



Safeguarding arrangements for Swallow Grange Alternative Provision (AP), with specific regard to "Keeping Children Safe in Education" (KCSiE) and "Working Together to Safeguard Children" (Working Together) DfE guidance.

Particulars of Arrangements to Safeguard and Promote the Welfare of Pupils at Swallow Grange.

At Swallow Grange the safeguarding and promotion of the welfare of our pupils is our paramount priority. We are committed to creating a safe, nurturing, and supportive environment where all pupils feel valued, respected, and protected from harm. Our safeguarding arrangements are fully compliant with the Department for Education (DfE) guidance: "Keeping Children Safe in Education" (KCSiE) and "Working Together to Safeguard Children."

1. Designated Safeguarding Lead (DSL) and Deputy DSLs

- **Designated Safeguarding Lead (DSL):** Mr J Tait Lead Teacher will serve as the DSL. The DSL has undertaken comprehensive training and possesses the necessary skills and knowledge to carry out their role effectively. Their details, including a photograph, will be prominently displayed within the AP.
- **Deputy Designated Safeguarding Leads (DDSLs):** Kay Herd will act as Deputy DSL, providing support and cover for the DSL. They will also receive appropriate training to ensure they can fulfil their responsibilities.
- **Responsibilities of DSL/DDSLs:** The DSL/DDSLs will:
 - Take lead responsibility for safeguarding and child protection across the AP.
 - Act as a point of contact for staff, parents, and external agencies regarding safeguarding concerns.
 - Manage referrals to social care and other relevant agencies.
 - Ensure all staff receive appropriate safeguarding training.
 - Maintain accurate and confidential safeguarding records.
 - Contribute to the AP's overall safeguarding strategy and policies.
 - Liaise with the Local Authority (LA) and other relevant bodies as required by "Working Together."

2. Safeguarding Policy and Procedures

- **Comprehensive Safeguarding Policy:** A robust and regularly reviewed Safeguarding Policy will be in place, clearly outlining the AP's procedures for:
 - Responding to concerns about a child's welfare.
 - Reporting allegations against staff.
 - Managing children who go missing from education.
 - Supporting children who are victims of bullying, abuse, or neglect.
 - Responding to sexting and online safety concerns.
- **Accessibility:** The Safeguarding Policy will be readily accessible to all staff, parents, and pupils (in an age-appropriate format). It will be available on the AP's website and in hard copy.
- **Compliance with KCSiE:** The policy will explicitly reference and adhere to the principles and requirements of KCSiE, including definitions of abuse, indicators of concern, and referral pathways.
- **Compliance with Working Together:** The policy will detail how the AP will work collaboratively with the LA, children's social care, the police, and other relevant agencies as outlined in "Working Together," ensuring effective information sharing and joint working for the benefit of children.

3. Staff Training and Awareness

- **Induction Training:** All new staff, including volunteers and temporary staff, will receive comprehensive safeguarding induction training before commencing work with pupils. This will cover the AP's safeguarding policy, procedures, and their individual responsibilities.
- **Annual Refresher Training:** All staff will undertake annual refresher safeguarding training, ensuring their knowledge and understanding remain current. This training will incorporate updates from KCSiE and Working Together.
- **Advanced DSL Training:** The DSL and DDSLs will receive advanced and specific training for their roles, as recommended by KCSiE and the LA.
- **Specific Training:** Training will be provided on specific safeguarding issues relevant to the pupil cohort and the AP's context, such as County Lines, child criminal exploitation, online safety, and mental health awareness.

- **Awareness of KCSiE Annex A:** All staff will be made aware of and understand the content of KCSiE Annex A (the categories of abuse and neglect), enabling them to identify potential indicators of harm.

4. Safer Recruitment Practices

- **Robust Recruitment Procedures:** We will implement rigorous safer recruitment practices in line with KCSiE, including:
 - Clear job descriptions and person specifications.
 - Disclosure and Barring Service (DBS) checks at the enhanced level for all staff and regular volunteers.
 - Identity checks.
 - Checks of professional qualifications and references.
 - Prohibition checks for teaching staff.
 - Understanding any gaps in employment history.
 - Interviews that explore candidates' attitudes towards safeguarding.
- **Single Central Record (SCR):** A comprehensive and up-to-date Single Central Record will be maintained, detailing all required safeguarding checks for staff and volunteers. This will be regularly audited.

