Team Member Conduct

If you are concerned about the conduct of a Team Member following observation or disclosure the following actions must take place:

Immediately inform the **Headteacher and Safeguarding Lead - Julie Norris.**

In their absence immediately inform **Darren Jackson - Operations Director (Education).**

Keeping Yourself Safe

Be professional. Be mindful of how you interact with or speak to a pupil; the pupil may interpret it differently. Avoid being on your own, where possible, always ensure that a door is open, and that you are visible to others. It's best not to do anything for a pupil that they can do for themselves.

Always tell someone if a pupil touches you or speaks to you inappropriately. Record or report the incident, with time and date, and pass it on to the Designated Safeguarding Lead or Team Member. If you have concerns about the conduct of a Team Member, it is your responsibility to inform the Headteacher.

If in doubt... ...ask!

Visitor Procedures

All visitors must sign in at the Main Reception where they will be asked for their ID.

All visitors will be issued with a visitors' badge which must always be displayed whilst on site. Visitors will be asked to remain under the supervision of a designated Team Member whilst on site.

Visitors wishing to speak to a particular member of the team should telephone to arrange. If your visit is urgent, please contact the Headteacher.

Visitors bringing tools and or building equipment should ensure that this is secure and that any missing items are reported immediately.

Visitors should sign out at reception and return their visitor badge before leaving the site.

E safety

Mobile Phones: to protect our pupils we respectfully ask that you do not have your phone out or use it during your time in the school building.

Photographs: under no circumstances should you take photographs of our pupils whilst at our school. (Unless prior arrangements have been made)

neptuneschool

VISITORS SAFEGUARDING GUIDE

Empowering Learning through Positive and Creative Education

Safeguarding Statement

Neptune School is committed to safeguarding and promoting the welfare and safety of pupils. It requires Team Members, volunteers, and visitors to share this commitment.

This leaflet contains information about our expectations of you whilst visiting. If you are unclear about anything, please speak to the Team Member supporting you with the visit. Please keep the leaflet in a safe place so that you can read it again if you need to. If you are concerned about the safety of any pupil or about the conduct of any Team Members, you must report this to the Headteacher. If you are concerned about the Headteacher speak to the Operations Director for Education.

A copy of the school's safeguarding policy is located in the school reception.

Designated Safeguarding Lead: Julie Norris
0330 135 8 202 - julie.norris@phoenixschools.org.uk

Deputy DSL(s):
Jamie Wright - Deputy Headteacher
0330 135 8 202 - jwright@phoenixschools.org.uk
Ellen Ashford-Kelleher - Deputy Headteacher & SENDCo
0330 135 8 202 - ellen.ashford-kelleher@phoenixschools.org.uk

Safeguarding Governance:
Darren Jackson - Operations Director (Education)
07587 747868 - djackson@plcl.org.uk

Fire Procedure

On arrival, please make yourself aware of the nearest fire exit from where you are based. In the event of a fire alarm please use the nearest fire exit and make yourself known to a Team Member.

Accidents and Illness

All accidents, regardless of severity, need to be reported to a first aider. A Team Member will inform you of where to access the first aid. All accidents are recorded.

Should you require a comfort break during your visit a Team Member will be happy to direct you to our facilities.

Pupil Behaviour

During your visit you might observe a pupil struggling to manage their behaviour. We would like to reassure you that the team have been trained to manage these situations, keeping the pupils, themselves, and others safe. You can help by moving yourself away if appropriate. Please be aware that a Team Member may ask you to leave the room or the setting, until the situation has calmed.

What do I do if I am worried about a pupil?

If you are concerned about something a pupil says, marks or bruising on a pupil, or changes to a pupil's behaviour or demeanor, you must inform the Designated Safeguarding Lead. If you feel that a pupil may be at risk of harm but are not sure, then inform the Designated Safeguarding Lead immediately who will offer advice and take appropriate action.

Abuse can happen to a pupil regardless of gender, culture, religion, social background, and those with or without a disability. A copy of the school's Safeguarding Policy is available on request. Sometimes a pupil may disclose information to you. If this happens then the following actions must take place.

What do I do if a pupil discloses that they are being harmed?

React calmly. Listen carefully, particularly what is said spontaneously. Do not promise confidentiality. Explain to the pupil that you may need to pass on the information if you are worried about their safety. You may clarify your concern using, 'tell, explain, describe, how' but as soon as your concern is confirmed ask no further questions as further enquiries may be compromised.