OUR COMMITMENT

No child should suffer harm, in school or at home. Everyone who works in our school is responsible for keeping every student safe.

Fire alarm

If the fire alarm sounds, leave by your nearest fire exit. Escape routes are signed above classroom doors and stairwells.

Make your way to the MUGA (the multi-use games area).

Lockdown alarm

The lockdown alarm is a **continuous beep**. If you hear it:

- Stay where you are, or go to the nearest room, and lock the door.
- Stay out of sight.
- Do not unlock the door until a member of the Senior Leadership Team tells you to.

WHO TO SPEAK TO

Safeguarding contacts

DESIGNATED SAFEGUARDING LEAD AND FAMILY HELP LEAD

Miss A Montgomery

DEPUTY DESIGNATED SAFEGUARDING LEAD

Mrs K Handy

TRAINED DSLS AND PASTORAL LEADS

Mrs S Pearson
Miss S Coffey
Mr B Reader
Mrs E Reader
Mrs A Barnett
Mrs D Cousins

Holy Trinity Academy
01952 386100 · enquiries@holytrinity.academy
Our Child Protection and Safeguarding Policy is on the school website and available on request.

Holy Trinity Academy

A CATHOLIC AND CHURCH OF ENGLAND SCHOOL

FOR VISITORS, VOLUNTEERS AND SUPPLY STAFF

Safeguarding advice for visitors

What to do if you are worried about a student, and how to keep yourself and our students safe while you are with us.

Faith · Aspiration · Unity

WELCOME

Safeguarding and child protection

Thank you for helping the students at Holy Trinity Academy. We are committed to safeguarding our students and meeting their needs. We hope this leaflet gives you useful advice for your time working with them.

Your responsibilities

Everyone who comes into contact with children through their work, paid or voluntary, has a duty to safeguard them and promote their welfare.

DBS checks

Anyone working with children must have a valid DBS check. This helps to make sure that unsuitable people are prevented from working with children.

Please tell the Headteacher, Mr A Neal, if you become subject to any criminal investigation, caution or conviction. This protects you as well as our students.

Our policy

The Holy Trinity Academy Child Protection and Safeguarding Policy is on our school website and available on request.

IF YOU ARE WORRIED

What should I do if I am concerned about a student?

Tell us if, while working with a child, you become concerned about:

- comments made by other students
- marks or bruising on a student
- a change in a student's behaviour or demeanour
- abusive comments between students
- physical behaviour between students, including harassment of any kind
- a child saying they are being harmed, or have been harmed.

STAFF MEMBERS
Complete a CPOMS entry and notify Miss A Montgomery and Mrs K Handy.

VOLUNTEERS AND SUPPLY STAFF
Complete a Cause for Concern form (pink). You will find them in reception and in the staff room.

What should I say to the student?

- Listen, without showing shock or disbelief.
- Let the student talk freely.
- Reassure them, but do not make promises you may not be able to keep.
- Explain that you need to pass this on to the safeguarding team so they can help.
- Do not interrogate the student or ask leading questions.
- Tell them they were right to share their concerns.

STAFF AND YOUR OWN CONDUCT

What if the concern is about a member of school staff?

Report it directly to the Headteacher, Mr A Neal.

How do I make sure my own behaviour is always appropriate?

Relationships with children should be built on mutual trust and respect.

- **Working one to one.** Cameras operate in our small one-to-one rooms. Make sure the door has a window; if it does not, keep the door open so that others can see you.
- **Contact details.** Do not share your personal email address or phone number.
- **Social media.** Do not engage with students on social media.

> *Please help us to safeguard the students in our care by following this guidance.*

HEART
Scan to open the school's HEART reporting system.