

What should I do if the alleged abuser is a member of school staff?

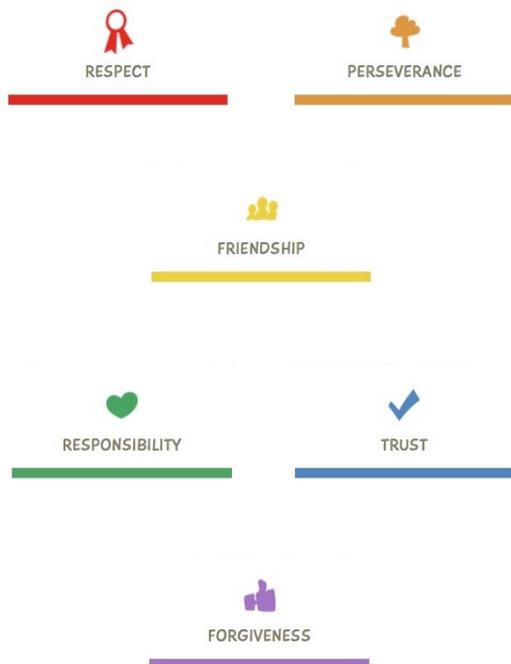
You should report the allegations to the Headteacher, Head of School or the CEO of Bengeworth Trust, unless the alleged abuser is the Headteacher, Head of School or CEO of Bengeworth Trust. In these instances, allegations should be reported to the Chair of Governors.

What should I do if I witness concerning behaviour from another adult in the school?

You should always report this to the Headteacher or Head of School.

How do I ensure that my behaviour is appropriate?

We expect all adults to model our school values of respect, responsibility, trust, forgiveness, friendship and perseverance in the way they conduct themselves and in their conversations with others. It is important to consider your behaviour and how this could be interpreted at all times, ensuring that any physical contact with a child is appropriate and that if you are working with a child on his or her own, you ensure that a door is left open and that you are visible to others.



Contacts

CEO of the Bengeworth Trust:

Mr David Coaché

Headteacher:

Mrs Hayley Potter

Head of School - Burford Road:

Mrs Kirsty Shaw

Designated Safeguarding Lead (DSL):

Mrs Kirsty Shaw

Deputy Designated Safeguarding Leads (DDSLs):

Mrs Jane Wadmore (Burford Road)

Mrs Natalie Snowdon (King's Road)

Mrs Hayley Potter (King's Road)

Governor with safeguarding responsibility:

Mr Edward Fair

Chair of Governors:

Mr Andy Martyr-Icke



Bengeworth CE Academy

Safeguarding Advice and Health & Safety Information for Visitors and Helping Hands' Volunteers

Bengeworth CE Academy is committed to Health, Safety and Safeguarding.

No child should suffer harm, either at home or at school.

This leaflet has been given to you to help you understand what is expected of you and how you can keep both yourself and the children at Bengeworth safe. Please ask if anything contained within the leaflet is unclear and keep it in a safe place so that you can read it again if you need to.

If you are worried about the safety of anyone in school, you must report this to the DSL immediately.

School Office: 01386 442047

Health & Safety

Security

All visitors must report to the main school office at either setting on arrival and must sign in, showing proof of identity and DBS if requested. All visitors will be issued with a visitors' badge which must be worn and visible at all times during your visit. Please remember to sign out on the iPad and return your badge when you leave.

Fire Precautions

Your safety and wellbeing during your visit is important to us all. In the event of a fire or the fire alarm sounding (continuous bell), all visitors must leave the building by the nearest exit and proceed to the designated assembly point, the main playground, at either setting. Fire exits and assembly point maps are clearly displayed throughout the school. Please do not re-enter the building until you are told to do so.

Lockdown Procedures

An intermittent ringing of the bell for more than five rings will indicate school lockdown. Stay in the classroom or go to the nearest room and wait for instructions from a member of staff. A member of the leadership team will give the all clear.

First Aid

Any injury must be reported to the school office where first aid can be administered by a qualified first aider if needed. A record of injury form must also be completed, even if the injury appears minor. If you have a medical condition you would like us to be aware of, or in case of an emergency, please inform office staff on arrival.

No Smoking Site

Please be aware that smoking is not permitted on either site. This includes the use of electronic 'vapes'.

Car Park

The car park at both settings is for staff and visitors to Bengeworth Academy although spaces are limited. The school accepts no responsibility for any accidents or damage to vehicles and ask that all users park within the marked bays to minimise the risk of accidents.

Emergency calls

The use of mobile phones is not permitted in classrooms or on the playground. If you need to make or take an emergency call, this should be done in an office area or off site.

Photography

All photography is strictly prohibited whilst on either sites prohibited unless prior permission has been gained from an appropriate member of staff.

Child Protection

Thank you for your interest in becoming a volunteer or regular visitor at Bengeworth. We believe that safeguarding is everyone's responsibility and as a school we are committed to safeguarding and meeting the needs of all children and we hope this leaflet will provide some useful advice and information when working with children.

What are my responsibilities?

All those who come into contact with children through their every day work, whether paid or voluntary, have a duty to safeguard and promote the welfare of children.

Enhanced Disclosure and Barring (DBS) check

All staff who work at Bengeworth CE Academy require an enhanced Disclosure and Barring Services enhanced certificate (DBS). This helps to ensure that unsuitable people are prevented from working with children. Helping Hands' volunteers are also generally required to have an enhanced DBS check, although this may not be required in certain circumstances if your work in school is supervised. DBS forms are available from Miss West, School Secretary, who can help you complete the application form and advise which documentation is necessary for the associated ID check. You can also apply to join the 'update service' at the same time to ensure that your DBS certificate is portable. Your certificate must be shown to Miss West as soon as you receive it.

It is also a requirement that you inform the Headteacher immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you as well as our children.

Bengeworth CE Academy has a Child Protection and Safeguarding Policy, a copy of which is available on the school's website and, if required, in paper form from the school office by request. We ask that all Helping Hands' volunteers read this policy so that they are aware of their responsibilities and safeguarding procedures in school.

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

If, whilst working with a child, you become concerned about:

- comments made by a child
- marks or bruising on a child
- changes in a child's behaviour or demeanour

You should discuss your concerns with the child's class teacher or, if of a child protection/safeguarding nature, with the Designated Safeguarding Lead or one of the deputies straight away.

What should I do if a child discloses that he or she is being harmed?

Although the likelihood of this is small, it is important to take the view that 'it could happen here.' In such circumstances, you should:

- Listen to what the child says without displaying shock or disbelief; accept what is being said and prepare to 'believe the unbelievable'
- Allow the child to talk freely without interruption
- Reassure the child, but do not make promises that might not be possible to keep
- Do not promise confidentiality but explain to the child that you may have to tell someone so that they can provide the right help
- Do not ask any 'leading questions' (usually those which have a yes/no answer) or attempt to investigate what the child is saying further through questioning
- Reassure the pupil that it is not their fault and that they have done the 'right thing' by telling someone
- Do not ask the child to write anything down, but do write down what the child has said using exact words and phrases if possible
- Do not criticise the alleged perpetrator
- Do not take photographs of any injury or bruising