








Safeguarding at Theale Green School



Welcome to Theale Green School. Please take a few moments to read the information below. We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment. This document contains information about our expectations whilst visiting the school. If you are unclear about anything stated below, please speak to our school's Designated Safeguarding Lead or the Safeguarding Officer. Please keep this information in a safe place so that you can read it again should you need to.

Key Safeguarding Staff						
	Maz Tottman Assistant Headteacher – Senior DSL	Daniele Drake Safeguarding Officer	David Holbrook Acting Assistant Head – Senior DSL	Mariann Downing Student Engagement Manager	Shontelle Miller Student Engagement Manager	Claire Lloyd Assistant Headteacher - SENDCo
Contact via: speakup@thealegreen.w-berks.sch.uk						
		Charlotte Badarello Head Teacher Designated Safeguarding Lead Staff allegations				

<p>Safeguarding Culture</p>	<p>Our safeguarding culture is based around the “TGS Way”- 5 Key Safeguarding Principles:</p> <ol style="list-style-type: none"> 1- Safeguarding is everyone's responsibility - <i>We all have a duty of care as adults in a position of responsibility</i> 2- Think the unthinkable - <i>It could happen here...</i> 3- Adopt a child-centred approach - <i>We act in the best interests of the child or young person and hear their voice</i> 4- Professionally curious - <i>We listen to our instincts and ask questions</i> 5- Adopt a hive-mind mentality - <i>Concerns no matter how small are passed on to ensure we have a complete picture</i> <p>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</p>
<p>Visitors to our school</p>	<ul style="list-style-type: none"> • Please sign in on arrival and collect your visitor’s badge and lanyard. • Your badge and lanyard must be worn at all times to avoid being challenged by staff or students. • On departure, please sign out and return your badge and lanyard to the school reception. • Governors are aware of their role in safeguarding children, review the Safeguarding Policy annually and ensure independent contractors have the required child protection procedures. <p>Please read the following evacuation procedures and familiarise yourself with your evacuation route as displayed around the school.</p> <p>Fire</p> <ul style="list-style-type: none"> ○ If you discover a fire, please operate the nearest fire alarm call point by breaking the glass and alerting a member of staff. <p>Hearing the alarm</p> <ul style="list-style-type: none"> ○ On hearing the fire alarm, remain calm and evacuate the building immediately. <p>The fire assembly point</p> <ul style="list-style-type: none"> ○ The fire assembly point for visitors is on the courts at the rear of the school site. Our receptionist will register your arrival at the fire assembly point. <p>Lockdown</p> <ul style="list-style-type: none"> ○ Lockdown may be initiated if there is a threat to the safety and wellbeing of adults and young people on or near the school site. A threat may be from toxic fumes, a dangerous animal or an intruder. ○ The lockdown alarm is an intermittent alarm. ○ If you notice something or someone that you believe poses a threat to adults and young people in school, inform a member of staff.
<p>Reporting a Concern about a Child</p>	<ul style="list-style-type: none"> • If you are concerned about a child please report the matter to the Safeguarding Lead, including if a safeguarding concern occurs when hiring school premises. • You can report this in person by going to Reception and requesting to speak with Mrs Tottman or Mrs Drake. If neither is available you can request to speak to Mrs Downing, Ms Miller, Mr Holbrook or Mrs Lloyd, School SENCO. • If a child discloses that they might be subject to abuse: <ul style="list-style-type: none"> ○ React calmly; ○ Listen carefully to the child, particularly what is said spontaneously; ○ Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety; ○ Do not ask leading questions or make judgements; ○ Reassure the child that they are doing the right thing; ○ Record carefully what the child says in their own words including how and when the account was given; ○ Request an urgent conversation with the DSL and ensure the details of a disclosure are shared with them in writing. The DSL will then action the concern and record this information on Edukey.

<p>Reporting a Concern about a member of staff</p>	<ul style="list-style-type: none"> • If you are concerned about the conduct of a member of staff or volunteer in school, it is very important to do the following: <ul style="list-style-type: none"> ○ If it is concern about a member of staff or volunteer, you MUST share your concerns with the Headteacher, Mrs Badarello. ○ If it is a concern about the Headteacher you MUST share your concerns with the Chief Education Officer for Active Learning Trust, Mrs Rachel Cave rachel.cave@alet.org.uk
<p>Safeguarding and Child Protection</p>	<ul style="list-style-type: none"> • Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background, ability of 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: <ul style="list-style-type: none"> ○ 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 of 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 are being left home alone. • Any concerns about a young person or an adult should be reported to the Safeguarding Lead, Mrs Tottman
<p>Prevent Duty</p>	<ul style="list-style-type: none"> • 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 Safeguarding Lead Mrs Tottman, the Safeguarding Officer, Mrs Drake or the Headteacher, Mrs Badarello.
<p>Behaviour Policy</p>	<ul style="list-style-type: none"> • Our behaviour procedure can be found on our website. • All visitors should report behaviour concerns to the DSL or a senior member of staff • Theale Green School recognises bullying as a form of Child-on-Child abuse and encourages everyone to be vigilant of the way students behave towards each other and the language they use. The Safeguarding Lead, Mrs Tottman should be contacted if students behave in a way that indicates they are being: <ul style="list-style-type: none"> ○ Racist ○ Sexist, including sexual language that may indicate Sexual Harm/Abuse ○ Homophobic
<p>Online Safety Policy</p>	<ul style="list-style-type: none"> • The online safety policy can be found on our website. • Students 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.