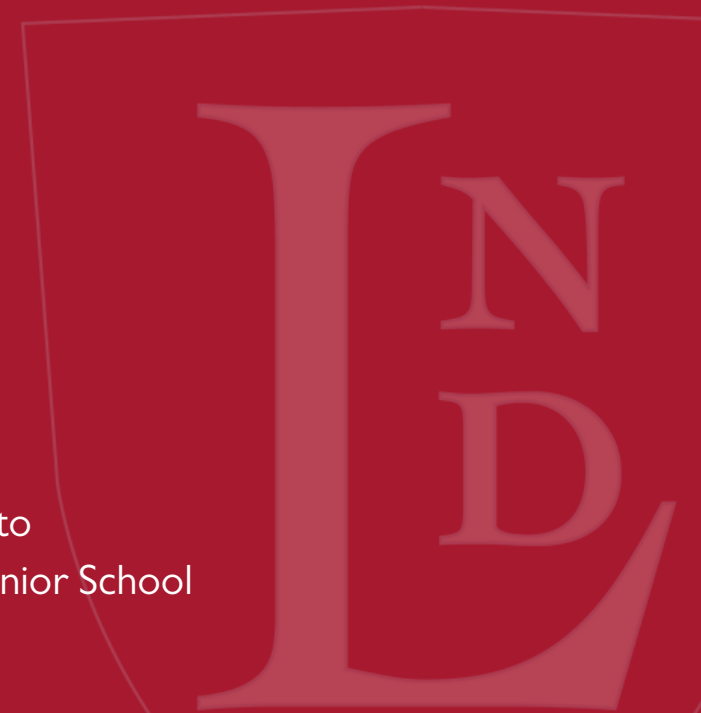


Our Safeguarding Policies can be found on our website: [www.lingfieldcollege.co.uk](http://www.lingfieldcollege.co.uk)



Lingfield  
COLLEGE

Advice for Visitors to  
Lingfield College Senior School



# Welcome to our School

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

Our School is committed to safeguarding students and promoting students'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.

**Emma Parsons**  
Deputy Head - Pastoral

## 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, at the netball courts, next to the fields at the back of the school.
- Please do not run or wait to collect your belongings.
- Do not return to the building unless instructed to do so.

## Safeguarding - our ethos is "it could happen here"

To ensure the protection of our students 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 students unless prior permission has been agreed.
- Images/videos taken by parents/carers of their own children at School events, such as award ceremonies, sporting events, concerts and productions should be used for personal use only.

## Visitor Parking

There is a visitors car-park situated by the Performing Arts Centre.

Disabled parking is available in front of the Sports Hall, and badges must be displayed.

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