

No Child should suffer harm, either or at home or at school. Everyone who works at Harborne Academy has a responsibility to make sure all our students are safe.

This leaflet is to provide you with information and help you understand what is expected from you.

If you are unsure of anything in this leaflet , please talk to a member of staff.

If you are worried about the safety of any young person in our school, you must report your concern to Miss Dale , the senior lead person in the academy.



Safeguarding Information for visitors
and staff

Harborne Academy
Harborne Road
Edgbaston

Telephone: 0121-464-2737
Email: enquiry@harborneacademy.co.uk
Website: www.harborneacademy.co.uk



Child Protection advice

Harborne Academy is committed to safeguarding and meeting the needs of our students. We hope this leaflet will provide you with some useful information and advice when working with our young people.

Your Responsibilities

All those who come into contact with children through their everyday work whether paid or voluntary have a duty to safeguard and promote the welfare of children.

DBS Checks (formerly CRB)

Anyone involved with children must be DBS checked. This is to ensure that unsuitable people are prevented from working with children.

If you are not DBS checked you must not be left unsupervised with children. Please notify staff immediately.

If you require a copy of our safeguarding policy it is available from our website or on request from the main office.

If you are worried about a child

If you are working with a child and you become concerned about:

- Comments made by a child
- Changes in the child's behavior or demeanor
- Marks or bruising on a child

Please report any concerns to:

C.Hilton- Head teacher

T. Dale-DSL

W. Tweed- Inclusion Mentor

If a student discloses that he/she is being harmed,

Listen to what is being said without displaying shock or disbelief, accept what is being said.

- Allow the student to talk freely
- Reassure the child, do not make promises that might not be impossible to keep.
- Do not promise confidentiality but explain that you have to tell the relevant member of staff or the head teacher
- Do not interrogate the student

- Do not ask leading questions
- Stress that they did the right thing to tell

Immediately record the details of the disclosure, including wherever possible the exact words or phrases of the young person and pass this on to one of the named staff members.

Make sure that all paperwork is signed and dated. This Paperwork should then be handed into the relevant staff or the Head Teacher.

Concerns about Staff members

If you have a concern about a member of staff contact the Head Teacher- Chris Hilton

If your concern relates to the Head Teacher contact the chair of governors- A. Dennant