

## CHILD PROTECTION

Adults working around young people and children or working with them must be aware of the risk of abuse by adults or other young people. Maiden Erlegh Trust believes that all students have the right to be safeguarded from harm and exploitation regardless of:

- Race, religion, preferred language or ethnicity
- Age, gender, sexuality or disability

If you have concerns about a young person's safety during the course of your visit at any of the Maiden Erlegh Trust schools:

1. Immediately inform one of the CP contacts listed overleaf.
2. Write careful notes about what you have seen, heard or been told about. Sign, time and date all notes.

If you suspect abuse, a young person confides in you, or a complaint is made to you about any adult or about yourself, it is your duty to report the concern.

## CHILD PROTECTION CONTACTS:

### Designated Senior Member of Staff

Andy Johnson 0118 966 8065

[JH@maidenerleghschool.co.uk](mailto:JH@maidenerleghschool.co.uk)

### Pastoral leader

Karen James 0118 966 8065

[JA@maidenerleghschool.co.uk](mailto:JA@maidenerleghschool.co.uk)

### Headteacher

Peter Thomas 0118 966 8065

[Peter.thomas@maidenerleghtrust.org](mailto:Peter.thomas@maidenerleghtrust.org)

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Maiden Erlegh School in  
Reading



## SAFEGUARDING CHILDREN

Guidance for adults visiting  
or working at

Maiden Erlegh School in  
Reading

## OUR COMMITMENT TO SAFEGUARDING

Adults visiting Maiden Erlegh School in Reading play an important part in the life of the school, whether working to maintain or improve the site, or visiting students, mentoring, counselling or coaching.

We can all play a part in keeping the young people in the school safe whilst working on, or visiting the school. This is whether you are directly employed by the school, a guest or a contractor or sub-contractor.

It is important that we also take steps to keep ourselves safe. Our actions can sometimes be perceived in a way that was not intended. The school wants to promote safe working practices for everyone on the school site, whatever your job or reason to be here.

To keep yourself safe from possible allegations please follow this advice...

## DON'T.....

**Do not** instigate verbal or physical contact with students (this applies both on and off the school grounds) unless it is appropriate and a part of your agreed visit.

**Do not** respond to verbal or physical contact from students. If this occurs, or you have any other concerns about student behaviour – then report it immediately to the member at Maiden Erlegh School in Reading who is responsible for your visit, or a member of the Site Team, or any of the CP contacts listed.

**Do not** give personal information to any student– for example your name, address, telephone or mobile phone numbers or private email address.

**Do not** accept or respond to a student attempting to give personal information – for example their name, address, telephone or mobile phone number or email address.

**Do not** accept physical or verbal abuse from a student. Do not respond yourself but report it immediately to a member of the Maiden Erlegh School in Reading staff

## DO.....

**Do** be aware that verbal interaction with students may be interpreted by them as being offensive or inappropriate, even if this was not your intention.

**Do** report any unacceptable behaviour from a student

**Do** be aware that contact made outside of the Maiden Erlegh School in Reading grounds with a student may also be considered inappropriate by that individual, or others, and could lead to your interaction being misinterpreted.