



# Welcome to The Henry Beaufort School

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both children and adults feel secure, able to talk and believe that they are being listened to. We maintain an attitude of 'it could happen here' where safeguarding is concerned. The aims of our Safeguarding policy are:

- To provide staff with the framework to promote and safeguard the wellbeing of our students and in doing so ensure they meet their statutory responsibilities.
- To ensure consistent good practice across the school.
- To demonstrate our commitment to protecting our students.

If you need to raise a safeguarding concern and it is out of school hours or out of term time, please contact Hampshire County Council's safeguarding team on: 0300 555 1384 or, the police on 101.

If a child is in immediate danger, please contact the police using 999.



For reasons of Safeguarding and privacy, recording and photography is **NOT** permitted at our events or on site. Colleagues at the Henry Beaufort School **DO NOT** consent to recordings or photographs being taken of themselves, material in school or presentations.



## The Henry Beaufort Safeguarding Team



Mr Coe  
Designated  
Safeguarding Lead  
Head of Year 9



Mrs Briggs  
Deputy Designated  
Safeguarding Lead  
Assistant Headteacher



Mr Applin  
Deputy Headteacher



Mrs Taggart  
Head of Year 7



Miss Bean  
Head of Year 8



Mr Janes  
Head of Year 10



Mr Naisbitt  
Head of Year 11



Miss Borwick  
Support and Guidance  
Manager



Mrs Callen-Organ  
Support and Seclusion  
Manager



Miss Mourant  
Learning Manager OLC



Mrs Peter - Simmonds  
Family Support Worker



Mrs Hodge  
SENDCO



Miss Price Harper  
Assistant SENDCO



Mrs Cavell-Wells  
Safeguarding Governor



Mr Lionel Jones  
Safeguarding Governor

Please take some time to familiarise yourself with the safeguarding team and if you need to speak to the Designated Safeguarding Lead (DSL) or someone from this team then please let reception know.



Alison Caplin  
Bursar  
H&S Safety Co-ordinator



Darren Silsby  
IT Services  
Manager

## **REPORTING A CONCERN**

If you have any safeguarding concerns during your visit to our school, then please report your concern immediately to your coach or group leader in the first instance. Please contact our DSL or one of the Safeguarding Team if you are unhappy with their response. Please be prepared to make notes on what you have witnessed in relation to the safeguarding concern as you may be asked to produce information on the following:

- Names of persons involved
- Dates and times of your observations
- Dates and times of any discussions in which you were involved or witnessed
- Any injuries
- Explanations given by the child / adult
- What action was taken
- Any actual words or phrases used by the child

The Henry Beaufort School follows the Local Children's Safeguarding Board Guidelines for safeguarding children and may liaise with Children's services and other agencies as appropriate. Any follow up actions will be taken in line with the Local Authority's guidelines and Keeping Children Safe in Education (2023).

## **DISCLOSURE FROM A STUDENT**

Should a young person make a disclosure to you it is important that you listen and do not dismiss the information. Students should be assured that their best interests will be maintained.

Visitors are required to not offer confidentiality or to 'keep a secret'. Instead explain that you need to pass on information to your coach or group leader in order to keep the student and others safe.

It is important that once a disclosure is made that any questioning of the young person should be left to a trained member of staff or volunteer.

## **CONFIDENTIALITY, SOCIAL MEDIA AND ELECTRONIC DEVICES**

In order to maintain confidentiality and protect anonymity where parents have requested it, we must insist that all visitors avoid discussing or sharing anything they observe during their visit, outside of the Henry Beaufort School. This includes not sharing anything on social media.

The nominated person responsible for GDPR is Mr Silsby – IT Services Manager.

Visitors should not use a mobile phone in any area where students are present. Photographs and video footage must not be taken unless prior permission has been given by the Senior Leadership Team (SLT). All information recorded is protected by the GDPR Act 2018 and that consent from the Headteacher must be gained prior to it being used or shared in any way.

## IN THE EVENT OF AN EMERGENCY

### FIRE PROCEDURE

If you hear a **CONTINUOUS BELL SOUNDER**, this is the Fire Alarm. Please evacuate the building and make your way to the lower play courts where you **MUST** make yourself known to the fire co-ordinator or the school reception staff.

- Do not stop to collect personal belongings
- Bring all students under your supervision with you and ensure all persons are evacuated from your area
- Report to the assembly area (tennis courts) and make yourself known to the Reception Staff
- Do not re-enter the building until you have been told it is safe to do so

You must not leave the school site unless authorised to do so by the H&S Co-ordinator.

Please note the buildings are provided with a number of facilities designed to ensure occupiers are safe as far as practicable from fire. These include:

- Fire Warning System
- Emergency Lighting
- Fire Doors and Protected Escape Routes
  - Portable Fire Extinguishers
  - Fire Safety Signs

The nominated person responsible for Health and Safety on site is Alison Caplin, the School Bursar.

### LOCKDOWN PROCEDURE

If you hear an **ELECTRONIC, TWO-TONE SOUNDER**, this is the Lockdown alarm.

- If you are a visitor or external contractor you should go to the nearest building and report to [lockdown@staff.beaufort.hants.sch.uk](mailto:lockdown@staff.beaufort.hants.sch.uk).
- If you are supervising students, you must email [lockdown@staff.beaufort.hants.sch.uk](mailto:lockdown@staff.beaufort.hants.sch.uk) with details of where you are and the names of the students who are with you.
- If you are with a staff member they will be in charge of the room and will follow the schools Lockdown Procedure

Until the **ELECTRONIC, TWO-TONE SOUNDER** has stopped you are to assume that this procedure is still active. During this time you should:

- Turn off the lights if safe to do so
- Close curtains or blinds where possible
  - Stay away from windows and doors
- Stay low, quiet and take refuge under desks where possible
- Mobile phones should be put on quiet mode. Do not make non-essential calls
- Once staff have sent the email to lockdown please turn off screens and close any laptops to avoid emitting any light
  - If in an IT suite or room with multiple computers, please ensure all screens are turned off
- Stay calm and await further instruction

## OTHER USEFUL INFORMATION



**Call It Out**

PRIDE, HAPPINESS, AMBITION

Use this QR code to share any concerns you have about;

- Prejudicial, discriminatory, racist language or behaviour you have from a student(s) to another. This can include any acts of bullying.
- Vandalism which includes graffiti or damage to persons property or belongings.
- Vandalism which includes graffiti or damage to the school property.

We have a zero tolerance to this behaviour and together we must CALL IT OUT!



The HENRY BEAUFORT School

### HAMPSHIRE SAFEGUARDING CHILDREN PARTNERSHIP

This toolkit has been designed in collaboration between Hampshire Safeguarding Children Partnership with parents/carers.

The main themes cover:

- physical health
- mental health
- sexual health
- online safety
- keeping adolescents safe outside the home
- relationships
- bullying
- identity
- substance use
- SEND



Hampshire Safeguarding Children Partnership

**Scan Here!**



'Supporting your Adolescent' Parents & Carers Toolkit