
Safeguarding Children at the Sample Academy

Everyone at the Sample Academy is trained to ensure that children and young people are kept safe. We do this by:

- providing a safe environment for all our young people to learn;
- and
- identifying students who are suffering, or in danger of suffering, harm.

We take our duty of care seriously, and we have systems and personnel available to ensure that our students are kept safe at home and at the school. Our duty of care extends to any children and young people who use the Academy facilities, regardless of their current school.

Guidelines for Visitors

If you think a child or young person is suffering or likely to suffer significant harm, you **MUST** do the following.

1. Make a note of what you have seen or been told.
2. Don't make assumptions – keep an open mind.
3. Don't ask any leading questions and don't cross-examine the child. Only ask simple and open questions – Who? What? Where? When? etc.
4. Don't physically examine the child (other than in an emergency when no first aider is available).
5. **NEVER** promise to keep “secrets”. Explain that you can listen to the child, but make it clear that if you think that they are in any danger of harm then you will have to seek advice because you have a duty to protect them. Reassure them that they can be helped and kept safe.
6. Be discreet – do and say nothing that may place the child or yourself at risk.
7. **Act quickly and ask to speak to an Academy Designated Safeguarding Officer. They are:**
DESIGNATED PERSON: [NAME]
DEPUTY DESIGNATED PEOPLE: [NAMES]
8. If the child is concerned about a member of staff, you must inform an Academy Designated Safeguarding Officer as soon as possible. Do not share the information with any other member of staff.

**FOLLOW THE SAFEGUARDING RULES,
THEY ARE DESIGNED TO PROTECT YOU AS WELL AS THE CHILDREN.**

The School's Safeguarding Policy contains more detailed information about safeguarding children, and can be provided on request.