

Theale Green School- Safeguarding Procedure

VERSION: 1

APPROVAL BODY: Local Governing Body

DATE: Nov.25

REVIEW DATE: Nov.26

LEAD PERSON: Headteacher/Designated Safeguarding Lead

Theale Green School recognises its legal duties and takes seriously its responsibilities to protect and safeguard the interests of all students and staff. Safeguarding incidents can happen anywhere and all staff should be alert to the possible concerns being raised in schools.

For guidance please refer to the latest editions of the ALET Safeguarding and Child Protection Policy and Keeping Children Safe In Education 2025.

This local procedure fits with the ALET Policy and adds additional context specific information for Theale Green School.

Key Contacts

Designated Safeguarding Lead	Mrs Marianna Tottman mtottman@thealegreen.w-berks.sch.uk
Deputy Designated Safeguarding Leads	Mrs Daniele Drake- Safeguarding Officer ddrake@thealegreen.w-berks.sch.uk Mr David Holbrook- Head of Sixth Form dholbrook@thealegreen.w-berks.sch.uk Mrs Charlotte Badarello- Headteacher cbadarello@thealegreen.w-berks.sch.uk
Chair of Governors	Mr Nigel Toon
Safeguarding Governor	Mr Robert Cox
Designated Teacher for Looked After Children	Mrs Claire Lloyd- SENCo clloyd@thealegreen.w-berks.sch.uk
MASH/Early Help	If you are concerned about a West Berkshire Child contact The Contact Advice and Assessment Service (CAAS)- 01635 503090 If you are concerned about a Reading Child contact Brighter Futures Single Point of Access- 0118 937 3641
LADO	West Berkshire LADO.LADO@westberks.gov.uk 01635 503153 Quick Guide to LADO 2025 Reading- Brighter Futures 0118 937 2684 LADO@reading.gov.uk
NSPCC Whistleblowing Helpline	08000280285 help@nspcc.org.uk
National Domestic Abuse 24 hour Helpline	0808 2000 247

How to Report a Concern

Visitors to Theale Green School, Parents or Members of the Public

On School Site

If on school site you can contact a member of the safeguarding team by alerting Main Reception and will be able to share your concerns in person.

Off School Site

If you have a safeguarding concern regarding a student at Theale Green School (TGS) please telephone: 0118 930 2741 and ask to speak to the Designated Safeguarding Lead, a member of the safeguarding team or email speakup@thealegreen.w-berks.sch.uk.

If you need to contact the safeguarding team out of hours, please email a member of the safeguarding team or email speakup@thealegreen.w-berks.sch.uk and the email will be actioned the next working day.

Theale Green School- Safeguarding Culture

Our safeguarding culture is based around the “TGS Way”- 5 Key Safeguarding Principles:

- 1- **Safeguarding is everyone's responsibility** - *We all have a duty of care as adults in a position of responsibility*
- 2- **Think the unthinkable** - *It could happen here...*
- 3- **Adopt a child-centred approach** - *We act in the best interests of the child or young person and hear their voice*
- 4- **Professionally curious** - *We listen to our instincts and ask questions*
- 5- **Adopt a hive-mind mentality** - *Concerns no matter how small are passed on to ensure we have a complete picture*

A copy of our Child Protection and Safeguarding Policy can be found on our website. There is also a hard copy of this policy in the staff room on our Safeguarding Notice Board

Local Safeguarding Process – usage of Edukey

Concerns about a child should be reported as soon as possible using the Edukey system. All teaching and support staff have individual log in details for the system to make confidential reports. However, an electronic safeguarding system does not replace a face-to-face conversation with the Designated Safeguarding Lead, if you have serious concerns about a child.

All safeguarding concerns, discussions, decisions made and the reasons for those decisions, must be recorded in writing. If there is any doubt about whether to record something, discuss it with the Designated Safeguarding Lead.

Records of concerns should include:

- A clear and comprehensive summary of the concern using factual information and not opinion
- All records must be made as soon as possible after the concern is observed or a disclosure is made. All reports MUST be recorded on the same working day
- If the concern relates to more than one child this is recorded as a “linked” student
- Any hand written notes or supporting evidence should be uploaded as files to the Edukey record and hard copies destroyed in confidential waste

If you believe a child is in immediate danger it must be raised with the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead immediately in a face to face discussion. Records on Edukey should follow afterwards.

