

All children have the right to grow up safe from harm.

No child should suffer harm, either at home or at school. Everyone who works at the Academy has a responsibility to make sure that all our students are safe.

This leaflet has been given to you to make sure you understand what is expected of you as a visitor to the Academy with responsibilities that may involve contact with young people. It is your duty to be aware of its content and to take appropriate action when necessary. Please ask the person who gave you this leaflet if you are not clear about any information in it. Please keep it in a safe place for reference if needed.

If you are worried about the safety of any student or adult in the school you must report it to Mrs Jo Conway or Mrs Gaynor Fulton-Willis immediately.

For further guidance the Academy's Safeguarding policy can be found on the Chiltern Hills Academy website under the 'About CHA' tab and 'Policies'.

The staff responsible for Safeguarding who should be contacted if you are concerned about the safety of a student are:

Mrs Jo Conway
(Vice Principal and Designated Safeguarding Lead "DSL")



or

Mrs Gaynor Fulton-Willis
Designated Safeguarding Lead "DSL"



Telephone: 01494 782066
Safeguarding Team
Ms Jill Astles

If neither of the above are available and a senior member of staff cannot be contacted, you should speak to the person who normally supervises your contracted work in the Academy.



Chartridge Lane, Chesham, Bucks HP5 2RG

Safeguarding

Guidelines for visitors to Chiltern Hills Academy and for staff working in the Academy on a part-time or temporary basis.

Create, Aspire and Excel
to 'Live life in all its fullness'. (John 10:10)

Am I allowed to get to know the students in this school?

If you work in the Academy for some time, you may have a professional reason for getting to know some of the students; some of them may talk to you on a regular basis and come to regard you as a friend. To protect yourself and the children you should remember the following:

- If you are in a room alone with a student, ensure that the door is open at all times and that the door has a see-through panel allowing activities to be clearly visible from outside.
- If a child seeks to talk to you more frequently than is considered normal, you should refer the matter to the contact person in the school responsible for overseeing your contracted work.
- Do not give students details of your personal social network accounts or engage in any communication with students using social networking sites.
- Never exchange phone numbers or agree to contact a student who you have met through your contracted work in the school.
- Do not initiate verbal or physical contact with students unless it is appropriate and a part of the agreed reason for your visit.

How would I know if a child was being harmed or radicalised?

Young people will sometimes talk to an adult if they are being harmed.

Adults visiting or working on the Academy site play an important part in the life of the Academy. You can play a part in keeping students safe whilst working at or visiting the Academy by observing the following guidelines.

It is possible that you might notice something unusual that leads you to think a student might be the victim of abuse within or outside of school. This may be a physical sign or something about a student's behaviour.

If you think a student is being harmed you must not keep it to yourself, even if the child asks you to. You have a duty to pass the information on to protect the child in the future. You will not get into trouble if you do.

Trust your instincts and help prevent tragedies; this includes anyone who is showing signs of becoming radicalised. Report it if you notice:

- Extreme views and opinions
- Expressions of support for radical groups and ideologies
- A radical change in behaviour.

If I am concerned that a student in the Academy is being harmed, what action should I take?

You must tell Mrs Jo Conway or Mrs Fulton-Willis, the DSLs, who are the staff responsible for Safeguarding in the Academy as soon as possible. If they are not available, tell the Principal.

If a student makes a disclosure to you:

- Listen to them without interruption, accepting what is said and avoiding asking leading questions
- Reassure the person they have done the right thing
- Do not promise confidentiality. Explain that you will need to talk to someone else
- Report the matter to Mrs Jo Conway or Mrs Fulton-Willis **immediately**.

If you have any concerns that a student may be at risk of harm:

- Report it immediately to Mrs Jo Conway or Mrs Fulton-Willis who can be contacted via the school office
- Do not discuss your concerns with the student or other adults
- Do not carry out an investigation.

If you receive an allegation about any person or about yourself:

- Report the matter to Mrs Conway or Mrs Fulton-Willis immediately
- Do not investigate it yourself.