

## **SAFEGUARDING ADVICE FOR VISITORS**

No child should suffer harm of any form, either at home or at school. Everyone who works or visits our Academy has the responsibility to make sure that all our young people are safe.

This leaflet has been issued to make sure you understand what is expected of you as a visitor to Aspire Academy.

Please ask the person who gave it to you if you are unclear about anything in it.

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 Academy, you must report this to the Designated Safeguarding Lead or Person in the Academy who will act in the best interests of the child.

## **CONTACTS**

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Headteacher:

**John Woods**

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Designated Safeguarding Lead:

**Sian Rawson**

Assistant Headteacher

Designated Safeguarding Person:

**Darren Ewart**

Deputy Headteacher

Designated Safeguarding Person

**Jennifer Markham**

Lead Caseworker

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Governor Responsible for

Safeguarding:

**Karen Hirst**

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Blackpool Aspire Academy

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admin@aspire.fcat.org.uk

[www.blackpoolaspireacademy.co.uk](http://www.blackpoolaspireacademy.co.uk)

## **Visitor Information and Guidance**

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**Blackpool Aspire  
Academy**

## **SECURITY**

All visitors must sign in at the academy reception on arrival.

If you are working unsupervised with students you will be asked to produce your DBS certificate, together with proof of identification e.g. Passport or driving license. Without this, you may not be granted access.

Please wear your identification/visitors badge at all times. All our staff wear named Aspire Academy Badges.

## **HEALTH AND SAFETY**

If you require first aid while on site, please ask a member of staff to direct you to main reception and request this assistance.

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site. As a visitor to our academy it is essential that you follow any health and safety guidelines that may apply from the Health and Safety at work Act 1974.

## **FIRE ALARM**

If the Fire Alarm sounds (a long continuous siren), please leave the building immediately by the nearest exit as indicated on the Fire Action Notice as displayed in each room. Make your way to the assembly point on the tennis courts at the rear of the building and inform Karen Clancy.

## **BLACKPOOL ASPIRE ACADEMY & SAFEGUARDING**

### **ASPIRE ACADEMY**

has a Safeguarding Policy and a copy of this is available from the Main Office and on the Academy website.

### **WHAT SHOULD I DO IF I AM WORRIED ABOUT A YOUNG PERSON?**

If whilst working with or around a young person you become concerned about:

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

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

### **WHAT SHOULD I DO IF A YOUNG PERSON DISCLOSES THAT SHE/HE IS BEING HARMED?**

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

## **BLACKPOOL ASPIRE ACADEMY & SAFEGUARDING**

### **WHAT SHOULD I DO IF THE ALLEGED ABUSER IS A MEMBER OF THE ACADEMY STAFF?**

You should report the allegations to the Headteacher.

### **WHAT SHOULD I DO IF THE ALLEGED ABUSER IS THE HEADTEACHER?**

You should report the allegations to one of the Designated Safeguarding Persons who will notify the Chair of the Academy Council.

### **HOW DO I ASSURE MY BEHAVIOUR IS ALWAYS APPROPRIATE?**

Appropriate relationships with young people 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.

*Thank you for taking the time to read this information, please hand back the leaflet to the main office on departure.*