If a child discloses any information to you?

- **React** calmly.
- **Listen** carefully to the child, particularly what is said spontaneously.
- **Do not promise confidentiality**. Explain to the child that you must pass on the information if you are worried about their safety.
- **Do not ask** leading questions or make judgements. Clarify and check your concern if you feel that you are not sure, by using, for example, "tell, explain, describe or outline" but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.
- **Reassure** the child that they are doing the right thing.
- **Record** carefully what the child says in their own words including how and when the account was given, date, time. Complete a Safeguarding Referral Form which is available from the Main Reception which will be passed to a member of the Designated Safeguarding Team. If you would prefer to speak to a member of the Designated Safeguarding Team, please ask a member of staff in the main office to arrange this. If you are unable to access the form please record and sign on paper.

If you feel that a child may be at risk of harm but are not sure, then inform one of the Designated Safeguarding Leads immediately. They will offer advice and take appropriate action.

Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children. We expect all staff, supply staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it please speak to any of the contacts named within. Please keep the leaflet in a safe place and take home with you so that you can read it again if you need to.

If you are concerned about the safety of any child in our school, you must report this to one of the Designated Safeguarding Leads (DSL).

If you are concerned about the conduct of a member of staff or volunteer in the school, you must contact the Headteacher, Mrs Claire Elliott -

claire.elliott@holbrookacademy.org

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background, ability or disability.

A copy of the EAST Trust Safeguarding Policy is located on the Academy website :-

www.holbrookacademy.org

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school.

Holbrook Academy

Safeguarding Information Leaflet for School Visitors

All staff and Governors at Holbrook Academy fully recognise that they have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children (Section 175 of the Education Act 2002). We adhere to the Suffolk Safeguarding Partnership Procedures and Keeping Children Safe in Education 2022 (KCSIE).

Email: office@holbrookacademy.org
Telephone: 01473 328317

March 2026

Visitor Procedures

- Visitors must **sign in** at the Main Office.
- Visitor badges must be worn at all times whilst on the school site.
- Visitors should remain under the supervision of a designated member of staff whilst on site unless the school has evidence of a completed DBS.
- All visitors must **sign out** at the main office and return their visitor pass before leaving the site.

Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, wherever possible.

If you are seeking an urgent appointment, please telephone the main office and we will arrange for you to speak to a member of staff as appropriate.

Photographs
The use of personal phones by anyone is not permitted unless there is an emergency.

Governors
Governors are aware of their role in safeguarding children; review the Child Protection and Safeguarding Policy annually and ensure independent contractors have the required child protection procedures.

Online Safety
Further information is contained within the Digital Technology Policy which is available on the Academy website.

Designated Safeguarding Team:

David Sansom
Designated
Safeguarding Lead

Sophie Crabtree
Deputy Designated

Flo Chapman
Alternate Designated

Helena Lucas
Alternate Designated
Safeguarding Lead

George Anstee-Parry
Alternate Designated
Safeguarding Lead

Safeguarding Governor:

Helen Butler

Conduct

If you are concerned about the conduct of a member of staff, following an observation or disclosure, the following actions must be taken:

- Immediately inform the Headteacher
- In their absence, immediately inform a member of the Senior Leadership Team

Keeping Yourself Safe

- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Unless essential, avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- It's best not to do anything for a child the he or she can do for himself or herself.
- Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date it and pass it on to a member of the Safeguarding Team.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Headteacher.

Remember...if in doubt … ask

No question or comment is silly!