



Nurture
Lifelong
Learning

SAFEGUARDING POCKET GUIDE



**What to do if you
have a concern
about a pupil
or adult
at Arcadia**

Code of Conduct

Arcadia recognises its responsibilities for the protection of the children in its care. As an employee of the school you are responsible to promote the welfare of every pupil, both physical and emotional, inside and outside of the school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of every pupil. As a member of staff, you will help pupils to develop the understanding and skills they need to recognise and stay safe from abuse.

Concern About Pupils

If a pupil entrusts you with personal information or if you have a concern about a pupil's physical or emotional well-being, it is extremely important that you understand your responsibility to seek advice and support from the Safeguarding Team.

Concerns About Adults

Any safeguarding concerns or allegation about a member of staff must be immediately referred to the Designated Safeguarding Lead (DSL).

Dos and don'ts for handling a disclosure

DO

- Be receptive
- Take it seriously
- Listen carefully
- Work at child's pace
- Ask questions only to clarify facts
- Explain what you need to do next
- Record accurately and quickly using child's words
- Pass on to DSL same day

DON'T

- Promise confidentiality
- Interrupt
- Interrogate/investigate/ask leading questions
- Make suggestions
- Show anger, shock etc
- Tell the child to go and speak to someone else
- Forget to record accurately and/or pass to DSL

Reporting a Concern

Is there an emergency?
Is there an immediate risk of significant harm?

YES

NO

Contact DSL
immediately

Contact DSL as
soon as possible

THEN

THEN

Complete a written report and hand to DSL

THEN

The Safeguarding Team implements and
manages strategy

Important contact details

Designated Safeguarding Lead: Deputy Designated Safeguarding Lead:

Colette Puchalski: colette.puchalski@arcadia.sch.ae

Imani Henry: imani.henry@arcadia.sch.ae