

DISCLOSURE AND BARRING SERVICE (DBS)

All staff, including supply staff and regular visitors/volunteers/contractors are subject to Disclosure and Barring Service checks and need to hold a valid enhanced certificate. This is to help ensure our children are safe and unsuitable people are prevented from working with children

SAFEGUARDING SCREENING DOCUMENT

An adults' first visit to Venture Academy will be issued with this leaflet on sign in at Reception. Upon signing in on our electronic registration system there will be a question regarding receiving this leaflet for you to confirm before completing the sign in process.

This confirmed that an adult has understood the schools safeguarding procedures and agreed to adhere to them

IDENTITY BADGES

All visitors are required to sign in at the office and wear an identity badge. This should be visible at all times. Any adults without a badge will be challenged.

ALLEGATIONS

Any allegations should be reported as soon as possible to the Principal (or deputised adult in attendance). Should the allegation be about the Principal, please inform the Chair of Governors via the school office.

We are committed to safeguarding and meeting the needs of all of the pupils in our care.

24 hour safeguarding number

07980 281872

Designated Safeguarding Lead

James Bowater

Deputising Safeguarding Leads

Jennie Nicholls

Emma Day

Rachel Atkins

Sam Townsend

Kirsty Caudell

Layla Shepherd

John Anderson

Safeguarding Governor Responsibility

Contact via the school office

IN THE EVENT OF A FIRE

The fire alarm is a continuous bell. If it sounds, leave the building and go to the fire assembly point on the playground at the rear of the school.

NOMINATED FIRST AIDERS

In the event of an accident, please seek one of the following adults for help
George Barnicoat / Tom Manise/James Bowater/
Emma Day /Jackie Storey

CONCERNS

As a private citizen you can contact the Warwickshire Safeguarding Children's Board on 01926 414144, Children's Social Care on 01926 886922 or if it is an emergency, the Police on 999



VENTURE ACADEMY SAFEGUARDING PROCEDURES

GUIDANCE FOR ADULTS VISITING OR WORKING WITH PUPILS AT VENTURE ACADEMY

Welcome to our School

Visiting professionals and other visitors, bring worthwhile experiences to our pupils, which are valued.

This leaflet provides some guidance on interacting safely with our pupils and tells you what to do if you have a concern about a student.

Please read this leaflet carefully and do not hesitate to ask if you require any further information.



EVERYONE
(staff, visitor and volunteer)
has a responsibility to
ensure the children at our
school are SAFE

KEEPING OURSELVES SAFE

Our actions can sometimes be perceived in a way that was not intended. We want to promote safe working practices for everyone on the school site, whatever your role. To keep yourself safe please follow this advice:

DO:

- ✓ Wear your visitors identity badge at all times
- ✓ Be a good role model to the pupils by being respectful, fair and considerate
- ✓ Ensure that when working in a one to one situation with a pupil you are both visible to others
- ✓ Step back or observe silence if asked to do so by staff
- ✓ Remember that your actions may be misinterpreted – no matter how well intentioned
- ✓ Report any unacceptable behaviour from a pupil (e.g. bullying, ridiculing, rudeness or silly behaviour)
- ✓ Respect a child's right to personal privacy
- ✓ Be aware of keeping the pupils and yourself safe
- ✓ Read this leaflet thoroughly and know how to speak to if you have any concerns.
- ✓ Ask staff a question if you see something you haven't seen before such as 'Team Teach' or 'Deep Pressure' being used.

KEEPING OURSELVES SAFE

DO NOT:

- ☒ Do not take photos of the pupils (unless you have been requested to do so), exchange emails, texts and/or messages through social media; nor give any child your own personal details
- ☒ Do not receive/give gifts, unless it has been organised in advance through school
- ☒ Do not touch children unless for professional reasons only and when this is necessary and appropriate for the child's safety and wellbeing
- ☒ Do not jump to conclusion without check the facts
- ☒ Do not assume 'it's nothing' – it could be 'something' – tell someone!
- ☒ Do not ignore the voice of our pupils if they ask for space or quiet unless it would be unsafe
- ☒ Do not accept physical or verbal abuse from a pupil. Do not respond yourself, but report it immediately to a member of staff.
- ☒ Do not make suggestive remarks or use language which may be offensive (including racists, homophobic or sexist language)
- ☒ Do not rely on your good name to protect you from allegations, please follow our advice.



MacIntyre Academies
Venture Academy

WORRIED ABOUT A CHILD

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health and wellbeing.

Changes in a child's behaviour may not necessarily indicate that a child is suffering from abuse or neglect. However, if you become concerned about a child you are working with and notice:

- Something out of character for that child
- A mark or a bruise on the child's body
- Worrying comments made by that child

Please ask to speak to a

'Designated Safeguarding Lead' (DSL)

In the highly unlikely event that a DSL is unavailable you can leave a message to call you urgently or insist that a call is made to them for you



PLEASE DO NOT

Ignore sign and/or behaviours

Decide to do nothing

Leave our school without telling anyone