

Ensuring your behaviour is always appropriate

- ◆ Maintain a professional approach towards students. Wherever and whenever you are in contact with them.
- ◆ Social contact outside of school should be at a minimum—it is risky to use the same social venues as students.
- ◆ As a professional who works with young people you need to take extra care to ensure that you don't inadvertently make your personal information available.
- ◆ Ensure personal information on social networking sites is secure.
- ◆ Avoid as far as possible being alone/isolated with a student.
- ◆ Be aware that some students develop attachments for members of staff. As soon as you suspect that you or another member of staff is the subject of an attachment speak to your Line Manager or Stuart Heron.

**Devon Studio School is committed to safeguarding and promoting the welfare of young people and requires all staff and visitors to share this commitment.**

**This leaflet has been given to you to ensure that you are aware of what is expected of you. Please ask if you are unclear about any of the contents.**

**If you are worried about the safety of any young person in our School, you must report this to Stuart Heron, Designated Person for Safeguarding.**

**DESIGNATED PERSON FOR SAFEGUARDING CHILDREN**

Stuart Heron, Deputy Principal

Phone: 01803 393230

Email: [sheron@devonstudioschool.co.uk](mailto:sheron@devonstudioschool.co.uk)



**RELEVANT SCHOOL POLICIES**

Safeguarding and Safer Recruitment Policy

**Devon Studio School**

187 Newton Road

Torquay

Devon

TQ2 7FT

Phone: 01803 617694

E-mail: [enquires@devonstudioschool.co.uk](mailto:enquires@devonstudioschool.co.uk)



**SAFEGUARDING ADVICE  
FOR STAFF, VOLUNTEERS  
AND VISITORS**



## Safeguarding Advice

### Staff, Volunteers and Visitors

Our aim is to provide a safe and secure environment for our students, staff, volunteers and visitors. As a school we are committed to safeguarding and meeting the needs of young people and we hope this leaflet will provide some useful advice and information when working with young people at Devon Studio School.

### Security of Students, Staff, Volunteers and Visitors

All members of staff will wear Devon Studio School Identity Cards with blue lanyards at all times. Visitors report to Reception, sign in, showing relevant ID and other necessary documentation. All visitors will be issued with a pink Visitor lanyard, which will be worn and visible at all times. These will be handed in after the visit has been completed.

### What are my responsibilities?

All school staff, other workers and volunteers are well placed to observe outward signs of abuse, changes in behaviour and failure to develop because they have daily contact with young people. They should be aware of the important role the School has in the early recognition of signs and symptoms of abuse or neglect and be aware of the appropriate referral process.

### What should I do if I am worried about a student?

#### If you become concerned about:

- ◆ Comments made by a student
- ◆ Marks or bruising on a student
- ◆ Changes in a student's behaviour or demeanour

Please report these concerns to either the Designated Senior Person, Stuart Heron, or the Principal, Katherine Davis Wills.

### Enhanced Disclosures

All staff and regular volunteers will require a Disclosure and Barring Service (DBS) Enhanced Certificate. This is to help ensure that unsuitable people are prevented from working with young people. If you do not have a DBS certificate, you are not allowed to work unsupervised with young people.

Externally obtained DBS certificates are not acceptable. You will be given a DBS application form before you start working/helping at the Devon Studio School by Caroline Medhurst, School Administrator, or Gary Crosskey, School Receptionist. They will provide you with advice on how to complete the form and documentation needed to provide for the check.

The Devon Studio School has a Safeguarding and Safer Recruitment Policy, available on the School's website. All staff have access to this policy; any advice on how to access these policies, please contact Caroline Medhurst, School Administrator, or Gary Crosskey, School Receptionist.

## PLEASE HELP US SAFEGUARD THE YOUNG PEOPLE IN OUR SCHOOL BY FOLLOWING THESE GUIDELINES



### What should I do if a student discloses that s/he is being abused?

Although the likelihood of this is small it is important to know what to do in such an eventuality as young people rarely lie about such matters.

- ◆ Listen without displaying shock/disbelief
- ◆ Accept what they are saying
- ◆ Allow them to talk freely
- ◆ Reassure, but do not make false promises
- ◆ Do not promise confidentiality— there will need to be a further referral
- ◆ Stress that they have done the right thing to tell
- ◆ Listen but, if needed, ask questions for clarification
- ◆ Do not criticise the alleged perpetrator
- ◆ Explain next steps

Make a written record immediately, using the student's own words, using the full cause for concern sheet wherever possible. Do not destroy any original notes as they may later be needed. Record the date, time, place and any noticeable non-verbal behaviour, including any diagrams of any injuries. Record statements rather than assumptions.

All records need to be given to the Designated Senior Person promptly. No copies should be retained by the member of staff or volunteer.

The member of staff must record information regarding the concerns on the same day. The recording must be a clear, precise, factual account of the observations.

### What should I do if the allegation is about a member of staff?

Record the nature of the allegation using the informant's words—include the time, date and place where the alleged incident took place, brief details of what happened, what was said and who was present and any other relevant information.

Sign and date the information and immediately report to the Designated Senior Person, who will then inform the Principal.