

Curiosity | Care | Courage | Creativity

## King Edward VI School

# Safeguarding in Practice

## September 2024

Our Vision:

*To be a vibrant learning community nurturing courage, care, curiosity and creativity in every young person, so that they flourish in the world with hope and self-belief.*

<b>Version Number:</b>	Version 3
<b>Drawn up by:</b>	Tom Spillane - Designated Safeguarding Lead Sue Sweny - Safeguarding Officer/Deputy Safeguarding Lead
<b>Reviewed by:</b>	Tom Spillane - Designated Safeguarding Lead
<b>Date reviewed:</b>	September 2024
<b>Committee</b>	Curriculum and Standards
<b>Approval by:</b>	Curriculum and Standards
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This document outlines the procedures underpinning the school's Child Protection and Safeguarding Policy. [Policies - King Edward VI School \(king-ed.suffolk.sch.uk\)](http://king-ed.suffolk.sch.uk)

All children should feel safe and protected. It is the responsibility of all staff to safeguard and protect the welfare of the children in our care. Students have the right to personal safety and the staff have a duty to protect that right. Any member of staff who has a concern about the welfare of a child has a duty to pass that concern on to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Leads (DDSL).

If a student discloses information about possible abuse, then you need to listen and provide reassurance but avoid 'putting words into the student's mouth' and explain that what they say will need to be passed on to the safeguarding team.

Concerns may be about a number of issues (this list is not exhaustive):

- Verbal disclosures/accusations
  - Physical injury
  - Neglect or failure to thrive
  - Child on child
  - Inappropriate behaviour- with sexual or suggestive overtones
  - Unusually withdrawn behaviour
  - Sudden changes in behaviour.
  - Disabled and has specific additional needs
  - Special educational needs (whether or not they have a statutory Education, Health and Care Plan)
  - Young carer
  - Risk of modern slavery, trafficking or exploitation
  - Showing signs of being drawn in to anti-social or criminal behaviour,
- including gang involvement and association with organised crime groups
  - Frequently missing/goes missing from care or from home
  - Risk of being radicalised or exploited
  - Family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
  - Misusing drugs or alcohol themselves
  - Returned home to their family from care
  - Privately fostered child
  - Relates to staff conduct

It is the duty of the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Leads (DDSL) to collate all information and make a judgement about any necessary action.

Reliable and effective communication is essential at all levels to ensure that all reasonable steps are taken to safeguard the well-being of staff and students.

It is our policy to safeguard the welfare of all learners by protecting them from harm.

### **YOU MUST REFER, YOU MUST NOT INVESTIGATE**

All staff should receive appropriate safeguarding and child protection training which is regularly updated. In addition, all staff should receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings and MyConcern documents), as required, and at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.







## **Safeguarding or child protection?**

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- providing help and support to meet the needs of children as soon as problems emerge
  - protecting children from maltreatment, whether that is within or outside the home, including online
  - preventing the impairment of children’s mental and physical health or development
  - ensuring that children grow up in circumstances consistent with the provision of safe and effective care
  - taking action to enable all children to have the best outcome
- (Keeping Children Safe in Education 2024)*





At King Edward Vi School, the Designated Safeguarding Lead (DSL) is **Tom Spillane**. The Deputy Designated Safeguarding Leads are **Beverley Tucker**, **Sue Sweny** (Safeguarding Officer), **Rachel Pickering**, **Rob Herbert** and **Jason Post**. Please see below for their photos, roles in school and contact details.

## Safeguarding Team

	<b>Tom Spillane</b> Assistant Headteacher Designated Safeguarding Lead	<a href="mailto:SP@king-ed.suffolk.sch.uk">SP@king-ed.suffolk.sch.uk</a>  Ext 203
	<b>Beverley Tucker</b> Deputy Headteacher & Deputy Safeguarding Lead	<a href="mailto:TK@king-ed.suffolk.sch.uk">TK@king-ed.suffolk.sch.uk</a>  Ext 281
	<b>Sue Sweny</b> Safeguarding Officer and Deputy Safeguarding Lead	<a href="mailto:SCS@king-ed.suffolk.sch.uk">SCS@king-ed.suffolk.sch.uk</a>  Ext 287
	<b>Rachel Pickering</b> Deputy Safeguarding Lead	<a href="mailto:PG@king-ed.suffolk.sch.uk">PG@king-ed.suffolk.sch.uk</a>  Ext 277
	<b>Rob Herbert</b> Deputy Safeguarding Lead	<a href="mailto:HB@king-ed.suffolk.sch.uk">HB@king-ed.suffolk.sch.uk</a>  Ext 297
	<b>Jason Post</b> Deputy Safeguarding Lead	<a href="mailto:PO@king-ed.suffolk.sch.uk">PO@king-ed.suffolk.sch.uk</a>  Ext 260

