

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, along with Child Protection Advice whilst visiting our school.

You will be required to sign in & wear an identification badge or uniform at all times. When departing from the site you will need to sign out and also return your badge. Please do not be offended if asked for identification.

Smoking/Vaping

Please be aware that Lingfield College operates a non-smoking policy throughout the buildings and grounds.

E-Safety

No Video-ing, recording or photography is allowed unless prior permission is sought.

First Aid

For all first aid requirements, please go directly to the school office where trained staff will be able to assist you.

Emergency/Fire Safety

On hearing the fire alarm—
Immediately evacuate the building via the nearest fire exit ensuring that all doors are closed behind you. Do not run or panic.
Go to the muster point (outside Orchard Lodge).

On discovering a fire—
Sound the fire alarm by breaking the glass at a call point. Evacuate the building from the nearest fire exit ensuring that all doors are closed behind you.
Go to the muster point (outside Orchard Lodge) and inform Office Staff or Head Teacher location and type of fire.

If you are worried about the safety of a child please contact a member of

The Safeguarding Team

Designated Safeguarding Leaders



Mrs Jacky Shackel
Head of Prep School



Mrs Angela Brown
Acting Deputy Head (Pastoral)
Senior School

Deputy Designated Safeguarding Leaders



Mr James Walton
(Prep Director of Studies)



Mrs Sue Sevier
SENCO Senior School

Mobile Phones

Mobile Phones should be switched off at all times where practical, and must not be used around children.

You must not take your phone into the Nursery or Reception classes unless there are exceptional circumstances due to the nature of your work and then only when permission is given by the Designated Safeguarding Leader.



Lingfield College Contractor Information



Please take some time to read this document.



Prevent

Lingfield College has a duty of care to our pupils and staff which includes safeguarding them from the risk of being drawn into terrorism.

Staff are trained to recognise radicalization and extremism as well as vulnerable people. We aim to stop extremist speakers and events and manage access to extremist material.

We aim to provide a safe environment for children and staff and will take appropriate action to the Police or Local Authority if this is challenged.

http://course.ncalt.com/Channel_General_Awareness/01/index.html

Ref: 'The Prevent Duty: Departmental advice for schools and childcare providers', DfE, June 2015.



Child Protection Advice

Whilst working at the school you must be aware of our safeguarding advice.

Everyone who works in our school has a responsibility to make sure that all our young people are safe. No child should suffer harm, either at home or at school.

This leaflet has been given to you to ensure you understand what is expected of you. Please ask a member of staff if you are not clear about anything in it, and keep this leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any young person in our school, you must report this to the person named on the back of this leaflet.



If you are spending some time in the school, you may get to know some of the children, and a few of them may talk to you a lot and treat you as a friend. To protect yourself and the children you should remember the following:-

- ◆ Ideally you must not be in a room alone with a pupil. If you are working in a room and a pupil enters, please ensure that the door remains open, and leave as it is practical to do so.
- ◆ Never exchange phone numbers, agree or

invite a student to be a friend on social networking, such as Facebook or Snapchat or be in contact in any way with a student you have met in school.

- ◆ If you find that a child tries to talk to you on a regular basis, you should let a member of staff know.
- ◆ Please do not start talking to, or touching a child unless it is appropriate and part of the agreed reason for your visit.
- ◆ Remember that someone else might misinterpret your actions, no matter how well intentioned.
- ◆ If you are worried that a child at Lingfield College may be being harmed you must tell your line manager or the Designated Safeguarding Leaders named on the back of this leaflet as soon as you can.
- ◆ Write down the things that are worrying you, including the child's name (if you know it) or give a description of the child. If a child has told you they are being harmed, or hurt, write down exactly what they said. Write your name and date at the bottom and pass this to the Designated Safeguarding Leader.

Ref: 'Guidance for Safer Working Practice for Adults who Work with Children and Young People' – DfE.

'Working Together to Safeguard Children' March 2013 HM Government