

CHILD PROTECTION

Adults working around young people and children or working with them must be aware of the risk of abuse by adults or other young people. At Elstree School we believe that all pupils have the right to be safeguarded from harm and exploitation regardless of:

- Race
- Religion,
- Preferred language or ethnicity
- Age
- Gender
- Sexuality
- Disability

If you have concerns about a young person's safety during the course of your visit to Elstree School:

1. Immediately inform the Headmaster (Child Protection Officer).
2. Write careful notes about what you have heard, witnessed or have been told. Sign, time and date all notes.

If you suspect abuse, a young person confides in you, or a complaint is made to you about any adult or about yourself, it is your duty to report the concern.

CHILD PROTECTION CONTACTS

CHILD PROTECTION OFFICER:

A.C.T. Inglis Esq. (Headmaster)

0118 971 3302

0118 971 0645 (out of hours)

headmaster@elstreeschool.org.uk

DEPUTY CHILD PROTECTION OFFICERS:

S.C.BATES Esq. (Deputy Headmaster)

0118 971 0640

deputyhead@elstreeschool.org.uk

A.B.D. LIDDELL Esq. (Housemaster)

0118 971 0602

housemaster@elstreeschool.org.uk

Mrs K MARKIDES (Head of Home Farm)

0118 971 3296

homefarm@elstreeschool.org.uk

LSCB – West Berkshire Children's Social Care Duty Team:

9am-5pm (Monday to Friday): 01635 503090

Out of hours & weekends: 01344 786543



Elstree School

SAFEGUARDING CHILDREN

GUIDANCE FOR ADULTS
VISITING OR WORKING
AT ELSTREE SCHOOL

Elstree School
Woolhampton,
Berkshire,
RG7 5TD
0118 971 3302

OUR COMMITMENT TO SAFEGUARDING

Adults visiting or working on the Elstree School grounds play an important part in the life of the School, whether helping to maintain the magnificent buildings or visiting as a lecturer or guest speaker.

We all have a responsibility to keep the young people in the School safe whilst working in or visiting the School, whether you are directly employed by the School, a guest or a contractor or subcontractor.

It is important that we also take steps to keep ourselves safe. Our actions can sometimes be perceived in a way that may not be intended. The School wants to promote safe working practices for everyone on the School site, whatever your job or reason to be here.

To keep yourself safe from possible allegations, please follow this advice.

DON'T...

- Instigate verbal or physical contact with pupils (this applies both on and off the grounds) unless it is appropriate and a part of an agreed reason for your visit
- Respond to verbal or physical contact from pupils. If this occurs, or you have any other concerns about pupil behaviour then report it immediately to the member of staff at Elstree School who is responsible for your visit (Headmaster, Head's PA, Housemaster or Bursar).
- Give personal information to any pupil - for example your name, address, telephone or mobile phone number or an email address.
- Accept or respond to a pupil attempting to give you personal information - for example their name, address, telephone or mobile phone number or email address.
- Accept poor manners or rudeness in any form from a pupil. Do not respond yourself, but report it immediately to a member of the Elstree School staff.

DO...

- Be aware that verbal interaction with pupils may be interpreted by them as being offensive or inappropriate, even if this was not your intention.
- Report any unacceptable behaviour from a pupil.
- Be aware that contact made outside of the Elstree School grounds with a pupil may also be considered inappropriate by that individual and could lead to your interaction being misinterpreted.