5. Promoting a Culture of Openness and Support

- **Child-Centred Approach:** We will adopt a child-centred approach to safeguarding, ensuring that the voice of the child is heard and respected in all decisions that affect them.
- **Pupil Voice:** Mechanisms will be in place to encourage pupils to express concerns, including:
 - Clear communication channels for reporting worries.
 - Access to trusted adults (staff, counsellors).
 - Age-appropriate materials on staying safe.
- **Staff Well-being and Support:** We recognise the emotional demands of safeguarding work and will ensure appropriate support mechanisms are in place for staff, including supervision and opportunities for de-briefing.
- **Whistleblowing Policy:** A clear whistleblowing policy will be in place to enable staff to raise concerns about safeguarding practices or the conduct of colleagues without fear of reprisal.

6. Online Safety

- **Comprehensive Online Safety Policy:** A dedicated Online Safety Policy will outline procedures for:
 - Safe and responsible use of technology within the AP.
 - Educating pupils about online risks.

- Filtering and monitoring internet access.
- Responding to online safety incidents (e.g., cyberbullying, exposure to inappropriate content).
- **Curriculum Integration:** Online safety education will be integrated into the curriculum to equip pupils with the knowledge and skills to navigate the online world safely and responsibly.
- **Staff Training:** Staff will receive training on online safety issues and how to respond to concerns.

7. Partnership Working and Information Sharing

- **Collaboration with External Agencies:** We will work proactively and collaboratively with all relevant external agencies, including:
 - Local Authority Children's Social Care.
 - Police.
 - Health professionals (e.g., school nurses, CAMHS).
 - Youth offending teams.
 - Probation services.
 - Other educational settings (e.g., referring schools).
- **Information Sharing Protocols:** Clear protocols will be in place for information sharing, adhering to GDPR and data protection principles, whilst prioritising the safety and welfare of the child in line with KCSiE and Working Together. We understand that effective information sharing is crucial for early intervention and preventing harm.
- **Early Help:** We will actively engage in early help assessments and provision where there are emerging needs, working with families and other agencies to provide timely support and prevent escalation of concerns, as advocated by "Working Together."

8. Monitoring, Evaluation, and Review

- **Regular Audits:** Safeguarding practices will be regularly audited to ensure compliance with policy and DfE guidance.
- **Governing Body Oversight:** The Governing Body/Management Committee will have a designated safeguarding lead who will oversee the effectiveness of safeguarding arrangements and challenge the AP appropriately.
- **Annual Safeguarding Report:** An annual safeguarding report will be produced for the Governing Body/Management Committee, outlining key activities, incidents, and areas for development.
- **Continuous Improvement:** We are committed to a culture of continuous improvement in our safeguarding practices, learning from experience and adapting to emerging challenges and guidance.

9. Management of Specific Risks Relevant to Alternative Provisions

- **Understanding Vulnerabilities:** We recognise that pupils attending APs may have specific vulnerabilities, such as a history of adverse childhood experiences (ACEs), mental health needs, special educational needs and disabilities (SEND), or involvement in risky behaviours. Our safeguarding approach will be trauma-informed and tailored to address these specific needs.
- **Behaviour Management and De-escalation:** Staff will be trained in de-escalation techniques and positive behaviour management strategies that prioritise the safety and well-being of all pupils and staff. Any use of physical intervention will be in accordance with DfE guidance and recorded meticulously.
- **Attendance Monitoring:** Robust attendance monitoring systems will be in place, with clear procedures for following up on unexplained absences to identify any potential safeguarding concerns swiftly.
- **Transitions:** We will ensure smooth and safe transitions for pupils, working closely with previous and future educational settings, and other relevant agencies to share essential safeguarding information.

Reviewed and updated 25th June 2026 – Jayne Chudley – Managing Director