



Ada Lovelace
C of E
High School

Safeguarding Information for Parents 2026

SAFEGUARDING/CHILD PROTECTION TEAM



Miss Marr,
Inclusion and Intervention
Designated Safeguarding Lead (DSL)



Mr Halton,
Deputy Headteacher
Deputy Designated Safeguarding Lead (DDSL)

Members of the Child Protection Team:



Ms H Marr
Designated
Safeguarding Lead *



Mr R Halton
Deputy
Designated
Safeguarding



Ms K Brewer
Senior Deputy
Headteacher



Ms J Adler
SENco



Mr E Fahy
Assistant
Headteacher



Ms M Bryant
Assistant
Headteacher



Mr G Green
Head of Year 7



Ms M Powell
Head of Year 8



Mr G Stanton
Head of Year 10



Ms H Khan
Head of Year 11



Mr M Disting
KS5 Pastoral Lead

Child Protection

If parents have any concerns about the safety of any students, they can contact the school to report concerns to a member of the Child Protection Team via email, telephone or in person.

- Give brief details of your concerns or an account of what happened.
- One of the team will act immediately.
- As with all safeguarding concerns, please remember that you cannot promise confidentiality when a child's safety is at stake. Please tell the child that you will refer the issue to a safeguarding officer. All our students have been made aware of the identities of the Child Protection team and is included in their planners.
- Child Protection Officers will investigate a case and make a decision as to whether to refer to the Child Protection Service in the relevant Borough.
- All information will be confidential to the team and the Headteacher, although relevant staff will be notified that there is a Child Protection case in process.
- There may be occasions where the school has to notify the Child Protection Service about a concern before notifying the parents

Out of school hours Safeguarding Emergency

After 4:00pm, please do not hesitate to contact the police on either 101 or 999.

Things to Avoid

The school will always permanently exclude a pupil for the following:

- a) Having an offensive weapon in school
- b) Possession of any illegal drugs (*) in school
- c) Supply or intent to supply illegal drugs in or out of school
- d) Assaulting a member of staff

Other serious incidents may result in permanent exclusions or a fixed exclusion up to 45 days.

Permanent exclusion is a last resort for Twyford Trust schools, and all steps will be taken to avoid it. However, persistent failure to comply with the school's behaviour policy may also lead to a permanent exclusion.

() The school will always use the most up to date list of illegal drugs as provided on the Government services information website*

*(**) for example, illegal drugs contained in food products or devices such as vapes do fall under the purview of this section of the policy*

Offensive weapon in the school context includes knives of any description or size – pocketknives, craft knives etc.

The full Behaviour Policy can be found on the Twyford Trust website:

<https://twyfordacademies.org.uk/key-documentation/policies>

Pastoral Stages

The Trust schools use a set of Pastoral Intervention Stages to allow students, parents and teaching staff to tell how well a student is engaging with the schools' learning & behaviour expectations. The aim is that each student stays at Pastoral stages 0 or 1, with their class teachers and form tutor supporting them.

A small percentage of students (less than 10%) may require greater support or intervention from more senior staff. Students who reach stages 2 or 3 will be monitored by their Head of Year or Head of Key Stage. A very small minority of student's reach stages 4 or 5; if this happens it means that poor learning and behaviour choices are putting them at risk of a fixed term or even permanent exclusion.

At stages 4 & 5, a senior member of staff monitors the student. The first indicator that a student has reached stage 4 is if they reach 50 negatives in a half term. Parents will be contacted to discuss their child's progress, so that positive steps can be taken to support their child and so they can avoid further sanctions.

Students who reach stages 4 or 5 at any point during the school year will not be permitted to attend any residential trips and may not be allowed to attend day trips (at the discretion of the school).

