

## Our Safeguarding Team

Natalie Edwards - Assistant Head, DSL, Welfare Manager  
Mobile: 07387 978409

Email: [nedwards@r-i-t.org](mailto:nedwards@r-i-t.org)



Lara Gray – Senior Welfare Officer/DSL, and Middle Leader for  
MLP and Reduced Timetables  
Email: [lgray@r-i-t.org](mailto:lgray@r-i-t.org)



Eleni Kyriazi - Chair of Academy Council  
Email: [ekyriazi@inspireacademy.org.uk](mailto:ekyriazi@inspireacademy.org.uk)

### Contact details:

Inspire Academy, Silverbank, Churchill Avenue, Chatham, Kent, ME5 0LB

Telephone: 01634 827 372

Email: [office@inspireacademy.org.uk](mailto:office@inspireacademy.org.uk)

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

Follow us on X

@InspireAcademy9



# Inspire Academy

## Child Protection Procedures and Important Information for Visitors and Agency Staff 2025/26



At Inspire Academy we nurture interests, develop lifelong learners and create adaptable and resilient young adults, who will be able to engage positively in the workplace and wider society.

## Safeguarding

Safeguarding is a term used in the United Kingdom and Ireland to denote measures to protect the health, well-being and human rights of individuals, which allow people—especially children, young people and vulnerable adults—to live free from abuse, harm and neglect.

Safeguarding children is a concept that reaches beyond child protection to incorporate the additional aims of preventing the harm of children’s health and development, ensuring children are growing up in circumstances consistent with the provision of safe and effective care.

The UK Government has defined the term ‘safeguarding children’ as:

***‘The process of protecting children from abuse or neglect, preventing impairment of their health and development and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.’***

- Protecting children from maltreatment
- Preventing impairment of children’s health or development
- Making sure children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Many areas are considered to fall under the definition of safeguarding such as:

- Abuse
- Bullying
- Discrimination
- Mental Health
- Racism
- Radicalisation / Extremism

## Useful Links

If you have additional questions, thoughts or concerns that arise about digital media, the internet, online safety or safeguarding, we are always here to help and assist where we can.



[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

The National Crime Agency Child Exploitation and Online Protection Command (NCA-CEOP) have a website which is suitable for children aged 5-18 and has a section just for parents/carers with advice and information.



[www.nspcc.org.uk/online-safety](http://www.nspcc.org.uk/online-safety)

The NSPCC have produced resources for parents. Their website covers excellent advice for parents as well as specific advice for children with special educational needs and disabilities.



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

The Childline website has a wide range of information and advice on both online and offline safety for children.



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

UK Safer Internet Centre provides a wide variety of advice and guidance to help you discuss online safety with your children. There are useful checklists for privacy settings on social networks and suggestions to consider before buying devices for your children.



[www.childnet.com](http://www.childnet.com)

Childnet has resources, including videos and storybooks, to help you discuss all aspects of online safety with your children.



[www.internetmatters.org](http://www.internetmatters.org)

Internet Matters bring you all the information you need to keep your children safe online. It has a tool which guides you through how to set up parental controls on all the different devices in your home to protect your children.

## What is CHANNEL?

Channel is a programme that provides support to people who are identified as being vulnerable to being drawn into terrorism or extremism.

It is a supportive approach and operates in the pre-criminal space. The programme uses a multi-agency approach to protect vulnerable people by:

- Identifying individuals at risk
- Assessing the nature and extent of the risk
- Developing the most appropriate support plan for the individuals concerned.

## Government Guidance

Prevent duty guidance – GOV.UK ([www.gov.uk](http://www.gov.uk))

## Agency Staff / Visitors Responsibility

As a visitor at Inspire, either as a volunteer, supply staff or someone who has come to work with our children and young people in any other capacity it is important that you are aware of our Child Protection procedures. We ALL have a duty to safeguard and promote the welfare of our children.

