



Castle View Academy

The best in everyone™

Part of United Learning

Safeguarding

Welcome to Castle View Academy. At this school we aim to ensure that we get the best from our students and staff at all times. We would like to welcome you to the Academy and share with you how you can help us to keep our students safe and help to create the positive learning environment that we believe is essential for success.

An important aspect of our ethos is ensuring that our students feel safe and secure at school at all times. We hope that this information will provide you with useful advice when visiting us.

What are my responsibilities as a visitor?

All of those who come into contact with students through their paid or voluntary work are responsible for their own actions and behaviour. We all have a duty to safeguard and promote the welfare of the students. Visitors should act promptly if they witness any incident which could give rise to concern. All incidents must be reported to a member of the Safeguarding Team named in this leaflet.

Signing in and out

All visitors to Castle View Academy must sign in at reception. Visitors will be issued with a visitor's pass which must be worn at all times. When leaving, all visitors must sign out and return their visitor pass. You may be asked to provide ID.

Fire & Evacuation

- There will be a continuous bell followed by a pause for checking
- There will then be a second continuous bell
- When the SECOND bell sounds, teachers will escort their classes to the assembly area
- You must leave the building by the nearest exit
- Stay with your member of staff as they will escort you to the assembly point and ensure that you are recorded present
- Do not take any personal risks
- You must not re-enter the building until told it is safe to do so

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

If whilst working with a student you become concerned about:

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

Please report these concerns to a member of the Safeguarding Team named on the back of this Information sheet or ask for them at reception.

What should I do if a child makes a disclosure to me?

If a child says something to you which you think involves a concern about their safety or protection, please take the following four steps:

1. Listen
2. Do not promise confidentiality
3. Report immediately
4. Record the details of what they said

How do I assure my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. Do not photograph children without permission, exchange emails or text messages, contact students on social media or give out your own personal details.