

## Signing 'in' and 'out'

We require all visitors and contractors to sign 'in' when entering the Academy and sign 'out' on departure.

Failure to do so creates a health and safety risk to the individual and to others.

## Incidents of Bullying and/or incidents of Racism

All staff are responsible for investigating and reporting incidents of bullying or racism to a senior member of staff. They in turn are responsible for maintaining records and informing appropriate agencies.

During your visit, if you encounter, or are made aware of any incident involving either bullying or racism, please inform a member of staff.

Don't think "what if I am wrong"  
think "what if I am right"

## WHAT YOU NEED TO KNOW

2018/2019

It is our responsibility to protect students from radicalisation or extremist views. If you have any concerns regarding safeguarding or that a student is being influenced by extremism please contact the Designated Safeguarding Leads or inform a member of staff.

<http://www.educateagainsthate.com/>

**Please ensure you wear your identification or visitor's badge at all times whilst on the premises.**

### First Aid

In the event of you or a pupil needing first aid please speak to the Academy First Aider at Work, Mrs S Burton (extension 262) or request help from one of the many first aiders on the Academy Site—lists can be found in teaching rooms/offices.

### Fire Procedure

In the event of a fire, an alarm will sound. Please leave by the nearest exit which will be pointed out to you and muster in an area indicated by staff. In the event that you need to remain in a room, an intermittent bell will sound. Please remain where you are until spoken to by a senior member of staff.



# HuishEpiscopi

Safeguarding Children and Young People and other essential information for visitors to the Academy

**"Safeguarding is Everyone's Business"**

## Welcome to Huish Episcopi Academy

We are a very successful and oversubscribed Academy in the heart of the Somerset Levels. We provide a fantastic education for students from the age of 11 through to 18. At the heart of our success is great teaching and a total commitment to ensuring that our students get the best education possible in terms of results, memorable learning experiences and other key skills.

We aim to inspire every individual to be a better citizen than they ever thought possible.

This leaflet is designed to inform you about our Safeguarding policies. Please take a moment to read through it.



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[www.huishepiscopi.net](http://www.huishepiscopi.net)  
[www.facebook.com/HuishEpiscopiAcademy](https://www.facebook.com/HuishEpiscopiAcademy)  
[www.twitter.com/HuishEpiscopiAc](https://www.twitter.com/HuishEpiscopiAc)



## When and what might I be concerned about?

At any time you may be concerned about information which suggests a child is being neglected or experiencing physical, emotional or sexual harm.

You should report any of the following signs:

- Unexplained injuries, bruising or marks
- Fear, watchfulness, over anxiety to please
- Comments about sexual activity or inappropriate sexual knowledge/behaviour
- Unexpected reactions towards people (fear/wariness)
- **Withdrawn anxiousness behaviour** . lacking in self-belief/confidence
- Unwillingness to communicate or repetitive nervous behaviour
- Signs of neglect e.g. unsuitable clothing, poor hygiene, and pale or fatigued.

**Please report anything that causes you concern—no matter how minor it may seem**

## What should I do if a child/young person makes a disclosure?

### 1 Receive

Listen carefully to what is being said and do not interrupt. Be calm, attentive and non-judgmental.

### Remember 'TED' Tell, Explain, Describe

### 2 Reassure

Reassure them that you will talk to a person who can help, they have done the right thing by telling you, what has happened isn't their fault.

**Never promise to keep what is said a secret and make sure you pass the information on to one of the Child Protection Leads immediately.**

### 3 Respond

Explain what will happen next

### 4 Record

The information you have may not be enough on its own for a Child Protection referral, however it will help to make a decision about risk of harm to the child.

### **DOING NOTHING IS NOT AN OPTION**

All policies relating to Safeguarding can be found on the Huish Episcopi Academy Website:

[www.huishepiscopi.net](http://www.huishepiscopi.net)  
**Other useful websites:**  
[www.swcpp.org.uk](http://www.swcpp.org.uk)  
[www.somersetscb.org.uk](http://www.somersetscb.org.uk)

If at any time during your visit to Huish Episcopi Academy you have any concern about a student you encounter, you should report this to a member of staff immediately.

If you feel a student is at risk or a subject of abuse you must contact the Designated Safeguarding Leads immediately.

### **The Academy Child Protection Leads are:**

#### **Academy Designated Safeguarding Lead**

Mr J Merrick-Wren  
Assistant Principal  
Extension 278  
Direct Dial 01458 254946  
Mobile 07827 275142

#### **Deputy Designated Safeguarding Lead**

Mrs E Robinson  
Progress Team Leader and  
KS3 Primary Transition Lead  
Extension 254  
Mobile 07827 444819

If you are unable to contact the Designated Leads please report a concern to a member of staff.