### Identity Badges

All visitors within Inspire must wear a visitor's badge, which will be issued at Reception. You must sign into our digital system following the prompts stating your name, company and who you are visiting. The system will also take a photograph of you, which will appear on your badge. You must wear your badge at all times whilst on the premises and **anyone without a badge will be challenged.**

### Confidentiality

You must not discuss details of students outside of school. **The taking of photographs is strictly forbidden.**

### Mobile Phones

You are not permitted to use your phone whilst working or when supporting students. Your phone must stay out of sight and on silent and can only be used during your lunch break in the staff room only. In emergencies, please inform a member of the Senior Leadership Team (SLT) that you need to make or take a call.

## Concerns about a child / young person:

**No matter how trivial, pass it on. Safeguarding is everyone's responsibility, and our first consideration.**

If, whilst with a child/young person, you become concerned about:

Comments made by the child/young person

Marks or bruising

Changes in their behaviour

Something you have observed

You must report any concerns or disclosures shared by a young person to the DSL, DDSL or a member of the SLT without delay and recorded on Sleuth via the 'Purple Button'.

Any delay in sharing information can result in a young person potentially being at risk further.

**Write down what the child says in their own words – record what you have seen and heard also. Make certain you distinguish between what the child has actually said and the inferences you may have made. Accuracy is paramount in this stage of the procedure.**

**REPORT Immediately to a Safeguarding Lead**

## If a child / young person chooses to disclose information to you:

Whilst this can be an alarming situation to find yourself in, it is important to remain calm and not to let the moment pass as they may not do so again.

## Helping the child / young person when a disclosure is made:

Be prepared to listen and reassure

**Recognise  
Respond  
Report  
Record  
Refer**

**The 5 'R's that we follow within the academy**

## What is Radicalisation?

The process by which a person comes to support terrorism and forms of extremism leading to terrorism.

## What is Extremism?

The Government has defined extremism in the PREVENT DUTY as:

"Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

We also include in our definition of extremism calls for the death of members of our armed services".

## What are British Values?

An important part of Prevent is the promotion of British values. These are the norms that shape our society, and which are enshrined in law, through legislation such as the Equality Act 2010. British values are described as:

- Democracy will include encouraging apprentices to take part in democratic processes and understand how democracy influences all our lives eg. through laws.
- The rule of law will include encouraging apprentices to research health and safety laws which regulate industry or review the health and safety processes relevant to their work.
- Individual liberty will include encouraging apprentices to discuss the extent that this exists or is limited by regulation.
- Mutual respect and tolerance will include encouraging apprentices to respect other people with particular regard to the protected characteristics of the Equality Act 2010.

## Equality Act 2010

All employers should exemplify British values through their behaviour and practice with all they interact with through their work. This includes:

Demonstrating and promoting tolerance and mutual respect as part of their Equality duty

Complying with the Equality duty as set out in the Equality Act 2010 to prevent discrimination against people with protected characteristics.

The nine protected characteristics specified in the Equality duty are:

age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender, sexual orientation

## What is the PREVENT Duty?

Section 26 of the Counter-Terrorism and Security Act 2015 places duty on certain bodies to have “due regard to the need to prevent people from being drawn into terrorism”.

As an employer, Inspire Academy has the duty to comply with PREVENT.

- The Prevent strategy, published by the Government in 2011, is part of the UK’s overall counter-terrorism strategy, CONTEST.
- The aim is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism.
- It deals with all forms of terrorism and with non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists then exploit.

