

### What if a student makes a disclosure?

Stay calm and non-judgemental, do not promise confidentiality, avoid leading questions, reassure the student appropriately, record concerns accurately, and report immediately to the Safeguarding Team in line with school policy.

### Concerned about a staff member?

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 the Principal, or their deputy. If your concern is about the Principal, you must report this to the Chair of Governors (Reception will provide contact details for the Chair of Governors).

### How do I keep myself safe?

Always speak to students calmly and respectfully, avoid physical contact unless preventing harm, do not be alone with a student unless necessary and known by other staff, report and record any inappropriate behaviour from students, never exchange personal contact details or meet students outside school, never have contact with students on social media, never use a personal mobile phone or camera around students, and never discuss confidential information outside of school or online.

### Emergency Evacuation

If a continuous alarm sounds, exit by the nearest fire exit and make your way to the Astroturf and stand on the left, just inside the gate. 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.

### Accidents and Incidents

Please report 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 on site.

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

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# Safeguarding

Information for visitors.

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Welcome to Passmores Academy.



***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 2025)***

- 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 worn and kept visible at all times.
- 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.

## Safeguarding At Passmores

Everyone in school has a role in keeping our children safe. Our Safeguarding team consist of;



Mrs L Goddard



Mr K Riley



Miss L Kemsley



Mrs R Ahmad



Mrs H Eke



Mrs K Lawson

### 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 pupil.

**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.**