

**Safeguarding procedures at Belvoir Academy.**

**If you have any concerns with regards to the welfare of a student, no matter how small, please contact a member of the safeguarding team:**

- Mr J Miller
- Mrs E Frith
- Mrs C Tucker
- Miss C Jones
- Mrs F McPeake
- Mrs C Lowe
- Mr M Colton

**If you cannot reach a Designated Safeguarding Officer then you should contact a member of SLT:**

- Mr M Oliver
- Mr M Quinn
- Mrs J Torr

Should you fail to reach any of these options then the responsibility for safeguarding defaults to Mr L Newton (Headteacher).

**If a child is in immediate danger or is at risk of harm a referral should be made to children's social care and/or the police immediately.**

**If you have concerns about another member of staff this should be referred to the Headteacher or the Designated Safeguarding Lead:**

- Mr L Newton
- Mr J Miller

**Concerns cannot be left, referrals should not be made by e-mail and you should never leave a message.**



**Mr J Miller**  
Designated Safeguarding Lead



**Mrs E Frith**  
Designated Safeguarding Officer (SenCo & Designated Teacher LAC)



**Miss C Jones**  
Designated Safeguarding Officer & Mental Health Lead



**Mrs C Tucker**  
Designated Safeguarding Officer & Mental Health First Aider



**Mrs F McPeake**  
Designated Safeguarding Officer



**Mrs C Lowe**  
Designated Safeguarding Officer



**Mr M Colton**  
Designated Safeguarding Officer



**BELVOIR**  
A PRIORY ACADEMY

# Safeguarding information for visitors

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all to share this commitment.

# Keeping safe at Priory Belvoir Academy

Welcome to Belvoir.

Please read this leaflet about keeping safe when visiting our site.

The Academy expects all visitors and contractors to:

- Sign in at reception and fill out the visitors book.
- Wear their visitors badge at all times and return this to reception when leaving the site. Visitors badges must be visible.
- Cooperate with the Academy on all matters relating to health and safety.
- Report any hazards or suspicious activities.
- Report any accidents or incidents that occur to the reception team.
- Behave in a courteous and appropriate manner.
- Not leave reception without being accompanied by a member of staff (unless otherwise agreed).

*Please inform a member of the reception team if you require assistance moving around the site*

## Fire Evacuation and Fire Safety

If you discover a fire please activate the nearest break glass point. If the fire alarm sounds continuously you are to evacuate the building immediately and assemble on the field (in between Winterbeck and Debdale). Please report your presence at the fire assembly point to a member of the reception team.

## First Aid

In case of an accident or incident please contact reception and a member of the team will arrange for a First Aider to attend.

## Health and Safety

Please note smoking is not permitted anywhere on the Academy site. Dogs are not permitted on the Academy site (except guide dogs).

Should you have any questions please do not hesitate to ask a member of staff who can be identified by the Federation lanyard they wear.



## Equality and Diversity

The Academy seeks to provide a welcoming environment and will not tolerate any form of discrimination, bullying or harassment from or towards its students, staff or visitors.

If you have any concerns about the way you or others have been treated please inform a member of the reception team.

## Safeguarding

Please pass on any concern about child safety, no matter how small, immediately to Mr J Miller, Mrs E Frith, Mrs C Tucker, Miss C Jones, Mrs M McPeake, Mrs C Lowe or Mr M Colton.

Please note that visitors/contractors are not permitted to take photographs of the Academy/students without the necessary permission and supervision.

Please do not give out any personal information (e.g. mobile number or email address) to students, and do not accept any personal information from a student.

Visitors are asked to only use staff toilets.