

Please always remember to:

- Adopt high standards of personal conduct with students.
- Refrain from making inappropriate and/or insensitive comments to students.
- Avoid confrontation and demeaning and/or humiliating behavior.
- Treat all information about students in a confidential and discreet way.
- **Never** promise confidentiality to students who ask to speak to you.
- Be aware that any physical contact, even if well-intentioned, could be misconstrued.
- Where possible, try to avoid physical contact with pupils and **never** hit students.
- Avoid one-to-one situations. If this is not possible, ask for guidance. Ensure there is visual access or an open door so you can always be seen by others.
- Always report any signs of concern, and/or distress or anger, to a colleague.

In the event of a fire:

On hearing the alarm, all students will evacuate the building and assemble at the assembly point at the far corner of the playground.

All visitors should go straight to the assembly point with a member of staff.

In the event of injury or illness:

Student or member of staff to report to Admin Office and parents/carer will be contacted. If necessary, an ambulance will be called.

Designated Safeguarding Lead:



Julie Forsythe
Principal

Deputy Safeguarding Leads:



Emma Newton
Vice Principal



Zoe Bushell
Vice Principal



Sheena Williams
Family Liaison Officer



Vicki Adams
Assistant Principal
& SENCo



Rebecca Payne
Assistant Principal &
KS1 Phase Lead



Rachel Barber
Pre-School Manager



Paulina Bryliskowska
Assistant Principal &
KS2 Phase Lead



Leigh Academy
Cherry Orchard

Guidance for Adults Visiting or Working with Leigh Academy Cherry Orchard

Safeguarding Pupils in School and Child Protection Procedures

Welcome to Leigh Academy Cherry Orchard. We value the worthwhile experiences visitors bring to our students.

This leaflet provides some guidance on how to work safely with our students and what to do if you have a concern. Please read it carefully and ask if you need any further information.

Information updated October 2025

Visitor Arrival Information

Leigh Academy Cherry Orchard is committed to ensuring the highest standards of safety and care of all students, staff and visitors.

The following procedures must be followed:

1. All visitors must sign in at the Main Reception on arrival every day.
2. All visitors and staff must wear an identity badge which must be visible at all times.
3. All visitors are expected to conduct themselves in a professional and respectful manner.
4. Any visitors who have concerns regarding the welfare of any student must report it immediately to Main Reception, who will contact the Designated Safeguarding Lead.
5. Any adult who is in sole supervision with any student(s) must have a valid DBS check that has been verified by Leigh Academies Trust.

Contact us

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Castle Hill
Ebbsfleet Valley
Kent
DA10 1AD

Email: office@cherryorchard.latrust.org.uk
Telephone: 01322 242011

leighacademycherryorchard.org.uk

Keeping Everyone Safe

All staff and adults working at Leigh Academy Cherry Orchard have a responsibility for the safeguarding and the protection of students. All staff and adults must remember that the welfare of children is the paramount consideration in our school.

All adults working with children must at all times act professionally, ensuring that they are always providing a supportive, safe and secure environment.

We have a clear policy relating to safeguarding our students as well as child protection. This and more detailed guidance material is available from the school. What follows are summary points and guidance notes on these procedures.

Staff and adult volunteers have a crucial role to play in shaping the lives of young people. They have a unique opportunity to interact with students in ways that affirm and support their learning environment.

These notes have been produced to help staff and adults in school being placed in difficult situations or being accused of improper or unprofessional conduct.



Information for Staff

Do NOT investigate

Record concerns before passing on.

Child Protection Forms (Green Forms) which should be used to record issues or concerns can be found in the Staff Room or from the main office.

Please complete using the child's words and pass directly onto one of the Safeguarding Team.

When recording a disclosure:

Do...

- Use the child's exact words
- Reassure
- Listen
- Tell them you will report it

Do Not...

- Promise confidentiality
- Ask leading questions
- Investigate

Always...

- Report your concerns