

you to our adult facilities which are located at the end of the main corridor.

Health and Safety Fire: In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff. Please make yourself aware of the nearest fire exit where you are based.

Safeguarding:

The Government defines safeguarding in the following way: *'The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.'*

Safeguarding is everyone's responsibility. Our Governing Body is responsible for safeguarding. While visiting Langley First School, you will need to be aware of the following information and take time to familiarise yourself with our procedures.

Should a child make a disclosure, or should you witness something that you would like to report e.g. an accident, act immediately and report it to the nearest member of staff who will direct you to the Designated Safeguarding Officer for the school

Staff Designated Safeguarding Lead: Mr Tim Jones (Headteacher)

Deputy Safeguarding Leads:

Mrs Karen Towers (Learning Mentor)

Mrs Angela Ternent (Business Manager)

Governors (Safeguarding responsibility): Mr Bruce Parvin

As a visitor you will be allocated a member of staff to liaise with.

Accidents and Illness: All accidents, regardless of severity, need to be reported to a first aider. Staff will inform you of the first aider nearest to where you are based. All accidents will be logged in the accident book and the Headteacher/site manager will be notified. Please ensure you don't use any equipment without training.

Confidentiality:

Visitors should adhere to the confidentiality policy. Any concerns around sharing information should be brought to the attention of the Headteacher.

Conduct:

Langley First School is a safe environment, where relationships between staff and visitors, parents and carers, demonstrate mutual respect and recognition of shared responsibility for pupil' welfare and educational progress. Violence, threatening behaviour and abuse against school staff or other members of the school community will not be tolerated.