

### What must I do?

1. Share your concerns verbally with the DSL or the DDSL.
2. Make a written record (using the students' own words), sign and date it.
3. Pass the written record to the DSL/DDSL without delay.

### What should I do if the alleged abuser is a member of staff working with children?

If your concern is about a staff member or volunteer, you must report this to the Head of School (Sarah Prior) or the DDSL team Lizzie Marchant.

If however, your concern is about the Head of School, you should report this to the Chair of governors Amanda Hardman. Contact details can be obtained from reception. The Local Authority Designated Officer (LADO) will then be contacted on **01296 382070** about the concern.

### How do I ensure my behaviour is always appropriate?

The DfE produced a document entitled "Keeping children safe in education" (2023) which can be found on the following website:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

### Phone use

To protect our children, we respectfully ask that you do not have your phone out, or use it, during your time in the school building.

### GDPR

Photographs: under no circumstances should you take photographs of our young people whilst at our school. \*School appointed photographers will have express parental permission for images to be taken.

#### Information and contacts

Whaddon C of E School has: Safeguarding, Child protection, Code of conduct and acceptable use policies. Copies are available from:

<http://www.whaddon.bucks.sch.uk>

In line with these policies, regardless of the source of harm, you MUST report your concern.

#### Head of School

Mrs Sarah Prior

#### Designated Safeguarding Lead (DSL)

Mrs Sarah Prior

#### Deputy Designated Safeguarding Leads (DDSL)

Mrs Lizzie Marchant

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#### Whaddon C of E School

Stock Lane, Whaddon, Milton Keynes, MK170LS  
01908 501719

**If you are unclear about any of the content in this leaflet, then please seek advice from the Designated Safeguarding Lead (DSL). Please keep this leaflet in a safe place.**

Updated: March 2024



### Welcome to Whaddon C of E School

**This is a quick reference for staff, visitors, volunteers and contractors.**

Our School has a duty to consider at all times the best interests of the students and take action to enable all students to achieve the best outcomes.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone has a role to play in identifying concerns, sharing information and taking prompt action.

This guide is an overview of some of the important processes that you need to be aware of to ensure a safe and enjoyable experience when visiting our school.

#### **On arrival/departure**

- Our visitor's reception is located at the front of the school site and is signposted from the entrance gate.
- On arrival, you will be welcomed and asked to sign the visitors' book. You will be given a visitors' lanyard. Red no DBD, green for DBS checked visitors.
- When your visit has concluded, you will need to sign out and return your visitors' badge.

## Fire Safety

On discovering a fire:

- Sound the fire alarm by breaking the glass at the call point, these are situated around the site.
- Evacuate the building from the nearest available exit and go to the muster point on the front playground by the hall.
- Report to the fire warden. **They will be wearing a high visibility jacket.**

## On hearing the fire alarm

- When the fire alarm sounds, evacuate the building immediately via the nearest fire exit ensuring all doors are closed behind you.
- Do not run or panic
- Go to the muster point on the front playground.
- Report to the fire warden (They will wear a **high visibility jacket**) to be checked against the visitors' book.
- Do not return to the building until you are instructed that you may do so.

## Visitors with special needs

If you have any special needs that you feel may require assistance, during any evacuation of buildings, please advise reception staff on signing the visitors' book, so that arrangements can be made to assist your evacuation.

## Smoking

Whaddon C of E School operates a no smoking policy at all times. Please be aware that it is also against the law to smoke **anywhere** on the school premises, This includes e cigarettes and vapes.

## Security

Please keep briefcases, laptops and bags etc with you at all times whilst on site. Also keep personal belongings and paperwork secure.

Visitors should not to leave valuables in their car. Vehicles and their contents are parked at owner's risk and the school accepts no liability for any loss or damage to the vehicle or contents or persons, however caused.

## Child Protection/Safeguarding

- Safeguarding is about giving support to children, young people and their families.
- Early identification and intervention if a child or young person needs help.
- Knowing what to do if you're worried about a child or young person.
- Recognising if a child or young person is at risk of harm or abuse.
- Taking action to protect the child or young person.

Safeguarding is about working together to prevent harm or abuse happening in the first place. It's not just about protecting and getting involved with those families where children and young people are most at risk of harm or being hurt.

**If, during your time with us, you notice anything that could pose a hazard or experience a near miss, please report this to the front office where it will be noted and raised with the premises team at the local authority.**

**Everyone is responsible for safeguarding children and young people.**

## **When and what might I be concerned about?**

If you are concerned that a child is being neglected, subjected to radicalisation or experiencing physical, emotional or sexual harm, then it is vital this information is passed on via the correct channels to the DSL/DDSL **immediately**. Our DSL is Mrs Sarah Prior. Our Deputy DSL is Mrs Lizzie Marchant.

Please speak to the DSL/DDSL if you notice any signs of physical abuse, notice changes in the child's behaviour or presentation, any signs of emotional distress or if a disclosure of a harmful experience is made.

**Remember... if in doubt, always speak to the DSL.**

## **Harm to a child can be caused by:**

- A parent/carer
- A family member / friend
- Another child (in person or online)
- A stranger
- A member of staff / volunteer

## **What should I do if a child discloses that they are being harmed or are at risk of being harmed?**

1. **Confidentiality** - **Do not** promise to keep secrets.
2. **Listen** – Listen carefully DO NOT INTERRUPT.
3. **Reassure** the student that it is not their fault, say it was the right thing to tell.
4. Be calm, attentive and non-judgemental
5. Ask non leading questions, e.g. (who, what when, and how) to clarify.
6. Report to the DSL/DDSL.

