



Safeguarding Team

The following members of the team are responsible for dealing with safeguarding concerns



Niall Hayton – Contact No. 214

Residential & Safeguarding Manager

Senior Designated Person (SDP)

Should be approached first if possible. Will take seriously any concern regarding the safety or welfare of a student. **Must** be told if you suspect any child or young person to be suffering, or at risk of suffering harm.



Marianne Best - Contact No. 205

Headteacher

Designated Person

Should be approached first if possible. Will take seriously any concern regarding the safety or welfare of a student. **Must** be told if you suspect any child or young person to be suffering, or at risk of suffering harm.



Sarah Barker - Contact No. 225

Inclusion Manager

Designated Person

Should be approached if the SDP is not available. Will respond to urgent issues and discuss with at least one other member of the Safeguarding Team. Should meet with the SDP on his return to review events and agree any further action.



Cath McGill - Contact No. 204

Family Support Manager

Designated Person

Should be approached if the SDP is not available. Will respond to urgent issues and discuss with at least one other member of the Safeguarding Team. Should meet with the SDP on his return to review events and agree any further action.



Anne Lealman - Contact No. 201

Operation Manager

Designated Person

Should be approached if the SDP is not available. Will respond to urgent issues and discuss with at least one other member of the Safeguarding Team. Should meet with the SDP on his return to review events and agree any further action.

Welburn Hall School

Safeguarding Children and Young People: Guidance for adults visiting or working at our school

Keeping Everyone Safe

Adults who visit or work at our school play an important and valued role, whether helping to maintain the building or to support the learning, welfare and development of our children and young people.

We want to promote safe working practices for everyone who attends our site where children and young people are present, whatever your job or purpose of your visit.

Listed below are some key actions that you must have regard to, in order to help ensure the welfare and safety of both yourself and others.

Acting professionally at all times

- Always have an identity document with you, as you must show this on arrival.
- Make sure that you sign in and out when you arrive and leave the site.
- You must be escorted during the visit and be supervised at all times, unless otherwise agreed AND you have a current cleared DBS check, accepted by North Yorkshire County Council. If you have any queries, please ask our receptionist.
- There will usually be no need for contractors to engage in conversation with students, however if a student asks a question about your work you should respond briefly. Please do not encourage or prolong such conversations. You should not engage in, or react to, jokes, banter, sarcasm or personal comments.
- If you have any concerns including about the behaviour or comments by a student, do not react to the student and report this to the Headteacher/Deputy Headteacher/Assistant Headteacher/Head of Care, and also your line manager if you are a contractor.
- You are not permitted to use any personal digital equipment, such as mobile phones, tablets and cameras, to record images of students.
- Mobile phones may only be used in staff-only locations, unless specific permission is given by a member of the Senior leadership Team.
- You should avoid any physical contact with students. If contact is required as part of the purpose of your visit, you must seek assistance from an appropriate member of staff who will ensure that there is a chaperone present.
- You must not exchange any personal information, arrange to meet, or make any contact with students outside of the school. This includes emails, mobile phone, social networking sites, etc.
- You should wear clothing that is professional and appropriate for your role, and that is not likely to be considered political, offensive, discriminatory, revealing, sexually provocative or to cause embarrassment.
- If you become aware of any sensitive or confidential information you must not disclose or discuss this with any person other than your line manager and a senior manager at the school.

Please follow the advice in this leaflet and keep both yourself and our children and young people safe.

Date adopted by School Governing Body: (based on NYCC model leaflet)	26/11/2018
Signed: Chair of Governors	<i>A Payne</i>