Dear Parent/Carer,

Important updates on student safeguarding policies and procedures

Keeping our students safe and secure is at the heart of everything we do at Chatham Grammar, and it is very important that we continually review and update all our policies and procedures, considering and planning for even those events that are very unlikely to occur. For example, last week we practiced the fire drill with all staff, students and visitors to ensure we are all aware of the procedure in the unlikely event of a fire. With this in mind we would like to update and remind you about a number of areas linked to students' safety and wellbeing.

COVID

Positive Covid cases are beginning to rise again, therefore, we have reminded students about the importance of regular and thorough handwashing and sanitising. We have also ensured our cleaning teams are prioritising touch points around the site, as well as fogging when we are able to during weekends.

Online Safety

We educate our students about online safety in PSHE, ICT lessons, assemblies throughout the academic year and weekly in Personal Tutoring sessions. We are proud to be a certified National Online Safety School, where our community are kept up to date with how to be safe online. The 2023 Keeping Children Safe in Education (KCSIE) statutory guidance sets out safeguarding requirements for all schools with an update on the responsibility of all schools to ensure that appropriate filtering and monitoring is always active on academy devices.

The University of Kent Academies Trust (UKAT) use Smoothwall Monitor and SafetyNet Filter to ensure users are always safeguarded. To ensure the Trust adheres to the stringent expectations of KCSIE 2023 these safeguards are in place on all academy devices, including iPads which are purchased through our iPad scheme.

UKAT do not wish our filtering and monitoring to limit the educational potential of the devices. If students would like to access appropriate websites and apps, they can request access by completing the form below. The request will be reviewed by the Trust IT and Safeguarding Teams.

[SUBMIT APPS/SITE FOR REVIEW](#)

UKAT will remove all filtering and monitoring programmes when we transfer ownership of the device at the end of the term of the contract.

Further information can be found in our Acceptable User Policy on our website.

Just a reminder, we thought it would be useful to resend the age restrictions on social media.

Age Restrictions for Social Media Platforms
(Ages specified in terms as of 2014)

Twitter, Facebook, Instagram, Pinterest, Google+, Tumblr, Reddit, Snapchat, Secret — 13
LinkedIn — 14
WhatsApp — 16
Vine, Tinder — 17
Path — 18
YouTube, Keek, Foursquare, WeChat, Kik, Flickr — 18 (13 with parents permission)

Mobile Phones

As you will have heard in the press this week, new guidance is due to come out from the DfE regarding mobile phone restrictions on all school sites. We already follow the recommendations; students are allowed to bring their mobile phones to and from the academy, however, they must remain off and away whilst on site. Should there be any reason for the student to contact you, they are able to come to the Student Hub to request permission. If you need to get a message to your child, please contact our main office who will ensure your child is notified.

Lockdown procedure

As you may be aware it is recommended that all schools have a lockdown procedure in place in case of an emergency. A security lockdown procedure is a standard health and safety procedure, similar to a fire drill. We will practice the procedure at least annually with students so that they know what to do should we ever need to put the academy into a lockdown situation.

Our security lockdown procedure would be used when there is a threat to the safety of our students, staff and others in the academy, and when it's safer for everyone to remain in the academy rather than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our lockdown procedure may be used include:
- A potentially dangerous person or animal on the academy site.
- A disturbance or dangerous situation in the local community that could affect the academy.
- A nearby fire, chemical incident or other risk of air pollution.
- An incident related to terrorism.

Our lockdown procedure is as follows:
- During a lockdown procedure, students remain in the classroom, or move into the nearest safe space.
- Regular activity stops, all doors are secured, and the students remain inside the room until instructed by the principal to resume their regular activities.
- All exterior doors are locked, and no one is permitted to enter or leave the building.
- Students are kept inside the academy and classrooms when circumstances make it safer to stay in the classroom rather than evacuate.
- The emergency services will be called in the event of a real lockdown.

