Welcome to
Lady Joanna Thornhill
(Endowed) Primary School

This leaflet is designed to help you understand and support the measures in place to protect the children at this school.

It also contains important health & safety and security information for you while visiting our site.

Every visitor is asked to sign in via the screen in reception. You are expected to clearly display the visitor badge and your organisations's identification badge at all times.

Please ensure that mobile phones are switched off and kept in your bag at all times whilst on the school site.

DESIGNATED SAFEGUARDING LEADS

Mrs Rachael Foster
Headteacher (DSL)

Ms Kristen Weiss
Deputy Headteacher/SENCO (DDSL)

Mrs Emily Burrell
Deputy Headteacher (DDSL)

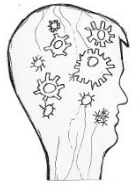
Mrs Janey Read
Pastoral Support Mentor (DDSL)

Email: office@ladyj.kent.sch.uk

Lady Joanna Thornhill (Endowed) Primary School
Bridge Street
Wye
Kent
TN25 5EA
Tel: 01233 812781

LADY JOANNA THORNHILL
(ENDOWED) PRIMARY SCHOOL

Learning for the Head, Heart and Hand



SAFEGUARDING AND HEALTH & SAFETY PROCEDURES

Child Protection Procedures

Welcome to Lady Joanna Thornhill (Endowed) Primary School. Our school is a community, and all those directly connected (staff, governors, parents, families, pupils, volunteers and visitors) have an essential role in keeping the school safe and secure. Safeguarding is everyone's responsibility.

Our school is committed to safeguarding and promoting the welfare of children, and expects all staff, volunteers and visitors to share this commitment. We have a Safeguarding policy and procedures in place. This is available either from our school website www.ladyj.kent.sch.uk/policies or from the school office.

If you are concerned about a child or adult's welfare, please speak directly to the Headteacher or one of the other Designated Safeguarding Leads who are named on this leaflet. There is at least one DSL in school at all times. If you wish to report a concern outside of school hours, please contact headteacher@ladyj.kent.sch.uk and mark your email URGENT.

If there is an immediate concern for safety, call 999.

When concerns are reported to a DSL in school, full details will be recorded, including: The date; time; child's name; your name; a factual account of what happened and what was said or what was observed. Do NOT conduct your own investigation. Keep all concerns and information confidential.

You may be concerned if:

- You see an injury
- Another person expresses concern
- Something else raises concerns or worries
- A child tells you something.

If a child tells you something that needs to be passed on:

- Do not promise confidentiality (there can be no secrets)
- Reassure the child that they have done the right thing
- Listen, but do not ask leading questions
- Record and pass on your concerns

Your help in supporting our safeguarding work is appreciated by the school and, most importantly, by the children and young people we serve.

You may also find these contacts useful:

NSPCC HELPLINE 0808 800 5000 help@nspcc.org.uk

NSPCC Text Line: 88858

Rising Sun Domestic Violence & Abuse Service

Tel: 01227 452852

Emergency fire evacuation /lockdown

If the fire bell sounds, please evacuate the building immediately via the nearest exit point - these are all clearly marked. The assembly point is on the school field at the back of the school. Please make yourself known to a member of the office staff.

If the lockdown siren sounds, visitors should remain in the room of the person they are visiting, and ensure doors are locked, until the alarm is turned off .

If you discover a fire in the school, please sound the alarm by breaking the glass of one of the red call points. These are situated throughout the school.

First Aid In the event of an accident, please contact a member of staff who will assist you and enlist the help of one of the registered first aiders.
All accidents or near misses must be reported and will be recorded. If you have a medical condition you think we should be aware of, please advise a member of the office staff so that we can offer help if needed.

Smoking Lady Joanna Thornhill operates a no smoking policy. This applies to all the buildings and grounds, and includes both smoking and vaping.

Asbestos Register All contractors must read and sign the asbestos register on arrival.