Use of Mobile Phones

Mobile Phones (Key Stage 3 & 4 students)

- The phone must not have internet access and must not have a camera.
- Suggested phone models to meet our policy include the following types:
Nokia 105, Samsung E1200 or Alcatel 10.16G
- It should be clearly marked with the student's name
- The phone should be switched off before the student enters the school site and placed in their school bag
- The phone should not be brought out at any point during the school day and should only be used after school when they are out of sight of the school entrances
- A school brand mobile phone remains the responsibility of the student at all times and the school will not take action if it is lost or stolen
- If a student is allowed to take a mobile phone on a school visit/residential trip it must be a school approved mobile phone.
- A school brand mobile phone remains the responsibility of the student at all times and the school will not take action if it is lost or stolen.

Searching

There may be occasions where a member of staff is required to search a student's personal belongings to look for a mobile phone (this will be done in accordance with the DfE guidance on searching and screening).

- If during a search a 'school phone' is found it will not be confiscated provided it does not contain any evidence relating to an investigation AND when it is found it is switched off
- All non-school approved phones and school phones that are not switched off will automatically be confiscated as part of a search
- Any phone that is seen or heard during the school day (school approved or otherwise) will automatically be confiscated

When a phone is confiscated

- If it is a school-approved mobile phone and does not contain information pertaining to an investigation, it may be collected by a parent at the end of the school day. It will not be returned to the student.
- If it is a non-approved phone, it (and the SIM card) will not be returned until the end of the full school term in which it is confiscated. **No exceptions** will be made to this rule so you must ensure your child does not bring a non-approved mobile phone onto the school premises under any circumstances.

Making or sharing of Nudes or Semi-Nudes



Sexting and the law information leaflet can be found on the school website.

Possessing and distributing nudes and Semi-Nudes

Making or Sharing Nudes and Sem- Nudes: The Law

- It is a crime to possess, take, make, distribute or show anyone an indecent or abuse image of a child or young person **under 18** years of age. Note that whilst the age of consent is 16, the relevant age in relation to indecent images is 18.
- A child under the age of 18 may commit an offence by creating or possessing a nude or semi-nude image of themselves
- A child commits a further offence if they distribute the image
- A person receiving the image is also liable for an offence of possessing the image. Under no circumstances should you save the image, show it, or send it to another person.

School Behaviour Expectations

The general school behaviour expectations already state that

- Students should not take any action which affects the health and well-being of others e.g. dangerous behaviour on the school site, bullying, fighting, use of internet sites or other social media.

Any student who shows, possesses, creates, shares, posts, or distributes a nude or semi-nude image of one student to another would automatically receive a serious sanction by breaking the above rule.

The school also takes very seriously the offence that a student commits when they take and share nude or semi-nude images of themselves as they are acting illegally and potentially affecting their own future well-being.

Any student who is found to have made, possessed or sent a nude or semi-nude image of themselves is acting illegally and would automatically expect to receive a serious sanction.

Online Safety & Behaviour Expectations

- Students should never post photos in school uniform or identify where they live or go to school.
- Students can/will be sanctioned in school for online acts against other students or that bring the school's name into disrepute.
- Parents should report any online bullying to the Head of Year immediately.

Mental Health

Below is some collated guidance on supporting children with mental health. We will promote this guidance in school through our PSHE workshops and Pastoral Curriculum.

- Encourage physical exercise, to let off steam and reduce anxiety or worry
- Help children take part in activities they enjoy
- Create a quiet and clear place at home where they can study and prioritise time each week for them to do homework (or use school Study Club)
- It's important to be healthy and eat well
- Try to maintain a regular sleeping pattern if possible

If you have a specific concern about your child, please contact their Head of Year in the first instance.

Useful Links

<https://tinyurl.com/action4children>

<https://tinyurl.com/nspccadvice>

<https://tinyurl.com/mindadvice>

Safety in school – lock down procedures

On very rare occasions, it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside in the near vicinity.

The lockdown procedure will be a sensible and proportionate response to any external or internal incident, which has the potential to pose a threat to the safety of staff and pupils in the school. The procedure will minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Students and staff will be notified that lock down procedures are to take place immediately by:

- A distinctive bell which will clearly sound different to the changes of the lesson bell and the fire alarm

Lockdown practice

1. If lockdown is initiated during lesson time, the students remain in the room they are in, the staff will ensure the windows and doors are closed/locked and screened where possible. Students should sit on the floor away from possible sightlines including external windows/doors.
2. If lockdown is initiated at a time when students are out of class, there will begin a process of students being quickly and calmly ushered into the school building. They will be directed to the class of their next lesson and when they arrive their teacher will move to the actions described in the point above.