Prior to our drill, staff will take time to talk to students about the lockdown procedures and explain why they are important. They will reassure students after the drill that they are safe and will emphasize that practicing procedures like this will make sure the academy remains a safe place to

learn. I must stress again this is simply a practice, so that in the unlikely event of such a situation, our students and staff are fully prepared.
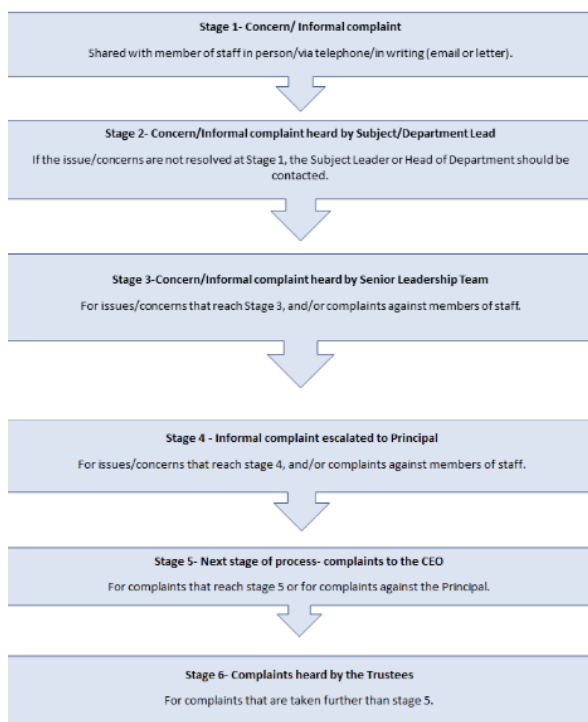
RAAC

Following the DfE recommended structural surveys to inspect for RAAC, (reinforced autoclaved aerated concrete), we conducted a check of our buildings, and RAAC has not been detected using the published guidance.

Student Transport

Concerns regarding student safety have been raised by parents/carers and local residents, particularly at pick up times. Please park considerately when waiting for your child by not blocking private driveways or parking dangerously at road junctions. As mentioned in the end of year letter, new electric gates have been installed at the main entrance, only families with a pass due to medical reasons or blue badge holders should be accessing the site via the gates.

Feedback

We always aim to achieve the highest standards in everything we provide for our students and you as our families. However, sometimes despite our best efforts we do not always get everything right, and when we don't it is important for us to listen and be made aware of this and see what lessons can be learned. We have created a simple diagram to explain how we can listen and learn from your feedback.

Stage 1- Concern/ Informal complaint
Shared with member of staff in person/via telephone/in writing (email or letter).

Stage 2- Concern/Informal complaint heard by Subject/Department Lead
If the issue/concerns are not resolved at Stage 1, the Subject Leader or Head of Department should be contacted.

Stage 3-Concern/Informal complaint heard by Senior Leadership Team
For issues/concerns that reach Stage 3, and/or complaints against members of staff.

Stage 4 - Informal complaint escalated to Principal
For issues/concerns that reach stage 4, and/or complaints against members of staff.

Stage 5- Next stage of process- complaints to the CEO
For complaints that reach stage 5 or for complaints against the Principal.

Stage 6- Complaints heard by the Trustees
For complaints that are taken further than stage 5.

SEND and Medway

Our SEND Team would like to offer a range of webinars on supporting your child, e.g. with regards to diagnosed or undiagnosed SEND, support with emotional wellbeing as well as a drop-in clinic for any advice and signposting. If you would be interested in joining a webinar, then please follow the link below.

Microsoft Forms

I have also attached a link below from Medway to some workshops they are running to support secondary age students.

https://healthtraining.medway.gov.uk/

Our Safeguarding Team are situated in the heart of our academy community in the Student Hub. We are here to support our students, staff and parent or carers. To report any concerns you may have, our email address is: safeguardingcg@universityofkentacademiestrust.org.uk

Please contact us if you have any queries about any of the above information.

Yours sincerely,

Emma Perkin
Vice Principal of Inclusion and Safeguarding