

All visitors and members of staff must recognise that the safety and well being of children is our primary concern.

If a student discloses anything to you:

## DO NOT

- ✗ promise confidentiality
- ✗ ask leading questions
- ✗ investigate

## DO

- ✓ listen
- ✓ reassure the student
- ✓ tell them that you will have to inform the designated child protection officer
- ✓ make a written account

Report your concerns to one of your points of contact listed on the back of this leaflet.

St Benedict's Catholic College takes seriously its responsibility to protect and safeguard the welfare of children and young people in its care.

"The welfare of the child is paramount"  
(the Children Act 1989).

Any child protection concerns must be reported to the:

**Designated Safeguarding Co-ordinator**  
**Mrs J. Santinelli** (Principal)

### DESIGNATED SAFEGUARDING TEAM

#### Designated Safeguarding Lead

**Mrs G. Davies** (Assistant Principal)  
CONTACT NUMBER: 01206 549222 ext 860

#### Deputy Designated Safeguarding Leads

**Mrs S. Cashman** (Pastoral Lead)  
CONTACT NUMBER: 01206 549222 ext 863

**Ms E. Smale** (Deputy SENDCo)  
CONTACT NUMBER: 01206 549222

#### Nominated Governor for Safeguarding

**Mrs M. Moriarty** (Chair of Governors)

St Benedict's Catholic College

# Safeguarding

and safety information  
for  
**Parents, Carers,  
Visitors & Volunteers**



Welcome to St Benedict's Catholic College.

Visitors bring worthwhile experiences to our students, which we appreciate.

This leaflet provides some guidance on working safely with our students and tells you what to do if you have a concern about a student.

Please read it carefully and do not hesitate to ask if you require any further information.

Mrs G. Davies  
Assistant Principal

*Keeping children safe in  
education*

## Safety Information for Visitors

We hope that your visit will be enjoyable, informative and safe.

Please help us by reading and complying with the guidance contained in this leaflet, which is intended to ensure your health and safety.

## Security

All visitors and contractors coming in to the College must report to Reception. As a visitor you will be asked to sign in and be issued with a badge that must be worn prominently so that staff and students can see you are a visitor.

## Fire & Evacuation

The adult you are visiting/working with will explain what to do in the case of emergencies and fire alarms.

The alarm is a continuous bell. You will be escorted via the nearest exit to the assembly point and must ensure that you are recorded present by the administration staff.

Do not take any personal risks. You must not re-enter the building until told it is safe to do so.

## First Aid

If you need first aid or feel unwell please contact reception who will provide the necessary advice and support.

## Smoking

St Benedict's Catholic College operates a no smoking policy; this includes electronic cigarettes of any kind.

## Health & Safety

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site.

As a visitor to our college it is essential that you follow any health and safety guidelines that may apply. By doing so, you will assist us in meeting the requirements of the Health & Safety at Work Act 1974.

## DO

- ✓ Wear your visitors badge at all times.
- ✓ Be aware that verbal interaction with students may be interpreted by them as offensive, unwelcome or harassment. Even if this was not your intention.
- ✓ Report any unacceptable behaviour from a student.

Please follow the advice in this leaflet and keep yourself and our students safe.

## DO NOT

- ✗ Interact with students unless it is appropriate and part of an agreed reason for your visit.
- ✗ Give any personal information to any student, for example your name, address, telephone or mobile telephone number, e-mail address or personal website address or Facebook account.
- ✗ Respond to a student attempting to provide you with personal information, for example their name, address, telephone or mobile telephone number, e-mail address, personal website address or Facebook account.
- ✗ Accept physical or verbal abuse from a student. **DO NOT** respond yourself – report it immediately to a senior member of staff.
- ✗ Place yourself in a one to one situation with a student.

