

Keeping Children Safe

The welfare of our children is of the highest concern which is why it is important you read and understand this leaflet.

“Everyone who comes into contact with children has a role to play in safeguarding children”

Keeping Children Safe in Education - DfE September 2016

Working Together to Safeguard Children - HM Government 2015

What You Must Do

- ◆ Professional visitors are asked to provide their official identification card.
 - ◆ Wear the visitor badge issued to you at reception.
 - ◆ Sign in and sign out in the visitor book.
 - ◆ Only use staff toilets and changing rooms if required.
 - ◆ Maintain professional boundaries - use of first names is generally acceptable.
 - ◆ Remain in the supervision of accompanying staff.
 - ◆ Volunteers are not permitted to work unsupervised with students without the authorisation of the Headteacher.
 - ◆ Contractors working on site are expected to follow safe working practices and avoid social interaction with students.
 - ◆ Adhere to our fire safety and evacuation procedures as directed by the members of staff responsible for you.
 - ◆ Act in a conspicuously transparent manner at all times.
 - ◆ Not make contact with students following your visit including through social media.
 - ◆ Not express political or extreme views that could be deemed offensive or mistaken as grooming or radicalisation.
 - ◆ Not transport children in a personal vehicle.
- If in any doubt, please ask a member of staff for advice. We hope you enjoy your visit the Lakeside School.

The Safeguarding Team

Our Safeguarding team consists of four members of staff with lead responsibilities. However, at Lakeside School, the expectation is that every member of staff and all visitors/guest workers have a responsibility for the safety and welfare of our children.

You have a **duty** to report any safeguarding or child protection concern to one of the people below without delay. Our reception staff can help you find who you need.

Designated Safeguarding Lead

Gary Taylor

Deputy Designated

School Social Worker

Safeguarding Leads

Jen Simpson

Barry Ryder

Shannon Tremaine

Chris Hook

Dan Healy

Headteacher

Mr Gareth Evans

Lead Governor on Safeguarding

Olwen Greenwood

Chair of Governors

Di Chamberlain



After Your Visit

If you would like to speak to someone after you have left, please contact one of the safeguarding team.

Lakeside School

Winchester Road

Chandlers Ford

Eastleigh

Hants

SO53 2DW

Telephone 02380 266633

Further Information

For additional information on our policies please visit:

www.lakesideschoolchandlersford.co.uk

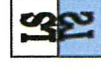


Safeguarding Lakeside School

Keeping Children Safe in Education



An Information leaflet for visitors and guest workers.
Please take time to familiarise yourself with this important information about our safeguarding procedures.



LAKESIDE
SCHOOL