



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
2023-24

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 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 child which raises a concern, again this must be shared with a Designated Safeguarding Lead and a record of concern completed.
- It is **prohibited to use or to have on display** a smartphone or any other personal device that can capture images in any public area of the school whilst children are on site. This includes during the normal timetabled school day and all wraparound care/extra-curricular activity operating hours. A public area is classed as any space that a child could use, pass through or view.
- On a practical level, there are other actions that should be taken to ensure children are kept safe within the school site 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 to class after registration has closed, check with the child and 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 Trust website:

Whistleblowing Policy
School Child Protection Policy
ICT User Agreement
Capturing & Storing Images Policy

Data Protection Policy
Privacy Notices

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">• Where clear consent has been given. For online apps ensure parental consent has been given.• To ensure the vital interests of the child.• So the school can perform a task in the public interest and carry out its official functions.
<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 the Lumen Learning Trust Data Manager (datamanager@lumenlearningtrust.co.uk): <ul style="list-style-type: none">• Gail Murphy, based at Saxon Primary School, Shepperton tel: 01932 571217 extn 1001• Lisa Cosgrave, based at Echelford Primary School, Ashford tel: 01932 960228

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/Chromebook. Please refer to the Lumen Learning Trust Capturing and Storing Images Policy 2023 for full information.

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.

To see our Data Protection Policy and Capturing & Storing Images Policy in full please visit www.lumenlearningtrust.co.uk and view our Policies pages via About Us>Lumen Learning Trust policies.

Our ICT User Agreement Policy

The Lumen Learning Trust ICT user agreement covers the use of all digital technologies while *in school* including:

- Email
- Internet
- Intranet
- Telephony
- Network resources
- Learning platform
- Software
- Communication tools
- Social networking tools
- School website
- Apps
- Other relevant digital systems provided by the school or Local Authority
- Other information or systems processors
- Bring your own device (BYOD) hardware used to access any of the above

This ICT user agreement also covers school issued equipment (as logged on the asset register) *when used outside of school* including:

- School devices taken on school trips
- Online systems provided by the school such as VPN or webmail
- Other systems providers when accessed from outside school

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 will 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 ensure that my computer is always in locked status when left unattended.
- c) I will not reveal my password(s) to anyone.
- d) 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.
- e) 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.
- f) I will only use the schools approved email system(s) for any school business.
- g) I will not use any form of social media such as WhatsApp as a communication tool in a professional capacity.
- h) 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.
- i) I will not engage in any online activity that may compromise my professional responsibilities.
- j) I will not browse, download or send material that is considered offensive or of an extremist nature by the school.
- k) I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to the Headteacher.
- l) 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.
- m) I will not connect a private device (including USB flash drive) to the network.
- n) 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.
- o) 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.
- p) 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.

- q) 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.
- r) I understand that all of the school IT systems are monitored regularly for inappropriate use by children or adults.
- s) I understand that all calls, inbound and outbound, are recorded for training and monitoring purposes. Appropriately authorised individuals may review calls where deemed appropriate. Therefore, personal calls made on school devices could be listened to. When it becomes apparent that it is a personal call the reviewer will immediately cease listening to the recording, unless it is directly related to the reasons for the review.

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

Use of Social Networking Sites

Regardless of any staff members' role in the school, it is an expectation that all staff members adhere to the following expectations re use of social networking sites:

- No children's or parents' names or personally identifiable information to be cited in any comments;
- No confidential information shared about any child, parent or member of staff;
- No photographs of children or any other member of staff to be uploaded or 'tagged' without express prior permission from the Headteacher and the child's parents;
- No comments or opinions shared re any aspect of the school provision;
- No images of children's work or school documentation to be uploaded without express prior permission from the Headteacher;
- No comments or opinions of staff or parents, past or present;
- Comments, posts and descriptions should reflect the expectations of professional conduct; use of profanity or threatening language is forbidden; racist and discriminatory comments of any kind are forbidden;
- Privacy settings must be tight and limited to 'friends';
- Any hyperlinks or images posted must not contain material that could cause offence or be inappropriate;
- Staff cannot be 'friends' or followers of pupils at the school;
- It is preferable that staff are not 'friends' or followers of current parents, however where parents themselves are also staff it is understood that rigid adherence to this expectation may be difficult. Staff in this position must take particular care with their comments etc.
- Staff are discouraged from using personal social media accounts during working hours.
- Staff should not use school devices where social media sites can be accessed using school systems to access their personal social media channels.

