



Safeguarding Statement

This policy applies to all students, staff, any volunteers, and any other individuals involved directly or indirectly with the Knowledge First. This can be found in the pdf handbooks and as soft copies. Knowledge First's safeguarding responsibilities comply with statutory requirements and Department for Education advice and guidance, including:

- The Education Act 2011
- The Sexual Offences Act 2003
- Keeping Children Safe in Education 2019
- Working Together to Safeguard Children 2018
- Counter Terrorism and Security Act 2015

Policy Objectives

- To provide clear procedures for the reporting and handling of safeguarding concerns.
- To ensure all staff and volunteers are aware of their responsibilities in identifying and reporting safeguarding issues.
- To promote a culture of safety, respect, and security.

Roles and Responsibilities

- **All Staff and Volunteers:** To be aware of the signs of abuse and neglect and report any concerns to the safeguarding officer or the designated safeguarding team.
- **Safeguarding Officer:** To manage all safeguarding issues, maintain confidential records, and ensure proper procedures are followed.
- **Management Team:** To ensure that all safeguarding procedures are implemented and reviewed regularly.

Training and Awareness

- All staff will receive regular training on safeguarding policies and procedures. This includes Safeguarding and PREVENT certification.
- Awareness programs are conducted periodically to educate students and staff about safeguarding.

Reporting Procedures

- All safeguarding concerns should be reported to the Safeguarding Lead immediately.
- If the Safeguarding Lead is implicated, concerns should be reported directly to the Director of Studies.
- All reports must be treated confidentially and only shared with people who need to know.

Responding to Safeguarding Issues

- The Safeguarding Lead will investigate all reports swiftly and sensitively.
- Necessary actions to protect the individual(s) involved will be taken based on the nature of the concern as noted in the Student Handbook.
- Where required, issues will be escalated to external authorities such as the local police or social services.

KEY WORDS:

- **Abuse and Neglect:** Includes, but is not limited to, physical, sexual, emotional abuse, financial or economic abuse, and neglect.
- **Harassment and Bullying:** Includes any unwanted behaviour that causes alarm or distress to individuals.



Safeguarding Statement for Under 18

Knowledge First understands the need for students under-18 to be safeguarded. We are fully committed to safeguarding the well-being of its students.

All staff and students should show respect and understanding for the rights, safety and welfare of others, and conduct themselves in a way that reflects the principles of the school. We believe that studying at the school should be a positive and enjoyable part of students' lives.

- All recruitment of personnel is carried out in following the safer recruitment methods, as recommended by Child Protection agencies.
- All staff and volunteers have basic training in Safeguarding Children, and this forms part of the induction process.
- Basic information on safeguarding is written in the staff handbooks, and in the Student Handbook, the Student Code of Conduct and the Staff Code of Conduct.
- All students, staff, and volunteers must read and adhere to the Knowledge First School Bullying and Harassment Policy.
- The School ensures that anyone employed by the school and working with young people has undergone an enhanced DBS check. All outside contractors regularly working on the school premises also have DBS checks in place. Those with a DBS check that is not enhanced are not left unsupervised with any student under the age of 18 at any time.
- Any person without DBS clearance will not be left unsupervised with any student at any time.
- All staff undergo a refresher course covering basic training in safeguarding children at least annually.
- A list of students under 18 is circulated to relevant staff members each Friday before arrival.
- Staff are briefed on new under-18s starting.
- The actual teacher of the student is informed that they have a student under 18 coming into their class and to be vigilant.
- The Designated Safeguarding Lead's (DSL's) role is to deal with any issues concerning safeguarding. Anyone with concerns with respect to Abuse or Harassment should contact them. If the DSLs are unavailable, the DSPs (Designated Safeguarding Person) and management can be contacted.
- The appointed DSLs for Knowledge First is: Maryam Knowles. The DSP is Alex.
- The School reviews this Policy annually.



Safeguarding and Welfare Policy

At Knowledge First, we care about your health, safety, and happiness while you are learning with us. This policy explains how we support you and how you can get help if needed. If you have any questions, you should ask your teacher or speak to the reception team.

WHAT WE DO TO KEEP YOU SAFE AND SUPPORTED

- We create lessons and activities that help you grow in English, make friends, and understand different cultures.
- We teach kindness, respect, and understanding between students.
- We help students learn how to take care of themselves, others, and the environment.
- We protect all students from harm—no matter their background, identity, or beliefs.
- We teach students and staff how to recognise and report problems.

Who You Can Talk To

At school

- We have a Welfare Officer who looks after student well-being.
- There are friendly staff members you can talk to if you feel worried or upset.
- We keep emergency contact details with us at all times, in case we need to contact your family or guardian.
- In your first week, we explain UK rules and give safety advice—like how to travel safely and ask for help.

At Activities and Events

- During school events and trips, our Welfare Officer leads on student safety.
- Group Leaders and other staff are there to help too. If something doesn't feel right, always speak up.

For more information:

<https://lordslibrary.parliament.uk/safeguarding-in-schools/>

<https://learning.nspcc.org.uk/safeguarding-child-protection-schools>





Our PREVENT Duty Policy

This policy helps keep students safe from extremism and radicalisation. That means we work hard to stop anyone being influenced by dangerous or harmful ideas, including terrorism. Knowledge First follows the UK government's Prevent Duty, which is a law to protect people from becoming involved in terrorism.

