



Safeguarding

The Steiner Academy Hereford recognises that it has a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children. We recognise that all members of the school community including visitors play a full and active part in protecting children from harm.

Safeguarding Protocol

Are you worried about a child at our school?

Speak to one of these staff members, at any time, by phoning the school on **01981 540221** or the mobile numbers below:

- Wendy Lane. Designated Safeguarding Lead.
 - Kate Andrews. Principal. 07792 414 065.
 - Carol Kirk. Deputy Safeguarding Lead.
 - Carolyn Bond. Early Years.
 - Julie Whitfield. Lower School Lead.
 - David Mace. Upper School Teacher.
 - Claire Dawson. Safeguarding Governor.
- Contact clerk.gov@steineracademyhereford.eu

For urgent concerns, speak to an expert at Herefordshire Multi-Agency Safeguarding Hub (MASH)
01432 260 800

www.herefordshire.gov.uk/MASH

Contribute to the safety of our pupils

Child Protection

Safeguarding is **everyone's responsibility** - we rely on EVERYONE working with children to take suspicions, allegations or concerns about a child seriously. We are all responsible to protect children from physical, sexual, emotional harm, and neglect.

If a child or young person tells you something that concerns you:

- Allow them to speak without interruption and accept what they say
- **Never** agree to keep information confidential
- Tell them you will help and that you must pass the information to one of the Safeguarding Team.

In all cases you must share your concerns with:

- The Designated Safeguarding Lead or Deputy **immediately**

Concerns must be recorded "verbatim", if possible, on our recording software, called CPOMS and will be followed-up accordingly by our trained staff.

If you receive an allegation of abuse involving a member of staff (from any organisation), a carer or a volunteer, including yourself: You must inform the Principal immediately.



Wendy Lane
Designated
Safeguarding Lead



Kate Andrews
Principal



Carol Kirk
Deputy Safeguarding Lead



Carolyn Bond
Early Years



Julie Whitfield
Lower School Lead



David Mace
Upper School Teacher



Claire Dawson
Safeguarding Governor

Site Safety

- **Denise Stevens** is the designated Health and Safety Officer.
- Any breaches of Health and Safety must be reported to her immediately
- In the event of the fire alarm sounding please leave the building by the nearest exit at once. If you are working with children please ensure their safe and timely exit with you. Muster point is the MUGA (Games area) at the back of the main car park.
- Do not tackle fire. Raise the alarm by smashing the glass at the near fire alarm point and leave the building.
- Risk assessments are updated regularly & communicated to pupils & staff.
- All members of staff are required to wear staff lanyards at all times.
- All visitors to wear visitor lanyards at all times.

Denise Stevens. Health and Safety Officer

