

Safeguarding Information for Visitors

0207 515 2159 info@elam.co.uk www.elam.co.uk



MOBILE PHONES

Visitors are prohibited from taking photographs or videos of trainees or staff whilst on-site. We ask that devices are put on silent mode and that they are used appropriately.

No photographs should be taken.

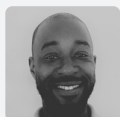


GOVERNORS

Governors are aware of their role in safeguarding children; review the Safeguarding Policy annually and ensure independent contractors have the required child protection procedures.



OUR SAFEGUARDING TEAM



WELCOME TO ELAM

- Please sign in at the Main Reception.
- Visitor badges must be worn at all times whilst on the academy site.
- You will remain under the supervision of a designated member of staff whilst on site.
- Please sign out at the main reception and return your visitor pass before leaving.
- Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, wherever possible.
- If you are seeking an urgent appointment please report to the main office and we will arrange for you to see a member of staff on duty.

SAFEGUARDING STATEMENT

We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment. This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it please speak to any of the contacts named within. Please keep the leaflet in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any trainee in our academy, you must report this to one of the Designated Safeguarding Leads (DSL).

If you are concerned about the conduct of a member of staff or volunteer in your school (Allegations against Staff/Whistleblowing Policy), you must contact the Principal. In the absence of the Principal the Vice Principal or the Designated Safeguarding Lead must be contacted.

If you feel that a trainee may be at risk of harm but are not sure, then inform one of the Safeguarding Leads immediately. They will offer advice and take appropriate action.

Ms Clare Sanders - csanders@elam.co.uk

Assistant Principal - Inclusion & Pastoral Designated Safeguarding Lead

Mr Francis Bavetta - fbavetta@elam.co.uk

Deputy Designated Safeguarding Lead & Wellbeing & Support Lead

Mr Philip Okai - pokai@elam.co.uk

Deputy Designated Safeguarding Lead & Progress & Development Lead

TYPES OF ABUSE

Child abuse can happen to any trainee regardless of elements such as gender, culture, religion, social background, ability or disability. A copy of the schools Safeguarding Policy is located in the ELAM staff room and on the website.

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school.

Physical:

When a child is deliberately hurt or injured.

Sexual:

When a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non-physical, e.g. being made to look at an inappropriate image.

Emotional:

When a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

Neglect:

When a child is not being taken care of by their parents/ guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

DEALING WITH A TRAINEE DISCLOSURE

- React calmly.
- Listen carefully to the trainee, particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the trainee that you must pass on the information if you are worried about their safety.
- Do not ask leading questions or make judgements. Clarify and check your concern if you feel that you are not sure, by using, for example, "tell, explain, describe or outline" but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.
- Reassure the trainee that they are doing the right thing.
- Record carefully what the trainee says in their own words including how and when the account was given. Date, time and complete a Concern Form which is available from the Main Reception. This will be passed on to one of the Designated Safeguarding Leads.

If you feel that a trainee may be at risk of harm but are not sure, then inform one of the Safeguarding Leads immediately. They will offer advice and take appropriate action.

KEEPING YOURSELF SAFE

- Be professional. Be careful how you interact with or speak to a trainee, the trainee may interpret it differently.
- Avoid physical contact with trainees unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a trainee, always ensure that a door is open and that you are visible to others.
- It's best not to do anything for a trainee that he or she can do for himself or herself.
- Always tell someone if a trainee touches you or speaks to you inappropriately. Log down the incident, time and date it and pass it on to a member of the Safeguarding Team.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Principal, Matt Sheldon at msheldon@elam.co.uk.

EVACUATION PROCEDURE

- The ELAM team will explain what to do in the case of emergencies and fire alarms
- The alarm is a continuous bell. You must leave by the nearest exit
- Stay with your host as they will escort you to the assembly point and ensure that you are recorded present by the administration staff
- The two assembly points are shown on the school map
- Do not take any personal risks
- You must not re-enter the building until told it is safe to do so

Evacuation Route with Marker Points.

