

SAFEGUARDING GUIDANCE FOR

VISITORS TO OUR SCHOOL

Do not give any personal information to students, such as mobile number or address. Only give a professional email address if it forms part of your visit role.

Do not give out any details of your social media, and do not engage with students over social networking sites.



If you have any concerns that a student may be at risk of harm, report it immediately to any of the Designated Safeguarding Leads:



Mr David Miller
Head Teacher
(DSL)



Ms Natasha Emery
Family Liaison (DSL)

Ms Jane Lovis
Deputy Head (DSL)



Miss White
Family Liaison (DSL)



If you have a concern about a member of staff, please see David Miller (Headteacher and DSL).

If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform one of the designated people as named above.

DBS Checks

Volunteers working in a 'regulated activity' require an enhanced DBS check. You will not be left unsupervised with any students without a member of school staff if this is not completed.

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY



Inspiring our community

The culture of safeguarding at Pebble Brook School

At this school, the health, safety and well-being of every child is our paramount concern.

We listen to our pupils and take seriously what they tell us.

We expect this commitment to be shared by all staff, visitors and volunteers.

What should I do if a child discloses that they are 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 and ask leading questions, such as "what did he do next?"
- Try and convey to the child that they are not to blame for what has happened, though at the same time avoid criticising the abuser.
- Don't make promises that you can't keep but tell the child what you are going to do.
- Speak with a Designated Safeguarding Lead immediately.

Which children need protection?

You may become aware whilst working with a child that there are some problems at home or elsewhere that give you cause for concern.

You may become aware of unexplained marks or bruising or changes in the child's behaviour or demeanour.

Sometimes children display aggressive behaviour, become withdrawn and uncommunicative or unable to concentrate. This may be out of character for the child.

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

We have 4 Designated Safeguarding Leads who have been trained to support students and staff when concerns arise:

David Miller
Natasha Emery

Jane Lovis
Georgia White

You must report your concerns to them without delay. They will support you to take the appropriate action to safeguard the child concerned.

Remember safeguarding is everyone's responsibility

How do I assure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect.

Our school Code of Conduct, which sets out the behaviours we expect of all staff and volunteers, is available in school and on our website. You must read and be familiar with this document.

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

Never make arrangements to meet a pupil on their own without school and parental permission.

Do not photograph pupils, exchange e-mails or text messages, or give out your own personal details.

DBS Checks

Part of schools' safeguarding policies require Volunteers working in a "Regulated Activity", i.e. working with children "frequently", "intensively" or overnight and unsupervised to undergo an Enhanced DBS check. This is just to help ensure that unsuitable people are prevented from working with children. The Headteacher will be able to advise you further on this and tell you more about their school Code of Conduct.

If you have already had a DBS check completed, you should notify the Headteacher who can consult with the HR team to determine whether a repeat check is necessary.

Whilst you are waiting for the checks to be completed, it is very important that you are not left to work with children or young people without supervision of a member of the school staff.

You should also inform the Headteacher immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you, as well as the young people in your care.

What are my responsibilities as a volunteer?

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. It is important to be familiar with our Child Protection Policy, a copy of this document is available in school and on our website.

Useful Contacts

Chair of Governors: Kirsty Gilroy
Education Advisory Service

01296 387981

LADO

01296 382070

**First Response Team
(advice/referral social care)**

01296 383962

Out of Hours Emergency Duty Team:

0800 9997677