



Student Friendly Child Protection Policy

Revised with students in March 2026

What is this?

Borden Grammar School has a Child Protection policy in place to look after the welfare of young people. This version is a student friendly guide, designed for young people and is a simplified form of the main policy.

What is it for?

This guide is to help you understand that Borden Grammar School takes the protection of its students very seriously. It explains what might be a child protection issue and what to do if you want to talk to an adult in school about something that has happened so you can get help and support.

Who is in the safeguarding team?

Every school must have a Designated Safeguarding Lead (sometimes shortened to DSL) and the DSL will also have Deputies (DDSLs)

In every school there is a Designated Safeguarding Lead who has the overall responsibility to keep you safe and all staff know they have to tell the DSL if they are worried about you. Every year, every member of staff in the school has training from the DSL so they know how to keep children safe and how to report any concerns they have.

For every member of staff working in a school, they know that keeping children safe is the most important part of their job, and so you would be able to share your worries with any member of staff and they would know what to do.

At Borden Grammar School our main safeguarding team is made up of:

1. Mrs Brooker - Designated Safeguarding Lead - Office is H5
2. Mr Brinn - Deputy Designated Safeguarding Lead - Office in V Block
3. Mrs Zarzycki - Deputy Designated Safeguarding Lead - Office is H4
4. Mr Westby - Deputy Designated Safeguarding Lead - Office is H5

On the Behaviour Team, these staff are also safeguarding trained:

1. Miss Powell - Safeguarding Supporter - Office is opposite Room 10
2. Miss Damms - Safeguarding Supporter - Reflection Room
3. Mrs Thompson - Safeguarding Supporter - Reflection Room
4. Mr Acland - Safeguarding Supporter - Reflection Room
5. Miss Summers - Safeguarding Supporter - Inclusion Hub
6. Our Headteacher, Mr Tomlin is also safeguarding trained.

We have a Safeguarding Trustee who checks that Borden Grammar School is keeping children safe; her name is Mrs Sutehall and we have a Chair of Trustees as well and her name is Mrs Mendoza.

Has someone said something to you, or have you heard or seen something that you do not like or upsets you?

Is someone bullying you? Is someone being unkind about your age, disability, religion, race, nationality, gender, sexuality, your family? Remember, these are all protected characteristics.

Sometimes, these things are said in person (verbal abuse) but they can also happen online. They can happen inside and outside of school - you can still tell a member of staff that you trust in school and they will help you.

Sometimes, students worry about being called a 'snitch' or a 'grass' - remember the difference between telling and 'snitching':

- Telling is when the situation is not safe and harm is being done to you or others. So by telling a member of staff you are helping to get rid of the harm or upset and keep you or your community safe
- Snitching is when someone tells a member of staff to try and get someone else in trouble, for their own gain

Always tell a member of staff that you trust if you are seeing or hearing things that you do not like and that is causing upset.

Has someone touched you on a part of your body that made you feel uncomfortable?

It is not okay for someone to touch you and make you feel uncomfortable - your body is private and belongs to you. If you are in a situation where someone has done something to you, and you have not given your consent, and told you not to tell anyone because of the trouble it will cause, this is not okay. Telling a member of staff at school will mean they can help put a stop to this touching. The unwanted touching is not your fault - you have not given your consent - and by telling someone at school you can be helped and supported.

Has someone asked you to do something that you are not comfortable doing?

- Has someone asked you to hide a vape for them?
- Has someone asked you to hold onto money for them?
- Has someone asked you to take something and hand it over to another person that you do not properly know?
- Has someone asked you to do something to yourself (such as take a picture of your private areas) and send it to them?
- Has someone threatened you, or a member of your family, to make you do something that you don't want to do?

These are just a few things that young people sometimes experience and it makes them uncomfortable. If you find yourself in a situation that makes you uncomfortable, speak to a member of staff that you trust to help you.

Has someone hit, punched or smacked you in any way?

Sometimes young people are punished or chastised (told off) and this causes harm to them. Telling a member of staff that you trust can help you get support.

Has your home situation changed and is causing you to feel upset?

All of the students at Borden Grammar School have different backgrounds and home situations to their peers and friends. Young people are amazingly adaptable and resilient but sometimes home situations change and young people feel overwhelmed or don't know what to do or how to cope. If

you experience a situation at home that feels unsafe or is causing harm or upset then you can tell this to a member of staff that you trust and they will help you.

Is your emotional and mental state feeling low and are you struggling to carry out your normal activities?

Everybody has emotional and mental health - just like we have physical health. If you break a leg you would have a plaster cast and hospital appointments and people would make adjustments for you if you needed crutches to get about. Looking after emotional and mental health is no different.

Examples that you are struggling might be thoughts that constantly intrude into your mind when you don't want them to; not sleeping properly; feeling more anxious than is normal for you; seeing a change in your behaviour such as avoiding friends, not feeling as sociable, wanting to be alone more than normal; decline in appetite; having no energy to do your usual activities. These are just a few examples - everyone experiences emotional and mental health individually.

If you are noticing that you are struggling with your emotional and mental health, please tell a member of staff that you trust and they will help get you some support.

