

## Fire and emergency evacuation

If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble on the netball courts. Our staff will direct you to report to a Fire Warden.

- **First Aid:** Please ask at Main Reception if you need assistance.
- **Accidents and Incidents:** Please report these to Main 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 Technical Services Manager for details.
- **Visitors' Toilets:** Located on the ground floor next to Student Reception. Please ask at Main Reception for directions.
- **Parking and Disabled Access:** Limited parking is available in our car park, but spaces can be reserved if necessary. The first floor can be accessed via a lift.

## Disclosure by a child

If a student discloses information about significant harm you should:

- Listen
- Tell the student that you need to tell someone else - you cannot promise confidentiality.
- Make accurate notes of what has been said by the student and pass this immediately to the Designated Safeguarding Lead.

**IT IS NOT YOUR RESPONSIBILITY TO INVESTIGATE  
BUT TO REPORT TO THE  
DESIGNATED SAFEGUARDING LEAD.**

### Designated Safeguarding Lead

Mrs S Truscott - Senior Pastoral Lead

### Assistant Designated Safeguarding Lead

Mrs E Parker - Progress & Behaviour Lead (Yrs 9-11)

Mr C Wyatt - Senior Pastoral Lead

Mrs L Cole - Pastoral Assistant for Upper School

Mrs J Clark - Pastoral Assistant for Lower School



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**H**ayle  
**Academy**

## Visitor & Safeguarding Information

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 visitor's lanyard and badge. Please wear the lanyard and badge at all times.
- Remain with your host at all times unless we confirm we have had prior DBS clearance for you.
- On departure, please sign out and return your lanyard and badge.

## Keeping everyone safe

We hope that you have an enjoyable visit to Hayle 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 of photographs is not permitted unless prior permission has been sought.



## Safeguarding Children

As a visitor to our school, either as a contractor, volunteer, supply teacher or someone who 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 Child Protection Team. Or, please contact Main 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 significant harm, you must inform the Designated Safeguarding Lead (DSL) immediately. Our staff will then follow the procedures according to the school Safeguarding Policy.

**Children Acts 1989 & 2004**

**Education Act 2002**

**Keeping Children Safe in  
Education 2018**

## What is Abuse?

Any form of neglect, physical, emotional or sexual mistreatment or lack of care that leads to harm or injury. It can happen to any child regardless of their age, gender, race or ability.

## What is discrimination?

When people receive less favourable treatment on grounds which cannot be justified. This covers: race; ethnic or national origin; language; religion or belief; gender; gender reassignment; sexual orientation; disability; social class; or responsibility for dependants at home.

## What is bullying?

Repeated aggressive behaviour: a person (or a group) deliberately intimidates, abuses or coerces an individual with the intention of hurting that person physically or emotionally.

It includes: jibes; name-calling; silence/exclusion from a social circle; emphasising differences; threatening behaviour; racial/sexual harassment; extortion and physical attack. It may vary in severity, frequency and in the numbers of people involved.

**People working in schools are uniquely placed to notice signs and symptoms of abuse and to support children who are subject to abuse or living in abusive situations.**