

Safeguarding quick sheet 2025 – Information Everyone Needs to Know

Area	Information	For more information
Responsibility	All staff are responsible for our students' wellbeing. Designated Safeguarding Lead (DSL) David Hannon, Acting Principal, Designated Safeguarding Persons (DSP) Fran Matos, Accommodation and Welfare Officer, Grace Buchanan, Student Services & U18 Officer	Introduction and Section 2) Designated Persons
Code of conduct	Please make sure you are aware of the expectations; all staff should be familiar with Section 4 Code of Conduct section of the Safeguarding Policy. Breaches to the code will result in disciplinary action.	Section 4) Code of Conduct
Noticing	Disclosure, signs of physical injury and changes in behaviour are key signs of abuse. Please be observant and report any concerns you have to a Designated Safeguarding Person (David Hannon or Fran Matos).	Section 7) What is Child Abuse?
Reporting	If a student discloses abuse or concerns, don't use judgement, report what they have said verbatim – write it down at or as soon after disclosure as possible. An official reporting form is in the policy appendix and also in the Social Programme Kit.	Section 8) Procedures; and Section 8) Further Action
General measures to support safeguarding		
ID Wristbands	Yellow = for u16s, Red = for 16-17 year olds, blue = for over-18s, grey = for staff, pink lanyard = for visitors	Section 5) Procedures; and Section 3) Recruitment
Punctuality	Students should be punctual to lessons. Under 18s must be allowed into class but are a member of staff speaks to them about the need for punctuality	
Absence	<ul style="list-style-type: none"> We follow up on under-18 absence within 15 minutes of the start of lessons. We follow up on over-18 absence within 3 days of absence. Teachers should be aware of the students in their class and follow through in reporting attendance and absence (door signs, reporting if not checked, sharing information with the admin team)	Section 5) Procedures
1:1 Feedback	Is a key opportunity to check that students are doing well and are happy, with their classes and overall experience here. Please report any issues.	Section 5) Procedures; and Section 3) Code of Conduct
Electronic contact	Staff should not be friends with current students on Instagram etc, or follow or encourage students to follow them on TikTok etc. All electronic contact is discouraged. Admin staff have work email addresses. All inboxes are monitored. Staff should be aware how written communication can be misinterpreted and should avoid personal messages.	Section 4) Code of Conduct
Photographs	Students who have not given permission for photographs should not be included/identifiable in any shots taken and/or used by the school. Any photos that are taken of students should be taken with work and not personal devices.	Section 5) Procedures; and Section 3) Code of Conduct; And Appendix G) Social Programme Kit
Safety	All staff should keep their mobile phones with them at all times to enable quick responses to emergency situations.	Section 5) Procedures; and Appendices

All staff are expected to have read the whole guide and be familiar with relevant sections.