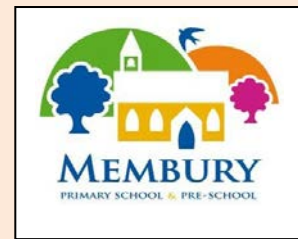


Governors

Governors at this academy are aware of their role in safeguarding children, review the safeguarding policy annually and ensure independent contractors have the required child protection procedures.

A designated governor liaises with the academy to review policies and procedures and reports back to the governing body.



Site Safety

Risk assessments carried out regularly & communicated to pupils & staff.

There is a designated Health and Safety Governor

There an accident book, behaviour book with evidence of action taken and impact of action.

All members of staff are required to wear ID badges at all times.

All members of staff are aware of their responsibilities to report health and safety concerns to the Head of School immediately.

Windows should not be blocked or covered.

Safeguarding Information

The Governing Bodies of the schools with the Acorn Multi Academy Trust fully recognise that they have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children (Section 175 of the Education Act 2002). We adhere to the LA's Safeguarding Children Board Procedures.

We recognise that all members of the academy community including volunteers and governors will at all times play a full and active part in protecting our children from harm.

The following policies are linked the information contained in this leaflet:

Safeguarding,

Health and Safety, Positive Handling

Pupil Discipline, Attendance

Sex and Relationships, Medicines in Schools

Anti-Bullying, E Safety

Confidentiality, Recruitment, Inclusion

and Whistle Blowing

Visitors to School

Visitors are admitted on to the site and must report immediately to the main reception desk and

Visitor has photo ID* and a DBS**

Visitor has no photo ID or DBS***

Visitor is able to have unsupervised access to the school

Visitor must be supervised by a member of staff. Visitor must be made aware.

* Valid photo ID, Driving Licence or passport, Virgincare/NHS, DCC or BabcockLDP photo ID badge

** Schools should have a copy of letters from Virgincare/NHS/DCC and Babcock LDP to confirm that their employees are DBS checked

*** If a visitor does not have the relevant ID/checks they must wait until a suitable member of staff is available to supervise access.

All visitors must sign into the visitor's book. The member of staff signing the visitor in must ensure the visitor must wear a badge and must be supervised.

The information enclosed outlines how we as an academy and a community intend to keep our children safe. The policies and guidelines are not intended to alienate parents or visitors but ensure the children are safe at all times.

Entry and Exit from the school

- All visitors must use the main entrance during the school day
- All visitors must report to the main reception in upon entering the school premises
- The pupil entry gate is open from:

8.35– 8.55am
3.20– 3.45pm

The gate is staffed at these times.

STAFF

If a member of staff has any concerns or queries about any of the below guidance they should seek advice from a senior leader immediately.

Staff Conduct

All staff are required to work in a professional way with children. All staff should be aware of the dangers in:

- Working alone with a child (e.g. a door should always be open or a clear view into the room maintained)
- Physical interventions (see Positive Handling Policy, never prolong contact)
- Cultural and gender stereotyping
- Dealing with sensitive information
- Giving to and receiving gifts from parents and children
- Contacting children through private telephones (including texting and), emailing, using MSN, or social net-working sites
- Disclosing personal details inappropriately
- Meeting pupils outside school hours or school duties

Confidentiality

Members of staff and governors may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be highly sensitive. Confidential or personal information about a pupil or her/his family must never be disclosed to anyone other than on a need to know basis. Pupil and staff records are all kept securely.

Safe Recruitment

When recruiting new staff at least one member of the inter-view panel must hold the Safer Recruitment certificate.

Designated Members of Staff

The designated members of staff keep child protection securely, offer advice and support to colleagues, pass on concerns to the relevant authorities and liaise with agencies. The designated members of staff at school are:

Ms T. Leganski

Allegations against a member of staff

Any concerns about a member of staff's conduct should be passed on to the Head of School. The Executive Head and the Chair of Governors will be informed and an investigation will be carried out.

Single Central Record

The Single Central Record holds information on all staff, volunteers and contractors working in the school. The Hub admin staff are responsible for the upkeep of the SCR and the Head of School monitors it regularly in-line with OFSTED requirements.

Mobile Phones

To ensure the safety and welfare of children in our care personal mobile phones must not be used when children are present.

PUPILS

Physical Contact and Restraint

Members of staff may have to make physical interventions with children. Members of staff should only do this where it is necessary to protect the child, or another person from danger and when the member of staff has received appropriate training.

Photographing Children

We understand that parents/carers like to take photos of their children or video them in the school play, at sports day or school presentations. This is a normal part of family life and we do not discourage parents from celebrating their child's success.

However, there are restrictions on the use of images of children (e.g. data protection) and may be health and safety considerations. We adhere to the following guidelines:

- We seek written parental consent for the use of photographs and images for use by the school (including the school website and brochures) when a child joins the academy
- If visitors come to the academy to make videos or take photographs for use outside the academy we will seek specific parental consent
- Staff should be sensitive to the feelings of pupils who may be uncomfortable about being photographed
- Staff should be aware of the use of flash photography and the impact it may have on some of our pupils
- Children are not named in our publications

Children with SEN

We recognise that statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. All members of staff who support these pupils will be made aware to the need for vigilance for the signs of abuse

E-Safety

The academy has a separate policy on internet use and e safety.

Transporting Pupils

In certain situations e.g. out of school activities, staff, volunteers or governors may agree to transport pupils. Wherever possible any transport arrangements should be made in advance by a designated member of staff. Any transport should be provided other than in private vehicles, with at least one adult additional to the driver acting as an escort.

Before and After School Activities and Educational Visits

Staff and volunteers should take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. Staff and volunteers remain in a position of trust and the same standards of conduct apply. The academy has a policy on educational visits which forms part of this policy.