

## Welcome to Passmores Academy

**As a visitor to our school, it is important that you are aware of our safeguarding procedures. Please ask a member of staff if you are unsure of anything in this leaflet.**

***Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play (Keeping Children Safe in Education, DfE 2022)***

- All visitors should be prepared to provide formal identification and, where required, evidence of their Disclosure and Barring Service (DBS) Check (this may be a letter from an employer to confirm the appropriate DBS check has been obtained).
- All visitors must wear the lanyard and sticker provided upon signing in – this must be always worn and kept visible.
- Where visitors have parked on school site, they must ensure their registration details are provided when they sign in on the machine.
- All visitors must sign out and hand in the lanyard and sticker provided when leaving the school site.

We take safeguarding very seriously in our school. Everyone in school has a role to play in keeping children safe. The Safeguarding Team are:



**Mrs L Goddard  
(DSL)**



**Ms J Connolly**



**Mrs N Wilkins**



**Mrs R Ahmad**



**Mrs L Guyton**



**Mrs L Brown**

### **What is Abuse?**

Abuse is maltreatment of a child. This may be neglect, any form of physical, emotional or sexual mistreatment that leads to harm or injury, or failure to protect a child from harm. It can happen to any child regardless of their age, gender, race or ability and may be inflicted on the child by an adult/adults or another child or children.

### **What to do if you are worried about a student?**

You may observe something or become aware of information about a student which concerns you while you are in school. If you are worried about a student, it is important that you share your concerns. Please speak to the member of staff you are with or to Reception who will locate a member of the Safeguarding Team.

### **What to do if a student makes a disclosure:**

- React calmly, listen without displaying shock, disbelief or making judgements.
- Do not promise confidentiality – explain that you must share the information with a staff member.
- Reassure the student, but only so far as is honest and reliable.
- Do not interrogate the student, ask leading questions or criticise the alleged perpetrator.
- Make accurate notes (record the date, time, place, your observations and exactly what the student has said) and share this with a member of the Safeguarding Team immediately.
- Follow the school Child Protection / Safeguarding Policy at all times.

**What to do if you have concerns about a member of staff:**

If you are concerned about the conduct of a member of staff following something you have observed or a disclosure, you must report this to one of the Co-Principals. If your concern is about the Headteacher/Co-Principal, you must report this to the Chair of Governors (Reception will provide contact details for the Chair of Governors).

**What to do to keep yourself safe:**

- Always speak to students calmly and respectfully.
- Avoid physical contact with students unless you are preventing them from harming themselves or others.
- Avoid being alone with any student – you should not do so unless there is a specific reason to do so and other staff are aware.
- Always tell someone if a student touches you or speaks to you inappropriately (record the incident, including the time and date, and give this to the Headteacher (Co-Principal) or DSL).
- Never exchange personal contact details with a student or arrange to meet them outside of the school environment.
- Never have contact with a student on social media.
- Never use a personal mobile phone or camera around students.
- Never discuss confidential information outside of school or on-line.

**Fire and emergency evacuation:**

If a continuous alarm sounds, exit by the nearest fire exit and make your way to the Astroturf. Please wait there until you are given permission to re-enter the building. If you discover a fire, please activate the alarm and inform a member of staff if possible.

**First Aid:**

If you need First Aid assistance, please inform a member of staff. Visitors should not treat students unless permission has been given. In an emergency do not hesitate to call 999 for an ambulance.

**Accidents and Incidents:**

Please report any accident to Reception.

**Use of school internet:**

All users of the school systems and Wi-Fi must comply with the Safe Data Policy.

**Use of cameras / mobile phones while on site:**

Please do not take photographs while in the building unless permission has been granted by a member of SLT.