



## **SAFEGUARDING: INFORMATION FOR VISITORS**

**E-ACT is committed to safeguarding and promoting the welfare of our pupils. We expect all staff, volunteers and visitors to share this commitment.**

### **Academy Vision**

Our Academy believes that safeguarding and promoting the welfare of children is everyone's responsibility. Every member of staff who comes into contact with children and their families has a role to play in safeguarding children. In order to fulfil this responsibility, every member of staff is instructed to take a "child centred" approach, considering at all times what is in the best interest of the child. Our Academy is also committed to ensuring a culture of safe recruitment and, as part of that, have adopted recruitment procedures that help deter, reject or identify people who might abuse children.

### **Our Responsibilities**

- Provide a safe and positive environment for children that promotes their welfare and enables them to achieve their full potential
- Provide safeguarding preventative interventions through PSHE, SMSC, pastoral support and signposting to external agencies
- Foster a community of equality that tackles discrimination and stigma in any form
- Ensure children feel safe, fully understand how to approach adults if they have any concerns and know that these concerns will be effectively addressed
- Ensure a consistent and efficient system of reporting/recording/monitoring/actioning safeguarding concerns
- Ensure all staff working with children are fully aware of how to identify safeguarding concerns together with how to act upon concerns/disclosures
- Maintain effective working relationships with the Keeping Bristol Safe Partnership, Social Care, Police and other external agencies

### **Visitor Responsibilities**

- Report to reception to sign in on arrival and out on departure
- Collect your ID badge from reception and ensure this is visible at all times
- Behave in a safe and respectful manner at all times
- Follow the procedures detailed in this document if you have any safeguarding concerns
- Understand that mobile phones or any devices that record images/videos are not permitted

### **Academy Safeguarding Team**

Designated Safeguarding Lead (DSL): Fliss Hawkins (Headteacher)

Deputy DSL: Alison Pippard & Leon McMeechan (maternity cover)

Other Safeguarding Team: Cherrie Potter

Regional Safeguarding System Leader: John Spring

### **Safer Access/Recruitment**

All E-ACT staff/volunteers/visitors have an ID badge when on site or when working with children during an external visit. The level of access to pupils is determined by assessing an individual's suitability including verification of their identity, verification of their qualifications and a Disclosure and Barring Service (DBS) check. There is a colour coded ID badge system as below:

**Academy ID badge:** Academy staff with all appropriate checks

**Green:** DBS approved/ID checked

**Red:** No DBS/ID checked

All 'Red' visitors will be accompanied by a 'Green' MOS at all times when working with children. Staff will and pupils are encouraged to challenge/identify unsupervised individuals with a red badge.

### **When a Child Discloses**

1. Listen to what is being said without displaying emotion
2. Allow the child to talk freely and do not ask direct/leading questions (Tell, Explain, Describe)
3. Re-assure the child but do not make promises about outcomes/confidentiality
4. Re-assure the child that it is not their fault
5. Reinforce that they have acted in the correct manner by informing you
6. Consider positioning to child and body language
7. Record details of the disclosure verbatim and as soon as appropriate
8. Submit record using CPOMS (not for visitors)
9. Report your concerns to safeguarding team in person/contact the Police if high risk
10. Be aware of your own response to the disclosure/seek appropriate support

### **Academy Emergency Procedures**

On hearing the fire alarm please follow your host to the nearest exit where you will be accounted for by a designated MOS. Additional alarm systems are in place in the event of a 'Lockdown' where you will be directed into the closest secure room and should remain calm until the 'All clear' is provided.

