

## Introduction

This leaflet is designed to provide some important advice and guidance on safeguarding. We hope you will find it useful.

At Lymington Infant School, we are committed to safeguarding and meeting the needs of all children and adults at risk.

If you have any concerns about a young person you meet in Lymington Infant School, you should immediately report this to a member of staff.

**The designated staff responsible for Child Protection at Lymington Infant School are:**

### **DSL - Designated Safeguarding Leads**

Miss J Morris - Headteacher

Miss J Angel—Deputy Headteacher

"Everyone who works with children has a responsibility for keeping them safe... everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action."

Working together to safeguard children

## School Staff

School staff receive training in safeguarding and are obliged to pass on any concerns about any child to the Designated Safeguarding Leads.

Should you have any concerns about a child's welfare, please speak to any of the designated members of staff.

Parents who wish to discuss matters of a private nature with the Headteacher are encouraged to do so and we operate an open door policy.

### **DBS Checks**

Part of the safeguarding policy requirement is that all staff, volunteers and people working in the school are checked by the Disclosure and Barring Service (DBS). This is to ensure that unsuitable people are prevented from working with children.

Mrs Waters or Mrs Dowding can advise you further on this.

A Single Central Record is kept in school detailing the checks which have been completed. The Headteacher and School Business Manager are pleased to meet parents/carers to discuss any issues as they arise.

## First Aid

There is always a qualified First Aider available on site during the school day, normally based in the School Office. First Aiders have 'workplace' qualifications and Paediatric First Aid. These are renewed regularly.

Children who are unwell or injured are dealt with promptly.

### **Records are kept of all injuries.**

Parents are contacted promptly if injuries are significant.

Online accident reporting forms are completed for serious accidents or injuries, signed by the Headteacher and submitted to Health and Safety at Hampshire County Council.

### **Our First Aiders are:**

Mrs Waters

Mrs Dowding

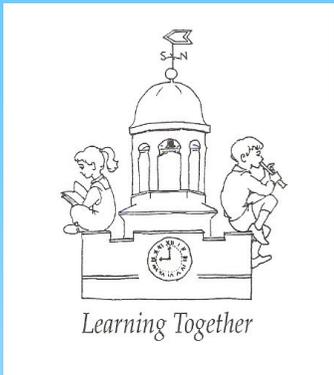
Mrs Bateman

Mrs Goodchild

Miss Eales

Mrs Conway





# Safeguarding Information for Parents, Carers and Partner Agencies



## Health and safety

The school follows Hampshire County Council guidance and policies for Health and Safety.

Fire drills take place termly.

The Governing Body regularly reviews Health and Safety matters.

Risk assessments are revised regularly.

**The Health and Safety representatives at Lyminton Infant School are:**

Mrs Dowding (Business Manager

Mr Howell (School Site Manager)

Mrs J Stroud (Health and Safety Governor)

## School trips

All school visits must operate in line with school procedure and LEA rules.

A risk assessment is carried out for all school trips.

Full details can be obtained from the School Office.

## Child safety at the beginning and end of the school day

Pupils are expected to arrive at school on time and be accompanied by a parent or other known adult.

Members of the Senior Leadership team are always available when welcoming children and parents/ carers in the morning. Class teachers are available after school for meetings by appointment.

Parents are expected to collect their child promptly at the end of the day.

Parents are expected to let the class teacher know if their child is to be collected by someone else.

Pupils are collected from the classroom door. Teachers wait with pupils until they are collected. Uncollected children are brought to the School Office. Parents are then contacted.

School Office Number **01590 673355**

**Information updated September 2020**

