

WHAT TO DO IF YOU HAVE CONCERNS ABOUT A MEMBER OF STAFF:

If you are concerned about the conduct of a member of staff following something you have observed or a disclosure, you must report this to the Headteacher (or Deputy Headteacher in absence of the Headteacher). If your concern is about the Headteacher, you must report this to the Chair of Governors. The school office will provide contact details for the Chair of Governors if you need them.

WHAT TO DO TO KEEP YOURSELF SAFE:

- ◆ Always speak to pupils calmly and respectfully.
- ◆ Avoid physical contact with pupils unless you are preventing them from harming themselves or others.
- ◆ Avoid being alone with any pupil—you should not do so unless there is a specific reason to do so and other staff are aware.
- ◆ Always tell someone if a pupil touches you or speaks to you inappropriately (record the incident, including the time and date, and give this to the Headteacher / Designated Lead)
- ◆ Never exchange personal contact details with a pupil or arrange to meet them outside of the school environment.
- ◆ Never have contact with a pupil on social media.
- ◆ Never use a personal mobile phone or camera around pupils.
- ◆ Never discuss confidential information outside or school or on-line.

Further Information for Visitors

First Aid—Many of our staff members are trained. If you need assistance, please inform a member of staff. Visitors should not treat pupils unless permission has been given. In an emergency do not hesitate to call 999 for an ambulance.

Accidents & Incidents—please report to the School office.

Use of School Internet—users of the school systems and Wi-Fi must comply with the e-Safety and Data Security Policy. Please ask the School office for details

Fire & Emergency Evacuation—If the alarm sounds, exit by the nearest fire exit and make your way to the field area. Please wait there until you are given permission to re-enter the building.

Mental Health First Aiders



Miss Harrison



Mrs Chumbley



Mrs Lewis



Mrs Dale



Miss Pocock



Mrs Goksel



Mrs Maslin



Mrs Hiatt



Miss Sales



Miss Stevens

Safeguarding Children



Guidance for adults visiting or working with Chelmsford County High School

Welcome to Chelmsford County High School for Girls.

As a visitor to our school it is important that you are aware of our Safeguarding procedures.

Please ask a member of staff if you are unsure of anything in this leaflet.

Miss F Harrison
Deputy Headteacher

(Designated Safeguarding Lead)



Adapted from Essex County Council Essex Schools InfoLink



School Telephone Number: 01245 352592



Designated Safeguarding Lead
Miss F Harrison
(Deputy Headteacher)



Deputy Designated Safeguarding Lead
Mr S Lawlor
(Headteacher)



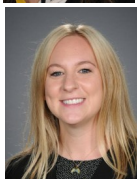
Deputy Designated Safeguarding Lead
Mrs J Cross
(Deputy Headteacher)



Deputy Designated Safeguarding Lead
Dr M Palmer
(Assistant Headteacher)



Deputy Designated Safeguarding Lead
Mrs M Chumbley
(Senior Pastoral Leader)



Deputy Designated Safeguarding Lead
Mrs N Lewis
(Year Leader for Year 7)

Schools and their staff form part of the wider safeguarding system for children. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. (Keeping Children Safe in Education, DfE 2022)

- ◆ All visitors should be prepared to provide formal identification and, where required, evidence of their Disclosure and Barring Service (DBS) Check (this may be a letter from an employer to confirm the appropriate DBS check has been obtained)
- ◆ All visitors must wear the ID provided upon signing in—this must be worn and kept visible at all times while on site.
- ◆ Where visitors have parked on school site, they must ensure their registration details are provided when they sign in.
- ◆ All visitors must sign out and hand in the ID provided when leaving the school site.
- ◆ During the Covid-19 pandemic the school will be taking extra precautions to ensure that everyone on the school is safe. Please make sure that you understand where you can go in the school, and what protective measures may be in place.
- ◆ All CCHS staff are DBS checked. Therefore, if a visitor does not have evidence of a DBS check, they will be accompanied by a member of staff.

We take safeguarding very seriously in our school. Everyone in school has a role to play in keeping children safe, although there are certain key people with particular responsibilities.

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|---------------------------------------------|---------------------------|
| Headteacher: | Mr S. Lawlor |
| Designated Safeguarding Lead: | Miss F. Harrison |
| Deputy Designated Safeguarding Lead: | Please refer to the Lead: |
| Governor for Safeguarding: | Dr A. Sohail |

What is Abuse?

Abuse is maltreatment of a child. This may be neglect, any form of physical, emotional or sexual mistreatment that leads to harm or injury, or failure to protect a child from harm. It can happen to any child regardless of their age, gender, race or ability and may be inflicted on the child by an adult/adults or another child or children.

What to do if you are worried about a pupil:

You may observe something or become aware of information about a pupil which concerns you while you are in school. If you do, it is important that you share your concerns with the Designated or Deputy Designated Safeguarding Leads. The school office will make arrangements for you to speak to them if you cannot locate them.

WHAT TO DO IF A PUPIL MAKES A DISCLOSURE:

- * React calmly, listen without displaying shock, disbelief or making judgements.
- * **Do not promise confidentiality**—explain that you must share the information with the Designated Safeguarding Lead.
- * **Reassure the pupil**, but only so far as is honest and reliable.
- * **Do not** interrogate the pupil, ask leading questions or criticise the alleged perpetrator.
- * Make accurate notes (record the date, time, place, your observations and exactly what the pupil has said)
- * **Report your concerns immediately** to the Designated or Deputy Designated Safeguarding Lead.
- * Follow the school Child Protection Policy and procedures at all times.