

## Safe inclusive learning environment where students:

- Are respected
- Are protected from bullying & discrimination
- Can talk & express views, be listened to & get feedback
- Have their needs met & fulfil their potential
- Know how to get help
- Know when discussion is confidential
- Learn about online-safety, bullying, healthy relationships, abuse, neglect, exploitation

## Trained volunteers, staff & management:

- Clear safeguarding roles & responsibilities
- Onsite safeguarding induction & refreshers
- High quality SCSP basic & advanced staff training
- Regular DSL/D staff safeguarding updates of skills & knowledge

## Early help & support:

- Prompt identification & assessment of additional needs of all students & their family
- Ongoing support, planning & review
- Appropriate information sharing with students, families & agencies
- Prevent concerns from escalating

## Secure information access, storage & sharing:

- Following legislation & guidance
- IT filters & monitoring systems in place
- Explaining how, what & when information is shared
- Detailed, accurate & secure written records of discussions, decisions & actions, shared appropriately

## Safeguarding & promoting the welfare of children is everyone's responsibility:

- Protecting children from maltreatment
- Preventing impairment of children's mental & physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes

*A child is anyone under 18 years old*

*'Working Together to Safeguard Children', DfE 18*

**We are child-centred & we will always promote students' health, well-being, personal & emotional development.**

## Partnership with parents and carers:

- Open, honest, respectful relationship
- Comfort & privacy to talk & get advice
- Involvement & inclusion at all stages of student's education & care
- Understanding of culture & diversity
- Clear explanations & use of professional interpreters
- Up to date emergency contact details
- Information about our complaints procedure
- Support & signpost to adult services if vulnerable

## Safeguarding policies, procedures & guidance:

- Available publically for students, families, staff
- Following national & SCSP guidance & arrangements
- Include staff/pupil behaviour & relationships & online communications
- Updated annually

## Safe recruitment & management practices:

- Ensure unsuitable people do not work with children
- Positive & open culture and environment
- Whistle-blowing process for staff concerns about organisational practice
- Report all allegations of abuse by staff, carers or volunteers

## Coordinated approach to concerns:

- Quick staff response to inform DSL/D about student concerns
- Timely referrals to Children's Social Care & Police where risk of significant harm exists
- Work with all agencies to support students & families through multi-agency meetings e.g. child protection conferences, plans & actions

## Emmanuel Junior Academy:

If you have any concerns about a student at this setting, please share this information with us straight away. Issues such as appearance, hygiene, behaviour, can be shared with teaching or support staff. Do not worry about reporting small matters – we would rather you tell us than miss a worrying situation.

**However, if you think that a student or an adult who cares for them has been or might be harmed; please talk to a member of our trained safeguarding team immediately (details below).**

You can ask any member of staff to find them and speak to you about a confidential and urgent matter.

If you are unhappy with the way we have dealt with something, please tell us. If you wish to report it to us formally, please use our complaints procedure or write directly to the Head of School, Executive Head Teacher or Chair of Governors.

A concern, allegation or disclosure of abuse involving someone working with children or adults in a paid or unpaid capacity **must** be reported directly to the Head Teacher, Principal or Senior Manager, unless it involves them and then it should be reported directly to the Chair of the Governing Body or Management Committee.

*This document can be laminated & given to parents, carers, supply staff & visitors at reception, to help them to identify your safeguarding team quickly & share information easily*

### Our Head of School and Designated Safeguarding Lead is:

#### Adam Cornes

Their office is located near the Y3/4 classrooms  
Tel: 0114 2483048



### Our additional Designated Safeguarding Deputy is:

#### Shelly White

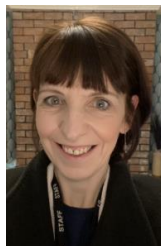
Their office is located in Reception  
Tel: 0114 2483048



### Our Executive Head Teacher and Deputy Designated Safeguarding Lead is:

#### Maureen Andrews

Their tel. no is 07940552467  
*(If required Maureen Andrews can also be contacted through Karen Stanley on 0114 2760472)*



### Our Special Education Needs Coordinator and Additional Safeguarding Deputy is:

#### Claire Lawrie

Their office is located near the Y3/4 classrooms  
Tel: 0114 2483048



### Our Chair of Governors is:

#### Laraine Shaw

Tel. 0114 2483048



### Our Safeguarding Governor is:

#### Dan Morrell

Tel: 0114 2483048

