

## The Designated Safeguarding Team



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## Safeguarding Procedure What you should do:

- Immediately report any concerns to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL)
- Record what has been noted or said, sign it, time it and date it. Give this to the DSL/DDSL.
- Keep what has happened to as few people as possible.
- It is not your job to investigate concerns about a child or talk to parents. The DSL will lead on this.

### A child tells you about abuse:

- Treat what the child tells you seriously.
- Reassure the child they have done the right thing telling you.
- Do not question the child or give suggestions, ideas, or words.
- Do not promise to keep what they have told you a secret.
- Tell the child you will pass on what they have said to one of the safeguarding team.
- Immediately report the information to the DSL or DDSL.
- Record what the child has said, in their own words, date it, time it and give to the DSL.

### What happens next?

The DSL/DDSL will gather information and decide on the next course of action.

## KETTERING SCIENCE ACADEMY

*Being the best you can be*



## Safeguarding Information for Visitors 2024-25

Our first priority is the safety and welfare of our school community. We are deeply committed to the highest standards of protection, care and support at all times.

We all share a responsibility to ensure the school environment is safe and welcoming and to report any damage or safety/welfare issues.

We take seriously the information we are given about child protection, recognise that the school cannot promise confidentiality and will report concerns we may have to the school's Designated Safeguarding Team.

#### **Types of abuse:**

##### Emotional

The persistent emotional maltreatment of a child can cause severe and persistent adverse effects on the child's emotional development.

##### Physical

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, scalding, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms or deliberately induces illness in a child.

##### Neglect

Neglect is the persistent failure to meet a child's physical, psychological and/or basic emotional needs likely to result in the serious impairment of the child's health or development.

##### Sexual

Forcing or enticing a child or young person to taking part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

#### **To protect our students we :**

- Create an atmosphere where all our students feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly and effectively to cases of suspected abuse.
- Ensure that all external visitors have relevant DBS checks and identification has been seen.

#### **To support our students we:**

- Promote the academy's ethos '**Being the best you can be**' and '**Knowledge, Strength Ambition**'.
- Encourage self-esteem and communication whilst not condoning aggression or bullying.
- Promote a caring, safe and positive environment within the Academy.
- Use the 'Protective Behaviours' and 'Five Ways to Wellbeing' frameworks.

#### **Everyone working with our students should be aware that:**

- Your role is to listen and note carefully any observations which could indicate concern.
- You should not attempt to investigate once the initial concern is raised.
- You should involve the Designated Safeguarding Lead or Deputy Safeguarding Leads immediately.
- If the Designated Safeguarding Lead or Deputy Safeguarding Leads are not available, the Principal should be contacted.
- A disclosure of abuse or harm can be made at anytime (lesson times, break times, after school etc.).

#### **Practical matters**

Please do:

- Sign in at Reception using our digital signing in system
- If you work for an external agency please have your DBS documents ready if needed. Reception staff must ask for this so please do not be offended. We may need to take a copy.
- Wear the lanyard you are given at all times
- Your host will show you where to go , where the nearest toilets are and what to do in the event of a fire.
- If you feel unwell please let your host know and they will seek assistance
- Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site.
- The school is a non smoking site (including e-cigarettes)

Please do not:

- Take photographs of any students or staff
- Initiate verbal or physical contact with students unless it is appropriate and a part of the agreed reason for your visit
- Give out any personal information to students,
- Give students details of your personal social network accounts or engage in any communication with students using social networking sites

If you have any questions please ask at Reception or speak to your host.

Thank you for your co-operation.

***Safeguarding is  
everybody's responsibility***