

Safeguarding

As a visitor to our academy or someone who has come to work with our children in any other capacity, it is important that you are aware of our Safeguarding procedures.

We recognise that all adults, including teaching staff, temporary staff, invigilators, visitors, volunteers and governors, have a full and active part to play in protecting our students from harm, and that the child's welfare is of paramount concern.

John Port Spencer Academy believes that it is our duty to provide a caring, positive, safe, and stimulating environment that promotes the social, moral, and physical development of the individual child.
If you are concerned about a child's welfare, please speak directly to our Designated Senior Lead (DSL), Mr Lee Shepherd, or in his absence one of the safeguarding team.

John Port Spencer Academy Safeguarding Team

If you are concerned about a child's welfare, please speak directly to Lee Shepherd (DSL), or one of the Safeguarding team.

If the issue relates to a specific area in which a member of the team leads in, then please speak to either that member of the team or Lee Shepherd.

If a disclosure is made to you please listen and pass on directly to the Safeguarding team. We expect that you keep all concerns or information confidential. Please DO NOT conduct your own investigation.

You might be concerned if:

- You see an injury
- Another person may express concerns
- Something else raises concerns or worries
- A child tells you something concerning

If a pupil tells you something that needs to be passed on:

- Do not promise confidentiality
- Reassure the child that they have done the right thing
- Listen but do not ask leading questions
- Pass on your concern as soon as possible to the Safeguarding team. If it is a high level concern please do this immediately.

Your help in supporting our safeguarding work is appreciated by the academy and most importantly, by the children.

Allegations against staff and volunteers

All staff and volunteers should be aware of their duty to report any concerns about the attitude, actions or behaviour of staff. If a child, parent, volunteer or staff member makes an allegation regarding a member of staff the Principal (Laura O'Leary) should be immediately informed. If the allegation was about the Principal or a member of the Trust central team you would report this to Aoife Galletly (Executive Leadership Team). If the allegation was about the CEO or a Trust board member you would report this to Malcolm Batchlor. You or the Principal may also seek guidance from the Local Area Designated Officer (LADO) via e-mail on **professional.allegations@derbyshire.gov.uk**. All staff should also feel that the positive safeguarding culture in this academy encourages you to self-refer if you feel the Principal needs to be aware.

In this school we are all responsible for the safety and wellbeing of children

Fire Precautions/Lockdown procedure/Whole school Evacuation

In the event of the fire alarms sounding continuously at any time, everyone must leave the building immediately using the nearest fire exit – all are clearly marked. If you are teaching please ensure you bring your laptop to the evacuation point with you. You are responsible for ensuring all the students in your class are out and with you. Please escort them directly to the assembly point on the hard court playing area and insist that they line up quietly and in a straight line under their room number. On discovering a fire, sound the fire alarm by breaking the glass at a call point. These are situated by fire exits throughout the school. There will be fire drills that take place throughout the year for all year groups that are organised by Miss Walker-Endsor (Estates and Facilities Manager).

In the event of a Lockdown procedure all external alarms and specific internal alarms throughout the academy will sound and all students should listen to the clear instructions given by their teacher. They should remain in their classrooms and stay calm and quiet. All doors and windows should be closed and locked if possible. If a student was not in a classroom they will know to go into the nearest classroom or space where there is an adult present.

In the event of a bomb threat in the academy all external alarms and specific internal alarms throughout the academy will sound with a clear vocal for students to make their way over to the field area. All staff and students should report quietly and calmly to the top fields where they will line up in year and form order.

First Aid

In the event of an accident, please contact a member of staff who will assist you and enlist the help of one of our trained first aiders. Mr Craig Jeffery (photo below) is our Senior First Aid officer and he can be located in the Edale building.

All accidents and near miss incidents must be reported through Craig Jeffery and will be recorded accordingly on our Medical Tracker system.

School Security

All members of staff are required to always wear their staff lanyard. We also ask all staff to wear their high visibility jacket/vest when on duty. We must also ensure that students are always wearing their year lanyards. All visitors to the school must be signed in at reception and will be always wearing an identification badge and lanyard. Please ask visitors to return the badge to reception or a member of staff as they sign out of the premises.

Smoking/Vaping

John Port Spencer Academy operates a no smoking/vaping policy. This applies to all the grounds as well as the buildings.

Key staff named in this Safeguarding Support sheet



Laura O'Leary
Principal
(ext 2101)



Craig Jeffery
First Aid
(ext 2164)



Marie Walker-Endsor
Estates and Facilities Manager
(ext 2118)