



**Student Safeguarding Handbook**  
**2025-26**

The Abbey School recognises the importance of providing an ethos and environment within the school that will help children to feel safe, secure and respected; encourages them to talk openly and enables them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support and protection.

All schools and colleges should have appropriate processes in place to allow pupils to report concerns freely, knowing these will be taken seriously and dealt with swiftly and appropriately. At the Abbey School we share these regularly with staff and students.

### **Our school core safeguarding principles are**

- It is a whole school responsibility to safeguard and promote the welfare of children.
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- All children have a right to be heard and to have their wishes and feelings considered.
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies.

All staff have a responsibility to recognise vulnerability in students and act on any concern in accordance with this guidance.

At the Abbey School we will do everything we can to help you achieve the very best in your education, personal development, and well-being. It is just as important to us that you are happy, feel safe and stay safe as it is to see you achieve your academic potential.

At the Abbey School you will participate in up to date, relevant and comprehensive Personal, Social, Health and Emotional Education. This will equip you with the skills and knowledge to support you in making the right decisions and to keep you safe, healthy, and happy, as you develop and mature, we aim to prepare you for the future and life beyond school.

Please take the time to read through this handbook and if you can, do this with your parents or carer. We hope you find it useful.

If you think of something that you would like to be included, or you have any comments on how this Handbook could be improved, please do let the school know via your Form Tutor or Head of Year.

### The Safeguarding Team



For easy recognition the Safeguarding team all wear a purple lanyard.

### *Worried? Need to talk?*

If you are ever worried about anything in school or outside of school and you would like to talk to someone, there are lots of people in the school who will listen to you and help you change things, to make things better.

### *Who can I talk to?*

You can talk to anyone in the school. Everyone in the school has been trained to know what to do if a student asks them for help. They may help you directly or take you to someone who will help you.

- Normally the first and best person to talk to is your Form Tutor. They will know you best and will help you or talk to someone who has extra skills to help you.
- You can speak to a teacher or member of the support staff who will do the same.
- Pastoral Support Coordinators are specially trained and experienced at helping students talk through problems.

*Who ensures your safety and wellbeing “is the best it can be”? Who makes sure the school does its best for you and ensures you achieve your potential and are happy?*

All the staff at The Abbey School work together as a team to create a safe, warm and purposeful environment for you to thrive in.

## Who's Who- The Senior Leadership Team



Dr Speller  
Principal



Mrs. Lucas  
Vice Principal  
**DDSL**



Mrs. Spring  
Vice Principal



Miss Kamara  
Designated  
Safeguarding Lead  
(DSL)



Mrs. Frorath  
Assistant Principal  
SENCO  
DDSL



Miss Mahmood  
Assistant Principal  
key stage 3  
**DDSL**



Mrs Crouch  
Director of Sixth  
form, Assistant  
Principal  
**DDSL**



Mrs Le Brunn  
Healey Assistant  
Principal



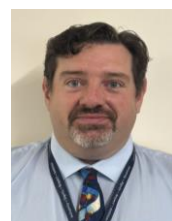
Mr Labrou  
Assistant Principal



Miss Pointer  
Assistant Principal



Mr. Crittenden  
Assistant Principal  
Key stage 4



Mr. Brock  
Associate Assistant  
Principal

## **Heads of Year and Lower and Upper School**

Head of Year 7- Miss. Boorman

Head of Year 8- Mr. Wren

Head of Year 9- Mr. Cameron

Head of Year10- Mr. Youard

Head of Year11-Mr. Jarman-Howe & Mr. Bond

## **Form Tutors**

Form tutors have responsibility for a group of students they will see each day at registration. They will get to know you and:

- Support you with Personal, Health and Social & Emotional Education
- Monitor your well-being, progress, uniform and equipment, behavior, attendance, and punctuality.
- Help you with any questions you have about school.
- Help you with any problems you have.
- Communicate with your parents/carers through the Planner or by personal telephone calls, emails, or meetings.
- Respond to contact from parents/carers [info@abbeyschoolfaversham.co.uk](mailto:info@abbeyschoolfaversham.co.uk)

## **Pastoral Support Coordinators**

We pride ourselves on the pastoral care offered at The Abbey School. Our aim is that all students will come to school knowing that they can feel safe and secure in a place of learning. The Pastoral Team are skilled at helping students talk through problems and in providing support and guidance.

