

Keeping Yourself Safe

Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently. Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.

Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.

It's best not to do anything for a child that he or she can do for himself or herself. Always tell someone if a child touches you or speaks to you inappropriately.

Remember, if you have concerns about the conduct of staff, it is your responsibility to inform Headteacher, Lyndsey Proctor.

If in doubt...ask.

If a child discloses they might be subject to abuse:

- **React calmly**
 - **Listen carefully** to the child, particularly what is said spontaneously.
 - Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
 - **Do not ask** leading questions or make judgements. Clarify and check your concern if you feel that you are not sure, by using, for example, "tell, explain, describe or outline" but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.
 - **Reassure** the child that they are doing the right thing.
 - **Record** carefully what the child says in their own words including how and when the account was given. Date, time and complete a Concern Form which is available from the Main Reception. This will be passed on to the Designated Safeguarding Lead.
- If you feel that a child may be at risk of harm but are not sure, then inform the Safeguarding Lead immediately. They will offer advice and take appropriate action.

Health and Safety

Health and Safety are taken very seriously for everyone who attends Heatherwood either pupils, staff members or visitors. Every reasonable step is taken to prevent injury and ill health to persons by protecting them from hazards.

As a visitor you have a legal responsibility to care for your own and others' health and safety.

Visitors have a legal responsibility to comply with all safety procedures either written or brought to their attention for their own protection, protection of others under their supervision and others who may be affected by their actions.

You should report any incident which has led to, or could have led to damage or injury.

Visitors are asked to assist in any investigation with regards to accidents, dangerous occurrences or near misses.

Heatherwood School

An academy within Nexus Mat

Leger Way

Doncaster

DN2 6HQ

Tel No. 01302 322044



Heatherwood School

Visitor Information

All staff and Governors at Heatherwood School fully recognise that they have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children (Section 175 of the Education Act 2002). We adhere to the Doncaster Safeguarding Children Partnership Procedures and comply fully with Keeping Children Safe in Education 2021 (KCSIE)

Contact Details

Heatherwood@nexusmat.org

01302 322044

<https://www.heatherwoodschool.org/>

Mission Statement:

Seeking to develop a better tomorrow for all learners, with profound and complex needs, through a holistic blend of quality first teaching experiences; celebrating pupils' strengths along a highly personalised learning journey.

Please note due to pupil allergies we are a nut free school

Visitor Procedures

- ☒ Visitors must **sign in** at the Main Office.
- ☒ Visitor badges must be worn at all times whilst on the school site.
- ☒ Visitors should remain under the supervision of a designated member of staff whilst on site.
- ☒ All visitors must **sign out** at the main office and return their visitor badge before leaving the site.

Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, wherever possible.

If you are seeking an urgent appointment, please report to the main office and we will arrange for you to see a member of staff on duty.

Photographs

The use of personal phones by **anyone** is not permitted unless there is an emergency.

Fire Alarm

Reception Staff will confirm with visitors if no fire drill is expected and advise that if the alarm sounds, visitors are to make their way to the nearest marked fire exit.

Nurse Call System

Emergency nurse call alarm can sound at any time, this is a low-level intermittent beep. Member of SLT and nursing staff will attend to the alarms.

Online Safety

There is a separate policy on Online Safety.

Safeguarding and Child Welfare Team

Designated Safeguarding Lead –

Rachel Wilson

rbullock@nexusmat.org

01302 322044



Deputy Designated Safeguarding Lead –

Samantha Lee

slee@nexusmat.org



Executive Headteacher –

Sam McDonald

smacdonald@nexusmat.org



Safeguarding Statement:

We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it, please speak to any of the contacts named within. Please keep the leaflet in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any child in our school, you must report this to one of the Designated Safeguarding Leads (DSL).

If you are concerned about the conduct of a member of staff or volunteer in our school (Allegations against Staff / Whistleblowing Policy), you must contact Lyndsey Proctor, Executive Headteacher. The Headteacher's office is located on the main admin corridor. In the Headteacher's absence please notify Ruby Bullock, Assistant Head, Ruby's office is also on the main admin corridor.

Heatherwood School fully endorses the statement 'It could happen here' Keeping Children Safe in Education September 2023.

Refer to it could happen here poster for further safeguarding information.

