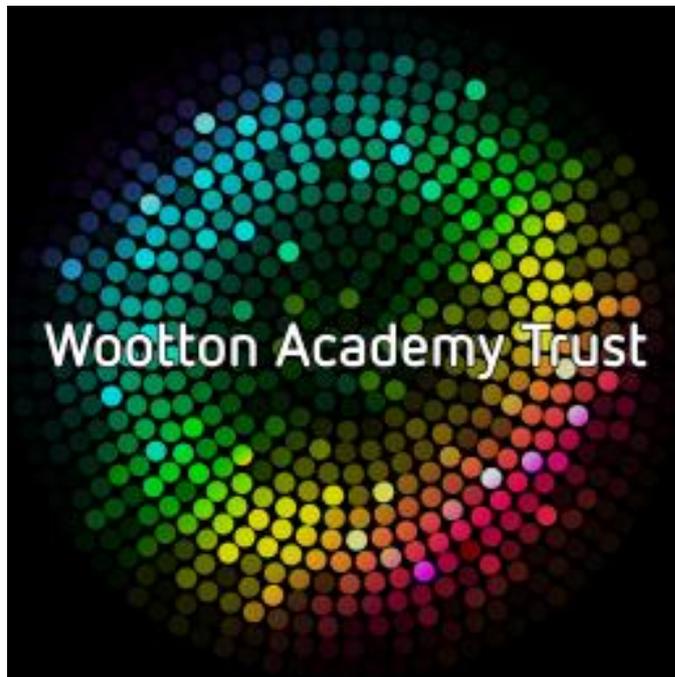


WOOTTON ACADEMY TRUST
(Wootton Upper School and Kimberley College)

**SAFEGUARDING CHILDREN
AND CHILD PROTECTION**

**Information for parents/carers, staff, local governors and directors,
volunteers, contractors and sub-contractors and other visitors**



SAFEGUARDING INFORMATION
JANUARY 2021

**Keeping our children and young people, staff and visitors safe is our
most important responsibility.**

Please help us to do this by reading the information in this leaflet.

WOOTTON ACADEMY TRUST

(Wootton Upper School and Kimberley College)

Information for all visitors:

- **Visitors must always report in at Reception whenever they visit Wootton Upper School or Kimberley College.**
 - You will be asked to sign into our Visitors' Registration System and give your vehicle registration number.
 - You will be given a Visitors' Badge, which you are required to wear throughout your time with us. This badge must be returned to Reception when you sign out at the end of your visit.
 - You will be given directions to the Fire Assembly Point:
 - Wootton Upper School - during the school day this is the Tennis Courts at the rear of the site or after hours it is the front car park.
 - Kimberley College – the assembly point is in the front car park.
- **Important Wootton Academy Trust [WAT] Policies:**
 - It is our policy that visitors are always accompanied on site, except those who have valid DBS clearance.
 - It is our policy to maintain a smoke-free, alcohol-free and drug-free environment. We ask that you respect these policies and do not smoke immediately adjacent to our site, since this does not give a positive example to our students. Vaping is also not permitted on our sites.
 - It is our policy to promote British values of tolerance, democracy, respect, the upholding of law and order, and to celebrate the diversity of British society. Our staff are trained to challenge any statement or action which undermines British values. We would ask that you let us know if you observe any behaviour which you consider undermines our shared values.
 - If you believe that any person is at risk of being radicalized - either through something you witness yourself or something you are told by a third party - please let us know. We have a duty to protect our students.

Protection of our ICT Network and Data:

USB Sticks:

- We ask all visitors not to use USB sticks in any of our computers. Only WAT issued USB sticks may be used. If any other USB device is used it will not work on our network and any information on it will be deleted.

Photography, Video and Audio Recording:

- We ask visitors not to make any photographic images of students without first securing the agreement of the Trust. If you think you are likely to want to take photographs or videos please write to the Trust in advance of your visit.
- Similarly, visitors are not allowed to make any audio recordings whilst on our site unless express permission has been given in advance.

Protection of our Students:

WAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All schools have a legal duty to safeguard and promote welfare under the Education Act 2002 (Sections 175 & 157):

“Safeguarding children and protecting them from harm is everyone’s responsibility. Everyone who comes into contact with children and families has a role to play.”

Working Together to Safeguard Children (DfE: 2020)

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Disclosure and Barring Service (DBS) clearance

WAT requires all staff who work with our students to have an enhanced DBS Disclosure. This is to ensure that unsuitable people are prevented from working with our students.

The Executive Principal, Heads of School and College, Deputy Heads of School and College or our Human Resources Lead, can inform you as to whether or not you require a DBS disclosure. If you do not, you cannot be left unsupervised with our students.

You must inform the Trust's Executive Principal, immediately, if you become subject to any criminal investigation, caution or conviction. This helps to protect you as well as the students in your care.

WAT has a **Safeguarding and Child Protection Policy** and a copy is available on the staff intranet and school and college websites.

What should I do if a student discloses that they are being abused?

It is important to know what to do as young people rarely lie about such matters.

DO

- Be calm.
- Reassure the student.
- Listen carefully.
- Record what the student has said (date and sign).

