

## Types of Abuse

Keeping Children Safe in Education (KCSIE) explains different types of abuse, which are summarised below:

- Physical Abuse: Inflicting harm, such as hitting or shaking.
- Emotional Abuse: Constantly making a child feel bad, such as through threats or humiliation.
- Sexual Abuse: Forcing a child to take part in sexual activities, including grooming.
- Neglect: Not providing a child's basic needs, like food, shelter, or medical care.
- Domestic Abuse: Exposure to violence or abuse in the home.
- Bullying: Repeated harm or intimidation, physically or emotionally.
- Child Sexual Exploitation (CSE): Using a child for sexual activities in exchange for money or gifts.
- Child Criminal Exploitation (CCE): Forcing children into illegal activities, like selling drugs etc
- Online Abuse: Abuse happening online, like cyberbullying or online grooming.

All types of abuse must be reported right away to the safeguarding team, to protect children.

## Student Behaviour

During your visit, you may see a pupil struggling to regulate their behavior. Our trained staff will handle the situation safely. You can help by moving away and distracting other pupils. If needed, staff may ask you to step out of the room until things settle. Thank you for your understanding and cooperation.

## Safeguarding Team

Please contact the team to report concerns using the details below. Alternatively, ask at the main reception.

Role	Name	Contact Details
DSL	Miss C Willcox	Charlie.willcox@attrust.org.uk
Deputy DSL	Miss S Jones	Stacey.jones@attrust.org.uk
Principal	Mr M Woodhouse	
Local Authority Designated Officer (LADO)	NA	0344 800 8021

### ATT Director of Safeguarding and Inclusion

Christine Franklin  
*christine.franklin@attrust.org.uk*

### ATT Director of People Strategy

Clare Plant  
*clare.plant@attrust.org.uk*



# The Nicholas Hamond Academy

Safeguarding Information Leaflet

### Welcome to our Academy!

We are dedicated to creating an inclusive environment where everyone feels valued, respected, and supported, ensuring all individuals have the opportunity to thrive.  
#TransformingLives

## Raising & Reporting Concerns

Welcome to our Academy! We are committed to creating a safe and supportive environment for all our students, and we ask that all staff, volunteers, and visitors share in this commitment. This leaflet provides important information about our expectations for visitors. If anything is unclear, please feel free to reach out to any of the contacts listed.

If you have any concerns about a student's safety, it's important that you report them right away to the Designated Safeguarding Lead. You can ask at the main reception for a safeguarding referral form, complete it, and give it to a DSL, Deputy DSL, or the receptionist, who will then enter it into our system, CPOMS.

## Visitor Code of Conduct

Please ensure you take the following points into consideration, when visiting our academy

- Treat everyone with kindness and respect, embracing diversity and inclusion.
- Set a positive example for others to follow.
- Be mindful that actions may be misinterpreted, even if well-intended.
- Always check the facts before forming conclusions.
- Promote a safe and supportive environment, free from bullying or ridicule.
- Respect personal boundaries and avoid physical contact with children, unless it's to prevent harm.
- Ensure your language and behavior are respectful and inclusive for all, avoiding any discriminatory remarks or jokes.
- Encourage children to be independent and do things for themselves where possible.  
Report to the DSL if a child touches you or speaks to you inappropriately.

## Mobile Phones

To protect and safeguard the children in our Academy, we have designated this area as a mobile-free zone. Please ensure mobile phones are stored away. In EYFS settings, mobile phones are not permitted in the building.

## Photographs

For the safety and privacy of our students, taking photographs of children while at our school is strictly prohibited.

## Fire Safety

In the event of a fire alarm, please calmly use the nearest fire exit and inform a member of staff. For your safety, we encourage you to familiarise yourself with the nearest fire exit to your location.

## Staff Concerns

If you have concerns about the conduct of a staff member, volunteer, or adult associated with the academy, report it immediately to the Principal. If unavailable, contact the DSL.

For concerns about the Principal or central/regional colleagues report directly to the Director of People Strategy or Director of Safeguarding and Inclusion, contact details overleaf.

If unable to reach these contacts or if concerns are not taken seriously, report directly to the LADO (Local Area Designated Officer), contact details overleaf.

## What should I do if a child or learner discloses they are being harmed?

If a child discloses they are being harmed, stay calm and follow these steps:

- Listen carefully, especially to spontaneous comments.
- Avoid showing shock or disbelief.
- Don't promise confidentiality; reassure them help will be sought.
- Tell the child you will inform a teacher or Head Teacher.
- Don't ask leading questions.
- Reassure the child it's not their fault and that it was right to speak up.
- Record the child's words, noting the time and date.
- Report it to the Designated Safeguarding Lead.

After following the procedures, seek support to process your feelings. Remember, everyone plays a part in keeping children safe, and you have a legal duty to report any concerns to our safeguarding team.

## Sexual Harassment & Bullying

Academy Transformation Trust is committed to a work environment free of harassment and bullying, where everyone is treated with dignity and respect. We have a robust reporting system in place, should you feel you have been exposed to or witnessed any form of harassment or bullying.

The Trust takes a firm stance against harassment and bullying between pupils, employees, and third parties and it is important that all individuals lead by example with their own behaviour.