WHAT WE BELIEVE

At Knowledge First, we welcome people from all backgrounds and beliefs. We support:

- Democracy – Everyone has a voice
- The rule of law – Everyone must follow the law
- Individual liberty – Everyone has the right to be themselves
- Respect – Everyone should respect people with different beliefs

OUR GOALS

- To keep all students and staff safe
- To show that we do not accept hate, violence, or dangerous behaviour
- To teach British values in class and through activities
- To provide a safe place for learning and discussion

SOME SIGNS THAT MAY CAUSE CONCERN:

- Talking about extreme or violent ideas
- Becoming isolated or acting very differently
- Saying things that show hate or promote violence
- Sharing or looking at extremist content online
- Drawing or writing about extreme symbols or messages

If we notice these signs, or if you are worried about someone, we will speak to the Safeguarding Leader.

KEY WORDS

Extremism – Having extreme views that go against fairness, equality, or safety

Radicalisation – The process where someone begins to believe or support extreme or violent ideas

Vulnerability – When someone is more likely to be affected by harmful ideas (e.g. feeling lonely or stressed)

British Values – The ideas of freedom, fairness, respect, and the law that help keep people safe in the UK

WHAT SHOULD YOU DO ?

If you are worried about yourself or someone else:

- Tell the Safeguarding Leader or the Welfare Officer
- You will be treated with respect and confidentiality
- We are here to help—there is no punishment for asking for help





Anti-Harassment & Bullying Policy

Bullying and harassment can seriously impact students, causing stress, anxiety, isolation, and difficulty in learning. We recognise that everyone has different experiences, and what may seem harmless to one person may be deeply upsetting to another. All cases will be managed according to Knowledge First's Disciplinary Procedures, ensuring fairness and accountability.

At Knowledge First, we are committed to creating a safe, respectful, and inclusive learning environment. Bullying and harassment of any kind are not tolerated. This includes:

- Emotional abuse (intimidation, isolation, manipulation)
- Verbal abuse (insults, threats, offensive language)
- Physical abuse (aggression, unwanted contact, intimidation)

All Knowledge First staff members must enforce this policy fairly and positively, ensuring that every student is treated with dignity and respect in all activities and events. If a complaint is made, we will handle it quickly, carefully, and confidentially. When harassment or bullying is confirmed, appropriate action will be taken to ensure student safety and well-being.

OUR COMMITMENT TO A SAFE ENVIRONMENT

- Prevent and eliminate bullying and harassment through clear policies and active support.
- Support students by providing safe spaces to discuss concerns.
- Take action against anyone making false accusations of harassment or bullying.
- Monitor complaints and respond promptly to all reports.
- Recognize the seriousness of harassment and bullying, ensuring cases are handled sensitively.
- Maintain confidentiality when dealing with harassment and bullying incidents.

STUDENT RESPONSIBILITIES

- Treat others with respect and kindness in all interactions.
- Report any incidents of bullying or harassment to a trusted staff member.
- Understand that jokes or comments may be hurtful to others, even if they seem harmless.
- Support their peers by standing against bullying and creating a welcoming community.





Anti-Discrimination Policy & Procedure

Knowledge First is committed to creating a welcoming and inclusive learning environment that is free from discrimination for all students, staff, and visitors. We value diversity and believe that everyone deserves equal opportunities to learn and grow in an atmosphere of respect and dignity.

At Knowledge First, we want everyone to feel safe, respected, and welcome. We do not accept any kind of unfair treatment (discrimination) based on a person's:

- Age
- Disability
- Gender identity or reassignment
- Being married or in a civil partnership
- Being pregnant or having a baby
- Race (including skin colour, nationality, and ethnic background)
- Religion or beliefs
- Sex (whether someone is male, female, or non-binary)
- Sexual orientation (who someone loves or is attracted to)

We follow the Equality Act 2010 and treat everyone equally.

WE DO NOT ALLOW:

- Unkind or rude language
- Touching someone without their agreement
- Leaving someone out on purpose
- Racist, sexist, or offensive words or actions
- Unfair treatment in joining, learning, or how people are treated at school

We believe that when everyone feels included and valued, we all learn better. Let's work together to create a kind and equal learning community!

WHAT TO DO IF SOMETHING HAPPENS

If you feel that you or someone else has been treated unfairly or disrespected, please tell us as soon as possible. You can speak to:

- The Student Welfare Officer
- The Director of Studies

You can talk to us or write it down. We will treat the complaint with care and privacy, and we will follow a fair process to understand what happened and what to do next.

YOUR ROLE IN CREATING A SAFE SCHOOL

Staff should:

- Learn and follow this policy
- Be respectful to everyone
- Help students feel included and safe
- Speak up if they see discrimination

Students should:

- Learn and follow this policy
- Be kind and respectful to others
- Tell staff if they see or experience discrimination
- Help make our school a welcoming place



For more information:

<https://www.citizensadvice.org.uk/law-and-courts/discrimination/>
<https://www.legislation.gov.uk/ukpga/2010/15/contents>