

SAFEGUARDING/CHILD PROTECTION

Information for Visitors/Volunteers

Welcome to Luxulyan School.

At Luxulyan School we are committed to Safeguarding children. The health, safety and emotional well-being of every child are our paramount concern. Our aim is that the children will thrive with us in a safe and happy environment.

As part of our general Safeguarding and Child Protection procedures we would like you to note that:

- The Designated Safeguarding Lead at the school is:

Mrs S Le-Doux-Lucas – Head of School/SENDCo

- The Deputy Designated Safeguarding Leads are:

Mr P Towe – Executive Headteacher (Deputy DSL)

Miss Catherine Coffee- Class teacher and English Lead (Deputy DSL)

- The Designated teacher for Children in Care is:

Mrs S Le-Doux-Lucas- Head of School/SENDCo

The Governor with responsibility for Safeguarding and Attendance is Mrs Claire Eich who can be contacted through the School Office.

- If you have concerns about the welfare of any child during your visit, then you should speak to one of the DSLs.
- You should wear your visitor's badge, at all times.
- Please familiarise yourself with the leaflets that accompany this document.
- If you have concerns about the conduct of a member of staff, or any other adult, then you should speak to the Executive Headteacher.
- If you have concerns regarding the conduct of the Executive Headteacher, then you should contact Mrs Claire Eich, Chair of Governors, through the School Office.
- Please respect confidentiality at all time and do not discuss anything you see or hear whilst in school with anyone who is not a member of the school staff.

As of 1st September 2017

Paediatric First Aid

Mrs Le-Doux-Lucas	Jan 2019
Mrs Fox	June 2019
Miss Teobold	June 2019
Mrs Oke	June 2019
Mrs Ludwig	April 2019
Miss Coffee	April 2018

- ***Health and Safety*** – If you have any queries or concerns relating to Health and Safety please speak to:

Mr P Towe – Executive Headteacher

- ***Fire Drills*** – If you hear a continuous bell, please follow the instructions of the member of staff you are working with or, if alone, leave the building through the nearest exit.

If you have any questions, please direct them to one of the staff in the office or the Executive Headteacher/Head of School.

We hope you enjoy your visit.