



Child Protection and Safeguarding Policy: Swallow Grange Alternative Provision

Effective Date: 1st September 2025 **Review Date:** August 2026

1. Statement of Intent

Swallow Grange Alternative Provision is committed to safeguarding and promoting the welfare of all children and young people attending our provision. We recognise that all staff, volunteers, and those working on behalf of Swallow Grange have a full and active part to play in protecting our students from harm. Our aim is to provide a safe, secure, and nurturing environment where children feel valued, listened to, and able to thrive, regardless of their individual needs, including those with Social, Emotional, and Mental Health (SEMH) difficulties or Special Educational Needs and Disabilities (SEND).

This policy adheres to the principles of "Keeping Children Safe in Education (KCSIE) 2025," "Working Together to Safeguard Children," and the procedures of the East Riding of Yorkshire Safeguarding Children Partnership (ERSCP), alongside other relevant legislation and guidance, including the Children and Families Act 2014 and the Children's Wellbeing and Schools Bill 2025.

2. Principles

- **Child-Centred Approach:** The welfare of the child is paramount in all decisions and actions.
- **Everyone's Responsibility:** All staff, volunteers, and visitors have a responsibility to safeguard children.
- **Early Help:** We will provide help and support to meet the needs of children as soon as problems emerge.
- **Prevention:** We will take proactive steps to prevent harm from occurring.
- **Proportionate and Timely Intervention:** We will respond appropriately and promptly to any concerns about a child's welfare.
- **Confidentiality and Information Sharing:** Information will be shared on a "need to know" basis, always prioritizing the child's safety, and in line with data protection legislation and local safeguarding procedures.
- **Partnership Working:** We will work collaboratively with parents, carers, other schools, the Local Authority, and relevant agencies (e.g., Children's Social Care, Health, Police) to ensure effective safeguarding.

3. Definitions of Safeguarding and Child Protection

- **Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:**
 - Protecting children from maltreatment.
 - Preventing impairment of children's health or development. ○ Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
 - Taking action to enable all children to have the best outcomes.
- **Child protection** is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

4. Roles and Responsibilities

4.1 The Governing Body/Proprietor

The Governing Body/Proprietor holds ultimate responsibility for safeguarding and will:

- Ensure that Swallow Grange Alternative Provision has a robust Child Protection Policy and procedures in place, which are reviewed annually and reflect current legislation and guidance (including KCSIE 2025).
- Appoint a Designated Safeguarding Lead (DSL) and Deputy DSL(s).
- Ensure that all staff receive appropriate and up-to-date safeguarding training.
- Monitor the effectiveness of safeguarding arrangements.
- Ensure safe recruitment practices are followed. **4.2**

Designated Safeguarding Lead (DSL) and Deputy DSL(s)

The DSL is responsible for:

- Acting as the first point of contact for all staff regarding safeguarding concerns.
- Liaising with the Local Authority Children's Social Care and other agencies.
- Maintaining accurate, confidential, and up-to-date safeguarding records.
- Providing advice and support to staff on safeguarding matters.
- Ensuring that all staff receive regular safeguarding training and updates.
- Working with the IT team and service providers to ensure appropriate filtering and monitoring systems are in place and meet DfE Generative AI product safety expectations.
- Keeping the Head of Provision and Governing Body/Proprietor informed of safeguarding issues.
- Acting as a source of support and information for students, parents, and staff regarding safeguarding.
- In the context of alternative provision, the DSL will maintain regular communication with the student's "home school" regarding safeguarding concerns and any changes in the student's circumstances.
- Ensure written information is obtained from any external alternative providers regarding safeguarding checks on staff and confirmation they will inform Swallow

Grange of any arrangements that might put the child at risk. Regular reviews of alternative provision arrangements will be conducted (at least every half term and in response to a safeguarding concern).

