Keeping Children Safe in Education

As a school, we follow the statutory guidance Keeping Children Safe in Education (KCSIE) to help ensure all children are protected from harm and kept safe in school. Parents and carers can read the latest guidance on the GOV.UK website: Search: "Keeping Children Safe in Education 2026"

What Parents and Carers should know:

Parents and carers play a vital role in keeping children safe.
You should:

- Never physically punish your child in a way that causes injury or leaves a mark. The school has a duty to report safeguarding concerns to Children's Services.
- Never use an implement, such as a belt or wooden spoon, to physically punish your child. This would raise a safeguarding concern and must be reported.
- Raise any concerns you have about your child and speak to us if you need help or support.
- Tell us about any medical conditions, injuries or significant changes that may affect your child.
- Inform us of any court orders or changes to parental responsibility relating to your child.
- Keep your address, telephone numbers and emergency contacts up to date. We require at least two emergency contacts.
- Tell us who is authorised to collect your child and inform us of any changes.
- Report your child's absence and the reason promptly.
- Regularly monitor your child's online activity and devices, including social media, and talk to them about staying safe online.

Photographs

We understand the importance of capturing special moments in your child's education. To protect everyone's privacy and safety, photos or videos containing other children must not be shared online or on social media.

Sharing images or footage of other children is a breach of our Parent Code of Conduct and is taken very seriously. Any breach will be addressed by the Senior Leadership Team in line with school policies and may result in photography or filming at future events being restricted.

The school seeks parental consent for photographs we take and use, which can be changed or withdrawn at any time. Further information is available in our Privacy Notice, available online.

Useful Contacts


Ms Sarah Storey


Ms Helen Khinich


Ms Francine Murray


Ms Maria Koutsmani

If you have any safeguarding concerns about the children in our school or any questions about the information in this leaflet, please email them to: safeguarding@kilburngrangeschool.org.uk

Designated Safeguarding Leads

Our Designated Safeguarding Lead (DSL), Ms Sarah Storey, is supported by four specially trained Deputy DSLs. As part of their role, they respond to concerns, take appropriate action and work with other agencies to keep children safe.

We take the view that mental health is everybody's business. Our senior mental health lead, Ms Helen Khinich, works closely with Ms Sarah Storey, the DSL and SENDCo, to oversee the mental health provision.

We will always listen to you and work closely with you if we have concerns about your child. However, there may be times when we cannot share information, particularly if advised by Children's Social Services or the police.

If You Have a Safeguarding Concern

If during your visit you see, hear or are told something that concerns you while at our school, please report it immediately to a member of staff or one of our Designated Safeguarding Leads (DSLs). Do not investigate the concern yourself or promise confidentiality. We will ensure your concern is recorded and acted upon appropriately.

Kilburn Grange School
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Keeping Children Safe in Education:

Safeguarding Information for Parents, Carers and Visitors

Updated September 2026

Keeping Children Safe

Kilburn Grange School is committed to providing a happy, safe and welcoming environment where every child can **learn, enjoy and succeed**. This leaflet summarises the key ways we work together to keep children safe. For more detailed information, please visit our school website for key policies.

What is safeguarding?

Safeguarding means protecting children from abuse, neglect and harm, preventing harm to their health or development, and taking action to ensure they are safe, supported and able to thrive.

All our staff receive regular safeguarding training and understand the signs and symptoms of abuse, neglect and other safeguarding concerns. They know how to recognise, record and report concerns and what action to take to help keep children safe. We take our duty to protect and promote the safety and wellbeing of every child extremely seriously.

Keeping Our Children Safe

Everyone has a responsibility to safeguard children. This information will help you understand:

- How children may be harmed and some of the signs to look out for.
- What we do as a school to protect children and respond to safeguarding concerns.
- How parents and carers can help keep their children safe and support their wellbeing.
- What we expect from visitors to help us maintain a safe and secure school environment.
- What to do if you are worried about a child, including who to speak to in school.

'Safeguarding is everyone's responsibility. If you see or hear something that concerns you, please tell a member of staff.'

