

All pupils have the right to be safe and protected from abuse.

At Western House Academy all staff share responsibility in working together to try and make this a reality for our pupils.

Everybody has a responsibility to keep all children under the age of 18 safe. Harm is identified in four ways:

Physical This is when a child is deliberately hurt or injured.

Sexual This is when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non physical e.g. being made to look at an inappropriate image.

Emotional This is when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone.

Neglect This is when a child is not being taken care of by their parents.

The information within this leaflet is intended as **initial guidance** to staff on safeguarding procedures.

All permanent new staff will receive specific Child Protection and Safeguarding training **within** a very short period of starting at Western House Academy.



Designated Senior Person (DSP) for Safeguarding

The Designated Senior Person responsible for Safeguarding and Child Protection should be contacted if you are concerned for the safety of a pupil.

Miss Bent, DSP/Vice Principal

If Miss Bent is not available, then please refer to:

Mrs Pearce, Deputy DSP/Vice Principal

Alternatively speak to your Line Manager.

Western House Academy



Safeguarding and Child Protection Guidance

Summary guidance for:

New Staff

Supply Teachers

Peripatetic Staff

Instructors

Contractors

If you work at Western House Academy regularly:

Western House Academy is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

This leaflet contains information about our expectations of you whilst visiting the school.

If you work with us over a period of time, you will begin to create professional relationships with pupils.

To protect both yourself and the pupil please remember to:

- Ensure any contact you have with children is always open and overt
- Never make physical contact with a student unless the context of the lesson is appropriate e.g. music/PE
- Never agree to contact a student outside of school or exchange personal contact details
- Talk to Miss Bent (DSP) if a pupil wants to talk with you more frequently than you would expect
- Never promise to keep a secret if a pupil wants to tell you something



Western House Academy



All School Staff

It is the responsibility of every member of staff within the School to:

- Make themselves aware of Western House Academy's Safeguarding Child Protection Policy (see school website www.westernhouse.academy)
- Inform the DSP immediately if they are concerned in relation to the welfare of a pupil—a child must not be promised confidentiality
- Make accurate notes of any concerns or conversations with the pupil in relation to safeguarding issues

What if a student wants to confide in me?

Remember that the safety of the child is paramount and that the best person to talk to would be either Miss Bent, Mrs Pearce or a Year Team Leader. If they are determined to talk with you:

- Do explain, before disclosure, that the information may need to be shared
- Do focus on the pupil and not on your own opinion
- Do accept what you are told
- Do listen carefully
- Do reassure the pupil they have been right to tell
- Do record accurate details of what is shared with you
- Do write down carefully what is said, as it is said, if not then immediately after
- Do inform Miss Bent (DSP) immediately
- Don't make promises you cannot keep
- Don't jump to any conclusions or accuse anyone
- Don't push the pupil to disclose or use leading questions, or put words in their mouth