

## Be Vigilant!

Children who are at risk of harm or neglect can sometimes be identified by the following:

- Verbal disclosure
- Sharing a secret
- Information passed by a friend or other pupils
- Images or other content found online on phones or tablets
- Changes in behaviour
- Seeming down, withdrawn, anxious or tired
- Self-harming
- Concerns found in school work
- Inappropriate knowledge of 'adult' issues
- Poor bond or relationship with a parent
- Always choosing to wear clothes that cover their body

**Safeguarding and promoting the welfare of children is everyone's responsibility.**

## Child on Child Abuse

Anyone working with children should be aware that children can abuse other children and that it can happen both inside and outside of school and online.

It is important to not downplay certain behaviour as 'just banter', 'just having a laugh' or 'kids just being kids'.

If you have any concerns about child on child abuse, report it immediately to a member of the Safeguarding Team.

## Managing allegations against staff

In exceptional circumstances, you may have concerns about the conduct of a staff member. If so, it is very important that you share your concerns with the Headteacher.

If your concerns relate to the conduct of the Headteacher, you must share your concerns with the Chair of Governors.

Contact the Safeguarding Team

0208 953 3459

head@kenilworth.herts.sch.uk



**Kenilworth Primary School**

# Safeguarding Guide

At Kenilworth Primary School, we are committed to **safeguarding** the children in our care.

Please read the following information which is designed to help education staff and visitors understand the importance of keeping everyone safe at Kenilworth Primary School.



Any adult working or volunteering in school has a responsibility to help identify children and young people who are at risk of harm and in need of protection.

If you identify a safeguarding concern in respect of a young person, you must report it to the a member of the **Safeguarding Team (DSLs)**.

If you are present in school, you can reach a DSL by asking at the school office. Otherwise, you need to telephone the school on 0208 953 3459 and ask to speak to a DSL.

### Visitor Procedures

- **Sign in and out** at the Main Office.
- **Wear your agency/school's identity badge** at all times.
- Be vigilant at all times.
- **Switch off all mobile devices**, including phones, whilst you are in school.
- Please **keep personal belongings out of reach of children**.
- Please follow the fire evacuation procedures and leave the building at the nearest exit if the fire alarm sounds.
- Please read '*Keeping Children Safe in Education 2025*' (KCSiE)
- Please read our Child Protection Policy.
- Speak to us if you have a question or a concern.

## The Safeguarding Team



Mrs Sampson

**Designated  
Safeguarding Lead**



Mrs Chidley

Deputy Designated  
Safeguarding Lead



Miss Schumacher

Deputy Designated  
Safeguarding Lead



Mrs Pillay

Deputy Designated  
Safeguarding Lead

Irmine Mason & Ash Patil  
Co-Chairs of Governors  
[imason@kenilworth.herts.sch.uk](mailto:imason@kenilworth.herts.sch.uk)  
[apatil@kenilworth.herts.sch.uk](mailto:apatil@kenilworth.herts.sch.uk)

Rifat Shaheen & Ash Patil  
Link Safeguarding Governors  
[rshaheen@kenilworth.herts.sch.uk](mailto:rshaheen@kenilworth.herts.sch.uk)

### Helpful tips to protect children

Safeguarding children and young people is a sensitive area and requires a professional and collaborative approach.

**A child *may* choose to share child protection concerns with you.**

Any concerns you have or that are disclosed to you **MUST** be shared with the staff Safeguarding Team as soon as possible.

**If you are concerned about a child or a child makes a disclosure, you should:**

- **React calmly**
- **Listen carefully** to the child
- **Reassure** the child, tell them that they were right to tell you but **do not promise to keep it a secret**
- **Do not ask leading questions** or make judgements
- Remember, your statement could be used as evidence if a child discloses a child protection concern with you. **DO NOT QUESTION FURTHER OR INVESTIGATE**
- **Record** carefully what the child says *in their own words* immediately.
- Include how and when the account was given. Date, time and sign.
- **Please inform a member of the Safeguarding Team immediately.**