



## Safeguarding Induction for Supply teachers, Visitors & Volunteers

Key safeguarding documents to read (our website is: [www.akps.org.uk](http://www.akps.org.uk))

- Working Together to Safeguard Children (2018) <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- Keeping Children Safe in Education (2021) (KCSIE) (Part 1) [Keeping children safe in education 2021 \(part one only\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/92526/Keeping-children-safe-in-education-2021-part-one-only.pdf) ([publishing.service.gov.uk](https://www.publishing.service.gov.uk))
- From September 2022 [Keeping children safe in education 2022](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/92526/Keeping-children-safe-in-education-2022-part-one-only.pdf) ([publishing.service.gov.uk](https://www.publishing.service.gov.uk))
- AK Child Protection Policy [Model school Safeguarding and Child Protection Policy website](https://www.akps.org.uk/child-protection-policy) ([akps.org.uk](https://www.akps.org.uk))
- AK Staff Behaviour Policy [Model school Safeguarding and Child Protection Policy website](https://www.akps.org.uk/staff-behaviour-policy) ([akps.org.uk](https://www.akps.org.uk))
- AK Whistleblowing Policy [Whistleblowing-Policy.pdf](https://www.akps.org.uk/whistleblowing-policy) ([akps.org.uk](https://www.akps.org.uk))
- AK Behaviour and Anti-Bullying Policy [Behaviour Policy](https://www.akps.org.uk/behaviour-policy) ([akps.org.uk](https://www.akps.org.uk))
- Teaching and Learning Policy [AK-Teaching-Learning-Policy.pdf](https://www.akps.org.uk/teaching-and-learning-policy) ([akps.org.uk](https://www.akps.org.uk))
- Marking Policy [Microsoft Word - Marking policy Oct 2019.doc](https://www.akps.org.uk/marking-policy) ([akps.org.uk](https://www.akps.org.uk))

### AK's Safeguarding Team

Safeguarding & Child Protection & Designated Mental Health Leader Mrs Samantha Saville Head Teacher



Safeguarding & Child Protection Deputies Mr Dan Hockaday (Deputy Head) & Miss Sarah Igoe KS1 Lead.



Mr Daniel Hockaday (Deputy Head)



Miss Sarah Igoe

E-safety lead Miss Sarah Igoe KS1 Lead



Mrs Michele Collier-Bromelow Chair of Governors & Safeguarding Governor



Kim Olden PA to Designated Safeguarding Lead



Samantha Saville (DSL), Dan Hockaday, Sarah Igoe, Chair of Governors and Vice Chair have completed training in safer recruitment and implement rigorous recruitment processes for all posts connected to the school. Kim Olden (PA) and Designated Safeguarding Lead (Samantha Saville) ensure we maintain a thorough and up to date Single Central Record and that all DBS checks are carried out and references are vetted and checked for safer recruitment. They also ensure that all Staff and Governors are up to date with safeguarding training and with reading and understanding all related policies contained within this document.

### **Keeping Children Safe in Education (KCSIE)**

KCSIE sets out the legal duties you must follow to safeguard and promote the welfare of children and young people under the age of 18 in schools and colleges. It is your responsibility to read part 1 of this guidance. All visitors, under the guidance of KCSIE, should make sure their approach is child-centred and consider, at all times, what is in the best interests of the child.

### **What to do if you have concerns about a child**

If you have a concern that a child is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you must report it to a member of the safeguarding team immediately. A 'concern form' must be completed following our Child protection policy - these can be located in the staffroom and with class teachers.

### **What to do if you have concerns about a member of staff**

All concerns about staff should be reported to the head teacher. If your concern is about the Headteacher then report your concerns to the Chair of Governors (Michele Bromelow) or The Multi-Agency Safeguarding Hub (MASH) **0300 4560108**.

### **MASH – The Multi-Agency Safeguarding Hub**

The Multi-Agency Safeguarding Hub (MASH) is a partnership between Wiltshire County Council, children's social care, education and youth services, Wiltshire NHS health services, Wiltshire Police and the probation service working together to safeguard children and young people. A factsheet can be downloaded from the links and downloads section of this page. We work closely with the MASH team.

<b>Children's Social Care referrals:</b>	
Multi-Agency Safeguarding Hub (MASH):	<b>0300 456 0108</b>
Out of hours:	<b>0300 456 0100</b>

If you believe a child is **at immediate risk** of significant harm or injury,  
you **must** call the police on 999.

Remember – if you are concerned about a child or young person in Wiltshire and want to speak to someone, contact the MASH on **0300 4560108** (8:45a.m.-5p.m. Mon-Thurs) and (8:45a.m.-4p.m.) Friday. Emergency Duty Service **0845 6070888** (5p.m. – 8:45a.m.) and give as much information as you can.

The NSPCC whistleblowing helpline is available for anyone who does not feel able to raise concerns regarding child protection failures within the school. Telephone: 0800 028 0285 from 8:00 AM to 8:00 PM, Monday to Friday and email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**IF ANYTHING WORRIES YOU OR CONCERNS YOU, REPORT IT STRAIGHT AWAY!**

### **How to make a MASH referral**

A referral form can be found in the school office. Please complete your referral form in the third person. If you need support completing it then please see a DSL for guidance. You can also call MASH for a confidential consultation for advice before making a referral.

#### What happens next?

The DSL will investigate and look into the referral. They will use the MASH Model to make a decision as to whether the referral should be referred to CASS or if the family need an early help assessment or support.

#### Mobile Telephones

While working with children or in areas of the school where children circulate you are asked not to use your mobile phone. Phones should be switched off and stored safely out of the reach of children.

#### In the event of a fire:

A continuous alarm will sound. All classrooms have clearly displayed fire safety procedures.

If you discover a fire or hear the fire alarm:

- Leave by the nearest route (see fire details in classroom)
- Sound the alarm on route
- DO NOT STOP to collect personal belongings
- Close all doors on route
- DO NOT RE-ENTER the building
- Assemble in the designated area on the school playground

**THANK YOU FOR YOUR SUPPORT IN HELPING ASHTON KEYNES C OF E PRIMARY SCHOOL  
SAFEGUARD ITS CHILDREN.**