

## Entry and Exit from the School

The gates to the school are staffed between 9:00am and 3:10pm.

All visitors must use the main entrance during the school day.

All visitors must report to the School Office upon entering the school site

All visitors will be required to show some I.D. to Office Staff if you are not known to them as part of our Safeguarding Policy:

If Visitor has Photo ID\* and a DBS: Visitor is able to have unsupervised access to the school. They will be given a **Yellow** Lanyard.

If Visitor has no Photo ID\* or DBS: Visitor must be supervised by a member of staff. They will be given a **Red** Lanyard. Visitor must be made aware.

If a visitor does not have the relevant I.D./Checks, they must wait until a suitable member of staff is available to supervise access.

(Photo ID\* could include driving license; passport; Local Authority I.D. Card; N.H.S. I.D. Badge.)

All visitors must sign in using the electronic sign in system. They will be given a badge that they should wear and display at all times when on the school premises.

## CONTACTS

**Principal:  
Miss T Ellis**



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**Designated Safeguarding Lead  
(DSL):**

**Mrs R Coombs**



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**Deputy Safeguarding Lead:**

**Miss L Craig**



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**Chair of Academy Committee :  
Ian Middleton**

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**Academy Rep with Safeguarding  
responsibility  
Mrs B Kent**

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**Telephone Number:  
01902 558250**

## Safeguarding and Child Protection

**Visitor  
&  
Safeguarding Information**

**2017-2018**



We all have a statutory duty to  
'safeguard and promote the welfare of  
children'

Please take a few moments to read this leaflet. We are committed to safeguarding and promoting the welfare of our young people and this requires all staff and visitors to share this commitment. Contained in this leaflet is information about our child protection procedures and guidance on what you should do if you have any concerns.

### **Safeguarding Children**

As a visitor to our school, either as a contractor, volunteer, supply teacher or someone that has come to work with our children in any capacity, it is important that you are aware of our safeguarding procedures.

Please refer to the back page of this leaflet for contact details of our child protection team. Or, please contact Reception who can locate them for you. If there is any reason to suspect that a student has suffered bullying or discrimination, or is likely to suffer significant harm, you must inform the Designated Safeguarding Lead (DSL) immediately. Our staff will then follow the procedures according to the school Safeguarding Policy.

#### **Allegations Against a Member of Staff**

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

If the concerns are about the Headteacher  
Please inform the Chair of the Academy Committee. Mr Ian Middleton.

### **Keeping Everyone Safe**

We hope that you have an enjoyable visit to Our Lady and St Chad. Our main priority is to ensure that everyone who visits is aware of their responsibilities towards making sure all young people are safe. As a **visitor** please remember the following:

If you are working in a 1:1 situation with a student, we must have confirmation that all the necessary safeguarding checks have been carried out including the Enhanced DBS disclosure.

You must not have any physical contact with any student.

You must never exchange personal contact details with a student or arrange to meet them outside of the school environment.

The use of cameras and taking photographs is not permitted unless prior permission has been sought.



### **What is Abuse?**

Any form of neglect, physical, emotional or sexual mistreatment or lack of care that leads to harm or injury. It can happen to any child regardless of their age, gender, race or ability.

#### **What is discrimination?**

When people receive less favourable treatment in and grounds which cannot be justified. This covers race, ethnic or national origin, language, religion or belief, gender, gender reassignment, sexual orientation, disability, social class, responsibility for other dependant or where the person lives.

#### **What is bullying?**

A wilful, conscious attack on the self-esteem or the person of an individual student. It includes jibes, name-calling, silence/exclusion from the social circle, emphasising differences, threatening behaviour, racial/sexual harassment, extortion and physical attack. It may vary in severity, frequency and in the numbers of people involved.

**People working in schools are uniquely placed to notice signs and symptoms of abuse and to support children who are subject to abuse or living in abusive situations.**