

SAFEGUARDING AT MINSTHORPE COMMUNITY COLLEGE

Information for New Staff and Visitors Working with Children Full Training will be part of your Induction

- As adults in school, we all have a responsibility to safeguard and promote the welfare of children. To fulfil this responsibility effectively, all professionals and adults who work in or visit college must make sure their approach is child centred. What is in the best interest of the child.
- If you have any concerns about the health and wellbeing of a child at Minsthorpe, you must share this with a designated member of staff as soon as possible.
- You can easily notice signs which raise concerns by looking at the child's appearance and taking note of their behaviour. Are they isolated, lonely, do they look sad, unkempt, tired, are they hungry? Please report concerns directly to a member of staff or via the safeguarding@minsthorpe.cc email address. We would rather things were reported which allow us to safeguard children even if they are little things which don't feel 'quite right' please ask, make us aware. It may be nothing but it could be something.
- If you think the situation is serious and may seem the child is at risk, a child protection concern, physical, sexual, emotional abuse or neglect, you must contact one of the designated staff shown below.
- Any disclosure a child makes to you, ensure they understand you cannot keep anything secret. Note anything they say and pass straight to the designated staff.
- Any allegation made relating to a member of staff must be reported directly to the Principal/Designated Safeguarding Lead.



Jeanette Collins
Designated Safeguarding
Lead
Assistant Principal
Ext: 1309



Louise Allen
Safeguarding Officer
Deputy DSL
Ext: 1214



Dale Fairhurst
Inclusion Manager
Deputy DSL
Ext: 1212



Angela Jarrett
Assistant Inclusion
Manager
Deputy DSL
Ext: 1210

Jack Danks
eSafety Coordinator
Ext: 1205

Yvette Kelsall
Telephone Contact
Point
Ext: 1004

VISITOR INFORMATION

We are committed to the safety and wellbeing of all students, staff and visitors and therefore all visitors must agree to the following before being allowed access to the college site.

GENERAL	<ul style="list-style-type: none">• Please enter and exit the site via the main entrance, observe signing in and out procedures.• Do not move around the college site unescorted. Please stay within the areas that are necessary for your visit.• Please do not interact with students unless instructed by a member of staff to do so/or unless a student is in immediate danger.• You will be issued with a Visitor's badge, this must be worn at all times so that it is visible. Please return this to reception as you leave the college site.
FIRE	<ul style="list-style-type: none">• If you hear the fire alarm, please go with the person you are visiting to the nearest exit and then to the relevant assembly point so that you can be accounted for.
MOBILE PHONES, CAMERAS ETC	<p>Whilst on site please:</p> <ul style="list-style-type: none">• Do not use your mobile phone other than in the main reception areas and use only in connection with your business and when you are approved to do so.• Do not take/use images of students unless approved to do so by the Principal in advance.• Do not leave equipment unattended.
INTERACTION WITH STUDENTS	<p>Where your role requires you to interact with students or you are attending on Local Authority/Partnership working you must:</p> <ul style="list-style-type: none">• Present your photo ID and/or DBS whenever requested by our staff.• Wear your ID and visitors badge at all times when on the college site.• Interact with students as required within your professional capacity only, and report any concerns or observations you may have immediately.• Visitors, staff and volunteers should be aware that sexual relationships between them and students under 18 are unlawful and could result in legal proceedings being taken against them under the Sexual Offences Act 2003 (Abuse of Position of Trust).• Staff must not share personal details with students; mobile phone numbers; Facebook; any form of social media. You must not enter into a personal relationship with students; have students in your home, take students one to one in a car. We expect this guidance is followed until the students have left college and are over 18; this protects you, the student and college from anything which could be seen as inappropriate• As a member of staff in college you are in a position of trust in terms of your working relationship with children. You have an absolute responsibility to ensure that you do everything you can to keep every child safe from harm. You must also safeguard yourself.• If you are in doubt please ask for advice. We are aware some of you may have family friends whose children attend college; it is important to establish clarity around such situations.