



VERULAM
SCHOOL

Safeguarding Information

A guide for adults visiting or
working at Verulam School.

Our Commitment to Safeguarding

At Verulam School the safety and well-being of our students is paramount.

All adults visiting Verulam School have a part to play in keeping our students safe.

It is very important that visitors keep themselves safe.

At Verulam School we promote safe working practices for everyone in the School community, whatever role or reason to be here.

Observing
the following
simple rules
will help
ensure your
safety and the
safety of
our students.

Do...

Sign in at School reception on arrival.

Wear your visitor identification badge and lanyard at all times.

Remain with your host at all times unless we confirm we have had prior DBS clearance for you. If we do not have this, you will be issued with a red lanyard. This means that you cannot be unaccompanied at any time.

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

Report any occasion when a student instigates communication via social media with you.

Report ANY unacceptable behaviour to a member of staff as soon as possible.

Do not...

Use your mobile phone in public spaces.

Initiate any verbal or physical contact with students unless it is appropriate and part of an agreed reason for your visit.

Give any personal information or details to any student e.g. your name, address, telephone number, email or any social media account details.

Accept or respond to students attempting to share their personal details with you.

Put yourself in a situation of vulnerability i.e. unsupervised one-to-one with a student unless it is agreed as necessary to your visit.

Instigate or respond to communication with students using any form of social media.

Use any recording device (including mobile phones) to take images within the School without express prior permission from the Headteacher.

Respond to verbal or physical contact from students. If this occurs or you have any other concerns about student behaviour, report it immediately to the member of staff at Verulam who is responsible for your visit.

Child Protection.



At Verulam we believe that all students have the right to be safeguarded from harm and exploitation.

Adults working with or around children and young people must be aware of the risk of abuse by adults and other young people.

If you have concerns about a young person's safety during the course of your visit to our school:

Immediately inform the Designated Safeguarding Lead through your contact in school.

Write factual notes about what you have heard, witnessed or have been told and sign and date all notes.

If you suspect abuse or if a young person confides in you, or if a complaint is made about you or any adult, it is your duty to report the concern to a member of school staff.

Our Safeguarding Team – The Fab Eight.



At Verulam School we are committed to the safety of all our students.

If you have a concern, please speak to one of our safeguarding team.

Miss Perry (Deputy Headteacher) is the Designated Safeguarding Lead:
07716 639933 | 01727 754140
You can also email:
dsl@verulam.aat.school

Verulam's Safeguarding Governor is:
Mrs Bola Macarthy



Miss Perry
Designated Safeguarding
Lead. Location: Deputy Head
office by VLR



Miss Richardson
Location: Headteacher
office behind
Reception



Ms Moss
Deputy DSL
Location: Office in the first
floor of the Inclusion Hub



Mrs Vasa
PA to the Deputy
Headteachers
Location: Office next
to Admin



Miss Hart
SENDCo
Location: Inclusion Hub



Mr Base
Director of Sixth Form
Location: Sixth Form Office



Mr Halsall
Associate SLT
/Head of Year 9
Location: End of
Geography/English corridor



Mr MacKenzie
Lead Practitioner
Location: Music Block

It could happen here...

Staff working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.

When concerned about the welfare of a child, staff should always act in the best interests of the child.



If staff have any concerns about a child's welfare, they should act on them immediately:

For non urgent incidents, this should be to record the incident on CPOMS without delay.

For urgent incidents, find a member of the Safeguarding Team and report it to the face to face, then record the incident on CPOMS without delay.

If staff have a concern, they should follow Verulam's child protection policy and speak to the Designated Safeguarding Lead (or one of the Deputies).

If staff have safeguarding concerns or an allegation is made about another member of staff (including supply staff, volunteers, and contractors) posing a risk of harm to children, this should be referred to the Headteacher.

Where there are concerns/ allegations about the Headteacher, this should be referred to the Chair of Governors (John Acton) or CEO of AAT (Alan Gray).



