Suspected abuse by a member of staff, volunteer or visitor

- ⇒ Report the allegation immediately to the designated safeguarding lead or Headteacher.
- ⇒ In the event of the designated safeguarding lead or the Headteacher being suspected, report your concerns to the Governing body.
- ⇒ The LADO (Local authority designated officer) will be informed.
- ⇒ Do not go to the member of staff, volunteer or visitor.
- ⇒ Do not carry out any investigations.

Health and Safety

The school is regularly audited to ensure that the facilities are safe for young people. However, you have a responsibility to ensure that your actions do not endanger the young people in our school.

Please ensure that you follow instructions on the school site and do not operate machinery you are not trained for.

Alderman Peel High School, Market Lane, Wells-next-the-Sea, Norfolk, NR23 1RB

Tel: 01328 710476
office@aldermanpeel.norfolk.sch.uk

Please report any concerns to:

Glenda Foster Designated Safeguarding Lead

If you are unable to contact the person named above please contact one of the following:

Mr M Hardman

Mrs K Hardman

Mr B Tawana

Mr A Ogle

Safeguarding Children

NEVER PROMISE TO KEEP A SECRET

Introduction

Safeguarding and child protection are the most important parts of everyone's jobs at Alderman Peel High School and Wells Primary and Nursery School. We ask everybody who works with our students to follow guidelines set out in this pamphlet. All staff receive additional in depth training.

Regardless of whether you are a teacher, a member of support staff, a visitor or a volunteer, we ask that whilst you are on the school site you adhere to our policies and procedures.

If you have any concerns please request a CP1 form from reception and pass it to the Designated Safeguarding Lead identified in this leaflet.

Keeping Students Safe

Our schools operate a policy of restricting unsupervised access to students to those who have been correctly vetted.

All adults who work regularly with our young people must undertake a DBS check which must be completed before they commence working with our young people.

Do not promise confidentiality

⇒ Tactfully and sympathetically listen to the concerns of a child. Do not ask leading questions, (these allegations may lead to criminal proceedings and your actions could jeopardise police investigations).

⇒ Report any incidents or concerns immediately.

Signs and Symptoms are:

- Neglect
- Sexual abuse
- Physical abuse

These examples are only some of the things to look for. A more detailed explanation is available as part of our child protection policy which is available on the school's websites.

It is **NOT** the responsibility of school staff, volunteers or visitors to form judgments or to make enquiries of parents or other others involved.

The investigations are the statutory duty of others to perform.

Prevent

All staff are PREVENT trained in order to identify those at risk and those who may be vulnerable to radicalisation. Please follow the safeguarding procedure in this leaflet if you have any concerns.

Evacuation procedure

If the alarm sounds please leave the building by the nearest exit (follow the signs) and meet at the rear of the school in the playground.

Online Safety

Safeguarding advice applies to the use of the internet and social media sites

Please follow the procedures in this leaflet if you have any concerns