



## Safeguarding information 2017

Document produced by: Matt Messias, The Principal

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## Safeguarding Key Points 2017/2018

The key points below are important pieces of information that you need to know in regards to safeguarding at Atrium. Ofsted inspectors will expect you to have an understanding of safeguarding procedures and how we keep children safe. Inspectors could potentially ask you about the following information.

All of the information below can be found in more detail as part of the full safeguarding policy found on the Atrium website. **All staff MUST read PART ONE pages 5-13 of the 'Keeping Children Safe in Education' document on Office 365.**

## Safeguarding Key Points

1. The Safeguarding policy at Atrium Studio aims to ensure that:
  - a. All our pupils are safe and protected from harm
  - b. Other elements of provision and policies are in place to enable pupils to feel safe and adopt safe practices
  - c. Staff, pupils, governors, visitors, volunteers and parents are aware of the expected behaviours' and the schools legal responsibilities in relation to safeguarding and promoting the welfare of all our pupils
2. The Senior Designated Safeguarding Lead (DSL) is Garry Murphy. Staff members with concerns about children should speak in the first instance to the DSL or the Principal
3. The designated Governor for safeguarding is Justine Cole
4. The designated staff member for Looked After Children is Dan Young
5. The designated staff member for Pupil Premium is Garry Murphy
6. The SENCO is Fiona Goodchild (SDCC)
7. There are five categories of abuse experience by young people;
  - a. Physical abuse
  - b. Emotional abuse
  - c. Sexual abused
  - d. Neglect
  - e. Self-harm

There is new guidance within the 'Keeping Children Safe in Education' document on Moodle. All staff must have knowledge of the current safeguarding issues within schools. These additional areas of concern are;

- a. Female Genital Mutilation FGM
- b. Child Sexual Exploitation CSE
- c. Preventing Radicalisation.

8. Visitor safeguarding policy

- All visitors to Atrium Studio will read the main key safeguarding points and familiarise themselves with the safeguarding team before signing in and entering the Atrium site
- All visitors will display a visitors badge at all times and receive a safeguarding booklet
- All staff will challenge any adult who does not have a visitors badge visible whilst on the College site
- Supply staff will be provided with an induction pack on arrival covering all safeguarding procedures

9. If a child makes an allegation or disclosure of abuse it is important that you know where to find the safeguarding log forms within your department. Do not investigate or ask leading questions during the disclosure. Remember you may ask the TED questions.

- T tell me what happened
- E explain how did that happen
- D describe what happened

***Forms must be returned to Garry Murphy***

10. If you are concerned that a member of staff or adult in a position of trust poses a danger to a child or young person you should report your concerns to the Principal. Where those concerns relate to the Principal however, this should be reported to the Chair of Governors.

- Nigel Gore is the Chair of Governors

11. During the holidays the DSL will be on call if there is a safeguarding issue. His telephone number is 07590775330. We have a duty of care to report concerns in the holidays regarding any Atrium Studio student. If the DSL is not available for any reason the Multi Agency Safeguarding Hub need to be informed. Contact details for the Hub are provided by DSL at the start of every holiday.