At Thomas Whitehead CE Academy we believe that child protection is the responsibility of all members of our community.

All Thomas Whitehead staff are trained in child protection and know and understand what to do if there is a child protection issue that needs addressing.

Visitor Procedures

- All visitors must sign in at Reception.
- All visitors will be issued with a badge which must be displayed at all times whilst on site.
- Visitors without an Enhanced Disclosure and Barring Service check will be asked to remain under the supervision of a member of staff whilst on site.
- Visitors **must not** use a smart phone or camera on site.
- Visitors must sign out at Reception before leaving the site.

What if a child wants to tell me something?

If a child begins to tell you about something that is happening to them, you should:

- React calmly
- Tell them that you will have to pass on what they tell you to keep them safe
- Listen carefully and do not ask any leading questions – if you need clarification use 'Tell, Explain, Describe'. Only trained investigators question a child
- Do not criticise the alleged perpetrator
- See one of the Designated Persons immediately and they will support you in completing a 'Cause for Concern' form.

Types of Harm

Harm is identified in four ways

Physical – This is when a child is deliberately hurt or injured

Sexual – This is when a child is influenced or forced to take part in a sexual activity. This may or may not be a physical activity i.e. being exposed to inappropriate images

Emotional – This is when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

Neglect – This is when a child is not being taken care of by their parents. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left at home alone.

In addition to these, we also adhere to the government Prevent **Duty** to protect children from extreme political or religious views.

Keeping yourself safe

- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently
- Young children are often spontaneously affectionate and tactile. While not wishing to alienate them, you should never actively seek to touch pupils.
- Avoid being on your own with a child, always ensure that a door is open, blinds are not closed and that you are visible to others.
- It is best not to do anything for a child that he or she can do for themselves.
- If you have concerns about the conduct of staff, it is your responsibility to inform the headteacher.
- Do not exchange emails, text messages, give out personal details or photograph children.

First Aid

If you encounter a child who seems ill, or in the case of an accident or emergency, please contact the school reception and a first aider will be called.

Educational Visits

The school operates under the Educational Visits and Journeys policy for Central Bedfordshire. All visits are approved by the Educational Visits Coordinator and the Head teacher.

Thomas Whitehead CE Academy
Angels Lane
Houghton Regis, Beds
LU5 5HH
Telephone: 01582 865466
Fax: 01582 861958
Email: office@twa.dsamat.co.uk
Website:
www.thomaswhiteheadceacademy.com
Headteacher: Mrs N Chriswell

Who's who?

The people listed on the back of this leaflet are the main contacts for child protection in the school. If you have a child protection concern as a parent or member of the community please contact a member of the team.

Miss D Mitra



Designated Safeguarding Lead
dmitra@twa.dsamat.co.uk
01582 865466

Mrs N Chiswell



Designated Safeguarding Lead
office@twa.dsamat.co.uk
01582 865466

Mrs Glastonbury



Deputy Designated Safeguarding Lead
kglastonbury@twa.dsamat.co.uk
01582 865466

Mrs H Long



Deputy Designated Safeguarding Lead
hlong@twa.dsamat.co.uk
01582 865466

'Believing & Achieving together'

Safeguarding Children

Information for Visitors

Our Child Protection Policy is reviewed annually and is available on our website under 'Important Information – Policies'

DIOCESE OF
ST ALBANS
MULTI-ACADEMY TRUST