

Long Lane Primary School
Long Lane
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Reading, RG31 6YG
Phone: 0118 942 7187
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Website: www.longlane.w-berks.sch.uk
Email: office@longlane.w-berks.sch.uk

Visitors' Information

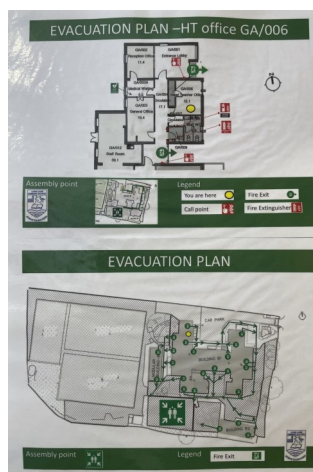


Emergencies and Evacuations

Fire Safety

In the case of emergency (fire alarm), leave the building via the nearest fire exit and assemble on the upper playground. You would be accompanied by a member of staff if possible.

Please look for the Evacuation Plan posters across the school for further information.



Visitor Procedures

- ⇒ All visitors must sign in at the school main school office.
- ⇒ All visitors will be issued with an appropriate pass (generated photo sticker) which must be displayed at all times whilst on school premises.
- ⇒ Visitors will be asked to remain under the supervision of a designated member of staff.
- ⇒ Photographing children is forbidden unless permission has been sought from the office (and this would only be from school designated devices)
- ⇒ Mobile phones may only be used in the private staff areas and not in areas where children work.

Lockdown Procedure

In case of a 'Lockdown' (longer continuous siren), please stay where you are, out of sight and wait for further instructions on the walkie-talkies.

If you are concerned about the conduct of a member of staff or volunteer in our school, you must contact the Designated Safeguarding Lead who will record and report as appropriate.

**Safeguarding
Fire Safety
Conduct
Use of technology**
(Please sign to confirm that you have read and understand the information in this document using our electronic InVentry screen)

Safeguarding

Safeguarding Staff

Designated Safeguarding Lead

Mrs Tina Allison

Deputy Designated Safeguarding Leads

Miss Kerry Penn

Mrs Ceri Mowbray

Out of Hours Safeguarding Lead:

Mrs Tina Allison

Family Support Worker

Mrs Sharon Syrad

Safeguarding Governor

Charlotte Maloney

Safeguarding statement

Long Lane Primary School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it, please speak to any of the contacts named above.

Please keep this leaflet in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any child in our school, you must report this to the Designated Safeguarding Lead (or Deputy Designated Safeguarding lead).

What do I do if I am worried about a child or think they may be at risk of harm?

- * Inform the designated safeguarding lead.
- * The DSL will offer advice and will take appropriate action.
- * Child abuse can happen to any child regardless of gender, culture, religion, social background or those with disability.

What do I do if a child discloses they are being harmed?

- * React calmly, listen carefully and report accurately.
- * Do not promise confidentiality—explain that you will need to pass on the information if you are worried about their safety.
- * Clarify your concerns using ‘tell me...’ ‘explain...’ ‘describe...’ and ask no further questions as any enquiry may be compromised.
- * Reassure the child they have done the right thing.
- * Record carefully and accurately in the child’s words.
- * Pass this on to the DSL

Types of Harm

- * Physical—a child is deliberately hurt or injured
- * Sexual—a child is influenced or forced to take part in a sexual activity. This can be physical or non-physical, eg, made to look at an inappropriate image
- * Emotional—a child is made to feel frightened, worthless or unloved. It can be shouting, threats, manipulation or being made fun of. It can also be when a child is witness to this.

Neglect

- * A child is not being taken care of by their parents or carers. It can be poor hygiene, diet, not keeping appointments, attendance, being left unattended.

Behaviour Conduct

We expect all visitors to show respect and concern for others by supporting the respectful ethos of our school and by setting a good example in their own speech and behaviour toward all members of our school community.

All adults in school are always expected to be an excellent role model to the children. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers, visitors and outside agencies to share this commitment.



Use of Technology

Use of the internet on school premises should be for school use only, eg, accessing learning resources, educational websites, researching curriculum topics, use of email on school business.

For more online safety advice please view our e-safety section on the school website. The use of mobile phones in student accessible spaces within the school is forbidden.

Data Protection

All data is processed in line with current data protection regulations under the legal obligations placed on the school such as the Education Act, children’s Act and Health and Safety Act. A full copy of the GDPR policy can be ??