

The King's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Irrespective of your association with the school, be it as a member of staff, visitor or a volunteer, we request that whilst you are at The King's School you abide by our policies and procedures which are there to keep everybody safe.

Please ensure you wear your identification or visitor's badge at all times whilst on the premises.

All visitors are required to sign in at reception before entering the School.

### **First Aid**

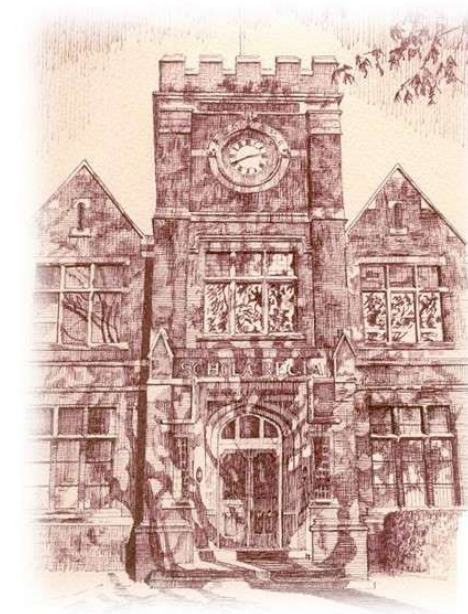
Any student exhibiting any medical concerns or who seems ill should be referred to Pupil Reception as soon as possible in order that they can be assessed.

If urgent attention is required, please dial 338 from any internal telephone to connect with Reception, telling them the student's name and location and brief symptoms, and they will notify the duty First Aider.

### **Health and Safety**

Health and Safety issues are regularly monitored to ensure that the School provides a safe environment for all pupils, staff and visitors. You have a responsibility to ensure that your actions do not put others at risk. Please ensure you follow instructions whilst on site and do not operate machinery you are not trained to use.

*The King's  
(The Cathedral)  
School*



# **Safeguarding and Child Protection**

**What you need to know**

# Child Protection

If at any time during your visit to the School you have any concern about a student you encounter, you should report this to a member of staff immediately.

**If you feel a student is at risk or is the subject of abuse you must contact the Designated Child Protection Officer immediately.**

**Helen Birch - ext 302**

**Kathryn Denman - ext 326**

**Cherry Palmer - ext 329**

**At The King's School the welfare and wellbeing of our students is paramount.**

**You should report any of the following signs:**

Is the student bruised or do they have injuries?

Is the student talking about violence at home?

Is the student acting in a way inappropriate for their age?

Is the student showing signs of being neglected?

**How to respond if a student says they want to tell you something or begins to tell you:**

Tell them that you will have to pass the information on and to whom.

Don't ask them to repeat themselves. Listen and don't prompt them.

Reassure them and tell them they have done the right thing by telling you.

**NEVER AGREE TO KEEP ANYTHING SECRET AND MAKE SURE YOU PASS THE INFORMATION ON TO THE DESIGNATED CHILD PROTECTION OFFICER IMMEDIATELY**