

Safeguarding advice for Staff, Volunteers and Visitors

Thank you for volunteering or visiting our school. Our aim is to provide a safe and secure environment for all pupils, staff, volunteers and visitors. As a school we are committed to safeguarding and meeting the needs of the children in our care and we hope this leaflet will provide some useful advice and information when working with children at Hadrian Academy.

Hadrian has Safeguarding and Child Protection Policies which are available on the school website or from the Principal on request.

- All visitors must report to the school office on arrival and sign in via the EntrySign screen, showing proof of identity/enhanced disclosure certificate (EDC/DBS) if appropriate.
- All visitors will be issued with a visitor's sticker which must be worn and visible at all times. Please sign out when you leave the school.
- As a visitor you have a responsibility to care for your own and others health and safety.
- First aid is available via the school office.
- The fire alarm is a continuous ring. In the event of a fire please follow instruction from a member of staff and report to the office staff at the assembly point in the school playground.
- Vehicles are parked at your own risk.
- Please take care of your valuables. The school cannot be held responsible for any personal effects.
- Smoking is not allowed anywhere on the school site.
- Mobile phones must be switched off and kept in a safe place. **They are not to be used in the school premises or to photograph children.**

Keeping Young people safe

What are my responsibilities as a volunteer/visitor?

All those who come into contact with children through their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of children.

Disclosure and Barring Service (DBS) Checks

Hadrian Academy's recruiting and selection procedures specify that all staff, volunteers and regular visitors to our organisation, who work with children three or more days in a 30 day period, or overnight, will require an enhanced DBS Disclosure. This is to ensure that unsuitable people are prevented from working with young people.

You will be informed as to whether or not you require a DBS check. *If you do not, you must not be left unsupervised with young children.*

DBS checks are organised by the office who will advise you which documentation it is necessary for you to present in order that the check can be completed.

Please also inform the Principal immediately if you have previously been or have become subject to any criminal investigation, caution or conviction. This helps to protect you as well as the young people in our care.

What should I do if I am worried about a child?

The concerns you might have, may make up part of a bigger picture which could help to prevent serious harm to a young person. Young people can be abused physically, sexually, emotionally or through neglect. Giving families help at an early stage can prevent abuse and neglect.

If, whilst working with a child you become concerned about:

- Comments they make
- Marks or bruises you can see
- Changes in their behaviour or demeanour

Please report your concerns immediately to the **Principal & Designated Safeguarding Lead – Ross Griffin or Vice Principal and Deputy Safeguarding Leads – Marion Auker and Sarah Norris or Safeguarding Governor Emma Roberts.**

NEVER KEEP CONCERNS ABOUT THE SAFETY OF A YOUNG PERSON TO YOURSELF

What should I do if a child discloses that s/he is being harmed?

Although the likelihood of this is small, it is important to know what to do in such an eventuality as young people rarely lie about such matters:

- Listen to what is being said without displaying shock or disbelief – accept what is being said
- Allow the child to talk freely
- Reassure the child, but do not make promises that it might not be possible to keep
- Do not promise confidentiality but explain to the child that you have to tell a member of staff in order that they can help him/her
- **Do not interrogate** the child or **ask leading questions**
- Listen rather than ask direct questions
- Reassure the child that it is not their fault
- Stress that it was the right thing to tell
- Do not criticise the alleged perpetrator

Immediately record details of the disclosure including, wherever possible, the exact words or phrases used by the child. Report your concerns and give your written record to the school's Designated Safeguarding Lead or another senior member of staff to enable the matter to be dealt with in the most appropriate way.

What should I do if the alleged abuser is a member of staff?

You should report such allegations to the Principal /Designated Safeguarding Lead for Child Protection – Ross Griffin immediately. If you have a concern relating to the Principal; this should be reported to the Chair of Governors Angela Leishman.

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with young people should be based on mutual trust and respect.

Young people, especially when they are very young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should, however, NEVER actively seek to touch pupils.

If you are working with a pupil on his/her own, ensure that the door to the room is left open and that you are visible to others.

Do not exchange emails, text messages, give out your own personal details or photograph the children (**the use of mobile phones and cameras by volunteers and visitors is NOT permitted whilst in school**).

Please help us to safeguard the young people in our care by following these guidelines.

What should I do if a parent or another helper/volunteer asks me a question about a particular child?

Under no circumstances should you discuss anything that you have seen in the classroom or in school or make comments outside of school regarding a child's responses to learning and their attitude within the school.

This responsibility lies solely with the Class Teacher, Leadership Team or Principal. Remind the person who is asking the question that helpers / volunteers are valued in the school for their skills, knowledge and support, all of which enhance the learning and life chances of the children.

Respond by asking them to talk directly to the Class Teacher, and if it is of a serious nature the Principal.

The Governors and Principal reserve the rights to refuse a helper / volunteers support where confidences have been broken or questioned.

Who should I talk to if I have concerns about a child?

Ross Griffin - Principal & Designated Safeguarding Lead

Marion Auker - Deputy Designated Safeguarding Lead, Sarah Norris Deputy Designated Safeguarding and Emma Roberts – Safeguarding Governor

Please ask to speak to one of these people by enquiring at the school office.

If you wish to speak to one of them after you have left the school premises please phone 01582 618400 and ask to speak to a member of the Senior Leadership Team. They have had training and know what to do next.

Alternatively, you could contact Central Bedfordshire Child Protection – safeguarding children and young people on 0300 300 8585 and speak to the duty officer or Out of Hours Social Care Emergency Duty Team on 0300 300 8123.

LADO – Local Authority Designated Officer oversees investigations into allegations and concerns against adults who work with children and young people in both paid and voluntary capacity. Telephone 0300 300 8142.

NB For further information and guidance read the Department for Education's *Keeping Children Safe in Education – Statutory guidance for schools and colleges (September 2022)* (<https://www.gov.uk/government/publications/keeping-children-safe-in-education>)

Central Bedfordshire Safeguarding Board

www.bedfordshirelscb.org.uk

NSPCC 0808 8005000

Thank you for taking the time to read this information sheet. If you have any further question, please see either the Principal or Vice Principal.



**Ross Griffin
Principal**

Hadrian Academy

Safeguarding, Child Protection and Health and Safety information for Volunteers, Visitors and Governors.



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