All staff receive regular safeguarding training. We aim to work with families, but sometimes we must involve Children's Services or the police to keep a child safe.
Harm can take four main forms:

- Physical – deliberately hurting or injuring a child.
- Sexual – involving a child in sexual activity or exposing them to inappropriate sexual content.
- Emotional – making a child feel frightened, worthless or unloved, including through threats or exposure to violence.
- Neglect – failing to meet a child's basic needs, such as food, hygiene, supervision, healthcare or regular school attendance.

Safer Recruitment and DBS Checks

We follow safer recruitment procedures to ensure that people working with our children are suitable to do so. Where required, appropriate Disclosure and Barring Service (DBS) checks are completed. Staff also receive safeguarding training so they know how to recognise and report concerns about a child's safety or wellbeing.

Operation Encompass

We are part of Operation Encompass, which means the police notify the school when a child has experienced or been exposed to a domestic abuse incident. This allows us to provide the child/family with appropriate support and understanding in school.

Personal, Social, Health & Economic (PSHE) Lessons 'Skills for Life'

Through our Skills for Life lessons, children learn how to keep themselves and others safe. Topics include healthy relationships, anti-bullying, online and road safety, and healthy choices. Children are taught to recognise when something is wrong, who they can trust and how to ask for help. Parents and carers are informed each half-term about the topics being taught.

Safe and Secure School Building

We carry out daily risk assessments to keep our building and equipment safe and secure. We have numerous trained first aiders and clear procedures are in place for visitors. Please follow the guidance of our staff at all times to help us keep everyone safe.

Attendance

We take attendance as seriously as safeguarding, as poor attendance can sometimes be an indicator of a safeguarding concern. Attendance and punctuality are monitored daily, and absences are followed up by school staff, senior leadership team and/or our Education Welfare Officer. Our Attendance Policy is available on the school website.

Use of mobile phones

To safeguard our children, parents, carers and visitors must not use mobile phones on the school site unless permission has been given, for example at school performances or events. Staff must not use personal mobile phones in areas where children are present; they may only use them in the staff room, where children are not permitted.

Children are not permitted to use or keep mobile phones on the school site. The only exception is for Year 5 and 6 pupils who have permission to travel independently. They may bring a phone solely for their journey to and from school, to support their safety while travelling. Phones must be handed into the school office on arrival and collected when leaving. Any phone not handed in may be confiscated in line with school policy.

Behaviour and Bullying

Our Behaviour Policy helps keep our school safe and happy. We understand that children sometimes fall out, and staff will listen, support and help them resolve issues.

We take all forms of bullying, including cyberbullying, seriously and work closely with children and families. Behaviour is regularly monitored and analysed to identify patterns, trends and concerns. Our Behaviour and Anti-Bullying Policies are available on our website.

Online Safety

We recognise that technology plays an important part in a child's education. Children are supervised when using technology in school, with appropriate filtering and monitoring systems in place. We teach children to use technology safely and responsibly and to report anything worrying or inappropriate to an adult.

Many apps, including WhatsApp, have age restrictions and can expose children to inappropriate content, strangers and unsafe communication. Parents and carers should regularly check their child's phone/devices, monitor online activity, set clear boundaries and ensure apps/online spaces are age-appropriate. If any concerns arise at home involving your child or other children from school, please notify us immediately.

Physical Contact and Restraint

At Kilburn Grange School, we follow the Team Teach approach, which focuses on de-escalation and using physical intervention only as a last resort to keep a child or others safe from harm.
We have a team of staff trained to Level 2 Team Teach, with one staff member trained to instructor level. Any decision to physically intervene is taken very seriously. All incidents are recorded, parents/carers are informed, and staff complete a debrief afterwards to reflect on the incident and help reduce the likelihood of it happening again.

Prevent Duty

All staff receive Prevent Duty training and know how to recognise and report concerns where a child may be at risk of radicalisation or extremism. Our curriculum promotes British Values, respect and tolerance. Any concerns are reported through the appropriate safeguarding procedures.

Educational Visits

All educational visits are risk assessed in advance. Parents and carers accompanying trips receive clear guidance on their role, responsibilities and safeguarding expectations to help keep all children safe.