

## Safeguarding Policy

### 1. Introduction

At KIS we are committed to safeguarding and promoting the welfare of all children in our care. The safety and wellbeing of our students is our top priority, and we work together to ensure a safe and nurturing environment for every child. This policy outlines the key safeguarding areas of supervision, awareness, curriculum, school security, training, whistleblowing, and inclusion, and applies to all staff, volunteers, and visitors to the school.

### 2. Supervision

All members of staff in schools have the duty of care towards their students and are responsible for their wellbeing, safety, and protection whilst they are under the school's supervision to ensure the safety of all children, effective supervision practices are in place:

All children will be appropriately supervised during lessons, break times, before and after school, and on trips.

Staff will monitor children closely during activities, ensuring that they are always aware of the number of students in their care.

Staff-to-student ratios will be maintained in line with statutory requirements for both in-school and off-site activities.

Supervision levels will be adapted depending on the age, developmental needs, and risk factors of individual students.

Outdoor play and transition times will be closely monitored, with staff ensuring that children are always in sight.

#### Acceptable School Drop-Off and Pick-Up Timings:

Schools shall communicate to parents' acceptable drop-off and pick-up timings.

- Schools shall ensure the supervision of students 45 minutes before the start of the school day and 90 minutes after school hours and must notify parents of their responsibility toward their children outside of these two periods.
- In instances where parents drop off children at the school without the school's knowledge, the school shall not be legally responsible for the safety of the child.

### 2. Safeguarding Awareness

All staff and adults within the school community will be aware of their safeguarding responsibilities:

Staff will receive regular training on safeguarding, including the recognition of signs of abuse, neglect, and exploitation.

The school will promote a culture of vigilance, where all members of the school community are encouraged to be alert to potential safeguarding concerns.

Safeguarding information will be accessible to all, including students, parents, and volunteers, with clear guidance on how to report concerns.

#### 4. Curriculum and Safeguarding

The school will embed safeguarding principles into the curriculum to educate and protect students:

Personal, Social, Health and Economic (PSHE) education, including Relationships Education, will cover topics such as online safety, mental health, healthy relationships, and recognizing inappropriate behavior.

Safeguarding issues such as bullying, radicalization, and grooming will be addressed as part of age-appropriate teaching.

The curriculum will encourage students to understand their rights and responsibilities, as well as the importance of personal safety.

Resources will be reviewed to ensure they are appropriate, and any concerns related to content will be addressed promptly.

Developing an understanding of how to best be responsible for their own and others' safety.

#### 5. School Security

We are committed to ensuring the physical security of the school site and the safety of all individuals on the premises:

Access to the school site will be controlled. All visitors must sign in at the main school entrance and wear a visitor's badge.

The premises will be secured during school hours, with appropriate measures taken to prevent unauthorized access, including perimeter fences and secure gates.

School equipped with integrated and fully functioning access and security systems, including security video surveillance cameras (CCTV systems)

All staff, including cleaners and maintenance personnel, will be checked, and any volunteer or external professional working with students will be vetted as per safeguarding protocols.

Schools will ensure that security guards are present at any given time at all entry points/gates. They shall not leave their posts unless there is someone to replace them temporarily.

Maintain a visitor's log by recording the visitor's name, ID, signature, telephone number, purpose of visit, time of arrival, and time of departure

Maintains a communication link between the security guard at the entry gate and the school reception/administration to authorize the entry of unknown persons.

Fire drills and emergency procedures will be practiced regularly.

## **6. Training**

All staff members will receive safeguarding training to ensure they are equipped to recognize and act on concerns:

All staff (including teaching, support staff, and volunteers) will receive safeguarding training as part of their induction, and subsequently on an annual basis.

Designated Safeguarding Leads (DSLs) and deputies will receive specific, advanced training to support the identification and management of safeguarding cases.

Staff will be trained to recognize the signs of abuse, neglect, radicalization, and exploitation.

The school will maintain up-to-date records of training and ensure that staff are regularly updated on changes in safeguarding legislation.

## **7. Whistleblowing**

We encourage a culture where staff feel empowered to report any concerns about child protection or the conduct of others:

Staff are encouraged to report any safeguarding concerns they may have, including concerns about the actions of colleagues, through the school's whistleblowing procedures.

The school has a clear and accessible process for reporting concerns, which is outlined in staff handbooks and available to all employees.

Any whistleblowing reports will be taken seriously and investigated promptly. The school ensures that staff members who raise concerns will be protected from retaliation.

Where appropriate, external agencies (such as local authority safeguarding teams or Ofsted) will be contacted if necessary.

## **8. Inclusion and Safeguarding**

School will ensure that the Safeguarding Committee or Lead works closely with the Wellbeing Committee or Lead, Head of Inclusion, School Counselor, Social Worker, Health & Safety Officer as well as other relevant stakeholders (e.g., teachers, parents) to promote the safeguarding and security of all students.

We are committed to ensuring that safeguarding is inclusive and that all children, including those with special educational needs and disabilities (SEND), are supported:

Safeguarding arrangements will consider the specific needs of vulnerable groups, including those with SEND, children in care, and children from minority ethnic or cultural backgrounds.

Any individual who requires additional support to understand safeguarding concerns (e.g., through communication aids, interpreters, or individualized support) will receive this support.

The school will work in partnership with parents and external agencies to ensure that all students are safeguarded effectively.

Any instances of discrimination or exclusion will be taken seriously and acted upon in line with the school's anti-bullying and equality policies.

## 9. Reporting and Responding to Concerns

All concerns related to safeguarding will be reported and acted upon in accordance with our safeguarding procedures:

If a child is at immediate risk of harm, staff will take appropriate action to ensure their safety and alert the Designated Safeguarding Lead (DSL) immediately.

All concerns will be documented, and parents (unless it would be unsafe to do so) will be informed of actions taken.

Concerns will be assessed, and where necessary, referrals will be made to external agencies, including children's social care, the police, or local safeguarding boards.

## 10. Review

This policy will be reviewed annually and updated as necessary in response to changes in legislation, guidance, and school practices. Feedback from staff, students, and parents will be considered during the review process to ensure that safeguarding practices remain effective and appropriate.

## 11. Conclusion

KIS takes the safety and well-being of all students seriously. Through robust safeguarding practices, including supervision, training, curriculum development, school security, and an inclusive approach, we aim to create a safe environment where children can thrive. All members of the school community are responsible for safeguarding and must work together to keep our children safe.