

Occasional Visitor Procedures

- Visitors must sign in at the Main Office using the Inventory system.
- Visitors will be given a visitors lanyard to wear which must be worn at all times whilst on the site.
- Visitors without DBS clearance must remain under the supervision of a designated member of staff whilst on site.
- All visitors must sign out at the main office and return their lanyard before leaving the site.

Visitors wishing to speak to a particular member of staff should telephone the Academy to make an appointment, wherever possible, to avoid disappointment.

If you are seeking an urgent appointment please report to the main office and we will arrange for you to see a member of staff on duty.

Regular Volunteers

- Volunteers must sign in at the Main office
- Volunteers must sign out at the Main office
- Volunteers with DBS clearance will wear a yellow lanyard at all times whilst in the Academy

Safeguarding Statement:

We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting the Academy. If you are unclear about anything in it please speak to any of the Safeguarding team. Please keep the leaflet in a safe place so that you can read it again if you need to.

We encourage our children to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect. We seek to educate our pupils against all messages of radicalism and extremism.

If you are concerned about the safety of any child in our Academy, you must report this to one of the designated Safeguarding Team. **The names and photographs of these staff members are displayed in our reception area.**

If you are concerned about the conduct of a member of staff or volunteer in the Academy, you must contact the Designated Safeguarding Lead.

Our Designated Safeguarding Team:

DSL Mr Stuart Maclean (Principal)
Deputy DSL Mrs Jo Luke (Assistant Principal)
Deputy DSL Mrs Sam Sankey (Inclusion Lead)
Deputy DSL Mrs Julia Froude (PA to Principal)
Safeguarding Link Trustee Ms Siobhan Denning



Dudley Infant Academy

Safeguarding Guide For Academy Visitors And Volunteers

www.dudleyinfantacademy.org.uk
01424 422981

Dudley Infant Academy is part of the University
of Brighton Academies Trust

If a child discloses they might be subject to abuse:

- **React calmly**
- **Listen carefully** to the child, particularly
 - what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.

- **Do not ask** leading questions or make judgements. Clarify and check your concern if you feel that you are not sure, by using, for example, “tell, explain, describe or outline” but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.

Only trained investigators should question a child.

- **Reassure** the child that they are doing the right thing.
- **Record** carefully what the child says in their own words including how and when the account was given using the Green Cause for concern form. Date, time and sign form. Pass this on to the Designated Safeguarding Lead immediately or to one of the Safeguarding Team.

If you feel that a child may be at risk of harm but are not sure, then inform one of the Safeguarding team immediately. Posters indicating the name of the DSL are located in the Main office, Staff Room and around the school. They will offer advice and take appropriate action.

What is Child Abuse?

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background ability or disability.

A copy of the Academy’s Safeguarding policy can be found on the UoBAT website.

Types of Harm

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school. Harm is identified in four ways:

Physical – when a child is deliberately hurt or injured.

Sexual – when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non-physical, eg being made to look at inappropriate image.

Emotional – when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

Neglect – when a child is not being taken care of by their parents/guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or are being left home alone.

Staff conduct

If you are concerned about the conduct of a member of staff, following an observation or disclosure, the following actions must be taken:

- Immediately inform the Principal.
- In their absence, immediately inform the Assistant Principal or Inclusion Lead or a member of the safeguarding team.

Keeping Yourself Safe

- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- It’s best not to do anything for a child that he or she can do for himself or herself. Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date it and pass it on to one of the Safeguarding Team.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Principal.

Remember...if in doubt...ask