



SAFEGUARDING CHILDREN THE ROLE OF EVERY ADULT

IVYBRIDGE COMMUNITY COLLEGE



Ivybridge Community College is committed to the safeguarding of all its students, staff and visitors. Safeguarding is a priority with arrangements in place to ensure everyone's safety on College premises and during off-site activities.

The College ensures that safeguarding legislation and guidance are adhered to and taken into account when developing and revisiting policies and procedures.

We provide a safe physical environment for our students and staff, ensuring that the campus and premises are of a good standard.

Our College's commitment to safeguarding is paramount to the success of all students.

How to Deal with a Disclosure

Do . . .

- Take the child seriously
- Reassure them that it is alright to tell you
- Take your time
- Let them speak
- Listen carefully
- Ask open questions
- Clarify with open questions
- Say what you will do next e.g. report to Designated Safeguarding Lead
- Record verbatim and sign and date
- Provide factual information
- Consider medical attention
- Liaise with Designated Safeguarding Lead at the earliest opportunity, who will refer to Children's Services, if appropriate

Do not . . .

- Promise to keep it a secret
- Stop the child from speaking
- Ask leading questions
- Question unnecessarily
- Make assumptions
- Minimise
e.g. "That doesn't sound serious"
- Try to deal with it on your own
- Delay in passing on your concern
- Force the child to recall
- Ask the child to show you any injuries requiring the removal of clothing
- End the conversation abruptly
- Criticise the alleged perpetrator
- View photographs or images
(If these are accidentally shown to you please report as soon as possible)

Following a Disclosure

- Pass on the concern to the Designated Safeguarding Lead, as soon as possible
- Confidentiality - you should only discuss your concerns with appropriate other people; it is not a matter for gossip
- Record-keeping is essential - accurately record what is said and done on CPOMS. Hand written notes should be scanned onto CPOMS.

What may Raise your Level of Concern

- Marks on the child's body
- Changed behaviours, emotions, unusual amounts of money or presents, or carrying more than one mobile phone
- Comments made by the child - disclosure or descriptive remarks

However, there may be non-abusive reasons for these.

If you have Concerns you Must Contact the Safeguarding Team

- Keep a record of your concern, sign and date it
- If you are uncertain whether to 'bother' someone - pass the information on to a Safeguarding Lead, who will be wearing a Yellow Lanyard
- Follow up and ensure your concern has been actioned

Rachel Hutchinson, Principal

Amy Pearce, Assistant Principal (Designated Safeguarding Lead - Compliance and Attendance) ext 1212

Matt Annis, Designated Safeguarding Lead (DSL) ext 1238

Sharon Hughes, Deputy DSL (Student Welfare) ext 1318

Gemma Male, Deputy DSL (Attendance) ext 1431

Donna Evelyn, Deputy DSL (Student Welfare) ext 1206

Jenny Hill, Welfare Officer ext 1314

Kylie Brittin, Early Help Coordinator ext 1314

Charlotte Hanton, Assistant Principal (Year 6 - 7 Transition) ext 1208

Dave Leonard, Safeguarding Officer (College Buses) ext 1425

Vicky Thornton, Assistant Principal and Safeguarding Officer ext 1203

Claire Warne, Assistant Principal and Designated Teacher ext 1218

Simon Whitehorn, Safeguarding Officer (Health and Safety and College Events) ext 1427

Out of College Hours

If you have a concern **Out of College Hours**, please contact the relevant **Multi Agency Safeguarding Hub (MASH)**

Cornwall MASH

Emergency Duty Team - Out of Hours:

01208 251300

Telephone:

0300 1231 116

E-mail:

multiagencyreferralunit@cornwall.gov.uk

Plymouth MASH

Emergency Duty Team - Out of Hours:

01752 346984

Telephone:

01752 668000

E-mail:

gateway@plymouth.gov.uk

mash@plymouth.gov.uk

Devon MASH

Emergency Duty Team - Out of Hours:

0845 6000 388

Telephone:

0345 155 1071

Email:

mashsecure@devon.gov.uk

Post:

Multi-Agency Safeguarding Hub

P.O. Box 723

Exeter

EX1 9QS

Fax:

01392 448951

Key Messages

- The welfare of the child is paramount
- Any child might be abused
- Most abusers are known to the child
- Valuing and respecting children contributes to their safety
- Indicators are just that
- Recording and reporting systems are vital
- Inter-agency cooperation is essential
- Safeguarding is everybody's business
- Most child abuse is preventable

In Summary

students will sometimes disclose sensitive information to someone they perceive as a friendly person. In this situation we ask:

- Never promise to keep this information a secret
- Do NOT ask leading questions
- Make a written note of what is said, ideally at the time of disclosure or as soon afterwards as possible, using the student's words
- Reassure the student that they were right to pass on their concerns
- Pass information onto the Designated Safeguarding Lead or another member of the Safeguarding Team
- Keep information confidential; it is not a matter for gossip
- Do not worry that you might be wasting someone's time. . . if it concerns you, pass it on.

Senior Leadership and the Safeguarding Team will ensure that all policies and procedures are kept up to date and in line with the latest advice from the Government.

Any concerns/allegations regarding a member of staff should be reported to the Principal, or if the concern is regarding the Principal, to the CEO

**Parental and student concerns should be reported to:
safeguarding@ivybridge.devon.sch.uk**

**For further information on reporting a Safeguarding concern,
please visit:
www.ivybridge.devon.sch.uk/reportaconcern**

