

## What Do I Do if a Student Discloses They are Being Harmed?

- ◆ React calmly and listen carefully to the student
- ◆ Do not compromise confidentiality. Explain to the student that you will need to pass on the information to the
- ◆ Designated Safeguarding Lead if you are worried about their safety.
- ◆ A copy of the school's Safeguarding Policy is available on the JSTC website. A hard copy can be obtained from the Main Office.

## Keeping Yourself Safe

- ◆ Be professional, Be careful how you interact with or speak to a students, the student may interpret it differently.
- ◆ Avoid physical contact with students unless you are preventing them from immediate harming themselves or others.
- ◆ Avoid being on your own with a student, always ensure that a door is open and you are visible to others.
- ◆ Always tell someone if a student touches you or speaks to you inappropriately. Log down the incident time and date and pass it on the Designated Safeguarding Lead.
- ◆ Do not give any personal information to students such as your mobile number or address.
- ◆ Do not give students details of your personal social media accounts or engage in any communication with students on social media.
- ◆ **If in doubt... Please ask.**

## SAFEGUARDING STAFF

### Designated Safeguarding Lead:

Mr Robert Thornalley

### Deputy Designated Safeguarding Lead:

Miss Rachael Hickson

### Safeguarding Staff:

Mrs Lizzie Arrowsmith (Designated Teacher for Looked After Children)

Ms Joyce Shorrock (Acting Head Teacher)

## Other General Information

**Fire and Emergency Evacuation:** If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble on the rugby field. Staff will direct you.

**First Aid:** please ask at the Main Office if you need assistance.

**Accidents and Incidents:** Please report these to the Main Office.

**Access to the Internet:** All users of the school systems and Wi-Fi must comply with the Acceptable Use of ICT Policy.

## Useful Websites and Contacts

[office@jstc.org.uk](mailto:office@jstc.org.uk)

[www.lincolnshire.gov.uk/lscb](http://www.lincolnshire.gov.uk/lscb)

(Lincolnshire Children's Safeguarding Board)

Children services Customer Helpline

01522 782111

John Spendluffe Technology College, Hanby Lane, Alford, Lincolnshire

LN13 9BL

01507 462443

# John Spendluffe Technology College



## SAFEGUARDING AND SAFETY INFORMATION FOR VISITORS AND CONTRACTORS

November 2017

## SAFEGUARDING STATEMENT

John Spendluffe Technology College is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

This leaflet contains information about our expectations of you whilst visiting our school. If you are unclear about anything in it, please speak to any of the contacts named within.

If you are concerned about the safety of any student in our school, you must report this to the Designated Safeguarding Lead - Mr Robert Thornalley.

If you are concerned about the conduct of member of staff or volunteer in our school, you must contact the Acting Head Teacher - Ms Joyce Shorrock

## Visitors Procedures

- ◆ All visitors must sign in at Main Reception
- ◆ Visitors working 1:1 with a student must have the Enhanced DBS Disclosure.
- ◆ All visitors will be issued with an appropriate pass which must be displayed at all times whilst on site.
- ◆ Visitors wishing to speak to a particular member of staff should contact the school to make an appointment.
- ◆ Visitors must sign out at Main Reception and return their visitors pass before leaving the site.

## Health & Safety

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site.

As a visitor to our school it is essential that you follow any health and safety guidelines that may apply. By doing so, you will assist us in meeting the requirements of the Health & Safety at Work act 1974

## What Do I Do if I am Worried About a Student?

- ◆ If you become concerned about :  
Something a child says, marks or bruising on a student, changes in a student's behaviour or demeanour then you must inform the Designated Safeguarding Lead.
- ◆ If you feel that a child may be at risk of harm but are not sure then inform the Designated Safeguarding Lead immediately who will offer advice and take appropriate action.

