



Bishop Luffa School

Work Experience Safeguarding Information Booklet

Bishop Luffa School

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West Sussex
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Welcome to Bishop Luffa School

Thank you for offering work experience to our student. This is a valuable experience that compliments their activities in school and helps them to think and plan for the world of work. Please can we ask you to take a few moments to read this leaflet. We are committed to safeguarding and promoting the welfare of our young people and this requires all staff and visitors to demonstrably share this commitment.

Contained in this leaflet is information about our child protection procedures and guidance on what you should do if you have any concerns.

Safeguarding Children

As a work experience host it is important that you are aware of our safeguarding procedures.

- Please refer to the back page of this leaflet for details of our safeguarding team, or please contact Reception who can locate them for you if you need to speak to them.
- If there is any reason to suspect that a student has suffered bullying or discrimination, or is likely to suffer significant harm, you must inform the Designated Safeguarding Lead (DSL) or a member of the safeguarding team immediately. Our staff will then follow the procedures according to the school Safeguarding Policy.

Children Acts 1989 & 2004

Education Act 2002

Keeping Children Safe in Education 2024

Keeping everyone safe

We hope that our student makes a valuable contribution during their time with you. Our main priority is to ensure that everyone is aware of their responsibilities towards making sure all young people are safe. As a work experience host please remember the following:

- Please ensure that the student is aware of the health and safety requirements of the context you are working in.
- You must not have any physical contact with any student
- You must never exchange personal contact details or social media links, beyond that of the business, with a student or arrange to meet them outside of the school/work environment
- The use of cameras and taking photographs is not permitted unless prior permission has been sought.

Below are some areas to be aware of.

What is abuse?

Any form of neglect, physical, emotional or sexual mistreatment or lack of care that leads to harm or injury. It can happen to any child regardless of their age, gender, race or ability.

What is discrimination?

When people receive less favorable treatment and grounds which cannot be justified. This covers race, ethnic or national origin, language, religion or belief, gender, gender reassignment, sexual orientation, disability, social class, responsibility for other dependent or where the person lives.

What is bullying?

A wilful, conscious attack on the self-esteem or the person of an individual student. It includes jibes, name-calling, silence/exclusion from the social circle, emphasising differences, threatening behavior, racial/sexual harassment, extortion and physical attack. It may vary in severity, frequency and in the numbers of people involved.

People working with children are uniquely placed to notice signs and symptoms of abuse and to support children who are subject to abuse or living in abusive situations.

Disclosure by a child

If a student discloses information about significant harm you should:

- Listen
- Tell the student that you need to tell someone else—**you cannot promise confidentiality**
- Make accurate notes of what has been said by the student and pass this immediately to the DSL with the time and date

It is not your responsibility to investigate but to report to a member of the safeguarding team.

Designated Safeguarding Lead: Mrs K Faulkner – Assistant Head, Pastoral Care

Deputy DSL: Mr A Jackson – Assistant Head, Ethos

Safeguarding Team:

- Mr A Hindman
- Mr N Topley
- Mrs L Watson
- Mr J Saunders
- Mrs E Conway
- Mrs S Smith
- Mrs L Roberts
- Mrs H Williams
- Mr S Williams (Bishop Luffa Learning Partnership)
- Miss R Tugwell (DSL – Bishop Luffa Launchpad)
- Mrs S Richi (DSL – Bishop Luffa Sixth Form)



Mrs K Faulkner,
Designated
Safeguarding
Lead



Mr A Jackson,
Deputy
Designated
Safeguarding Lead



Mrs E Conway
Pastoral Support



Mrs S Smith
Pastoral Support



Mrs L Roberts
Pastoral Support

Other General Information

Fire and emergency evacuation: Please make sure the student knows where to go in the event of a fire.

First Aid: Please make sure the student knows who to speak to if first aid is needed.