

## Safeguarding Statement

We are committed to safeguarding and promoting the welfare of the children in our care and expect all staff, volunteers, visitors, parents and carers and children to share this commitment.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it please speak to any of the contacts named within. Please keep the leaflet in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any child in our school, you must report this to the Designated Safeguarding Leads:

Galiema Amien – Cloete (Executive Headteacher)  
Leah Grant Muller (Deputy Head)  
Shirley Nichols (Safeguarding & Intervention Officer)  
Tom Roche (Premises Manager)

If you are concerned about the conduct of a member of staff or volunteer in our school, you must contact the Executive Headteacher or the Deputy Head.

If you are concerned about the conduct of the Executive Head you must contact our Local Committee Member who leads on safeguarding, Martin Finn.

### Visitor Procedures

- All visitors **must** sign in at the front office.
- All visitors will be issued with an appropriate pass which must be displayed at all times whilst on site.
- **MOBILE PHONES- are only permitted for use in the staff room or in an office- Must NOT be used throughout the school building or playground.**
- Visitors will be asked to remain under the supervision of a designated safeguarding lead (DSL) or a member of staff whilst on site, if they have not produced a clear DBS.
- Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, when possible, to avoid disappointment.
- All visitors **must** sign out at the front office and return their visitor pass before leaving.
- In the event of a fire alarm, please assemble in the playground through the nearest exit door.

## Safeguarding TEAM

### Designated Safeguarding Leads (DSL):

Ask to speak to them via the main school office

**Galiema Amien – Cloete**  
(Executive Headteacher)

**Leah Grant Muller**  
(Deputy Headteacher)

**Shirley Walters**  
(Safeguarding and Intervention Officer)

**Tom Roche**  
(Premises Manager)

### **Local Committee Member for Safeguarding:**

Martin Finn  
[mfinn@dkh.southwark.sch.uk](mailto:mfinn@dkh.southwark.sch.uk)



## School Visitor/ Volunteer Safeguarding Guide

## What Do I Do if I am Worried About a Child?

If you become concerned about:

- Something a student says
- Marks or bruising on a student
- Changes in a child's behaviour or demeanour
- You must inform a Designated Safeguarding Lead.
- If you feel that a child may be at risk of harm but are not sure then inform a Designated Safeguarding Lead immediately who will offer advice and take appropriate action.
- Child abuse happens to all children regardless of gender, culture, religion, social background and those with or without a disability.
- A copy of the school's safeguarding policy is on our school website.

Sometimes a child may disclose information to you. If this happens then the following actions must take place.

## What Do I Do If A Child Discloses They Are Being Harmed?

- React calmly.
- Listen carefully to the child, particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you may need to pass on the information if you are worried about their safety.
- You may clarify your concern using "tell, explain, describe or outline" but as soon as your concern is confirmed ask no further questions as further enquiries may be compromised.
- Reassure the child that they have done the right thing.
- Record carefully what the child said in their words including how and when the account was given. Date, time and sign the record. Pass this on to a Designated Safeguarding Lead immediately.

**Only trained DSL should question a child.**

## Types Of Harm

Everybody has a responsibility to keep all children under the age of 18 safe and applies to both the home and school environment. Harm is identified in four ways:

**Physical**—This is when a child is deliberately hurt or injured.

**Sexual**—This is when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non-physical, e.g. being made to look at an inappropriate image.

**Emotional**—This is when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

**Neglect**—This is when a child is not being taken care of by their parents/carers. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or

## Keeping Yourself Safe

If you are concerned about the conduct of a member of staff following an observation or disclosure the following actions must take place:

- Immediately inform the Executive Headteacher, Galiema Amien – Cloete, or the Head of School.
- In their absence, immediately inform one of the deputy Designated Safeguarding Leads named in this document.

## Sexual Harassment

### Sexual Harassment:

Our school is committed to providing a safe and respectful environment for every child and adult on site. Sexual harassment—this includes any unwanted or inappropriate comments, gestures, contact, or behaviour of a sexual nature—is never acceptable. If you witness any behaviour that concerns you, or if you experience anything that makes you feel uncomfortable, please report it immediately to a senior member of staff or the Designated Safeguarding Lead. Visitors should not investigate incidents themselves but are expected to pass on concerns promptly so that the school can take appropriate action to safeguard everyone.

## Keeping Yourself Safe

- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Be professional. Be mindful of how you interact with or speak to a child, the child may interpret it differently.
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- It's best not to do anything for a child that he or she can do for him or herself.
- Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date it and pass it on to the Executive Head Teacher or one of our DSLs.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Executive Head Teacher or Deputy Head.

**Remember...if in doubt...ask.**