DSL Name: James Tait – james.tait@footstepstofutures.co.uk

Deputy DSL(s) Name(s): Brian Kirkley – brian.kirkley@footstepstofutures.co.uk

4.3 All Staff and Volunteers

All staff (including teaching, support, administrative, and ancillary staff), and volunteers working at Swallow Grange Alternative Provision will:

- Read and understand this Child Protection Policy and Part 1 of "Keeping Children Safe in Education 2025" annually.
- Receive regular safeguarding training and updates, including online safety (misinformation, disinformation, conspiracy theories, and Generative AI safety expectations).
- Know the signs and indicators of abuse, neglect, and exploitation (including extrafamilial harm, child criminal exploitation, child sexual exploitation, and peer-on-peer abuse).
- Be aware of the disproportionate risks for children with SEND and SEMH difficulties, including bullying, isolation, and communication difficulties.
- Know how to respond to a child who discloses abuse.
- Record and report any safeguarding concerns immediately to the DSL or Deputy DSL.
- Maintain an appropriate level of confidentiality, sharing information only with those who need to be involved.
- Challenge all contact behaviours that have a sexual nature and impose appropriate disciplinary action.
- Adhere to the staff code of conduct.

4.4 Students

Swallow Grange will ensure that students:

- Understand who they can talk to if they have a concern or worry.
- Are taught how to keep themselves safe, including online.
- Are aware of appropriate and inappropriate behaviour.

4.5 Parents/Carers

Swallow Grange will:

- Work in partnership with parents/carers, recognising their primary role in their child's welfare.
- Inform parents/carers of our safeguarding procedures.

- Share concerns with parents/carers unless to do so would place the child at further risk of harm.
- Ensure that parents/carers are aware of the support available to them and their children.

5. Recognising and Responding to Concerns

All staff are expected to be vigilant and aware of potential indicators of abuse or neglect, which can include:

- **Physical Abuse:** Unexplained injuries, frequent injuries, fearful behaviour, reluctance to go home.
- **Emotional Abuse:** Low self-esteem, withdrawn behaviour, aggressive outbursts, anxiety, depression.
- **Sexual Abuse:** Inappropriate sexual behaviour or language, changes in behaviour, secrecy, withdrawal, physical symptoms.
- **Neglect:** Poor hygiene, inadequate clothing, frequent hunger, unexplained absences, developmental delays, lack of supervision.
- **Online Abuse:** Changes in online behaviour, secretiveness about online activities, receiving inappropriate messages or images.
- **Extra-familial Harm:** Involvement in gangs, county lines, exploitation by others outside the family.
- **Peer-on-Peer Abuse:** Bullying (including cyberbullying), sexual violence or harassment between students, controlling behaviour by peers.
- **Radicalisation and Extremism (Prevent Duty):** Expressing extremist views, accessing extremist material, changes in behaviour or appearance.
- **Children Missing Education (CME):** Persistent unexplained absences, concerns about home education environments (Swallow Grange will work with the Local Authority to ensure children remain on registers and any home education requests are checked with the LA).

5.1 Procedure for Reporting Concerns

Any staff member who has a concern about a child's welfare must:

1. **Immediately report the concern** to the Designated Safeguarding Lead (DSL) or a Deputy DSL. If the DSL and Deputy DSLs are unavailable, the concern should be reported to the Head of Provision.
2. **Record the concern** accurately and factually on the designated safeguarding record system as soon as possible, providing specific observations, dates, and times. Do not interpret or diagnose.
3. **Do not investigate** the concern yourself. This is the role of trained professionals.
4. **Do not promise confidentiality** to a child if they disclose abuse, as information may need to be shared to protect them. Explain that you will need to tell someone to help them.

5.2 Managing Allegations Against Staff or Volunteers

Any allegation of abuse made against a member of staff or volunteer at Swallow Grange Alternative Provision will be taken extremely seriously and dealt with in accordance with "Working Together to Safeguard Children" and Local Authority procedures.

- The DSL will immediately inform the Head of Provision (unless the allegation is against the Head of Provision, in which case the Governing Body/Proprietor will be informed).
- The Head of Provision (or Chair of Governors/Proprietor) will immediately contact the Local Authority Designated Officer (LADO) within one working day.
- Suspension of staff will be considered in line with LADO advice.
- A thorough and fair investigation will be conducted.

6. Referrals to External Agencies

- **Early Help:** Where a child and family would benefit from coordinated early help, an inter-agency assessment (such as a Common Assessment Framework - CAF, or equivalent local process) will be arranged in liaison with the East Riding of Yorkshire Early Help and Safeguarding Hub (EHaSH).
- **Children's Social Care (Section 47 Enquiries):** If there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm, the DSL will make a referral to the East Riding of Yorkshire Children's Safeguarding Hub on 01482 395500 (during office hours) or the Emergency Duty Team on 01482 393939 (out of hours). In immediate danger, the Police should be called on 999.
- **Police:** In cases where a child is in immediate danger or a criminal offence may have been committed, the Police will be contacted on 999.

