



See, Think, Act

No child should suffer harm, either at home or at school. Everyone who works in our academy has a responsibility to make sure that all our young people are safe.

This leaflet has been given to you to make sure that you understand what is expected of you.

Please ask if you are not clear about anything 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 this academy, you must report this to **Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead**.

If unsure... Always refer!

Evacuation Procedures

In the event of an evacuation the alarm will sound and all visitors should assemble on the AstroTurf.

Invigilators should follow the specific fire evacuation procedures given in their training.



Student Services Safeguarding Team

David Goddard

Designated Safeguarding Lead & Deputy Headteacher:
Personal Development, Behaviour, Well-being and Student Leadership

Sue Toke

Deputy Designated Safeguarding Lead & Student Services:
Specialist Lead Attendance & Safeguarding

Ms. C. Cherrington

Student Services: Family Liaison & Safeguarding

Miss. N. Shannon

Student Services: Family Liaison & Safeguarding

Ms. J. Bowen - Headteacher

Dr. J. MacKinnon PhD - Executive Headteacher

Mrs. F. O'Sullivan - Chair of IMB

CONTACT

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Trust Info

Education and Leadership Trust (Est. 2014)
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Safeguarding Advice FOR VISITORS





WHAT ARE MY RESPONSIBILITIES AS A VISITOR TO The East Manchester Academy?

Safeguarding Is Everyone's Responsibility

All those who come into contact with children through their every day work have a duty to safeguard and promote the welfare of children.

You may become aware whilst working with a student that there are some problems at home or elsewhere that give you cause for concern.

You may notice unexplained marks or bruising, or changes in a student's behaviour or demeanour.

Sometimes students display challenging or aggressive behaviour, become withdrawn and uncommunicative or unable to concentrate.

They may be discussing inappropriate topics with their friends about life outside of school hours. You may hear something which raises concern about a student's safety or they may be expressing extreme views on a particular topic.

What Should I Do If I Am Worried About A Student?

We have a number of designated people specially trained in safeguarding who will know what to do. Their names and contacts are overleaf. You should find out who they are and report your concerns to them **without delay**. They are based in a first floor office, room number 030.



What Should I Do If A Student Discloses That They Are Being Harmed?

Although the likelihood of this is small, it is important to know what to do in such an eventuality.

Listen to the student, without making judgements.

Take what they tell you seriously. Students rarely lie about such matters.

Explain that you can't keep the information secret and must pass it on to someone who will know what to do.

Don't interrogate the student or ask leading questions such as "What did he/she do next?"

Try and convey to the student that they are not to blame for what has happened. Try not to feel or express your anger for what has happened.

Don't make promises that you can't keep but tell the student what you are going to do.

If a student stops a disclosure because you have explained that the information will be shared, report this to the designated safeguarding lead without delay.

What Should I Do Next?

Make a record of the name of the student, what they said (using the student's own words), date, time and place. Take the student with you and find a designated person immediately to pass the information on to. Ask a member of permanent staff to help you.

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

What Should I Do If The Alleged Abuser Is A Member Of The Academy Staff?

You should report such allegations to the Academy Headteacher. If the allegation is about the Headteacher, contact the Executive Headteacher. If the allegation is about the Executive Headteacher, contact the Chair of the IMB.

How Do I Ensure That My Behaviour Is Always Appropriate?

Follow the Code of Conduct that was provided on the visitor agreement when you digitally signed into The East Manchester Academy and had your photograph taken.

Base relationships with students on mutual trust and respect.

Students, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject them.

Avoid being over familiar as this can be misinterpreted by a young person.

If you are working with a student on their own, always ensure that the door is left open or that you are visible to others.

Never make arrangements to meet a student on their own outside school hours without school and parental permission.

Do not photograph students, exchange emails or text messages, friend them on social media or give out your personal details.

Respect personal space.