

## Confidentiality

Safeguarding children raises issues of confidentiality that must be clearly understood by all visitors/volunteers in schools as follows:

- ◆ Everyone has a responsibility to share relevant information about the protection of children with the Designated Safeguarding Lead
- ◆ If a child confides in you and requests that the information be kept secret, it is important that you tell the child in a manner appropriate to the child's age/ stage of development that you cannot promise complete confidentiality - instead you must explain that you may need to pass information to other professionals to help keep the child or other children safe.
- ◆ Visitors/volunteers who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts.

## Following up concerns

If you have expressed a concern and would like to follow up your concern, please contact the Designated Safeguarding Lead. While it might not be possible to update you fully for reasons of confidentiality, it is likely that we will be able to reassure you that your concern has been dealt with and that the student concerned is being safeguarded appropriately.

## Our expectations of visitors/volunteers

Please take care to protect yourself as well as our students in your interaction with them. Do not take photographs without express permission from senior staff. Do not request them to be your 'friend' on Facebook or agree to accept a request from them. Do not ask students for phone numbers or addresses, including email addresses and do not offer them yours. If you do have a good reason for requiring any information of this nature from our students please liaise with our school office.

We hope you have an enjoyable time with us and we thank you for helping us to ensure the safety of the students in our care.

**Mr K Preece**  
**Designated Safeguarding Lead**



# Telford Langley School

## Ensuring Excellence

### Safeguarding at Telford Langley School: A Guide for Visitors and Volunteers

This booklet outlines:

Our key safeguarding staff and how to locate them

What to do if you have a concern about a child

Whistleblowing Policy Information

Confidentiality

Following up concerns

Our expectations of visitors



## Our key safeguarding staff



**Kevin Preece**

Deputy Head Teacher  
Designated Safeguarding Lead



**Lucy Evans**

Director of Inclusion  
Deputy DSL



**Shanine Thomas**

Student Support Officer  
Deputy DSL



**Ceri Kinsey**

Student Support Officer  
Deputy DSL



**Jackie Walters**

Student Support Officer  
Deputy DSL



**Maria Hayward**

Student Support Officer  
Deputy DSL

## Welcome to Telford Langley School

We hope you have a thoroughly enjoyable visit to our school. We are very proud of our school and like to pride ourselves on knowing our students well and placing their wellbeing and safety at the very top of our priority list. However, there are occasions when children are sometimes unsafe and we would like you to remain vigilant around our school, following our policies and reporting any concerns you have to an appropriate member of staff.

### What to do if you have a concern about a child - Procedures

The main categories of abuse are:

- ◆ Physical abuse
- ◆ Emotional abuse
- ◆ Sexual abuse
- ◆ Neglect

If on your visit you are concerned about any aspect of a child's welfare and specifically those outlined above, please inform the Designated Safeguarding Lead, either in person or by dialling 86706 from any internal telephone. If the Designated Safeguarding Lead is unavailable please inform reception that you would like to speak to another member of the Safeguarding team.

The Designated Safeguarding Lead will decide whether the concerns should be referred to the Telford and Wrekin Safeguarding Team, after a further follow up with the student concerned and any other relevant parties.

### Whistleblowing Policy Information

Every adult in a school has a duty to refer safeguarding concerns to the Designated Safeguarding Lead or any other senior member of staff. However, if you feel that your concerns have not been taken seriously by the school or its leaders or that appropriate action has not been taken to safeguard the child and if you consider the child to be at continued risk of harm, you should speak again to the Designated Safeguarding Lead outlining your concerns.

If still dissatisfied, you have a duty of care to the child to contact Telford and Wrekin Family Connect Service on 01952 385385 and explain your concerns to the Safeguarding Team, who will advise you on the next course of action.

Our Whistleblowing Policy serves to protect you from any form of recrimination for having taken the action above.