

# Hanley Castle High School



## Visitor information and guidance for Safeguarding.

### Working together to safeguard our pupils.

Hanley Castle High School and Sixth Form Centre is wholly committed to ensuring that all students at risk are cared for in a safe and secure environment. We believe that it is always unacceptable for a child or young person to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all and strive to ensure our students are safe at school, at home, online and in the wider community.

**Remember:** no concern is too small. Staff often have concerns or worries with little evidence, but these can often contribute to a bigger picture, adding up to a serious cause of concern alongside other information. It is vital you report even any vague worries to the DSL at the earliest stage.

**Keep yourself safe on site.**

**Remember:**



- Always wear your lanyard.
- If you have a RED lanyard please stay with the member of staff you are visiting.
- If you require more information about safeguarding please refer to the school Safeguarding Policy to understand your responsibilities.
- Please also refer to KCSIE and other school policies which may be of use. For example Acceptable Use, Whistleblowing, Early Help Offer and E-safety. These can all be found in the policies section of the school website.
- Always abide by COVID safe rules being used by the school at the current time —Distance, Face, Space.

## Meet the Safeguarding Team at Hanley Castle High School.

### Useful contacts:

Lead DSL: Sarah Anderson-Kirby Ext: 2225

[andersonkirbys@hanleycastlehs.org.uk](mailto:andersonkirbys@hanleycastlehs.org.uk)

Deputy DSLs: Sam Cook Ext: 2248, Jan Mason Ext: 2219,  
Becca Dunn Ext: 2223, Audra Burton Ext: 2228



Mrs Anderson-Kirby DSL. Mr Cook KS5 DSL. Mrs Mason KS4 DSL. Miss Dunn KS3 DSL

If you have any concerns with regards to a child's well-being or safety, please speak to the relevant DSL and complete our safeguarding concern form under their guidance.

During COVID-19 times you may have concerns about a child you have worked with remotely. You can raise your concerns with The DSL by using the email above.



Ms Burton—  
Safeguarding and  
Attendance Officer.

If a child is in **immediate danger**, you must make a referral to Family Front door and/or the police **immediately**.

**Make sure you know the difference between having a concern, and a child being in immediate danger.**

**Family Front Door : 01905 822666**

## What do I do if a child discloses information to me?

### Do:

- Treat the child as an individual, with respect and dignity.
- Be thoughtful about your language choices and tone of voice.
- Reassure them that this is the right thing to do.
- Make sure the child feels secure and inform them of your next actions.
- Make notes of your discussion, including the date and time.
- Record the discussion using the **child's own words**.
- Listen carefully and let the child finish without interrupting them.
- Make sure they know exactly what is happening next and why you need to tell another adult.

### Do not:

- Promise the child you won't tell anyone.
- Ask leading questions or probe for more information – let the child tell you exactly what they choose to and no more.

### Concerns about staff members

- Any concerns about other staff members and their safeguarding practices should be raised with the Headteacher; Mark Stow. These will be taken seriously and thoroughly investigated.