

KEEPING YOURSELF SAFE

Upon arrival, you will be made aware of, and must adhere to, the relevant college policies and procedures, including, but not limited to:

- Visitor Policy
- Health and Safety Policy
- Prevent Duty Policy
- Child Protection and Safeguarding Policy
- Lockdown and Evacuation Policy

Whilst on site:

- Remain professional.
- You may be escorted or supervised throughout your visit.
- Always be aware of how you speak to a student.
- Avoid physical contact and do not make inappropriate comments.
- You should avoid being alone with a student; however, if your duties require you to be alone with a pupil, always ensure that a desk is between you, the door is open, or you can be seen so that you are visible to others.
- If a student touches or speaks to you inappropriately, you must tell the Headteacher and ensure you record the date and time of incident.
- Where a student has told you that they are being harmed, you must not question them and must report the incident to DSL immediately (only trained investigators should question a student).
- You must never share contact details with a student or arrange to meet them outside of college hours.
- Students should not be contacted through social media and you should not discuss the college, its teachers or its students across such platforms.
- Taking photographs or recording videos is not permitted unless consent has been granted by the Headteacher for the relevant college activity.

Mrs N. Benson

Designated Safeguarding Lead



USEFUL CONTACTS

The DSL is Mrs. N Benson. If you have any questions or comments about the safeguarding of students, you can contact the DSL using the details below, as well as other staff who are part of the Designated Safeguarding Team.

Headteacher and DSL – mtilling@hightunstall.hartlepool.sch.uk

DSL, Attendance & Safeguarding Lead –

nbenson@hightunstall.hartlepool.sch.uk

Dep. DSL (Looked After Children) – wrobins@hightunstall.hartlepool.sch.uk

Dep. DSL (Vulnerable Students) – nbarker@hightunstall.hartlepool.sch.uk

Dep. DSL – tdodds@hightunstall.hartlepool.sch.uk

Governor with responsibility for Safeguarding –

smusgrave@hightunstall.hartlepool.sch.uk

Chair of Gov's – tblades@hightunstall.hartlepool.sch.uk



High Tunstall's

CHILD PROTECTION & SAFEGUARDING GUIDE FOR VISITORS



WWW.HTCS.ORG.UK

REPORTING CONCERNS

You must inform the college's designated safeguarding lead (DSL) if you are worried about:

- Something a student says.
- Marks or bruising on a student
- A student's behaviour, or changes to their behaviour.
- Our DSL is name of DSL.

If a student discloses that they are being harmed you must:

- React calmly.
- Listen carefully.
- Not promise confidentiality; explain that you may need to tell somebody if the student's safety is at risk.
- Not question the student further – this should be done by somebody who is trained to investigate.
- Reassure the student that they have done the right thing.
- Take a record of what the student has said, including the date, time and how and when the information was received. This information must be passed to the DSL immediately.

Should you have concerns about the conduct of a member of staff following an observation or disclosure, you must immediately inform the headteacher or, in their absence or if the concern regards them, a deputy headteacher.





We are committed to protecting our pupils from harm and safeguarding their welfare both in and out of college. To ensure this, we ask that all staff, volunteers and visitors share this commitment too.

This leaflet contains information about our expectations while you are visiting us. If you have questions about these arrangements, please speak to any of the named contacts included on the reverse side of this leaflet.

Please be advised that this leaflet covers topics that may be sensitive in nature.



VISITOR PROCEDURES

Our Visitor Policy details the procedures that you must adhere to whilst visiting the school.

All visitors, including trainee teachers, volunteers, parents, and those on work experience, must:



Report to the college office on arrival.



Provide their details, including their name, the purpose of the visit, the name of the pupil the visit affects and/or the name of the staff member who arranged the visit.



Provide identification if visiting in a professional capacity.



Sign in and out using the visitors' book. Display the ID badge provided at all times whilst on the school premises.



Return the ID badge to the school office before departure.

All visitors will be made aware of the relevant college policies, including those in relation to health and safety, reporting a concern and emergency procedures.

TYPES OF HARM

The following is a list of possible forms of harm that students can face:

Physical abuse – a student suffers physical harm or injury, e.g. bruises and cuts.

Emotional abuse – a pupil receives emotional maltreatment which causes adverse effects on their development, e.g. being told they are worthless.

Sexual abuse – a student is forced or enticed into taking part in sexual activities, whether or not they are aware of what is happening. Indicators may include the use of sexual language or not wishing to be alone with someone in particular.

Neglect – a student's basic physical and/or psychological needs are consistently not met, resulting in serious impairment of their health or development, e.g. by providing inadequate amounts of food. A child may appear tired or malnourished.

Child sexual exploitation (CSE) and child criminal exploitation (CCE) – a child is subject to a form of abuse where an individual or group takes advantage of, or manipulates, a child into sexual or criminal activity, in exchange for something the victim wants or needs. An indicator may be that the child has unexplained new items or presents.

Child-on-child abuse – this abuse can involve physical abuse, CSE, CCE, serious youth violence, and harmful sexual behaviour between students.

