



# **Hardenhuish School Work Experience Safeguarding Guidance**



## Safeguarding and Work Experience

Thank you for offering a work experience opportunity to one of our students. We hope that the work experience placement is enjoyable and valuable for both you as the employer and the students taking part.

In accordance with our commitment to safeguarding, please can we ask you to read the following information carefully prior to the placement starting.

Thank you

At Hardenhuish School safeguarding is everyone's responsibility and we have rigorous procedures in place, based on a clear policy, designed to make sure children and young people *are* safe and *feel* safe.

We have a responsibility to:

- Prevent children being abused
- Identify signs and symptoms of abuse
- Report and record incidents, issues and concerns

Safeguarding is not just about protecting children from deliberate harm. It includes:

- All aspects of behaviour such as bullying, racist and homophobic abuse, harassment and discrimination, both in school and travelling to and from school
- Pupils' health and safety
- Use of physical intervention
- Meeting the needs of pupils with medical conditions
- Providing first aid
- Drug and substance misuse
- Educational visits
- Intimate care
- Online safety
- School security

It is important that you understand the responsibility for a child's safety and wellbeing is yours (as the employer) during the entire placement.

And that during this time you might come across some of the safeguarding issues highlighted above. It is even possible that a child might choose you as the person they would like to speak to about something that is happening to them. Or you might become aware of marks or bruises on a child, something odd that they say or that their personal hygiene is not as it should be.

In the event that this occurs, you must report any concerns you have to **Hardenhuish School on 01249 650693**, who will contact one of the Designated Safeguarding Leads below:

**Jo Glossop**

jeg@hardenhuish.wilts.sch.uk

Designated Safeguarding Lead | Deputy Headteacher

**Simon Kain or Hannah Burgess**

spk@hardenhuish.wilts.sch.uk or hlb@hardenhuish.wilts.sch.uk

Deputy Designated Safeguarding Leads

### What if a child should disclose to you?

- It is important to make it clear to pupils that any disclosure they make will be treated with sensitivity, but may need to be shared with other professionals, for example, 'I will only tell those people who need to know.'
- Be prepared to listen and show concern
- Do not put words into the child's mouth, for example, 'Do you mean your dad ...' An open question is required: 'What do you mean?'
- A record of a concern, suspicion or allegation should be made at the time or as soon as possible after the event (Please note that it is not advisable to make a written record whilst a child is disclosing abuse as this may deter the child from speaking, however, if this is necessary, then show the child what you have written down)
- Record date and time of the record being made (remember to include the year as this might be accessed by people months even years after being written)
- State exactly what you said and include the actual words spoken by the child where possible
- Your information should be factual or based on fact. Distinguish between fact and your professional opinion. If you record your professional opinion, make it clear what your opinion is based on (For example, Harry appeared to be frightened. He was shaking as he told me that ...)
- Make a note of what you have done with the information (For example, 'I contacted the school directly and asked to speak to the Designated Safeguarding Lead')

To help you make a record of a child-protection incident or concern, the school has a form that takes you through each of the stages listed above. You may be asked to complete this form by the Designated Safeguarding Lead for record keeping purposes. If this is the case, they are available at reception or can be emailed to you.

It is possible that you might think your concern is too vague and based too much on your feelings. It is not unusual to think in this way and the best advice is to speak to **Hardenhuish School** who will put you in touch with the relevant person. Then a decision will be made about whether the matter should be referred to the Designated Safeguarding Lead.

### What next?

If you have done all of the above, you can leave the rest for the school to sort out. The Designated Safeguarding Leads will decide if this is a case that must be referred to an outside agency.

We are aware that being in receipt of a disclosure can sometimes be distressing. We will give you the opportunity to talk about your feelings, which can help. If you should feel the need to talk about the disclosure to persons outside of school, please remember that the child's details must not be spoken about. Names must remain confidential, and any discussion should not enable someone to identify the child who made the disclosure.

You are welcome to read our **Child Protection and Safeguarding Policy and Handbook** for further details. A copy will be made available to you on request or can be downloaded from the school website [Safeguarding - Hardenhuish School](#). If you would like further information or to ask any questions, please do not hesitate to contact the Designated Safeguarding Lead.

Thank you for taking the time to read this. Having done so, you are contributing to making Hardenhuish a safer place for everyone.





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