



## The King's CE Primary School's Safeguarding Information Leaflet for Parents and Carers

*Living and learning by the values of Love,  
Compassion and Respect*

### **Richmond Council Social Services**

#### **Single Point of Access (SPA)**

0208 547 5008

Out of Hours: 0208 770 5000

### **Local Authority Designated Officer (LADO)**

0208 891 7370 and/or 07774 332675

[lado@achievingforchildren.org.uk](mailto:lado@achievingforchildren.org.uk)

### **Hounslow Council Social Services**

#### **Single Point of Access (SPA)**

020 8583 6600 - option2

[cssl-socialcare@hounslow.gcsx.gov.uk](mailto:cssl-socialcare@hounslow.gcsx.gov.uk)

*"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. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child"*

[Keeping Children Safe in Education](#)

### **Safeguarding and Child Protection at The King's School**

All staff and Governors at The King's School are committed and duty bound to keeping children safe and identifying any risks and threats to their wellbeing.

Staff will follow the school's [Safeguarding and Child Protection Policy](#) and procedures regarding any concerns about a child. Concerns may be triggered by;

- a disclosure (a child directly informing a member of staff that something has happened to them)
- a child being overheard saying something that raises concerns
- another child sharing a disclosure made to them by a child
- observations by staff of a child with regards their appearance (including bruising or unexplained marks), behaviour or conduct

Staff will report concerns to the school's Designated Safeguarding Leads (DSLs) who are:  
**Mr Adrian Corke and Ms Karen Verge**

In their absence, the Deputy Designated Safeguarding Leads (DDSLs) are:

**Ms Theresa Demir and Ms Polly Watkinson**

The school's named Safeguarding Governor is;  
**Rev Melanie Harrington**

### **Designated Safeguarding Leads**

The DSLs are members of the Senior Leadership Team who have undertaken Level 3 safeguarding training and hold overall responsibility for safeguarding and child protection at The King's School. The DSLs will; store child protection information securely, pass on child protection information to other schools when a pupil leaves The King's School, offer training, advice and support to colleagues, pass on concerns and referrals to the Local Authority and other external agencies, liaise and meet with social workers.

### **The King's School Staff**

Our staff are required to work in a professional way with children and receive regular training and updates on how to keep children safe. Our staff:

- will have undergone safer recruitment checks before being appointed
- will undertake a thorough induction that will cover; the school's safeguarding and child protection procedures, the Staff Code of Conduct, the [Behaviour Policy](#), the [Online Safety Policy](#)
- will raise concerns with the Headteacher regarding the conduct of other adults working or associated with The King's School
- will inform the Chair of Governors if they have concerns regarding the conduct of the Headteacher
- will only physically intervene when a pupil is at risk to themselves, to others or will damage property
- will maintain confidentiality regarding pupil information

### **The King's School Governors**

Our Governors are aware of their role in safeguarding children at The King's School. They review school's Child Protection and Safeguarding Policy annually and the named Safeguarding Governor meets regularly with the DSLs and reports back to the Governing Boards.

### **Categories of Abuse**

Staff are trained to recognise the four main categories of abuse and raise concerns with the DSL if they think that a child is at risk of harm. They are;

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

### **Making a Referral to Social Services**

When a disclosure by a pupil or concerns raised by a member of staff about the welfare of a pupil are made to the DSLs, they will make a decision as to whether the thresholds for making a referral to Social Services have been met. In some cases the DSLs will phone the Single Point of Access (SPA) to get advice and guidance. They will act on this advice and guidance and if necessary, will submit a referral to SPA for assessment. **It is not the school's responsibility to investigate a concern.**

**Any disclosure by a child that they have been physically hurt by an adult will automatically be referred by the school to Richmond/Hounslow Council's Social Services Team. The school will follow instructions and guidance issued by Social Services in dealing with the disclosure.**

### **Working in Partnership with Parents**

Good safeguarding and child protection practice and securing good outcomes for children relies on a positive, open and honest working partnership with parents/carers. Where concerns regarding the welfare of a pupil have been raised, the school will, on occasions, contact parents/carers for additional information or clarification. The outcome of this conversation may provide the information that is needed to allay the initial concerns. However, there may be a need to escalate the concern to Social Services and where possible, this will be shared with parents.

There may be concerns, following the instructions of Social Services, where the school has to make a referral to Social Services without consultation with parents. If this situation occurs, the school will make every effort to maintain a positive working relationship with families whilst fulfilling our statutory duty to protect children.

### **Safeguarding Concerns about a Member of Staff, Governor, Visitor or Volunteer**

If as a parent you have any concerns regarding the conduct of any adult working for or in The King's School with regards their interactions with pupils you should share your concerns with the Headteacher as soon as possible. If the concern is about the conduct of the Headteacher, you should contact the Chair of Governors via the School Office.

### **PREVENT Duty and Female Genital Mutilation**

The King's School staff have a legal duty to report to the appropriate authorities any concerns regarding pupils who are at risk of [radicalisation](#) and/or [female genital mutilation](#).

### **Managing Allegations of Peer-on-Peer Abuse**

Usually allegations about pupil conduct towards another pupil are dealt with under the school's Behaviour, Anti-Bullying and Online Safety policies. However, if an allegation has a safeguarding implication then it may be escalated to the DSLs who may contact SPA for advice and/or a referral. In extreme situations the Police may be involved. Incidents may include;

- Emotional abuse (threats and intimidation)
- Physical abuse (especially pre-planned violence)
- Harmful sexual behaviours
- Sharing explicit images via mobile devices

### **Teaching Safeguarding and Online Safety**

Through the curriculum pupils are taught about keeping themselves safe both offline and online. They receive dedicated online safety lessons and in their Relationships and Sex Education lessons they are taught about consent and what healthy relationships are. Through the [NSPCC Speak Out Stay Safe programme](#) they are taught to tell a trusted adult if they are worried about something.

### **Safeguarding Links and Guidance**

[Kingston and Richmond Safeguarding Partnership NSPCC](#)  
[Barnardo's](#)