How we use your data

We require your personal data as part of our legal obligation as an educational establishment and in order to effectively and efficiently carry out our school operating processes.

Our Privacy Notice for Visitors and the School Workforce can be read in full here:

<https://www.lumenlearningtrust.co.uk/about-us/lumen-learning-trust-policies/general-data-protection-regulation-gdpr>. A paper copy is available from the school office upon request.

Safeguarding Leads and Contact Details

Saxon Primary School			
Contacts	Name	Contact email address	Tel
Designated Safeguarding Lead	Miss Nicola Morris, Headteacher	dsl@saxon.lumenlearningtrust.co.uk	01932 563035
Additional Safeguarding Leads	Mrs. Cat Vale, Deputy Headteacher & Inclusion Lead Mrs. Claire Vaughan, Assistant Headteacher Miss Laura Revels-Hull, KS2 Phase Leader Mrs. Shelly Lumb, Home School Link Worker Mrs. Jane Wallace, Pastoral Co-ordinator Ms. Sarah Kober, Deputy Executive Principal Mrs. Mary Ellen McCarthy, Executive Principal		01932 563035
Chair of Local Governing Body	Mrs. Jo Roberts		01932 563035

Echelford Primary School			
Contacts	Name	Contact email address	Tel
Designated Safeguarding Lead	Mrs. Jess Bugembe, co-Headteacher Miss Karen Oakley, co-Headteacher	dsl@echelford.lumenlearningtrust.co.uk	01784 253233
Additional Safeguarding Leads	Mrs. Katy Smith, Deputy Headteacher Miss Natasha Johnston, Key Stage 2 Phase Leader Mrs. Hannah Cunnah, Inclusion Leader Mrs. Jane Wallace, Pastoral Co-ordinator Ms. Sarah Kober, Deputy Executive Principal Mrs. Mary Ellen McCarthy, Executive Principal		01784 253233
Chair of Local Governing Body	Mrs. Alex Williams		01784 253233

Riverbridge Primary School			
Contacts	Name	Contact email address	Tel
Designated Safeguarding Lead	Mr. Paul Grimwood, Headteacher	dsl@riverbridge.lumenlearningtrust.co.uk	01784 227960
Additional Safeguarding Leads	Mrs. Louise Price, Deputy Head Mrs. Nina Talkington, Early Years & KS1 Phase Leader Mrs. Jan Ronicle, Inclusion Leader Mrs. Jane Wallace, Pastoral Co-ordinator Ms. Sarah Kober, Deputy Executive Principal Mrs. Mary Ellen McCarthy, Executive Principal		01784 227960
Chair of Local Governing Body	Mrs. Tajinder Salotera		01784 227960

Walton Oak Primary School			
Contacts	Name	Contact email address	Tel
Designated Safeguarding Lead	Mrs. Sian McCarthy, Headteacher	dsl@waltonoak.lumenlearningtrust.co.uk	01932 259604
Additional Safeguarding Leads	Mrs. Hannah Bourne, Deputy Headteacher Miss Becca Langley, Inclusion Leader Miss Harriet Code, KS1 Phase Leader Mrs. Katie Griggs, KS2 Phase Leader Mrs. Debbie Bailey, Early Years Phase Leader Mrs. Jane Wallace, Pastoral Co-ordinator Ms. Sarah Kober, Deputy Executive Principal Mrs. Mary Ellen McCarthy - Executive Principal		01932 259604
Chair of Local Governing Body	Mr. Keiran Patel		01932 259604

Darley Dene Primary School			
Contacts	Name	Contact email address	Tel
Designated Safeguarding Lead	Ms. Sarah Kober, Headteacher	dsl@darleydene.lumenlearningtrust.co.uk	01932 847674
Additional Safeguarding Leads	Mrs. Zoe Devonport, Deputy Headteacher Mrs. Emily Gardner, Inclusion Leader Mrs. Lauren Butler, EYFS & KS1 Lead Mrs. Catherine Webb, Home School Link Worker Mrs. Jane Wallace, Pastoral Co-ordinator Mrs. Mary Ellen McCarthy, Executive Principal		01932 847674
Chair of Local Governing Body	Mrs. Marijke Reid		01932 571217

ALL SCHOOLS			
Contacts	Name	Contact email address	Telephone Number
Surrey School Relationships & Support	Jane Dufton	school.relationships@surreycc.gov.uk	0345 600 9009
Local Authority Designated Officer	LADO	cspa@surreycc.gov.uk	0300 470 9100