SAFEGUARDING AT ST LAWRENCE

We are committed to providing a safe and secure environment for every child.
All adults who visit our school have a responsibility to help safeguard and promote the welfare of children.
While you are on site, please follow the safeguarding arrangements outlined in this leaflet.

Please remember

Wear your visitor badge/lanyard at all times.
Follow staff instructions.
Report anything that concerns you.
Sign out before leaving the site.

IF YOU ARE WORRIED ABOUT A CHILD

REPORT IT

If you see or hear anything that makes you concerned about the safety or welfare of a child, report it immediately.
Speak directly to the Designated Safeguarding Lead (DSL) or a Deputy DSL.
Do not assume somebody else will report it.
If your concern relates to the Headteacher, report it to the Chair of Governors.

DESIGNATED SAFEGUARDING LEAD

RICHARD CROOK
HEADTEACHER

DEPUTY DSL'S

HARRIET PILLING

HELEN LONSDALE

JAMES DAVIS

ST. LAWRENCE C.E. SCHOOL BARTON

SAFEGUARDING

Information for Parents, Carers and Visitors

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

CONCERNS, QUESTIONS OR WORRIES? PLEASE CONTACT

SAFEGUARDING@ST-LAWRENCE.LANCS.SCH.UK

KEEPING CHILDREN SAFE VISITOR EXPECTATIONS

Visitors must:

- Wear their visitor identification at all times
- Remain in agreed areas of the school
- Follow staff instructions and school procedures
- Maintain appropriate professional boundaries
- Keep information about pupils confidential
- Report safeguarding concerns immediately

Please do not:

- Photograph or record pupils
- Use personal devices to capture pupil information
- Share information about pupils outside school
- Initiate unnecessary physical contact with children
- Give children personal contact or social-media details

IF A CHILD TELLS YOU SOMETHING

Listen carefully.

Stay calm and take them seriously.

Do not promise confidentiality.

Do not investigate or ask leading questions.

Reassure them that they have done the right thing by telling you.

Report it immediately to the DSL or a Deputy DSL.

Record what you have been told using the child's own words wherever possible.

Do not discuss the disclosure with anyone who does not need to know.

KEEPING EVERYONE SAFE

BEFORE YOU LEAVE

Fire / evacuation
On hearing the alarm, follow staff instructions and leave by the nearest safe exit. Report to THE FIELD

First aid
Inform a member of staff immediately if you or a child requires first aid.

Concern about an adult
Any concern about the conduct of a member of staff, volunteer or other adult must be reported immediately to HEADTEACHER.

Concern about the Headteacher
Report this to Chair of Governors

Leaving school
Please return your visitor badge/lanyard and sign out at the school office.