



Brook View School

Safeguarding Policy –

(1) Child Protection Policy



Michael Kennedy – DSL **Craig Moreton – Deputy DSL** **Emma Thomas – Deputy DSL**

Introduction

This policy is written in line with Keeping Children Safe in Education (KCSiE) 2023 and the updated Working Together to Safeguard Children 2023. This policy is written for schools in England only. There is an extension to this policy for those offering accommodation to students as:

- A Residential Special School
- A Children's Home attached to the School
- Post 16 Specialist college and attached accommodation.

The purpose of this policy is to clearly define the difference between Child Protection and Safeguarding. This policy is in place to ensure that all staff including the DSL have clear guidance on how to manage a concern of abuse or harm to a child externally.

Wider Policies support this Child Protection Policy. All are numbered and sit alongside to create the school safeguarding policy.

1. Child Protection Policy
2. The Role of the DSL Policy
3. Child on Child Abuse Policy
4. Filtering and Monitoring Policy
5. Managing Low Level Concerns Policy
6. Absent from Education Policy
7. Schools Safer Recruitment Policy
8. Managing Contextual Risks to Children

Aims of this policy

The aim of this policy is to ensure that:

- Staff know the difference between safeguarding and child protection
- Staff know the difference between an allegation and disclosure
- staff know how to identify a child protection concern and,
- know how to respond to an allegation of abuse
- The DSL is clear on their role and can respond and record concerns without delay
- The DSL is clear on a multiagency approach to child protection.

Child Protection and Safeguarding – What's the difference?

Safeguarding is an overarching, **preventative** action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- acting to enable all children and young people to have the best outcomes.

Child protection is part of the safeguarding process. It is **responsive** and focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

Abuse or Neglect

If staff believe a child is not their 'usual self' or have reason for concern, they must report this in writing, to the Headteacher. These links show general indicators for the signs of abuse and neglect, **this list is not exhaustive** -

- [Spotting the signs of child abuse | NSPCC](#)
- [Neglect is also Child Abuse: Know All About It | NSPCC](#)

Staff management of allegations/disclosures

Allegation – a claim or assertion that someone has done something illegal or wrong, typically one made without proof.

Disclosure - the act of making something previously unknown, known.

When there is a suspicion a child has been harmed by a person working with them, or a child discloses abuse, staff must ensure this is passed to the right person. This policy will guide staff in how to record and pass information quickly to prevent the child from risk of further harm.

The person who an allegation or concern is first reported to, should treat the matter seriously and demonstrate professional curiosity.

They should not:

- Investigate or ask leading questions
- Make assumptions or offer alternative explanations
- Promise confidentiality - the person/persons should be advised that the concern will be shared on a 'need to know' basis

They should:

- Make a written record of the information (using where possible, the child's / adult's own words), including the time, date and place where the alleged incident took place, what was said and anyone else present
- Sign and date the written record
- Immediately report the matter to the Headteacher, or deputy in their absence
- Where the Headteacher is the subject of the allegation, the information should be reported to the Proprietor via andrew.sutherland@caretech-uk.com

All staff must understand what is an allegation. They must know what to do when they receive an allegation and they must ensure that the child knows the information will be shared. If staff do not feel they have the skills, knowledge or experience to receive an allegation or support a child, they must inform the Headteacher immediately so that additional training can be sourced.

Allegations concerning the principal

If your safeguarding concern is about the Principal, then you should report your concerns directly to Naseem Akhtar Regional Educational Lead 07917540190.

SAFEGUARDING GOVERNORS

Our Safeguarding Governors are the officials who ensure an effective understanding of safeguarding and how it's implemented within our school.

Our Safeguarding Governors monitor the School's systems and processes.



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NASEEM AKHTAR
REGIONAL EDUCATION LEAD
naseem.akhtar@cambiagroup.com

STAGE 1 - If you believe your safeguarding concern has not been resolved by your Designated Safeguarding Leaders / Officers, you can report this to **Naseem**.



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STAGE 2 - If your safeguarding concern is about **Naseem** or not resolved to your satisfaction at this stage then you can report your concern to **Andrew Sutherland**.

ANDREW SUTHERLAND
SEN OPERATIONS DIRECTOR
andrew.sutherland@cambiagroup.com



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CHRISTINA LEATH
GROUP SAFEGUARDING DIRECTOR
CARETECH COMMUNITY SERVICES LTD
christina.leath@caretech-uk.com

STAGE 3 - If your safeguarding concern is about **Andrew** or not resolved to your satisfaction by Andrew, then you can report your concern to **Christina Leath**.



The role of the principal



Upon receipt of a concern, the headteacher must pass the concern to:

- the host Local Authority Designated Officer (LADO).
- If required, the child's Social Worker and, where appropriate, the child's parent/carer
- If the headteacher believes a crime has been committed then the police should also be informed.
- The headteacher must also inform their Regional Director.

