

Disclosure by a child

1. Stay calm and listen carefully.
2. Do not promise confidentiality.
3. Do not ask leading questions or investigate.
4. Reassure the child.
5. Record exactly what was said.
6. Sign and date the record.

Pass it immediately to a DSL/ DDSL

It is not your responsibility to investigate but to report to the Designated Safeguarding Leads.

Our Designated Safeguarding Lead (DSL):

Anika Collins, Headteacher

Deputy DSL (DDSL):

Jo Weatherstone

Mel Kinsella

Emily Matthews

Ali Lodhi

If you feel that a child may be at risk of harm but are not sure, then inform one of the Safeguarding team immediately.

They will offer advice and take appropriate action.

Other General Information

Fire and emergency evacuation: A copy of the fire procedure and directions to the assembly point can be found in every room. Please familiarise yourself with it on arrival.

If you discover a fire activate nearest alarm

If the fire alarm sounds, a continuous ring, please leave the building immediately following the emergency exit signs to the nearest exit and assemble by the car park gates. Students will line up in their class groups.

First Aid: Please ask at Reception if you need assistance. If a student is taken ill, please alert a member of staff or ask at the main office to ask for assistance.

Accidents & Incidents: Please report these to Reception.

Access to the Internet: All users of the school systems and Wi-Fi must comply with the Acceptable Use of ICT policy. Please ask our Headteacher for details.

Visitors' Toilets: Located on the ground floor. Please ask at Reception for directions.

Parking & Disabled Access: Limited parking is available in our car park, but spaces can be reserved if necessary. There is flat access to the main building.

Reporting defective equipment or hazards: Please report these to Reception.

We do not allow smoking or vaping on the school grounds



Visitor &

Safeguarding Information

Welcome to the Lady Byron School

We are committed to safeguarding and promoting the welfare of children.

All staff; volunteers and visitors share this responsibility.

This leaflet explains:

- What we expect from you
- What to do if you are worried about a child
- Emergency procedures

Please read carefully.

We hope you enjoy your time at our school.

REMEMBER...if in doubt...ask

If you are worried about something, please do not leave our school without telling someone.

Telephone: 0116 4670811

E-mail: reception@ladybyronschool.co.uk

Safeguarding Children

As a visitor to our school, either as a contractor, volunteer, supply teacher or someone that has come to work with our children in any capacity, it is important that you are aware of our safeguarding procedures.

- Please refer to the back page of this leaflet for details of our safeguarding leads, or please contact Reception who can locate them for you.
- If there is any reason to suspect that a student has suffered any kind of abuse, sexual harassment or discrimination, or is likely to suffer significant harm, you must inform the Designated Safeguarding Lead (DSL) immediately. Our staff will then follow the procedures according to the school Safeguarding Policy.

Please share any concerns with the safeguarding team personnel or reception. If you remember anything later please contact the school

On Arrival

- ✓ Sign in at Reception
- ✓ Collect and wear your visitor badge
- ✓ Wait in Reception until collected
- ✓ Read this leaflet (first visit)

When leaving:

- ✓ Sign out at Reception and hand back your badge

Keeping everyone safe

As a visitor, please remember the following:

- You must not have any physical contact with any student.
- You must never exchange personal contact details with a student or arrange to meet them outside of the school environment or connect with them via social media.
- The use of cameras and taking photographs is not permitted unless prior permission has been sought.
- Mobile phones are not to be used on the school site
- Be a good role model to our students by being respectful, fair and considerate of others. Remember students may interpret your words/actions differently.
- Report to any unacceptable behaviour from students to school staff
- When working with a student(s) ensure you are visible to others.

Staff Conduct

If you are concerned about the conduct of any member of staff, immediately inform the DSL OR DDSL

What is Abuse?

Any form of neglect, physical, emotional or sexual mistreatment or lack of care that leads to harm or injury. It can happen to any child regardless of their age, gender, race or ability.

What is discrimination?

Direct discrimination is where you are treated less favourably because of your disability than someone without a disability would be treated in the same circumstances and there is no justification. This also covers race, ethnic or national origin, language, religion or belief, gender, gender reassignment, sexual orientation, disability, social class, responsibility for other dependants or where the person lives.

What is bullying?

A wilful, conscious attack on the self-esteem or the person of an individual student. It includes jibes, name calling, silence/exclusion from the social circle, emphasising differences, threatening behaviour, racial/sexual harassment, extortion and physical attack. It may vary in severity, frequency and in the numbers of people involved.

People working in schools are uniquely placed to notice signs and symptoms of abuse and to support children who are subject to abuse or living in abusive situations.