

Health & Safety and Safeguarding

We take the health & safety and safeguarding of students, staff and visitors extremely seriously.

This document provides guidance and information for adults visiting or working on site and for adults accompanying or visiting a school trip.

If any students, staff or visitors see or hear anything that concerns them they should report the matter to one of the following members of our **Safeguarding and Child Protection Team:**

Designated Safeguarding Lead (DSL)

Mrs S McKendrick (Assistant Head)

DSL Alternates:

Ms W Baster (Headteacher)

Mr C Appleford

Mr A Dick

Mr Faliveno

Mr I Holden

Mrs K Southgate

Yellow safeguarding referral forms are available from our Reception area or on the staff notice board in the staffroom

Mrs K Hudson
Safeguarding and Child Protection
Governor

Health & Safety concerns:
Mr G Cashford
Estates and Facilities Manager

Concerns can be emailed in confidence to: enquiries@stowuplandhighschool.co.uk



Stowupland High School

Church Road
Stowupland
Stowmarket
Suffolk
IP14 4BQ

Tel: 01449 674827
Fax: 01449 774859

Headteacher:
Ms W Baster

Chair of Governors:
Mrs K Hudson



Founding Partner of the
John Milton Academy Trust

Company no: 10298832

Email: enquiries@stowuplandhighschool.co.uk

Web: www.stowuplandhighschool.co.uk

Stowupland safeguards and promotes the welfare of students and requires all staff and visitors to share this commitment.

SAFEGUARDING and CHILD PROTECTION

Adults visiting or working on site play an important part in the life of the school. Some visitors will be present to carry out essential repairs and maintenance to the building; others may be working with students.

All visitors and volunteers can play a key role in the enhancement of the learning experience for our students and help to extend the school's links with the wider community.

Keeping students safe is both a moral and legal requirement. Please refer to Government Guidance in the Education Act 2002 (section 175) and the DfE Keeping Children Safe in Education September, 2018.

Our actions can sometimes be perceived by students in a way that was not intended. We want to promote safe working practices for all, regardless of their role.

All visitors and staff should take steps to keep themselves safe, to avoid the possibility of misinterpretation or an accusation being levelled at them. We would ask all visitors to bear the following in mind whilst on site and when working with students in other locations.

DO NOT:

- × Instigate verbal or physical contact with students (this applies both on and off site). ***Unless it is appropriate or an agreed part of your visit.***
- × Respond to either verbal or physical contact from students. If this does occur, or you have concerns about a student's behaviour then report the incident immediately to the teacher, party leader, school office or your foreman.
- × Give any of your personal information to any students, including your name, address, telephone, mobile number or email address.
- × Respond to a student who tries to tell you their personal information, for example their name, if it is unnecessary for you to know. Also, their address, telephone, mobile number or email address.
- × Under any circumstances accept from or give students gifts of any type.
- × Accompany unsupervised students, unless you have the express consent of the school.

DO:

- ✓ Be aware that verbal interaction with students may be interpreted by them as offensive, and possibly harassment - even if this was not your intention.
- ✓ Report immediately any unacceptable behaviour from a student.
- ✓ Report any incident of either physical or verbal abuse from a student to the teacher, party leader, school office or your foreman.
- ✓ At all times follow the guidelines set out by the party leader, class teacher or the school.
- ✓ Be aware that the school has a duty of care to ensure the safety of all of our students.
- ✓ Please follow this guidance at all times.



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