The headteacher must ensure that the immediate action is taken to ensure the child is safe. If unsure the headteacher must discuss these actions with the LADO.

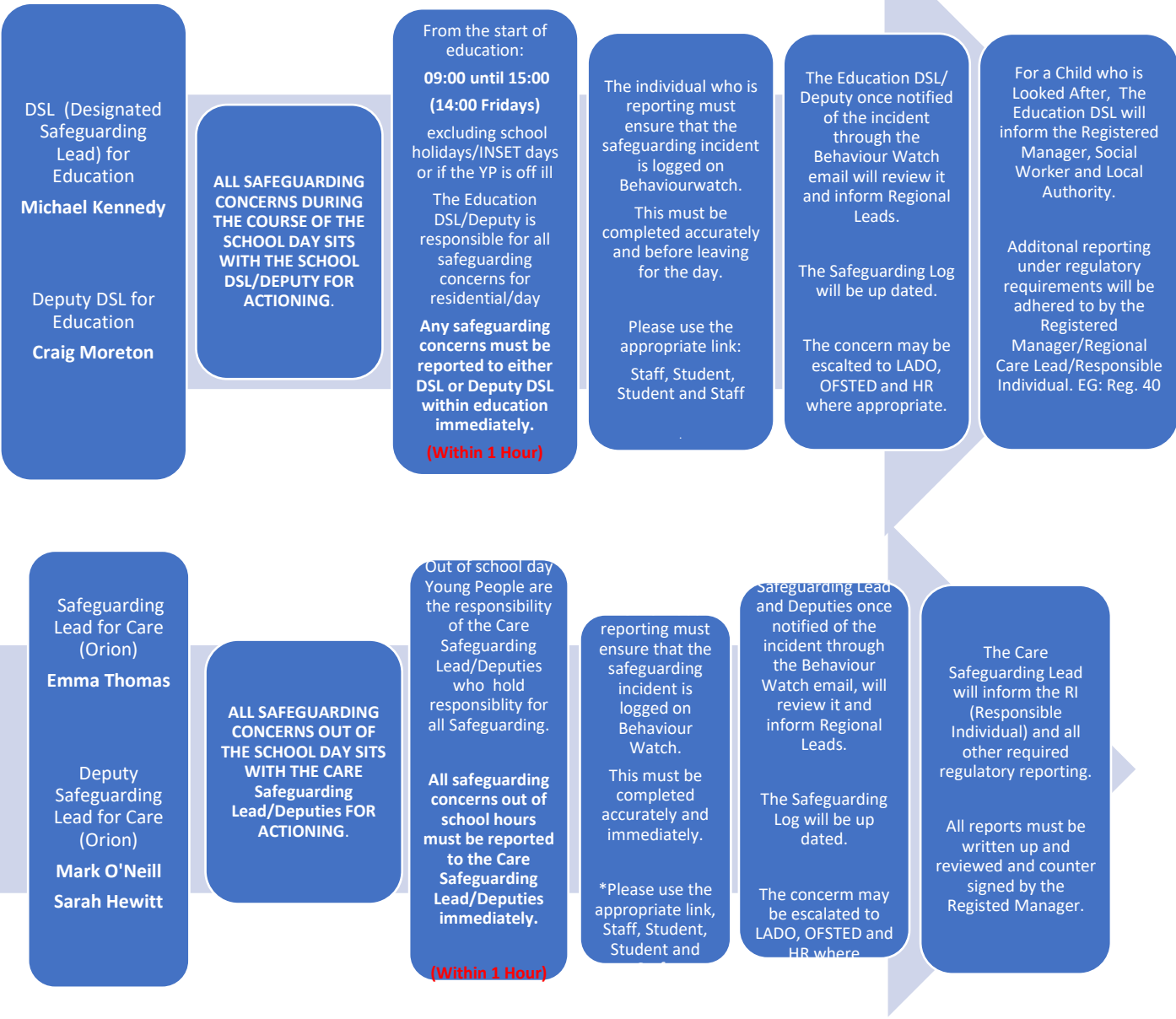
The headteacher must ensure that the allegation and actions taken are recorded on BehaviourWatch.

The LADO will inform the principal of next steps and whether an investigation is required. If an internal investigation is required the manager must consult with the Regional Manager and HR.

If an allegation does not meet LADO threshold or they do not recommend an internal process the registered manager must consult with HR as company policies may have been breached. Managers/ the principal must consult with HR regardless of LADO advice to ensure a consistent approach to allegations.

For allegations or disclosures made in Children's Homes attached to the school site, Ofsted must be notified under Regulation 40 [Tell Ofsted about an incident: children's social care notification - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/tell-ofsted-about-an-incident-childrens-social-care-notification). Managers must also complete sections 1, 2 and 3 of the SUI and escalate their concerns.

