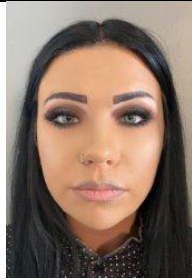
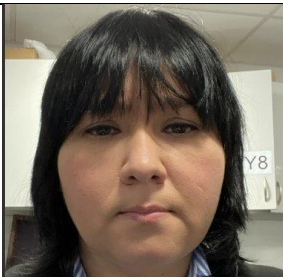


Child Protection and Safeguarding Protocol

Leadership of Safeguarding

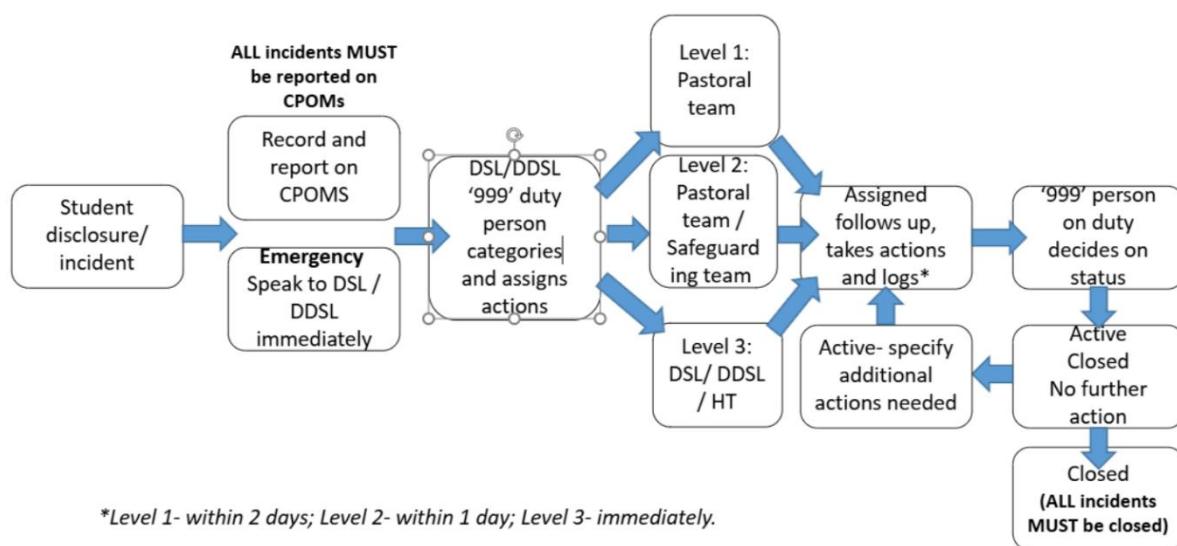
	
Sally Trusselle Designated Safeguarding Lead Deputy Headteacher	Fakraz Ahmed Deputy Designated Safeguarding Lead
	
Joe Bell Head of Year 7 Associate Assistant Headteacher	Ben Murphy ((awaiting completion of qualification) Pastoral Lead Year 7
	
Karen Hull Head of Year 8	Stephanie Jones (awaiting completion of qualification) Pastoral Lead Year 8
	
Deroy White	Claire Holden

Head of Year 9	Pastoral Lead Year 9
	
Lisa Griffin Head of Year 10	Choudhry Gondal Pastoral Lead Year 10
	
Shabir Kasmi Head of Year 11 Associate Assistant Headteacher	Reece Ward Pastoral Lead Year 11

Staff will be allocated actions to be completed based on the level of the need -

- **Level 3 /High / immediate need** – child may be in danger of harm eg disclosure of abuse, comments about suicide or evidence of suicidal intent, serious neglect. Eyes on is needed immediately by DSL or DDSL – **immediate response**
- **Level 2 / Medium risk** – on going concerns needing intervention eg persistent bullying, mental health concerns – these will be allocated to either the Head of Year or Pastoral Lead - **actions to be completed within 1 school day of action being requested**
- **Level 1 / Low Risk** - – monitor / low level concern eg friendship changes, observed or suspected behaviour changes - these will be allocated to the Pastoral Lead or on occasion the student's form tutor - **actions to be completed within 2 school days of action being requested**

Flowchart: Safeguarding Incidents



Organisation of Safeguarding

Staff are available at the following times for students to report safeguarding concerns –

- At the start of the day from 8:00-8:15am
- Break time – outside on duty
- Lunch time – outside on duty
- At the end of the school day

Students are asked not to leave lessons to report issues unless they are at immediate risk of harm.

