

Reporting your concern

Pass on all concerns to one of our DSL's:

Designated Safeguarding Lead

Mrs Julieanne Purvis

Deputy DSL

Mrs Stacey Bramley

Alternate DSLs

Mrs Vicky Hall

Mr Chris Harris

Mrs Natalie Ewens

Mrs Marie Lamb

Mrs Michelle Kouni—Executive Principal

If you have a concern about the Head of School or Executive Principal, you can report to our Chair of Governors, Mr Sadler on 01553 779687.

Norfolk Local Safeguarding
Children Board

www.nscb.norfolk.gov.uk

**Working together to keep our
children safe**

Please read this leaflet carefully before entering our academy

All visitors to the academy are required to sign in and out and wear a visitors badge at all times

On departure please sign out and return your badge.

Fire evacuation notice

If the fire alarm sounds, leave the building by the nearest exit.
The assembly point for Raleigh is either the rear playground or front car park, whichever is nearest. For Admirals the assembly point is the playground.

If you discover a fire, operate the nearest "Break-Glass" unit.

Remain with the children and staff you are with, go to the nearest exit and wait at the assembly point.

Raleigh Infant Academy

Telephone: 01842 762810

Email: office@ral.eastern-mat.co.uk

Admirals Academy

Telephone: 01842 753993

Email: office@adm.eastern-mat.co.uk

Admirals Way, Thetford, Norfolk,
IP24 2JT



**SAFEGUARDING
for
Staff and Visitors
to the Academy**

2021-2022

Safeguarding Children

We work hard to make sure that children feel safe in our academy. It is important that you are aware of our safeguarding procedures and know what to do if you see or hear anything that causes concern.

What is safeguarding?

Safeguarding is all about keeping children safe at our academy.

Keeping yourself safe

- Do not take any photographs of children anywhere on the academy site with any personal equipment.
- Do not touch, hug or be over affectionate with the children as this can be misunderstood.
- Never exchange personal contact details with a student.
- If you are working in a 1:1 situation with a student, you will need to be in an open area and accompanied to and from the area by a member of staff.
- Do not help with toileting.

What else do I need to know?

All staff and visitors are expected to treat each other and the children with respect and to behave in a professional way. We do not accept inappropriate language, dress or behaviour within our academy.

Disclosure by a child

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
- Never promise to keep a secret
- Tell them that you will have to pass on what they tell you to another adult in the academy
- Listen carefully. **DO NOT** ask any questions
- Make accurate notes of what has been said by the student and fill in a **Safeguarding Form** with one of the DSLs
- Never talk about what you have been told with ANYONE else, including other staff
- **REPORT IT IMMEDIATELY** to one of the team of DSLs. It is not your responsibility to investigate.

What sort of things should I report?

- If you see something that you feel is a health and safety concern.
- If a child makes a disclosure regarding any form of neglect, physical, emotional or sexual mistreatment or lack of care that leads to harm or injury. For example, if a child says things like:
 - Someone hit me/hurt me at home.
 - Someone touched me where they shouldn't.
 - That they accessed inappropriate e-safety material (social media, film/TV programme, messaging, computer games).
- You witness behaviour in a child that makes you concerned about their safety
- You see something inappropriate on a computer or I-Pad at the academy
- You are concerned about how an adult treats a child or yourself

Report any concerns immediately.