

Upminster Infant School

FIRE SAFETY AND SAFEGUARDING INFORMATION FOR VISITORS

On hearing the fire alarm, vacate through the nearest fire exit and report to a member of the Admin Team in the playground.

Everyone who comes into Upminster Infant School has a duty of care towards the pupils.

Be a positive role model by being respectful, fair and considerate to all.

Ensure your mobile phone is switched off whilst you are in school.

Ensure that you wear your visitor badge at all times whilst in school. Any adults without a badge will be challenged.

Do not photograph children, unless authorised or requested by the school staff.

Do not give out your personal details or exchange emails, text messages or phone numbers.

Worried about a child?

- If you have any concerns that a child may be at risk of harm, report it immediately to a member of the Safeguarding Team, who can be contacted via the school office.
- If a child makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform a member of the Safeguarding Team immediately.
- The school's Child Protection Policy can be found on the school website: <http://www.upminsterinfant.co.uk/Policies>

Whistleblowing Procedures

- If you have any concerns about the conduct of an adult in the school, then please notify the Head of School.
- Alternatively, you can contact the Local Authority Designated Officer (LADO) – Lisa Kennedy – on 01708 431653.

Thank you



Upminster Infant School Safeguarding information

Our child protection team are:

Mrs Helen Lendon – Head of School
Mrs Fiona Connolly – Senior Admin
Mrs Emma Hebron – EYFS Phase Lead

Our designated safeguarding governor is:

Mr Ian Lee

You must report any concerns immediately, on the same working day to the designated Safeguarding Lead or other members of our safe guarding team. Red forms for recording the concern are available in the office or from the Head of School.

Important contact numbers in the Local Authority

Havering MASH (Multi- Agency Safeguarding Hub)
01708 433222

Lisa Kennedy / Donna Wright

LADO (Local Authority Designated Officer)
01708 431653

As a member of staff you are responsible for making sure that your concerns are followed up appropriately. If the school is not taking action then you must report concerns to the Local Authority.

Upminster Infant School
Safeguarding information

Our Child Protection Team are:

Mrs Helen Lendon – Head of School
Mrs Cliodnha Puirseil – Senco
Mrs Fiona Connolly – Senior Admin
Mrs Emma Hebron – EYFS Phase Lead

Designated safeguarding Governor:

Mr Ian Lee

Local Authority Contact details

Important contact numbers in the Local Authority

Havering MASH (Multi- Agency Safeguarding Hub)

01708 433222

For reporting concerns about children:

<http://www.havering.gov.uk/Pages/Services/Children-and-young-people-child-protection.aspx?l1=100014&l2=200127>

LADO

Lisa Kennedy / Donna Wright

LADO (Local Authority Designated Officer)

01708 431653

[lodo@havering.gov.uk](mailto:lado@havering.gov.uk)

<http://www.havering.gov.uk/Pages/ServiceChild/Local-authority-designated-officer.aspx>

Paul Goldsmith LADO (Local Authority Designated Officer)

01708 433584

As a member of staff you are responsible for making sure that your concerns are followed up appropriately. If the school is not taking action then you must report concerns to the Local Authority.

Upminster Infant School

Our Child Protection Team are:

Mrs Helen Lendon – Head of School (Designated Safeguarding lead)



Mrs Emma Hebron – EYFS Phase Lead (Deputy Designated Safeguarding lead)



Mrs Fiona Connolly Designated safeguarding



Governor: Mr Ian Lee

