

Mission Statement

Our children will receive the best educational start in life, in a school at the heart of the community!

Work Together, Learn Together, Grow Together

Our mission statement sets out our vision for every child at Langdale Primary School.

As a school, we work on the principles that we aim for every child within our setting to be:

Safe and Secure

Independent and Resilient

Inspired to Achieve

Happy and Healthy

Underpinned by “To be Globally and Culturally Aware”

These values are at the forefront of all our decision making and we are proud to involve the children in every step of our decision making. As a visitor/volunteer to our school we ask that you not only recognize our values but promote and encourage them whilst in our setting.

Useful Contact Information

Main school:

Telephone: 01782 948000

E-mail: office@langdale.staffs.sch.uk

Website: www.langdaleprimary.co.uk

Headteacher: Mrs Nicola Cartrwright

Chair of Govenors: Mrs Caroline Brunt.

Staffordshire Children’s Advice and Support Service—0300-111-8007

NSPCC:

Worried about a child—0808 800 5000

Harmful Sexual Behaviour Project—0844 892 0273

General Enquiries—020 7825 2505

Staffordshire Police Prevent Team— 01785 233109

Stoke on Trent Children’s Services—01785 235100

Domestic Violence Helpline— 0808 2000 247

Crime stoppers—0800 555 111

VISITOR/VOLUNTEER SAFEGUARDING LEAFLET 2024-2025



We all have a statutory duty to ‘safeguard and promote the welfare of children’.

We hope you have an enjoyable visit to Langdale Primary School. Please read this leaflet which is intended to ensure the health and safety of everyone within our setting. If you have any further questions please ask a member of staff.



Volunteers/ Visitors

Entry/Exit to Langdale Primary School

All visitors/volunteers must use the main office entrance on Langdale Road to enter and exit the site. Office staff will ask for identification and request all visitors/volunteers to sign in and out. A copy of this leaflet and an ID badge will be provided and must be worn at all times.

All those who come into contact with children through their everyday work whether paid or voluntary are responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention. At Langdale Primary we all have a duty to safeguard and promote the welfare of our children.

Site Safety

Risk assessments are carried out regularly.

The fire evacuation procedures are displayed around the school.

All members of staff are required to report concerns of health and safety to the head teacher / deputy immediately

All accidents are reported and documented with evidence of relevant action taken and reported to the Local Authority where required.

All members of staff are required to wear ID badges at all times

Please note that the use of personal mobile devices is not permitted within the school unless authorised by the head teacher who will then specify when and where mobile devices can be used.

In the event of a major incident, the 'Lock down' plan will commence and you will be informed immediately as to what you will need to do.

Evacuation Procedures

On hearing the fire alarm: Do not stop to collect personal belongings. Exit the school via the nearest and safest fire escape and assemble on either of the playgrounds. Report to a member of the office staff who will have the sign in log. DO NOT re-enter the building until instructed to do so.

In the event of a major incident where a lock down is necessary listen carefully to instructions given.

Safeguarding

If you are concerned about the safety of a child

Report your concern directly to the Headteacher who is the Designated Safeguarding Lead (DSL)

If the DSL is absent the Deputy DSL's will cover

If your concern is about the Headteacher then report your concern to the Chair of Governors.

The Headteacher/CoG will contact the LADO– Local Authority Designated Officer on 0800 1313126 for advice within 1 working day.

If during your visit to Langdale you are concerned about a child or a child discloses something to you, this must be reported to one of the designated members of staff.

Nicky Cartwright



Emma Ray



Claire Nadin



Jayne Allen



Confidentiality

Members of staff and Governors have access to confidential information about pupils in order to carry out their role whilst maintaining the welfare of those entrusted within our care. In some circumstances the information may be highly sensitive. Confidential or personal information about a pupil or their family must never be disclosed to anyone other than on a need to know basis

All pupil and staff records are kept securely.

Physical Contact

Members of staff at times may have to physically intervene with children. However this should only be carried out where necessary to protect a child or another person from the immediate risk of harm or danger.

E-Safety

The school has a separate policy on E-Safety and Acceptable Use. This information is published on the school website.

First Aid

If you require first aid during your visit to Langdale please inform a member of staff who will be able to direct you to a trained First Aider.