



SAFEGUARDING

If a student shares a worry about a safeguarding issue, you should listen. Tell the student that you need to speak to the safeguarding team; **you cannot promise confidentiality.**

Make accurate notes of what has been said by the student and pass this immediately to the Safeguarding Team via the school office. **It is not your responsibility to investigate** but to report to the Safeguarding Team.

Use TED questions:

- “Tell me what happened...”
- “Explain how that made you feel...”.
- “Describe what usually happens when...”.
- Avoid leading questions such as “....did they seem angry?”

ACE Tiverton School
Orchard Way
Tiverton
EX16 5HB
01884 763140
www.acetiverton.org



USEFUL INFORMATION



Fire and emergency evacuation: If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble on the front carpark; our staff will direct you.



First Aid: Please ask at Reception if you need assistance. Please report all **Accidents and Incidents** to our Reception team, no matter how minor.



Access to the Internet: All users of the school systems and Wi-Fi must comply with the Acceptable Use of ICT policy.



Visitors' Toilets: Located in the corridor behind reception.



Parking: We offer limited onsite parking for blue badge visitors only.

Parking for visitors is on Howden Road, a short walk from the school site, use postcode EX16 5EY for your satnav. Parking spaces are designated spaces and must not be used to park in between the hours of 7.45-8.15am/1.45-2.15pm.



VISITOR INFORMATION LEAFLET

Please take a few moments to read this leaflet, it contains information about our safeguarding and child protection procedures including guidance you must follow if you should have any concerns.

We are committed to safeguarding and promoting the welfare of our young people which requires all staff and visitors to share this commitment.

- Please sign in on arrival and collect your visitors badge.
- Wear the badge at all times, if it is not clearly displayed you will be challenged by staff or students.
- Remain with your host at all times unless we confirm we have had prior DBS clearance for you.
- On departure please sign out and return your badge.
- Please do not use your mobile 'phone onsite whilst near or with students.
- Pictures must only be taken with prior written consent.



SAFEGUARDING OUR STUDENTS

As a visitor to our school, it is important that you are aware of and follow within our safeguarding procedures.

Please read this information carefully to familiarise yourself with our safeguarding procedures. You can contact our safeguarding team via our office team, if you need to speak to them.

If there is any reason to suspect that a student has suffered bullying or discrimination, or is likely to suffer significant harm, you must inform the Safeguarding Team immediately. Our staff will follow the procedures according to the school policies.



We hope you have an enjoyable visit to ACE Tiverton School. Whilst onsite, please remember the following:

- Proof of identification will be requested on arrival.
- Mobile 'phones cannot be used onsite.
- Professional standards of behaviour, language dress and interaction are expected from all our visitors.
- If you are working 1:1 with a student, we will have confirmation that all the necessary safeguarding checks have been carried out including the Enhanced DBS disclosure.
- You will not have any physical contact with any student.
- You will not exchange personal contact details, including social media or arrange to meet them outside of the school environment.
- The use of cameras and taking photographs is not permitted unless prior permission has been sought.
- No smoking or vaping on or in sight of school site.

ACE TIVERTON SAFEGUARDING TEAM



Mrs Stacy Fagg
Designated Safeguarding Lead



Mrs Sharna Causley
Deputy Designated Safeguarding Lead



Mrs Nikki Orchard
Deputy Designated Safeguarding Lead



Mr Dan Jackson
Deputy Designated Safeguarding Lead

The reception team will contact a member of staff from the wider safeguarding team if these members are unavailable.

Worried about a child's safety?

If you are concerned about the safety of a child in Devon or want to speak to someone, or if you are a child worried about your own safety, you can contact our Multi-Agency Safeguarding Hub (MASH) by:

- completing an online [request for support form](#)
- calling us on [0345 155 1071](tel:03451551071)
- emailing mashsecure@devon.gov.uk and giving as much information as you can.

If a child is at immediate risk contact the police on **999**.