

Emergency Information & Housekeeping

Fire Assembly Point

The fire alarm is the continuous ringing of the alarm siren. All occupants must leave the building immediately. The **Assembly Point** for all visitors are the tennis courts. A member of staff will direct you. Remain there until advised it is safe to return to the building.

Lockdown

The full lockdown signal is a continued intermittent alarm siren. If the signal sounds, please shelter silently in the nearest room, locking doors and closing blinds.

Smoking

Our academy is a 'No Smoking' site. Smoking is not allowed on the premises at any time, either in the building or the grounds.

Accident Reporting

Any illness, injury, accident or near miss must be reported to the academy office or Matron.

Signing In

Please sign in on arrival and collect your visitors' badge. Please wear the badge at all times. Remain with your host at all times unless we have DBS clearance for you. On departure, please sign out and return your badge.

Access to the Internet

All users of the academy system must comply with the ICT Policy and YouTube guidelines. Please ask our Network Manager for details.

This leaflet has been given to you to make sure you understand what is expected of you whilst you are on our site. It is both your duty to be aware of its contents and to use the information to take action when necessary.

Please ask the person who gave you this leaflet if you are not clear about any information it contains.

Please keep it with you and refer to it if you are concerned whilst you are at The Highcrest Academy.

If you are concerned about the safety of any of our students, you **MUST** report it to the person named in this leaflet.

Contacts

Education Safeguarding Advisory Service

Advice Service: 01296 382912

Officers:

Tracey Ireland: 01296 382817 (MASH)

Julia Goodes: 01296 382822 (Wycombe)

Julia White: 01296 382828 (Chiltern & S Bucks)

Jonathan Kempster: 01296 383703 (North Bucks)

Team Manager/Education Safeguarding Advisor

Therese McAlorum: 01296 382732

Referrals to Social Care

First Response Team:

0845 4600 001

Out of Hours: (Emergency Duty Team)

0800 999 767

BSCB

www.bucks-lscb.org.uk

01296 383485

safeguardingineducation@buckscc.gov.uk

01296 382912



The Highcrest Academy

**Child Protection and
Safeguarding Guidance**

For:

Supply Teachers

Contractors

Visitors

September 2018

Child Protection Advice

As a school we are committed to Safeguarding and meeting the needs of children and young people. This leaflet will provide some useful advice and information when working with children at our school.

Disclosure and Barring Service (DBS) checks

Our school's Safeguarding Policy requires sight of a visitor's DBS check if it is anticipated you will have unsupervised access to children whilst on site. This is part of our safeguarding procedures to help ensure that unsuitable people are prevented from having contact with our students. The Principal will be able to advise you further on this and tell you more about our school Code of Conduct. Pre-employment vetting form.

What are my responsibilities whilst on site?

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. In every school you will find a child protection policy document and it is very helpful to find out where it is and read it through. Our policy can be found on the school website. If you require a printed version please ask at the academy office.

We would respectfully ask that you do not use your mobile phone or any other mobile devices whilst onsite to record, take photos or access social media without first seeking permission.

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

Our school has a Designated Safeguarding Lead and a deputy who has received additional training to support the safeguarding of students.

If you are concerned about a student, you must inform **Mrs J Folkard, Child Protection Officer** who is the person responsible for Child Protection and Safeguarding at 01494 529866.

You must inform them at the earliest opportunity. If she is not available please contact **Ms C To, Assistant Headteacher**. They will deal with the matter, ensuring concerns are explored and the child safeguarded or supported as necessary.

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

Although the likelihood of this is small, it is important to know what to do in such an eventuality.

Listen to the child, without making judgements.

Take what they tell you seriously, children rarely lie about such matters.

Explain that you can't keep the information secret and must pass it on to someone who will know what to do.

Don't interrogate the child or ask leading questions, such as "what did he do next".

Reassure the child that they have done the right thing by telling someone.

Don't make promises that you can't keep but tell the child what you are going to do.

REPORT IMMEDIATELY TO:

Mrs J Folkard, Child Protection Officer
01494 529866

Give the information to her. You will be asked to make a written record of what you have seen or heard. This is an important part of your safeguarding responsibilities. You will be asked to summarise your concerns in writing including the student's name if known, or give a brief description of the student. If the student has told you they are being harmed, write down as accurately as possible what was said

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

You should report such allegations to the Principal, Mr Burke. If the allegation is about the Principal, contact the Chair of Governors, **Mrs S Jollands** through the school reception on 01494 529866.

How do I assure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. Whilst at the academy you may well be working closely with children, sometimes on a one to one basis.

Children, especially when they are young, are often spontaneously affectionate and tactile; it is important not to alienate them through lack of response or by appearing to reject this. You should, however, be careful about physical contact with children – the Code of Conduct will give guidance to how we manage this at The Highcrest Academy and the expectations of adults in their contact with student. As a visitor to the school, we would ask you not to initiate any contact with students.

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

Never make arrangements to meet a pupil on their own without school and parental permission, either in the real world or online.

DO NOT:

- ◆ photograph pupils
- ◆ exchange emails or text messages with pupils
- ◆ breach confidentiality by communicating via social media
- ◆ give out your own personal details
- ◆ accept /allow pupils to have contact with you via social media
- ◆ use recording devices without consent

We believe all our pupils have a right to grow up safe from harm.