

# MELBOURN VILLAGE COLLEGE



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## Safeguarding Children

2016/2017

**Information for visitors, governors and  
newly appointed staff**



1. **Child protection advice**

As a school we are committed to safeguarding and promoting the wellbeing of all the children in our care and we hope this leaflet will provide some useful advice when working with young people at Melbourn Village College.

2. **What are my responsibilities as an adult working with children?**

Melbourn Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

3. **DBS (Disclosure and Barring Service) checks**

Melbourn Village College's recruitment and selection procedures specify that all adults working unsupervised with children have an enhanced DBS disclosure. This is to help ensure that all unsuitable people are prevented from working with children. You will be informed by the Principal, or his representative, whether or not you require a DBS disclosure. No person without a DBS disclosure will be left unsupervised with young people.

DBS checks are carried out on-line through Janine Savage, who will help you to complete the application and advise you on the documentation that is necessary for the check to be completed.

It is essential that you inform the Principal immediately if you become subject to any criminal investigation, caution or conviction. This is to protect you as well as the young people in your care.

A copy of Melbourn Village College's Child Protection Policy is available from the school website.

4. **What should I do if I am worried about a child?**

Whilst working with young people, you may become concerned about:

- Comments made by the young person
- Any unexplained marks or bruising
- Changes in a young person's behaviour or demeanour
- Comments made by young people about others

All concerns should be reported immediately to a designated person – May Deal (Pastoral Manager), John Barnes (SLT), Anna Ghale (SENCO) or Caroline Deadman (Pupil Premium and Young Carers Champion) using the 'logging a concern/nagging doubt' form, copies of which are in the staff room.

5. **What should I do if a young person discloses that he/she is being harmed?**

Young people rarely lie about such matters so it is important to take this seriously:

- Listen to what is being said without passing comment or displaying shock and disbelief: in short accept what is being said
- Do not promise confidentiality but explain to the young person that you will have to share this information with someone else in order that you can help them further
- It is important not to interrogate the young person or ask leading questions:

- Depending on the information being given to you and the level of seriousness best practice would be to say you need to speak with someone else and to contact a Designated Person who will be able to give guidance.
- Reassure the young person that you will be supportive but do not make promises that you may not be able to keep
- Reassure the student that it is not their fault
- Stress that it was the right thing to share this information
- Do not be drawn into criticising the alleged perpetrator: remain sympathetic but impartial.

Immediately record the details of the disclosure on a logging form available from the staff room or one of the named people above, including wherever possible the exact words or phrases used by the young person. The details should be returned in writing to the designated person – May Deal, John Barnes, Anna Ghale or Caroline Deadman to enable the matter to be dealt with promptly and in the most appropriate way. Please ensure you have signed and dated the information.

#### 6. **What should I do if the alleged abuser is a member of staff?**

You should report such allegations to the Principal as soon as possible (or in the case of the Principal, to the Chair of Governors or the Local Education Authority Designated Officer (LADO) for Safeguarding Children). A copy of Melbourn Village College's Whistle Blowing Policy is available on the website and on the staff noticeboard in the safeguarding section.

#### 7. **How do I ensure that my behaviour is always appropriate?**

All good relationships are based upon mutual trust and respect. Young people are often spontaneously affectionate and tactile, (e.g. by shaking hands) and it is important not to alienate them through lack of response or appearing to reject this. You should, however, be very careful about physical contact with young people and be careful not to engage in any physical contact which could be misconstrued by the child concerned.

If you are working with a student on his or her own, ensure that a door is left open and that you are visible to other adults.

Do not photograph students, unless it is with official permission, and do not exchange personal e-mails or texts; you should never give young people your personal contact details.

Do not make contact with students on internet social networking sites.

It is essential that staff follow the Guidance for Safer Working Practice

### **Summary**

Everyone who visits or works at Melbourn Village College has a responsibility to make sure that young people are safe and happy. This leaflet has been given to you to show what is expected. If you are unclear about any part of it, it is essential that you speak with somebody in authority to achieve clarity. Please keep this leaflet in a safe place so that you can refer to it again in the future.

Remember, if you are worried about the safety or wellbeing of any young person in our school, the school has a duty of care to report any concerns to the designated person – May Deal, John Barnes, Anna Ghale or Caroline Deadman.

## **Further Information for Visitors**

### **FIRST AID**

Please contact the Main Reception if you need a first aider – extension 200. If there is no response, please send a student.

### **IN THE EVENT OF FIRE**

The fire alarm is a continuous bell. If it sounds, leave the building and go to the playing fields behind the Sports Centre.

### **STAFF AND VISITOR TOILETS**

Staff and visitor toilets are located in the Administration corridor and outside the Student Support Centre.

### **IDENTIFICATION**

**Please ensure you wear your MVC identification at all times when on school site**

**All visitors and members of staff must recognise that the safety and well-being of children is our paramount concern.**

**Any child protection concerns must be reported to one of the Designated Child Protection Officers**

**Mrs May Deal (Pastoral Manager)**

**Mr John Barnes (Assistant Principal)**

**Mrs Anna Ghale (SENCO)**

**Mrs Caroline Deadman (Pupil Premium and Young Carers Champion)**

**In their absence – any member of the Senior Leadership Team**