7. Specific Safeguarding Issues

7.1 Online Safety

Swallow Grange acknowledges the significant role technology plays in children's lives and the associated risks. We will:

- Implement robust filtering and monitoring systems to prevent access to harmful content and identify potential concerns, in line with DfE Generative AI product safety expectations.
- Educate students on online safety, including responsible use of social media, privacy settings, identifying misinformation, disinformation, and conspiracy theories, and reporting inappropriate content or contact.
- Ensure staff are trained to identify online safeguarding concerns and respond appropriately.
- Have clear procedures for managing online incidents, including cyberbullying.

7.2 Children with Special Educational Needs and Disabilities (SEND) and Social, Emotional and Mental Health (SEMH) Difficulties

We recognise that children with SEND and SEMH difficulties can be disproportionately vulnerable to abuse and exploitation. Swallow Grange will:

- Ensure all staff are aware of the specific vulnerabilities and communication needs of students with SEND and SEMH.
- Implement tailored support and interventions to address their needs, working closely with parents, carers, and external professionals (e.g., child psychologists, CAMHS).
- Ensure that safeguarding concerns relating to students with SEND or SEMH are always considered in the context of their specific needs and communication styles.
- Align safeguarding and SEND policies to ensure a holistic approach to student welfare.

7.3 Peer-on-Peer Abuse

Swallow Grange is committed to preventing and responding effectively to all forms of peer-on-peer abuse, including bullying, sexual violence, and sexual harassment. We will:

- Promote a culture of respect and zero tolerance for any form of abuse.
- Ensure students understand what constitutes peer-on-peer abuse and how to report it.
- Have clear procedures for managing and investigating incidents of peer-on-peer abuse, supporting victims, and challenging perpetrators.
- Provide education on healthy relationships and consent.

7.4 Managing Challenging Behaviour and Use of Reasonable Force

Swallow Grange will focus on preventative and de-escalation strategies to minimise the need for physical intervention. Where reasonable force is necessary, it will be used in line with statutory guidance and our Behaviour Policy, with individual plans developed for students with challenging behaviour to minimise reliance on physical restraint.

8. Safe Recruitment

Swallow Grange Alternative Provision is committed to safe recruitment practices to prevent unsuitable individuals from working with children. This includes:

- Robust application and interview processes.
- Enhanced DBS checks for all staff and volunteers who work in regulated activity.
- Prohibition from teaching checks.
- Identity and right to work checks.
- Verification of qualifications and employment history.
- Seeking references, including from previous employers regarding any safeguarding concerns.
- Checking with the Local Authority where a parent asks to remove a child from school to home educate, to establish whether the Local Authority's consent should be obtained (as per the Children's Wellbeing and Schools Bill 2025).

9. Training

All staff will receive:

- Induction safeguarding training upon starting at Swallow Grange.
- Annual refresher training on child protection and safeguarding, including online safety.
- Regular updates (e.g., via email, staff meetings) on relevant safeguarding issues and changes to guidance.
- The DSL and Deputy DSL(s) will undergo specialist training every two years and refresh their knowledge at least annually.

10. Record Keeping

Detailed and accurate records of all safeguarding concerns, actions taken, and communications with other agencies will be maintained confidentially and securely in a separate child protection file for each child. These records will include:

- A clear and comprehensive summary of the concern.
- Details of how the concern was followed up and resolved.
- A note of any action taken, decisions reached, and the outcome.

11. Policy Review

This policy will be reviewed annually, or sooner if there are any changes in legislation, statutory guidance, or local procedures, or in response to identified needs or incidents. The DSL will lead this review, in consultation with the Head of Provision and Governing Body/Proprietor.

Appendices (to be read in conjunction with this policy):

- Staff Code of Conduct
- Online Safety Policy
- Behaviour Policy
- SEND Policy
- Whistleblowing Policy
- East Riding of Yorkshire Safeguarding Children Partnership Procedures
- "Keeping Children Safe in Education 2025" (Part 1 for all staff; full document for DSL)
- "Working Together to Safeguard Children"

Signed: James Tait – Lead Teacher and DSL – 22nd April 2026

Signed: Brian Kirkley – DDSL – 22nd April 2026

Signed: Jayne Chudley – Managing Director – 22nd April 2026