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**For more information, please contact**  
 Denise Longmore | Executive Assistant to the CEO & COO  
[denise.longmore@thebridgetrust.academy](mailto:denise.longmore@thebridgetrust.academy)

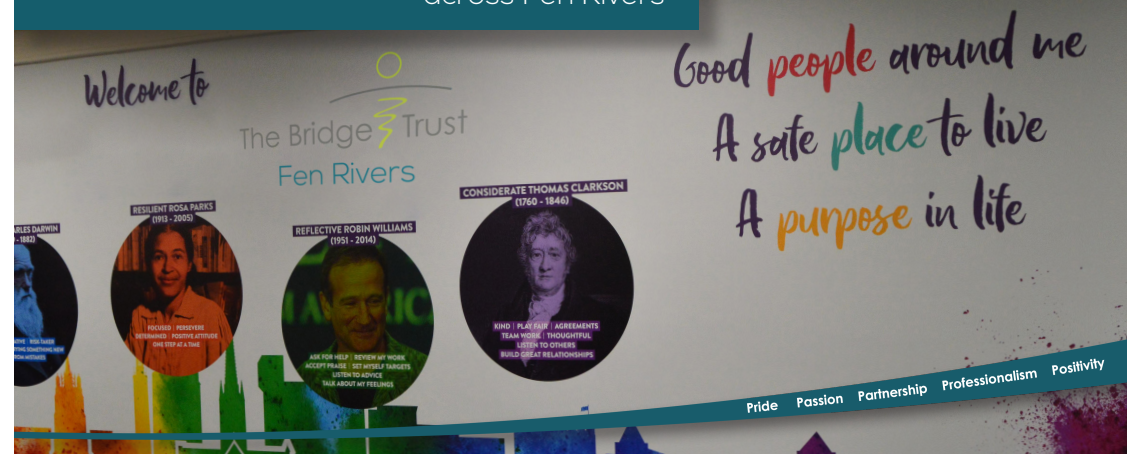
**The Bridge MAT Contact Number**  
 0207 619 1000

Fen Rivers  
 School House, Kilhams Way,  
 King's Lynn, Norfolk, PE30 2HU



# Safeguarding

across Fen Rivers



Please take time to read this safeguarding information.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything please speak to any of the staff named in the leaflet. Keep this leaflet in a safe place so that you can read it again if you need to.

CEO Dr. Penny Barratt OBE Safeguarding Governor Mike Cadman

**Designated Safeguarding Lead (DSL)**

Rachel Good  
[rachel.good@thebridgetrust.academy](mailto:rachel.good@thebridgetrust.academy)

**Deputy Designated Safeguarding Leads (DDSL)**

Amanda Fewkes  
[amanda.fewkes@thebridgetrust.academy](mailto:amanda.fewkes@thebridgetrust.academy)

James Thompson  
[james.thompson@thebridgetrust.academy](mailto:james.thompson@thebridgetrust.academy)

Jodie Reedman  
[jodie.reedman@thebridgetrust.academy](mailto:jodie.reedman@thebridgetrust.academy)

Judith Henson  
[judith.henson@thebridgetrust.academy](mailto:judith.henson@thebridgetrust.academy)

Clarissa Green  
[clarissa.green@thebridgetrust.academy](mailto:clarissa.green@thebridgetrust.academy)

Teagan Burr  
[teagan.burr@thebridgetrust.academy](mailto:teagan.burr@thebridgetrust.academy)

Hayley Clifton  
[hayley.clifton@thebridgetrust.academy](mailto:hayley.clifton@thebridgetrust.academy)

# Safeguarding is everyone's responsibility

## Never assume someone already knows

### Safeguarding Statement

Fen Rivers fully recognises its moral and statutory responsibilities for safeguarding and promoting the welfare of children.

#### What to do if you are concerned about a child:

- Inform the named DSL (or DDSL in their absence) as soon as possible.
- You will be asked to record your concerns on the appropriate form. (Please ask at reception)

#### If a child discloses information to you:

- React calmly, listen carefully, do not promise confidentiality, don't ask leading questions, do not investigate.
- Report your concerns to the DSL/DDSL as soon as possible.

#### There are five main elements to our safeguarding practice:

- Ensuring we practice safer recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been identified as in need of early help or at risk of harm in accordance with their agreed Child Protection, Child in Need or Early Help plan.
- Establishing a safe environment in which children can learn and develop.



### Visitor Procedure

Please ensure that you:

- Sign in and out every time you enter or leave the building - even if only for a break.
- Wear your visitors badge/ID/lanyard so that it is clearly visible at all times.
- Return your visitors badge/ID/lanyard at the end of your visit.
- Follow the directions of the adult you are with regarding evacuation/ emergency procedures or in situations when pupils might display challenging behaviour.
- All staff are expected to challenge adults not displaying an appropriate visitors badge/ID/ lanyard.

### Please

- Enjoy your visit & use common sense when interacting with our students.
- Report any concerns you might have about the behaviour of any person on site to the named DSL/DDSL.
- Do not take photographs of students.
- Do not use mobile phones around any pupil or student.
- Do not disclose personal information to any pupil or student.

If you are concerned about the actions of **any** member of staff you should inform the DSL/DDSL immediately.



**Rachel Good**  
Designated  
Safeguarding Lead



**Amanda Fewkes**  
Deputy Designated  
Safeguarding Lead



**James Thompson**  
Deputy Designated  
Safeguarding Lead



**Jodie Reedman**  
Deputy Designated  
Safeguarding Lead



**Judith Henson**  
Deputy Designated  
Safeguarding Lead



**Clarissa Green**  
Deputy Designated  
Safeguarding Lead



**Teagan Burr**  
Deputy Designated  
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Deputy Designated  
Safeguarding Lead