

If a student makes a disclosure to you whilst you are on site:

- Avoid being shocked or embarrassed and listen to the child without interrupting them
- Do not promise to keep a secret and do not ask the child any leading questions
- Reassure them that they have done the right thing by telling you
- Immediately following the disclosure report your concerns to the Child Protection Officer. Write down what the child said using the child's own words and phrases. Sign and date the document and hand it to the Child Protection Officer.
- Consider how best to manage your own feelings. Following reporting your concerns remember that the disclosure and the child's identity should remain confidential

As a visitor/volunteer who will have direct, supervised contact with students (or unsupervised **only** in those circumstances outlined overleaf) I have read, understood and accept this guidance when visiting or volunteering with young people.

I am a supply teacher from an agency Yes ☐ No ☐

I am a medical professional and bound by medical confidentiality Yes ☐ No ☐

Signed

Company name

Print name

Date

Please sign one copy and hand it to a member of the reception staff.

Please take a copy with you to refer to.

Child Protection Officer
Mrs J White
phone 289

Designated Safeguarding
Lead Mrs K. Windsor
phone 205

Principal
Ms E Reynolds
phone 217

The College 'Whistleblowing' policy
can be found on our website at
www.fromecollege.org/about-us/safeguarding

The College complaints procedure is available
from our website or on request.

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Welcome to
Frome College

If you are volunteering or supporting our students in any way as a visitor, please accept our thanks for offering your services to the College. We appreciate the support of our community and individuals in improving the outcomes and opportunities for our young people.

Please do not be offended if our reception staff ask to see your organisation identification or some form of personal identification. The College is committed to safeguarding students and promoting student welfare; we expect all staff, governors, volunteers and visitors to share this commitment and to maintain a vigilant and safe environment.

The College endeavours to ensure everyone is able to work in a safe environment; visitors, staff and students should challenge any inappropriate behaviour and be assured that the College will investigate it. By signing this form you are agreeing to follow the advice contained in it.

- All visitors must wear the visitor's badge provided by reception staff
- Adults found on campus without a badge will be accompanied to the College reception to confirm that they have completed the relevant paperwork.

Visitors must be accompanied at all times by a member of the school staff*

** some third-party staff, medical professionals, counsellors, etc., may be exempt*

If you have **ANY** concerns about a student's welfare or wellbeing or have a concern about the behaviour of any adult within the school towards a student: **without delay**, discuss your concerns with the Child Protection Officer or the Principal. Remember, it is important to share your concerns even if you are unsure.

- **Child Protection Officers**
Mrs J White, phone 289
- **Designated Safeguarding Lead**
Mrs K Windsor, phone 232
- **Principal**
Ms E Reynolds, phone 217

Always

- ✓ Be professional and a positive role model to our young people
- ✓ Dress appropriately ensuring your clothing is not likely to be viewed as offensive or revealing
- ✓ Treat all members of the College community with respect and tolerance
- ✓ Whilst working with students, please ensure you are within sight of a member of the school staff (with the exception of medical professionals, counsellors, etc., who have undergone relevant checks i.e. DBS)
- ✓ Respect a student's privacy and dignity – sometimes interacting with students may be perceived as intrusive by them – even if this is not your intention
- ✓ Avoid any physical contact with young people; report any situations that arise that you may feel might give rise to a complaint or misunderstanding due to your actions.

'PREVENT' Safeguarding against extremism

What is PREVENT?

The aim of 'PREVENT' is to stop people becoming or supporting terrorists and to do this by challenging ideologies, protecting vulnerable individuals and supporting institutions, such as our school.

The PREVENT Strategy has three main objectives:

1. To challenge ideology that supports extremism/terrorism and those who promote it.
2. To protect vulnerable individuals from being drawn into extremism
3. To support sectors where there are risks of radicalisation

What you need to look out for - indicators could be:

Vulnerable pupils • Identity crisis • Personal crisis
Unmet aspirations • Criminality • Low self esteem
Changes in behaviour and appearance • Social exclusion
Expression of extreme views verbally or academically •
Extended absences

Be vigilant

Awareness is by far the greatest protection of children and vulnerable children. If you believe a young person is at risk, raise your concern with the designated safeguarding team (see left).

Never

- ✗ Be in an unsupervised one-to-one situation with a student (unless you are a regular visitor/volunteer who has undertaken either a full recruitment and vetting process, including completion of an application form, interview and DBS check by Human Resources, or have undergone checks by a third party organisation e.g. teaching agency, NHS medical professional)
- ✗ Photograph students without authorisation from the College
- ✗ Use your personal mobile phone in areas used by young people
- ✗ Ignore inappropriate behaviours towards students either by other students or adults
- ✗ Share any of your personal details with a student e.g. details of your private life, your mobile phone number, personal email address, Facebook or other social media account details
- ✗ Meet or arrange to meet or contact the student out of College including by text, email, Facebook or other social media or give a student a lift in your car
- ✗ Accept or respond to a student attempting to give you their personal information. For example their name, address, telephone or mobile number, email address or personal social media details or websites
- ✗ Should a student try to share their personal information with you, please report this to the staff member you are working with, the Child Protection Officer and/or the Principal immediately (*some medical and/or professionally qualified visitors are bound by confidentiality rules.)
- ✗ Discuss or share any information you have been party to whilst on site, which could bring the College into disrepute (including social media, email, etc.)
- ✗ Make inappropriate comments to a student including racist, homophobic, sexist or sexualised comments
- ✗ Give gifts to a young person (unless part of the College's agreed rewards policy which will be agreed with the member of staff you are working with in advance) or show them any kind of preferential treatment