

## Signing 'in' and 'out'

We require all visitors and contractors to sign 'in' when entering the Academy and sign 'out' on departure.

When you sign in you will receive a printed badge which should be worn while you are on the school premises. Failure to do so creates a health and safety risk to the individual and to others.

## Incidents of Bullying and/or incidents of Racism

All staff are responsible for investigating and reporting incidents of bullying or racism to a senior member of staff.

## Volunteers/Visitors Responsibility

All those who come into contact with children through their everyday work whether paid or voluntary are responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intentions.

## DBS certificates

All staff, including supply staff, regular visitors and volunteers are subject to disclosure and Barring Service (DBS) CERTIFICATES. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certificates is available from the school office.

## First Aid

In the event of you or a pupil needing first aid please request help from the office or teaching staff.

## Fire Procedure

In the event of a fire, an alarm will sound. Please leave by the nearest exit as indicated on the fire information notices located around the school



## SAFE WORKING WITHIN SCHOOL

- Provide a good example and be a positive role-model by being respectful, fair and considerate to all
- Treat all children equally – never build a 'special relationship' or favour a particular child above all others.
- Ensure that when working with individual children, that the door is left open, or that you can be visible to others
- Do not photograph children (unless requested by the school staff), exchange emails, text messages, and phone numbers or give out your own personal details.
- Do not receive or give gifts unless arranged through school
- Only touch children for professional reasons and when this is necessary and appropriate for the child's well-being and safety.

## OUR CODE OF BEHAVIOUR

- Do treat everyone with respect
- Do provide an example you wish others to follow
- Do remember that someone else might misinterpret your actions, no matter how well intentioned
- Do plan activities so that they may involve more than one person or at least are in sight or hearing of others
- Do respect a child's right to personal privacy.
- Do act as an appropriate role model
- Do provide access for children and adults to feel comfortable enough to point out attitudes and behaviours they do not like, and try to provide a caring atmosphere
- Do not jump to conclusions without checking facts
- Do not permit abusive activities e.g. bullying, ridiculing
- Do not play physical contact games, make inappropriate comments or have inappropriate banter with the children
- Do not make suggestive remarks, gestures or tell sexist, racist or homophobic jokes
- Do not rely on your good name to protect you, it may not be enough
- Do not believe it could not happen to you - it could!

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## SAFEGUARDING PROCEDURES

May 2020

Safeguarding Children and Young People and other essential information for visitors to the Academy

*"Safeguarding is Everyone's Business"*

Welcome to King Ina Church of England Academy

This leaflet is designed to inform you about our Safeguarding policies. Please take a moment to read through it.

Everyone has a responsibility to make sure that children at school are safe, as 'Every Child Matters'.

**Please do not:**

Decide to do nothing or leave our school without telling anyone.

**PLEASE SWITCH OFF ALL MOBILE DEVICES INCLUDING PHONES  
WHILST YOU ARE IN SCHOOL.**

Don't think "what if I am wrong"  
Think "what if I am right"



## When and What might I be concerned about?

At any time you may be concerned about information which suggests a child is being neglected or experiencing physical, emotional or sexual harm.

You should report any of the following signs:

- Unexplained injuries, bruising or marks
- Fear, watchfulness, over anxiety to please
- Comments about sexual activity or inappropriate sexual knowledge/behaviour
- Unexpected reactions towards people (fear/wariness)
- Withdrawn, anxiousness behaviour, lacking in self-belief/confidence
- Unwillingness to communicate or repetitive nervous behaviour
- Signs of neglect e.g. unsuitable clothing, poor hygiene, and pale or fatigued.

Please report anything that causes you concern – no matter how minor it may seem

## The Prevent Duty

It is our responsibility to protect students from radicalisation or extremist views. If you have any concerns regarding safeguarding or that a student is being influenced by extremism, please contact the Designated Safeguarding Leads or inform a member of staff.



<http://www.educateagainsthate.com/>

## What should I do if a child/young person makes a disclosure?

### Receive

Listen carefully to what is being said and do not interrupt. Be calm, attentive and non-judgmental. Do not ask leading questions.

Remember 'TED' Tell, Explain, Describe

### Reassure

Reassure them that you will talk to a person who can help, they have done the right thing by telling you, what has happened isn't their fault.

Never promise to keep what is said a secret.

### Respond

Explain what will happen next

### Record

Record details of the disclosure immediately, using exact words if possible. Sign and date the record and make sure you pass the information on to one of the Child Protection Leads immediately.

The information you have may not be enough on its own for a Child Protection referral, however it will help to make a decision about risk of harm to the child.

**It is important to remember that children's details and names must remain confidential.**

## DOING NOTHING IS NOT AN OPTION

All policies relating to Safeguarding can be found on the following websites:

[www.kingina.somerset.sch.uk](http://www.kingina.somerset.sch.uk)

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

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



**If at any time during your visit to King Ina Academy you have any concern about a student you encounter, you should report this to a member of staff immediately.**

If you feel a student is at risk or a subject of abuse you must contact the Designated Safeguarding Leads immediately.

**The Academy Child Protection Leads are:**

**Academy Designated Safeguarding Lead:**  
**Mrs Suzie Svenson**

**Deputy Designated Safeguarding Leads:**

**Mr Chris Tune**  
**Mrs Sarah Salt**  
**Mrs Jodie Stock**

If you are unable to contact the Designated Leads please report a concern to a member of staff.

**Chair of Trustees: Mr David Speed**

**School Governor for Safeguarding: Mrs Jo Walmsley**

## ALLEGATIONS

Any allegations should be reported to the Headteacher.

If the concerns are about the Headteacher please inform the Chair of Governors.

