

Staff Conduct

If you are concerned about the conduct of a member of staff following observation or disclosure the following actions must take place:

Immediately inform the
Head Teacher - Abbie Heard

In their absence immediately inform the
Deputy Safeguarding Leads - Sarah Long, Sarah Miller or Jim Manning.

Keeping Yourself Safe

Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently. Avoid being on your own with a child, always ensure that a door is open, where possible, and that you are visible to others. It's best not to do anything for a child that he or she can do for themselves.

Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date and pass it on to the Designated Safeguarding Lead. If you have concerns about the conduct of staff it is your responsibility to inform the Head Teacher.

If in doubt... ...ask!

Visitor Procedures

All visitors must sign in at the Main Reception where they will be asked for their ID.

All visitors will be issued with a visitors badge which must be displayed at all times whilst on site. Visitors will be asked to remain under supervision of a designated member of staff whilst on site.

Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, when possible, to avoid disappointment. If you are seeking an urgent appointment please report to the Main Reception and we will arrange for you to see a member of staff on duty.

All visitors must sign out at the Main Reception and return their visitor badge before leaving the site.

E safety

Mobile Phones: 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. If this is an issue please contact a member of staff on arrival.

Photographs: under no circumstances should you take photographs of our children whilst at our school.



VISITORS SAFEGUARDING GUIDE

Empowering learning
through positive and
creative education

Safeguarding Statement

Acorn School is committed to safeguarding and promoting the welfare and safety of children. It requires all staff, volunteers and visitors to share this commitment.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything, please speak to any of the contacts named within. Please keep the leaflet in a safe place so that you can read it again if you need to. If you are concerned about the safety of any child in our school or about the conduct of staff or a volunteer in the school you must report this to the Designated Safeguarding Lead. If you are concerned about the Head Teacher speak to the Safeguarding Governor - Wanda Green

A copy of the school's safeguarding policy is located in the school reception.

Designated Safeguarding Lead:

Abbie Heard - 07741 903286 - aheard@phoenixschools.org.uk

Deputy Safeguarding Leads:

Sarah Long - 07407 298307 - slong@phoenixschools.org.uk

Sarah Miller - 0330 135 8 201 - smiller@phoenixschools.org.uk

Jim Manning - 0330 135 8 201 - jmanning@phoenixschools.org.uk

Safeguarding Governance:

Wanda Green - 0330 135 8 135 - wgreen@plcl.org.uk

Fire Procedure

In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff. Please make yourself aware of the nearest fire exit where you are based.

Accidents and Illness

All accidents, regardless of severity, need to be reported to a first aider. Staff will inform you of the first aider nearest to where you are based.

All accidents will be logged in the accident book. Should you require a comfort break during your visit a member of staff will be happy to direct you to our adult facilities which are located near the main office.

Student Behaviour

During your visit you might observe a student struggling to manage their behaviour. We would like to reassure you that staff have been trained to manage these situations keeping the child, themselves and others safe. You can help by moving away and by distracting the other students. Please be aware that a member of staff may ask you to leave the room until the situation has calmed.

What do I do if I am worried about a child?

If you are concerned about something a child says, marks or bruising on a child or changes to a child's behaviour or demeanour you must inform the Designated Safeguarding Lead. If you feel that a child may be at risk of harm but are not sure then inform the Designated Safeguarding Lead immediately who will offer advice and take appropriate action.

Child abuse can happen to a child regardless of gender, culture, religion, social background and those with or without a disability. A copy of the school's safeguarding policy is located in the school reception. Sometimes a child may disclose information to you. If this happens then the following actions must take place.

What do I do if a child discloses they are being harmed?

React calmly. Listen carefully to the child, particularly what is said spontaneously. Do not promise confidentiality. Explain to the child that you may need to pass on the information if you are worried about their safety. You may clarify your concern using, 'tell, explain, describe, how' but as soon as your concern is confirmed ask no further questions as further enquiries may be compromised.