

Other General Information

Disclosure by a child

If a student discloses information about significant harm you should:

- Listen
- Tell the student that you need to tell someone else – you cannot promise confidentiality
- Make accurate notes of what has been said by the student and pass this immediately to the DSO

It is not your responsibility to investigate but to report to the Designated Safeguarding Officer

Designated Safeguarding Officer

Mrs H Cullen ext. 201

Deputy Designated Safeguarding Officers

Mrs Clare Wilson ext. 223

Mrs Ann Lambert ext. 218

Fire and emergency evacuation: If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble by the sports hall. Our staff will direct you.

First Aid: Our school welfare officer, Ann is based in the main corridor, she can be contacted on ext. 218 or you can contact the main reception should you need assistance.

Accidents and Incidents: Please report these to our school welfare officer or to the main reception.

Access to the internet: All users of the school systems and Wi-Fi must comply with the Acceptable User Policy. Please ask our ICT technicians for details.

Visitors' Toilets: Located in the main block next to the reprographics room.

Parking: Limited parking is available on site.

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Monks Dale
Yeovil
Somerset
BA21 3JD

Tel: 01935 471131

Email: sch.570@educ.somerset.gov.uk

Principal: Mr G Morrison

www.prestonschool.co.uk



Visitor and Safeguarding Information

Welcome to Preston School

Please take a few moments to read this leaflet. We are committed to safeguarding and promoting the welfare of our young people and this requires all staff and visitors to share this commitment.

Contained in this leaflet is information about our child protection procedures and guidance on what you should do if you have any concerns.

Please sign in on arrival and collect your visitors badge.

Please wear the badge at all times to avoid being challenged by staff or students.

Remain with your host at all times unless we confirm we have had prior DBS clearance for you.

On departure please sign out and return your badge.

Safeguarding Children

As a visitor to our school, either as a contractor, volunteer, supply teacher or someone that has come to work with our young people in any capacity, it is important that you are aware of our safeguarding procedures.

- Please refer to the back pages of this leaflet for contact details of our child protection team. Or, please contact Reception who can locate them for you.
- If there is any reason to suspect that a student has suffered bullying or discrimination, or is likely to suffer significant harm, you must inform the Designated Safeguarding Officer (DSO) immediately. Our staff will then follow the procedures according to the school Safeguarding Policy.

Prevent

Preventing Radicalisation/Tackling Extremism

Keeping children safe in education is our priority.

This school works in partnership with the wider school community to ensure children and their families are safeguarded from radicalisation and extremism.

In line with the PREVENT duty we will ensure that all staff and governors are trained, informed, recognise vulnerability and mitigate the risks. We mitigate identified risks and ensure the curriculum embeds British Values, teaching our staff, children and visitors to be tolerant and have respect for all faiths within our multi-cultural society.

This is underpinned by a range of other school policies including 'e' safety, curriculum, staffing and safer recruitment.

Keeping Everyone Safe

We hope that you have an enjoyable visit to Preston School. Our main priority is to ensure that everyone who visits is aware of their responsibilities towards making sure all young people are safe. As a visitor please remember the following:

- If you are working in a 1:1 situation with a student, we must have confirmation that all the necessary safeguarding checks have been carried out including the Enhanced DBS disclosure.
- You must not have any physical contact with any student
- You must never exchange personal contact details with a student or arrange to meet them outside of the school environment.
- The use of cameras and taking photographs is not permitted unless prior permission has been sought.

Children's Acts 1989 & 2004
Education Act 2002
Keeping Children Safe in Education 2016
Working Together to Safeguard Children 2015

What is abuse?

Any form of neglect, physical, emotional or sexual mistreatment or lack of care that leads to harm or injury. It can happen to any young person regardless of their age, gender, race or ability.

What is discrimination?

When people receive less favourable treatment which cannot be justified. This covers race, ethnic or national origin, language, religion or belief, gender, gender reassignment, sexual orientation, disability, social class, responsibility for other dependent or where the person lives.

What is bullying?

A willful, conscious attack on the self-esteem or the person of an individual student. It includes jibes, name-calling, silence/exclusion from the social circle, emphasising differences, threatening behaviour, racial/sexual harassment, extortion and physical attack. It may vary in severity, frequency and in the numbers of people involved.

People working in schools are uniquely placed to notice signs and symptoms of abuse and to support young people who are subject to abuse or living in abusive situations