## **Safeguarding & Pastoral Assistant Mental Health & Emotional Wellbeing**

Mrs. Cruickshanks (DSL)

## **Pastoral support & Emotional Wellbeing**

Mrs. Reid -Wellbeing (DSL)

Mrs. Emery- EAL

Mrs. Punt- Young Carers

Mrs. Shaddick- Young Carers

## **Special Educational Needs Coordinator**

The Abbey School is a fully inclusive school where all students with SEND can access the same learning and extracurricular opportunities as their peers. The school SENCo will:

- Identify assessment, and support for students with Additional Educational Needs
- Oversees Learning Support
- Coordinates Teaching Assistants
- Produces individual support plans.

SENCo- Mrs. Frorath

SCR Lead / Deputy SENCo – Mr Green

SENCo Officer- Mrs. Holliday

Deputy Speech & Language Therapist- Ms. Wilson

## **Mrs Blythe – Intervention Therapy**

- One-to-one and small group therapeutic sessions for students with both specific identified concerns and emergency support needs.

## **Mrs. Murphy – Designated Teacher for Looked After Children**

- Has responsibility for promoting the educational achievement of every looked-after and previously looked-after child on the school's roll. This involves, working with Virtual Schools to promote the education of looked-after and previously looked-after children and promoting a whole school culture where the personalised learning needs of every looked-after and previously looked-after child matters, including their personal, emotional and academic needs.
- Provides well-being support and monitors attendance.

### **Miss Kamara - Designated Safeguarding Lead**

- Oversees the safeguarding and child protection of all students.
- Monitors students and staff wellbeing
- Co-ordinates Children In Care Needs
- Provides help for students and families.
- Works with people and partner agencies outside of school, which can help students and families.
- Ensure staff are trained in safeguarding.
- Arrange topical safeguarding events for parents and students.

### **Miss Beaumont – Safeguarding Officer/Administrator**

- Monitor daily attendance of vulnerable students and those open to services.
- Manager staff safeguarding training ensuring all staff are trained to support students.
- Share safeguarding information via newsletter, surveys, invites and notices.
- Maintains detailed records confidentially to ensure the school is safeguarding compliant.

### **Mrs Thompson Attendance and Student Support Manager**

- Monitors absenteeism and supports attendance.
- Conduct's home visits
- Consult with students and families if there are difficulties with attending school to find solutions.
- Reports home on truanting
- Plans trips and rewards in recognition of good attendance.
- Actions statutory process for unauthorised absences.

### **Dr Moseley and Mrs. Le-Brunn Healey**

- House charities
- Manages the house system and heads of houses.
- Oversee what you learn in Personal, Social Health and Emotional Education for:
  - Sexual Health Education



- Drugs Alcohol and Tobacco Education
- Safety – including online safety.
- Cultural curriculum
- Student Voice
- School Council
- Eco Warriors
- Parent liaison

Whilst attending the Abbey School, you will learn about the following areas in the PSHE sessions and during extended form time:

- Careers Information and Guidance
- Health, Nutrition and Fitness
- Financial Capability
- Learning to learn
- Social Emotional Aspect of Learning
- Drugs Alcohol and Tobacco Education
- Sex and Relationships Education
- Safety Education, including On-line safety.
- County Lines awareness

### **Child Centered Policing Team -PC Tyler**

The school and safeguarding team work closely with Kent Police as part of a government initiative called the Child Centered Policing Team, we have an allocated Police Officer PC Tyler. PC Tyler provides valuable one on one support, guidance and information to students during weekly/monthly drop-in sessions. PC Tyler supports school interventions on topical issues/concerns.

- Image sharing
- Child on Child Abuse
- Bullying
- Positive Relationships
- Online Safety

## **How we can support**

As a school we work closely with other professionals and governing bodies to provide a safe learning environment. We have policies and procedures in place to ensure safe practices are followed and if not, what action will be taken. The school website has a lot of information which explains our school's core values, expectations, and safe practices.

