

At Lodge Lane Infant School we are committed to safeguarding and promoting the welfare of children and all staff, parents, volunteers and visitors are expected to share this commitment. In order to keep your children safe, these are some of the procedures we have in place:

Visitors

- All visitors must sign in at Main Reception
- All visitors will be issued with a visitor sticker which must be displayed at all times whilst on the site.
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.
- All visitors must sign out at the Main Reception before leaving the site.

Family Support Worker

We have a dedicated family support worker on our staff who works collaboratively with both children and parents/carers and who offers support and guidance where needed. She is also able to signpost and refer families to external support agencies. Some of the



Sarah Waterfield
Executive Headteacher



Sarah Spears
Head of School



Shelley Leggett
SENCO



Rachael Aitken
Family Support Worker



Laura Keatley
Teacher

The Governor responsible for Safeguarding is
Liz Percival

Mobile Devices

To safeguard the children, mobile devices are not permitted to be used whilst on site.

Photographs

Photographs must not be taken on the school site unless you have been given the school's permission.

Fire and Emergency

We have two fire practices each term. One which the children know about and are prepared for and one that is unannounced for staff and children.

Health and Safety

We have a site manager who is responsible for health and safety procedures throughout the school and for safety checks on equipment such as play equipment, fire extinguishers, door finger guards etc.

PANTS (The Underwear Rule)

This is an NSPCC resource which helps children understand that their body belongs to them and they should tell someone they trust if anything makes

Child Protection

Because of our day-to day contact with the children we are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to thrive. We have a duty to protect children from abuse; however, our role is in recognition and referral, not investigation or intervention. We are required by law to follow procedures laid down by the Norfolk Safeguarding Children Partnership if we see signs which suggest that one of our pupils may have been the victim of abuse. Use of the procedures in this way is an obligation placed on the school by legislation and in no way infers that any parent/carer is being accused of wrong-doing.

What do I do if I am worried about a child?

If you become concerned about: a child's welfare and it is an emergency please phone 999. If you would like to discuss it with a consultant social worker please call the children's advice and duty service **0344 800 8020**. Alternatively please speak a member of school staff and they will take the appropriate action.

Operation Encompass

Lodge Lane Infant School is registered with Operation Encompass. This means the school is informed about any incident of domestic violence which takes place at home with children present. Then we can put in appropriate support for the child concerned.

First Aid

Many of our staff members are trained in paediatric first aid.

Safety Discussions with Children

We have a rolling programme of safety discussions with the children throughout the year. These include how we keep them safe at school, stranger danger, NSPCC PANTS, online safety and making sure they know of a trusted adults they can talk to.

Online Safety

Every half term children have an online safety lesson and an assembly. Each month parents are emailed an safety newsletter and there is a wealth of information and guidance on our website.

School Visits

Whenever we plan a school visit it is in line with NCC guidance and procedures and a thorough risk assessment is carried out beforehand.

Further information

You can find the full Safeguarding, Child Protection, E-Safety and other policies on our school website at:

www.lodgelaneschool.uk

As always if you are concerned about your child's safety at school then please talk to a member of staff.