

Curiosity | Care | Courage | Creativity

King Edward VI School

Safeguarding in Practice

September 2023

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.

Version Number:	Version 2
Drawn up by:	Tom Spillane - Designated Safeguarding Lead Sue Sweny - Safeguarding Officer/Deputy Safeguarding Lead
Reviewed by:	Tom Spillane - Designated Safeguarding Lead
Date reviewed:	September 2023
Approval by:	Full Governing Body
Date approved:	8 November 2023
Review Cycle:	1 year
Date of next Review:	September 2024

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- Unusually withdrawn behaviour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:

- protecting children from maltreatment







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- preventing impairment of children’s 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 outcomes. Children includes everyone under the age of 18.





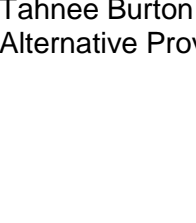
(Keeping Children Safe in Education, Sept 2023 & Working Together to Safeguard Children, March 2018)

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

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

Alternative Provision Team

	Beverley Tucker Deputy Headteacher (Inclusion)	tk@king-ed.suffolk.sch.uk Ext 281 Gatekeeper of all referrals to Alternative Provision and co-ordinates the processes and procedures including reduced timetables
	Tom Spillane Assistant Headteacher (Head of KS4/DSL)	sp@king-ed.suffolk.sch.uk Ext 203 Co-ordinates the referral process including parental engagement with students in KS4
	Rob Herbert Assistant Headteacher (Head of KS3)	hb@king-ed.suffolk.sch.uk Ext 297 Co-ordinates the referral process including parental engagement with students in KS3
	Jessica Harvey External Alternative Provision co-ordinator	jhy@king-ed.suffolk.sch.uk Ext 261 Completes the referral process for external provisions and monitors and quality assures the provision and conducts visits
	Tahnee Burton Alternative Provision Administrator	tab@king-ed.suffolk.sch.uk Ext 263 Monitors the attendance of students daily, maintains the student folders and the provisions paperwork

The link to the Alternative Provision Policy will be added here, once ratified

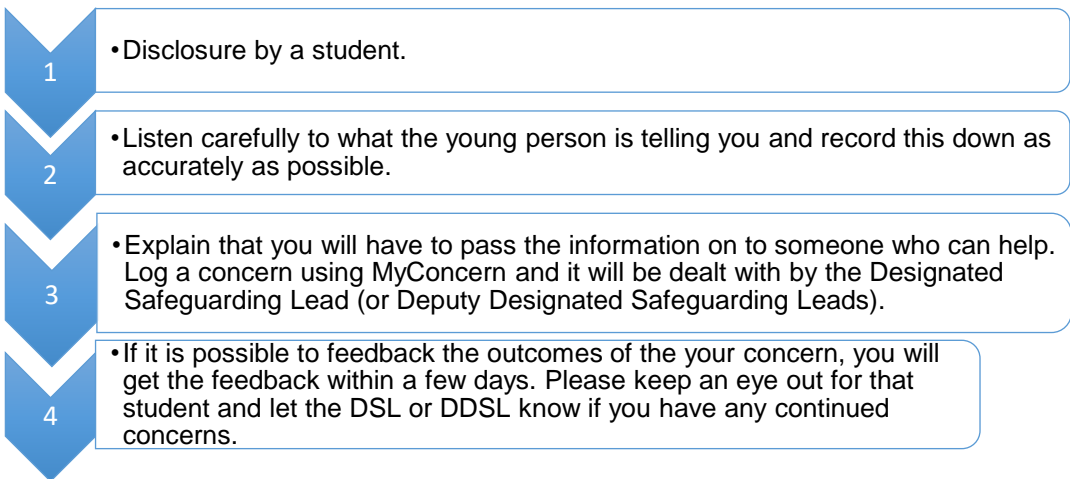
Dealing with a Disclosure or Concern

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

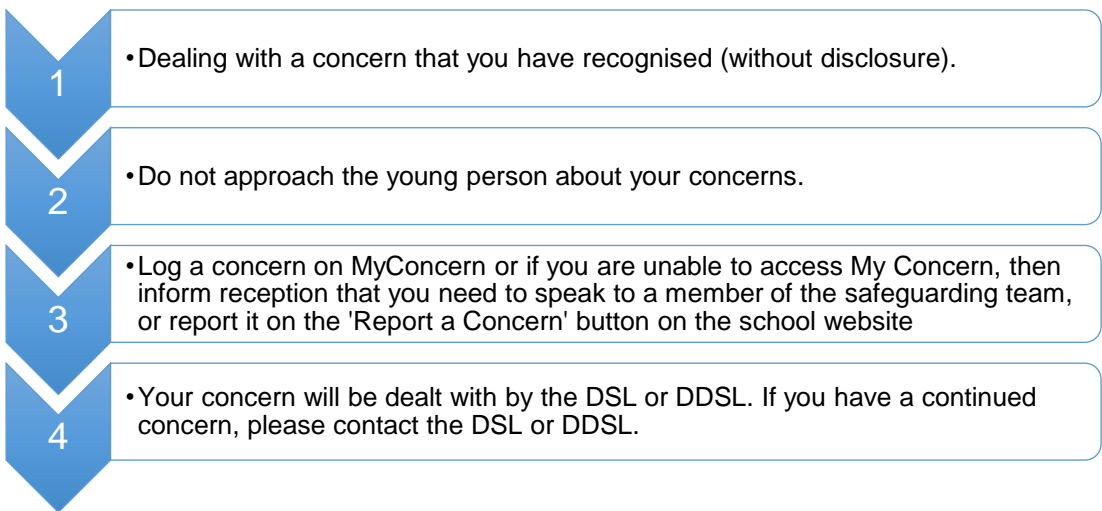
Do	Don't
<ul style="list-style-type: none">Stay Calm	<ul style="list-style-type: none">Dismiss what the child is telling you
<ul style="list-style-type: none">Listen and be supportive	<ul style="list-style-type: none">Ask any leading questions or jump to conclusions
<ul style="list-style-type: none">Tell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

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

Scenario 1:



Scenario 2:



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.

