

Safeguarding Advice for Visitors & Volunteers

Keeping Yourself and Students Safe

If you are volunteering or supporting our students in any way as a visitor, please accept our thanks for offering your services to the Kings Academy. We appreciate the support of our community and individuals in improving outcomes and opportunities for our young people.

Please do not be offended if our Reception Staff ask to see your organisation identification or some form of personal identification. The Academy is committed to safeguarding students and promoting student welfare; we expect all staff, governors, volunteers and visitors to share this commitment.

The Academy endeavours to ensure everyone is able to work in a safe environment; visitors, staff, governors and students should challenge any inappropriate behaviour and be assured that the Academy will investigate it. By signing this form, you are agreeing to follow the advice contained in it.

- **All visitors must wear the visitor's badge provided by Reception Staff**
- **An adult without a badge will be accompanied to the Academy's reception to confirm that they have completed the relevant paperwork**

Visitors must be accompanied at all times by a member of the school staff

** some third-party staff, medical professionals, counsellors etc, maybe exempt*

If you have **ANY** concerns about a student's welfare or wellbeing or have a concern about the behaviour of any adult within the Academy towards a student; **without delay you must**, discuss your concerns with the Designated Safeguarding Lead or the Head Teacher. Remember it is important to share your concerns even if you are unsure

- **Designated Safeguarding Lead is Mrs Kay Lewis – Assistant Head Teacher extn. 2150**
- **Head Teacher is Mr David Wiltshire extn. 2147**

'PREVENT' – Safeguarding against extremism

What is Prevent? - The aim of 'PREVENT' is to stop people becoming or supporting terrorists and to do this by challenging ideologies, protecting vulnerable individuals and support institutions, such as our Academy

The PREVENT Strategy has three main objectives:

- To challenge ideology that supports extremism/terrorism and those who promote it
- To protect vulnerable individuals from being drawn into extremism
- To support sectors where there are risks of radicalisation

What we need to look out for – indicators could be:

Vulnerable pupils, identity crisis, personal crisis, unmet aspirations, criminality, low self-esteem, changes in behaviour and appearance, social exclusion, expression of extreme views, extended absences

Be Vigilant

Awareness is by far the greatest protection of children and vulnerable children. If you believe a young person is at risk, raise your concern with the Designated Safeguarding Lead

Always

- ✓ Be professional; remember to provide a positive role model to young people
- ✓ Dress appropriately ensuring your clothing is not likely to be viewed as offensive or revealing
- ✓ Treat all members of the Academy's community with respect and tolerance
- ✓ Whilst working with students, please ensure you are within sight of a member of the Academy staff (with the exception of medical professionals, counsellors, etc who have undergone relevant checks)
- ✓ Respect a student's privacy and dignity – sometimes interacting with students may be perceived as intrusive by them – even if this is not your intention
- ✓ Avoid any physical contact with young people; report any situations that arise that you may feel might give rise to a complaint or misunderstanding in respect of your own actions

Never

- X Be in an unsupervised one to one situation with a student (**unless you are a regular visitor/volunteer who has undertaken either a full recruitment & vetting process, including completion of an application form, interview and DBS Check via the HR Dept. or have undergone checks by a third-party organisation e.g. Teaching Agency, NHS Medical Professional*)
- X Photograph students
- X Use your personal mobile phone in areas used by young people
- X Ignore inappropriate behaviours towards students either by other students or adults
- X Share any of your personal details with a student e.g. details of your private life, your mobile phone number, personal email address, Facebook or other social media account details
- X Meet or arrange to meet or contact the student out of school including by text, email, Facebook or other social media or give a student a lift in your car
- X Accept or respond to a student attempting to give you their personal information. For example, their name, address, telephone or mobile number, e-mail address or personal social media details or websites. Should a student try to share their personal information with you, please report this to the staff member you are working with, the Designated Safeguarding Lead or Head Teacher **immediately** (** some medical and/or professionally qualified visitors are bound by confidentiality rules*)
- X Discuss or share any information you have been party to whilst on site, which could bring the Academy into disrepute. This includes via social media, email etc.
- X Make inappropriate comments to a student including racist, homophobic, sexist or sexualised comments
- X Give gifts to a young person (unless part of the school's agreed rewards policy which will be agreed with the member of staff you are working with in advance) or show them any kind of preferential treatment

If a student makes a disclosure to you whilst you are on site

- ✓ Avoid being shocked or embarrassed and listen to the child without interrupting them
- ✓ Do not promise to keep a secret and do not ask the child any leading questions
- ✓ Reassure them that they have done the right thing by telling you
- ✓ Immediately following the disclosure report your concerns to the Designated Safeguarding Lead (see above), and write down what the child said using the child's own words and phrases. Sign and date this document and hand it to the Designated Safeguarding Lead.
- ✓ Consider how best to manage your own feelings. Following reporting your concerns remember that the disclosure and the child's identity should remain confidential

As a Visitor/Volunteer who will have direct, supervised contact with students (or unsupervised **only** in those circumstances outlined above). I have read, understood and accept this guidance when visiting or volunteering with young people at the Kings of Wessex Academy

I am a Supply Teacher from an Agency

Yes No

I am a medical professional and bound by medical confidentiality

Yes No

Signed Company Name

Print Name Date

Note - This document is kept secure and destroyed in line with our records management policy