

## Our Culture of Safeguarding

**Safeguarding is our whole school shared responsibility** and each adult who works in our school or visits our school, shares that responsibility. We understand that safeguarding permeates everything that we do and is breathed through our policies and **strength of interactions** with our community of families and pupils.

We use our training to inform our practices and **understand how behaviours may be signals for signs and symptoms for a range of safeguarding issues**. We seek to create **safe environments** for all our pupils so that they have the confidence to share anything that is worrying or upsetting them. We **challenge all inappropriate behaviours** and work hard to **promote dignity and respect** for all pupils and adults in our care using **positive language that does not create shame or blame**.

## What to do if you are worried about a child.

If you are concerned about:

- Something a child says
- Marks or bruising
- Changes in a child's behaviour.

### You Must:

- ✓ Report it to a DSL
- ✓ Write the details on our online tracking system (Bromcom) and share with a DSL or member of SLT who will action this.

## Who to talk to:

All adults who work with children have a duty of care to safeguard and promote their welfare.

If you have any concerns about a child protection issue, the welfare or safety of a child, then report it to our Designated Safeguarding Leads (DSLs) in school.

### Our Designated Safeguarding Leader is:

Mr Iain Witts  
(Executive Headteacher)



### Our Deputy DSLs are:

Miss Stacey Gillmore  
Deputy Head



Miss Denise Moore  
(Assistant Head/SENCO)



Mrs Paula Rich  
(FLO)



### Our Safeguarding Governors is:

Mrs Tracy Roper



*Please be aware that Kingsnorth CEP is a smoke-free and vape-free school and site.*

## Welcome to Kingsnorth CEP School



## Safeguarding Guide

For school visitors and volunteers

**Upon arrival at Kingsnorth CEP, you are requested to electronically sign in.**

**You will then be given a lanyard to wear to help identify you**

**Please ensure you wear this for the duration of your visit.**

**Remember: If in doubt – ask!**

**Please do not leave our school without telling someone or doing something if you have concerns.**

**It is everyone's responsibility to ensure that our children stay safe. Each person who works in school, or visits, shares that responsibility.**

## Disclosures:

If a child discloses something to you as a trusted adult:

- ✓ React calmly
- ✓ Listen carefully to the child, particularly what is said spontaneously
- ✓ **Do NOT** promise confidentiality. Explain to them that you must pass on information if you are worried about their safety
- ✓ **Do not** ask leading questions or make judgements. Clarify and check your concern if you feel that you are not sure by using **TED Tell - Explain – Describe.**

Notify a DSL as soon as possible so they can conduct an investigation into the concerns.

Please reassure the child that they are doing the right thing. Record carefully on Bromcom what the child says in their own words, including how and when the account was given. This must be dated and shared with a DSL immediately.

If you feel a child may be at risk of harm, but are not sure, then inform one of the DSLs immediately. They will offer advice and support with appropriate action.

Child abuse can happen to any child regardless of gender, race, religion, culture social background, ability or disability. A copy of the school's Safeguarding policy is available from the office or website: [www.kingsnorth.kent.sch.uk](http://www.kingsnorth.kent.sch.uk)

## Types of Harm:

We all have a responsibility to keep children (under 18) safe, both at home and in school. Harm is identified in 4 ways:

**Physical** – when a child is deliberately hurt or injured

**Sexual** – when a child is influenced or forced to take part in sexual activity. This can also be an activity such as being made to look at inappropriate images.

**Emotional** – when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents or visitors in the home fighting or using violence.

**Neglect** – when a child is not being taken care of by their parents/carers. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school and being left home alone.

## Prevent:

The Prevent Duty requires all schools to have “*due regard to the need to prevent people from being drawn into terrorism.*” Our curriculum allows pupils time to explore and debate sensitive and diverse issues, manage and recognise risk in order to make good choices, underpinned by the core British Values.

If you think a child is at risk of being drawn into extremist ideology, DSLs must be informed; they may then decide with which agencies to collaborate in order to support the pupil.

## Staff Conduct:

If you are concerned about the conduct of a member of staff or adult in school, the following actions **MUST** be taken:

- ✓ Immediately inform the Headteacher
- ✓ In their absence, immediately inform the Deputy Headteacher or SLT.

## Fire Safety:

Any person discovering a fire must:

- ✓ Operate the nearest fire alarm.

On hearing the fire signal:

- ✓ Evacuate the building via the nearest fire exit, closing doors behind you
- ✓ Children and adults convene on the nearest playground
- ✓ Inform one of the fire marshals/school staff of your presence
- ✓ At all times act quietly and calmly
- ✓ Do not stop to collect your personal belongings.

## First Aid:

If either you or a child requires first aid when in school, please contact one of the First Aid team in the school office or Miss Sarah Gorham our Welfare Officer.

## Behaviour:

As a visitor or volunteer, please refer any poor behaviour you may encounter to a member of staff who will deal with it accordingly.