

# Keeping Children Safe in Education

The vision of Bright Futures Educational Trust is to create a world class education to enable every young person to reach their full potential, and in particular, their full academic potential.

Rushbrook Primary Academy recognises it's moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow the procedures within this policy to ensure that children receive effective support, protection and justice.

## Useful contacts



**Matthew Carroll** Principal



**Designated Safeguarding Lead**  
Soraya Wallace, Assistant Principal



**Deputy Designated Safeguarding Lead**  
Sharon Egan



**Deputy Designated Safeguarding Lead**  
Michelle Gandy



**Governor with Safeguarding responsibility**  
Leah Chikamba

# RUSHBROOK PRIMARY ACADEMY

Passion, Integrity, Community



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**Keeping Children Safe in  
Education**  
*Information for visitors and  
volunteers*

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## Safeguarding and Child Protection

We take Safeguarding and Child Protection very seriously at Rushbrook Primary Academy and are committed to providing a secure learning environment where children are happy and fulfil their potential.

We encourage a culture amongst all adults working in school, of listening to children and taking account of their wishes and feelings.

### **We ensure that we:**

Practice Safe recruitment by checking the suitability of staff and volunteers to work with children.

Raise awareness of Child Protection issues and equip children with the skills needed to keep them safe.

Develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse.

Support vulnerable children and establish a safe environment in which children can learn and develop.

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

Everyone who visits or works in our school has a responsibility to ensure that all of our young people are safe.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask at reception if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

As a visitor, if you are worried about the safety of any of our young people you must follow the same procedures as any other adult working in our academy.

## Visiting us

All adults visiting the academy need to be aware that they are responsible for their own actions and behaviour and that they should avoid any conduct which would lead a reasonable person to question their motivation or intentions.

As such it is essential that all visitors to our academy:

- Sign in at reception, showing photographic identification and wear the academy printed ID badge **at all times**. Sign out at the end of the visit.
- Visitors should remain in the Reception/ waiting area until the person they are asking to meet arrives. They should not make their own way to meet with a member of staff.
- Are aware that breaches of the law and other guidelines could result in criminal or disciplinary action being taken against them.
- Maintain confidentiality. Confidential or personal information about a pupil or his/her family must never be disclosed to anyone other than on a need to know basis.
- Visitors must not be unaccompanied during any part of their visit unless a DBS has been seen and the number is recorded.
- At the end of the visit, the member of staff meeting the visitor should escort them to the Reception area so they can formally sign out.
- All visitors must use the main school office to enter and exit the building.

**Report all Safeguarding concerns to Matt Carroll (Principal), Soraya Wallace (DSL), Sharon Egan (DDSL) or Michelle Gandy (DDSL).**

**All adults, who visit our academy, must ensure that their relationship with pupils stays on a professional footing. Volunteers remain in a position of trust and the same standards of conduct apply.**

### **All visitors and volunteers must:**

- Not behave in a way that could lead a reasonable observer to question your conduct, intentions or suitability to care for other people's children.
- Not give out your personal details.
- Not make arrangements to contact, communicate (including on social media) or meet with pupils outside of the academy.
- Not develop 'personal' relationships with pupils.
- Not photograph pupils.
- Inform the Safeguarding team of any concerns.

## Procedures

**Report all concerns to a member of the Safeguarding team, as soon as possible after the event. They can be contacted via the reception office.**

### **If a child discloses abuse to you:**

Remember if a child makes a disclosure of abuse or neglect, this may lead to criminal investigation. Under no circumstances should you do anything that would jeopardise an investigation, such as:

- Ask a child leading questions
- Attempt to investigate the allegations of abuse
- Interview the child, or
- Make copious notes

### **You should:**

Tell the pupil, at an appropriate time, that you have to pass any information on and explain to whom and why.

Report the conversation verbally to the DSL, DDSL or Safeguarding Lead, even if the pupil has promised to do so themselves.

