

Safeguarding at the Academy

WE ARE COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF OUR STUDENTS. WE EXPECT ALL STAFF AND VISITORS TO SHARE THIS COMMON COMMITMENT.

This leaflet contains information about our expectations whilst visiting our school. If you are unclear about any of the information please speak to any of the contacts named in this leaflet.

Please keep the leaflet in a safe place so that you can refer to it again if required.

If you are concerned about the safety of any of our students, you must report this to one of the designated safeguarding team.

Occasional Visitor Procedures

All visitors must sign in at reception.

Visitors will be provided with a pass which must be worn at all times whilst on the school site.

All visitors must sign out at reception and return their visitor pass before leaving the school site.

Visitors who wish to speak to a specific member of staff should telephone the school in advance to make an appointment, wherever possible, to avoid disappointment.

For further information please see our Child Protection Policy on our website.

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Academy Lane
Folkestone
Kent CT19 5FP
01303 842400
admin@turnerfolkestoneacademy.com
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Safeguarding

A guide for visitors



Part of the Turner Schools family



Safeguarding Team

Designated
Safeguarding Lead



Mrs L Coppins

Trust DSL & Multi-Agency Lead

Safeguarding/CiC Administrator



Mrs J Stokes

Deputy DSL



Miss J Patchai

Deputy DSL



Mr J Speed



Mrs K Bird

Deputy DSL



Mr C Fountain

Deputy DSL



Mrs S Atkins

Wider Safeguarding Team



Mr A Gunner
Year 7



Ms H O'Dwyer
Year 8



Mrs T Canter
Year 9



Miss C Broad
Year 10



Mrs S Hogben
Year 11



Miss C Stokes
Sixth Form

If you feel a student is about to make a disclosure, please contact a member of our safeguarding team. If this is not possible please use the protocol below:

1. React calmly to the student
2. Speak to the student in an appropriate setting. Make sure you are visible to others. If in an office ensure the door is ajar and that the student is between the door and yourself
3. Reassure the student that they are doing the right thing by talking to an adult
4. Remind the student that if you are concerned that they, or others are at risk, that you will have to pass on the information. Do NOT promise confidentiality
5. Listen carefully and makes notes if possible – ask the student first if they are happy for you to do this. Use the student's own words as far as possible
6. Let the student lead the conversation. You can clarify information (e.g. use tell, explain, describe or outline), but do NOT question a student more than necessary, or ask leading questions
7. Do NOT touch a student to attract their attention or comfort them, as this could be misinterpreted
8. Reassure the student again and explain your next actions
9. Pass on your concerns immediately to the DSL or a member of the Safeguarding Team

Staff Conduct:

If you are concerned about the conduct of a member of staff or a student has disclosed something to you about a member of staff the following actions must be taken immediately:

- Report directly to the Principal
- If it is regarding the Principal inform the CEO or the Chair of Governors

Keeping yourself safe:

- Be professional. Be careful how you interact with or speak to the students
- Avoid any physical contact with the students
- Avoid being on your own with a student
- Do not give out personal contact details for mobile phones, email or social media accounts

Mobile Phones

Visitors may not use mobile phones or personal devices with video or photographic capacity on the school premises. The Senior Leadership and Central Trust Team will carry Academy/Trust mobile phones to be used in case of urgent situations or emergencies.