

Safe Working within Quarry Hill Academy

- 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, the door is left open or that you can be visible to others.
- Do not photograph children (unless requested to by school staff).
- Do not exchange e-mail addresses, text messages or phone numbers with pupils or give out your own personal details.
- Do not receive or give gifts unless arranged through the school.
- Only touch children for professional reasons and only when this is necessary and appropriate for the child's wellbeing or safety.

Emergency Procedures: Fire Drill

- A continuous bell will sound. This is the only time a bell is rung in Bradleigh or Dell during the day. Leave the school immediately using the classroom exits and meet in the playground. **There will be a 'class numbers' card on the classroom door which needs to be updated each day after the register has been taken. Take this with you to do a quick headcount to check that all children are with you.** Please familiarise yourself with these procedures

Intruder Alarm

- If you hear three short sharp bursts of an alarm, you should lock the classroom door, pull blinds down and guide children away from windows and doors.

If you have a concern

Any concerns you have about a pupil should be reported to the Headteacher (Mrs S. Wakeling) immediately. Should the concerns be about the Headteacher, please inform the Chair of Governors or contact Thurrock's Local Authority Designated officer (LADO) on 01375 652 973 or 01375 652 921. The Chair of Governors should also be made aware of this immediately.

We are committed to safeguarding and meeting the needs of all our children

Designated Safeguarding Coordinator

Mrs S. Wakeling (Headteacher)
Miss S. Weller (Deputy DSL)
Mrs K. Bradding (Deputy DSL)
Miss L. Childs (Deputy DSL)
Miss K. Robinson (Deputy DSL)

E-Safety Co-ordinators

Mrs S. Wakeling (Headteacher)
Mrs K Robinson (ICT Lead)

Everyone has the responsibility to make sure that the children at Quarry Hill Academy are safe.

You must ensure any safeguarding incident is reported to the persons named above

Quarry Hill Academy

Headteacher: Mrs S. Wakeling



Safeguarding Procedures

An information leaflet for volunteers and visitors to Quarry Hill Academy

Bradleigh Avenue/Dell Road
Grays
Essex

T: 01375 373729
Email: admin.qha@catrust.org.uk

Volunteers/Visitors Responsibilities

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 or intention. At Quarry Hill Academy we all have a duty to safeguard and promote the welfare of all our children.

Please follow 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 that they do not like, and try to provide a caring atmosphere
- **Do not** jump to conclusions without checking the facts
- **Do not** permit abusive activities, e.g. bullying, ridiculing
- **Do not** play physical contact games, make inappropriate comments or inappropriate verbal banter with the children.
- **Do not** make suggestive remarks or gestures, nor tell sexist or homophobic jokes
- **Do not** rely on your good name to protect you: it may not be enough
- **Do not** believe that it could not happen to you:

DBS Checks

All staff, including supply staff, regular visitors and regular volunteers, are subject to Criminal Record Bureau (DBS) checks (Keeping children safe in education September 2018). This is to help ensure that unsuitable people are prevented from working with children. DBS forms and advice are available from Mrs A. Lansley.

Signing in

Infrequent visitors will be asked to sign in at the main office. By doing this you agree to comply with the Child Protection Procedures within Quarry Hill Academy and follow the Code of Behaviour.

Identity Badges

All visitors within Quarry Hill Academy must wear either their visitors badge, received from the School Office, or their agency/schools' ID badge. Any adults who cannot be identified or without a badge will be challenged.

Concerns about a child

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, educational attainment and emotional wellbeing. Some changes in a child's behaviour may not necessarily indicate that they are suffering from abuse or neglect. In some cases, those changes may be symptoms of a hidden disability, undiagnosed medical condition or changes in medication.

If, whilst working with a child, you become concerned about any of the following:

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

Please report these concerns to a member of staff who will pass the information on to the schools Designated Safeguarding Co-ordinator, if appropriate.

Disclosure of abuse by a child

Whilst this can be an alarming situation, it is important that you know what to do in such circumstances and for you to be able to stay calm and controlled.

Please remember the following:

- Listen to what is being said without displaying shock or disbelief
- Allow the child to talk freely
- Listen rather than asking direct questions
- Reassure the child but *do not make promises that might not be possible to keep*
- Do not promise confidentiality, but explain to the child that you have to tell the proper member of staff in order to help them
- Do not interrogate the child or ask leading questions
- Reassure the child that it is not their fault
- Stress that it was right to tell someone
- Make them aware that their disclosure will be reported only to those who need to know
- Record details of the disclosure immediately, including wherever possible exact words or phrases used by the child – sign and date this record
- Report your concerns and give your written record to the safeguarding coordinator to enable the matter to be dealt with in the most appropriate way
- Be aware of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed.

It is important to remember that children's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else

For more information, please contact the School Office at any time.