



ARCHBISHOP
SENTAMU
ACADEMY
Church of England

BRIEF OVERVIEW OF ASA SAFEGUARDING PROCEDURES

The Academy is committed to safeguarding the staff and students. Please read through this information to ensure you know what to do if an incident arises. This is a brief overview of our procedures for quick reference only and everyone who has regular opportunity to interact with students in the Academy must read the SALT Safeguarding and Child Protection Policy. A copy of these policies can be obtained from reception on request or can be found on our website; sentamu.com/safeguarding-children

If you have a concern about a child then please email childprotection@sentamuacademy.org

You can also call Julie Allinson, the Child Protection Coordinator, on 07960424488

Tom McNaught-Roberts, the Designated Safeguarding Lead, on 07790917981

or Angie Drinkall, the Deputy Designated Safeguarding Lead, on 07970347082

If you cannot get hold of anyone, and you feel that a child is, or is likely to, suffer significant harm, then you can submit a concern to the local authority children's social care here: <http://www.hull.gov.uk/children-and-families/safeguarding-and-welfare/worried-about-child>

If a child discloses a safeguarding issue to you, you should:

- Listen to and believe them. Allow them time to talk freely and do not ask leading questions
- Stay calm and do not show that you are shocked or upset
- Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner
- Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret
- Write up your conversation as soon as possible in the child's own words. Stick to the facts, and do not put your own judgement on it
- Sign and date the write-up and pass it on to one of the named people above. Alternatively, if appropriate, make a referral to children's social care and/or the police directly, and tell the DSL as soon as possible that you have done so.

If you have concerns about a member of staff (including a supply teacher or volunteer), or an allegation is made about a member of staff (including a supply teacher or volunteer) posing a risk of harm to children, speak to the headteacher. If the concerns/allegations are about the headteacher, speak to the chair of governors.

Useful Contacts:

General Enquiries - info@sentamuacademy.org

Bereavement Support - Revd Anne Richards
Richards.a1@sentamuacademy.org

Mental Health and Wellbeing concerns wellbeing@sentamuacademy.org

NSPCC - Call 0808 800 5000 or email help@nspcc.org.uk

NSPCC Sexual Harassment and Sexual Abuse line - Call 0800 136 663

If a child may be in immediate danger call the police on 999.

Free Mental Health and Wellbeing Information and Counselling at www.kooth.com - Register or use the crisis service for urgent help.

Evacuations:

In the event of an evacuation, an alarm will sound. Please follow the exit signs (arrow and man, usually green) which will direct you out of the nearest external door. Do not go back into the academy for any reason. Please assemble where instructed and a member of staff will register you.

First Aid:

If you require first aid please either speak to a member of staff, who can direct you to the nearest First Aider, or call Angie Drinkall on 07970347082. Further information on our first aid arrangements are on an information board in the main reception.

Archbishop Sentamu Academy Visitor / Contractor Guide

Thank you for visiting Archbishop Sentamu Academy. As you will be aware schools are operating very differently, due to Covid 19.

Our risk assessment and return to school documents are available on request. Key Safeguarding Staff are on posters throughout the academy.

Before you enter the main building, please read the following:

Do not enter the Academy if you are showing any symptoms of Covid 19.

The main symptoms of coronavirus are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms

- Please only visit the Academy if it is necessary, most visits can be replaced with a phone call or email. Subject contact emails are on our website.
- Please sign in and take a visitor's badge. Please use hand sanitizer before and after signing in and if possible, please use your own pen.
- Ensure you give a member of reception staff a contact number where we can contact you should there be an outbreak in the Academy
- If you wish to take some hand sanitizer with you around the Academy please do so (see reception staff)
- Please respect the 2 metre rule at all times
- Please be aware we are a no handshake school
- Where we have instructions such as a one way and keep left system please respect this and follow the request accordingly. Arrows are marked in yellow on the floor
- Please only go to the areas you are required to go to
- Please sanitise or wash your hands at regular intervals
- Please sign out and return your visitors badge

Thank you, if you have any questions please speak to the Main Reception.

SAFEGUARDING TEAM

			
T. MCNAUGHT DESIGNATED SAFEGUARDING LEAD	A. DRINKALL SAFEGUARDING OFFICER DEPUTY SAFEGUARDING LEAD	J. ALLINSON CHILD PROTECTION OFFICER LOOKED AFTER CHILDREN LEAD	M. NEEDLER LOOKED AFTER CHILDREN DEPUTY
<i>Safeguarding Office, 2nd Floor</i> safeguarding@sentamuacademy.org	<i>SEN Offices, 1st Floor</i> childprotection@sentamuacademy.org	<i>Front Office, Ground Floor</i>	
			
C. BELL ACADEMY PRINCIPAL DEPUTY SAFEGUARDING LEAD	REV. A. RICHARDS ACADEMY CHAPLAIN BREAUPRENT SUPPORT	V. MOORE E-SAFETY COORDINATOR	K. NEWMAN WELLBEING COORDINATOR CHILD PROTECTION DEPUTY
<i>Principal's Office, 3rd Floor</i>	<i>Chaplain Office, 4th Floor</i> chaplaincy@sentamuacademy.org	<i>ICT, Room 102</i>	<i>Wellbeing Room, 3rd Floor</i> wellbeing@sentamuacademy.org

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY 