

Key policies and where to find them

- *Anti-Bullying Policy*
- *Children Looked After Policy*
- *Child Protection Policy*
- *Health and Safety Policy*
- *Mental Health and Wellbeing Policy*
- *Online/E-Safety Policy*
- *Preventing Radicalisation Policy*
- *Whistleblowing Policy*

All up to date policies can be found on our school website.



Visitor Safety Information

Fire and Evacuation

In the event of a fire alarm (long continuous sound) please exit the building by the nearest exit and proceed to the MUGA at the rear of the main building.

In the event of a lockdown, an audible message with instructions will be broadcast over the tannoy system.

Security

All visitors and contractors must report to Reception.

As a visitor you will be asked to sign in and will be issued with a badge that must be worn prominently so that staff and students can see you are a visitor.

Staff or volunteers wearing green visitor lanyards are allowed to be in school unattended. Anyone in school without a lanyard or wearing a pink visitor lanyard **MUST BE REPORTED TO A MEMBER OF STAFF** if seen unattended.

First Aid

If you need first aid or feel unwell please report to Reception or alert a member of staff.

Mobile Phones

Please ensure your mobile phone is switched off or on silent mode. It should be stored safely and only used in the presence of a member of staff. Do not take pictures or films of children.



Please scan this QR code to visit the Safeguarding page on the KWS website.

01582 314777

safe@kwschool.co.uk



Essential Safeguarding Information

This leaflet helps to support our staff and visitors to safeguard students at Katherine Warrington School.



Spotting the signs of abuse

Some of the most common signs of abuse are listed below:

- unexplained changes in behaviour or personality
- becoming withdrawn
- seeming anxious
- becoming uncharacteristically aggressive
- lacking social skills and has few friends, if any
- poor bond or relationship with a parent
- knowledge of adult issues inappropriate for their age
- running away or going missing
- always choosing to wear clothes which cover their body.

Children can suffer from physical, emotional or sexual abuse. Neglect is also a form of abuse.

If at any point you have concerns that a child in our school may be unsafe or they make a direct disclosure, please make sure you inform one of the DSL or a DDSL (contacts listed in this leaflet).

Concerns about staff

If your concern is about a staff member or volunteer, you should report this to the Headteacher. If your concern is about the Headteacher, you should report such allegations to the Chair of Trustees.

Information regarding low level concerns can be found in our Child Protection Policy. These concerns are defined as any concern, no matter how small, that an adult working in or on behalf of the school may have acted in a way that is inconsistent with the staff code of conduct and does not meet the harm threshold.

You can access more information about how to report a concern of this nature in our CP Policy available on our website.

Contacts



Deputy Headteacher
Designated Safeguarding Lead - DSL
Sarah Hobson
s.hobson@kwschool.co.uk



Headteacher
Deputy Safeguarding Lead - DDSL
David Martin
head@kwschool.co.uk



Assistant Headteacher
Deputy Safeguarding Lead - DDSL
Chris Laing
c.laing@kwschool.co.uk



Head of KS3 Pastoral Lead
Deputy Safeguarding Lead - DDSL
Garry Jones
g.jones@kwschool.co.uk



Head of KS4 Pastoral Lead
Deputy Safeguarding Lead - DDSL
James Ellershaw
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Student and Family Support Worker
Deputy Safeguarding Lead - DDSL
Sahira Inayat
s.inayat@kwschool.co.uk



Safeguarding Trustee
Sally Pearson
s.pearson@kwschool.co.uk



Chair of Trustees
Jenny Howarth
j.howarth@kwschool.co.uk

Handling a disclosure

1. RECEIVE

- Stay calm and be patient.
- Listen carefully and take it seriously.

2. REASSURE

- Try to make the child feel safe and secure.
- Reassure them that they have done the right thing by telling you.

3. RESPOND

- Avoid showing your own feelings even if you feel shocked or angry.
- Ask questions for clarification only.
- Explain what you will do with the information and what may happen next.

4. REPORT

- If you consider a child to be at immediate risk of harm, speak with the DSL or a DDSL immediately.
- In some circumstances it may be necessary to call 999 - see section 8 of our CP Policy.
- Report all other concerns on CPOMS making sure to alert 'All DSLs.'
- Inform the young person that you will need to pass on the concerns and that you cannot keep this a secret.

Remember: If you are at any point unsure or concerned, speak to a member of the safeguarding team.