This might be with sessions from a peer mentor, a Mental Health First Aider, from seeing our school counsellors from Kent Counselling for Schools or from the Emotional Wellbeing Team at NELFT, or we might suggest your parents/carers take you to the doctor. If you are at risk of causing significant harm to yourself the DSL or Deputy DSLs would ask your parents/carers to take you straight away to A&E to see health professionals. This can all lead to a referral to see CAMHS (Children & Adolescent Mental Health Service) who are specialists in supporting this aspect of your health.

Examples of members of staff that you can tell:

- Your form tutor
- Your head of Year
- The Headteacher, Mr Tomlin
- Anyone on the school leadership Team
- Any member of staff that you trust, and this might be support staff (non-teacher) or a teacher

How does our school work hard to keep you safe?

There are lots of ways that Borden Grammar School tries to keep you safe - here are some of them:

- Every year, all staff receive training on safeguarding and how to keep young people safe - and that includes online safety training
- We have staff out on duty points
- We have gates that close shut which means that members of the public cannot just walk onto our site
- We have duty staff with radios for rapid communication and swift action
- We have Entry Sign for visitors to sign in when they come on site for a meeting
- All of our Sixth Form students have lanyards (because they are not immediately recognisable as being a BGS student without wearing a uniform)
- We have staff in regular contact with students so students get to know and trust them, for example - form tutors, Heads of Year
- We have the pastoral curriculum that is delivered in form times and assemblies to give everyone a consistent message and knows the school values around behaviour and expectations
- Using form time to deliver key messages about safety with new issues, e.g. AI, or recent trends, e.g. nicotine pouches being illegally sold to young people
- We have a Behaviour Policy and encourage students to have restorative conversations to repair relationships when things go wrong

- We have CCTV cameras around the school site
- We have a filtering system that flags up when students are searching or looking at material that might raise safety concerns
- We have a wellbeing email address for students to reach out to when they want the safeguarding team to know they are struggling (wellbeing@bordengrammar.kent.sch.uk)
- We have trained Yr 12 and 13 Peer Mentors and Mental Health First Aiders
- We send our regular information to parents and carers about online safety and got parental/carers permission for AI usage
- We have details of safeguarding support and information on our school website under Information -> Wellbeing and Safeguarding
- We have the pictures of the main Safeguarding members of staff on posters in all of the classrooms so you know who they are
- We have the pictures of the whole Safeguarding Team (DSL, DDSL, Safeguarding Supporters) on slides in assemblies so you get to see who they are
- We have contextual safeguarding noticeboards displayed in every building of the school with key information on them
- We work with external agencies to provide support both inside and outside of school, for example: Imago (Young Carers), CAMHS (mental health support), SATEDA (domestic abuse support), police
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What happens when you tell someone?

If you speak to a member of staff at school, they will do the following:

- They will listen to you.
- They will not judge you or tell you off, even if you have done something that you know you should not have done. All staff know that everyone makes mistakes and it takes bravery and courage to come forward and get help.
- They will tell you that they cannot promise to keep information you tell them confidential and that they may need to share it with the Designated Safeguarding Lead (Mrs Brooker) if they think you are at risk of harm, or someone else is at risk of harm
- They may make notes so they remember what you have told them, and they will try and use your own words so they are accurate in recording what you say
- They will only ask TED questions, e.g. **T**ell me....**E**xplain..... **D**escribe.....
- They will see what support and help is available and get someone for you to talk to

If your safeguarding concern is given to the DSL (Mrs Brooker) or a Deputy DSL (Mr Brinn, Mrs Zarzycki, Mr Westby) they may need to contact your parents to let them know what has happened.

The DSL or DDSL may also need to seek advice from 'Front Door' which is a service that offers advice when schools need to know what to do next. Sometimes the advice is to make a referral so that an external agency such as Early Help, Social Services or mental health professionals like CAMHS can become involved. It is about trying to get the right help in the right places at the right time to make your situation better. Recognising that things are not right and getting the right help for you as early as possible often brings about the best outcomes. You do not need to be worried about this - using these agencies does not mean you might be taken away from your family, which is often what young people worry about when they speak up about their concerns.

Schools cannot do everything themselves and have to work with other professionals who are best placed to coordinate support and arrange help. Not all professionals are social workers; some are youth workers, mentors, family support workers, police.

The main thing is to talk to a member of staff you trust to tell them if you have a problem. The safeguarding team will explain everything to you and you can always ask questions when you have them.

Now you have read this guide, if you have any further questions please ask one of the following members of the Safeguarding Team:

Mrs Brooker - DSL - mbrooker@bordengrammar.kent.sch.uk

Mr Brinn - Deputy DSL - cbrinn@bordengrammar.kent.sch.uk

Mrs Zarzycki - Deputy DSL - nzarzycki@bordengrammar.kent.sch.uk

Mr Westby - Deputy DSL - twestby@bordengrammar.kent.sch.uk

And finally...

Keeping the school safe is everyone's responsibility, which means you too. If you are at all worried for yourself, or for one of your friends, just talk to someone so they can try to help make things better.