

## Safeguarding Staff

Designated Safeguarding Lead (DSL):

**Naomi Luckman**



Safeguarding team: Deputy DSLs:



**Tracey Lappin**   **Sharon Bishop**   **Kelly Matthews**  
Family Liaison   Headteacher   Student Support  
KCEA

Academy Council member for Safeguarding:

**Chris Watts**

Chair of Academy Council:

**Andy Smith**



## Health and Safety

**Fire:** In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff.

Please make yourself aware of the nearest fire exit where you are based.

**Accidents and Illness:** All accidents, regardless of severity, need to be reported to a First Aider. Staff will inform you of the first aider nearest to where you are based. All accidents will be logged in the accident book.



Should you require a comfort break during your visit, a member of staff will be happy to direct you to our adult facilities which are located near the Main Reception.

## Student Behaviour

Visitors usually compliment the school on the good behaviour of the students but as in any school there are occasions when a student struggles to manage their conduct. Our staff have been trained to manage these situations keeping the student, themselves and others safe. If you are concerned about student behaviour please speak to a member of staff.

**A copy of the school's safeguarding policy is located in the school reception.**



**School Parent/Carer  
and Visitor  
Safeguarding Guide**

## Safeguarding Statement

The Deanery CE Academy is committed to safeguarding and promoting the welfare of students and requires all staff, volunteers and visitors to share this commitment.

## Visitor Procedures

All visitors must sign in at Main Reception

- All visitors will be issued with an appropriate pass which must be displayed at all times whilst on the site.
- Visitors may be asked to remain under the supervision of a designated member of staff whilst on site.
- All visitors must sign out at the Main Reception before leaving the site.

Visitors wishing to see a particular member of staff should contact the school to make an appointment. If you are seeking an urgent appointment, please report to the Main Reception and we will arrange for you to see a member of staff.

## E-Safety

**Mobile Phones:** to protect our children we respectfully ask that you do not have your phone out or use it during your time in the Academy building. If this is an issue please contact a member of staff on arrival.

**Photographs:** under no circumstances should you take photographs of our children whilst at our school.

## What Do I Do If I am Worried About a Child?

If you become concerned about:

- Remarks a student makes
- Marks or bruising on a student
- Changes in a student's behaviour or demeanour

Please report these concerns to the class teacher who, if they feel it is appropriate, will pass the information on to the school's Designated Safeguarding Lead or a member of the Safeguarding team.

Student abuse happens to all children regardless of gender, culture, religion, social background and those with or without a disability.

## What Do I Do If A Child Discloses They Are Being Harmed?

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality and for you to stay calm and controlled.

- Listen carefully to the student.
- Remember not to show shock or disbelief.
- Do not promise confidentiality. Reassure the student but do not make promises that might not be possible to keep.
- Reassure the student that you will tell the teacher or the Headteacher who will be able to help them.
- Do not interrogate or ask leading questions.
- Reassure the student that is not their fault; stress that it was right to tell.

- Record carefully what the student says in their own words.
- Date, time and sign the record.
- Pass this on to a member of the Safeguarding team.
- Be aware of your feelings about abuse and find someone to share your feelings with if needed, once the procedures have been completed.

## Visitor Code of Conduct

Treat everyone with respect.

Remember someone else may misinterpret your actions no matter how well intended.

Do not jump to conclusions without checking.

Do not permit abusive activities such as bullying or ridiculing.

Avoid physical contact with students unless you are preventing them from immediately harming themselves or others.

Do not make suggestive remarks, gestures, or tell sexist, racist or homophobic jokes.

It is best not to do anything for a student that they can do for themselves.

Always tell someone if a student touches you or speaks to you inappropriately.

If you are concerned about the conduct of a member of staff during your visit, the following actions must take place:

**Immediately inform the Headteacher.**

In their absence, immediately inform the DSL or the Deputy DSL.