

Ambleford School Safeguarding Policy

Reviewed: September 2025

Next Review: August 2026 (or sooner if statutory guidance is updated)

1. Purpose and Scope

Ambleford School is committed to safeguarding and promoting the welfare of all children, young people, and vulnerable adults in our care. Safeguarding is embedded in all aspects of school life and practice. This policy has been developed in line with *Keeping Children Safe in Education (KCSIE 2025)*, *Working Together to Safeguard Children (2018, updated draft 2023)*, *The Children Act 1989 and 2004*, the *Education Act 2002 (sections 175 and 157)*, the *Equality Act 2010*, the *Prevent Duty Guidance 2015 (updated 2023)* and the *Independent Schools Inspectorate (ISI) Regulations*.

This policy applies to all staff, governors, volunteers, students, visitors, and contractors.

2. Key Principles

We place children at the centre of our safeguarding practice, recognising that their welfare is paramount. We have a zero-tolerance approach to all forms of harm, abuse, neglect, exploitation, and unsafe practice, and we take every concern seriously. Safeguarding is the shared responsibility of every member of our community, and all concerns must be raised promptly so that children can be protected and supported at the earliest possible stage.

We are committed to transparency in our safeguarding work, and information is only shared lawfully, proportionately, and with those who need to know. Above all, we aim to foster a culture of safeguarding where children are listened to, respected, and supported to speak up if they feel unsafe or worried.

3. Roles and Responsibilities

The Designated Safeguarding Lead (DSL) for Ambleford School is **Emily Bradshaw**. She is the main point of contact for all safeguarding concerns. Her responsibilities include ensuring compliance with KCSIE and local safeguarding arrangements, leading

training, maintaining accurate records, and liaising with the Local Authority, the Local Authority Designated Officer (LADO), the Channel Panel, and other external agencies.

The Deputy Designated Safeguarding Lead (DDSL) is appointed annually and trained to the same standard as the DSL, so that they can act in the DSL's absence.

The directors of Amblesford School hold responsibility for ensuring that the school has effective safeguarding policies and procedures in place.

All staff and volunteers must read and understand Part 1 of KCSIE, and those working directly with children must also be familiar with Annex B. Every member of staff and volunteer must complete safeguarding induction and annual refresher training. They are required to record and report all concerns to the DSL or DDSL without delay. Staff also have a duty to remain vigilant in relation to children's mental health, special educational needs and disabilities (SEND), and online safety.

4. Safer Recruitment

Amblesford School is committed to safer recruitment. At least one member of every recruitment panel has completed accredited safer recruitment training. Enhanced Disclosure and Barring Service (DBS) checks are required for all staff and for volunteers who work regularly or unsupervised with children. Volunteers may only assist under direct supervision until all necessary checks have been completed.

In addition, prohibition from teaching checks and Section 128 checks are carried out for all teaching and management positions. Employment references are always obtained and verified, and staff are expected to self-disclose any relevant information during their employment.

5. Safeguarding Procedures

Amblesford School follows strict procedures to ensure children's safety. Staff-to-child ratios always meet Department for Education (DfE) and ISI requirements. Adults do not work in isolation with children and must remain within sight of others. The use of personal mobile phones is only permitted for safe communication during the school day.

Toileting procedures are also safeguarded. Staff supervise access but do not accompany children into toilets. Any concerns around toileting behaviours are logged and reported.

We take online safety seriously. Children are taught age-appropriate digital literacy skills and safe internet use. Staff receive annual training on emerging online risks, such as artificial intelligence misuse, live streaming, and gaming. Where school IT systems are used, appropriate filtering and monitoring systems are in place.

Ambleford School recognises the importance of supporting mental health and wellbeing. Staff are alert to indicators of poor mental health, self-harm, or eating disorders, and such concerns are treated as safeguarding issues. Support is provided through pastoral care, early help pathways, and, when necessary, external referral.

Children with SEND or additional needs are recognised as being at greater risk of harm and may face barriers in communication. Safeguarding procedures are therefore adapted to ensure that these pupils have equal protection and full accessibility to support.

