

Safeguarding is everyone's responsibility

Thank you for visiting or volunteering with us today. We are fully committed to safeguarding and promoting the welfare of all children, young people, and vulnerable adults in our care. We expect all staff, volunteers, and visitors to share this common commitment.

Please read this leaflet carefully upon arrival and keep it with you during your visit for quick reference.

Signing In and Out

Report Immediately: All visitors and volunteers must report directly to the main reception office upon arrival.

Provide Identity: Please present valid photo ID and verification of your Enhanced DBS certificate (if required for your role) on your first visit.

Visitor Pass: You will be issued a visitor badge & lanyard. This must be worn and visible at all times while on the premises.

Challenge Rules: Staff are instructed to politely challenge anyone not wearing a valid pass.

Signing Out: Before leaving, return to reception, sign out, and hand back your visitor pass

Leighton Academy has a Safeguarding and Child Protection Policy and a copy is available from the academy office or on the website.

How to report concerns

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 the class teacher, who if they feel it is appropriate will pass the information on to the academy's designated safeguarding lead.

What should I do if a child discloses that s/he is being harmed?

Although the likelihood of this is small it is important to know what to do in such an eventuality:

- Listen to what is being said without displaying shock or disbelief; accept what is being said
- Allow the child to talk freely
- Reassure the child, but do not make promises that might not be possible to keep
- Do not promise confidentiality but explain to the child that you have to tell their teacher or Principal in order that they can help him/her
- **Do not interrogate** the child or **ask leading questions**
- Reassure the pupil that it is not their fault
- Stress that it was the right thing to tell
- Listen rather than ask direct questions
- Do not criticise the alleged perpetrator

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 the office, and should be completed and returned to the designated safeguarding lead to enable the matter to be dealt with in the most appropriate way. Please ensure you have signed and dated the record.

What should I do if your concern is about a member of the academy staff?

You should report such allegations to the Principal.

What should I do if your concern is about the Principal?

You should report such allegations to the Chair of the Local Governing Board, Rachael Dean: LGB@leighton.cheshire.sch.uk.

CONTACTS

Ensuring Your Behaviour is Appropriate

To protect both yourself and the individuals in our care, please strictly adhere to the following guidelines:

Visible Working Spaces: If you are working one-on-one with a person, always ensure you are in an open space, or leave the door open so you are visible to others.

Physical Contact: Avoid unnecessary physical contact. Touch should only be used in an emergency to prevent immediate physical harm to themselves or others.

Mobile Phones & Devices: Switch off your mobile phone and store it away. Do not use personal devices in corridors or areas accessed by service users.

Photos & Media: Strictly no photography, video, or sound recordings are permitted on personal devices.

Personal Data: Never share your personal contact details, email addresses, or social media handles with children or vulnerable service users.

Designated Safeguarding Lead (DSL):

Samantha Thompson (Principal)

Deputy Designated Safeguarding Lead (DDSL):

Philly Lockitt (Pastoral & Welfare Lead)

Nursery Safeguarding:

Kelly Hughes (Early Years Lead)

LA Stars (BASC) Safeguarding:

Emma Procter

Local Governing Board member with safeguarding responsibility:

Nicola Kay



SAFEGUARDING ADVICE FOR VOLUNTEERS & VISITORS