



No child should suffer harm of any form, either at home or at school.

Everyone who works or visits our school has the responsibility to make sure that all our children are safe.

This leaflet has been given to you to make sure you understand what is expected of you as a visitor to Desborough College. Please ask the person who gave it to you if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any young person in our school, you must report this to one of the Designated Safeguarding Leaders in school who will act in the best interests of the child.



Contacts

Principal

Ms Maggie Callaghan

Designated

Safeguarding Lead

Mrs Bernadette Eaves

01628 762550

bernadetteeaves@desborough-college.net

Deputy Safeguarding Leads

Mr Thomas Craddock

Mr Will Jamieson

Trustee with

Safeguarding Responsibility

TBC

Desborough College

Shoppenhangers Road, Maidenhead

SL6 2QB | 01628 634 505



DESBOROUGH COLLEGE



Visitor Information &
Safeguarding Advice

Car Parking

We have very limited parking available on site. If driving please park in a marked parking bay. We ask that access to the school site for parking is pre-arranged by calling the reception in advance of your visit.

Signing In

All visitors must report to reception as soon as they arrive at the school. The pass provided must remain visible at all times and be returned when signing out prior to leaving the School. Any visitor in school who is not wearing an identity badge will be challenged politely to enquire who they are and their business on the school site.

Emergency Evacuation Procedure

The Fire Alarm is signalled by the continuous ringing of the fire alarm bells. The visitors' fire assembly point is:

THE SCHOOL PLAYGROUND

No-one may re-enter the building(s) once the alarm sounds until the all-clear is given.

Lockdown Policy

An alarm will sound, which is eight short rings of the school bell. This will be repeated after 30 seconds.

The emergency lockdown is used when it is necessary to restrict movement around the school site.

On hearing the alarm visitors should proceed to the nearest office or teacher supervised classroom as quickly as possible. School staff will check their e-mail for further information and instructions.

Visitors are to refrain from using any mobile or internet device during a lockdown until told by a member of staff that it is permissible to do so. When it is safe to do so, the 'all clear' signal will be sounded. This will be four short rings of the bell. An e-mail will then be sent to staff with further instructions.

Safeguarding at Desborough

Desborough College has a Safeguarding Policy and a copy of this is available from the School Office and can be viewed school on the website:

www.desborough.org.uk/safeguarding/

What Should I do if I am worried about a child?

If whilst working with a child you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour

Please report these concerns to one of the named Designated Safeguarding Leads (DSLs). The office will assist you with finding and liaising with one of the DSLs immediately.

What should I do if a child discloses that she/he/they is/are being harmed?

Immediately record details of the disclosure, including, wherever possible, the exact words or phrases used by the child. Forms for the recording of information of this nature are available from reception and should be completed and handed in person to a Designated Safeguarding Lead so that the information can be discussed immediately. Following this discussion the DSL will ensure that the matter is dealt with in the most appropriate way.

Please ensure that you have signed and dated the form.

What should I do if the alleged abused is a member of the school staff?

You should report the allegations to the Principal.

What should I do if the alleged abused is the Principal?

You should report the allegations to one of the Designated Senior Persons who will notify the Chair of Trustees.

How do I assure my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. Do not photograph children, unless requested to by the class teacher, exchange emails or text messages, or give out your own personal details. Please help to safeguard the children in our care by following these guidelines.

