

TITLE

SAFEGARDING PROCEDURE

APPLIES TO

BOURNE ACADEMY STAFF

THIS DOCUMENT LINKS TO POLICY CODE - BA/HS/02

1.

SAFEGUARDING WITH PROCEDURES WITHIN BOURNE ACADEMY:

- 1.1 If you have a concern in relation to a students within the school please logon to MyConcern and record the details of your concern and submit the information.
- 1.2 An email will then be sent to the Designated Safeguarding Lead within the MyConcern system notifying them of your concern – these are Mrs Conley, Mrs Kettle, Mr Sinclair & Mr Bryan.
- 1.3 Julia Kettle’s office is located in the corridor behind the stage in the school hall.
Lucy Conley’s office can be found down the admin corridor adjacent to reception if you need to speak to either of them in relation to a concern you have.

NB: if you feel your concern is an emergency please speak to either LCo, JK, BS or MB immediately, we are always hear to listen, help and provide advice.

2.

WHAT TO DO IF A DISCLOSURE IS MADE TO:

- 2.1 Find somewhere quiet to speak to the student.
- 2.2 Explain to the student you may have to pass this information on and that we do not keep secrets.
- 2.3 Listen and do not interrupt them.
- 2.4 Don’t ask questions or physically examine them.
- 2.5 Don’t reword what is told to you, don’t give your opinion or advice, document everything.
- 2.6 Take what is being said seriously, treat it as it’s the truth.
- 2.7 Stay calm, don’t look shocked or upset.
- 2.8 Pass on the information immediately via the MyConcern electronic system.



J Kettle
Safeguarding Officer



L Conley
Safeguarding Lead