### **Whistle Blowing**

If you have any concerns about safeguarding procedures or the behaviour of any individual then:

If the concern relates to procedures

1. Contact the DDSL: Alison Pippard & Leon McMeechan (maternity cover)

If the concern relates to staff or visitors

2. Contact the Headteacher: Fliss Hawkins

If the concern relates to the Headteacher

3. Contact the Regional Education Director or Regional Safeguarding System Leader

If it is necessary to consult outside the Academy

4. Contact the Local Authority Designated Officer (LADO): Nicola Laird [nicola.laird@bristol.gov.uk](mailto:nicola.laird@bristol.gov.uk)

## **Key Contacts**

Police: 999 (Immediate risk)

First Response: 01179036444

Emergency Duty Team: 01454615165

Prevent: 01278647466/[channelsw@avonandsomerset.pnn.police.uk](mailto:channelsw@avonandsomerset.pnn.police.uk)

NSPCC: 08005008000

ChildLine: 08001111

Safeguarding in Education Team (SET): 01179222710

## **Useful Links**

Keeping Bristol Safe Partnership

[kbsp@bristol.gov.uk](mailto:kbsp@bristol.gov.uk)

<https://bristolsafeguarding.org/children-home/>

<https://bristolsafeguarding.org/children-home/about-us/keeping-bristol-safe-partnership/>

[www.nspcc.org.uk](http://www.nspcc.org.uk)

[www.childline.org.uk](http://www.childline.org.uk)

Bullying/Peer on Peer/Equality

[www.barnardos.org.uk](http://www.barnardos.org.uk)

[www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)

[www.standuptobullying.co.uk](http://www.standuptobullying.co.uk)

[www.sariweb.org.uk](http://www.sariweb.org.uk)

[www.lgbt.foundation](http://www.lgbt.foundation)

[www.justlikeus.org](http://www.justlikeus.org)

[www.uniquevoice.org](http://www.uniquevoice.org)

[www.stopspeaksupport.com](http://www.stopspeaksupport.com)

CSE/CCE

<https://paceuk.info>

[www.stop-cse.org](http://www.stop-cse.org)

[www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines](http://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines)

CME

[www.gov.uk/government/publications/children-missing-education](http://www.gov.uk/government/publications/children-missing-education)

Domestic Abuse

[www.womensaid.org.uk](http://www.womensaid.org.uk)

[www.refuge.org.uk](http://www.refuge.org.uk)

[www.bava.org.uk](http://www.bava.org.uk)

[www.nextlinkhousing.co.uk](http://www.nextlinkhousing.co.uk)

[www.mensadvice.org.uk](http://www.mensadvice.org.uk)

[www.thehideout.org.uk](http://www.thehideout.org.uk)

FGM

<https://www.gov.uk/government/publications/female-genital-mutilation-leaflet>

[www.nationalfgmcentre.org.uk](http://www.nationalfgmcentre.org.uk)

[www.integrateuk.org](http://www.integrateuk.org)

[www.forwarduk.org.uk](http://www.forwarduk.org.uk)

Mental Health

[www.youngminds.org.uk](http://www.youngminds.org.uk)

[www.mind.org.uk](http://www.mind.org.uk)

[www.minded.org.uk](http://www.minded.org.uk)

Prevent

[www.bhcads.org.uk](http://www.bhcads.org.uk)

[www.educateagainsthate.com](http://www.educateagainsthate.com)

Online Safety

[www.childnet.com](http://www.childnet.com)

[www.internetmatters.org](http://www.internetmatters.org)

[www.saferinternet.org.uk](http://www.saferinternet.org.uk)

[www.net-aware.org.uk](http://www.net-aware.org.uk)

[www.stopbullying.gov/cyberbullying](http://www.stopbullying.gov/cyberbullying)

[www.safetynet.com](http://www.safetynet.com)

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

[www.ceop.police.uk](http://www.ceop.police.uk)

[www.swgfl.co.uk](http://www.swgfl.co.uk)

CiC/Young Carers/Private Fostering

<https://www.bristol.gov.uk/web/the-hope>

[www.carerssupportcentre.org.uk](http://www.carerssupportcentre.org.uk)

[www.professionals.carers.org](http://www.professionals.carers.org)

<https://www.bristol.gov.uk/social-care-health/tell-us-about-private-fostering>