What all staff should look out for:

Physical Abuse, Emotional Abuse, Sexual Abuse, Child on Child Abuse and neglect. There are subcategories for these groups, eg, Self-harm may be physical abuse, Online bullying would be Child on Child abuse.

Signs of abuse / neglect:

(A small sample of examples)

Unexplained changes in behaviour or personality, becoming withdrawn, seeming anxious, becoming aggressive, lacks social skills and has few friends, poor bond or relationship with adults, knowledge of adult issues inappropriate for their age.



Listening to a disclosure

Staff should know how to manage the requirement to maintain an appropriate level of confidentiality. This means only involving those who need to be involved, such as the Designated Safeguarding Lead (or one of the Deputies).

Whistleblowing

NSPCC's what you can do to report abuse dedicated helpline is available as an alternative route for staff who do not feel able to raise concerns regarding child protection failures internally, or have concerns about the way a concern is being handled by their school or college. Staff can call 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: help@nspcc.org.uk.

Recognise, Respond and Refer.



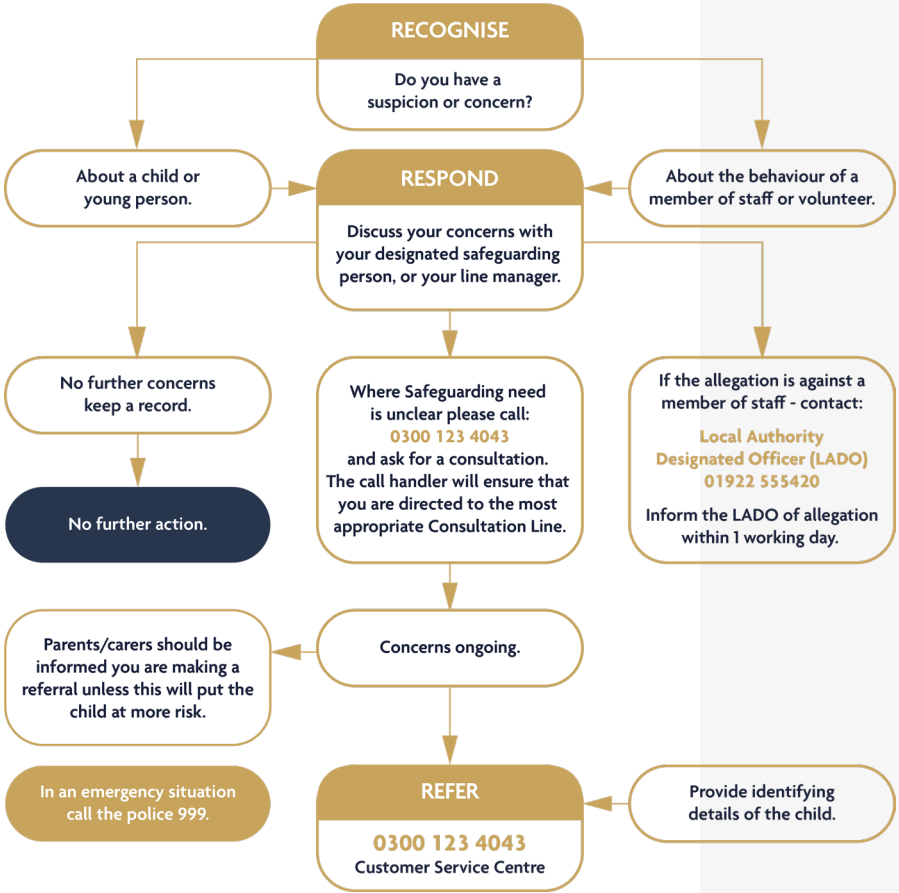
**Children have a right to be
cared for and protected
and protecting them is
everyone's responsibility.**

If you know of a child who is
being neglected or abused -
it's simple...



**For more
information**
and useful
resources
scan here.





Verulam School

Brampton Road

St Albans

AL1 4PR

verulamschool.co.uk | @verulamschool