All students and families can report any issues via the online form found in the safeguarding section of our school website.

The following meetings will take place to discuss safeguarding concerns:

- SOL attendance meetings – weekly SOL attendance meetings will identify safeguarding risks for students where there are attendance concerns.
- Attendance team – weekly review of register accuracy and timely completion by staff to identify safeguarding concerns
- Year team meetings and line management – year group concerns, reviews of key students, supervision of the pastoral team will take place during these meetings
- Safeguarding meetings – review key students, QA of actions and outstanding assigned actions, review outstanding actions from children's services and any patterns of concern. During this time families will be allocated, open cases will be monitored and any identified actions.
- All line management meetings – safeguarding is included in all appraisal meetings and supervision

- Weekly meeting with the Designated Safeguarding Lead and Headteacher
- Safeguarding discussions at weekly SLT meetings

Reporting concerns

How staff report concerns about children

- Where there is an immediate risk of harm to a student, staff must ensure that the child is taken to a member of the safeguarding team and must not be allowed to leave site even if it is the end of the school day.
- All staff must log any cause for concerns on CPOMS, and Class Charts when there is a behaviour concern such as the use of non-inclusive language or a bullying concern.
- See protocol for non inclusive language.
- All logs must be completed before the end of the school day to ensure the timely allocation of actions.
- Staff will receive training on how to do this at the start of each academic year, as part of induction and through safeguarding updates and reminders following QA of logs.
- The safeguarding team will then review the category and reassign where appropriate and assign a member of staff to action when needed. When required logs are linked to previous concerns or actions.

If staff have concerns about an adult in school, these should be brought to the following people:

Concern related to	Staff member to be taken to
A member of school staff	Headteacher
A contractor or visiting adult on the school site	Headteacher
The Headteacher	CEO
The CEO	Chair of Trustees
A member of the central team	Deputy CEO

Staff must ensure that the CPOMS entry is logged before the end of the school day and is:

- Clear and concise - using bullet points rather than long sentence
- Provide details of the concerns that are factual and not opinion
- Include specific details about what the student has said. Use prompts such as tell me, describe, explain that do not lead the child
- Link to any other students involved
- Include details of any staff that they have spoken to about their concern. Where there is a concern about a staff member this must be reported to the Headteacher and not logged on CPOMS until directed
- Full name of the student - do not use initials

Annual training will be delivered for all staff and as part of any new staff induction.

How children report concerns to staff

Students can report their concerns in the following ways:

- Safeguarding team before school or at break on duty
- To a member of the duty team before school, break, lunch or after school when on duty. All staff on duty wear a high-viz vest / coat for easy identification
- To their form tutor or class teacher before line up or before morning meeting
- Via the online form accessed through the school website or this link- Safeguarding – Beckfoot Thornton

Staff who are alerted to a concern are trained to -

- Listen attentively and ask questions using the TED approach - Tell me, Explain, Describe
- Reassure the student and tell that they cannot keep information a secret
- Make a written record on CPOMS
- Seek advice from a DSP / DDSL

How families/external agencies and visitors can report concerns to school

Visitors and families can report their concerns in the following ways:

- To a member of the duty team before school or after school when on duty. All staff on duty wear a high-viz vest / coat for easy identification
- At Headteacher drop in
- Via the online form accessed through the school website or this link- Safeguarding – Beckfoot Thornton
- Via office@beckfootthornton.org

We ask that families do not email individual members of staff with safeguarding concerns during the school day as staff are working with students and may not have access to emails.

Do you need to talk to us about a concern you have about a child or young person?

Bradford Children's Services
now has a dedicated practitioners' advice and referral contact number.