Fire and lock down drills

Fire and lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Welfare

There is a Welfare Officer and several First Aiders who are on call for students who have sustained an injury or feel unwell.

The school works with the Borough School Nursing Team to ensure that all vaccination programmes are met and communicated as well as providing advice to our staff and students.

Welfare Room:

- Provides First Aid for cuts, grazes, burns and for injuries that have just happened
- Deals with students who are feeling unwell
- Provides support and care to students with medical conditions

Parent/Carers expectations:

- Must declare all medical conditions and needs on the Emergency Contact & Welfare Profile upon receipt of an offer to the school
- Must liaise with the school to develop and agree an Individual Healthcare Plan prior to admission
- Must update the school concerning any changes regarding their child's medical conditions/medication
- Must provide the school with necessary in-date medication, in its original packaging with chemist labelling with dosage instructions and expiry date information, prior to the child's start date. Students with anaphylaxis must carry on their persons 2 adrenaline auto-injectors, students diagnosed with asthma must carry their asthma inhaler and spacer at all times
- Must contact the Welfare Office if their child with food allergies requires an appropriate space to eat during lunch time

If student feels unwell at school:

- During a lesson or an extended elective, students should speak to their teacher and ask to go to the Welfare Office - the teacher should provide them with an EXEAT card, and the student should report to Reception before going to the Welfare Office
- During break or lunch, students should report to Reception before going to the Welfare Office
- Whilst on a trip, students should speak to a teacher, the trip leader or their group leader - the appointed person may administer emergency first aid if necessary
- Students who report to the Welfare Room will not automatically be sent home - students will be assessed by the Welfare Officer or a member of the First Aid Team and will be sent back to class if they are well enough

If student feels unwell before school:

- Students should be kept at home if they are not well enough to attend school
- Students should be kept off school for 48 hours if they have vomiting or diarrhoea
- Parents must notify the school on each day of their child's absence (see Attendance section)

If you need to declare a medical condition to the school or update the details of your child's medical condition and/or medication, please

email Welfare@adalovelace.org.uk

Tolerance, Respect & Understanding

At Ada Lovelace students are encouraged to treat everyone with tolerance, respect and understanding.

The Department for Education has published guidance on promoting British values in schools to ensure young people leave school prepared for life in modern Britain.* In that guidance it states that *"All have a duty to 'actively promote' the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs."*

Therefore, expressed opinions and ideologies which are considered racist, sexist, homophobic, or derogatory to any religion or culture, are in conflict with these values are not welcome within our Ada Lovelace community. If such opinions and ideologies are brought to our attention they will be sanctioned and referred to the relevant authorities.

* November 2014 <https://www.gov.uk/government/news/guidance-on-promoting-british-values-in-schools-published>)

Sexual Harassment

All students deserve to feel safe in school and any behaviour of a sexual nature will be challenged and sanctioned as appropriate. Sexual Harassment can take many forms – use of derogatory language, sexist jokes and physical touching, all of which is unacceptable and will not be tolerated in school. Students who have concerns about this sort of behaviour should use the Sexual Harassment reporting email address to inform the Child Protection team straight away. tellus@adalovelace.org.uk

Operation Encompass

At Ada Lovelace we are partners with the Police in Operation Encompass. This is a notification system whereby the school are informed when the police have attended a domestic incident and there is a child (under 18) in the family. This will ordinarily be done by the start of the next school day.

If you would like to find out more about what is considered to be a domestic incident please take a look at the guidance from the Met Police on their website:
<https://www.met.police.uk/advice/advice-andinformation/daa/domestic-abuse/>

This information is given in strict confidence to a specially trained member of the school staff, known as the Designated Safeguarding Lead (DSL). The DSL will use the information that has been shared, in confidence, to ensure the wellbeing of the child.



Ada Lovelace
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