

P01: SAFEGUARDING AND CHILD PROTECTION (Related Document)

SAFEGUARDING AT STAHS: GUIDE FOR VISITORS AT THE SENIOR SCHOOL

CHILD PROTECTION

Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children has a role to play in protecting them from maltreatment, preventing the impairment of their health or development and taking action to enable all children to have the best outcomes. At STAHS we believe that all pupils have the right to be safeguarded from harm and exploitation regardless of:

- Race, religion, preferred language or ethnicity
- Age, gender, sexuality or disability

If you have concerns about a young person's safety during the course of your visit to STAHS:

1. Immediately inform the Designated Safeguarding Lead or one of the members of the Safeguarding Team.
2. Write careful notes about what you have heard, witnessed or have been told. Sign, time and date all notes.

If you suspect abuse, a young person confides in you, or a complaint is made to you about any adult or about yourself, it is your duty to report the concern.

SAFEGUARDING TEAM

Mrs Amber Waite
(Head)

head@stahs.org.uk
01727 792514



Designated Safeguarding Lead (DSL):

Miss Kirsty Eddison
(Deputy Head Pastoral)

eddisonk@stahs.org.uk
01727 792205
07714 248873



Deputy DSLs

Mrs Helen Monighan
(Head of Sixth Form)

monighanhw@stahs.org.uk
01727 792222



Miss Hannah McSherry
(Mental Health and Well-being Lead)

hemcsherry@stahs.org.uk
01727 792223



If none of the above are immediately available, please report to reception who will ensure you are able to speak to a deputy DSL or other member of staff with safeguarding responsibilities.



SAFEGUARDING CHILDREN

Guidance for adults visiting or
working at
St Albans High School for Girls
Senior School

2023-24

OUR COMMITMENT TO SAFEGUARDING

Adults visiting or working on STAHS sites play an important part in the life of the School, whether helping to maintain the buildings or grounds or visiting as a lecturer or guest speaker.

We can all play a part in keeping the young people in the School safe whilst working at or visiting the School. This is whether you are directly employed by STAHS, a guest or a contractor or sub-contractor.

It is important that we also take steps to keep ourselves safe. Our actions can sometimes be perceived in a way that is not intended. The School wants to promote safe working practices for everyone on STAHS sites, whatever your job or reason to be here.

To keep yourself safe from possible allegations, please follow this advice.

Note: the School's Safeguarding and Child Protection Policy and Procedures are available on our website, and by request through the School Office.

DON'T...

- Instigate verbal or physical contact with pupils (this applies both on and off the grounds) unless it is appropriate and a part of an agreed reason for your visit.
- Respond to verbal or physical contact from pupils. If this occurs, or you have any other concerns about pupil behaviour then report it immediately to the member of STAHS staff who is responsible for your visit.
- Give personal information to any pupil; for example your name, address, telephone or mobile phone number or email address.
- Do not accept or respond to a pupil attempting to give you personal information; for example their name, address, telephone or mobile phone number or email address.
- Accept physical or verbal abuse from a pupil. Do not respond yourself but report it immediately to a member of STAHS staff.
- Allow yourself to be unaccompanied in the School if STAHS does not hold a current DBS certificate for you.

DO...

- Be aware that verbal interaction with pupils may be interpreted by them as being offensive or inappropriate, even if this was not your intention.
- Report any unacceptable behaviour from a pupil.
- Be aware that contact made outside of STAHS grounds with a pupil may also be considered inappropriate by that individual and could lead to your interaction being misinterpreted.
- Ensure that you have your Visitors badge or other School-issued identification badge on your person and visible at all times.
- Ensure that you fulfil the criteria in your Risk Assessment in terms of supervision around young people. For example, if the School does not hold a current DBS certificate for you, you must be accompanied by a member of STAHS staff at all times for the duration of your visit.