



# Sidmouth College



## **Safeguarding, Health & Safety & Emergency Procedures for Visitors and Volunteers at the College**

Tel: 01395 514823

Primley Road, Sidmouth Devon EX10 9LG



**Sidmouth College is committed to safeguarding and meeting the needs of our students and this leaflet is designed to give you useful advice and information when working with Sidmouth College students and staff.**

**Our Designated Officers are:**



Mr Matt White Mrs Carole Clark Mrs Nancy Craven

**Your responsibilities: If you do not have a DBS check you will not be left unsupervised with students. Please inform the Principal immediately if you become subject to any criminal investigation, caution or conviction.**

### **Signing in and Lanyards**

All adults visiting the College must sign in and out electronically at Reception and wear the appropriate lanyard whilst on site.

### **Safeguarding/Child Protection**

If you have concerns that a young person could be subject to or, or the perpetrator of, or in danger of any kind of abuse or harm or illegal activity, you have a duty to report this. You should speak immediately to the member of staff you are working with or a Designated Officer. If in any doubt, please call the College on 01395 514823 or ask at Reception for a Designated Officer.

### **What might I be worried about?**

- Comments made by a child regarding home life, substance use/misuse or sexual behaviours
- Marks or bruising on a child
- Changes in behaviour or their demeanour may worry you
- You may be concerned about the behaviour of another adult in the College – in this case please contact the Principal.
- Should you have concerns regarding the Principal, please contact Mr Matt White at the school.

It is very important that all adults in College contribute towards our safeguarding and any information or concerns you have will help us build a wider picture of our students so that any dangers can be addressed.

**NSPCC Helpline 0808 800 5000**  
**NSPCC Whistleblowing Advice Line 0800 028 0285**  
**Your behaviour when working with students:**

Appropriate relationships with students are based on mutual trust and respect. Please help us safeguard students by following these guidelines.

- Do not exchange private address, contact numbers or emails with a student.
- Do not engage with students on social media or by electronic device/phone
- Do not take any photographs of students unless this is part of your role in the College and has been agreed beforehand
- Do not engage in inappropriate conversation with students
- Be careful of the language that you use around students
- If a student is distressed, ill or injured you should be very mindful of any personal contact and ensure that it cannot be misinterpreted.
- We do not encourage working 1:1 alone with a student but if this is required then please ensure a member of staff has made plans for this arrangement beforehand

### **Radicalisation and Extremism**

There is no place for extremist views of any kind in our school. We recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for our students. We also recognise that if we fail to challenge extremist views we are failing to protect our students.

#### **What might I be worried about?**

Students using language that indicates sympathy for extremist causes, glorifying violence, making racist comments or remarks, intolerance of difference of faith, culture, gender, race or sexuality, graffiti, art of writing that displays extremists themes, verbalising anti-Western or anti-British views. Students in possession of any literature or on line material that displays these views.

### **Child Sexual Exploitation (CSE)**

CSE is a hidden crime of sexual abuse, and we need to be aware of the potential for our students at all times. There are some warning signs that we can look out for in school which include:

- Going missing from home or school, attendance issues

- Associating with older people or groups, including other young people late teens/twenties
- Spending time at places of concern, unsupervised locations
- Being secretive about where they have been and having new possessions that are unexplained
- Having access to drugs, alcohol and tobacco

If you hear, know or see anything that concerns you then please inform a Safeguarding lead immediately.

### **Visitors**

Visitors to the school must immediately refer all concerns about children and young people who to the member of staff they are with or a designated safeguarding lead or via reception staff.

### **Poor or dangerous behaviour by a student/s**

If you are in a position where you feel students are behaving in a poor or dangerous manner, please report this to the member of staff that you are working with. If you are not working alongside a member of staff, you can use your authority as an adult to ask the student to stop the poor or dangerous behaviour and explain how you wish them to behave, or ask them to leave the area that you are working in. We expect all students in the College to respect the authority of adults. If the behaviour continues, you can alert a member of staff by reporting to, or calling, Reception. If appropriate, you could ask another student to alert a member of staff via Reception, or the first staff member they find. If you feel that other students are in danger, evacuate those other students from the area by asking them to move away. Members of staff and other adult helpers in the school are permitted to positively handle a student should they feel it is necessary, ie, the student is considered to be either a danger to themselves or others. If you need to do this, clearly and loudly tell the student that you feel there is a danger and you are going to intervene physically. In these circumstances it's also advisable to ask another student to fetch a member of staff via Reception. Afterwards, you will be asked for a written account of the incident.

## Health & Safety Information

As a visitor you have a responsibility for your own and others health and safety. We are a no smoking site. Please report any hazards to Premises or Reception.

Take care of your valuables, the school cannot be held responsible for any personal effects.

### Fire Alarm

Our fire alarm is one long continuous bell.

