

The Prevent Duty

It is our responsibility to protect students from radicalisation or extremist views. If you have any concerns regarding safeguarding or that a student is being influenced by extremism, please contact the Designated Safeguarding Leads or inform a member of staff.

<http://www.educateagainsthate.com>

Incidents of Bullying and/or Racism

All staff are responsible for investigating and reporting incidents of bullying or racism to a senior member of staff. In turn, they are responsible for maintaining records and informing appropriate agencies.

During your visit, if you encounter or are made aware of any incident involving either bullying or racism, please inform a member of staff.

Don't think "What if I am wrong?"
Think "What if I am right?"

Safety Procedures: What You Need to Know

Signing In and Out

We require all visitors and contractors to sign in when entering the Academy and sign out upon departure.

Failure to do so creates a health and safety risk to the individual and to others.

Please ensure you wear your identification or visitor badge at all times whilst on the premises.

First Aid

If you need first aid, please contact the Academy Reception on **extension 200** or **300** or ask any member of staff.

Emergency Procedures

In the event of an emergency, an alarm will sound:

Fire Alarm

Continuous audible alarm.

Please exit the building via the nearest fire exit. Visitors must remain with members of staff, who will escort you to the appropriate muster point.

Lockdown Alarm

Continuous audible alarm with a 2 second pause between each pulse.

Please go to the nearest classroom or office area and follow instructions from a member of staff.



Huish Episcopi Academy
The best in everyone™
Part of United Learning

Safeguarding Children and Young People

and Other Essential Information
for Visitors to the Academy

Welcome to Huish Episcopi Academy.

This leaflet is designed to inform you about our Safeguarding procedures and other safety policies. Please take a moment to read through it.

**Safeguarding is
Everyone's Business**

When and What Might I Be Concerned About?

At any time, you may be concerned about information that suggests a child is being neglected or experiencing physical, emotional, or sexual harm.

You Should Report Any of the Following Signs:

- Unexplained injuries, bruising or marks.
- Fear, watchfulness, overanxiety to please.
- Comments about sexual activity or inappropriate sexual knowledge/behaviour.
- Unexpected reactions towards people (fear/wariness).
- Withdrawn, anxious behaviour, lacking in self-belief/confidence.
- Unwillingness to communicate or repetitive nervous behaviour.
- Signs of neglect e.g unsuitable clothing, poor hygiene, and pale or fatigued.

Please report anything that causes you concern - no matter how minor it may seem.

What Should I Do if a Child/Young Person Makes a Disclosure?

1. Receive

Listen carefully to what is being said and do not interrupt. Be calm, attentive and non-judgmental.

Remember 'TED': Tell, Explain, Describe

2. Reassure

Reassure them that you will talk to a person who can help, they have done the right thing by telling you, and what has happened isn't their fault.

Never promise to keep what is said a secret and make sure you pass the information on to one of the Child Protection Leads immediately.

3. Respond

Explain what will happen next.

4. Record

The information you have may not be enough on its own for a Child Protection referral. However, it will help to make a decision about the risk of harm to the child.

Doing Nothing is Not an Option

All policies relating to Safeguarding can be found on the Huish Episcopi Academy Website:

www.huishepiscopi.net

Other useful websites:

www.swcpp.org.uk
www.somersetscb.org.uk

If, at any time during your visit to Huish Episcopi Academy, you have any concern about a student you encounter, you should report this to a member of staff immediately.

If you feel a student is at risk or the subject of abuse, you must contact the Designated Safeguarding Leads immediately.

The Academy's Child Protection Leads are:

Mr Chris Daniel

Vice Principal and Designated Safeguarding Lead
Extension: 278 | Mobile: 07827 275142

Ms Amy Houghton-Barnes

Assistant Principal and Designated Safeguarding Lead
Extension: 207 | Mobile: 07827 278155

Mrs Tara Smith

Designated Safeguarding Lead
Extension: 251 | Mobile: 07827 019211

Ms Emily Bowhill

Assistant Principal and Designated Safeguarding Lead
Extension: 230 | Mobile: 07517 008616

If you are unable to contact the Designated Safeguarding Leads, please report a concern to any member of staff.