

VISITOR PROCEDURES

Once you have signed in at Main Reception, you will be given a badge and asked to remain in Reception until your host comes to collect you. You will be met by your host and escorted to and from the meeting venue.

HEALTH & SAFETY

A safe working environment is essential and all visitors are expected to co-operate to ensure the high standards at our site are maintained.

EMERGENCY PROCEDURES

Building evacuation is indicated by the continuous sounding of the alarm. Leave at the nearest fire exit. Please remain with your host who will advise you of your assembly point and permissible re-entry. To raise the alarm please press one of the fire alarms on the walls around site.

CONFIDENTIALITY

All matters relating in any way to John Flamsteed Community School are confidential. Phones are expected to be switched off during meetings and photography is strictly prohibited unless prior arrangement has been agreed.



Smoking and use of mobile phones is prohibited in any area of the school grounds.

ACCIDENTS & INCIDENTS

Report all accidents, incidents or near-misses to your host. If you require first aid treatment, please speak to your host or Main Reception immediately.

ENTRY INTO AREAS

For the safety of all students, you must be escorted at all times whilst on the premises. If you are representing an organisation, please show and wear your identification badge at all times. Visitors will be given a Visitor Badge on a lanyard which should be on display at all times.

KEEPING CHILDREN SAFE

Any concerns should be reported to a member of staff straight away.



Safeguarding John Flamsteed Community School



**Excellence, Ambition and Resilience:
The Adventure Starts Here...**



KEEPING CHILDREN SAFE

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm

It includes everything from bullying, safe travel, protecting students from abuse to ensuring that the site is safe for students.

This leaflet is designed to inform adults (parents, staff and visitors to John Flamsteed Community School) about the procedures in place for dealing with safeguarding issues.

Safeguarding issues can crop up at any time and can range from at first sight, fairly trivial issues to issues which can seriously threaten the physical or emotional wellbeing of a student. The important point is that all issues relating to safeguarding are reported and dealt with effectively.

Safeguarding is everyone's responsibility and every member of John Flamsteed Community School's staff has received training in dealing with some of the issues relating to safeguarding.

Having said this there are certain key people who have responsibility specifically for safeguarding and it is to these staff that issues should be reported.

Staff to whom safeguarding issues should be reported

Mrs. H Redhead and Mrs. D Maycock are the designated staff who will deal with the most serious issues.

Mrs. H. Redhead, Head of School is the school's Designated Safeguarding Lead.

Mrs. D. Maycock , Head of SEN and is the school's Deputy Designated Safeguarding Lead

Mrs. S Harrison, Student Support Services

How to report

John Flamsteed Community School believes the best way to make a report is to immediately tell one of the staff named above who will act upon the report. The issue will also be recorded so that we can build up a chronology of the issue and the actions which have been taken.

Please use the contact e mail on our website or ring on 01332 880260 to speak with one of us.

What sort of issues are related to safeguarding?

Safeguarding issues take many forms some of which are obvious and some of which are less obvious.

Some examples are:

- Students crossing the road in an unsafe manner or behaving in a way which endangers them.
- Students who are engaging in activities which are likely to cause them either immediate harm or harm in the long term.
- Students displaying signs of abuse (physical, sexual, emotional or neglect) or have altered behaviour patterns which indicate something might be wrong.
- Students who have relationships which are not age appropriate.
- Students being roughly handled by adults.
- Students who are constantly in a state of upset or prone to crying.
- Students going missing for prolonged periods.

All of the above could be a safeguarding issue and if in any doubt they should be reported.

Bullying

Bullying is a serious issue for all people in society but it can particularly affect young vulnerable people in schools.

If you know of someone who is being bullied or perceives what is happening to them as bullying, you must inform a person who can do something about it. You should have confidence that it will be dealt with seriously and that the problem will be solved.

Who do I Tell?

Any issues can be reported through the

anti-bullying link on the website and our anti-bullying lead Mrs. Musson, Assistant Headteacher, will respond to this e mail.

Our team in Student Support Services have been trained to deal with issues around bullying. They will arrange to meet with students face to face and discuss any issues they have. They are experienced and trained and will offer practical advice and support.

Year Heads and Form Tutors are also well placed to deal with such issues as they often have a good understanding of the dynamics of student welfare.

Disclosure

Occasionally students need to tell adults things about their lives which are causing them real concern and are safeguarding issues. We call this a disclosure.

How will a disclosure be dealt with?

Staff have been trained in dealing with disclosures and the following points describe how they will be dealt with:

- When a child discloses something staff will always listen.
- Staff will not ask students leading questions about the issue.
- Staff will tell the students that they have a duty to report the issue.
- Staff will report the issue to Designated Safeguarding Lead who is in a position to deal with it.
- Staff will then leave others to deal with the issue and will only be involved if it is in the best interests of the student.

Disclosures often solve problems which need dealing with.