At school you have a voice, there is support available when needed. We recognize that it is not always easy to ask for help or share a concern. The school will

- Listen
- Give advice if appropriate.
- Support you through difficult situations.
- Signpost – to find you the right help.
- Worry Box

## **Useful contacts**

### **Mental Health Support**

For immediate assistance regarding mental health support and resources, please refer to the following organisations:

- [Home - Kooth](#)
- [YoungMinds](#)
- [Shout](#) - Text "SHOUT" to 85258 for 24/7 support
- [Qwell](#): If you are an adult requiring mental health
- [Kent Resilience Hub](#)

### **For support around domestic abuse**

- [SATEDA](#)
- [Refuge](#)
- [Oasis Domestic Abuse Service](#)

### **For support with homelessness or housing issues**

- [Porchlight](#)

- [Shelter England](#)

If you have urgent child protection concern, contact: 03000 411111

Or Kent Children Portal on the KCC website.

Or call 999 and report to Kent Police.

More information can be found on the school website. As well as help in school, advice can be found via the NSPCC and a dedicated NSPCC helpline is now available to support anyone. The dedicated NSPCC helpline number is 0800 136 663 and more information is available at: [Contact us | NSPCC](#)

### **Using the Internet safely**

To keep safe, you should.

- Use websites recommended by parents and teachers and use a student friendly search.
- Be aware of who created the website and possible bias/danger within information.
- Only message people you know.
- Exercise caution before opening an email sent by someone you don't know.
- Use age-appropriate internet chat rooms with caution and know how to block unwanted users.
- Do not use your real name when using names on the Internet – create a nickname.
- Never disclose personal information, don't give out a home address, phone, or mobile number.
- Never message your school's name or a picture in school uniform (even to a friend)
- Never arrange to meet alone and without informing your parents
- Only use a webcam with people you know and turn it off/cover if it is not in use.
- Tell your parent or carer immediately if you encounter anything with which you are unhappy.
- Report concerns the Child Exploitation & Online Protection Centre (CEOP) using the eye report abuse icon.

- Avoid using websites about which you feel you could not tell your parents or carer.

## **Cyber Bullying**

Cyber bullying is when a person, or a group of people, uses the internet, mobile phones or other digital technologies to threaten, tease or abuse someone. It's against the law to bully someone in this way and if someone is being mean or threatening you, something can be done to stop them.

There are lots of ways cyber bullies can target someone, some of which may be:

- Email
- Instant messaging and chat rooms
- Social networking sites
- Mobile phone
- Abusing personal information

### ***I'm being bullied online, how can I make it stop?***

Although cyber bullying can't physically hurt you it can still make you feel bad, and it is a form of emotional abuse. No one has the right to make you feel like this. It might seem that there is no way to make it stop, but there are things that you can do to prevent it from happening or make it stop.

- Delete and block numbers as soon as you experience anything you don't like.
- Talk to someone you trust like a parent, carer, or teacher. They can help you sort it out. Or you can call Childline: 0800 1111 (calls are free), to speak to someone who can help you.
- Don't reply to any messages you receive, as this may encourage the bullies.
- Keep a copy of the abusive emails, texts, or messages that you receive and when they were sent to you.
- Never give out any personal details on the internet such as your real name, address, age, or phone number. Even telling someone which school you go to can help them find out information about you.

NSPCC provide information on their website how to report and remove inappropriate content shared online. Report Remove is safe, easy and free.

