



**Blackpool
Aspire
Academy**

SAFEGUARDING AND CHILD PROTECTION PROCEDURES

An information leaflet for all visitors

Safeguarding is everyone's responsibility

We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors share this common commitment.

IMPORTANT CONTACTS



Role Organisation	Name	Contact details
Designated Safeguarding Lead (DSL)	Mrs S Rawson	(01253) 353155
Headteacher	Mr J Woods	(01253) 353155
Deputy DSL's	J Markham S Elson D Ewart R Byrne	(01253) 353155
Local Authority Designated Officer (LADO)	Laura Dalton	(01253) 478126
Safeguarding Governor	R Dugdale	(01253) 207709
Blackpool Children's Social Care	Daytime: Out of hours:	(01253) 477299 (01253) 477600

PHOTOGRAPHS

The use of personal phones for photographs by anyone is not permitted, please refer to our Mobile Devices Policy.

POLICIES

Please refer to our website for all our Policies and Procedures.

If you have any concerns about the safety of a child, please speak to one of our **Designated Safeguarding Leads (DSL or DDSL)**.

VISITING ASPIRE ACADEMY

- Sign in at reception.
- Please ensure you provide photographic evidence and your DBS.
- Visitor's badge must be worn at all times.
- Visitors should remain under the supervision of a designated member of staff whilst on site.
- Please sign out at the end of your visit and return the visitor pass before leaving the Site.

SAFEGUARDING STATEMENT

- **Safeguarding is everyone's responsibility.**
- We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors share this common commitment.
- This leaflet contains information about our expectations of you whilst you are visiting our school.
- If you are unclear about anything in it, please speak to any of the contacts named. Please keep this leaflet in a safe place so that you can read it again if you need to.
- If you are concerned about the safety of any child in our school, you must report this to one of our Designated Safeguarding Leads.
- If you are concerned about the conduct of a member of staff or volunteer in our school you must contact our Headteacher, Mr John Woods or in the absence of our Headteacher, please contact one of our Deputy Headteachers, Mr Blackwell, Mr Ewart, or Mr Byrne.

WHAT TO DO IF A CHILD DISCLOSES, THEY MIGHT BE SUBJECT TO ABUSE ?

- React calmly.
- Listen carefully to the child, particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
- Do not ask leading questions or make judgements. Clarify and check your concern if you feel that you are not sure, by using, for example, 'Tell, explain, describe or outline' but as soon as you believe that there might be genuine issues, ask no further questions – this would compromise further enquiries.
- Reassure the child that they are doing the right thing.
- Report your concerns immediately to our DSL or DDSL. They will then take the appropriate action.

TYPES OF HARM

Child abuse can happen to any child regardless of gender, culture, religion, social background, ability or disability. Harm is identified in four ways:

PHYSICAL When a child is deliberately hurt or injured.

SEXUAL When a child is influenced or forced to take part in sexual activity. This can be physical activity or non-physical e.g., being made to look at an inappropriate image.

EMOTIONAL When a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home fighting or using violence.

NEGLECT When a child is not being taken care of by their parent/carer. It can be poor hygiene, poor diet, not keeping to appointments for additional support, not coming to school or being left home alone.

KEEP YOURSELF SAFE

- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves
- Or others.
- Avoid being on your own with a child, always ensure the door is open and that you are visible to others.
- It is best not to do anything for a child that they can do for themselves.
- Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident,
- Time and date and pass it on to our DSL or one of our DDSL's.

FIRE EVACUATION

On hearing the fire alarm, follow instructions from your host. If You do not have a host, leave by the nearest fire exit and assemble on the tennis courts at the rear of school, unless directed otherwise. Do not re-enter the building unless you have been told it is safe to do so.

LOCKDOWN

If there is a lockdown, you must remain in the building with your host and follow instructions.

ACCIDENTS/ILLNESS

- Any accidents or near misses must be reported to your host. You will be asked to complete relevant paperwork before you leave the building. This is available from the main office.
- If you feel unwell, please contact your host or the main office.

DEFIBRILLATOR

Defibrillator equipment is located in the Attendance Office.

ALLERGY PENS/ADRENALINE AUTO-INJECTORS

Allergy pens/adrenaline auto-injectors are located in the Attendance Office.

GENERAL INFORMATION

- Smoking / vaping is not permitted on site or in the visual vicinity of our school
- Please wear appropriate footwear and clothing. If you require PPE, please ask a member of the office or site team.
- Personal possessions should be stored in the staffroom; we cannot accept responsibility for loss or damage.
- Cars parked on the school's premises are parked at the owner's risk.

CONTRACTORS

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.

Blackpool Aspire Academy

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Blackpool
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