

DBS Certificates

All staff, including supply staff, and regular volunteers are subject to Disclosure & Barring Service (DBS) certificates. This is to help ensure unsuitable people are prevented from working with children. Advice about DBS certificates is available from the office.

Safeguarding Screening Document

All adults visiting the school, will be given a copy of this leaflet to understand the school's safeguarding procedures. Please also refer to the Keeping Children Safe in Education link on our website.

<https://lenham.kent.sch.uk/about-us/safeguarding/>

Identity Badges

All visitors are required to sign in and out at the office and wear a visitor's badge while on the school site. This should be visible at all times and any adults without a badge will be challenged.

Whistle Blowing Procedures

If you have any concerns about the conduct of an adult, this should be reported as soon as possible to the headteacher (or whoever is deputising for her). Should the allegation be about the headteacher, please inform the Chair of Governors, Ceri Norey on:
Email: c.norey@lenham.kent.sch.uk

In the event of a fire...

The fire alarm is a continuous bell. If it sounds, leave the building by the nearest exit and go to the playground.

Nominated First Aiders

All of our staff are trained first aiders. In the event of an accident, please seek their assistance as a matter of urgency.

Online Safety

A separate policy regarding online safety is available on the school website.

<https://lenham.kent.sch.uk/about-us/policies/>

We are committed to safeguarding & meeting the needs of all our pupils in our care

Designated Safeguarding Lead:



Mrs Anji Martin

Deputising Leads:

Mrs Andrea McCluskey (Headteacher)

Mrs Louise Culver

Mrs Michelle Grieve

The LPS governor with responsibility for safeguarding:

Mrs Ceri Norey

Rainbow Class:

Mrs Sian Miller, Mrs Lara Hopcroft, Miss Carla Binder

Class 1:

Ms Charlotte Faulkner, Mrs Hannah Elliott,
Mrs Mel Dawber, Ms Anna Groom

Class 2:

Mrs Carrie Horlock, Mrs Ellen Carter

Class 3:

Mrs Sian Hampshire, Mrs Jane Prescott, Mrs Sam Sander

Class 4:

Ms Victoria Travis, Mrs Amy Killick, Miss Alison Truss,

Class 5:

Mrs Anji Martin, Mrs Lisa Filmer

Class 6:

Mrs Sarah Fisher, Miss Katy Brooks, Ms Anna Groom

PPA Cover:

Mrs Sheereen Wheeler, Miss Carla Binder

Lunchtime Supervisor:

Mrs Patricia Hardings

Office Staff:

Mrs Simone Williams-King

Mrs Tanya Thwaites, Mrs Katherine Costain

SENCo:

Mrs Michelle Grieve

SEN/Speech & Language:

Mrs Karen Smith

Caretaker:

Mr Nick Smith

IT Support - SNS:

Mr John Ferris

LENHAM PRIMARY SCHOOL Safeguarding Procedures 2025-26



Guidance for adults visiting or working with Lenham Primary School

Welcome to our school

Visitors bring worthwhile experiences to our pupils, which we appreciate.

This leaflet provides some guidance on working safely with our pupils and tells you what to do if you have a concern about a student.

Please read it carefully and do not hesitate to ask if you require any further information.

Lenham Primary School is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. Lenham Primary School recognises our moral and statutory responsibility to safeguard and promote the welfare of all children with their best interests at the centre of our work.

Lenham Primary School recognises the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

Keeping Ourselves Safe

We must also take steps to keep **ourselves** safe. Our actions can sometimes be perceived in a way that was not intended. We want to promote safe working practices for everyone on the school site, whatever your role.

To keep yourself safe please follow this advice:

Do...

- ✓ Wear your visitors' badge at all times.
- ✓ Keep your phone turned off and out of sight.
- ✓ Be a good role model to the pupils, by being respectful, fair and considerate.
- ✓ Ensure that when working in a one-to-one situation with a pupil, you are both visible to others.
- ✓ Remember that your actions may be misinterpreted – no matter how well intentioned.
- ✓ Report any unacceptable behaviour from a pupil e.g. bullying, ridiculing, rude or silly behaviour.
- ✓ Respect a child's right to personal privacy.
- ✓ Be aware of keeping the pupils and yourself safe.
- ✓ Read this leaflet thoroughly and know who to speak to if you have any concerns.

Do not...

- ⊗ Do not take photos of the pupils (unless you have been requested to do so on a school device) or exchange contact details with any child.
- ⊗ Do not receive or give gifts, unless it has been organised in advance, through the school.
- ⊗ Only touch children for professional reasons and when this is necessary and appropriate for the child's safety and well-being.
- ⊗ Do not jump to conclusions without checking facts.
- ⊗ Do not accept physical or verbal abuse from a pupil. DO NOT respond yourself, but report it immediately to a member of staff.

- ⊗ Do not make suggestive remarks or use language which may be offensive (including racist, homophobic or sexist language).
- ⊗ Do not rely on your good name to protect you.
- ⊗ Do not believe it couldn't happen to you, **it could**.

Worried about a child?

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health and well-being. Changes in a child's behaviour may not necessarily indicate that a child is suffering from abuse or neglect. However, if you become concerned about a child you are working with and notice:

- Something out of character for that child
- A mark or a bruise on the child's body
- Worrying comments made by that child

Please report these concerns to the child's teacher or teaching assistant, who will speak to the school's **DSL**. Further information can be found on our website under 'What to do if you are worried a child is being abused.'
<https://lenham.kent.sch.uk/about-us/safeguarding/>

Disclosure of abuse by a child

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality, and for you to be able to stay calm and controlled.

- Listen to what is being said, without displaying shock or disbelief. Accept what is being said.
- Use the T.E.D (Tell, Explain, Describe) approach to illicit information.
- Reassure the child, but do not make promises that might not be possible to keep.
- Do not promise confidentiality but explain that you will have to tell their teacher, or the headteacher, in order that you can help them.
- Reassure the child that it is not their fault.

- Stress that it was right to tell.
- Make them aware that their disclosure will be reported only to those that need to know and can help.
- Record details of the disclosure immediately, using the schools Green Safeguarding Form, and include wherever possible, the exact words used by the child. Sign and date the record.
- Report your concerns and give your written account to the DSL / headteacher in order to be dealt with in the most appropriate way (envelopes and paper are available at the office).
- Be aware of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed.

It is important to remember the child's details **MUST** remain confidential, and any discussion you undertake, does not allow the child to be identified by anybody else.

Please do not:

- **Decide to do nothing**
- **Leave our school without telling anyone**