

## A Safeguarding Guide for Students – 2023/2024

### “Safeguarding is everyone’s business”

This short brief is designed to inform you about your safety; please take a moment to read through it.

#### Our Safeguarding Team consists of:

- Mrs L Wainwright, Headteacher
- Mr A Dennis, The nominated safeguarding/child protection governor
- Mrs L Crowder, Assistant Head **Designated Safeguarding Lead**
- Joy Riley | Safeguarding and Intervention Team Manager
- Emma Dunn | Safeguarding and Welfare Manager
- Hollie Stanhope | Safeguarding and Welfare Manager
- Eunice Sinfield | Safeguarding and Family Support Manager
- Jo Marshall | Safeguarding Medical Welfare Officer

#### Who can I talk to if I’m worried about myself or another student?

If at any point during your time at Tibshelf Community School you have a concern about another student, or you are worried about yourself, then you should speak to a member of staff immediately. You can talk to any member of staff, for example, your tutor, any teacher, or any other adult in the school.

#### What will happen if I tell a member of staff about a concern?

##### 1) They will listen carefully

This is the hardest step: telling someone. You should know that all staff are trained in Child Protection, and they will listen carefully to what you say - they may take notes, so they don’t forget any details.

##### 2) They will talk to the Safeguarding Team

You have done the right thing by telling someone. The member of staff cannot keep what you have told them secret, but they will only tell the people who need to know.

##### 3) You’ll be kept informed

You will be kept up to date with what is happening, and you do not need to worry.

#### How do I know if someone is a visitor to school?

We require all visitors to ‘sign in’ at Reception when arriving at Tibshelf Community School and to ‘sign out’ on departure. A visitor’s badge must be worn at all times. If you see a visitor on site who is wearing a red lanyard with their badge and is **not accompanied** by a member of staff, then please inform a member of staff straight away.