

## Safeguarding Advice for Staff, Volunteers and Visitors

Our aim is to provide a safe and secure environment for our students, staff, volunteers and visitors. At Horizons we are committed to safeguarding and meeting the needs of young people and we hope this leaflet will provide some useful advice and information when working with our young people.

### What are my responsibilities?

All those who come into contact with young people through their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of young people.

### What should I do if I am worried about a student?

You may become concerned that a child is at risk. You may become aware of:

- ♦ comments made by a student
- ♦ Physical signs
- ♦ changes in the student's behaviour or demeanour
- ♦ Or a child may disclose a harmful experience to you.

please report these concerns to the Horizons' Safeguarding Team Member, Janet Rodgers, or a member of the school's Safeguarding Team.

### What should I do if a child discloses that s/he is being harmed?

- ♦ Listen to what is being said without displaying shock or disbelief; accept what is being said
- ♦ Allow the student to talk freely
- ♦ Reassure the student, but do not make promises that might not be possible to keep
- ♦ Do not promise confidentiality but explain to the student that you have to tell the Designated Safeguarding Lead or a member of the Safeguarding Team in order that they can help him/her
- ♦ Ask non-leading questions to clarify if necessary, such as **tell me more, describe what happened, explain that to me .....**
- ♦ Reassure the student that it is not their fault



## Recording Concerns and Disclosures

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Concerns Forms for the recording of information are available at the reception area and should be completed and returned immediately to Janet Rodgers, or a member of the school's Safeguarding Team, to enable the matter to be dealt with in the most appropriate way. Please ensure you have signed and dated the concern form.

**What should I do if the alleged abuser is a member of the school staff?** You should report such allegations to the Headteacher.

**What should I do if the alleged abuser is the Headteacher?** You should report such allegations to the Chair of Governors.

**What should I do if I witness worrying behaviour by another adult in school?** You should always report this to the Headteacher.

**How do I ensure my behaviour is always appropriate?**

Please ask any member of the Senior Leadership Team for guidance regarding safe and appropriate working practices.