

Disclosure by a child

If a pupil discloses information about significant harm, you should:

- Listen
- Tell the student that you need to tell someone else – you cannot promise confidentiality
- Make accurate notes of what has been said by the student and pass this immediately to the DSL

It is not your responsibility to investigate but to report to the Designated Safeguarding Lead.

Designated Safeguarding Lead:

Rachel Hargreaves, Executive Headteacher



Deputy DSL's:

Sharon O'Rourke—Child Protection Officer

Mrs K Pickles, Head of School, Deputy DSL

Mrs K Oliver, Head of Primary

Mrs J Gartside, Assistant Head



Safeguarding Governor:

Shirley Woodcock -

Mowbray School

01677 422446

www.mowbrayschool.co.uk

Other General Information

Fire and Emergency Evacuation: If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble at the front of the school. Our staff will direct you to the Visitor's area.

First Aid: Please ask at Reception if you need assistance. All first aid trained staff wear a green first aid lanyard for easy identification.

Accidents and incidents: Please report these to Reception.

Access to the internet: All users of the school systems and Wi-Fi must comply with the Acceptable Use of ICT Policy. Please ask at Reception for details.

Mobile phones: Mobile phones must be switched off at all times and not visible. If you need to have your phone switched on, please inform Reception.

Toilet facilities: Adult and disabled facilities are located around school, please ask a member of staff for directions.

Parking and disabled access: There are limited disabled parking spaces at the front of the school.



**Welcome to
Mowbray School**

**Achieving Success through
Understanding, Respect and Endeavour**

Visitor & Safeguarding Information

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

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

Please sign in on arrival and collect your visitor lanyard. Please wear this lanyard at all times.

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 a member of Mowbray School staff at all times. Please sign out and return your lanyard on departure.

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.

What is discrimination?

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

What is bullying?

A wilful, conscious attack on the self esteem or the person of an individual student. It includes jibes, name calling, silence/exclusion from the social circle, emphasising differences, threatening behaviour, racial/sexual harassment, extortion and physical attack. It may vary in severity, frequency and in the numbers of people involved.

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

Keeping Everyone Safe

We hope that you have an enjoyable visit to Mowbray School. 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 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 (including mobile phones) and taking photographs is not permitted unless prior permission has been sought, or permission given by the Head Teacher e.g. before a performance.

Safeguarding Children

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

- Please contact Reception who can locate the child protection team for you. Their details are on the back of this leaflet.
- 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 Safeguarding Policy.

Children Acts 1989 & 2004

Education Act 2011

Keeping Children Safe in Education