

ows RC High School | VISITOR  
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# **SAFEGUARDING, FIRE & LOCKDOWN INFORMATION**

All Hallows RC High School



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**Believe. Belong. Achieve.**

## Our Commitment to Safeguarding

All staff, governors, and volunteers have a duty to safeguard and promote the wellbeing of children. We adhere to:

- **Keeping Children Safe in Education (KCSIE)**
- **The Children Acts 1989 & 2004**
- **Working Together to Safeguard Children 2023**
- **Relevant local safeguarding board procedures**

We expect everyone visiting or working in our school to share this commitment.

## Safeguarding Contacts

If you are concerned about a child or adult:

1. **Report to a Designated Safeguarding Lead (DSL) immediately.**
2. If concerned about the conduct of a staff member or volunteer, **inform the Headteacher.**
3. If your concern is about the Headteacher, contact the **Chair of Governors.**

### Our Safeguarding Team includes:

Designated Safeguarding Lead: **Mrs Done (Senior Assistant Headteacher)**

Deputy Designated Safeguarding Lead: **Miss Hambelton**

Headteacher: **Mrs Walker**

Chair of Governors: **Mrs Wood**

## Staff Conduct Concerns

- If you observe or hear anything concerning about a staff member, **report it immediately to the Headteacher or a DSL.**
- If the concern is about the Headteacher, report to the **Chair of Governors.**

## What is Abuse?

Abuse can happen to any child and includes:

**Physical** – Deliberate injury or harm.

**Sexual** – Involving a child in sexual activity (physical or non-physical).

**Emotional** – Verbal abuse, threats, rejection or exposure to violence.

**Neglect** – Failing to meet a child's basic needs.

Also be aware of:

**Bullying** – Repeated physical and/or emotional harm, including name-calling and exclusion.

**Discrimination** – Unfair treatment based on disability, race, religion, gender, etc.

## Disclosure by a Child

If a child tells you something concerning:

- **React calmly and listen carefully**, particularly what is said spontaneously.
- **Do not promise confidentiality.** Explain you must share the concern.
- **Avoid leading questions.** Use open prompts like "Tell," "Explain," or "Describe."
- **Record the disclosure in the child's own words** with time and date.
- Pass the report to a **DSL immediately.** Do not investigate yourself.

## Keeping Yourself Safe

- **Be professional;** children may misinterpret your actions or words.
- **Avoid physical contact** unless necessary to prevent harm.
- **Avoid being alone with a child** - keep doors open and stay visible.
- **Do not share personal contact details** or interact with students on social media.
- **Log and report** any inappropriate behaviour from a child immediately.
- **Mobile phones** should not be used within the school unless prior permission has been sought.

## Visitor Procedures

- **All visitors must sign in** at Reception and wear a **visitor badge** at all times.
- **Visitors without a DBS clearance** must remain with their host or a designated staff member.
- **On departure, please sign out** and return your badge.
- If you need to speak to a member of staff, **book an appointment in advance**, where possible.
- **Mobile phones** may only be used in emergencies.
- **Photographs or videos** may not be taken without prior permission.

## Invacuation, Lockdown and Evacuation Procedure

In the event of a school lockdown, visitors should **immediately follow the instructions** of school staff, who will guide them to the **nearest secure location**, typically a classroom or office. Visitors should remain there, **out of sight and quiet**, until the “**all clear**” is given. **Mobile devices should not be used** unless instructed otherwise by staff. Further communication will be shared when school is in a safe position to do so.

## In Case of Emergency

**Fire alarm:** Evacuate via the nearest exit and report to the assembly point.

**First aid or accidents:** Contact Reception.

**Internet access:** Usage must comply with the school's Acceptable Use of ICT policy.

## Remember: If in doubt – ask.

For more details, refer to the school's full Safeguarding and Child Protection Policy, which is available in staff areas or on the school website.