

Safeguarding our Pupils at The Avenue School

No pupil should suffer from harm, at home or at the school. Everyone who works at our school has a responsibility to ensure that all of our pupils are safe.

We take this responsibility very seriously and, as such, will ensure that all agency staff are given a safeguarding induction by a senior member of staff on their first day at The Avenue School. In addition, this leaflet and the welcome briefing letter has been given to you to make sure you understand what is expected of you. Please ask a member of staff if you are not clear about anything and keep this leaflet in a safe place, so that you can read it again if you need to.

All short-term visitors are expected to sign in, which also acts as confirmation that you have read and understood this leaflet.

REMEMBER

All pupils have the right to be safe from harm and abuse.

If you are worried about the safety of any pupil in this school, or have any concerns regarding our safeguarding practices and procedures, you must report this to the Designated Safeguarding Lead.

The Avenue Safeguarding Team

The Designated Safeguarding Lead (DSL) is:

Esen Fikret - Deputy Headteacher
esen.fikret@manor.brent.sch.uk

The Deputy Designated Safeguarding Leads (DDSL) are:

Rachel Rai - Headteacher
rachel.rai@theavenueschool.london

Jess Goff - Assistant Headteacher
jessica.goff@manor.brent.sch.uk

Amy McNicholas - Assistant Headteacher
amcnicholas4.304@lgflmail.org

Chair of Trustees: Christine Jackson

If you are unable to speak to the above members of staff, you can also contact:

Brent Family Front Door:

020 8937 4300 (option 1)

Out of hours emergency: **020 8863 5250**

NSPCC Whistleblowing advice line: 0800 028 0285

**Brent Local Authority Designated Officer (LADO):
Mona Cook**

Email: Mona.cook2@brent.gov.uk

Tel: 0208 9372447



Keeping children safe.

Safeguarding and Child Protection Information for Agency Staff and all Visitors to The Avenue School

If you have a concern it is your duty to share it



Welcome to The Avenue School

What are your responsibilities?

All staff, including teaching, support, temporary, supply, agency, clerical, catering, cleaning, volunteers and staff working on site employed by other services and agencies and those working with children and families in the community, have a statutory responsibility to safeguard and promote the welfare of children.

Copies of our Safeguarding Policy, Whistleblowing Policy and DfE Guidance documents are all located in the staffroom and may be consulted there. There are also digital copies on the school drive. All staff, including agency staff, must adhere to the DfE and school's procedures and guidance at all times and, in accepting work at The Avenue School, you are agreeing to this.

What to do whilst on The Avenue School site?

- As a visitor, you have a responsibility to care for your own and others' health and safety.
- All visitors must report to the school office where they are required to sign in.
- All visitors must wear identification, provided by the office, at all times.
- Visitors are not permitted to use mobile phones, or other personal devices, whilst on school premises.
- There are First Aiders on site. A list is displayed in all areas of the school.
- Please take care of your valuables. The school cannot be held responsible for any personal effects.
- There is no smoking anywhere on the school site.
- It is not your responsibility to investigate child abuse, but you should tell the appropriate person within the organisation. It will be this person's job to know whether to pass your concerns on.
- If you are concerned about any aspect of health and safety on site, please report this to the School Office or Mario Gerald, the Site Services Manager.

What should you do if you are worried about a young person?

Children abused physically, sexually, emotionally or through neglect may show a change in their behaviour and demeanour. You may notice unexplained marks or bruising, or sometimes a child can display challenging behaviour, become withdrawn, or lose focus. The concerns you have may make up part of a bigger picture, which could help to prevent serious harm to a young person. Providing our families with help at an early stage can prevent abuse and neglect. Never keep concerns about the safety of a young person to yourself. Please do not initiate verbal or physical contact with our pupils, unless it is an agreed reason for your visit.

Fire Evacuation

You will be informed in advance if there is a fire drill planned. As such, if the alarm goes off and you have not been informed, this must be taken very seriously.

The alarm is a continuous bell. You must leave the school by the nearest exit. Signs will guide you to the nearest exit.

Stay with your host, who will guide you to the school assembly point.

You may be escorted to one of 2 fire assembly points.

Do not take any personal risks.

Do not re-enter the building until told it is safe to do so.

What should you do if you are concerned about a member of staff?

If you have a low level or safeguarding concern about any member of staff, please contact the **Headteacher - Rachel Rai**.
rachel.rai@theavenueschool.london

If the concern is about the Headteacher, please contact the Chair of Trustees. It is important you report your concern as it happens, or as soon as possible. If you're making a written report, it needs to be signed and dated.

How do you ensure your behaviour is always appropriate and professional?

Adhere to the DfE and school's procedures and guidance at all times.

If a pupil makes a disclosure to you, explain that you will need to talk to the DSL. You may ask any member of staff to escort you.

Be positive and proactive in your interactions with pupils and colleagues.

Respect our pupils and support them to be the best they can be.

Never plan to meet a child or family member, on their own, outside school hours.

Do not photograph pupils, send text messages or give your own personal details.

Ask for advice from a senior leader should you need it.

REMEMBER
WE MAINTAIN AN ATTITUDE OF
'IT COULD HAPPEN HERE.'