



# Lumen Learning Trust

Learning together for a brighter future

## **Keeping Our Children Safe**

### **Child Protection and Data Protection procedures – information for visitors and visiting staff**

**Saxon Primary**

**Echelford Primary**

**Riverbridge Primary**

**Walton Oak School**

**Darley Dene Primary School**

Saxon, Echelford, Riverbridge, Walton Oak and Darley Dene Primary Schools are committed to Safeguarding and promoting the welfare of children. To achieve our commitment we will ensure continuous improvement and development of robust Safeguarding processes and procedures that promote a culture of Safeguarding amongst our staff and volunteers.

Every school is different and we are mindful that different schools and institutions may discharge their safeguarding expectations differently. We expect **all** our staff, volunteers and visitors to play an active part in fulfilling our commitment to keeping our children safe from harm. This leaflet has been produced with the aim of providing a brief outline of basic information in support of this expectation. A copy of our Child Protection/Safeguarding policy is available on the schools' websites and advice on what to do if you have a concern is displayed clearly at all of our settings.

The general rule of thumb is that if a child says something, does something, or presents themselves in such a way as to raise a concern then you **must** share your concern with a Designated Safeguarding Lead **immediately** and complete a record of concern.

If you witness an exchange between an adult and children which raises a concern, again this must be shared with a Designated Safeguarding Lead and a record of concern completed.

On a practical level, there are other actions that should be taken to ensure children are kept safe within the school site. Actions such as:

- If you/your class are the last into the school building, make sure the relevant outside door is locked behind you or the last child in the line
- If you have opened a door with a code or a fob, ensure it is closed behind you
- Take particular care in and around our Reception classes, making sure all doors and gates are closed behind you.

All of our staff either wear name or visitors' badges. If you see an adult in your class or in the school without either of these, please ask them to go back to the School Office.

If a child is knocked or falls or has an accident in your class, please make a note of the incident and report it to the school office. If you or an adult in your class accidentally knocks a child or causes them to fall in some way, please make a note of the incident and report it to the school office.

No visitors or visiting staff may use force of any kind with a child.

If a child comes in after registration has closed in your class, check with the child and the school office that they have been registered.

All medicines must be administered by a member of the office staff who will have the relevant information and parental permission required.

If a parent makes an allegation about another child hurting their child, make a note of the concern and pass it to a relevant member of the leadership team.

**Relevant policies are on our school websites:**

- LLT Whistleblowing
- Safeguarding
- Acceptable use of technology agreement

**Our Data Protection Policy**

<i>What is covered?</i>	All personal data, collected, stored, processed and destroyed either in paper or in electronic format.
<i>Who is a Data processor?</i>	You, as the class teacher.
<i>Who is the Data subject?</i>	The child in your class.
<i>What is personal data?</i>	Any specific information relating to an identifiable natural person such as name and/or physical (e.g. age), mental (e.g. academic levels), cultural (ethnicity or language spoken) data.

<i>What is a data breach?</i>	Unauthorised disclosure of personal data to any other third party or the accidental or unlawful destruction/loss/alteration of personal data.
<i>What am I responsible for as a Supply staff member?</i>	Collecting, storing and processing any personal data. In your role as a Supply member of staff, you will commonly handle personal data under one of these conditions: <ul style="list-style-type: none"> <li>• Where clear consent has been given. For online apps ensure parental consent has been given.</li> <li>• To ensure the vital interests of the child.</li> <li>• So the school can perform a task in the public interest and carry out its official functions.</li> </ul>
<i>How do I dispose of personal data?</i>	Either securely by shredding paper-based records (bags available from the school office) or overwriting/deleting electronic files.
<i>What if I think something has been shared that shouldn't have been?</i>	Please speak to the Headteacher on site or a member of the Central Data Management Team as follows: <ul style="list-style-type: none"> <li>• Gill Hicks, based at Saxon Primary School, Shepperton tel: 01932 571217 option 4, <a href="mailto:datamanager@lumenlearningtrust.co.uk">datamanager@lumenlearningtrust.co.uk</a></li> <li>• Lisa Cosgrave, based at Echelford Primary School, Ashford tel: 01784 253233 option 2, <a href="mailto:datamanager@lumenlearningtrust.co.uk">datamanager@lumenlearningtrust.co.uk</a></li> </ul>

## **CCTV**

We use CCTV in various locations around the school site to ensure everyone remains safe. We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded, security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use.

