

Safeguarding Children

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

If there is any reason to suspect that a pupil has suffered bullying or discrimination, or is likely to suffer significant harm, you must inform the Designated Safeguarding Lead (DSL) immediately. Our staff will then follow procedures according to our Child Protection Policy.

Other General Information

Fire and emergency evacuation: If the fire alarm sounds (two tone siren), please leave the building immediately by the nearest exit and assemble in the Tennis Court. In the event of a 'lockdown' (continuous pip alarm) report to Reception.

First Aid: Please ask at Reception if you need assistance.

Accidents and Incidents: Please report these to Reception.

Access to the Internet: All users of the school systems and Wi-Fi must comply with the Acceptable Use of ICT policy. Please ask at Reception for details.

Toilets: please use the staff toilets; Reception will direct you.

Parking and Disabled Access: Parking is normally available in our main car park. Most areas of our building are accessible, we will advise depending on where you need to go.

Address: Settle College, Settle, N-Yorks BD24 0AU
Telephone: 01729 822451
Headteacher: Gareth Whitaker
Email: amdmin@settlecollege.n-yorks.sch.uk
Website: <http://www.settlecollege.org.uk/>

Visitor & Safeguarding Information

Welcome to Settle College

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 our staff and visitors to share this comment.

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

Due to COVID 19, please ensure you have an appointment before coming to Settle College. You might be refused entry without permission.

Please sign in on arrival and collect your visitor's badge at reception.

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

On departure, please sign out and return your badge.

Keeping Everyone Safe

We hope that you have an enjoyable visit to Settle College. As a visitor please remember the following:

- If you are working in a 1:1 situation with a child, we must have confirmation that all the necessary safeguarding checks have been carried out including Enhanced DBS disclosure. You have read Keeping Child Safe in Education 2020 Section 1 and Annex A
- You must not have any physical contact with any pupil.
- You must never exchange personal contact details with a pupil or arrange to meet them outside of the school environment.
- The use of cameras/mobile phones is not permitted unless prior permission has been sought.

Disclosure by a child

If a child discloses information about significant harm you should:

- Listen;
- Tell them that you need to tell someone else – you cannot promise confidentiality;
- Make accurate notes of what has been said and pass this immediately to one of the staff named below;
- Do not ask leading questions;

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

Designated Safeguarding Lead:

Gareth Paisley
Deputy Headteacher



Deputy DSL:

Gareth Whitaker
Headteacher



Designated persons for Child protection:

			
Rachel Grimshaw	Joanne Isherwood	Charlotte Lambert	Simon Murphy

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 child regardless of their age, gender, race or ability.

What is discrimination? When people receive less favourable treatment which cannot be justified, including due to their race, ethnic or national origin, language, religion or beliefs, gender, gender reassignment, sexual orientation, disability.

What is bullying? A willful, conscious attack on the self-esteem or the person of an individual. It includes name calling, exclusion from the social circle, emphasising differences, threatening behaviour, 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 the abuse and to support children who are subject to abuse or living in abusive situations.