
Further information about Safeguarding

For further details on Child Protection Processes, please refer to the Berkshire Child Protection Procedures:

<http://proceduresonline.com/berks>

www.rbwm-safeguarding-children.org.uk

Recognise

Listen

Record

Report



LAETI, SANI, MULTA PERFICIENTES

Fire Evacuation Procedures

In the event of a Fire, visitors should vacate the school via the nearest exit and make their way to the designated meeting place which is the school playground. A fire will be indicated by a continuous alarm sound. The Executive Principal/Head of School will indicate when it is safe to return in to the school buildings.

Lockdown Procedure

In the event of a Lockdown*, visitors should follow the procedures for the room that they are in; staff will advise the visitor of the procedure. A Lockdown will be indicated by a pulsing sound that is different to the continuous ring of the fire alarm. The Executive Principal/Head of School will activate the all clear signal by visiting each class and explaining the situation that has occurred.

*This is an American term, referring to the procedure for keeping pupils safe by keeping them indoors in their classrooms or other safe locations away from a perceived threat

LOWBROOK ACADEMY

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LAETI, SANI, MULTA PERFICIENTES

Safeguarding at



Tel: 01628 671355

What you need to know



At Lowbrook Academy, we have in place procedures to ensure the safety and welfare of all the children.

All visitors must enter the

building via the front door and sign in on arrival to school. A visitor's badge will be issued. Visitors must sign out on leaving the premises, stating the time.

The school's designated person for dealing with safeguarding issues is Mrs. Mary Gallop and Deputy Designated Persons, Mr. David Rooney, Miss. Bianca Iasi and Mrs. Pauline Reid. Any matter relating to Child Protection should be

If you have any concerns about a child, please raise it with the Designated Safeguarding Lead: Bianca Iasi

Dos and Don'ts

DO...

◆ Explain to the child that you will share this information with a senior member of staff in order to help them;



◆ Listen carefully to and believe what the child is saying and take it seriously;

◆ Reassure the child who has made the disclosure to you

that they have done the right things and assure them that you believe them;

◆ Give the child time to talk and do not probe or ask any leading questions. **Investigation is not your responsibility;**

◆ Make **accurate notes** about what has been said as soon as possible after the conversation;

◆ Ensure that the designated person is informed immediately.

◆ Ensure that information you have is kept confidentially and only shared with people who need to know;

◆ **ALWAYS** share any concerns — no concerns will be thought of as trivial.

DON'T...

◆ **Promise to keep secrets.** All allegations of harm or potential harm must be acted upon. You must always tell the child that you need to pass issues on to an appropriate adult;

◆ Confront the abuser.

◆ Try to deal with issues on your own.

PEOPLE YOU NEED TO KNOW...



Miss Bianca Iasi
Designated Person Lead.



Mr. David Rooney
Deputy Designated Person



Mrs Mary Gallop
Deputy Designated Person



Mrs. Pauline Reid
Deputy Designated Person