DO NOT

- Make a student wait whilst you get someone else to listen – they have chosen you to disclose the information to...
- Ask leading questions.
- Discuss with parents where the allegation relates to them, without first seeking the advice of the Designated Lead or the Safeguarding & Early Help Officer or a social worker.
- Interpret what you have been told, just record it.
- Postpone or delay the opportunity to listen.
- Stop a student who is freely recalling significant events.
- **Promise confidentiality.** Be clear you need to pass the information on.
- Tell the child that "everything will be alright".
- Make promises that you cannot keep.

DO RECORD

- Full particulars of the student concerned and all concerns raised.
- Discussions with the student – record exact words and phrases used by the student, if possible.
- Where you were in the academy.
- Who disclosed?
- What they said.
- Was there any injury?
- Where was the injury – did you see it? Describe it.
- Who else was with you?
- Your name and position in the academy.
- Sign and date/time your record.

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What should I do if I am worried about a student?

If, whilst working with our students you become concerned about:

- Comments or disclosures made by a student.
- Marks or bruising on a student.
- Student behaviours which may indicate risk of harm or abuse.
- Changes in a student's behaviour or demeanour.
- The behaviour of another person towards a student or students.

Please report these concerns expeditiously and in writing to the Designated Safeguarding Lead (DSL) for Child Protection – **Mrs Katy Enser (KEN)** and the Wootton Academy Trust Safeguarding Team – **Mrs Carol Farrant (CF)**, Safeguarding & Early Help Officer, **Mrs Sarah Rydeheard (SRY)**, Safeguarding Officer and **Mrs Corinne Cain (CCA)**, Safeguarding Officer, using one of the following methods:

- **CPOMs system** - if you have access to CPOMs (our online reporting system) please complete an incident for the child, choose the appropriate categories of concern, and submit the form.
- **email** the information to safeguarding@wootton.beds.sch.uk and write the word SAFEGUARDING and the name of the student in the email 'subject' field & mark 'confidential'.
- **write** the information on a blank A4 piece of paper, please mark 'confidential', and submit to KEN, CF, SRY or CCA as soon as possible.
- **report verbally** to KEN, CF, SRY or CCA.

If it is urgent please do not delay and let KEN,CF, SRY or CCA know verbally so that the concern is actioned.

Once they have received this information our designated staff will make a decision on any follow up action required. If nobody from the designated safeguarding team is available, details of supporting designated staff are shown on the rear of this booklet or speak to a member of the senior leadership team. Staff who have reported a concern, may be asked to contribute to enquiries and investigations at a later stage. You will be informed if this is the case.

Making a referral to Children's Social Care

Although the usual method of referring concerns to Children's Social Care is via designated staff (as described in the previous paragraph), please be aware that **anybody can make a referral**. Examples of situations where you would potentially need to make a direct referral might include: where a designated staff member is not immediately available, or where you feel that the actions of a designated person have been insufficient in relation to a particular safeguarding situation.

If you do need to refer to Social Care directly, you should refer to the local authority in which the child is resident (normally, either Bedford Borough or Central Bedfordshire). The exceptions to this are:

- Outside of office hours, for which there is an out of hours' number which covers the whole of Bedfordshire
- In respect of children who are 'looked after' by the local authority, in which case the referral should be made to the placing local authority (details on SIMS)

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When contacting the relevant Children's Social Care Department:

- Check first that the student is **under 18 yrs**. If they are 18 or over, they will be classed as adults and a referral will not be accepted. (Seek advice from pastoral & designated staff, since we will still look to support the student.)
- Consider whether you need to seek advice from them regarding whether to notify the child's family in advance of the referral.
- Ask them to email the relevant referral forms (each authority has different referral form).

Contact Details for Children's Social Care

Bedford Borough – Integrated Front Door (formally known as MASH). Tel. 01234 718700
Email - mulitiagency@bedford.gov.uk

Central Bedfordshire – Access & Referral Team. Tel. 0300 300 8585
Email - cs.accessandreferral@centralbedfordshire.gov.uk

Out of Hours Service Tel. 0300 300 8123
(Mon-Thurs 5pm – 9am and Fri 4pm – Mon 9am)

Or alternatively, you can report to **NSPCC**: Tel. 0808 800 5000
Email - <http://www.nspcc.org.uk/what-you-can-do/report-abuse/>

What should I do if the alleged abuser is a member of staff (paid or volunteer)?

You should report such allegations to the Executive Principal. If the allegation concerns the Executive Principal, you should report the matter to David Clare, WAT Director with overall responsibility for safeguarding (contact details are available via HR).

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with students should be based on mutual respect and trust. As an adult, our behaviour should be exemplary and professional.

- If you are working on your own with a student, ensure that others can see you by leaving the door open or opening the blinds.
- Do not photograph students, (unless requested to by a teacher) exchange emails (unless it is for a professional reason and uses the school email system) or text messages, or give out your personal details.
- Students are sometimes spontaneously affectionate and tactile. You should always keep a professional distance in these situations, aiming not to alienate the student. You should be cautious about touching a student and only do so if you believe it to be in the student's or another student's best interests.

