



## Essential Information for Visitors & Agency Staff

### Child Protection Procedures

### Fire Evacuation Procedures

### First Aid

### Health & Safety

### Child Protection Procedures

#### Designated Safeguarding Lead:

Katie Howard

[katie@daniaschool.com](mailto:katie@daniaschool.com)

07933 619674

#### Deputy Designated Safeguarding Lead:

Karina Samura

[karina@daniaschool.com](mailto:karina@daniaschool.com)

If you are unable to contact one of our DSLs please speak to any permanent member of the teaching staff.

### Vision & Values

London Scandinavian School is a warm, welcoming learning environment that emphasises collaborative and experiential instruction. Our small size allows teachers the time, flexibility, and space to meet children where they are emotionally and academically. Students leave our school confident and engaged in their individual learning journey.

As a visitor to the school, whether as a volunteer, student or agency member of staff, it is important that you are aware of the child protection procedures. At London Scandinavian School we all have a duty of care to promote the safeguarding and welfare of children.

### Identity Badges

All visitors must wear a visitors badge (either a green or red lanyard) issued by the office staff upon arrival and after signing into the visitors

book. Anyone without a badge will be challenged. Please make sure your badge is visible at all times. All visitors must be accompanied by a member of staff.

### DBS Checks

All staff including agency or substitute staff, regular visitors, students or volunteers are subject to Disclosure and Barring certificates (DBS). This helps to ensure that unsuitable people are prevented from working with children and young people.

### If a young person chooses to disclose information to you

It is important to remain calm and not let the moment pass as the young person may not seek to disclose again. Be prepared to listen and to offer reassurance. Do not make a promise you cannot keep. ***You cannot promise confidentiality as the information will need to be passed on to the DSL.*** Explain to the child/young person that because you have a responsibility for their wellbeing you will need to pass the information on.

Let the young person know that the disclosure will only be reported to the people who need to know and who can help. Write down everything that they tell you and do not interrogate or ask leading questions.

Tell the young person that they were right to tell someone. Record the details of the incident and report to the DSL immediately to enable them to deal with the situation in the most appropriate way. **It is not your responsibility to investigate. It is your responsibility to report it immediately.**

### Allegations

Any allegations against staff should be reported immediately to the Headteacher/DSL. If the concerns are regarding the Headteacher please report to the Chair of the Board of Governors, [Peter Melbye](#)

**No photographs or videos** are to be taken without written permission from the Headteacher. This includes any images or video with children in the background.

### Fire Evacuation Procedures

A copy of our Fire Evacuation and Fire Safety policies are available on our website and in the visitors sign-in folder and in both the staffroom and preschool office area. In the event of an emergency evacuation you will hear an alarm. If the fire alarm sounds whilst you are visiting, please proceed calmly out of the building through the front gate and assemble at the Fire Assembly Point: on the grass verge in Highbury Fields directly opposite the school building **unless directed by a Fire Marshal not to do so.**

Do not stop to get any personal belongings. If you are an agency member of staff, you should ensure the safety of the children in your care.

### First Aid

In the event of an accident or if you feel unwell, please report to the school office. First Aid boxes are located in various places throughout the school, in the staffroom and the preschool kitchen.

### Health & Safety

Should you wish to report any health & safety concerns, or have any questions about health & safety practice please contact the Office Manager [admin@danaischool.com](mailto:admin@danaischool.com) or the Headteacher, [katie@daniashool.com](mailto:katie@daniashool.com)

The **Staff Toilet** is located on the hall floor by the preschool stairs and is the last door on the left.

### Safeguarding Policy

Our [Safeguarding Policy](#) can be found on the [policies page](#) of our school website.



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