

# Safeguarding Guide

This leaflet contains information about our expectations of you whilst visiting our centre. If you are unclear about anything in it, please speak to a member of staff.

Please keep this leaflet in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any young person you must report this to The Designated Safeguarding Lead (DSL).

If you are concerned about the conduct of a member of staff or volunteer, contact the *Principal of Snowdon Village Alex Davies* or *Vice Principal Kay Sarpong*

## Our Safeguarding Team

### Designated Safeguarding Leads:

#### Bristol Futures Academy

**Kay Sarpong**

Tel: 07944816234

Kay.sarpong@clf.uk

#### City School HQ

**Rachel McManus**

Tel: **07759831462**

Rachel.mcmanus@clf.uk

**Tia Saddique (Deputy)**

Tia.saddique@clf.uk

#### City School Kingswood

**Caitalin Tarr**

Caitalin.tarr@clf.uk

Hayley Pates

Hayley.pates@clf.uk

Tel: 07704303667

#### Engage

**Derek Scale**

Derek.scale@clf.uk

Tel: 07590211305

#### The Nest

**Kirstie Gittings**

Kirstie.gittings@clf.uk

Tel: 07851384502



POSITIVITY | EQUITY | RESILIENCE | LOVE



## Visitors Safeguarding Info

### Snowdon Village

- ◆ Bristol Futures Academy
- ◆ City School HQ
- ◆ City School Kingswood
  - ◆ Engage
  - ◆ The Nest

## Visitor Procedure

All visitors **must** sign in on arrival.

- All visitors will be issued with an appropriate pass which must be displayed at all times whilst on the site.
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.
- Visitors wishing to speak to a particular member of staff should telephone the centre to make an appointment. All visitors **must** return their visitor pass before signing out.
- Any concerns must be raised with the DSL or Head Teacher, **before** you leave.

## What if I am worried about a Student?

You must inform the DSL/DDSL if you become concerned about:

- Something a student says
- Marks or bruising on a student
- Changes in behaviour or demeanour

If you feel that a student may be at risk of harm then inform the DSL/DDSL onsite immediately who will offer you advice and take the appropriate action required.

## Safeguarding Guidance

**Sometimes a student may disclose information to you. If this happens you should:**

- React calmly
- Listen carefully to the young person
- Do not promise confidentiality. Explain to the young person that you may need to pass on the information if you are worried about theirs or someone else's safety.
- You may clarify your concerns using words such as "tell, explain, describe or outline" but as soon as your concern is confirmed you are to ask no further questions as further enquiries could be compromised.

### Local Support Services

**First Response Team** - 01179036444  
(Emergency Duty Team 01454615165)

### **Other numbers you can call:**

- NSPCC 24HR Helpline: 08088005000 (free from a landline)
- NSPCC Text Helpline:88858 (free and anonymous)
- Police: 101 (non-emergency calls)

**If the child is at immediate risk call the police on 999.**

## Visitor Code of Conduct

- Treat everyone with respect.
- Behave in a manner that you would wish others to follow.
- Remember, someone else may misinterpret your actions no matter how well intended.
- Do not jump to conclusions without checking.
- Do not permit abusive activities such as bullying or ridiculing.
- Avoid Physical contact with children unless you are preventing them from immediately harming themselves or others.
- Do not make suggestive remarks, gestures, or tell sexist, racist or homophobic jokes.
- Always tell someone if a child touches you or speaks to you inappropriately.

If you are concerned about the conduct of a member of staff during your visit the following actions must take place:

Immediately, inform the centre lead. In their absence, immediately inform the Designated Safeguarding Lead.

### Fire

In the event of a fire alarm, please use the nearest fire exit and make your way to the sites fire assembly point. Please make yourself known to a member of staff and ensure you are aware of the nearest fire escape.