

## Lanyards

**Red** - Visitor who must be accompanied

**Green** - Approved visitor who does not need an escort

**Blue** - Member of staff

**Blue with green emblem** - Member of staff with solution-focussed mental health training

- All visitors must report to Reception.
- At Reception you must sign in, stating your name, organisation, the purpose of your visit and who has invited you. You should be ready to produce formal identification, and must wait to be escorted into the school.
- Visitor passes and lanyards should be worn and clearly visible at all times.
- Unless you are on the approved visitor list, you will be accompanied around the site at all times.
- All adults visiting the site need to be aware that they are responsible for their own actions and must act to promote the welfare of children and young people at all times.
- All adults are expected to work in an open and transparent way and behave in a mature, respectful, safe and fair manner.
- Any concerns should be reported to the DSL, Mr Mike Ambrose or one of our Deputy DSLs.
- **The use of cameras, including on mobile phones is prohibited.**

- You should be aware of the fire alarm. A continuous bell signals the fire alarm, the member of staff you are visiting will guide you to the appropriate evacuation point.
- The sounding of an air horn means that we need to 'lockdown'. This means remain in the room, out of sight, and barricade the door if possible.

## Useful phone numbers

To contact the school about a safeguarding concern:

**School Phone: 01225 480466**

Contact Details for Social Care Referrals:

**01225 396220/07530 263304**

**Out of hours 01454 615165**

The contact information for the Local Authority Designated Officer for concerns about adults is:

**01225 396810**

Childline (free and confidential)

**0800 800 5000**



**BEECHEN CLIFF**

## Essential Information for Visitors

Beechen Cliff School is committed to ensuring the welfare and safety of all our pupils, students and staff and we fully recognise our responsibilities for child protection and safeguarding. Our Safeguarding and Child Protection Policy applies to all staff, governors and volunteers working at Beechen Cliff School. This conforms to guidance issued by the Local Authority.

Safeguarding is about ensuring that everyone can thrive at the school and be kept safe from harm. It is also about being proactive in taking action where we have concerns.

### Designated Safeguarding Lead (DSL)



**Mr M. Ambrose**

### Deputy Designated Safeguarding Leads:



**Mr O. Abbott (DDSL & Head of Boarding)**

**Mr K. Mann (DDSL & Assistant Head)**

**Ms K. Mather (DDSL & Head of 6th Form)**

**Mr C. Hall (DDSL & Head of Kipling)**

## Keeping Children and Young People Safe

### A short guide to what you should do if you are worried about a child's safety

In the unlikely event that there will be any safeguarding concerns during your visit, it is your duty to report it to the member of staff that you are visiting, our DSL or Deputy DSL.

Concerns could include:

- An adult acting inappropriately towards a pupil.
- Hearing a pupil, or pupils, discuss behaviours which could put them at risk.
- Hearing or observing evidence of a pupil adopting beliefs and engaging in activities which are harmful, criminal or dangerous.
- Observing bruising or other marks on a pupil's body. This includes deliberate scratch marks.
- Observing a pupil, or pupils, treating another pupil unkindly.

### Alerts

- You may see physical signs
- You may hear worrying accounts
- You may pick up on emotional distress
- You may notice changes in a pupil's behaviour or presentation
- Someone may make a disclosure of abuse

### Harm to a pupil/student can be caused by:

- A parent or carer
- A family member or friend
- Another child
- A stranger
- A member of staff\* or a volunteer
- Over the internet

*\*If your concern is about a member of staff you should report this directly to the Headteacher*

Safeguarding is everyone's responsibility

**By signing in at reception and receiving this badge, you have read the safeguarding all students statement and agreed to abide by the school's safeguarding requirements.**

### Safeguarding and Child Protection Policy

The current version of Beechen Cliff's Safeguarding and Child Protection Policy is available on the Safeguarding page on the school website: [www.beechencliff.org.uk](http://www.beechencliff.org.uk)

### Safeguarding, 10 essentials

To help you understand what safeguarding means to us, here are our 10 essentials for staff:

1. Safeguarding is everyone's responsibility.
2. **It could happen here.**
3. Always act in the **best interests** of the child.
4. If you have any **concerns**, act on them **immediately**. Talk to the DSL or Deputy DSL and complete an orange form.
5. In the exceptional circumstance that the DSL (or DDSL) is unavailable, talk to a member of SLT.
6. If you are unsure, **always** speak to someone. "If there is any doubt, there is no doubt.". **Do not assume** a colleague or another professional will take action.
7. If a pupil makes a disclosure, **listen, reassure and respond. Remember we cannot promise confidentiality.**
8. Use **TED – tell, explain and/or describe** to capture information a pupil shares.
9. If you cannot speak to anyone in school, you can contact Children's Social Care directly on 01225 396312/01225 396313.
10. If you have safeguarding **concerns**, or an **allegation** is made about another **member of staff (including volunteers)** posing a risk of harm to children you should refer this to the **Headteacher**. Concerns/allegations about the Headteacher should be referred to the **Chair of Governors**. If you are unable to speak to anyone in school the LADO phone number for concerns about adults is 01225 396810.

All staff at Beechen Cliff School are regularly trained in child protection and safeguarding & know how to deal with concerns.