





We take safeguarding very seriously in our school. Everyone in school has a role to play in keeping children safe, although there are certain key people with particular responsibilities:

Headteacher:	Mr Andy Scott-Evans	
Designated Safeguarding Lead:	Mr Jamie Shields	
Deputy Designated Safeguarding Leads:	Mr Gus Fenn Mrs Kerry Course (for Sixth Form Students)	 
Governor for safeguarding	Ms Jenny Downs	

Fire and emergency evacuation

If the alarm sounds (continuous ringing bell), exit by the nearest fire exit and make your way to the playground. Please register with Miss Emily Spence, situated by the number 50 painted on the playground floor. Please wait there until you are given permission to re-enter the building.

If you discover a fire, please activate the alarm and inform a member of staff, if possible. Do not attempt to tackle the fire unless you have been trained to do so. Close doors if safe to do so to contain the fire effectively.

First Aid

Many of our staff members are trained in First Aid. If you need assistance, please inform a member of staff. Visitors should not treat students unless permission has been given. In an emergency do not hesitate to call 999 for an ambulance.

Accidents and Incidents

Please report any accident to Reception.

Use of school internet

All users of the school systems and Wi-Fi must comply with the Staff Safe and Acceptable Use of ICT



Welcome to Becket Keys Church of England Secondary School



As a visitor to our school it is important that you are aware of our safeguarding procedures - please ask a member of staff if you are unsure of anything in this leaflet.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play.

(Keeping Children Safe in Education, DfE 2021)

- All visitors should be prepared to provide formal identification and, where required, evidence of their Disclosure and Barring Service (DBS) Check (this may be a letter from an employer to confirm the appropriate DBS check has been obtained).
- All visitors must wear the ID provided upon signing in – this must be worn and kept visible at all times on site.
- Where visitors have parked on the school site, they must ensure their registration details are provided when they sign in.
- All visitors must sign out and hand in the ID provided when leaving the school site. In return, you will be provided with a token to re-access the car park, if required.

Protecting Our Students

1. What is Abuse?

Abuse is maltreatment of a child. This may be neglect, any form of physical, emotional or sexual mistreatment that leads to harm or injury, or failure to protect a child from harm. It can happen to any child regardless of their age, gender, race or ability and may be inflicted on the child by an adult / adults or another child or children.

2. What to do if you are worried about a student:

You may observe something or become aware of information about a student which concerns you while you are in school. If you do, it is important that you share your concerns with the Designated or Deputy Designated Safeguarding Lead. The school office will make arrangements for you to speak to

them, if you cannot locate them.

3. What to do if a student makes a disclosure:

- ▶ React calmly, listen without displaying shock, disbelief or making judgements.
- ▶ Do not promise confidentiality – explain that you must share the information with the Designated Safeguarding Lead.
- ▶ Reassure the student, but only so far as is honest and reliable.
- ▶ Do not interrogate the student, ask leading questions or criticise the alleged perpetrator.
- ▶ Make accurate notes (record the date, time, place, your observations and exactly what the student has said) – **ask Reception for a yellow safeguarding form and complete.**
- ▶ Report your concerns immediately to the Designated or Deputy Designated Safeguarding Lead.
- ▶ Follow the school Safeguarding Policy and procedures (which includes Child Protection) at all times. These can be found on the school website.

4. What to do if you have concerns about a member of staff:

If you are concerned about the conduct of a member of staff following something you have observed or a disclosure, you must raise your concern with either:

- The Headteacher (Andy Scott-Evans).
- The Designated Safeguarding Lead (Jamie Shields).
- The Deputy Designated Safeguarding Leads (Gus Fenn/ Kerry Course — *For Sixth Form Students*).

If none of these are available (or the complaint is about the DSL, DDSL or Headteacher) call the Local Authority Designated Officer (LADO): 03330 139 797 and the CEO of RET: 01372 363628.

5. What to do to keep yourself safe:

- Always speak to students calmly and respectfully.
- Avoid physical contact with students unless you are preventing them from harming themselves or others. *If you do have to restrain a student, complete a green 'Physical Restraint' form immediately and pass it to the Headteacher, Designated Safeguarding Lead or Deputy Designated Safeguarding Lead (these are available from Reception).*
- Avoid being alone with any student – you should not do so unless there is a specific reason to do so and other staff are aware.
- Always tell someone if a student touches you or speaks to you inappropriately (record the incident on a yellow safeguarding form (available from Reception), including the time and date, and give this to the Headteacher / Designated Lead).
- Never exchange personal contact details with a student or arrange to meet them outside of the school environment.
- Never have contact with a student on social media.
- Never use a personal mobile phone or camera around students.
- Never discuss confidential information outside of school or on-line.