

# **Safeguarding Information for Parents and Carers**

**July 2022**

# Safeguarding Team

- Everyone at the Cross Keys Learning cares about your welfare.
- The Safeguarding Team is always here for you to talk to.
- Don't feel like you need to keep anything to yourself.
- Safeguarding is everyone's responsibility.
- If you feel unsafe, concerned, or feel worried about a sibling or a friend, mention it to a member of the Safeguarding Team so they can offer help and support.



**Jay Britton**  
Deputy Safeguarding Lead  
Inclusion Manager



**Sharon Mount**  
Deputy Safeguarding Lead  
Director



**Steve Fuller**  
Deputy Safeguarding Lead  
Director



**Marvin Simpson**  
Designated Safeguarding Lead  
Assistant Headteacher



**Marc Henry**  
Deputy Safeguarding Lead  
Inclusion Manager



**Safeguarding is  
Everyone's  
Responsibility**



## **Curriculum and Staying Safe**

We recognise the essential role that education establishments play in helping young people to understand and identify parameters of what is appropriate child and adult behaviour; what is 'safe', to recognise when they and others close to them are not safe; and how to seek advice and support when they are concerned.

Cross Keys Learning will use the curriculum to provide opportunities for increasing self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that young people have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others. This will include online safety.

Young people will be educated at a level appropriate to their age and ability about a range of safeguarding concerns through personal, social, health and economic education (SMSC), tutor groups, personal development lessons, and through sex and relationship education (SRE). This will include but is not limited to, bullying (including cyber bullying), radicalisation, child sexual exploitation (CSE), stranger danger, road safety, sexual abuse, neglect, online safety, gender-based violence/sexual assaults and 'sexting'.

Systems have been established to support the empowerment of young people to talk to a range of staff. Young people at Cross Keys Learning will be listened to and heard, and their concerns will be taken seriously and acted upon as deemed appropriate.

Specific systems outside of the expected day to day classroom interaction and support will include:

- Well-being mentor
- Worry boxes
- Buddy and peer mentoring systems
- PSHE events
- Regular feedback questionnaires
- Think you know, childnet, digital literacy scheme of work etc

## **Online Safety**

Cross Keys Learning believes online safety (e-safety) to be an essential element of safeguarding young people and adults in the digital world when using technology such as computers, mobile phones or games consoles. Cross Keys Learning identifies that the internet and information communication technologies are an important part of everyday life, so young people must be supported to be able to learn how to develop strategies to manage and respond to risk so that they can be empowered to build resilience online. Cross Keys Learning has a duty to provide quality internet access to raise education standards, promote pupil achievement, support professional work of staff and enhance school's management functions. Cross Keys Learning also identifies that with this there is a clear duty to ensure young people are protected from potential harm online.

### **Key responsibilities of staff, parents and carers:**

- Reading the schools Acceptable Use Policy, encouraging their young people to adhere to them, and adhering to them themselves where appropriate.
- Discussing online safety issues with their young people, supporting the school in their online safety approaches, and reinforcing appropriate safe online behaviours at home.
- Role modelling safe and appropriate uses of new and emerging technology.
- Identifying changes in behaviour that could indicate a young person is at risk of harm online.
- Seeking help and support from Cross Keys Learning or other appropriate agencies, if they or the young person encounters online problems or concerns.
- Using Cross Keys Learning systems such as learning platforms, and other network resources, safely and appropriately.
- Taking responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
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**The safety of our young people and staff is of the utmost importance to us and it is essential that the following procedures are strictly adhered to.**

### **Visitor information**

- All visitors must come to the main entrance, always sign in the visitor book and wear a visitor badge.
- Visitors will be escorted to their point of contact or their point of contact will be asked to come to reception to receive the visitor.
- The contact will then be responsible for them while they are on site. Visitors must not move around the site unaccompanied unless they are registered on the Approved Visitor List.
- The contact is also responsible for ensuring visitors know where fire exits are and ensuring that they exit with them in the case of an emergency.
- At the end of the visit, all visitors must ensure they hand the visitor lanyard back to reception.
- Visitors will be required to turn off their mobile phones whilst in the school unless their role means they may need to be contacted. Please discuss this with reception staff.
- Visitors may be asked for formal identification at the time of the visit.
- Smoking, vaping and photographing is not permitted in the school building.

**In the event of a visitor refusing to comply with Cross Keys Learning procedures, they will be asked to leave the site immediately and a member of the SLT informed.**

## **Safer Recruitment**

Cross Keys Learning is fully committed and rigorously follows, the most stringent of safeguarding procedures. This is to promote the welfare of all young people and we expect all staff, visitors and volunteers to share this commitment to the highest possible standard. Our commitment is underpinned by robust procedures and processes that seek to minimise risk and continuously promote a culture of safeguarding amongst our workforce

We actively support the Government's Prevent Agenda to counter radicalism and extremism.

Candidates commitment to the safeguarding and welfare of young people and their motivation to work with young people will be explored at interview.

- All offers of employment will be subject to and conditional upon:
- Enhanced DBS and Barred List Check
- Verification of Identity
- Verification of entitlement to work in the UK
- Verification of any relevant qualification
- Receipt of two satisfactory references
- Satisfactory pre-employment health clearance
- Prohibition checks for teachers and those with previous teaching experience
- Overseas checks as appropriate
- Meeting requirements for Disqualification by Association as where appropriate

If these are not satisfactory, an offer of employment may be withdrawn or where an individual has commenced work, employment may be terminated.

Cross Keys Learning will only confirm appointments if the above checks are satisfactory; and will not allow unsupervised contact/access to young people before completion of all checks.

## **Site Security**

All visitors are required to sign in at the School Main Reception.

## Useful Contact Details



CEOP

## The Education Safeguarding Team

**Headquarters:** Sessions House, County Hall, Maidstone, Kent. ME14 1XQ Tel: 03000 41 57 88

**Online Protection/e Safety:** Sessions House, County Hall, Maidstone, Kent. ME14 1XQ  
Tel: 03000 41 57 97

**North Kent:** Worrall House, 30, Kings Hill Avenue, West Malling, Kent. ME19 4AE Tel:  
03000 41 24 45

**West Kent:** Worrall House, 30, Kings Hill Avenue, West Malling, Kent. ME19 4AE Tel:  
03000 41 22 84

**South Kent:** Kroner House, Eurogate Business Park, Ashford, Kent. TN24 BXU.  
Tel: 03000 41 56 48

**East Kent:** Brook House, Reeves Way, Whitstable, Kent. CT5 3SS.  
Tel: 03000 41 85 03

The Local Authority Designated Officer (LADO) deals with allegations against staff who work with children/young people either in education or the wider workforce.

To contact the LADO Team, please call 03000 41 08 88 or e mail  
[kentchildrenslado@kent.gov.uk](mailto:kentchildrenslado@kent.gov.uk)

**Central Duty: 03000 41 11 11**

For urgent child protection issues outside of office hours, call: 03000 41 91 91  
Early Help and Preventative Services: [earlyhelp@kent.gov.uk](mailto:earlyhelp@kent.gov.uk) or phone 03000 41 92 22