

Safeguarding
and Child
Protection

Contacts & Procedures Advice and Guidance for All Visitors

Keeping children safe
is **everyone's** responsibility

Principal: Mr Matt Hacker

Co-op Academy Walkden is committed
to upholding the principles outlined in
Keeping Children Safe in Education (2024)

Safeguarding and keeping our students safe

Everyone who comes into contact with children through their everyday work whether they are permanent staff, temporary staff or a visitor has a duty to safeguard and promote the welfare of children. In this Academy we have a child protection and safeguarding policy that can be found on our website walkden.coopacademies.co.uk under the policies section.

All staff, including supply, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) certificates.

You must sign in on arrival and sign out on departure. You will be issued with a badge which you must wear at all times. Those visitors without DBS certificates will be issued with a red lanyard and must remain with their host at all times.

All visitors are not permitted to use mobile phones or take photographs/videos whilst on site without the Principal's permission. Any photographs that are taken with permission, must not have students on them.

What should I do if I am worried about a child?

The Academy has a number of Designated leads (on the reverse of this leaflet) specifically trained in child protection. You should ensure that you know who they are and if you have a concern, report it to them immediately. They will be there to deal with the matter in the appropriate way.

If you do not feel that your concern has been taken seriously, contact the Bridge team directly on **0161 603 4500** or use the online referral form 'Worried about a child'.

You may become aware whilst working with a child that there are some problems at home or elsewhere that give you cause for concern. You may notice unexplained marks or bruising or changes in a child's behaviour or demeanour. Sometimes children display aggressive behaviour, become withdrawn and uncommunicative or unable to concentrate.

They may be discussing inappropriate topics with their friends about life outside of school hours. Anything that worries you or is a cause for concern, no matter how small it may seem, please bring to the attention of the appropriate staff within the Academy.

What should you do if a child discloses they are being harmed?

Although the likelihood of this is small, it is important to know what to do if this was to happen.

- Listen to the child without making any judgements. Make them feel secure in their surroundings.
- Take what they tell you seriously. Children rarely lie about such matters
- Explain you cannot keep the information a secret and you must pass the information on.
- Don't interrogate the child and ask leading questions. Only trained investigators should question children about child protection allegations.
- Try and convey to the child that they are not to blame for what has happened
- Don't make false promises that you can't keep.
- Complete a safeguarding concern record (in reception) of what was said and the date and time and pass it on to the appropriate person.

Keeping yourself safe

Appropriate relationships with children should be based on mutual respect. When children are young they are often spontaneously affectionate and tactile. You should, however, avoid touching pupils or being over-familiar as this can sometimes be misinterpreted by a young person.

Safeguard yourself by respecting personal space and don't lean too close to a student when you are helping them in a class or around the Academy.

Always tell someone if a student touches you or speaks to you inappropriately. Write down what happened, the time and date of the incident and pass this onto the designated member of staff.

If you are working with a child on your own, always ensure that the door is left open or that you can be visible to other members of staff.

Never make arrangements to meet a pupil on their own outside of the Academy hours without school or parental permission.

Do not photograph, exchange e-mails or text messages or give out your personal details to them.

Never build a 'special relationship' with a student

What should I do if I have a concern or an allegation is made towards a member of staff?

You should report it immediately to the Principal, Matt Hacker

Please [click here](#) for our Co-op Academy Walkden Equalities and Diversity Statement

You can head to the Safeguarding page on our website walkden.coopacademies.co.uk which can be viewed in multiple languages using the translate function

Designated Safeguarding Leads



Mr Hacker
Principal



Miss Peet
Senior Pastoral Leader
& Designated
Safeguarding Lead

kirsty.peet@coopacademies.co.uk



Mrs Beattie
Operational Safeguarding
& Deputy Designated
Safeguarding Lead

elaine.beattie@coopacademies.co.uk



Miss Garner
Family Support Worker
& Deputy Designated
Safeguarding Lead

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Mrs Dronfield
CFC Coordinator
& Deputy Designated
Safeguarding Lead

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Safeguarding and Child Protection

Co-op Academy Walkden is committed to safeguarding and promoting the welfare of children and staff and we require all staff, visitors and volunteers to share this commitment.

This leaflet has been given to you to make sure you understand the expectations of you whilst visiting the Academy, Please ask if you are not clear about anything and keep the leaflet in a safe place so that you can read it again if you need to during your visit.

If you are worried about the safety of any young person in the Academy, you must report this to the Designated Safeguarding Leads in the Academy (information can be found on the back page of this leaflet).

Child abuse happens to all children regardless of gender, culture, religion, disability, sexuality and social background. The Academy is dedicated to promoting the values underpinned by the Equality Act (2010).

Under the Education Act (2002), schools/settings have a duty of care to safeguard and promote the welfare of all their students. The Academy is committed to the principles outlined in Working Together to Safeguard Children (2018) and Keeping Children Safe in Education (2024) to ensure the safety and welfare of all our students.



Co-op Academy
Walkden