

Adults on-site at Maplewell

- Set a good example with your attitudes, behaviours and language;
- Treat all children equally;
- Unless we have seen your DBS and authorized you to work with children alone, make sure that you are visible to others and remain in designated areas;
- Do not photograph or video children without the permission of the Head Teacher, DSL or Deputy DSL;
- Do not share personal contact details with children;
- Do not give or receive gifts from children;
- Do not take children off-site without permission of the Head Teacher, DSL or Deputy DSL.



Who to share your safeguarding concerns with:

Protecting Children is
EVERYONE'S
responsibility, including
YOURS.

If you have a concern
about the safety or welfare
of any child at our school,
go to reception and ask to
speak to the Senior Leader
on duty

Monday

Jacqui Tarry—Assistant Head

Tuesday

Jason Brooks—Head

Wednesday

Chris Hoult—Deputy Head

Thursday

Kasia Glinka—Deputy Head

Friday

Rob Cooper— Deputy Head



**Maplewell Hall
School**

Post-16—Thorpe Hill

Safeguarding Information for Visitors and Contractors

*Maplewell Hall School
Maplewell Road
Woodhouse Eaves
LE12 8QY*

 01509 890237

 safeguarding@maplewell.leics.sch.uk

 maplewell.leics.sch.uk/safeguarding



Your Duty of Care

Keeping Children Safe at school is **EVERYONE'S** responsibility. **YOU** have a Duty of Care to keep children safe at school.

To keep children safe at school, you must:

- Report any concerns immediately to the Head Teacher or a DSL;
- Challenge any bullying or sexist banter by politely asking children to stop;
- In an emergency, you may use REASONABLE force to prevent a child from being injured.

DBS Checks

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) checks. Without this check, you will not be able to work with, or alongside children at Maplewell without supervision from our own staff.

Signing in and Out

All visitors and contractors are required to electronically sign in at reception. By signing in you agree to comply with the safeguarding procedures outlined in this leaflet.

Identity Badges

All visitors and contractors must wear the identity badge or sticker given to them at reception when they sign in. Any adult without a badge or sticker will be challenged by school staff and asked to identify themselves.

Worried about a Child?

If you think a child is being abused, harmed, or is acting in an unsafe manner, take action straight away. The longer abuse or harm goes on, the longer it will take for a child to recover.

More Contacts

Leicestershire County Council
0116305 0005
childrensduty@leics.gov.uk

Police

Non-emergencies—101
Emergencies—999

Childline

0800 1111
www.childline.org.uk

Dealing with Disclosures

It is important that you know what to do if a child starts to make a disclosure about ongoing or historic abuse or harm:

- Listen to what is being said without showing shock or disbelief;
- Allow the child to talk freely;
- Reassure the child that you will help keep them safe;
- Explain that to keep them safe, you will have to share what they have said;
- Praise the child for sharing the information;
- Write down as accurately as you can what the child has said once they have finished with their disclosure. Sign and date this record;
- Report your concerns verbally to the Head Teacher, DSL or a Deputy DSL and give them your written record;
- Whilst it is important to recognise your own feelings about abuse and the disclosure, remember that children's details must remain confidential.



Keeping Children Safe at School