## **Photographs and videos**

As part of our school activities, we may take photographs and record images of individuals within our school. If photos need to be taken during a lesson it must only be carried out on a class iPad. Please also ask for a consent list for the children in your class from the office before taking any photographs. A child's name should never accompany a photo to avoid identification. If you do not wish to have your image taken while working at our school please email [datamanager@lumenlearningtrust.co.uk](mailto:datamanager@lumenlearningtrust.co.uk).

**To see our Data Protection Policy in full please visit [www.lumenlearningtrust.co.uk](http://www.lumenlearningtrust.co.uk) and view our GDPR page on the About Us tab**

## **Our acceptable ICT Use Policy**

This ICT user agreement covers the use of all digital technologies while *in school* including:

Email	Learning Platform	School website	Social Networking tools
Intranet	Software	Apps	Network Resources
Internet	Communications Tools		

This ICT user agreement also covers posts made on any non-school official social media platform or app, made from outside the school premises or school hours which reference the school or which might bring staff members or governors professional status into disrepute.

## **Key user requirements**

All users including third party staff using school systems must comply with the requirements below. Your behaviour online when in school and on all school devices whether in school or otherwise may be subject to monitoring.

- a) I will only use the school's ICT resources and systems for professional purposes or for uses deemed 'reasonable' by the Headteacher and Local Governing Body in the line of my employment.
- b) I will not allow unauthorised individuals to access email / internet / intranet / network / social networks / mobile apps / or any other system I have access to via the school or other authority or processing system.
- c) I will ensure all documents, data, etc. are printed, saved, accessed and deleted / shredded in accordance with the school's network and data security protocols, and retention policy.
- d) I will only use the schools approved email system(s) for any school business.
- e) I will only use the approved method/s of communicating with pupils or parents/carers and will only communicate with them in a professional manner and on appropriate school business.
- f) I will not browse, download or send material that is considered offensive or of an extremist nature by the school.
- g) I will not browse, download or send material that is considered offensive or of an extremist nature by the school.
- h) I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to the Headteacher.
- i) I will not transfer documents created and/or used within the Trust to, or allow use of these documents by, external organisations or persons without the express consent of the Executive Principal. This includes documents created by me or a Lumen Learning Trust employee.
- j) I will not connect a private device (including USB flash drive) to the network.
- k) I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home or on any personal devices.
- l) I will only use school approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on the appropriate system or staff-only drive within school.
- m) I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- n) I understand that all internet and network traffic / usage can be logged and this information can be made available to the Headteacher / Safeguarding Lead on their request.
- o) Please note that all our IT systems are monitored regularly for inappropriate use by children or adults.

**To see our ICT User Agreement in full please ask the relevant School Business Manager on site.**

## **Safeguarding Leads and Contact Details**

### **Saxon Primary School**

<b><u>Contacts</u></b>	<b><u>Name</u></b>	<b><u>Contact email address</u></b>	<b><u>Telephone Number</u></b>
Designated Safeguarding Leads	Bonnie Davis, Headteacher Nicola Morris, Headteacher	<a href="mailto:dsl@saxon.lumenlearningtrust.co.uk">dsl@saxon.lumenlearningtrust.co.uk</a>	01932 563035
Additional Safeguarding Leads	Jenny Doherty, Inclusion Lead Pippa Kober, Senior Leader Eliza Shoemark, Senior Leader Claire Vaughn, Senior Leader Jane Wallace, Pastoral Co-ordinator Mary Ellen McCarthy, Executive Principal		01932 563035
Chair of Local Governing Body	Wendy Sedgwick		01932 563035

