

Safeguarding Statement

Phoenix College is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

Visitor Procedures

All visitors must sign in at Reception

All visitors will be issued with an appropriate pass which must be displayed at all times whilst on the site.

Visitors will be asked to remain under the supervision of a designated member of staff whilst on site unless you have suitable clearance. (Red lanyard = full supervision, Green lanyard = full clearance)

All visitors must sign out at reception before leaving the site.

Visitors wishing to see a member of staff should contact the school to make an appointment.

If you are seeking an urgent appointment, please report to Reception and we will arrange for you to see a member of staff.

E-Safety Mobile Phones:

To protect our children, we respectfully ask that you do not have your phone out or use it during your time in the school building. If this is an issue, please contact a member of staff on arrival.

Photographs: under no circumstances should you take photographs of our children whilst at our school.

Safeguarding Team

Designated Safeguarding Lead:

Ms Claudine Muller – Assistant Headteacher
claudinem@phoenixcollege.reading.sch.uk



Deputy Designated Safeguarding Officers:

1. Mrs Pam Thompson – Admin Officer/ SENCO support

admin@phoenixcollege.reading.sch.uk



2. Mrs Teresa Johnson - School Care Officer

Schoolcareofficer@phoenix.reading.sch.uk



Governors (Safeguarding responsibility):

Kate Reynolds – Chair of the IEB

Mary Davies – Safeguarding Governor

Please contact governors via

admin@phoenixcollege.reading.sch.uk



PHOENIX COLLEGE
40 Christchurch Road
Reading
RG2 7AY



School Visitor Safeguarding Guide

Phoenix College aims to ensure that:
Appropriate action is taken in a timely manner to safeguard and promote children's welfare. All staff are aware of their statutory responsibilities with respect to safeguarding. Staff are properly trained in recognising and reporting safeguarding issues.

To ensure that all visitors are aware of their responsibilities we expect you to read, understand and follow the named documents before working with our students.

1. Phoenix College's Safeguarding and Child Protection Policy, (Sept 2018 / updated Nov 2018)
2. Phoenix College Behaviour Policy,
3. Phoenix College Health and Safety Policy,
4. Part 1 and Annex A of the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education (2018)

You will be asked to sign that you have been given these documents and given time to read them on arrival at Phoenix College.

If your visit is planned the documents will be emailed to you.

What do I do if I am worried about a child?

If you become concerned about:

Something a child says; marks or bruising on a child; changes in a child's behaviour or demeanour; please report these concerns to the class teacher who will pass the information on to the school's Designated Safeguarding Lead or Deputies. Child abuse could happen to a child regardless of gender, culture, religion, social background and those with or without a disability.

What do I do if a child discloses they are being harmed?

Whilst this can be an alarming situation it is important that you know what to do in such an eventuality and for you to stay calm and controlled.

1. Listen carefully to the child, particularly what is said spontaneously.
2. Remember not to show shock or disbelief.
3. Do not promise confidentiality. Reassure the child but do not make promises that might not be possible to keep.
4. Reassure the child that you will tell the teacher or Headteacher who will be able to help them.
5. Do not interrogate or ask leading questions.
6. Reassure the child that is not their fault; stress that it was right to tell.
7. Record carefully what the child says in their words including how and when the account was given. Date, time and sign the record. Pass this on to one of the Designated Safeguarding Leads.
8. Be aware of your feelings about abuse and find someone to share your feelings with once the procedures have been completed.

Visitor Code Conduct

- a. Treat everyone with respect.
- b. Provide an example you would wish others to follow.
- c. Remember someone else may misinterpret your actions no matter how well intended.
- d. Do not jump to conclusions without checking.
- e. Do not permit abusive activities such as bullying or ridiculing.
- f. Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- g. Do not make suggestive remarks, gestures, or tell sexist, racist or homophobic jokes.
- h. It's best not to do anything for a child that he or she can do for him or herself.
- i. Always tell someone if a child touches you inappropriately or speaks to you inappropriately.

If you are concerned about the conduct of a member of staff during your visit the following actions must take place:

Immediately inform the Headteacher

In her absence, immediately inform a member of the Senior Leadership Team (Assistant Headteachers – George Chatzakis or Claudine Muller or Deputy DSOs – Pam Thompson or Teresa Johnson).

Health and Safety

Fire:

In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff. Please make yourself aware of the nearest fire exit where you are based.

Accidents and Illness:

All accidents, regardless of severity, need to be reported to a first aider.

First Aiders:

Sherlon Bartenbach, George Chatzakis, Sham Riaz

All accidents will be logged on Behaviour Watch and the Online accident book.

If you require a comfort break during your visit a member of staff will show you to the adult facilities which are located opposite the School Office. Please ask reception staff for the key.

Student Behaviour

During your visit you might observe a student struggling to manage their behaviour as all students have an EHCP for SEMH. Some of our students find it challenging to interact with visitors and unfamiliar people and this can cause anxiety and stress for the student.

We would like to reassure you that staff have been trained to manage these situations keeping the child, themselves and others safe. (Team Teach)

You can help by moving away and by distracting the other students. Please be aware that a member of staff may ask you to leave the room until the situation has calmed.