



Discovery Special Academy Safeguarding Team

**If you feel sad,
upset, hurt or scared,
you can talk to any
member of staff.**

**Contact Us :- Ask someone in the
general office or phone 01642 248333**

Your Safeguarding Team



Jennifer
Duncan
Head Teacher



Ann Titchener
Deputy Head
Teacher



Andrew
Wilkinson
Safeguarding,
SEND and
Inclusion
Manager



Christina Jones
Trustee
Safeguarding
Lead



Louise Stogdale
Trust
Safeguarding
Lead

Who can help?

Teachers / Senior Leadership Team,
Teaching Assistants, Office Staff,
Lunchtime Staff, Sports Coaches.



**TEES VALLEY
EDUCATION**
www.teesvalleyeducation.co.uk



Discovery Special Academy is committed to safeguarding everyone who attends or visits the academy.

The following information is to ensure the health, safety and security of all. By signing in you agree to abide by the following information.

Visitor procedures

- Sign in at reception.
- Wear your pass and badge at all times.
- Remain under the supervision of a designated member of staff.
- Sign out before leaving the site.
- Include your vehicle registration number when signing in.
- The speed limit on site is 5 mph. Vehicles are parked at owner's own risk.

Safeguarding

- Should you have any concerns about pupils or staff while you are on site, please speak to a member of the safeguarding team as shown overleaf.

Visitor conduct

- Treat everyone with respect
- Photographs **must not be taken** unless authorised by your host.
- We cannot accept responsibility for personal belongings brought onto the premises. A locker will be provided for you to store your personal belongings whilst on site.

Online/ Mobile Technology

- Do not have mobile technology out or use it in the academy building. All phones, iPads and SMART watches must be stored in your allocated locker.

Pupil behaviour

- During your visit, a pupil may need support to manage their behaviour. Staff are trained to keep the child, themselves and others safe.
- A member of staff may ask you to leave the room until the situation has calmed.

Health & Safety

- You must not enter any area or touch any machinery, or equipment, unless authorised by your host.
- Smoking is prohibited on the premises, and within visibility of the Academy boundaries.
- A continuous sounding siren indicates an emergency and you must leave the building by the nearest available exit. Remain with your host and assemble on the multi-use games area on the Brambles field. Do not return for documents or personal possessions or re-enter the premises until instructed to do so.

Accidents and illness

- All accidents, regardless of severity, need to be reported to a first aider. Staff will inform you of the first aider nearest to where you are based. All accidents will be logged in the accident book.

If in any doubt about any of the above procedures, please ask your host.

Please note: you cannot enter or leave through the front gates between

8:15 – 9:00am and 2:30 – 3:30pm.

After leaving the academy, if you are at all concerned about an issue with safety and wellbeing please share your information using one of the contacts below.

For Health, safety and security:-

01642 248333

enquires@discoveryspecialacademy.org.uk

For safeguarding:-

01642 248333

safeguarding@discoveryspecialacademy.org.uk

If you have concerns about any member of the safeguarding team, please contact the Local Authority Designated Officer (LADO) in the Middlesbrough MACH team.

Peter Storey (LADO)

01642 726004

07929854418

Email: MiddlesbroughMACH@middlesbrough.gov.uk