

**Keeping children safe is everyone's responsibility**



## Safeguarding Procedures

- If you have a safeguarding concern about a pupil, please report this to one of the Designated Safeguarding Leads (see images overleaf) or email [besafe@kdhigh.co.uk](mailto:besafe@kdhigh.co.uk)
- If you are working with pupils and a safeguarding concern arises, if possible, ask a member of school staff to supervise them so you can report this as soon as you can.
- Before you leave the premises, please ensure one of the Designated Safeguarding Leads has a clear record of your concerns.
- See overleaf for more information about noticing concerns and dealing with disclosures.
- A copy of the school's Safeguarding Policy can be found on the school's website.

## Visitors Procedures

- All visitors must sign in at the main office and provide an up-to-date DBS and Photo ID.
- In the absence of a DBS, the visitor must always be escorted by a member of staff.
- Visitor's badges must always be worn whilst on the school site.
- All visitors must sign in and out at the main office and return their visitor pass to the security team.

### Personal Devices

The use of personal devices such as mobile phone is not permitted when in the presence of pupils, unless there is an emergency.

### Photographs

Photographs are not to be taken unless by prior agreement.

### Conduct

When visiting our school, please uphold our high standards of professional conduct. We are role models to our pupils and treat all staff and pupils with respect and dignity.

### Online Safety

Please report any concerns regarding pupils' online safety to a member of staff.

 [www.kdhs.org.uk](http://www.kdhs.org.uk)

 [admin@kdhigh.co.uk](mailto:admin@kdhigh.co.uk)

 0161 740 7248



# THE KING DAVID HIGH SCHOOL



## SAFEGUARDING INFORMATION FOR SCHOOL VISITORS

At King David High School, all staff and Governors fully recognise that they have a duty to ensure the safety and wellbeing of all pupils and families.

We work collaboratively with a number of agencies, following the guidance in the latest Keeping Children Safe in Education document.

We ask that all visitors to the school read the information in the leaflet to ensure they are aware of the school's safeguarding procedures.

## DESIGNATED SAFEGUARDING LEADS



**Mrs P Watson**  
Assistant Head,  
Pastoral and  
Designated  
Safeguarding Lead



**Mrs L Brown**  
Deputy Designated  
Safeguarding Lead



**Mr G Leventhall**  
Deputy Designated  
Safeguarding Lead  
(Yavneh Boys)



**Mrs J Burberry**  
Deputy Designated  
Safeguarding Lead  
(Yavneh Girls)

### Recognising concerns and dealing with disclosures

Child abuse can happen to any child, regardless of elements such as gender, culture, religion, social background, ability or disability.

If you notice any concerning behaviour, or overhear a concerning conversation, please report to one of the Designated Safeguarding Leads who will take appropriate action.

If a student discloses that they might be subject to abuse:

- React calmly.
- Listen carefully to the student.
- Do not promise confidentiality. Explain that you must pass on the information to ensure their safety.
- Do not ask leading questions, instead use professional curiosity.
- Reassure the child that they have done the right thing by telling you.
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### Concerns regarding a staff member

If you have a concern about a member of staff, please report this directly to the Headteacher, Mrs Basger.

### Remember...if in doubt...ask

Please do not leave school without telling someone. Even something which may seem small or insignificant can form part of a larger picture.

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**Safeguarding is the umbrella over all the work we do.**  
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### Fire/Emergency Procedures

Any person discovering a fire must operate the nearest fire alarm and dial 999.

- In the event of a fire alarm please move to the nearest fire exit accompanying any pupils you are working with to the fire assembly point.
- At all times act quietly, calmly and disperse any students gathering encouraging them to move to them to the fire assembly point.
- Staff/Pupils must not stop to collect personal belongings

Assembly Point – Bottom of playground/Car Park.