

## **SAFEGUARDING CHILDREN GUIDANCE FOR ADULTS VISITING OR WORKING AT MANOR GREEN SCHOOL**

### **OUR COMMITMENT TO SAFEGUARDING**

At Manor Green School we promote safe working practices for everyone within the school community, whatever their role or reason to be here.

Adults visiting or working on the school grounds play a very important part in the life of the school and are all responsible for keeping the students safe.

Whether you are employed by the school or are a visiting parent, carer, contractor or a guest speaker, we ask you to please study this leaflet in detail and do your best to support our safeguarding practices.

Our students have a diverse range of special educational needs and most have a degree of difficulty in effective communication and appropriate interaction with others.

It is, therefore, particularly important that we all take steps to keep the students and ourselves safe, bearing in mind that our actions can sometimes be perceived in a way that is not intended.

To minimize the risk of possible allegations of wrong-doing, please follow this advice.

### **DO**

- Enjoy your visit and use common sense when interacting with the students.
- Report any concerning or unacceptable behaviour of any persons on site to the named designated persons (see reverse).
- Be aware that any interaction with students may be interpreted by them as offensive or inappropriate, even if this was not your intention. It can, at times, trigger challenging behaviour and lead to emotional or physical outbursts.
- Be aware that contact made outside of the Manor Green School grounds with a student may also be considered inappropriate by that individual and could lead to your interaction being misinterpreted.
- Be aware that the school deems any online or personal social networking between the employees of the school and the students unacceptable.
- **In the event of a pupil making a disclosure regarding potential harm:** Immediately refer the matter to the member of staff responsible (see next page).

### **DO NOT**

- Instigate any inappropriate verbal or physical contact with students (this applies both on and off the school grounds).
- Give personal information to any student (this includes your address, telephone or mobile number or e-mail address).
- Do not accept or respond to a pupil attempting to give you personal information (this includes their address, telephone, mobile number or e-mail address).
- Do not accept physical or verbal abuse from a pupil. Do not respond yourself, but report it immediately to the member of the school staff responsible for your visit.

- Do not ignore your judgment or “gut feeling”. If something does not *seem* right, it probably is not. If you see or hear something worrying:

#### Designated Safeguarding Leads:

- Whole school: Warren Griffiths, Head of Wellbeing and Safeguarding

#### Deputy Designated Safeguarding Leads:

- Joolz Scarlett Headteacher
- Helen Hannam, Deputy Headteacher

#### Additional Designated Safeguarding Leads:

- Victoria Kincses
- Sarah Fraser-Thwaites
- Rebecca Brosnan
- Rhiannon Jones
- Amelia King
- Rachel Goymer
- Shelley Thomas

#### Designated teacher for Children in Care/Looked After Children:

- Viktoria Kincses

#### Designated Governor for Child Protection and Children in Care:

- Gwenda Lilley

#### Domestic Abuse Co-ordinators

- Joolz Scarlett
- Sharon Carrigan, Family Adviser

*It is our policy to safeguard the welfare of all learners by protecting them from physical, sexual, emotional abuse and neglect.*

#### YOU MUST REFER

#### YOU MUST NOT INVESTIGATE

**Please contact School Reception if you wish to refer to the Safeguarding guidelines contained in our Staff Handbook and/or Safeguarding Children Policy.**

Manor Green School  
Elizabeth Hawkes Way  
Maidenhead  
SL6 3EQ  
Headteacher: Mrs. Joolz Scarlett