

Safeguarding Advice for Visitors

At Scalby School we are committed to safeguarding and meeting the needs of all our students. The school follows the guidance and protocols outlined by the NYCC Safeguarding Board.

A copy of our Child Protection Policy is available on the school website.

This leaflet will provide you with some useful advice when visiting us.



Safeguarding

Safeguarding is everyone's business: it's up to all of us to keep children safe

A key priority for Scalby School is that all adults who work with our students take account of safeguarding and promote the welfare of children and young people. Our aim is to promote a culture of being a safe organisation for young people and the adults who work with them.

This is approached by:

- Ensuring Criminal Records Bureau checks are carried out on all who regularly deal directly with students or have access to their personal information
- Developing recruitment practice in line with guidance on safer recruitment practices
- Working to promote a safe culture where there is common understanding of risk management and judgement in relation to safeguarding
- Ensuring allegations are dealt with quickly, fairly and with transparency and staff operate safe practice that does not leave them open to misunderstanding or malicious allegations
- Giving staff guidance and training to enable them to recognise concerns about children and take responsibility for acting quickly on those concerns
- Communicating child protection procedures to all staff, parents and visitors
- Ensuring that every individual signs an Acceptable Use Policy (AUP) before using the school network and abides by the conditions of that policy.

We ask that should you hear, see or read anything which troubles you about a child, do not ignore it, but report your concerns to one of the Child Protection Designated Officers for Scalby School

Mr David Read - Head teacher

Mrs Maria Garfield – Designated Safeguarding Senior Person

Mrs Jackie Haythorne – Deputy Designated Safeguarding Person

Mr Peter Noble- Safeguarding Link Governor

Mr John Scoble – Chair of Governors

What are my responsibilities as a visitor?

All of those who come into contact with students through their paid or voluntary work are responsible for their own actions and behaviour. We all have a duty to safeguard and promote the welfare of students. Visitors should act promptly if they witness any incident which could give rise to a concern. All incidents must be reported to a member of the safeguarding team named above.



DBS Checks

All staff, including supply staff, regular visitors and volunteers are subject to a Criminal Record Check, through the Disclosure and Barring Service (DBS). This is to help ensure that unsuitable people are prevented from working with children.

On arrival visiting supply teachers will be asked to provide evidence of recent DBS checks and proof of identity to verify their eligibility to work with students. Julie Short, the Office manager is responsible for maintaining the Single Central Record.

Other visitors will be accompanied by a member of staff at all times and will wear a black lanyard to signify this. They will not be allowed to work alone with our students at any time. This helps to protect both our students and the visitors themselves.

Signing in and out

All visitors to Scalby School must sign in using the signing in book at reception. Please include a note of any vehicle registration so that if there is a problem we can notify the relevant person. Visitors will be issued with an identity badge which must be worn at all times. When leaving the site all visitors must sign out and return their badge to reception.

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

If whilst working with a student you become concerned about:

- Comments made by the student
- Marks or bruising on the student
- Changes in the student's behaviour or demeanour

Please report these concerns as soon as possible to a member of the Safeguarding team named in this booklet.

What should I do if the student discloses that he/she is being harmed?

In the event of a student disclosure:

- Listen to what is being said, without displaying emotion
- Allow the student to talk freely
- DO NOT ask leading questions
- Reassure the student and ensure that they are aware that anything they say cannot be kept confidential, that you will need to share it with a member of the safeguarding team
- Do not compromise confidentiality by discussing with people other than a member of the Safeguarding Team
- Reassure the student that they are not to blame and that telling you was the right thing to do.



Record details of the disclosure immediately in writing, including where possible the exact words or phrases used by the student. Report your concerns and give your written records to a member of the Safeguarding team as soon as possible.

What should I do if the allegation is made against a member of school staff?

Immediately inform the Designated Senior Person for Child protection named in this leaflet.

How do I assure that my behaviour is always appropriate?

- Always be a positive role model by behaving in a mature, respectful, safe, fair and considered manner
- Appropriate relationships with students should be based on mutual trust and respect
- Treat all students equally and never build 'special' relationships or confer favour on particular students
- Do NOT photograph students or exchange emails, texts, phone numbers or share your personal details
- Refer to the school's rewards and Behaviour for Learning policy to ensure that you understand the school's expectations

Fire Evacuation procedure

The Fire Alarm is signalled by the continuous ringing of the school bells.

If you discover a fire, press the nearest fire alarm button and tell a member of staff. The member of staff must advise reception of the site of the fire. The member of staff should assume the safety of pupils as a priority and, if practical, attempt to extinguish the fire using an appropriate fire extinguisher.

Visitors' assembly point is in front of the Gym, close to the exit gate leading to the front car park. Please report to the fire attendance officer at the assembly point who will have the visitor log for checking off

No-one may re-enter the building once the alarm has sounded.

Thank you for helping us at Scalby School to safeguard the students in our care by adhering to the guidelines set out in this leaflet

