

Introduction

Safeguarding and Child Protection are the most important parts of everyone's jobs at Sprowston Community High School. We ask everybody who works with our students to follow the guidelines set out in this pamphlet.

Regardless of whether you are a teacher, a member of support staff, a visitor or a volunteer, we ask that whilst you are at Sprowston Community High School you pay heed to our policies and procedures.

Keeping students safe

The school operates 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 Criminal Records Bureau check which must be completed before you commence working with our young people.

Adults who are visiting the school on a "one off" basis (eg for one day) will undergo a "List 99" check before they arrive.

Adults visiting the site for meetings who will be accompanied at all times do not need to be checked.

Safeguarding

First Aid

If you encounter a child with any medical concerns or whom seems ill, they should be referred to the school office where a qualified first aider can assess them.

In the case of an accident please contact the school office from the nearest phone and a first aider will be sent.

Office Number **185**

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.

School Trips

All school visits must operate in line with the school procedures.

The school operates under the Norfolk County System for approving educational visits. Full details can be obtained from Jo Thompson (School Business Manager)

Safeguarding & Child Protection



Sprowston Community High School Quick Guide

Updated September 2009

Child Protection

If you have any concerns about a young person you meet in Sprowston Community High School you should immediately report these to a member of staff.

If you feel a young person is at risk or is the subject of abuse you should contact the designated Child Protection Officers who are :

Vera Beames
(Assistant Headteacher)

Elaine Nicklin
(Assistant Headteacher)

Des Reynolds
(Deputy Headteacher)

Jane Sexton
(Child Protection/ Safeguarding Governor)

If you are unable to locate any of these staff, concerns should be taken directly to the Headteacher

Things you should report

Does the child seem regularly to be unfed or unkempt

Does the child seem to regularly be bruised or have injuries

Does the child talk about violence at home

Does the child act in age inappropriate sexual ways

Does the parent talk about violence in the home

This list is not exhaustive—Please report anything that gives you cause for concern.

What if a child wants to tell me something ?

If a child begins to tell you about something that is happening to them you should :

Tell them that you want to make sure they are safe

Tell them that you will have to pass on what they tell you to help keep them safe

Listen carefully and try not to ask questions

REMEMBER

NEVER PROMISE TO KEEP A SECRET

ALWAYS PASS ON THE INFORMATION IMMEDIATELY