There are Emergency Evacuation Notices in all of the rooms in the College which will advise you of the most direct safety route to the Assembly Point.

### First Aid

**On Site** - Should you become ill whilst on the premises, we do have qualified First Aiders. You can access a First Aider via Reception. Should a student report to you that they are ill, we require that the student reports to a First Aider via Reception. They can be accompanied by you, another adult or another student if you felt that is appropriate.

If you feel the student should not move, then you can alert Reception yourself by reporting to Reception or by asking another student to go to Reception urgently whilst you stay with a student. If you feel the student is in immediate danger, then you can call emergency help on 999 and then alert Reception that you have done so.

**Off Site** - The member of staff who is the Activity Leader will advise you of a designated First Aider and Risk Assessment and First Aid procedures. On off-site activities, the Activity Leader will carry medical details of all students. If you feel a student is in immediate danger then you can call emergency help on 999.

## Sidmouth College – Concern Sheet

*to record any welfare concerns or disclosures*

To be completed by member of staff	
Pupil Name	
Date of Birth	
Year and Tutor	
Nature of <b>Concern or Disclosure</b>  <i>If a Disclosure or allegation see staff guidance</i>	
Recorded by (print adult name)	
Adult Signature	
Date and time recorded	
PLEASE HAND THIS FORM TO A SAFEGUARDING LEAD	
This part to be completed by SAFEGUARDING LEAD	
Shared with (OTHER ADULTS)	
Action Taken	
Concern logged with CYPs?	Yes/No  Date:  Names and contact:
ELog completed and form filed in the Concerns Folder.	Signed

Follow up/Further notes.....

## Staff Guidance Notes for Disclosure

Stay calm and listen carefully. Reassure them that they have done the right thing in telling you.

Do not investigate or ask leading questions. Remember you may ask the TED questions:

**T** - Tell me what happened

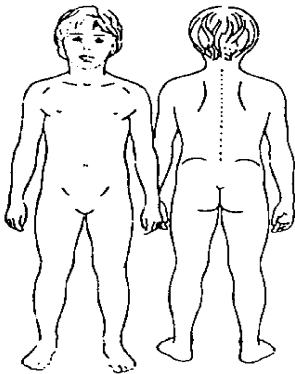
**E** - Explain how did that happen?

**D** - Describe what happened

Let them know that you will need to tell someone else, if you think they are or someone else might be at risk.

Do not promise to keep what they have told you a secret. However, you will let them know who you are telling and what.

**Inform a Safeguarding Lead immediately Matt White, Carole Clark, or ask at Reception for a member of the Senior Leadership Team, a Head of House or the Special Educational Needs Director.**



Notes on any injuries or marks:

A large empty rectangular box provided for staff to record any injuries or marks observed on the child.



## **Use of the Internet on school or private devices when on the premises**

Volunteers and visitors to the college may need to access the internet whilst on the premises. When using the internet via the College Wi-Fi it is important that you understand that you need to follow our **Policy: Staff and Visitor Acceptable Use**. Sidmouth College will monitor your use of Sidmouth College ICT systems and communications. We expect anyone using the internet on school premises to do so legally and not visit any sites that make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to, Pornography (including child pornography), promote discrimination of any kind, promote racial or religious hatred, promote illegal acts or any other information which may be offensive. We would report incidents to the Police should they contain materials that potentially breach the Obscene Publications Act in the UK and criminally racist material in the UK. The full policy can be found on our web site, or ask for a copy at Reception.

## **Use of mobile telephone and other devices including photographic and recording equipment**

Adults at Sidmouth College may need to use a mobile telephone or other mobile device whilst on the premises. Mobile phones can only be used in meeting or conference rooms. Please speak to the member of staff you are with if you need to use your device in school.

## **Regular Visitors or Volunteers at the College**

If you are a regular visitor or volunteer at the College you will be expected to complete our paperwork for volunteers and attend training with a safeguarding lead to ensure that you fully understand our policy and procedures. This is an opportunity for you to ask any questions and gain more information and understanding. This is a statutory requirement.

# School Day Timetable

## Monday to Thursday

<b>Registration/ Assemblies</b>	8.50-9.15am
Period 1	9.15-10.15am
Period 2	10.15-11.15am
<b>Break</b>	11.15-11.35am
Period 3	11.35-12.35pm
Period 4	12.35-1.35pm
<b>Lunch</b>	1.35-2.20pm
Period 5	2.20-3.20pm

## Fridays

<b>Registration/ Assemblies</b>	8.50-9.30am
Period 1	9.30-10.25am
Period 2	10.25-11.20am
<b>Break</b>	11.20-11.40am
Period 3	11.40-12.35pm
Period 4	12.35-1.35pm
<b>Lunch</b>	1.35-2.20pm
Period 5	2.20-3.20pm





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**September 2019**