

Disclosure by a child

If a student discloses information that concerns you, you must:

- Listen
- Tell the student that you need to tell someone else - you cannot promise confidentially.
- Make accurate notes of what has been said by the student and pass this immediately to a member of the safeguarding team.
- It is not your responsibility to investigate but to report.



Other General Information

Fire and emergency evacuation:

If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble on the playing field. Our staff will show you where to stand to register.

First Aid:

Please ask at Reception if you need assistance.

Accidents and Incidents:

Please report these to Reception.

Access to the Internet:

All users of the school systems and Wi-Fi must comply with the Acceptable Use of ICT policy. Please ask our Network Manager for details.

Visitors' Toilets:

Located Near Reception. Please ask at Reception for directions.

Samuel Ward Academy

Chalkstone Way, Haverhill, Suffolk.CB9 0LD.
Tel: 01440 761511

Headteacher: Mr M Neild
Contact: swa@samuelward.co.uk
Website: www.samuelward.co.uk

Visitor & Safeguarding Information

Welcome to Samuel Ward Academy

Please take a few moments to read this leaflet. We are committed to safeguarding and promoting the welfare of our young people and this requires all staff and visitors to demonstrably share this commitment.

Contained in this leaflet is information about our child protection procedures and guidance on what you should do if you have any concerns.

Please sign in on arrival and collect your visitors badge. Please wear the badge at all times to avoid being challenged by staff or students.

Remain with your host at all times unless we confirm we have had prior DBS clearance for you. If you are wearing a visitors lanyard, you must be accompanied by Samuel Ward Academy staff at all times.

On departure please sign out and return your badge.



Safeguarding children

As a visitor to our school, either as a contractor, volunteer, supply teacher or someone that has come to work with our children in any capacity, it is important that you are aware of our safeguarding procedures.

- Please refer to the back page of this leaflet for contact details of our safeguarding team. Or, please contact reception who can locate them for you.
- If there is any reason to suspect that a student has suffered bullying or discrimination, or is likely to suffer harm, you must inform the safeguarding team immediately. Our staff will then follow the procedures according to the school 'Safeguarding Policy'.

In accordance with the Children Act 1989 and 2004, a child is a person who has not yet reached their 18th birthday. Therefore, for the purposes of these procedures the reference to children means 'children and young people' throughout.

Keeping everyone safe

We hope that you have an enjoyable visit to Samuel Ward Academy. Our main priority is to ensure that everyone who visits is aware of their responsibilities towards making sure all young people are safe.

As a visitor please remember the following:

- If you are working in a 1:1 situation with a student, we must have confirmation that all the necessary safeguarding checks have been carried out including the Enhanced DBS disclosure.
- You must not have any physical contact with any student.
- You must never exchange personal contact details with a student or arrange to meet them outside of the school environment.
- The use of cameras and taking photographs is not permitted unless prior permission has been sought.



Our safeguarding professionals

Our safeguarding team is below. If you have a concern during your visit, please ask reception or your host to locate a member of the team. If you have a concern after leaving, please call 01440 761511 and ask to speak to a member of the team. The Designated Safeguarding Lead is Miss Powell. She can be contacted on jpowell@samuelward.co.uk



Miss Powell



Miss Wheeler



Ms Fenwick



Mrs Coe



Mrs Jeffery



Mrs Gillard