### **Echelford Primary School**

<b><u>Contacts</u></b>	<b><u>Name</u></b>	<b><u>Contact email address</u></b>	<b><u>Telephone Number</u></b>
Designated Safeguarding Lead	Karla Pearson, Headteacher Karen Oakley, Headteacher	<a href="mailto:dsl@echelford.lumenlearningtrust.co.uk">dsl@echelford.lumenlearningtrust.co.uk</a>	01784 253233
Additional Safeguarding Leads	Emily Boswell, Senior Leader Lauren Butler, Senior Leader Hannah Cunnah, Inclusion Lead Zoe Devenport, Senior Leader Hannah Redman, Senior Leader Emily Boswell, Senior Leader Katy Smith, Deputy Head Emma Sutton, Home School Link Worker Jane Wallace, Pastoral Co-ordinator Mary Ellen McCarthy, Executive Principal		01784 253233
Chair of Local Governing Body	Ray Vango		01784 253233

### **Riverbridge Primary School**

<b><u>Contacts</u></b>	<b><u>Name</u></b>	<b><u>Contact email address</u></b>	<b><u>Telephone Number</u></b>
Designated Safeguarding Lead	Paul Grimwood, Headteacher	<a href="mailto:dsl@riverbridge.lumenlearningtrust.co.uk">dsl@riverbridge.lumenlearningtrust.co.uk</a>	01784 227960
Additional Safeguarding Leads	Sian McCarthy, Senior Leader Louise Parsons, Senior Leader Jan Ronicle, Inclusion Lead Nina Talkington, Senior Leader Jane Wallace, Pastoral Co-ordinator Mary Ellen McCarthy, Executive Principal		01784 227960
Chair of Local Governing Body	Laura Ellis Philip		01784 227960

### **Walton Oak School**

<b>Contacts</b>	<b>Name</b>	<b>Contact email address</b>	<b>Telephone Number</b>
Designated Safeguarding Lead	Rachel Copsey, Acting Deputy Headteacher	<a href="mailto:dsl@waltonoak.lumenlearningtrust.co.uk">dsl@waltonoak.lumenlearningtrust.co.uk</a>	01932 259604
Additional Safeguarding Leads	Dan Sonley, Headteacher Carley Sandilands, Senior Leader Early Years Kate Thomson, Home School Link Worker Angela Underwood, Nurture Leader Jane Wallace, Pastoral Co-ordinator Mary Ellen McCarthy, Executive Principal		01932 259604
Chair of Local Governing Body	Keiran Patel		01932 259604

### **Darley Dene Primary School**

<b>Contacts</b>	<b>Name</b>	<b>Contact email address</b>	<b>Telephone Number</b>
Designated Safeguarding Lead	Sarah Kober, Headteacher	<a href="mailto:dsl@darleydene.lumenlearningtrust.co.uk">dsl@darleydene.lumenlearningtrust.co.uk</a>	01932 847674
Additional Safeguarding Leads	Jacqui Jones, Senior Teaching Assistant Sarah Smith, Inclusion Lead Laura Elliott, Deputy Head Jennifer Brook, Assistant Head Jane Wallace, Pastoral Co-ordinator Mary Ellen McCarthy, Executive Principal		01932 847674
Chair of Local Governing Body	Ray Vango		01932 571217

### **All Schools**

<b>Contacts</b>	<b>Name</b>	<b>Contact email address</b>	<b>Telephone Number</b>
Area Education Officer	Kerry Randle	<a href="mailto:Kerry.randle@surreycc.gov.uk">Kerry.randle@surreycc.gov.uk</a>	01372 833410
Local Authority Designated Officer	LADO	<a href="mailto:LADO@surreycc.gov.uk">LADO@surreycc.gov.uk</a>	0300 123 1650