6. Reporting Concerns and Disclosures

All concerns must be reported immediately to the DSL or, if unavailable, the DDSL. If a child is in immediate danger, staff must call the emergency services on **999**. If the concern is regarding the DSL or DDSL then the Kent LADO team should be contacted. If a call is urgent i.e. a child is in immediate danger and requires safeguarding, call **03000 41 11 11**. If a call is urgent and outside of office hours, call **03000 41 91 91**. Otherwise please complete the LADO form at www.kscmp.org.uk.

Records of concerns or disclosures must be factual, dated, and signed, using the child's own words wherever possible. Staff must never promise confidentiality but instead explain to the child that the information must be shared with the DSL so that they can be kept safe. See appendix 1 for form to complete.

7. Allegations Against Staff and Low-Level Concerns

Any allegation made against a member of staff must be reported to the Headteacher. If the allegation concerns the Headteacher, it must be reported to the LADO. In all cases, the Local Authority Designated Officer (LADO) will be notified within one working day.

Staff must also report low-level concerns, which are defined as behaviours that do not meet the threshold of harm but which are inconsistent with the staff code of conduct. These are logged and reviewed by the Headteacher and DSL in order to identify any emerging patterns of concern.

8. Prevent Duty and Contextual Safeguarding

Ambleford School fulfils its Prevent Duty obligations. Staff remain alert to signs of radicalisation, extremist views, grooming, child sexual exploitation (CSE), child criminal exploitation (CCE), county lines involvement, and gang affiliation. Concerns are reported to the DSL, who makes referrals to Prevent or Channel where necessary.

The school also considers contextual safeguarding, which means that risks to children outside of the home and school environment—such as within peer groups, online activity, or the wider community—are carefully taken into account.

9. Anti-Racism, Inclusion, and Equal Protection

Ambleford School actively promotes inclusion, diversity, and respect. Racism, bullying, homophobia, transphobia, sexism, and ableism are not tolerated. Incidents are addressed immediately using restorative approaches alongside clear sanctions where appropriate.

10. Whistleblowing

All staff have a duty to raise concerns about unsafe practices or safeguarding failures. Protected disclosures can be made to the Headteacher, the Directors, or directly to external bodies such as the LADO, Ofsted, or ISI. Whistleblowers will be supported and protected from reprisal.

11. Training and Awareness

All staff complete safeguarding induction and annual refresher training, and they receive regular updates throughout the year, at least once per term. The DSL and DDSL complete advanced multi-agency training every two years. Training covers a wide range of risks, including emerging issues such as online challenges, artificial intelligence misuse, vaping, and new exploitation trends.

12. Partnership with Parents and Agencies

Parents are engaged in safeguarding matters wherever it is appropriate and safe to do so. We work in close partnership with social care, the police, health professionals, CAMHS, Prevent, and Early Help services. All referrals are made in accordance with the Kent Safeguarding Children Multi-Agency Partnership (KSCMP) guidance.

13. Monitoring and Review

Safeguarding practice is reviewed termly by the DSL. This policy is reviewed annually or sooner if there are significant changes in statutory guidance or following a safeguarding incident. Lessons learned from practice are incorporated into policy and procedures to ensure continuous improvement.

14. Policy Availability

This safeguarding policy is published on the school website and is also available in print upon request. Staff, volunteers, and parents are expected to read and understand the policy, while pupils are made aware of safeguarding measures in an age-appropriate way.

By embedding this policy in all areas of practice, Amblesford School ensures a culture of vigilance, care, and protection, enabling all children to thrive in a safe and nurturing environment.

Appendix 1 – Child Protection Form

Please use clear print.

Your name:

Date/Time of incident/conversation:

Name of individual(s) involved in incident/conversation:

Details of incident/ conversation

Brief outline of actions/advice taken or given, including any other services/people contacted at this point

Was the young person informed that this information would have to be passed on?

Details of any witnesses to incident/conversation including names:

Date form was completed:

Signature: (person reporting the incident)