## What are the signs of Vulnerability?

There is no single way of identifying who is likely to be vulnerable to being drawn into terrorism. Factors that have a bearing on someone becoming vulnerable may include:

- loneliness or isolation
- pressure from persons linked to extremism victim or witness to race or religious hate crime
- conflict with family over religious beliefs/lifestyle/politics
- identity confusion
- recent religious conversion
- change in behaviour or appearance due to new influence
- under-achievement
- possession of literature related to extreme views
- experience of poverty, disadvantage or social exclusion
- extremist influences
- a series of traumatic events global, national or personal

### Do’s

If a child makes a disclosure to you, **do...**

- Listen and be supportive – make it clear you’re taking them seriously and will take action to keep them safe
- Reassure them that what’s happened isn’t their fault
- Let the child guide the conversation
- Ask non-leading questions (eg. “can you tell me more about that?”)
- Explain what you need to do next, and why – be clear about the steps that will be taken



### Don’ts

If a child makes a disclosure to you, **don’t...**

- Make notes while the child is speaking – wait until the end of the disclosure
- Ask leading questions (eg. “Did your dad hit you?”)
- Promise not to tell anyone or keep anything a secret - make it clear that you’ll need to share what they have told you to keep them safe
- Interrupt the child to clarify details – this may make them reluctant to continue
- Talk to the alleged abuser – this could make things worse for the child



- **You cannot promise confidentiality as the information will have to be passed on.** Do not make any promise that you cannot keep.
- Explain to the child/young person that you will need to pass the information on
- Let them know that the disclosure will only be reported to the people who need to know and who can help
- Write everything down that they tell you
- Do not interrogate the child/young person or ask leading questions
- Be mindful to remain calm and do not show emotions such as shock or distress
- Let them know it was good that they feel able to tell you and it is not their fault
- Reassure them they were right to tell someone
- Record the details of the disclosure immediately and report them to the DSLs so they can deal with the situation in the most appropriate way
- It is your duty to report it immediately
- It is not your responsibility to investigate

## **Allegations:**

- Any allegations against staff should be reported to the Head of Academy
- If the concerns are about the Head of the Academy, please inform the Academy Council Chair, Michael Gray. Contact details are on the back of this information leaflet.

## **Fire Precautions:**

- In the event of an emergency evacuation, you will hear an alarm.
- If the fire alarm sounds whilst you are visiting, please proceed calmly out of the building via the nearest fire exit. The fire assembly point is the grass area at the front of the academy.
- Do not stop to get personal possessions. If you are here as an agency member of staff you should ensure the safety of pupils in your care.
- Please do not leave the school site without signing out at Reception.
- If you have any mobility difficulties and need assistance in the event of an emergency, please make this known to us.

## **Smoking:**

The school and grounds are a NO SMOKING site.

## **Alcohol:**

It is not acceptable for anyone to consume alcohol at any time whilst on the school premises or during school hours.

## **Absence:**

You must telephone your agency, Mrs Wood (Deputy Head), and Mr Betts BEFORE 7am if you are not coming in to work. You will have been provided with their contact numbers. To inform the school if you will be returning or still absent the following day, you must ring your agency, Mrs Wood and Mr Betts by 3pm.

## **Reception:**

The office does not open until 8am, therefore there will be no one to let you in if you arrive before this time.

## **Security:**

Do not allow anyone to access the building when you are entering or exiting. Remain with any visitor until you have handed them over to a member of Inspire Academy staff.

## **Our Safeguarding Team**

### **Natalie Edwards**

Designated Safeguarding Lead  
Assistant Head  
Welfare Manager  
[nedwards@r-i-t.org](mailto:nedwards@r-i-t.org)

### **Lara Gray**

Deputy Designated Safeguarding Lead  
Senior Welfare Officer  
[lgray@r-i-t.org](mailto:lgray@r-i-t.org)

The safeguarding team and the whole of Inspire Academy are dedicated to keeping children safe in education by identifying and acting upon all forms of neglect, abuse and exploitation.

## **Helpful Welfare Contact Details**

Medway Social Care: 01634 334 466

Kent Social Care: 03000 411 111

Medway LADO: 01634 331 065

Medway Food Bank: 01634 757 057

Anti-Terrorist Hotline: 0800 789 321

NSPCC: 0808 800 5000

## **Mental Health Wellbeing**

[www.kooth.com](http://www.kooth.com)

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

TEXT \*SHOUT\* to 85258