

### **Designated Safeguarding Leader:-**

⇒ Michelle Healy-Wallis

### **Deputy Safeguarding Officers:-**

⇒ Sarah Brooks

⇒ Lucy White

⇒ Rob Stephenson

⇒ Sarah Mitchell

⇒ Julie Foot

⇒ Manjula Odedra

⇒ Marie-Claire Nixon

⇒ Claire Shottesbrook

⇒ Kevin Hughes

⇒ Dean Gray

⇒ Sidonie Garcia

### **Evacuation Procedures:-**

If you hear the fire alarm (continuous ringing bell), please leave the building by the nearest emergency exit (green running man sign). Follow the direction of staff and make towards the office staff.

### **Mobile Phone**

Mobile phones are only to be used in designated areas and not around the students. Leadership and behaviour team carry phones for emergencies

### **Medical and Other Emergencies:-**

Contact the office immediately (dial '\*9' from any internal phone)



## **Arbour Vale School**

If you would like any more information on the school's Safeguarding Policy, please contact reception or refer to the school's website:

[www.arbourvaleschool.org](http://www.arbourvaleschool.org)

For members of staff, please refer to the Safeguarding section on the shared drive and the staff handbook for more information on policies and expectations, including Whistleblowing.

Please read Keeping Children Safe in Education 2020:

[www.gov.uk/government/publications/keeping-children-safe-in-education--2](http://www.gov.uk/government/publications/keeping-children-safe-in-education--2)

Arbour Vale School welcomes all who want to contact us in a positive and constructive way.

We work to ensure that there will be no discrimination in terms of an individual's gender, race, ethnicity, sexual orientation, religion or belief, ability or disability, age, pregnancy or maternity.

We will not tolerate any discriminatory, aggressive, rude or threatening behaviour to any member of our community.

## **KEEPING CHILDREN SAFE**



## **Arbour Vale School**

### **Guidance for adults visiting or working at the school**

**Principal:** Neil Sykes

**Vice Principal:** Sarah Brooks

**Chair of Governors:** Dr. John Wise

Arbour Vale School  
Farnham Road  
Farnham Royal  
Slough  
Berkshire  
SL2 3AE  
**Tel:** 01753 515560

# Keeping Children Safe at Arbour Vale School

## Our approach to safety:

Arbour Vale School is a community and all those directly connected (staff, governors, parents, carers and students) have an essential role to play in making it safe and secure. We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

Our work in this area reflects fully our belief that each student should feel safe and secure at school, and should be treated with respect. Abuse of any sort is wholly wrong. We will do everything we can to promote and protect the rights of the individual.

All adults need to be aware that an allegation of child abuse or neglect may lead to a criminal investigation, so no member of staff or visitor should do anything to jeopardise a police investigation, such as asking a child leading questions or attempting to investigate the allegations of abuse.

To minimise the risk of possible allegations of wrong-doing, and to help ensure the safety of all the young people we work with, please follow the advice on these pages.

## Do...

**DO** enjoy your visit and use common sense when interacting with the students.

**DO** report any concerning or unacceptable behaviour of anyone on site to one of our designated safeguarding officers (see reverse) or a member staff.

**DO** remember contact made outside of Arbour Vale School grounds may be considered inappropriate and could lead to the interaction being misinterpreted.

**DO** Follow evacuation procedures when necessary, and support students to do the same.

The school deems any online or personal social networking between employees/volunteers and students unacceptable.

## IN THE EVENT OF A STUDENT MAKING A DISCLOSURE REGARDING POTENTIAL HARM:

Immediately refer the matter to a member of the safeguarding team...

## Don't...

**DON'T** instigate any inappropriate verbal or physical contact with students (this applies both on and off the school grounds).

**DON'T** give personal information to any student; this includes your address, telephone or mobile number, or email address.

**DON'T** accept or respond to a student attempting to give you personal information e.g. their address, telephone or mobile number, or email address.

**DON'T** accept physical or verbal abuse from a student. Do not respond yourself, but report it immediately to the member of staff responsible for your visit.

**DON'T** ignore your judgement or 'gut feeling'. If something doesn't *seem* right, it probably isn't.

