

If you have a concern that a child is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) please contact one of the following staff members as quickly as possible so it can be dealt with according to school policy.

Staff responsible for Child Protection and Safeguarding



Mrs Hilary Vaughan
Designated Member of the
Council of Governors for
Child Protection and Safeguarding
hvaughan@cliftonhigh.co.uk



Dr Alison Neill
Head of School
head@cliftonhigh.co.uk



Mrs Jane Morrison
Designated Member of the
Council of Governors for
Child Protection and Safeguarding
jmorrison@cliftonhigh.co.uk



Dr Mark Caddy
Deputy Head of School
mcaddy@cliftonhigh.co.uk



Ms Alison Taylor
Designated Safeguarding Lead (DSL)
ataylor@cliftonhigh.co.uk

If you are unable to locate any of the above staff, please ask for a form which can be obtained from the School Office, complete this and leave for the attention of one of the above named staff who will follow up your concerns as soon as possible.

If anything worries you or concerns you, report it straight away.

www.cliftonhigh.co.uk | 0117 973 0201

Reference: Keeping Children Safe in Education (September 2019)



Clifton High School
co-educational nursery pre-school to sixth form

Child Protection and Safeguarding

A Guide for Parents

2019-2020

Clifton High School is committed to child protection and to safeguarding children and young people. We expect all staff, visitors and volunteers to share this commitment.

Why have I been given this leaflet?

We take our child protection and safeguarding responsibilities very seriously and have procedures in place to ensure the safety and well-being of all of those in the Clifton High School community. Anyone who enters our community and comes into contact with our pupils and their families has an essential role in maintaining our Culture of Safety. It is very important that you read this leaflet carefully and adhere to the guidance given.

What is safeguarding?

Child protection and safeguarding covers all aspects of keeping the pupils and staff safe at Clifton High School and should be at the forefront of all thoughts, actions and procedures involving those who come into contact with them.

It includes Child Protection procedures, recruitment, staff and visitor conduct.

However, we recognise that some pupils may be the victims of neglect, physical, sexual or emotional abuse, or other specific safeguarding issues such as radicalisation. Members of staff working with pupils are well placed to identify such abuse.

All Child Protection and Safeguarding Policies can be found on the Clifton High School website at www.cliftonhigh.co.uk/policies.

What do I need to do?

To keep yourself and pupils safe, please consider the following advice

- Parents are welcome on the school site to drop off and collect pupils. With the exception of Early Years parents, access to the school buildings where Year 3 to 13 are taught is not permitted, unless accompanied by a member of staff
- Please make sure that security doors are closed and do not let in strangers. Never share the code if you know it
- If you are visiting, please sign in and wear a visitors badge where it is visible
- Parents must be escorted to use the designated staff/visitor toilets
- We ask that visiting children are supervised at all times
- Pupils and visiting children are not permitted to use the play equipment after the end of the school day

- The gates to the School are locked between 8.45am and 3.00pm. If you need to enter the School during this time please use the video entry system
- Junior pupils who are not collected at the end of the school day will be sent or escorted to the Junior Homework Room by their class teacher to await collection. Press the Homework Room bell on the right hand side of the main entrance to notify the member of staff on duty that you have arrived
- Senior pupils are not permitted to wait in School unsupervised and we advise against them waiting outside the school gates. Senior pupils await collection in the Senior Homework Room at the end of the school day. To contact the member of staff on duty call 07770 014254
- For the safety of the pupils it is important that the School is notified if your child is going to be absent by 8.30am of the day of absence by emailing absence@cliftonhigh.co.uk or by calling 0117 973 0201. For further information, please refer to the School Attendance Booklet.
- If your child is going to arrive late to School for whatever reason please notify the School on 0117 973 0201. Every pupil must sign in on arrival
- There is a policy to advise parents on Taking, Storing and Using Photographs or Video , which is located on the school website (refer to page 2). All parents are asked to follow this policy

What should I do if something causes me concern?

You may find that your child or a child of the School tells you something about themselves or another pupil, that causes concern. Or, you may see or overhear something that causes you concern.

It is important that you

- Note carefully any observations which could indicate abuse (name, time, date, place of a disclosure)
- Do not attempt to investigate the matter yourself, but raise a concern with a member of staff shown overleaf
- Are aware that disclosures of abuse or harm from children may be made at any time