

OUR COMMITMENT TO SAFEGUARDING

Adults visiting or working on Teikyo School grounds play an important part in the life of the School, whether helping to maintain the buildings or visiting.

We can all play a part in keeping the young people in the School safe while working on or visiting the School. This is whether you are directly employed by the school, a guest or a contractor or sub-contractor.

It is important that we also take steps to keep ourselves safe. Our actions can sometimes be perceived in a way that was not intended. The School wants to promote safe working practices for everyone on site, whatever your job or reason to be here.

To keep yourself safe from possible allegations, please read and follow this advice.

DON'T

- Engage in conversation with students (this applies to both on and off the grounds) – other than basic common courtesies – unless it is appropriate and part of an agreed reason for your visit.
- Respond to verbal approaches from students other than the exchange of basic common courtesies. If this occurs, or you have any other concerns about student behaviour, then report it immediately to a member of School staff.
- Give personal information to any student – for example your name, address, telephone or mobile phone number or email address.
- Accept or respond to a student attempting to give you personal information – for example their name, address, telephone or mobile number or email address.
- Accept rudeness from a student. Do not respond yourself, but report it immediately to a member of the Teikyo School staff.

DO

- Be aware that comments to students may sometimes be interpreted by them as being offensive or inappropriate, even if this was not your intention.
- Report any unacceptable behaviour from a student to a member of staff.
- Be aware that contact made outside Teikyo School grounds with a student may also be considered inappropriate by that individual and could lead to your interaction being misinterpreted.

CHILD PROTECTION

Adults working around young people and children or working with them must be aware of the risk of abuse by adults or other young people. At Teikyo School we believe that all students have the right to be safeguarded from harm and exploitation regardless of:

- Race, religion, preferred language and ethnicity
- Age, gender, sexuality, or disability

If you have any concerns about a young person's safety during the course of your visit to Teikyo School:

1. Immediately inform a member of staff.
2. Write careful notes about what you have heard, witnessed or have been told. Sign, time and date all notes.

If you suspect abuse, a young person confides in you, or a complaint is made about to you about any adult or about yourself, it is your duty to report the concern.

Do not give a guarantee that you will keep what is said confidential or a secret.

CHILD PROTECTION CONTACTS

Designated Safeguarding Leads:

Mrs Wakako Yachidate (Assistant Deputy Head)
01753 663712
wakako.yachidate@teikyofoundation.com

Mr Dean Simpson (Bursar)
01753 663756
dean.simpson@teikyofoundation.com

Buckinghamshire Safeguarding in Education

01296 382912
Out of office hours:
01494 675802

October 2018



TEIKYO SCHOOL (UK)
FRAMEWOOD ROAD, WEXHAM,
BUCKS SL2 4QS

SAFEGUARDING CHILDREN
And Young People
GUIDANCE FOR ADULTS VISITING OR WORKING AT
TEIKYO SCHOOL