

Welcome to The Forest High School



We are committed to the wellbeing and safety of our students, staff and visitors. Please help us to keep everyone safe. We ask you to be mindful of your behaviours, actions and decisions whilst visiting our school.

Visitors must be escorted by a member of staff at all times.

As a visitor you need to have awareness of the following essential information:

Safeguarding:

- Please ensure your visitor ID is visible at all times during your visit.
- Immediately report to reception staff if you see a student in distress or a student discloses something that may mean they are at risk.
- Refrain from taking any photographs or making any recordings of any kind without express prior permission.
- If you recall something following your visit which you feel we should be aware of, please email your concern to admin@foresthighschool.org.uk.

Protecting yourself & others:

- Ensure any interaction with students is appropriate and could not be misinterpreted.
- Be respectful to all members of staff and students.
- Behave in an appropriate and non-threatening manner.
- Promote a positive and safe environment for all.

Health & Safety:

- **Emergency / Fire Evacuation** – if the fire alarm sounds then please follow staff instructions to leave the building via the nearest exit and head to the nearest assembly point. Fire Marshalls will direct you to the nearest assembly point. Do not enter the building unless told to do so. **Do not use the lift.**
- **Accidents** – Please report any accidents, injuries, incidents or near misses to reception.
- **Smoking** – Smoking or vaping is not permitted anywhere on the SGS Pegasus site.
- **Classrooms / Teaching areas** – visitors must be escorted by a member of staff.
- **Property** – Vehicles are parked at your own risk. SGSAT accepts no responsibility for any loss or damage to visitor's property.

We encourage you not to ignore anything you see, hear or read which causes you concern for the safety of our students, staff and visitors. Please report to reception immediately if you see anything suspicious or observe / experience inappropriate behaviour.

Safeguarding Statement

As an Academy Trust delivering education to students across a wide range of ages, our Safeguarding Students and Child Protection Policy and Procedure details how we safeguard our staff and students regardless of the stage of their educational journey. The Trust Board and all staff at South Gloucestershire and Stroud Academy Trust (SGSAT) are fully committed to providing the safest possible environment for our students to study and train in and also for our staff to work within. We prioritise and promote the safeguarding and protection of all our students from harm, whatever their age, culture, disability, gender, language, race, religion / belief and / or sexual orientation.

We have a zero-tolerance approach to any type of abuse and our staff and local school board members are trained in how to raise any concerns they may have and how to handle a disclosure from students or staff in a safe and confidential way. The culture of our Trust is to provide an environment that respects and values difference and we have no tolerance for any behaviour, that may be demeaning or disrespectful to anyone. The routes for reporting inappropriate behaviour are safe and clearly signposted, as are the potential consequences for anyone who chooses to act in an inappropriate way.

Prevent Statement

South Gloucestershire & Stroud Academy Trust (SGSAT) is proud of our commitment to social justice, equality of opportunity, mutual respect and tolerance. In developing our students to be effective citizens in a democratic society, it is essential that SGSAT continues its commitment to promote open debate and freedom of speech and expression, whilst recognising the need to challenge prejudice, eliminate discrimination and prevent radicalisation. It is our duty to safeguard our students and staff; empowering them to protect themselves from harm. The Prevent duty is therefore an integral part of the SGSAT's Safeguarding Students & Child Protection Policy and Procedure.

Disclosure & Barring Service (DBS) Checks

All staff are DBS checked to the required level. They also receive safeguarding training at induction as well as regular refresher training so that they know how to respond to any safeguarding concerns. The DSL & DDSL's have undertaken the appropriate level of safeguarding training and work closely with curriculum, support staff and external agencies to provide the right support for students when needed.

Professional Boundaries & Appropriate Behaviour

All staff, supply staff, partners, volunteers, contractors, stakeholders and visitors have a duty to establish the limits of their involvement as defined by their role with each student or group of students. All staff, supply staff, partners, volunteers, contractors, stakeholders and visitors must identify their professional boundaries whilst at SGS Pegasus School. This includes recognising when they are faced with a situation outside of their role, responsibility or knowledge.

Responding to a Disclosure or Allegation of Abuse

If you're in a situation where a student discloses abuse to you, there are a number of steps you should take:

- Listen carefully to the student. Avoid expressing your own views on the matter. A reaction of shock or disbelief could cause the student to 'shut down', retract or stop talking.
- Find an appropriate opportunity to explain that the information will need to be shared with others. **Do not promise to keep the information confidential or a 'secret'.**
- Allow the student to continue at her / his own pace and not interrupt if the student is freely recalling events.
- Avoid asking questions or pressing for more information. Ask for clarification only. If questions are necessary, only ask open questions: *Tell me... Explain to me... Describe to me...*
- Let them know they've done the right thing. Reassurance can make a big impact to the student who may have been keeping the abuse secret.
- Tell them it's not their fault. Abuse is never the student's fault and they need to know this.
- Say you will take them seriously. A student could keep abuse secret in fear they won't be believed.
- They've told you because they want help and trust you'll be the person who will listen to and support them.
- Don't talk to the alleged abuser. Confronting the alleged abuser about what the student's told you could make the situation a lot worse for the student.
- Explain what you'll do next. If age appropriate, explain to the student you'll need to report the abuse to someone who will be able to help.
- Don't delay reporting the abuse. The sooner the abuse is reported after the student discloses the better. Report as soon as possible so details are fresh in your mind and action can be taken quickly.

If you have concerns about a student or have a disclosure made to you, you should contact the DSL or DDSL immediately.

<p>Rachel Edwards Acting Assistant Head Teacher & DSL 01594 824682 Rachel.Edwards@foresthigh.org.uk</p>	<p>Sam Chivers Learning Mentor & DDSL 01594 824682 Sam.Chivers@sgscol.ac.uk</p>
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Thank you & enjoy your visit