

Who to report to?

If you have concerns about a young person at Ark William Parker Academy, please speak immediately to one of our Designated Safeguarding Leads:

Designated Safeguarding Lead:



Claire Bessa

T. 01424 448235

E. c.bessa@arkwilliamparker.org

Deputy Designated Safeguarding Leads:



Steve Sully

Head of House

T. 01424 448203

E. s.sully@arkwilliamparker.org



Debbie Hodgkin

Head of House

T. 01424 448249

E. d.hodgkin@arkwilliamparker.org



Shelley Clark

Head of House

T. 01424 448216

E. s.clark@arkwilliamparker.org



Colm Doherty

(Sixth Form)

T. 01424 448212

E. c.doherty@arkwilliamparker.org

Who to report to?



Charlotte Hoare

(Safeguarding Officer)

T. 01424 448208

E. c.hoare@arkwilliamparker.org

If your concern is about a member of staff, please speak to the Executive Principal or the Principal:

Yvonne Powell Executive Principal

Stephanie Newman Principal

(Please ask at reception for contact details)

If your concern is about the Principal, please contact the Chair of Governors (Please ask at reception for contact details).

If you would like to give feedback or raise concerns regarding your site visit please contact the Operations Manager.

Sabrina Price-Townsend

(Operations Manager)

T. 01424 448217

E. s.price-townsend@arkwilliamparker.org



Ark William Parker Academy,
Park Avenue, Hastings, East Sussex TN34 2PG
T. 01424 439888 info@arkwilliamparker.org



Ark William Parker
Academy

Important Information and Safeguarding Procedures for Visitors



A guide for volunteers and visitors
to our academy

General Housekeeping and Emergency Information

At Ark William Parker we welcome visitors from the local and wider community to our school.

In taking our responsibilities relating to the duty of care of our staff and students seriously, we politely remind you of the following procedures.

All visitors must:

- report to reception on arrival and sign in
- wear their badge at all times
- be escorted around the site by our own staff unless covered by up to date DBS documentation which we have on file
- behave in a courteous and polite manner at all times
- report any issues or concerns to an appropriate member of staff
- sign out and return their badge on leaving the site to receptionist or secure deposit box on the wall

Fire Safety or evacuation

In the event of a fire or emergency evacuation, please follow the procedures which are displayed around the academy. The assembly point is at the corner of the middle playground marked by a 'V' inside a blue circle. Please line up at that point where a member of staff will meet you. Please remain here until otherwise advised.

Smoking

Ark William Parker is a 'no smoking/vaping' site. This is not permitted on the premises at any time, either in the building or in the grounds.

First Aid

Assistance with First Aid is available via the site team, please contact on T. 07962 684642 or after 2.30pm T. 07962 684643.

Our Safeguarding Commitment

The academy, its staff and Governors are committed to safeguarding the welfare of our students. We provide a safe environment with robust systems to ensure the safety and healthy development of all our students, within the academy and on related academy trips and other activities.

Everyone working in or for the academy shares the objective of helping to keep young people safe by contributing to:

- Ensuring that the academy provides a safe environment in which young people can learn and develop, and
- Identifying young people who are suffering or likely to suffer abuse and taking appropriate action with the aim of making sure they are kept safe both at home and in the academy.

We recognise that some young people may be especially vulnerable to abuse. We are committed to doing our best to identify such young people and to working with the appropriate authorities to support and safeguard them.

We are committed to providing all our students with a safe learning environment, free of bullying and other forms of harassment, and to teaching students to act safely in and outside the academy and on the internet. We will always take a considered and sensitive approach in order to support all our students.

If a young person tells you something that concerns you:

- listen carefully
- stay calm
- take it seriously
- explain that you are not able to keep secrets
- explain that you will have to share the information with one of the Designated Safeguarding Leads

If possible, escort them to a Designated Safeguarding Lead immediately or pass the details at once to them and ensure that they pick the matter up.

Reporting your concern

Make a record of your concern as soon as you can detailing:

- The young person's name
- The nature of the concern
- The date and time
- What the young person told you
- Details of your response

This must be passed to one of the Designated Safeguarding Leads.

