

Keeping Children Safe

Everyone should play a part in keeping children safe whilst working on or visiting the school site. This is whether you are directly employed by the school, working as a contractor / sub-contractor or a volunteer.

Keeping Yourself Safe

It is also important to take steps to keep yourself safe and Hylands wants to promote safe working practices for everyone on the school site—whatever their role.

To keep yourself safe, please follow this advice:

DO—

- Wear your visitor's badge at all times
- Be aware that verbal interaction with students may be interpreted by them as offensive or as harassment, even if this was not your intention
- Report any unacceptable behaviour from a student
- Be aware that contact outside of the school environment as a result of your coming into contact with a student whilst you are on the school site, may have an impact on your employment

Keeping Yourself Safe

DO NOT—

- Instigate verbal or physical contact with students—this applies both on and off site—unless it is appropriate as part of an agreed reason for your visit
- Respond to verbal or physical contact from students. If this occurs, or you have any other concerns about student behaviour, then report it to the member of school staff working with you
- Give any personal information to any student. For example, your name, address, telephone or mobile number, email, social network addresses or personal websites
- Accept or respond to a student attempting to give you personal information. For example, their name, address, telephone or mobile number, email, social network addresses or personal websites
- Accept physical or verbal abuse from a student. DO NOT respond yourself, but report immediately to a senior member of staff
- Be in an unsupervised one-to-one situation with a student unless specific arrangements have been made

Hylands School

Safeguarding Children

Guidance for adults
visiting or working
with Hylands School



Designated Child Protection Staff

All visitors and members of staff must recognise that the safety and well being of children is our utmost concern.

Any child protection concerns must be reported to the Designated Child Protection Officer or the Deputy Designated Child Protection Officers.

Designated Child Protection Officer:

Miss H Lawrence—Assistant Head Teacher
ext 310

Deputy Designated Child Protection Officers:

Mrs J Brook—INCO Ext 220
Mrs G Evans—PSM KS4 Ext 353
Mr R Cleevly—PSM KS3 Ext 250
Mr R Hepworth—PSM KS3—Ext 366

Please contact them through reception Ext 101 if necessary, where you will also be able to request a pink 'Child Protection Cause for Concern' form, which must be filled out detailing the nature of your concern.

What to do if a child discloses to you:

DO—

- Do listen
- Do reassure the child
- Do tell them you will have to inform the Designated Child Protection Officer or Deputies
- Do get a pink 'Child Protection cause for Concern' form and make a written account, using as far as possible, the words the student themselves used

DO NOT—

- Do not promise confidentiality
- Do not ask leading questions
i.e. 'Did you see the broken glass?' is a leading question and should be rephrased to 'Was there any broken glass?'
- Do not investigate

Always report your concerns to a member of staff

Do not hesitate to ask if you require any further information on anything

Additional Information for your consideration

All visitors and contractors to Hylands School site are required to comply with the School Health and Safety policy. A copy of this policy is available on the school website or on request.

Accidents, Incidents and First Aid

In an emergency situation, dial extension 102 or 101 on the nearest available telephone, giving details of the incident and location.

Fire

Fire Assembly Point—Tennis Courts

If you discover a fire:

- Raise the alarm by pressing the nearest 'Break Glass' alarm
- Evacuate the building by the nearest and safest fire exit
- Go directly to the fire assembly point

On hearing the fire alarm (continuous noise):

- Evacuate the building by the nearest and safest fire exit
- Go directly to the fire assembly point