

Child Protection Advice for Visitors

As a school we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and information when working with children at Montsaye Academy.

What are my responsibilities as a visitor?

All those who come into contact with children through their every day work, whether paid or voluntary, have a duty to safeguard and promote the welfare of children.

DBS checks

Montsaye Academy's Recruiting and Selection Procedures specify that all those who have contact with children of a specified nature (i.e. teaching) or in a specified place will require a DBS check. This is to help ensure that unsuitable people are prevented from working with children.

You will be informed as to whether or not you require a DBS check when you sign in at Reception. DBS forms are made available when required. You will be advised which documentation is necessary for you to present for the ID check to be completed.

If you do not, you should not be left unsupervised with children.

It is a requirement, also, that you inform the **Principal 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.



Montsaye Academy has a Safeguarding Policy

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

If whilst working with a child you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in a child's behaviour or demeanour

Please report these concerns to the class teacher, who will pass the information on to the school's Senior Designated Safeguarding Lead (DSL).

What should I do if a child discloses that he/she is being harmed?

Although the likelihood of this is small, it is important to know what to do in such an eventuality as children rarely lie about such matters

Report it immediately to the Designated Person for Safeguarding to enable the matter to be dealt with in the most appropriate way.

You will be asked to immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. **Please ensure you have signed and dated the record.**

What should I do if the alleged abuser is a member of the school staff?

You should report such allegations to the Principal without delay.

What should I do if the alleged abuser is the Principal?

You should report such allegations to the Chair of Governors.

How do I ensure that my behaviour is always appropriate?

Do not approach students or engage in conversation with them. Do not add children to your Facebook or social media account if you work at Montsaye Academy. Please see Acceptable Use policy. Do not photograph pupils, unless requested to by the class teacher, exchange e-mails or text messages, or give out your own personal details. Any unprofessional contact with pupils (e.g. through a social networking site) may leave you vulnerable to an allegation of abuse being made against you.

Do not make any physical contact with students.

Do not be alone in an area with children or a child unless there is another adult in the vicinity

Please help us to safeguard the children in our care by following these guidelines.

We would ask that you do not use your mobile phone around students.

We believe very firmly that no child should suffer harm, either at home or at school.

Everyone who works in our school has a responsibility to make sure that all our young people are safe.

This leaflet has been given to you to make sure that you understand what is expected of you. Please ask the academy's (DSL) Designated Safeguarding Leads or any other member of staff if you are unclear about anything in it.

If you are worried about the safety of any young person in our school, you must report this to the DSL.



CONTACTS

In the event of a disclosure or any concerns, please make sure the person you are visiting at the school is made aware immediately.

In the event that this is not possible inform the reception staff.

Designated Safeguarding Leads for Safeguarding Children:



Mr J Berridge:
Assistant Vice-Principal
Extension No. 105



Mrs L Long:
Student Welfare Officer
Extension No. 167



Mrs S King:
Student Welfare Officer
Extension No. 150



Mrs A Walters-Morgan:
Student Welfare Officer
Extension No. 167

Montsaye Academy

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