

Everyone who comes into contact with children and their families has a role to play in safeguarding the welfare of children. At Westbourne Academy, safeguarding is considered everyone's responsibility. It forms part of the wider safeguarding system for children and we have a duty of care to keep children safe and enable the best outcomes for all.

## The safeguarding of our students has three main elements:

1. Prevention through the creation of a positive academy atmosphere and the teaching and pastoral support offered to students.
2. Protection by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to safeguarding concerns.
3. Support to students who have been abused or witnessed abuse. Abuse can be defined as physical, emotional, sexual or neglect.

### Our academy will:

1. Establish and maintain an environment where students feel safe and secure, are encouraged to talk and are listened to.
2. Ensure that students know that there are adults within the academy who they can approach if they are worried or are in difficulty.
3. Include activities and opportunities in the curriculum, which equip students with the skills they need to stay safe from all forms of abuse and to stay safe online.
4. Ensure that, wherever possible, every effort will be made to work closely with parents, the local community and outside agencies.

### Visitors to our academy are expected to:

1. Sign in and out at reception.
2. Wear a visitors badge, that is visible, at all times.
3. Behave and conduct themselves in a manner that is appropriate for an institution that works with young people.



### KEY CONTACTS WITHIN THE ACADEMY



**Designated Safeguarding Lead (DSL):**  
**Mrs Cathy Cook** (Assistant Principal)  
Tel: 01473 466 156 / 07789 926 352



**Deputy Designated Safeguarding Lead (DDSL):**  
**Mrs Carol Clarke** (Senior Pastoral Lead)  
Tel: 01473 466 170 / 07850 922 577

**Named Governor for Safeguarding:** Mrs Sarah Aspin

### KEY CONTACTS WITHIN THE LOCAL AUTHORITY

**Customer First (Children's Services):** 0808 800 4005

**Suffolk Police:** 01473 613 500 /101

### OTHER KEY INFORMATION

**Suffolk Safeguarding Partnership:**  
[www.suffolksp.org.uk](http://www.suffolksp.org.uk)



**Child Exploitation and Online Protection (CEOP):**  
[www.ceop.police.uk](http://www.ceop.police.uk)



**Working Together to Safeguard Children:**  
[www.workingtogetheronline.co.uk](http://www.workingtogetheronline.co.uk)

### In safeguarding and promoting the welfare and wellbeing of children, we will act in accordance with the following legislation and guidance:

Keeping Children Safe in Education (2020)  
Working Together to Safeguard Children (2018)  
Health and Safety at Work Act (1974)  
Management of Health and Safety at Work Act (amended 1999)  
Human Rights Act (1998)  
Data Protection Act (1998)  
Education Act 2002 (section 175/157)  
The Children Act (2004)  
Mental Capacity Act (1993 amended 2005)  
The Education (Pupil Information) (England) Regulations 2005  
Equalities Act (2010)  
Teachers' Standards (2012)  
Dealing with Allegations of Abuse Against Teachers and Other Staff (2012)  
The Local Authority Safeguarding Children Board Inter-Agency Procedures  
What to do if you're worried a child is being abused (2015)  
Information Sharing (2015 updated 2018)  
Counter-Terrorism and Security Act (2015)  
Children Missing Education-statutory guidance for local authorities (2016)  
Disqualification under the Children Act (2006 revised 2018)  
Sexual Violence and Sexual Harrasment Between Children in Schools and Colleges (2017)  
Mandatory Reporting of FGM (2016)

- ▶ Safeguarding is everyone's responsibility
- ▶ The needs of the child are paramount
- ▶ The need for help is identified early
- ▶ Anyone with a concern for a child should make a referral

At Westbourne Academy, we work with social care, the police, health services and other agencies to promote the welfare of children and protect them from harm. Children includes everyone under the age of 18.

In compliance with the Key Safeguarding Employment Standards, all members of staff, governors and volunteers will:

- be appropriately qualified
- have the relevant employment history
- have the necessary checks carried out
- have enhanced Disclosure and Barring Service checks (DBS)
- have access to safeguarding training every year, as well as regular updates

All child protection concerns will be acted on immediately. The following indicators are listed under the categories of abuse:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect


### The SHARP System

- ▶ Have you got a problem?
- ▶ Need a hand?
- ▶ Nobody to turn to?
- ▶ Nobody listening?
- ▶ Don't know what to do?

Current safeguarding issues are listed below. This is not an exhaustive list and, as new policy guidance and legislation develops within the remit of Safeguarding, the policy will be renewed and updated in line with the Suffolk Safeguarding Partnership and Local Authority.

Breast ironing / flattening  
Child criminal exploitation  
Children missing from education  
Child sexual exploitation (CSE)  
County lines  
Domestic abuse  
Female genital mutilation (FGM)  
Forced marriage  
Honour based abuse  
Peer on peer abuse  
Private fostering  
Radicalisation and extremism  
Upskirting  
Harmful sexual behaviour

For advice if you are worried, please contact the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

If you have any problems at school, at home, with your family or friends, or in the local community please don't suffer in silence. Go to the student page on our academy website and click on SHARP. Or type the following into your browser: <https://westbourne.thesharpsystem.com/> 

Use our **confidential** online tool to report it and I will do whatever I can to help. If I don't know myself, I will know someone else who can help you.

This is a **confidential** online service to stop you, a friend or someone you have seen from suffering.

*Mrs C Cook*  
Assistant Principal (Student Support)  
& Designated Safeguarding Lead (DSL)

To view all of our policies in full please visit [www.westbourne.atrust.org.uk/Parents/Policies](http://www.westbourne.atrust.org.uk/Parents/Policies)

**NSPCC**   
**HELPLINE**  
**0808 800 5000**  
[help@nspcc.org.uk](mailto:help@nspcc.org.uk)