



VISITOR & SAFEGUARDING INFORMATION

Please take a few moments to read this leaflet. We are committed to safeguarding and promoting the welfare of our young people, and this requires all staff and visitors to share this commitment.

Contained is information about our child protection procedures and guidance on what you should do if you have any concerns.

Please **sign in** on your arrival and collect your **visitors' badge** from reception. Please wear the badge at all times to avoid being challenged by staff or students.

Please remain with your host at all times unless we confirm we have had prior DBS clearance for you. If you have a **red lanyard**, you must be accompanied by Moundwood staff at all times.

On departure, please **sign out** and return your badge.



SAFEGUARDING CHILDREN

Our Designated Safeguarding Team

Andre Genas



Cheryl Bebb



Lorna Brown



Lucy Goodman



Melanie Goodger



As a visitor to our school, either as a contractor, volunteer, supply teacher or someone that has come to work with our children in any capacity, it is important that you are aware of our safeguarding procedures.

- If there is any reason to suspect that a student has suffered bullying or discrimination, or is likely to suffer significant harm, you must inform the Designated Safeguarding Lead (DSL) immediately.

Our staff will then follow the procedures according to the school Safeguarding Policy.

- Children Acts 1989 & 2004
- Education Act 2002
- Keeping Children Safe in Education

What is abuse?

Any form of neglect, physical, emotional or sexual mistreatment or lack of care that leads to harm or injury. It can happen to any child regardless of their age, gender, race or ability.

KEEPING EVERYONE SAFE



We hope that you have an enjoyable visit to the Beckmead Moundwood Academy. Our main priority is to ensure that everyone who visits is aware of their responsibilities towards making sure all young people are safe. As a visitor please remember the following:

- If you are working in a 1:1 situation with a student, we must have confirmation that all the necessary safeguarding checks have been carried out including the Enhanced DBS disclosure.
- You must not have any physical contact with any student
- You must never exchange personal contact details with a student or arrange to meet them outside of the school environment.
- The use of cameras and taking photographs is not permitted, unless prior permission has been sought.

What is discrimination?

When people receive less favourable treatment in grounds which cannot be justified. This covers race, ethnic or national origin, language, religion or belief, gender, sexual orientation, disability, social class, responsibility for other dependent or where the person lives

People working in schools are uniquely placed to notice signs and symptoms of abuse and to support children who are subjected to or living in abusive situations.

DISCLOSURE BY A CHILD



If a student discloses information about significant harm you should:

- Listen
- Tell the student that you need to tell someone else – You cannot promise confidentiality. Always report on My Concern.
- Make accurate notes of what has been said by the student and pass this immediately to one of the DSLs.

It is not your responsibility to investigate but to report to one of the DSLs.

Name	Extension
Mr A Genas	225
Ms C Bebb	234
Ms L Brown	239
Ms L Goodman	229
Ms M Goodger	228

GENERAL INFORMATION

Fire and emergency evacuation:

If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble on the sports field. Our staff will direct you to report to a Fire Warden.



First Aid:

Please ask at reception if you need any assistance.



ACCIDENT!

Accidents & Incidents:

Please report these to reception and the Senior Leadership Team.



Access to the Internet:

All users of the school systems and Wi-Fi must comply with the Acceptable Use of ICT policy. Please ask our network Manager for full details.



Visitor Toilets

Visitor's Toilets:

Toilets are located near the Primary Reception area. Please ask at Reception for access.



Parking & Disabled access:

There is parking available, when signing in please include your registration plate. There is flat access to all areas in the building, which is accessible by all.



Beckmead Moundwood Academy

PART OF THE BECKMEAD TRUST

Visitor Safeguarding Information

Moundwood Academy

Commonside Road

Harlow

CM18 7EZ

Telephone: 01279 444 101

Headteacher: Mr Andre Genas

Email: Moundwoodoffice@beckmeadtrust.org

Website:

www.beckmeadtrust.org.uk/moundwood_academy/home