

## **Reporting your concern**

Pass on all concerns to one of our DSL's:

### **Designated Safeguarding Lead**

Tracey Brookes  
(07511 224 734)

### **Deputy DSL's**

Mrs Vicky Hall  
Bella Frary

### **Alternate DSLs**

Mrs Natalie Ewens  
Mr Chris Harris  
(responsible for Online Safety, including filtering  
and monitoring)  
Mrs Amy McArdle  
Mrs Vic Cornwall

### **Safeguarding Governor**

Mrs Emma Culley

If you have a concern about the Executive  
Principal, you can report to our Chair of  
Governors, Emma Culley on 01842 753993.

Norfolk Local Safeguarding  
Children Board

[www.nscb.norfolk.gov.uk](http://www.nscb.norfolk.gov.uk)

**Working together to keep our  
children safe**

All visitors to our Academy are required  
to sign in and out and wear a visitors badge  
at all times.

On departure please sign out and return  
your badge.

## **Fire Evacuation**

If the fire alarm sounds, remain with the  
children or staff you are with and leave the  
building by the nearest exit.

The assembly point is either the rear  
playground or front car park, whichever is  
nearest.

If you discover a fire, operate the  
nearest "Break-Glass" unit then follow the  
above guidance.

## **First Aid**

In the event of an accident, even if personal  
injury is not sustained, please contact our  
Operations Manager via the Academy  
office. First Aiders are indicated on notices  
throughout the school.

If you have a medical condition that you  
would like us to be aware of, or in case of  
emergency, please indicate this to our office  
staff on arrival.

## **Non-Smoking Site**

In order to maintain a healthy and safe envi-  
ronment, smoking or vaping is not allowed  
within the Academy buildings and grounds.

Thank you.



# **Safeguarding Information for all Visitors**

## **Raleigh Infant and Admirals Academies**

Telephone: 01842 753993  
Email: [office@ral.eastern-mat.co.uk](mailto:office@ral.eastern-mat.co.uk)  
Email: [office@adm.eastern-mat.co.uk](mailto:office@adm.eastern-mat.co.uk)

Admirals Way, Thetford, Norfolk,  
IP24 2JT

## Safeguarding Children

We work hard to make sure that children feel safe in our Academy. It is important that you are aware of our safeguarding procedures and know what to do if you see or hear anything that causes concern.

### What is safeguarding?

Safeguarding is all about keeping children safe within our Academy. We follow the guidance in Keeping Children Safe in Education 2024, to ensure that all of our safeguarding procedures are effective.

### Enhanced Disclosures

All staff and regular volunteers require a Disclosure and Barring Service Enhanced Disclosure Certificate (DBS). If you do not have one of these, you will not be allowed to work unsupervised, or walk around the Academy site, unaccompanied.

### Keeping Yourself Safe

- Do not take any photographs of children anywhere on the Academy site with any personal equipment.
- Do not touch, hug or be over affectionate with the children as this can be misunderstood.
- Never exchange personal contact details with the children.
- If you are working on your own with a child always make sure the door is left open so that you can be visible to others.
- Do not help with toileting.

## Confidentiality

All visitors are expected to maintain a professional and respectful approach to pupils and staff at all times.

As a visitor you may be privy to information disclosed about children or staff. Under the Data Protection Act 1998, this privileged information should never be shared outside of our Academies.

### Disclosure by a child

If a child begins to tell you about something that is happening to them, you should:

- Listen carefully. **DO NOT** ask any questions.
- Tell them that you want to make sure they are safe.
- Never promise to keep a secret.
- Tell them that you will have to pass on what they tell you to another adult in the Academy.
- Never talk about what you have been told with ANYONE else, including other staff.
- Make accurate notes of what has been said by the pupil and fill in a **Safeguarding Form**. These can be obtained via the Academy office or from any staff member.
- **REPORT IT IMMEDIATELY, or give your Safeguarding Form to the Academy Office.** Here it will be passed on to one of the team of DSLs. It is not your responsibility to investigate.

## What sort of things should I report?

- If you see something that you feel is a health and safety concern.
- If a child makes a disclosure regarding any form of neglect, physical, emotional, or sexual mistreatment, or lack of care that leads to harm or injury, or showing signs of radicalised and extremist views. For example, if a child says or does things like:
  - Someone hit me/hurt me at home.
  - Someone touched me where they shouldn't.
  - That they accessed inappropriate e-safety material (social media, film/TV programme, messaging, computer games).
  - You witness behaviour in a child that makes you concerned about their safety.
  - You see something inappropriate on a computer or iPad at the Academy.
  - You are concerned about how an adult treats a child or yourself.
  - Speaks about extreme views or opinions, which do not fit with the discussion or point raised.
  - Discusses the content of PEGI rated material well above the age of the pupil.

**Report any concerns immediately!**