



Joyce
Frankland
Academy
Newport

Established 1588 free Grammar School of Newport



Safeguarding Information for Work Experience Employer Placement Leads

At Joyce Frankland Academy we are committed to safeguarding and promoting the welfare of young people and require all staff, volunteers and visitors to share this commitment.

Please read this leaflet before hosting pupils on Work Experience from our Academy. We have provided this information to you to help and ensure you understand what is expected of you. A copy of our Safeguarding and Child Protection policy is available on our website: [Safeguarding – Joyce Frankland Academy](#)

Safeguarding Children

Keeping Children Safe in Education

Adults hosting pupils on work experience from the Academy play an important part in the life of our community whether helping to support the education of our pupils as a part of the Academy's wider community. We can all play a part in keeping children safe whilst working alongside or visiting the Academy. This is whether you are directly employed by the Academy, a visitor or working as a contractor or sub-contractor. Keeping children safe is covered by Government Guidance (DfE Safeguarding Children in Education, 2022). Actions can sometimes be perceived in a way that was not intended. We want to promote safe working practices for everyone at the Academy or alongside the Academy, whatever your job. We must also take steps to keep ourselves safe. To keep yourself safe from possible allegations, please follow this advice...

Do...

- ✓ Report any unacceptable behaviour from a pupil to their Placement Coordinator.
- ✓ Be aware that contact made with a pupil or pupils outside the Academy or Work Experience Placement as a result of your visit or hosting of the placement, may have an impact on your employment.
- ✓ Please follow the advice in this leaflet and keep yourself and our children safe.

Don't...

- x Instigate inappropriate verbal or physical contact with pupils (on and off site).
- x Accept physical or verbal abuse from a pupil. DO NOT respond yourself, but report it immediately to your Placement Coordinator or to someone in the Academy reception who will pass the information onto the Designated Safeguarding Lead
- x Give any personal information to any pupil.
- x Accept or respond to any pupil attempting to give you any of their personal information.
- x Allow yourself to be alone or isolated with a pupil. If you are working with a pupil on his/her own, always ensure that the door is left open, or that you are visible to others.

If you become concerned

- By comments made by a child
- Marks or bruising on a child
- A child's behaviour or demeanour

Please report these concerns to your Placement Coordinator or Academy Reception who will pass this information to the Designated Safeguarding Lead (DSL). You may also contact the DSL directly using the information overleaf.

How do I handle a Safeguarding disclosure?

Although the likelihood is small, it is important to know what to do in such an eventuality.

- Stay calm. Do not show shock, anger or embarrassment.
- Reassure the child, but do not make promises that you might not be able to keep.
- Tell the child that you will have to pass the information on to the Academy via the Placement Coordinator or Designated Safeguarding Lead.
- Do not ask leading questions.
- Listen and make factual notes using the child's own language. Do not add your own opinion.
- Do not make comments about the alleged perpetrator.

You must not deal with this yourself. Clear indication or disclosure of abuse must be reported to the Essex Children and Families Hub without delay, **by the DSL at the Academy.**

Safeguarding Contacts

Year 10 Placement Coordinator – Mrs L Ford lford@joycefrankland.org

Year 10 Placement Coordinator – Mrs Z McGonagle zmcgonagle@joycefrankland.org

Academy Main Reception 01799 540237

Designated Safeguarding Lead - Mr L Gamble lgamble@joycefrankland.org