

Hospital and Outreach Education Alternative Provision Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Irrespective of your association with the academy, be it as a member of staff, volunteer or visitor, we request that whilst you are at Hospital and Outreach Education, you abide by our policies and procedures which are there to keep everybody safe.

Please ensure you wear your identification or visitors badge at all times whilst on the premises.

All our staff are appropriately trained and we have a staff code of conduct which is based on 'Guidance for safer working practice for those working with children and young people in education settings' (Safer Recruitment Consortium, June 2019).

If, at any time during your visit to HOE, you have any concerns about the conduct of a member of staff you encounter, you should report this to the Headteacher immediately. If your concern is about the Headteacher, please ask the office to contact the Chair of the Local Advisory Board.

Reporting Incidents

All staff are responsible for investigating and reporting incidents of bullying, peer on peer abuse, homophobia, racism or any online safety concerns to a senior member of staff who is responsible for maintaining records and informing appropriate agencies.

During your visit if you encounter or are made aware of any incident, involving either bullying or racism, please speak to any member of staff.

First Aid Health and Support

In the event of you or a pupil needing first aid, please speak to any adult who can, if necessary, assist you.

Health and safety

Health and safety issues are monitored to ensure that the HOE provides a safe environment for all students, staff and visitors.

You have a responsibility to ensure that your actions do not put others at risk. Please ensure you follow instructions whilst on site and do not operate machinery or equipment that you are not trained to use. Please report anything you encounter which may pose a health and safety risk.

In the event of a fire, an alarm bell will sound. Please leave by the nearest exit which will be pointed out to you and muster in the area indicated by teaching staff.

Use of personal mobile phones and other electronic equipment, including laptops and tablets

You are not permitted to use your personal electronic equipment on HOE premises, which includes mobile phones. Please also switch off your 3G/4G/5G remote data. This is to protect the children and young people we work with. If you need to, for emergency purposes, please speak to a member of staff to discuss. If you cannot adhere to this requirement, you will be asked to leave the premises.

Peer on peer abuse

Peer on peer abuse is any abuse of a child or children that is perpetrated by another child or children. This includes all forms of sexual harassment, sexual violence and abuse. We strive to create a culture of safety, where children are free from harassment or abuse of any kind. We take a zero-tolerance approach to sexual violence and sexual harassment - it is never acceptable and it will not be tolerated.

We know that even if we do not receive any reports relating to peer on peer abuse, it does not mean that it is not happening. In fact we assume it is happening here. We support and encourage anyone - especially our pupils - to come forward to share any concerns about peer on peer abuse so that we can take action to keep all children safe.

The Skylark Partnership Trust Hospital and Outreach Education

Alternative Provision Academy

Safeguarding & Child Protection

To provide access to personalised education and lifelong learning for children and young people with medical and mental health needs, accepting the whole child and providing hope to them and their family for an optimistic future, enabling them to make progress and achieve their full potential.

The young people who attend our centre have mental health and medical challenges which mean they are more vulnerable and may display behaviours you would not expect to see.

What you need to know?

May 2022

KEEPING CHILDREN SAFE

At Hospital and Outreach Education the welfare and wellbeing of our students is paramount

Signing In and Out

We require all visitors and contractors to sign in when entering the bases and sign out on departure, using the Sign In process. Failure to do so creates a health and safety risk to the individuals and to others.

If you feel a student is at risk or a subject of abuse you must contact one of the Designated Safeguarding Leads immediately.

Penny White

Deputy Headteacher & DSL
07921 494639
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James Shryane

Headteacher & DDSL
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Rachael Taylor

Leader of Learning & DDSL
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Charlotte Colgan

Teacher & DDSL
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Daphne Duncan

Family Liaison & DDSL
07850 902017
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Rachel Peace

Teacher & DDSL
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Judy Skuce

Des. Teacher for LAC & DDSL
07484 939368
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You should report any of the following signs in any pupils you encounter:

- Any unexplained injuries, bruising or marks
- Comments about sexual activity or inappropriate sexual knowledge or behaviour
- Signs of neglect, such as unsuitable clothing, poor hygiene, extremely pale or fatigued
- Anything else that makes you feel uncertain

**PLEASE REPORT ANYTHING THAT
CAUSES YOU CONCERN
NO MATTER HOW MINOR IT MAY SEEM**

THIS IS IMPORTANT!

**WHAT IS THE COST OF
FAILURE?**

How to respond if a student says they want to tell you something or begins to tell you:

- Tell them that you are not the right person to listen
- Ask them which member of staff they would like to talk to and take the child to that staff member
- Reassure them and tell them they have done the right thing
- Don't start to investigate the matter yourself

**NEVER AGREE TO KEEP ANYTHING A
SECRET AND MAKE SURE YOU PASS
THE INFORMATION ON TO THE
DESIGNATED SAFEGUARDING LEAD
OR OF THE ANY DEPUTY
DESIGNATED SAFEGUARDING LEAD
IMMEDIATELY**

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