





# What is Safeguarding?

Everyone has a duty of care to keep pupils at Trinity School safe at all times. This is known as SAFEGUARDING.

Safeguarding will ensure that:

- Our pupils are safe from maltreatment
- Our pupils health and development is protected
- Action is taken to ensure the best academic and pastoral outcomes for our students
- Information on our students is protected and shared appropriately
  - We track concerns about students confidentially and efficiently
  - We respond to unplanned absence and to patterns of poor attendance
  - We teach pupils how to be safe, including how to respond to concerns in assemblies, Personal, Social and Health Education (PSHE) and IT
  - We supervise the pupils at lunch and break times and as they enter and leave the school building

## Online Safety

Before using the internet, school network or any other IT equipment you must read and sign an 'Acceptable use policy' which is designed to ensure that all adults working in school are aware of their individual responsibility. Should you have any concerns please inform a member of staff immediately.



## Responsibilities for volunteers and visitors

Anyone who comes in contact with children through their everyday work, whether paid or voluntary, are responsible for their own actions and behaviours. You should avoid any contact which would lead any responsible person to question your motivation and intention. At Trinity School we all have a duty to safeguard and promote the welfare of all our children.

## Identity Badges

All visitors to Trinity School must wear a 'Visitor' badge which will be given by the Main Office upon signing in. If as a visitor you have your own corporate or agency badge this must be worn as well. Any adults without a badge will be challenged. Contractors will be required to also wear a High-Visibility jacket when working on the school site during school hours and may need to be escorted by the caretaker.

## Confidentiality

While at Trinity School you may have access to confidential information, personal details of the families who use the school. You will be expected to keep all such details confidential, if in doubt please ask a member of staff. No images of children shall be taken in school or shall any information of Trinity School be shared on social media or any websites. Please do not discuss or pass on any information on about a child or family openly in communal parts of the school including the staff room.



## Safe working within Trinity School



- Always sign in at the main reception
  - Model by being respectful and considerate to all
  - Treat all children equally
- Ensure that, when working with children, you are visible or can be heard by others
  - Do not photograph children or give out/exchange any personal information or details. If a child does this please report it immediately to a member of staff
- Do not receive or give gifts to children
  - Only touch children for professional reasons and when this is necessary and appropriate for the child's wellbeing
- Do not use a personal mobile telephone or device in areas used by students.

## DBS Checks



All staff, including supply staff, regular visitors and volunteers, service and contracted workers are subject to Disclosure and Barring Service Checks. This is to help ensure that unsuitable people are prevented from working with children or coming into contact with them during the school day and on the school site. The Designated Safeguarding Lead will inform you as to whether or not you require a DBS check. If you do not have a DBS check, you will not be left unsupervised in the school during your visit and will not be left unsupervised working with or supporting children. If you require a DBS check please contact the school office.

