

Meet the Team

Grange Safeguarding and Inclusion Team



Angela Morris
Deputy Headteacher (Designated Lead)



Janine Ashton-Lewis
Family Support Worker & Inclusion Officer
(Deputy Designated Lead)



Rachel Timms
Headteacher (Deputy Designated Lead)



Laura Charnock
Wellbeing Support and Mental Health First Aider



Kirsty Floyd
Wellbeing Support



Visitors' Guide to Safeguarding at Grange Academy

September 2024

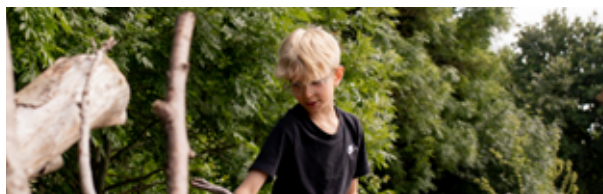
Dear Visitor,

Welcome to the Grange Academy, proudly part of the Bedford Inclusive Learning and Training Trust.

At Grange Academy, we are committed to creating a happy and safe environment for our pupils to learn. Our policies, practices and procedures follow the guidance set out in Keeping Children Safe in Education, 2024.

This leaflet will help you understand how we keep children safe by telling you:

- How children can be harmed
- What we must do to keep pupils safe from harm
- What you must do as a visitor to help our pupils be safe and enjoy school.



Child Protection

This is an important subject in which all staff receive regular (at least annual training). Our priority is always pupils and there may be times when we have to involve other people or agencies.

Everybody has a responsibility to keep all children under the age of 18 safe. Harm is identified in four ways:

Physical

This is when a child is deliberately hurt or injured.

Sexual

This is when a child is influenced or forced to take part in a sexual activity. This can be a direct physical abuse or indirect abuse e.g. being made to look at an inappropriate image

Emotional

This is when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents/carers, or visitors to the home, fighting or using violence.

Neglect

This is when a child is not being taken care of by their parents/carers. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

Signing in and out

All visitors must sign in at reception. All visitors will be issued with a pass (more info below) which must be worn and fully visible at all times whilst you are on academy grounds. When leaving the academy, visitors must sign out at reception.

You will be issued a lanyard with your pass which indicates to academy staff and pupil that you are authorised to be on site. We have different coloured lanyards for different visitors:

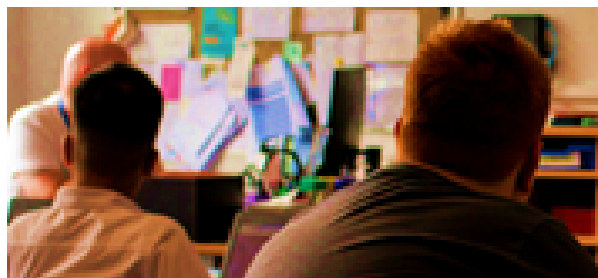
Red Lanyard: Visitors who **are not** DBS Checked

Green Lanyard: Visitors who **are** DBS Checked

Yellow Lanyard: Contractors who **are** DBS Checked

Any visitor working with our pupils must produce an original DBS certificate.

Failure to show our reception staff a valid DBS certificate may result in you not being able to work with our pupils unless accompanied by a Grange Academy staff member.



What do I do if a pupil says something that causes concerns about their safety or wellbeing?

1. Listen
2. Do not promise confidentiality
3. Report immediately (see below)
4. Record details of what was said or what you saw as soon as possible.

How do I report my concerns about a pupil?

Please ask our reception team to alert a member of our Safeguarding Team and report your concerns to them at the earliest convenience. You may be asked to subsequently put your concerns in writing.

How do I safeguard myself by ensuring my behaviour is always appropriate?

Appropriate relationships with pupils should always be based on mutual trust, respect and professionalism. Taking photos or videos around the academy is not permitted unless it is approved by a member of the academy's Senior Leadership Team. Your mobile phone/personal devices must not be used at any time during your visit unless approved by the Academy Headteacher or SLT. Never share personal contact details with pupils.

Key Documents and Resources

- Grange Academy Safeguarding Policy
- Staff Handbook
- Department for Education: Keeping Children Safe in Education 2024
- Department for Education: Working Together to Safeguarding Children 2024
- Department for Education: The PREVENT Duty
- NSPCC