Call **01274 433999** if you want to seek support and/or raise a concern about a child or young person. If you are not sure whether a child is at risk, you can call us and discuss the circumstances.

Before contacting us, have you done everything you can to help and support the family?

Opening hours
Monday to Thursday 8.30am to 5.00pm
Fridays 8.30am to 4.30pm
Our Emergency Duty Team will continue to take emergency out of hours calls on **01274 431010**



 **children AT THE heart OF all we do** 

The wording in this publication can be made available in other formats such as large print and Braille. Please call 01274 439255



Mental Health and Safeguarding

Beckfoot Thornton takes a whole-school, early-intervention approach to mental health and wellbeing, recognising that mental health concerns can develop into safeguarding issues, including self-harm, suicidal ideation, eating disorders and significant anxiety. We aim to identify concerns at the earliest opportunity and provide appropriate support for students experiencing anxiety, EBSA, OCD, eating difficulties, self-harm or thoughts of suicide, through pastoral support, counselling referrals and targeted interventions. Where needs are more complex or require specialist input, Beckfoot Thornton works closely with the Mental Health Support Team (MHST), CAMHS and other appropriate external agencies, alongside families and other professionals.

Preventative Curriculum (including online safety)

School Sentence - At Beckfoot Thornton, our vision is that students acquire the knowledge, build the cultural capital and develop the character to live their best lives.

- PSHCE is central to this vision. Through the PSHCE curriculum, students develop the knowledge, understanding, skills and attributes needed to navigate modern life confidently, safely and responsibly.
- The curriculum equips students to make informed decisions, build healthy relationships, protect their physical and mental wellbeing, manage risk, contribute positively to society and prepare successfully for adulthood.
- We believe that all students, regardless of background or starting point, are entitled to powerful knowledge about themselves, their relationships, their communities and the wider world.
- Many of the challenges young people face today, including digital influence, mental health pressures, exploitation, financial uncertainty, misinformation and social inequality, require explicit teaching and repeated opportunities for discussion and reflection.

Medical Needs

Medical needs do not always constitute a safeguarding concern, however Beckfoot Thornton recognises that students with medical conditions may require additional support to ensure their health, safety, wellbeing and have access to education. We will ensure that where necessary students will have Individual Healthcare Plans (IHPs), staff have training on emergency procedures eg anaphylaxis and that there are appropriate relevant reasonable adjustments in place. However, where there is an unmet medical need, failure to follow an agreed plan or other circumstances where a child is at risk of harm staff are expected to report this to the safeguarding team without delay. The safeguarding team will work closely with the medical lead, the student, their family and any relevant healthcare professionals to determine whether safeguarding actions are needed to identify learning and improve practice.

Medical information is obtained from families by:

- Admission form on entry

- Asking for a meeting with the healthcare lead by emailing medical@beckfootthornton.org
- Contacting reception on 01274 881082

Medical information is communicated to staff by:

- Information collected from families is uploaded to SIMS which feeds into Class Charts
- Class Charts is used to create inclusive seating plans by all teachers and which identify any students who have individual needs eg EpiPen
- The Asthma- Allergy Register can be found as a link on the All Staff SharePoint
- The Asthma- Allergy Register provides details for staff of all children with a known allergy.
- Once a cycle, the Healthcare Lead reminds staff of children on the Allergy Register or when there is a change to students needs.
- Individual Health Care Plans detail specifics risks and appropriate response in the event of a reaction for children identified on the Allergy Register. These are written in conjunction with families.
- The biometric system used in the canteen identifies allergens on the screen when individual staff or students pay for food. This informs staff of what can and cannot be served.
- Information posters around the school remind staff of general key signs and symptoms that indicate anaphylaxis.

How Beckfoot Trust works with multi-agency partners

Beckfoot Trust has a pivotal role to play in multi-agency safeguarding arrangements. Beckfoot Trust must ensure its schools contribute to multiagency working in line with statutory guidance Working Together to Safeguard Children.

Locally, the three safeguarding partners (the local authority; a clinical commissioning group for an area within the local authority; and the chief officer of police for an area (any part of which falls) within the local authority area) will make arrangements to work together with appropriate relevant agencies to safeguard and promote the welfare of local children, including identifying and responding to their needs. It is especially important that schools and colleges understand their role in the three safeguarding partner arrangements.