Our school has robust filtering and monitoring in place to protect you. If you try to access unsafe websites, use inappropriate language, or attempt to google inappropriate things our Safeguarding Team will be



#### Child Exploitation & Online Protection Centre

For concerns about online sexual abuse or the way someone has been communicating online  
[ceop.police.uk/CEOP-Reporting/](https://ceop.police.uk/CEOP-Reporting/)



#### NSPCC Net Aware

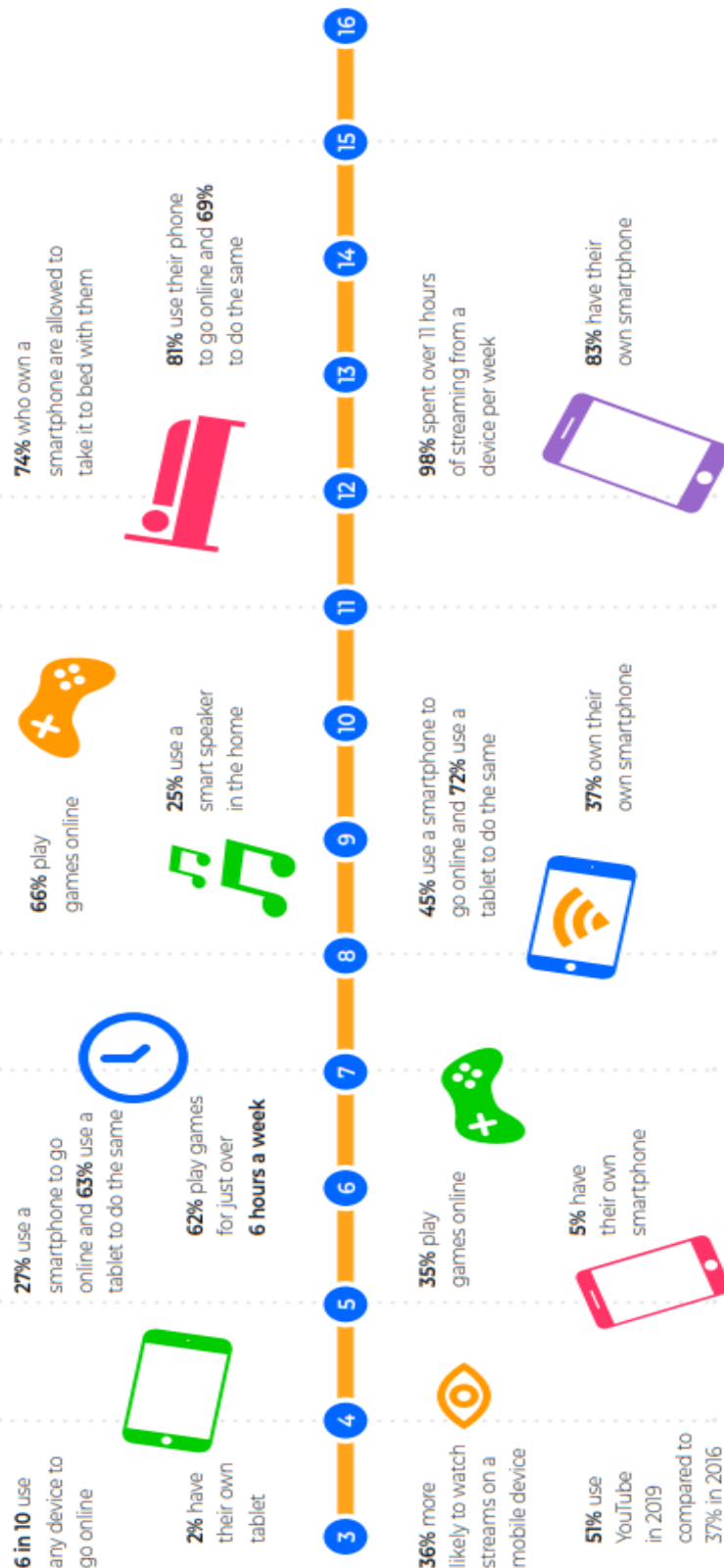
A guide to social networks that children use  
[net-aware.org.uk](https://net-aware.org.uk)



#### Childline 0800 1111

24 hour free helpline service for children and young people

# Media usage by age



internet  
matters.org

Reference: Ofcom (2019) [https://www.ofcom.org.uk/data/assets/pdf\\_file/0023/790616/children-media-use-attitudes-2019-report.pdf](https://www.ofcom.org.uk/data/assets/pdf_file/0023/790616/children-media-use-attitudes-2019-report.pdf)

