



# **SAFEGUARDING**

at

## **Ingfield Manor School**

### ***“A QUICK GUIDE”***

*We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment*

## INTRODUCTION

Safeguarding and Child Protection are the most important parts of staff roles at Ingfield Manor School. We ask everyone who works with our students to follow the guidelines set out in this information leaflet.

Regardless of whether you are a teacher, a team member, a visitor or a volunteer, we ask that, whilst you are at Ingfield Manor School, you observe our Policies and Procedures at all times.

## KEEPING STUDENTS SAFE

The School operates a Policy of restricting unsupervised access to students to only those who have been correctly vetted and those who have legal parental/guardianship responsibility.

All adults who work regularly with our young people must undertake a check with the Disclosure and Barring Service; this must be completed before they commence working with our young people.

Adults who are visiting the School on a “one-off” basis will be asked to sign in our Visitors’ book and also to wear a badge that will identify them as a visitor to our School. Upon departure, visitors will be asked to return the badge.

## SCHOOL COMMITMENT

Ingfield Manor School recognises that in order for children to develop, they require an environment that promotes self-esteem, confidence and provides support through positive relationships. We will always work in a proactive manner to protect and safeguard their welfare. Ingfield Manor School will therefore:

- a) Establish and maintain an ethos where students feel safe, secure and are listened to, and encouraged to communicate;
- b) Actively ensure that students know that adults in the community can be approached if they are worried or are in difficulty;
- c) Include in the curriculum activities information, which will equip them with the skills they need to stay safe from abuse or harm;

## REMEMBER...

*Never promise to keep a secret and always pass on information immediately*

*Thank you*

If you are unable to locate the above staff members, these concerns should be taken directly to:

## Local Safeguarding Authority

West Sussex— 0330 222 7952

*In the event that you have to make a referral about the School Principal, this must be made to:*

## Peter Walker ( Link safeguarding governor)

Peter.walker@ambitocare.co.uk

OR

## Kelly Fray (Managing Director)

Kelly.fray@salutemsharingservices.co.uk

## HEALTH & SAFETY

The School is regularly audited to ensure that the facilities are safe for young people. However, you have a responsibility to ensure that your actions do not endanger the young people in our School.

Please ensure that you follow instructions on the School site and do not operate machinery or equipment for which you are not trained.

## SCHOOL TRIPS

All School visits must operate in-line with School procedures. Full details can be obtained from the School.

## REPORTING

If you have any concerns about a young person you meet in Ingfield Manor School, you should immediately report these to a member of staff. If you feel a young person is at risk or is the subject of abuse, you should contact one of the designated Safeguarding Advisors, who are:



**Nicola Dodds**  
Lead DSO  
Principal



**Annette Smith**  
Head of  
Education and  
Sixth



**Tracey Francis**  
Head of Care



**Rachel Sebastino**  
Head of Primary



**Liz Hall**  
Senior Nurse



**Jane Hart-Coombes**  
PA & Office  
Manager



**Becky Ffrench**  
Head of secondary

It is essential that all the children within our care are protected from abuse and harm. The child's welfare is paramount in all our work and this will be reflected in the way in which we are safeguarding the child's welfare.

This means that in all our work we are aware of the possibility of abuse occurring and are proactive in ensuring that such things do not occur within our establishment.

Our responsibility is to keep children safe at all times.

## SAFEGUARDING

### **Things you should report:**

- Does the child seem regularly to be unfed or unkempt?
- Does the child seem to regularly be bruised or have injuries?
- Does the child communicate about violence at home?
- Does the child act in age-inappropriate sexual ways?
- Does the parent communicate about violence in the home?

*This list is not exhaustive*

*Please report anything that gives you cause for concern*

### **What if a child wants to tell me something?**

If a child begins to tell you something that is happening to them, you should:

- Tell them that you want to make sure they are safe;
- Tell them that you will have to pass on what they tell you in order to help keep them safe;
- Listen carefully and try not to ask questions;
- Reassure the child that they are doing the right thing.

## FIRST AID

If you encounter a child with any medical concerns or who seems ill, they should be referred to Reception, where a School Nurse will be called to assess them. In the case of an accident, please contact Reception and the School Nurse will be sent.