

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



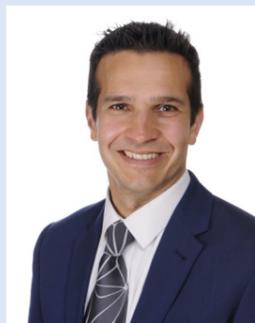
Mrs Hilary Vaughan  
Designated Member of the  
Council of Governors for  
Child Protection and Safeguarding  
[hvaughan@cliftonhigh.co.uk](mailto:hvaughan@cliftonhigh.co.uk)



Dr Alison Neill  
Head of School  
[head@cliftonhigh.co.uk](mailto:head@cliftonhigh.co.uk)



Mrs Jane Morrison  
Designated Member of the  
Council of Governors for  
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[jmorrison@cliftonhigh.co.uk](mailto:jmorrison@cliftonhigh.co.uk)



Dr Mark Caddy  
Deputy Head of School  
[mcaddy@cliftonhigh.co.uk](mailto:mcaddy@cliftonhigh.co.uk)



Ms Alison Taylor  
Designated Safeguarding Lead (DSL)  
[ataylor@cliftonhigh.co.uk](mailto: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](http://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 Visitors

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 of those who come into contact with them. It includes Child Protection procedures, recruitment, staff and visitor conduct and areas such as use of phones, images and confidentiality.

We recognise that some pupils may be the victims of neglect, physical, sexual or emotional abuse, or other specific safeguarding issues. 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.sch.uk/policies](http://www.cliftonhigh.co.sch.uk/policies).**

### **What do I need to do?**

**You will be accompanied at all times, as per School Policy. You need to be aware of and follow the procedures:**

- Never take photographs of the pupils on a personal mobile phone or camera, or use any form of video photography
- If you have to take any photographs or videos, you must get the permission of the Head of School and also the parents, via the Head of School
- Please make sure that security doors and gates are closed behind you and do not let in strangers. Never share the door code if you know it
- If you use a social networking site, such as Facebook, you must never talk about the School, the staff or the pupils on it. This includes comments about your time here, stories about the pupils etc. This would be a huge breach of confidentiality

- Please remember our strict rules on confidentiality. You must not discuss the pupils, staff or School with anyone outside of the School. What happens in School is confidential
- If a parent asks you a question about their child as you have been in contact with that pupil in School, you must never share any information with them of any sort. This includes comments about their progress, behaviour, friendships or difficulties. Please refer them back to the teacher or appropriate member of staff if they want any information

### **Additionally if you are working with the Nursery or Junior Schools:**

- Never take a child to the toilet or assist them if they have had an 'accident'. This is the responsibility of School staff only.

### **What should I do if something causes me concern?**

We work very hard to make sure that the pupils feel safe at Clifton High School. This means that they trust the adults they come into contact with here. As a result of this, you may find that a pupil tells you something about themselves 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 once the initial concern is raised
- Are aware that disclosures of abuse or harm from pupils may be made at any time and must be referred to an appropriate member of staff immediately