

What must I do?

1. Share your concerns verbally with the DSL or the DDSL.
2. Make a written record (using the students' own words), sign and date it.
3. Pass the written record to the DSL/DDSL without delay.

What should I do if the alleged abuser is a member of staff working with children?

If your concern is about a staff member or volunteer, you must report this to the Head of School (Michelle Dyer) or the Executive Principal (Stuart Ingram).

If however, your concern is about the Head of School and/or Executive Principal, you should report this to the Chair of the LGB. Contact details can be obtained from reception. The Local Authority Designated Officer (LADO) will then be contacted on 01202 456708 about the concern.

How do I ensure my behaviour is always appropriate?

The DfE produced a document entitled "Keeping children safe in education" (2021) which can be found on the following website:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

E-Safety

Mobile Phones: to protect our children we respectfully ask that you do not have your phone out or use it during your time in the academy building.

GDPR

Photographs: under no circumstances should you take photographs of our young people whilst at our Academy.

CONTACTS

Avonbourne Academy has a Safeguarding Policy and a copy is available from:

<https://www.avonbournegirlsacademy.org.uk/parents/safeguarding>

<https://www.avonbourneboysacademy.org.uk/parents/safeguarding>

In line with this policy, regardless of the source of harm, you MUST report your concern.

Head of School

Mrs Michelle Dyer

Designated Safeguarding Lead (DSL)

Miss Natasha England

Deputy Designated Safeguarding Leads (DDSL)

Mr Oliver Maund

Avonbourne Academy

Harewood Avenue, Bournemouth, BH7 6NY
01202 398451

If you are unclear about any of the content in this leaflet, then please seek advice from the Designated Safeguarding Lead (DSL). Please keep this leaflet in a safe place.



Avonbourne Boys' & Girls' Academies
The best in everyone™
Part of United Learning

Welcome to Avonbourne Academy

A quick reference for Staff, Visitors, Volunteers and Contractors

The Academy has a duty to consider at all times the best interests of the student and take action to enable all students to achieve the best outcomes. Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone has a role to play in identifying concerns, sharing information and taking prompt action.

This guide is an overview of some of the important processes that you need to be aware of to ensure a safe and enjoyable experience when visiting our Academy.

On Arrival

Visitor's reception is located at the front of Block A. On arrival you will be asked to sign the visitors' book and be given a visitors' badge. When departing from the site you will need to sign out and also return your visitors' badge.

Updated: September 2021

Fire Safety

On discovering a fire:

- Sound the fire alarm by breaking the glass at the call point, these are situated around the site.
- Evacuate the building from the nearest available exit and go to the muster point in Block B (next to the Roy Moore Sports Hall).
- Report to the Duty Officer.

On hearing the fire alarm

- When the fire alarm sounds, immediately evacuate the building via the nearest fire exit ensuring all doors are closed behind you.
- Do not run or panic
- Go to the muster point in the rear of Block B.
- Report to the Duty Officer to be checked against the visitors' book.
- Do not return to the building until you are instructed that you may do so.

Visitors with special needs

If you have any special needs that you feel may require assistance during any evacuation of buildings, please advise reception staff on signing the visitors' book so that arrangements can be made to assist your evacuation.

Smoking

Avonbourne Academy operates a non-smoking policy at all times. Please be aware that it is also against the law to smoke **anywhere** on the school premises, this includes the slip road.

Security

Please keep briefcases, laptops and bags etc with you at all times whilst on site. Also keep personal belongings and paperwork safe.

Visitors should not to leave valuables in their car. Vehicles and their contents are parked at owner's risk and the Academy accepts no liability for any loss or damage to the vehicle or contents or persons, however caused.

Child Protection/Safeguarding

- Safeguarding is about giving support to children, young people and their families.
- Early identification and intervention if a child or young person needs help.
- Knowing what to do if you're worried about a child or young person.
- Recognising if a child or young person is at risk of harm or abuse.
- Taking action to protect the child or young person.

Safeguarding is about working together to prevent harm or abuse happening in the first place. It's not just about protecting and getting involved with those families where children and young people are most at risk of harm or being hurt.

Everyone is responsible for safeguarding children and young people.

When and what might I be concerned about?

If you are concerned that a child is being neglected, subjected to radicalisation or experiencing physical, emotional or sexual harm then it is vital this information is passed on to the DSL/DDSL immediately.

Please speak to the DSL/DDSL if you notice any signs of physical abuse, notice changes in the child's behaviour or presentation, pick up signs of emotional distress or have a child disclose a harmful experience to you.

Remember... if in doubt to always speak to the DSL.

Harm to a child can be caused by:

- A parent/carer
- A family member / friend
- Another child
- A stranger
- A member of staff / volunteer

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

1. **Confidentiality** - **Do not** promise to keep what is said a secret.
2. **Listen** – Listen carefully to what is being said to you. DO NOT INTERRUPT.
3. **Reassure** the student that it is not their fault, stress that it was the right thing to tell.
4. Be calm, attentive and non-judgemental
5. Ask non leading questions, only if necessary e.g. (who, what when, why and how) to clarify.
6. Report to the DSL/DDSL.