

SAFEGUARDING TEAM

Designated Safeguarding Lead:

Mrs Rachel Hurley – ext. 5233

or in the absence of the above, contact

Safeguarding Officer:

Mrs Rosie Mitchell – ext. 5238

Assistant Safeguarding Officer:

Mr Alex Littlechild – ext. 5290

Senior Pastoral Manager:

Mrs Marcia Forde – ext. 5254

Head of Key Stage 3:

Mrs Jayne Kourtaa – ext. 5210

Head of Key Stage 4:

Mrs Louisa Brown – ext. 5245

Head of Key Stage 5:

Ms Siobhan Osborne – ext. 5261

SENCO:

Mr James Chinery – ext. 5248

Headteacher:

Mr Steve Whittle – 020 8639 5200

If you have any safeguarding concern about any student, please email:
safeguardingteam@lpgs.bromley.sch.uk

VISITORS

PLEASE READ CAREFULLY

Visitors:

All visitors and contractors coming in to the school must report to Reception.

All visitors must sign in using our electronic visitor system where a photograph of your face will be taken and a visitor ID pass generated.

You will be issued a visitor lanyard which must be worn prominently so that staff and students can see you are a visitor.

If issued with a **RED** lanyard please do not move around the school unaccompanied by a staff member.

Visitor data will be stored for one year.

Smoking:

The school has a '**NO SMOKING POLICY**' throughout its buildings and grounds.

Car Parking:

All vehicles are parked at the owner's own risk.

Photographs:

Visitors are prohibited from taking any photographs whilst on the school site

Fire/Emergency:

In the event of the fire alarm sounding please leave the building by the nearest Fire Exit and report to the Receptionist on the all-weather-pitch along the side of the fence near the car park.

First Aid:

If you need first aid or feel unwell, please contact a member of Main Reception (ext. 5221).



Protecting our students and keeping them safe from harm

Please do not use mobile phones on school premises, except in designated areas.

**KEEPING CHILDREN
SAFE IN EDUCATION**

SAFEGUARDING GUIDANCE

FOR VISITORS TO THE

SCHOOL

Safeguarding is the responsibility of everyone at LPGS, including visitors and external agencies. You can play a part in keeping students safe whilst working at, or visiting the school by observing the following guidelines:



If you have any concerns that a student may be at risk of harm, report it **immediately** to a member of the Safeguarding Team (see overleaf) or any member of SLT, who can be contacted via main office. Do not discuss your concerns with the student and do not carry out the investigation.



If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform one of the nominated Safeguarding Team of your concerns **immediately**.



Do not invite verbal or physical contact with students unless it is appropriate and part of the agreed reason for your visit to the school.



Do not give any personal information to students, such as your mobile phone number or address. Do not provide students with your personal email address and only provide your professional work email if it is necessary as part of the reason for your visit.



Do not give students details of your personal social network accounts or engage in any communication with students using social networking sites.



All visiting speakers to the school will be asked to sign an agreement prior to/at the commencement of their visit.



Do not take any photographs of staff or students without checking that permission has been given beforehand.

For further details, the school's Safeguarding and Child Protection Policy can be found on the school website:

www.lpgs.bromley.sch.uk