

CHILD PROTECTION

Adults working around young people and children or working with them must be aware of the risk of abuse by adults or other young people.

At Reading School, we believe that all pupils have the right to be safeguarded from harm and exploitation regardless of:

- Race, religion, preferred language or ethnicity
- Age, gender, sexuality or disability

If you have concerns about a young person's safety during the course of your visit at Reading School:

1. Immediately inform the Child Protection Officer.
2. Write careful notes about what you have heard, witnessed or have been told. Sign, time and date all notes.

If you suspect abuse, a young person confides in you, or a complaint is made to you about any adult or about yourself, it is your duty to report the concern.

CONTACTS

Child Protection Officer/Designated Senior Member of Staff:

Mr C Evans
0118 9015600
cevans@reading-school.co.uk

Deputy Designated Member of Staff:

Mr AM Robson
0118 9015600
arobson@reading-school.co.uk

Deputy Designated Member of Staff:

Mr P Teixeira
0118 9015600
07827 961096
pteixeira@reading-school.co.uk

Reading Borough Council Access and Assessment Team:

0118 9373641

Reading School



Safeguarding Children

GUIDANCE FOR ADULTS VISITING OR WORKING AT READING SCHOOL

OUR COMMITMENT TO SAFEGUARDING

Adults visiting or working on the Reading School grounds play an important part in the life of the School, whether helping to maintain the buildings or visiting as a guest speaker.

We can all play our part in keeping the pupils in the school safe whilst working or visiting the site. This is whether you are directly employed by the school, a parent or guest or a sub-contractor.

It is important we also take steps to keep ourselves safe. Our actions can sometimes be perceived in a way that is not intended. Here at Reading School we want to promote safe working practices for everyone within the school community, whatever your role or reason to be here.

To keep yourself safe from possible allegations, please follow this advice.

DON'T

- Instigate verbal or physical contact with pupils (this applies both on and off the grounds) unless it is appropriate and a part of an agreed reason for your visit.
- Respond to verbal or physical contact from pupils. If this occurs, or you have any other concerns about pupil behaviour then report it immediately to the member of staff at Reading School who is responsible for your visit or a member of the reception team.
- Give personal information to any pupil – for example your name, address, telephone or mobile phone numbers or an email address.
- Do not accept or respond to a pupil attempting to give you personal information – for example, their name, address, telephone or mobile phone number or email address.
- Accept physical or verbal abuse from a pupil. Do not respond yourself, but report it immediately to a member of Reading School staff.

DO

- Be aware that verbal interaction with pupils may be interpreted by them as being offensive or inappropriate, even if this was not your intention.
- Report any unacceptable behaviour from a pupil.
- Be aware that contact made outside of Reading School grounds with a pupil may also be considered inappropriate by that individual and could lead to your interaction being misinterpreted.