

We are a **NUT**
FREE School

SAFE WORKING IN VANGUARD SCHOOL

Provide a good example and be a positive role model by being respectful, fair and considerate to all. Treat all children equally – never build a ‘special relationship’ or favour a particular child above all others.

Ensure that when working with an individual child, that the door is left open, or that you can be visible to others. Do not photograph children (unless requested by the senior school staff) exchange emails, text messages and phone numbers or give out your own personal details. Do not receive or give gifts unless arranged through school.

Only touch children for professional reasons, and when this is absolutely necessary and appropriate for the child’s well-being and safety.

CONCERNS OR ALLEGATIONS

Please report to the Principal - Antonia Evans at antonia.evans@nas.org.uk **0208 059 6310**

For any concerns or allegations regarding the Headteacher please inform the Chair of Governors, Fleur Bothwick.

The Governor with responsibility for Safeguarding is Fleur Bothwick

Email: fbothwick@uk.ey.com / **0208 059 6310**
leave a message for Fleur to return your call.

Vanguard School is committed to safeguarding and promoting the welfare of young people and requires all staff and volunteers to share this commitment

This leaflet has been given to you to make sure you understand what is expected of you. Please ask any of the contacts named in this leaflet if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any young person in our school, you must report this to the Designated Safeguarding Lead, our Deputy Principal Kate Wheeldon. In their absence report to the Deputy Designated Safeguarding Lead, or a member of the Safeguarding Team.

Everyone has a responsibility to make sure that students within Vanguard School are safe

PLEASE DO NOT: Decide to do nothing or leave our school without telling anyone if you have any concerns. You may also report concerns to:

Lambeth Safeguarding Children Board: 020 7926 5555

Lambeth Local Authority Designated Officer (LADO)
Andrew Zachariades (for reporting concerns/allegations against staff, volunteers and foster carers): 020 7926 4679 or 07720 828 700

NSPCC: 0808 800 5000

SAFEGUARDING ADVICE AND CONTACTS FOR STAFF, VOLUNTEERS AND VISITORS

The Designated Safeguarding Lead is

Kate Wheeldon (Deputy Principal)



The Deputy Designated Safeguarding Lead is Antonia Evans (Principal)



Additional Safeguarding Team members:

Anthony Cox (PBS Coordinator) - Deputy Designated Safeguarding Lead



Contact Emails:

Kate.Wheeldon@nas.org.uk

Antonia.Evans@nas.org.uk

Anthony.Cox@nas.org.uk

Contact number: 0208 0596 6310

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Safeguarding advice for Staff, Volunteers and Visitors

Your responsibility

All those who come into contact with children through their everyday work whether paid or voluntary are responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention. At Vanguard School we all have a duty to safeguard and promote the welfare of our children.

DBS Certificates

All staff including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) certificates. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certificates is available from the School office.

Screening

Infrequent visitors will be asked to sign in at the Reception Desk. When signing in you will be prompted to agree with our Code of Behaviour policy and comply with Child Protection procedures at Vanguard School; you will also agree to disclose all criminal convictions spent or not.

Please follow our Code of Behaviour

- Do not treat everyone with respect, provide an example you wish others to follow.
- Do remember that someone else might misinterpret your actions, no matter how well intended.
- Do not permit abusive activities e.g. bullying, ridiculing.
- Do not play physical contact games; make inappropriate comments or have inappropriate banter with the children.
- Do not make suggestive remarks, gestures or tell sexist, racist or homophobic jokes.

If the fire alarm sounds

- Exit the building via the nearest exit
 - Once outside, you will be chaperoned to the meeting point on the front car park

Safeguarding – further information

Some changes in a child's behaviour may not necessarily indicate that a child is suffering abuse or neglect. If whilst working with a student you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in a child's behaviour

Please report these concerns to a Designated Safeguarding Lead

What should I do if a student discloses that he/she is being harmed? Listen to what is being said without displaying shock or disbelief; accept what is being said.

- Allow the child to talk freely. Reassure the child, but do not make promises that might not be possible to keep.
- Do not promise confidentiality but explain to the child that you have to tell the DSL or Deputy DSL in order that they can help.
- Reassure the child it is not their fault and stress it was the right thing to tell.
- Listen rather than direct questions
- Do not criticise the alleged perpetrator.