

Visitor Safeguarding Guide

| September 2023 |

- Please switch off your mobile phone on entry to the Academy
- Ensure your Visitor Badge is visible at all times
- No smoking or vaping on or around the Academy site
- Remember to sign out and hand your badge in at reception when leaving

Meet Our Safeguarding Team



Miss Worth
Designated
Safeguarding Lead



Mrs Lucas
Head of Safeguarding
(TSAT)



Mrs Lucas
Regional Safeguarding
Lead (TSAT)



Mr Edmonds
Deputy
Safeguarding Lead



Ms Barber
Safeguarding
Officer



Ms Hooper
Safeguarding
Officer



Ms Cory
Safeguarding
Officer



Mrs Macauley
Safeguarding
Officer



What do you do if you are worried about a child?

If you become concerned about -

- Something a child says
- Marks or bruising on a child
- A child's behaviour or demeanour

you must inform a member of the Safeguarding Team.

What do you do if a child discloses to you they are being harmed?

- React calmly
- Listen carefully to the child, particularly to what is said spontaneously
- Do not promise confidentiality. Explain to the child that you may need to pass on the information if you are worried about their safety
- You may clarify your concern using, "Tell, explain, describe or outline," but as soon as your concern is confirmed ask no further questions as further enquiries may be compromised
- Reassure the child that they have done the right thing
- Record carefully what the child says in their words including how and when the account was given. Date, time and sign the record. Pass this onto the Designated Person for Safeguarding immediately.

Keeping yourself safe

Be professional. Be careful how you interact with or speak to a child. The child may interpret it differently. Avoid physical contact with children, unless you are preventing them from immediately harming themselves or others. Avoid being on your own with a child; always ensure that a door or window to the corridor is open/visible so that you are visible to others.

Staff Conduct

If you are concerned about the conduct of a member of staff following an observation or disclosure, please inform the Designated Safeguarding Lead.

Medical Needs

If you have medical needs that the Academy needs to be aware of, please inform a member of staff on the reception desk upon arrival.

Fire Procedures - Action in the event of fire

Fire Action

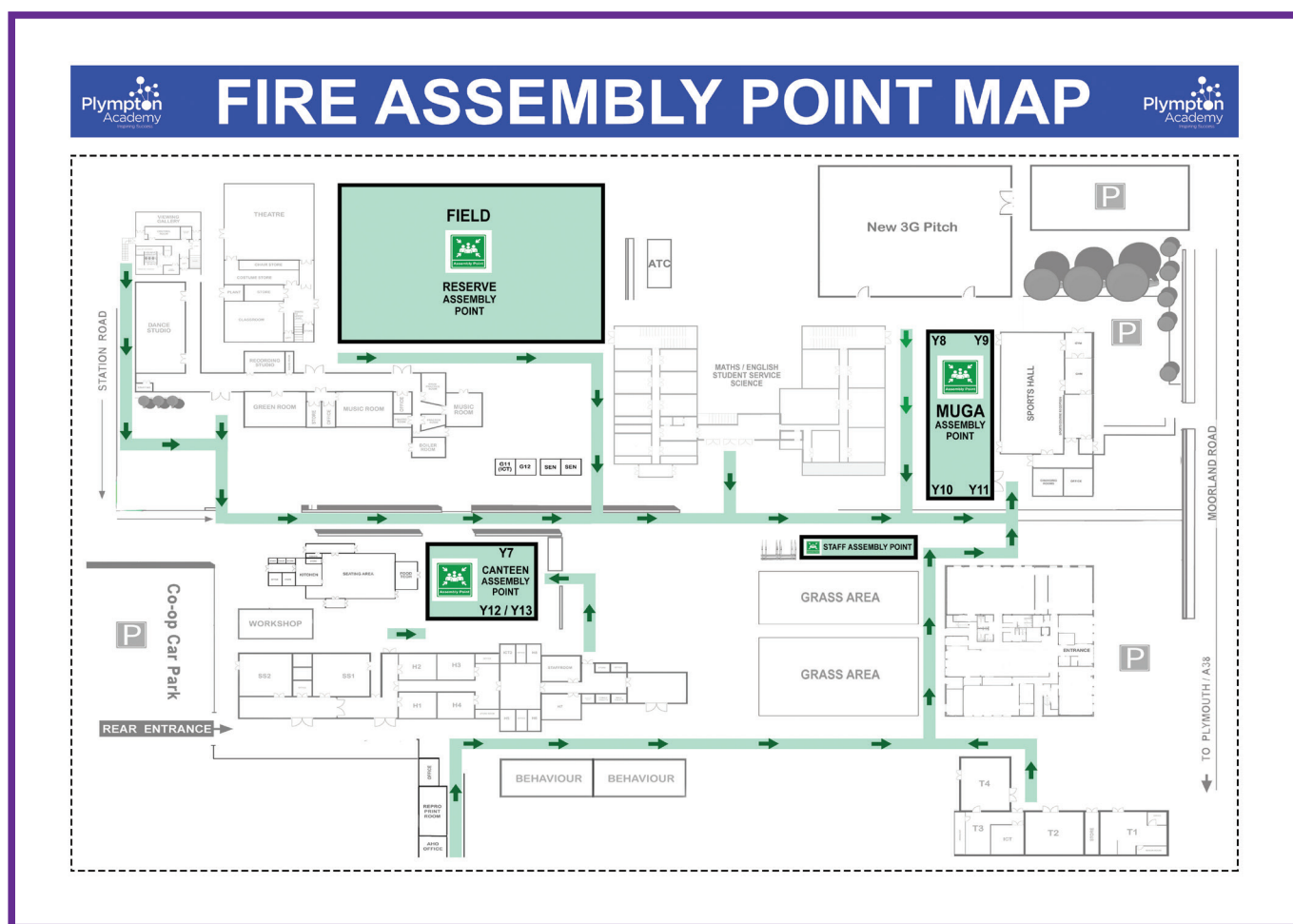
- Make yourself familiar with the fire routes now

Upon discovering a fire

- Raise the alarm by using the nearest fire alarm call point
- Leave by the nearest exit
- Proceed directly to the fire assembly point

Upon hearing the alarm-continuous bell ringing

- Remain calm
- Close doors behind you
- Leave by the nearest fire exit
- Proceed directly to the fire assembly point
- DO NOT stop to collect personal belongings
- DO NOT use the lift



Thank you for your co-operation and we hope you enjoy your visit to Plympton Academy