Timescales for reporting





All staff must report any concern to the correct Safeguarding Lead within the hour.

All Behaviour Watch Reports must be completed accurately before leaving shift/the school day.

If your safeguarding concern is about one of the Safeguarding Leads, please inform the Regional Leads on the following numbers and emails:

Care: Vikki Keenan: 07884 255723 Education: Naseem Akhtar 07917 540190

Within 48 hours

- Feedback from LADO regarding whether incident is investigated internally or whether a S47 is required.

Within 5 days

- Management Investigation to be completed (if appropriate and no S47)
- Chase all agencies if a S47 investigation is required for dates of meetings and coordinate visitors to the home.
- If required (for children's homes) Update Ofsted via Reg 40 of outcome of allegation.
- E-mail to Head of Policy of any gaps in staff practice which will lead to a revision of policy.

If a S47 remains ongoing

- Chase agencies every 3-5 days for updates.
- Inform RD of any significant updates.

If there is no outcome after 30 days

- Headteacher to chase outcome with MASH
- Operations Manager and RD to be informed

Upon conclusion of S47

- Ensure that RD updated with outcomes and lessons learned.
- Staff to update the child's plans including risk assessments of children involved.
- If required (for children's homes) notification to Ofsted to confirm end of S47 and lessons learned.
- E-mail to Head of Policy of any gaps in staff practice which will lead to a revision of policy.
- If a member of staff has been found guilty of gross misconduct on a safeguarding issue, the manager must inform DBS with the outcome of any disciplinary action.
- If the member of staff leaves their post prior to completion of disciplinary process then the hearing will continue in their absence in line with the disciplinary policy.

Safeguarding Concern or Cause for Concern



Flowchart for receiving disclosure and managing cause for concern

If you have a cause for concern that does NOT meet the safeguarding threshold please use the following email address to disclose.

CFC.Brookview@Cambiagroup.com

Safeguarding or CFC do you know the difference?

Safeguarding Concern

It is important that you continue to follow the safeguarding procedure. All safeguarding concerns must be reported to either the DSL or his deputies within the same working day.

A safeguarding concern could be;

Suspected abuse

Grooming

Allegations against staff

DSL contact information is as follow;
DSL – Michael Kennedy (Assistant Principal)

Michael.Kennedy@cambiagroup.com

His deputies are as follows;
Craig Moreton (Principal)

Craig.Moreton@caretech-uk.com

Emma.Thomas2@cambiagroup.com

(Registered Manager)

Cause for Concern

If you have a cause for concern that does not meet the safeguarding threshold please report it via the email provided above.

A cause for concern could be;

Environmental

Inappropriate language

Colleagues professional practice

Student concerns

Anything you think could potentially cause a risk to our young people.

All causes for concern are confidential and will only be seen by the senior leadership team.

It is your duty to put the safety and wellbeing of our young people first and act to protect them. It is also your duty to raise valid concerns/safeguarding concerns in an appropriate way, putting aside personal or professional loyalty.

What response should I expect when I raise a concern? When raising a concern, you should be listened to carefully and you should not worry about how people react. Your senior management team should investigate your concern, thoroughly, promptly and confidently. They should tell you how they intend to deal with your concern. If the DSL feels that the cause for concern does meet the safeguarding threshold they will follow the safeguarding protocol and the individual will be informed of this to ensure appropriate procedures are followed.

Managing concerns or allegations that do not meet the harm threshold



As part of our whole school approach to safeguarding, our schools promote an open and transparent culture in which all concerns about all adults working in or on behalf of the school (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately. In doing this we aim to ensure:

- identify inappropriate, problematic or concerning behaviour early
- reduce the risk of abuse, and
- ensure that adults working in or on behalf of the school are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the school.

All concerns must be reported to the headteacher immediately. The headteacher will need basic information to decide on how to escalate, this information will include, the names of the child/children involved, their age, a description of the allegation and any factors which could place the child at further risk.

The headteacher/principal can decide whether this can be managed as a low-level concern or will require a referral to an external agency such as LADO.

Staff must familiarise themselves with local partnership arrangements for their respective area and ensure that they adhere to these. For example, what may be considered a 'low level' concern in one area may constitute a safeguarding concern requiring LADO involvement in another.

External handling of allegations

When the Headteacher / Principal have decided that an allegation is not low-level then they must report without delay to the LADO [Report child abuse to a local council - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/local-authority-derogation-office).

Review

This Policy was written on 08 November 2023. A review will be annually as a minimum.

However, subject to a significant safeguarding concern this policy and all other attached policies will be reviewed and monitored as part of a lessons learned review.

Written by:

This policy was written by Matt Nicholls – Head of Policy Children's Services, it was reviewed by Christina Leath – Group Safeguarding Director. This policy has been reviewed by the DSL of the School and agreed by the head of the Governance Board.

