

## Adults on-site at Maplewell

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- 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 Head Teacher, DSL or Deputy DSL

### Head Teacher

Jason Brooks

### Designated Safeguarding Lead (DSL)

Rob Cooper: Deputy Head Teacher

### Deputy Designated Safeguarding Leads (Deputy DSL)

Chris Hoult: Deputy Head Teacher  
Emma Richardson: Assistant Head Teacher  
Craig Palmer: Assistant Head Teacher  
Jacqui Tarry: Assistant Head Teacher  
Martine Johnsen: COMPASS Manager



Maplewell Hall  
School

# Safeguarding Information for Visitors and Contractors

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Woodhouse Eaves Site  
Maplewell Hall School  
Maplewell Road  
Woodhouse Eaves  
LE12 8QY  01509 890237

Maplewell Hall Post 16  
Thorpe Hill  
Loughborough  
LE11 4SQ  01509 891906

 [safeguarding@maplewell.leics.sch.uk](mailto:safeguarding@maplewell.leics.sch.uk)

 [maplewell.leics.sch.uk/safeguarding](https://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*