Edukey is monitored daily and reports are followed up with the safeguarding team. Individuals who report concerns may be asked for additional detail or clarity if required. Regular audits of records take place to ensure that appropriate action and follow up is carried out for all reports and concerns.

Safeguarding Guidance for Visitors to Theale Green School

All visitors to Theale Green are expected to follow our Visitor Procedures.

You can play a part in keeping students safe whilst working at, or visiting, the school by observing the following guidelines:

- Always keep verbal contact appropriate and of a business nature. Never discuss personal details with a student. Physical contact of any kind is unacceptable.
- Do not give any personal information to students, such as your mobile number or address.
- Do not give students details of your personal social network accounts or engage in any communication with students using social networking sites.
- If you have any concerns that a student may be at risk of harm, report it immediately to the senior designated person for child protection who can be contacted via Reception. Do not discuss your concerns with the student, and do not carry out an investigation.
- If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the designated senior person for child protection of your concerns immediately. For further guidance, ALET Safeguarding and Child Protection policy can be found on the ALET website under the 'policies' tab.

Safeguarding and Child Protection

- Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background, ability or disability
- We all have a responsibility to keep children (under the age of 18) safe, both at home and in school.

Harm is identified in four ways:

- Physical - when a child is deliberately hurt or injured.
 - Sexual - when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or no-physical, e.g. being made to look at an inappropriate image online.
 - Emotional - 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 - when a child is not being taken care of by their parents/ guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.
- Any concerns about a young person or an adult should be reported to the Designated Safeguarding Lead or Deputies.

Local Police Context

Child Criminal Exploitation is a key priority for Thames Valley Police. Any child can become a victim of exploitation, it can be difficult to spot.

What is child criminal exploitation?

“Child criminal exploitation is common in county lines and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.”

Common signs of exploitation include:

- New possessions with an unknown origin (mobile phones, shoes, clothes)
- The use of alcohol
- The use of drugs
- Secrecy around social media
- The possession of two mobile phones
- A change in behaviour or mood
- Physical harm such as bruises, cuts or burns
- Health problems resulting from sexual activity
- Being absent from school
- Being disruptive in school
- Disappearing from the home and their location being unknown
- Not returning to the home at the expected time

If you are observing changes or signs like the above in a child and you are concerned please inform the Designated Safeguarding Lead, who will liaise with the family and other external agencies such as the Police and Social Care.

Other professional priorities for our local Police force include Knife Crime and County Lines.

Theale Green School works in close partnership with an allocated School's Officer in supporting children and families within our community.

Prevent Duty

The Prevent Duty aims to safeguard children from becoming terrorists or supporting terrorism.

Teenagers can be at greater risk because they are more independent, exploring new things and pushing boundaries as they grow and discover more about their identity, faith and sense of belonging.

Extremist groups often target young people via the internet and social media.

Please report concerns regarding extremist behaviour to the Designated Safeguarding Lead or Deputies.

Behaviour Policy

Our Behaviour, Anti-bullying and Prejudice Incident procedures can be found on our website. Behaviour concerns should always be reported to the Designated Safeguarding Lead or a member of the Leadership Team.

Theale Green School recognises bullying as a form of Child-on-Child abuse and encourages everyone to be vigilant of the way children behave towards each other and the language they use. The Designated Safeguarding Lead should be contacted if Theale Green School students behave in a way that indicates they are being:

- Racist
- Sexist, including sexual language that may indicate Sexual Harm/Abuse
- Homophobic

Online Safety Policy

The online safety policy can be found on our website. The Designated Safeguarding Lead is responsible for ensuring appropriate Filtering and Monitoring systems are in place at all times.

Theale Green School recognises both the benefits and risks to children of having access to the internet and social media and proactively takes steps to educate and safeguard them against online exploitation and abuse including misinformation, disinformation and conspiracy theories. This also includes the use of Artificial Intelligence.

Children are not permitted to use mobile phones when in school, except in exceptional circumstances.

Visitors should be mindful of their phone use and ensure they are in an appropriate location when accessing their personal devices, such as staff rooms, office spaces etc.

Visitors are not permitted to take photographs of children under any circumstances.