



Child Protection and Safeguarding Policy

Swallow Grange Independent Special School
Footsteps to Futures Education Ltd

Address: Swallow Grange, Caistor Road Market Rasen, Lincolnshire LN7 6DL

Designated Safeguarding Lead (DSL): James Tait
Deputy DSL: Kay Herd

1. Statement of Intent

Swallow Grange Independent Special School is committed to safeguarding and promoting the welfare of every child. The welfare of the child is paramount. This policy is written with reference to Keeping Children Safe in Education 2025, Working Together to Safeguard Children, the Independent School Standards and other relevant legislation. All staff, governors, volunteers and visitors share responsibility for safeguarding children.

2. Roles and Responsibilities

The Proprietor ensures effective safeguarding arrangements are in place. The Head of School is responsible for promoting a strong safeguarding culture. The DSL leads safeguarding, referrals, record keeping, staff advice and liaison with external agencies. The Deputy DSL supports these responsibilities. All staff must report concerns immediately.

3. Safeguarding Principles

We operate a child-centred approach, provide early help where appropriate, work in partnership with families and agencies, maintain confidentiality on a need-to-know basis and always act in the best interests of children.

4. Recognising Abuse

Staff are trained to recognise physical, emotional and sexual abuse, neglect, child-on-child abuse, exploitation, domestic abuse, online abuse,

contextual safeguarding concerns, radicalisation, children missing education and concerns relating to pupils with SEND.

5. Reporting Concerns

Concerns must be reported immediately to James Tait (DSL) or Kay Herd (DDSL). Staff must record concerns factually, without investigation, using the school's safeguarding recording system. Immediate risk requires a call to 999.

6. Referrals

The DSL will refer concerns to the appropriate Children's Social Care team without delay where a child is suffering or likely to suffer significant harm. Referrals may be made to Lincolnshire, North Lincolnshire or North East Lincolnshire Children's Services depending on the child's placing authority and circumstances. Contact numbers should be maintained in the school's safeguarding directory.

7. Allegations Against Adults

Any allegation or low-level concern involving a member of staff or volunteer will be managed in accordance with Keeping Children Safe in Education and referred to the Local Authority Designated Officer (LADO) where appropriate.

8. Online Safety

The school maintains appropriate filtering and monitoring systems, teaches pupils online safety and responds promptly to online safeguarding concerns.

9. SEND

We recognise that children with SEND are more vulnerable to abuse. Staff adapt communication, planning and safeguarding responses to meet individual needs.

10. Safer Recruitment

The school follows safer recruitment procedures including enhanced DBS checks, identity, right to work, references, prohibition checks where appropriate and maintenance of an accurate Single Central Record.

11. Training

All staff receive safeguarding induction, annual safeguarding updates and regular briefings. The DSL and Deputy DSL complete specialist safeguarding training and refresh their knowledge regularly.

12. Record Keeping

Safeguarding records are accurate, confidential, stored securely and transferred appropriately when pupils move school.

13. Partnership with Parents

The school works openly with parents wherever it is safe to do so and shares concerns unless doing so would place a child at increased risk of harm.

14. Monitoring and Review

This policy will be reviewed annually or sooner following changes to statutory guidance or local safeguarding arrangements.

Key Local Safeguarding Contacts

Lincolnshire Children's Services: 01522 782111

North Lincolnshire Children's Services: 01724 296500

North East Lincolnshire Children's Services: 01472 326292

Police (Emergency): 999

Approval

Head of School: Aimee Steedman

DSL: James Tait

Deputy DSL: Kay Herd

Managing Director: Jayne Smith

Review Date: July 2027