

Welcome to our school

Please take a few moments to read this leaflet.

At Borden Grammar School we recognise and promote our responsibilities for safeguarding and health and safety in our community. It is of paramount importance that all who work or visit here understand how they can contribute to looking after one another.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the Headteacher or Deputy Headteacher if you are unclear about anything in it.

Visitor Arrival Information

On arrival, please ensure that you sign in at reception and collect a visitor's badge/lanyard. It is imperative that you wear the badge at all times during your visit to our school and it is visible. Please also ensure that you sign out when exiting the school site and hand the visitor's badge/lanyard back to reception.

In accordance with current safeguarding guidelines, visitors who are not enhanced DBS checked will be escorted at all times, and wear a red lanyard.

All staff members and visitors are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.

Safeguarding

At our school we consider the safeguarding of our children to be of paramount importance. Therefore everyone on our site must be responsible for safeguarding and protecting children, and aware of our procedures.

If you have a safeguarding or child protection concern about a child, discuss your concerns with the DSL (Mrs Brooker), or in their absence, with a Deputy DSL (Mr Brinn, Mr Westby or Mrs Zarzycki), as soon as possible, before the child leaves for the day. It is important that the child is not sent home at the end of the day without taking the right protective action.

If you have a concern about a member of staff, discuss your concerns with the Headteacher (Mr A Tomlin) If you have a concern about the Headteacher, contact the Chair of Trustees (Mrs S Mendoza).

The staff at reception will provide details.

Dealing with a Disclosure

If a student makes a direct disclosure, complete a green incident form, available

from reception, and you must follow this guidance:

- Listen carefully and actively to what is being said without displaying shock or disbelief.
- Only ask TED questions when necessary to clarify (TED = tell, explain, describe).
- Allow the child to talk freely – do not put words in the child's mouth.
- Record factually what the child tells you or what you have observed.
- Reassure the child that what has happened is not his or her fault.
- Do not promise confidentiality or to keep a secret.
- Make sure our student knows you are going to pass the information on to the DSL.
- Stress that it was the right thing to tell.
- Do not criticise the alleged perpetrator.
- Inform the DSL without delay.
- Complete the welfare concern form and pass it to the DSL.
- Dealing with a disclosure from a child and safeguarding issues can be stressful. Consider seeking support for yourself and discuss this with the DSL.

Appropriate Behaviour

Staff and adults who visit the school are role models for students. We have a duty of care to promote and model positive values:

- behave appropriately and use suitable language that demonstrates that extremist, racist, sexist or homophobic language and attitudes are never acceptable.
- avoid physical contact with a child
- never exchange personal contact details with a child or arrange to meet them outside of the school environment
- never use a personal camera, including mobile phone cameras and smart technology, to take photographs or recordings without prior permission being given

Fire and Evacuation Procedures

If you hear the fire alarm, leave the building as quickly as possible and assemble on the school field. The member of staff you are with will know where this is and the safest route to take you there.

Incidents and Accidents

In the event of an incident, accident or you feel unwell, contact main reception through the internal phone system or contact the

emergency services directly on 999 or 112 in the event of a serious incident. If injured obtain the assistance of a First Aider, via the main reception.

You must also report to the Site Manager, via main reception, any incidents, accidents or near misses which occur on the school site whether or not any school employees/children were involved.

Other General Information

Smoke Free policy – our school operates a no-smoking policy throughout the entire site.

Visitor toilets – there are located by main reception and by the Hardy block, please ask the staff at reception for directions.

Access to the internet – all users of our school's systems and wi-fi must comply with the Acceptable Use Policy (AUP). Please ask the staff at reception for details.

Swale Early Help: 03000 421162

The LADO Education Safeguarding Advisory Service (LESAS): *If your concern relates to the welfare of a child:* contact the Front Door Service via the **Kent Integrated Children's Services Portal** (link below). *If you need to make a referral to the LADO regarding an allegation against a member of staff:* Complete a LADO referral via the **Kent Integrated Children's Services Portal** <https://kccchildrens.kent.gov.uk/web/portal/pages/home>

Safeguarding Advice relating to the Welfare of Children is via the **Front Door** 03000 411111 (Out of hours, after 5pm/urgent calls only, contact: 03000 419191)



Borden Grammar School

**Avenue of Remembrance,
Sittingbourne, ME10 4DB**

01795 424192

Information Leaflet – for visitors, agency and external staff

Designated Safeguarding Lead: Mrs M Brooker

Deputy Safeguarding Leads: Mr C Brinn,
Mr T Westby and Mrs N Zarzycki