

SAFEGUARDING TEAM

Designated Personnel:

Alma McGonigle
Headteacher



Megan Taylor
Safeguarding and
Prevent Lead



Sally Hudson
Deputy Head



Nicola Lord
Family Engagement and
Safeguarding Officer



Vicky Wells
SEND CO



Safeguarding
and
Keeping Children Safe



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SAFEGUARDING AT NOVA

Nova is highly committed to promoting the welfare of children and fully recognise their responsibility under Section 157/175 of the Education Act 2002.

At Nova we strive to develop the whole child in order to 'bring out the best' in all of them. Whether you are in school as a member of staff, a governor, volunteer or a visitor; we request you follow our policies and procedures which are designed to keep everybody safe.

Please ensure that you wear your identification or visitors badge at all times whilst on the premises.

If you see unaccompanied visitor(s) or people acting suspiciously please report this to a member of staff immediately.

Confidentiality needs to be respected at all times. Breaches in confidentiality will be taken very seriously including communicating information through social networking sites.

FURTHER INFORMATION CAN BE FOUND ON THE SAFEGUARDING BOARD IN THE STAFF ROOM

All staff and volunteers must be aware of:

Safeguarding & Child Protection Policy
Child Protection Whistle blowing Policy

Guidance for Safer Working Practice for Adults who work with Children & Young People in Education Settings (May 2019)

What to do if you are worried a child is being abused (March 2015)

Keeping Children Safe in Education (Sept 2023)

KEEPING CHILDREN SAFE

If at any time during your visit to Nova you have any concerns about a child or a child discloses any information that concerns you it is **your responsibility to report** this to one of the Designated Personnel.

Please ask at the school office for them to contact someone from the Designated Team to see you immediately.

You may be required to complete yellow concern form which are located on the Safeguarding noticeboard in reception.

If you feel a pupil is at risk or is the subject of abuse you must contact one of the Designated Personnel immediately.

It is vital to report anything that causes you concern no matter how minor it seems. Every bit of information is vital and forms part of the bigger picture.

Mobile Phones

MOBILE PHONES MUST NOT BE USED IN ANY PUPIL AREAS WHEN PUPILS ARE PRESENT.

YOU SHOULD REPORT ANY OF THE FOLLOWING SIGNS:

- If the pupil is bruised or they have untreated injuries;
- If the pupil is talking about violence at home;
- If the pupil is acting in a way which is inappropriate for their age;
- If the child is anxious, scared or withdrawn;
- If the pupil is showing signs of neglect

IF A CHILD DISCLOSES TO YOU:

- **Listen** to the child;
- Avoid using 'leading' or 'closed' questions;
- Don't make assumptions – take whatever they are saying seriously;
- **Never** promise to keep 'secrets';
- Stay calm and reassure the child;
- Record exactly what has been said using the child's language;
- Pass on the information to one of the Designated Safeguarding Personnel immediately.