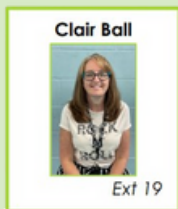


Meet the Safeguarding Team



Designated Safeguarding Lead Assistant Principal

Email: clair.ball@chs.academy



Designated Safeguarding Lead Assistant Principal

Email: paula.burke@chs.academy



Designated Safeguarding Lead Student and Family Liaison Officer

Email: donna.tofts@chs.academy

Look out for these Posters

The Cavendish High Academy
Designated Safeguarding Staff



Designated Safeguarding Lead Assistant Principal
Email: clair.ball@chs.academy



Designated Safeguarding Lead Assistant Principal
Email: paula.burke@chs.academy



Designated Safeguarding Lead Student and Family Liaison Officer
Email: donna.tofts@chs.academy

Safeguarding children is everyone's responsibility

If you have a Safeguarding concern **DON'T WAIT** please seek advice from any of the above named members of staff. Further information regarding safeguarding is available at www.holtensafeguarding.co.uk

Health and Safety

Fire:

Please make yourself aware of the nearest fire exit when you arrive.

In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff at the meeting point.

Meeting Point: Playground or front gates

Accidents and Illness:

Should you have an accident or feel unwell during your visit, please report to the office.

If you are unable to make your way to the office please inform the nearest staff member.



The Cavendish High Academy

Safeguarding Culture

Information and Guidance on Safeguarding at The Cavendish High Academy

"Everyone at The Cavendish High Academy are fully committed to promoting the welfare of children and protecting children from harm."

**Contact us
via email**

safeguarding@chs.academy

Visitors Procedure

All visitors must sign in at reception

All visitors will be issued with a sticker which must be displayed at all times.

Visitors will be asked to remain under the supervision of a designated member of staff depending on DBS clearance.

All visitors must sign out at reception.

Visitors wishing to see a particular member of staff must have a pre-booked appointment.

To protect our students please do not have your phone out or use it during your time at our school. If this is an issue please contact a member of Senior Leadership on arrival.

Photographs:

Under no circumstances should you take photographs of our students whilst at our school.

If you have any concerns regarding staff conduct please inform the Principal.

Expectations

Child Protection:

Our students are frequently reminded about personal safety and child protection issues. If staff or students approach you

Please confirm you are visiting the school

Keeping yourself safe

- Act as a positive role model at all times, displaying high standards in the use of language, manner and preparation.
- Avoid physical contact with children.
- Ensure you are visible by a member of staff at all times.
- It is best not to do anything for a student that he or she can do for himself or herself.
- Always tell staff if a child touches or speaks to you inappropriately. The incident will be logged.
- During your visit you might observe a student struggling to manage their behaviour. You can help by moving away, and interacting with other students. Please be aware you may be asked to leave the room.

Disclosure and Concerns Whistleblowing

What do I do if I am worried about a child?

If you become concerned about:

- Something a student says
- Marks on a student
- Changes in a student's behaviour or demeanour
- Please report these concerns to the teacher or a member of the school staff who, if they feel appropriate, will pass the information on to the Safeguarding Team.

Child abuse can happen to all children and young people regardless of gender, culture, religion, social background and those with or without a disability.

What do I do if a child discloses they are being harmed?

Whilst this can be an alarming situation it is important that you know what to do in such an eventuality and for you to stay calm and controlled.

- Listen carefully to the student, particularly what is said spontaneously
- Remember not to show shock or disbelief
- Do not promise confidentiality. Reassure the student but do not make promises you may be unable to keep
- Reassure the student that you will tell the teacher, the teacher will be able to help them
- Do not interrogate or ask leading questions
- Reassure the student that it is not their fault, stress that it was right to tell
- Record carefully what the child says in their words including how and when the account was given.