

**If a child discloses, they might be subject to abuse:**

- **React calmly**
- **Listen carefully** to the child, particularly what is said spontaneously.
- **Do not promise confidentiality.** Explain to the child that you must pass on the information if you are worried about their safety.
- **Do not ask** leading questions or make judgements. Clarify and check your concern if you feel that you are not sure, by using, for example, "tell, explain, describe" but as soon as you believe that there might be a genuine issue, ask no further questions.
- **Reassure** the child that they are doing the right thing.
- **Record** carefully what the child says in their own words including how and when the account was given. Date, time and complete a Concern Form which is available from the Main Reception. This will be passed on to one of the Designated Safeguarding Leads.

If you feel that a child may be at risk of harm but are not sure, then inform one of the Safeguarding Leads immediately. They will offer advice and take appropriate action.

**GDPR**

Photographs: under no circumstances should you take photographs of our young people whilst at our Academy.

Safeguarding is about working together to prevent harm or abuse happening in the first place. It's not just about protecting and getting involved with those families where children and young people are most at risk of harm or being hurt.

**Everyone is responsible for safeguarding children and young people.**

**Designated Safeguarding Lead (DSL)**

Miss Natasha England  
Mr Oliver Maund

**Deputy Designated Safeguarding Leads (DDSL)**

Mr Jacob McKay (Education Social Worker)  
Ms Coralie Crisell, Assistant Principal  
Mrs Carol Dickens, Pastoral & Safeguarding Coordinator

**Email address:**

[safeguarding@avonbourneacademy.org.uk](mailto:safeguarding@avonbourneacademy.org.uk)

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**Avonbourne Academy**

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01202 398451

The DfE produced a document entitled "*Keeping Children Safe in Education*" (2025) which can be found on the following website:  
[https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping\\_children\\_safe\\_in\\_education\\_from\\_1\\_September\\_2025.pdf](https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping_children_safe_in_education_from_1_September_2025.pdf)

**If you are unclear about any of the content in this leaflet, then please seek advice from the Designated Safeguarding Lead/s (DSL) or Deputy DSL/s. Please keep this leaflet in a safe place.**



**Avonbourne Boys' & Girls' Academies**  
The best in everyone™  
Part of United Learning



**United Sixth Form**  
The best in everyone™  
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**Welcome to Avonbourne Academies**

**Safeguarding Information Leaflet for visitors**

We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it please speak to any of the contacts named within.

Please keep the leaflet in a safe place so that you can read it again if you need to. If you are concerned about the safety of any child in our school, you must report this to one of the Designated Safeguarding Leads (DSL) or Deputies.

**On Arrival**

Visitor's reception is located at the front of Block A. On arrival you will be asked to **sign in** via the Visitor's Management Device and wear a label identifying yourself around the site. Visitors' identification must be worn at all times whilst on site. All visitors must **sign out** at the main office before leaving the site.

Updated: September 2025

## Fire Safety

On discovering a fire:

- Sound the fire alarm by breaking the glass at the call point, these are situated around the site.
- Evacuate the building from the nearest available exit and go to the muster point in Block B (next to the Roy Moore Sports Hall). If you are in Block A reception, please exit via the main door)
- Report to the Duty Officer.

## On hearing the fire alarm

- When the fire alarm sounds, immediately evacuate the building via the nearest fire exit ensuring all doors are closed behind you.
- Do not run or panic.
- Go to the muster point at the rear of Block B. Please ask staff in these areas if unsure.
- Do not return to the building until you are instructed that you may do so.

## Smoking

Avonbourne Academy operates a non-smoking policy at all times. Please be aware that it is also against the law to smoke **anywhere** on the school premises, this includes the slip road.

## Security

Please keep briefcases, laptops and bags etc with you at all times whilst on site. Also keep personal belongings and paperwork safe.

Visitors should not leave valuables in their car. Vehicles and their contents are parked at owner's risk and the

Academy accepts no liability for any loss or damage to the vehicle or contents or persons, however caused.

## Staff Conduct

If you are concerned about the conduct of a member of staff, following an observation or disclosure, the following actions must be taken:

- Immediately inform the principal.
- In their absence, inform another member of senior leadership.

## Keeping Yourself Safe

- Be professional. Be careful how you interact with or speak to a young person, they may interpret it differently.
- Avoid physical contact with young people unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a young person, always ensure that a door is open and that you are visible to others.
- Always tell someone if a young person displays inappropriate behaviour. Log down the incident, time and date it and pass it on to one of the Safeguarding Team.

**Remember... if in doubt to always speak to the DSL/DDSL.**

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background, ability of disability.

A copy of the schools Safeguarding Policy is located on the academy website and on paper upon request.

## Types of harm

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school. Harm is identified in four ways:

**Physical** - when a child is deliberately hurt or injured. Sexual - when a child is influenced or forced to take part in a sexual activity. This can be a physical activity of no-physical, e.g. being made to look at an inappropriate image.

**Emotional** - 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** - when a child is not being taken care of by their parents/ guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school are being left home alone.

Vulnerable adults (over the age of 18) are at risk of being abused, harmed or threatened. Any concerns about a young person or an adult should be reported to the Safeguarding Leads.