



Safeguarding Leaflet

The Kingswinford School Academy recognise that they have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children and we recognise that all members of the school community (including volunteers and visitors) will at all times play a full and active part in protecting our students from harm.

The information enclosed outlines how we as a school and a community intend to keep our students safe and is for all adult visitors to our school including visiting teachers, educational professionals, students, health workers, classroom assistants or volunteers.

Entry / Exit from School

All visitors must use the Water Street entrance and report to the main reception. The electronic gates to the side of the school are not be used by visitors unless authorised by reception staff. Whilst on site all members of staff, visitors and volunteers are required to wear ID badges at all times.

As a visitor - It is important that you are aware of **Safeguarding Procedures** at The Kingswinford School Academy.

It is possible that you will be approached by a child who wants to talk to you about something that is happening to them. In this event, you must do the following:

- **Listen** to the child—do not let the moment pass.
- **Do not show revulsion or distress** however alarmed you may be.
- **Stay calm** and controlled.
- **DO NOT** ask **leading questions**
- **DO NOT** ask the child to **write anything down**.
- **DO NOT** tell the child you will be to keep the **information confidential**.
- **Report the incident** immediately to the Designated Senior Lead or the Deputy Designated Senior Lead responsible for Safeguarding (see below). Ask at reception if you are unsure of where to locate these people.

There may be occasions when you have cause for concern either about marks or bruises, or about the way the child is displaying themselves (e.g. Appearing to be distressed, hungry, dirty or neglected).

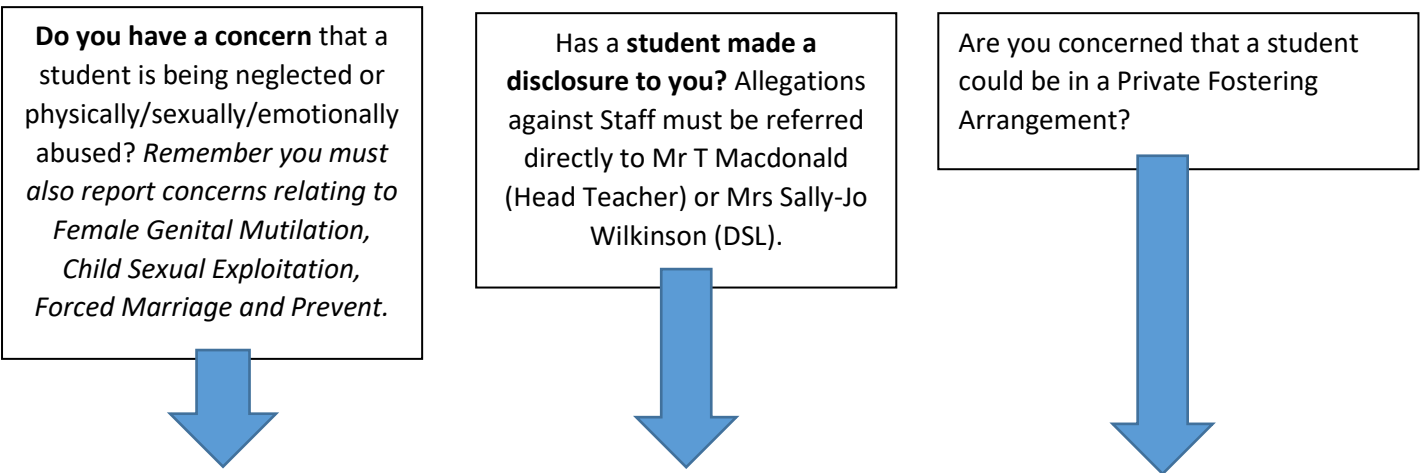
If you have these concerns, report these immediately to Mrs Sally-Jo Wilkinson - the Designated Safeguarding Lead (DSL) or Mrs J Edwards - Deputy Designated Safeguarding Lead (Deputy DSL).

It is important that you **do not feel afraid** about passing on your concerns. The information that has been shared with you or your own observations may be a small part in a bigger jigsaw and it may help to get a better understanding of what is happening to a child.

If the disclosure or concern is serious and the student is possibly in immediate danger, it is the duty of all staff, visitors and volunteers to inform the DSL or Deputy DSL immediately. This should be a verbal referral. Once this has taken place they will then make it a priority to record the concern or on the appropriate form which can be found in the school reception. All matters relating to Safeguarding are confidential and will only be disclosed to other members of staff on a need to know basis.

Allegations against Staff, Visitors and Volunteers - If an allegation is made against a member of staff, visitor or volunteer it should be reported immediately to Mr. T. Macdonald (Head Teacher) or Mrs Sally-Jo Wilkinson (DSL). If the allegation is made against the Head Teacher it must be reported to the Chair of Governors. In all cases the Local Authority Designated Officer (LADO) at Dudley's Safeguarding and Children's Board must be notified.

Flowchart of Safeguarding Procedure



PLEASE REMEMBER!

It is vitally important that you do not ask students to remove clothing, to write anything down or to sign notes you have made yourself. You must also not take photographs of any injuries / marks shown to you.

DO NOT ASK THE STUDENT ANY LEADING QUESTIONS

CONTACT THE FOLLOWING IMMEDIATELY



Mrs Sally-Jo Wilkinson– Deputy Head Teacher & Designated Safeguarding Lead
swilkinson@kingswinford.windsoracademytrust.org.uk
Telephone 01384 296596 Extension: 2104

Mrs Joanne Edwards – Director for Student Inclusion & Deputy Designated Safeguarding Lead
jedwards@kingswinford.windsoracademytrust.org.uk
Telephone 01384 296596 Extension: 2111

What will happen next?

The Safeguarding Team will gather all relevant information, link with multiple agencies and the decision will be made whether a referral to Children's Services and/or Police or an Early Help Assessment needs to be made.

Any information the Safeguarding Team area able to share with you, will be shared.