

Child Protection and Safeguarding Protocol

Leadership of Safeguarding

We have several staff in school who have been trained to support children, staff and families with safeguarding and child protection. These staff are:

Laura Burgin	Louise Sugden	Angela Morgan	Davina Blanshard-Jones	Samantha Bolton
Acting Headteacher	Assistant Headteacher	Child Protection Officer	Acting Deputy Headteacher	Behaviour Officer
Teacher and Deputy Designated Safeguarding Lead	Designated Safeguarding Lead and Teacher	Deputy Designated Safeguarding Lead	Deputy Designated Safeguarding Lead and Teacher & SENDCO	Deputy Designated Safeguarding Lead
				

Organisation of Safeguarding

Safeguarding staff from across the Trust meet termly as a Collective Efficacy Teams to ensure alignment and consistency in all schools.

DSLs from across the Trust attend half termly online briefings. These share updates on legislation, training and protocols, ensuring DSLs have up to date knowledge of safeguarding, whilst maintaining consistency across the Trust.

Monthly safeguarding meetings as an SLT where the team can discuss any concerns, carry out walkthroughs of the site and perform spot checks, such as on the SCR, CPOMs, staff files. This is then followed up by relevant teams as required.

The DSL meets weekly with the child protection officer for line management and supervision. This allows for line management conversations, training etc and then supervision in alternative weeks. Notes and updates from these meetings are recorded on CPOMs.

Reporting concerns

How staff report concerns about children

All staff in school have access to CPOMs and have regular training on how to use it. Lunchtime staff, office staff and others who may not use CPOM's regularly are offered additional support to add entries to CPOMs should this be required at the time.

All staff add to CPOMs using the categories Safeguarding Cause for Concern, Behaviour or Parents. Teams of DSL/DDSLs then read and respond to the entries. DSL and DDSLs then re-categorise entries as necessary. This ensures key staff have all information and can see the whole picture, either for individual children, across families or year groups.

Staff are also trained and regularly reminded to come immediately to speak to a DSL / DDSL if there is an urgent concern including injury or significant disclosure. This routine applies if a disclosure is raised near the end of the school day or if there is a risk that CPOMs won't be seen quickly.

In the case of child on child violence, a red card email protocol is followed so a member of the safeguarding or leadership team can attend immediately.

When adding an entry to CPOMs the staff member will:

- add a new Incident by adding the full name of the child. If the child is not automatically found, check the spelling of the child's name. Speak to the DSL if the child cannot be found.
- write a clear account of what the child has said. Where possible using the exact language the child has used.
- be concise and accurate. NO story telling.
- use ABC (If appropriate)
Antecedent - what happened directly before the behaviour event
Behaviour - what was the specific behaviour
Consequence - what happened directly after the behaviour event
- add a category to the Incident. Safeguarding Cause for Concern, Behaviour incident, Parent contact. If staff are unsure, they will choose Safeguarding Cause for Concern.

How children report concerns to staff

We work hard to develop trusted relationships with children and children may disclose something to any adult working with them in school.

If a child reports a concern or incident to a member of staff they will:

- remain calm and not overreact
- allow the child to speak freely
- not be afraid of silences
- not ask investigative questions
- give reassuring nods or words of comfort – 'I'm so sorry this has happened', 'I want to help', 'This isn't your fault', 'You are doing the right thing in talking to me'
- not automatically offer physical touch as comfort

- let the pupil know that in order to help them they must pass the information on to the DSL
- tell the pupil what will happen next
- add as a new incident to CPOM's or verbally speak to the DSL/DDSL as soon as possible

If a child reports a concern or incident to an adult working in school who is not a member of staff they will:

- follow the steps above and then as soon as possible speak to the school staff member they are working with or speak to the DSL/DDSL to share the concern.

School have a skilled inclusion team who support all children with concerns or worries. They can also work with Individual children who need further support.

The school's safeguarding team are actively visible in school, working with all children. They are available on the playgrounds at the beginning and end of days and at lunchtimes, giving further opportunities for children to share any worries or concerns they may have.

Some children may disclose to a peer, a member of the pupil leadership team or an Anti-bullying Ambassador. Pupil leaders and ABAs are trained to speak to the DSL or HT if they are concerned about another child or if they have received a disclosure. All other pupils are reminded by the assembly programme how we keep each other safe in school and what to do if they are worried about themselves or others.

