

Keeping yourself safe

- Upon arrival, the school office will ensure you are made aware of, and will follow, the relevant school policies and procedures, including but not limited to:
 - [Visitors Policy](#)
 - [Health and Safety Policy](#)
 - [Safeguarding & the Protection of Children including Prevent Policy](#)
 - [Fire Safety and the Disaster Plan](#)
- whilst on site, you should always remain professional
- always be aware of how you speak to our students – they may interpret things like jokes or compliments differently. Avoid any physical contact and do not make racist, homophobic or sexualised comments around them
- whilst you are in our school, you will always be accompanied by a member of staff.
- if a student touches or speaks to you inappropriately, you must tell a member of staff and ensure you record the date and time of the incident
- where a student has told you that they are being harmed, you must not question the student but report the incident to a member of staff immediately.

- you must never share contact details with a student or arrange to meet them outside of school
- students should not be contacted through social media and you should not discuss the school, its staff or its students across such platforms or outside the school
- taking photographs or recording videos is not permitted unless consent has been sought for the relevant school activity.

Useful contacts

The Designated Safeguarding Lead (DSL) is [Neil Wells, \(Headteacher\)](#) If you have any questions or comments about the safeguarding of students, then you can contact the Headteacher by contacting Reception.

Other contacts:

[The Deputy Headteacher](#)

[Chair of Governors](#)

[Safeguarding Governor](#)

Bowden House School



Safeguarding and safety information for all visitors

Bowden House School is committed to safeguarding and ensuring the welfare of all students and requires all staff, volunteers and visitors to share this commitment.

This leaflet contains information regarding our expectations of you whilst visiting us. If you have any further questions, please speak to any of the named contacts included on the reverse side of this leaflet.

Visitor procedures

Here at Bowden House School, we have a Visitors' Policy detailing the procedures that must be adhered to.

All visitors, including volunteers, parents/carers, contractors and other guests must :

- immediately report to the school Reception area on arrival
- provide their details to the Reception staff, including their name and purpose of the visit
- sign in using the electronic system
- display the ID badge provided at all times whilst on school property
- remove their ID badges before leaving the school
- sign out using the electronic system upon departure.

All visitors will be made aware of the relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures.



Types of harm

The following is a list of possible forms of harm that young people can face:

Physical abuse – a child suffers physical harm or injury, e.g. bruises and cuts

Emotional abuse – a child receives emotional maltreatment which causes adverse effects on their development, e.g. being told they are worthless

Sexual abuse – a child is forced or enticed into taking part in sexual activities in which they do not give consent whether or not they are aware of what is happening. Indicators may include the use of sexual language or not wishing to be alone with someone

Neglect – a child's basic physical and/or psychological needs are consistently not met, resulting in serious impairment of their health or development, e.g. by providing inadequate amounts of food/warmth/love. A child may appear tired or malnourished.

Child sexual exploitation (CSE) – a child is subject to a form of sexual abuse where an individual or group takes advantage of, or manipulates, a child into sexual activity in exchange for something the victim wants/needs. An indicator may be that the child has unexplained new items/presents

Peer-on-peer abuse – peer-on-peer abuse can involve domestic abuse, CSE, serious youth violence and harmful sexual behaviour

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

If you are worried about any of the following:

- something a student says
- marks or bruising on a student
- changes in a student's behaviour

You must inform the school's Designated Safeguarding Lead (DSL); our DSL is [Neil Wells, Headteacher](#)

If a student discloses that they are being harmed you must:

- react calmly
- listen carefully
- not promise confidentiality; explain that you may need to tell somebody if the student's safety is at risk
- reassure the student that they have done the right thing
- take a record of what the student has said, including the date, time and how/when the information was received. This information must be passed to the DSL immediately.

Where you have concerns about the conduct of a member of staff following an observation or disclosure, then you must immediately inform the Headteacher or, in their absence or if the concern regards them, the Deputy Headteacher.

[Thank you for your attention to our Safeguarding Statement](#)