Each school will share with parents/carers any concerns we may have about their child unless to do so may place the child at risk of harm. Schools will endeavour to discuss all concerns with parents/carers about their child/ren. However, there may be exceptional circumstances when a school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Safeguarding Partnership's Child Protection Procedures). Our schools will, of course, always aim to maintain a positive relationship with all parents/carers. The Beckfoot Trust's Child Protection and Safeguarding Policy is available to all parents/carers upon request and online. We will seek ways to communicate with parents and carers to make them aware of the risks children face online, and how they can safeguard their children online at home.

Beckfoot Trust recognises that 'working together' with a 'shared endeavour' is essential to establish positive and effective working relationships with other agencies.

The Data Protection Act 2018 and UK GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children. Please be aware that our aim is always to act professional with the child's safety and

best interest at the forefront. We are committed to working positively, open and honestly with parents/carers. We ensure that all parents/carers are treated with respect, dignity and courtesy. We respect parents'/carers' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so to protect a child.

Safeguarding within Bradford Metropolitan District Council

Bradford Metropolitan District Council are part of the West Yorkshire Consortium, which consist of Bradford, Leeds, Wakefield, Kirklees and Calderdale.

Beckfoot Trust schools work in partnership with Bradford Children's Social Care by attending networks, DSL training, referring to the integrated front door team and working with locality based social workers.

DSL's or members of the Safeguarding Team can make direct referrals to the Integrated Front Door/MASH team.

Schools must reference the Bradford Continuum of Need when deciding whether to make a referral or not.

Harmful Sexual Behaviour

Beckfoot Trust Schools use the Bradford Protocol to support their work when considering a child may be displaying harmful sexual behaviour.

[harmful-sexual-behaviours-protocol-april-2021.pdf](#) (saferbradford.co.uk)

Child exploitation

Beckfoot Trust Schools can refer directly to the CE hub, using the risk assessment document.

[ce-risk-assessment-feb-2023](#)

Health

The Bradford District and Craven Health Care Partnership is one of the Statutory Safeguarding partners. They have an obligation to attend strategy meetings and Initial Child Protection Case Conferences (ICPCC). If any health needs are identified for a child or family, health must work with them to resolve the outcomes.

Police

Members of the police sit within the MASH and are part of discussions when practitioner make initial contact regarding concerns about a child. Members of the Police also attend Initial Child Protection Case Conferences (ICPCC) and strategy meetings.

Operation Encompass operates in all police forces across England. It helps police and schools work together to provide emotional and practical help to children. The system ensures that when police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, the police will inform the key adult (usually the designated safeguarding lead) in school before the child or children arrive at school the following day. This ensures that the school has up to date relevant information about the child's circumstances and can enable immediate support to be put in place, according to the child's needs. Operation Encompass does not replace statutory safeguarding procedures.

Where appropriate, the police and/or schools should make a referral to children's social care if they are concerned about a child's welfare.

Safeguarding contact details including out of hours and school holidays

There is always suitable safeguarding leadership available during school or college hours, with arrangements in place for out-of-hours activities where necessary. Beckfoot Thornton have a safeguarding mailbox that is confidentially accessed all members of the safeguarding team and during holiday periods by select senior leaders of staff in school, including the Headteacher of respective schools.

This email address is safeguarding@beckfootthornton.org

Schools place out of office information below when school is closed to ensure external agencies know who to contact where appropriate.

If you are concerned about the safety or welfare of your child or another child, please call Children's Social Care Initial Contact point on 01274 433999 (8.30am-5pm Monday to Thursday, 8.30am-4.30pm on Friday). At all other times, please call Social Services Emergency Duty Team on 01274 431010. If you have reason to believe your child or another child is at immediate risk of harm, please call the Police on 999. In case of urgent Mental Health support, please call First Response on 0800 952 1181. If you are concerned that a child is being harmed, you must not keep these concerns to yourself. contact the numbers above to ensure that you speak to a suitable person who can listen to and record your concerns and take appropriate action.