Safeguarding in Practice Sept 24. V3

## Alternative Provision Team

	<b>Beverley Tucker</b> Deputy Headteacher (Inclusion)	<a href="mailto:tk@king-ed.suffolk.sch.uk">tk@king-ed.suffolk.sch.uk</a>  Ext 281  Gatekeeper of all referrals to Alternative Provision and co-ordinates the processes and procedures including reduced timetables
	<b>Tom Spillane</b> Assistant Headteacher (Head of KS4/DSL)	<a href="mailto:sp@king-ed.suffolk.sch.uk">sp@king-ed.suffolk.sch.uk</a>  Ext 203  Co-ordinates the referral process including parental engagement with students in KS4
	<b>Rob Herbert</b> Assistant Headteacher (Head of KS3)	<a href="mailto:hb@king-ed.suffolk.sch.uk">hb@king-ed.suffolk.sch.uk</a>  Ext 297  Co-ordinates the referral process including parental engagement with students in KS3
	<b>Tahnee Burton</b> Alternative Provision Administrator	<a href="mailto:tab@king-ed.suffolk.sch.uk">tab@king-ed.suffolk.sch.uk</a>  Ext 263  Monitors the attendance of students daily, maintains the student folders and the provisions paperwork

## Dealing with a Disclosure or Concern

If you have had a disclosure or you have seen something that worries you, then please follow the action points below:

Do	Don't
<ul style="list-style-type: none"> <li>Stay calm</li> </ul>	<ul style="list-style-type: none"> <li>Dismiss what the child is telling you</li> </ul>
<ul style="list-style-type: none"> <li>Listen and be supportive</li> </ul>	<ul style="list-style-type: none"> <li>Ask any leading questions or jump to conclusions</li> </ul>
<ul style="list-style-type: none"> <li>Tell the child what you will do next</li> </ul>	<ul style="list-style-type: none"> <li>Stop or interrupt a child who is recalling significant events</li> </ul>
<ul style="list-style-type: none"> <li>Record on MyConcern what was said</li> </ul>	<ul style="list-style-type: none"> <li>Promise the child confidentiality</li> </ul>
<ul style="list-style-type: none"> <li>Inform the DSL of your concerns immediately</li> </ul>	<ul style="list-style-type: none"> <li>Express an opinion about the alleged perpetrator</li> </ul>
<ul style="list-style-type: none"> <li>Seek support for yourself</li> </ul>	<ul style="list-style-type: none"> <li>Tell the child everything will be ok</li> </ul>

**When a young person speaks to you about a concern, remember these key processes:**

**Scenario 1:**

- 1 •Disclosure by a student.
- 2 •Listen carefully to what the young person is telling you and record this down as accurately as possible.
- 3 •Explain that you will have to pass the information on to someone who can help. Log a concern using MyConcern and it will be dealt with by the Designated Safeguarding Lead (or Deputy Designated Safeguarding Leads).
- 4 •If it is possible to feedback the outcomes of the your concern, you will get the feedback within a few days. Please keep an eye out for that student and let the DSL or DDSL know if you have any continued concerns.

**Scenario 2:**

- 1 •Dealing with a concern that you have recognised (without disclosure).
- 2 •Do not approach the young person about your concerns.
- 3 •Log a concern on MyConcern or if you are unable to access My Concern, then inform reception that you need to speak to a member of the safeguarding team, or report it on the 'Report a Concern' button on the school website.
- 4 •Your concern will be dealt with by the DSL or DDSL. If you have a continued concern, please contact the DSL or DDSL.

## Report a Concern

A feature of our safeguarding procedures is the 'Report a Concern' button on the school website. Staff will still refer concerns through the MyConcern reporting system but students and parents can report a concern by pressing the Report a Concern button on the website as shown in the screenshot below. The button is available at the top of the homepage.