In liaison with West Yorkshire Police, we also have 'Bobby the Bear', a soft toy based in Early Years and used by the Inclusion team. The idea is that children can report worries from home or the community and school staff will follow this up.

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

Families know they are an important part of our school community and are encouraged to share any concerns with us as soon as possible so we can work together to overcome them. This relates to children in their own family or others. Signs in school as well as information on the website gives information about safeguarding and contact can be made in person with HT and DSL available on the playground at the start and end of the day, via email and also via the telephone.

External agencies and visitors are given a leaflet on arrival which explains their responsibility to report any concerns about a child to the DSL or HT.

Families can also report directly to Bradford Safeguarding via this leaflet which is available for families.



Mental Health and Safeguarding

Positive mental health is fundamental to a child's overall wellbeing, development, and ability to learn. We teach children about mental health through MyHappyMind and the Story Project as well as through assemblies.

As part of our safeguarding responsibilities, we are committed to promoting emotional wellbeing and identifying concerns at the earliest opportunity. Staff are expected to remain vigilant to signs that a child may be experiencing mental health difficulties, emotional distress, trauma, or adverse experiences, and to respond in a supportive, non-judgemental manner. Any concerns about a child's mental health will be recorded and reported in line with safeguarding procedures, with appropriate referrals made where necessary. Our inclusion team have specific training to support children's mental health and we work in partnership with children, families, and relevant professionals to ensure that children receive timely support and that their needs are understood and met.

Where a child's mental health presents a safeguarding concern or places them at risk of harm, this will be managed in accordance with our child protection procedures.

Preventative Curriculum (including online safety)

Our curriculum is meticulously mapped to ensure coverage of the curriculum but can also be responsive to local safeguarding concerns as appropriate so intervention is timely. We use a mixture of published curricular – My Happy Mind, Pol Ed and Evolve. We also plan for visitors, safeguarding assemblies and focus weeks (anti-bullying, internet safety week etc) to teach our preventative curriculum which is published on our website.

It is essential that we protect and safeguarded children from potentially harmful and inappropriate online material. As well as educating children about online risks, we have appropriate filtering and monitoring systems in place to limit the risk of children being exposed to inappropriate content, subjected to harmful online interaction with other users and to ensure their own personal online behaviour does not put them at risk. We currently use Smoothwall filtering as part of the Bradford Learning Network. As a Trust these filtering and monitoring systems are reviewed regularly to ensure their effectiveness

We tell parents and carers what filtering and monitoring systems we use, so they can understand how we work to keep children safe. We also speak with parent should their child be putting themselves at risk online in any way.

Staff receive regular up to date online safety training. Discussing new risks and preventative measures to keep children safe when online.

Online safety risks can be categorised into four areas of risk:

- **Content:** being exposed to illegal, inappropriate or harmful content such as pornography, fake news, misogyny, self-harm, suicide, radicalisation and extremism
- **Contact:** being subjected to harmful online interaction with other users such as peer to peer pressure and adults posing as children or young adults to groom or exploit children **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm such as making, sending and receiving explicit images, sharing other explicit images and online bullying
- **Commerce:** risks such as online gambling, inappropriate advertising, phishing or financial scams.

All staff are aware of these risk areas and report any concerns to the DSL/DDSL.

Medical Needs

Medical needs are managed in line with the Trust Medical Needs policy which is overseen locally by Davina Jones, Acting DHT and SENCO. Due to the large number of medical needs in school, we commission the services of a Health Care Assistant who works with families, children and staff to ensure all medical needs, including allergies are understood and children are well cared for.

Early Years Foundation Stage (if applicable)

As we have children from age 2 – 5 in school, our Early Years Leader and Nursery leader work closely with the DSL and HT to ensure all requirements are in place.

Staff have through and age specific training to ensure additional training in relation to intimate care, supervision whilst eating and paediatric first aid.

2 and 3 year old children are cared for and educated in one large room, with designated areas for supervision, including while children nap.

A password collection system is in place to support robust collection routines.

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 safeguarding 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

Home page | West Yorkshire Police

Members of the police sit within the MASH, and are part of discussions when practitioners 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 Heaton 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@beckfootheaton.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.