Types of abuse

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

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Signs and indicators of abuse

You may observe significant signs and indicators that a student could be suffering abuse which MAY include any one or a combination of the following, particularly where they are persistent or a significant change to normal behaviour patterns:

- Unexplained injuries
- Injuries at various stages of healing
- Flinching when approached
- Reluctance to change for PE/Dance
- Crying/instability
- Afraid of home
- Behaviour extremes
- Apathy/depression
- Clingy
- Attention seeking
- Over ready to relate to others
- Low self esteem
- Apathy
- Fearful/withdrawn
- Sleep disorders
- Depression/self-harm
- Drink/drugs/solvent abuse
- Age-inappropriate sexual behaviour/knowledge/promiscuity
- Wary of adults/running away from home
- Eating disorders/depression/self-harm
- Unexplained gifts/money
- Tired/listless
- Unkempt
- Poor hygiene
- Untreated medical conditions
- Hungry or over eats when food is available
- Poor growth
- Poor/late attendance

In the event of any of the above situations, you must take action by reporting your concerns.

This guide has been given to you to make sure you understand your safeguarding responsibilities. Please ask your head of department, your supervisor or another member of staff if you are unclear about anything in it. Keep it in a safe place so that you can refer to it again if you need to.

Key Personnel Contact Details

Executive Principal of Wootton Academy Trust: Mr Michael Gleeson mgleeson@wootton.beds.sch.uk
Head of Wootton Upper School: Mrs Carrie McMorn cmcmorn@wootton.beds.sch.uk
Head of Kimberley College: Mr Tim Detheridge tdetheridge@wootton.beds.sch.uk
Human Resources Lead (*responsible for DBS checks*): Miss Kami Patel kpatel@wootton.beds.sch.uk
Designated Safeguarding Lead (DSL): Mrs Katy Enser kenser@wootton.beds.sch.uk
Safeguarding & Early Help Officer: Mrs Carol Farrant cfarrant@wootton.beds.sch.uk
Safeguarding Officer: Mrs Sarah Rydeheard srydeheard@wootton.beds.sch.uk
Safeguarding Officer: Mrs Corinne Cain ccain@wootton.beds.sch.uk

Other staff with relevant experience and knowledge:

Deputy Head of Kimberley College: Dr Liz MacKay lmakay@wootton.beds.sch.uk
Assistant Principal – KS5 Pastoral Leader: Mrs Nicola Genders ngenders@wootton.beds.sch.uk
Safeguarding Administrator: Mrs Liz Macmillan lmacmillan@wootton.beds.sch.uk
Director with responsibility for safeguarding: Mr David Clare (who can be contacted via Kami Patel at Wootton Upper School) dclare@wootton.beds.sch.uk
WUS Governor with responsibility for safeguarding: Mrs Sally Knight sknight@wootton.beds.sch.uk
KC Governor with responsibility for safeguarding: Mrs Pauline Kendall pkendall@wootton.beds.sch.uk

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First Aid:

The Trust has trained First Aiders and Medical Rooms on both sites. If you feel unwell or believe someone else is in need of First Aid, let your host know, or inform Reception.

Fire Safety:

If you see signs of a fire, please shout “fire” and activate the nearest fire alarm point by pressing the button. Tell your host where the fire is located. Your host will arrange for the Fire Brigade to be called. If you are by yourself, either use a mobile telephone to dial 999 or use the internal phone system - dial 9 for an outside line and 999.

- Wootton Upper School - during the day the fire assembly point is the Tennis Courts at the rear of the school and after hours it is the front car park.
- Kimberley College - the fire assembly point is in the front car park.

CCTV System:

The Trust operates an extensive CCTV system which records images around both sites.

Keeping your personal belongings and valuables safe:

We will help you to keep your personal property safe, if you ask for our support. We can lock valuables in our safe if necessary (only available during the school day) and put larger equipment (laptops etc.) in locked cupboards. We are happy to look after your coats if you hand them in at Reception on arrival.

Refreshments:

We are always happy to provide visitors with tea, coffee or water during the school day. Please ask your host if you would like a drink. There is a Coffee Shop where visitors may buy other drinks and snacks should they wish to do so.

Toilets:

Visitors are asked to use the staff toilets. Staff toilets at Wootton Upper School are located near Reception in the Humanities Block, on the main corridor next to the Staff Room and elsewhere around the building. Your host will show you where the nearest toilets are. At Kimberley College staff toilets are found at the far end of each corridor on the fire escape landings. There are toilets available for visitors with disabilities at both Wootton Upper School and Kimberley College. Please ask at Reception for details.

Visitor Car Parking:

Wootton Upper School is a very busy site and visitor parking is at a premium. It is available at the front of the school in the marked visitor bays. Visitors may also park in the bus bays at the front car park but must move their cars before 14.00 since our school buses begin to arrive shortly after this. There is ample visitor’s parking at Kimberley College.

Please always observe the speed limits and direction signage on our site. It is intended both for your safety and our students’ safety.

Remember - Safeguarding is everyone’s responsibility

WOOTTON ACADEMY TRUST (Wootton Upper School and Kimberley College)

WAT FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD

