



Swallow Grange Safeguarding and Child Protection Policy

(Including Reporting and Recording Procedures)

1. Policy Statement

Swallow Grange is committed to safeguarding and promoting the welfare of all children. We recognise our moral and statutory responsibility to protect pupils from harm and to provide a safe, secure and nurturing environment in which children can learn, develop and thrive.

Safeguarding is everyone's responsibility.

At Swallow Grange, we work to ensure that every child:

- Feels safe, valued and listened to
- Is protected from abuse, neglect and exploitation
- Knows who they can talk to if worried
- Receives timely support and intervention when needed

Our safeguarding practice is underpinned by the school values of:

- **Kindness** – creating caring, supportive relationships where children feel emotionally safe
- **Respect** – recognising every child's rights, voice, dignity and individual needs

This policy applies to all staff, volunteers, visitors, contractors and professionals working within Swallow Grange.

2. Aims of the Policy

This policy aims to:

- Protect children from maltreatment
- Prevent impairment of children's mental and physical health or development
- Ensure children grow up in safe and effective care
- Enable all pupils to achieve the best outcomes

- Provide clear procedures for reporting and recording safeguarding concerns
- Ensure all staff understand their safeguarding responsibilities

3. Legal Framework

This policy is based on:

- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- The Children Act 1989 and 2004
- The Education Act 2002
- Equality Act 2010
- Prevent Duty Guidance

4. Roles and Responsibilities

Designated Safeguarding Lead (DSL)

The DSL has overall responsibility for safeguarding and child protection within Swallow Grange.

The DSL will:

- Manage safeguarding concerns and referrals
- Liaise with external agencies
- Maintain safeguarding records
- Ensure staff safeguarding training is up to date
- Support staff in safeguarding matters
- Promote a culture of vigilance and safety

A Deputy DSL will be available in the absence of the DSL.

5. Types of Abuse

Staff should be aware of signs and indicators of:

- Physical abuse
- Emotional abuse

- Sexual abuse
- Neglect
- Child-on-child abuse
- Domestic abuse
- Child criminal exploitation (CCE)
- Child sexual exploitation (CSE)
- Online abuse
- Radicalisation and extremism

Because pupils at Swallow Grange may present with SEMH needs, trauma responses or communication difficulties, staff must remain professionally curious and vigilant.

6. Safeguarding Culture at Swallow Grange

We promote safeguarding through:

- Positive relationships
- Therapeutic approaches
- Emotional regulation support
- Safe and consistent boundaries
- Pupil voice
- Staff vigilance
- Online safety education
- Trauma-informed practice

Children are encouraged to speak openly and know they will be listened to seriously and respectfully.

7. Reporting Safeguarding Concerns

Immediate Action

Any member of staff who has a safeguarding concern must:

1. Remain calm and listen carefully
2. Never promise confidentiality
3. Reassure the child they have done the right thing
4. Report the concern to the DSL immediately
5. Record the concern factually and promptly

Staff must not:

- Investigate concerns themselves
- Ask leading questions
- Delay reporting concerns
- Discuss concerns unnecessarily with others

If a child is at immediate risk of harm, staff must contact the DSL immediately. If the DSL is unavailable and the risk is urgent, staff must contact Children's Social Care or the Police directly.

8. Recording Safeguarding Concerns

Accurate recording is essential to safeguarding practice.

All safeguarding concerns must be:

- Recorded as soon as possible
- Clear, factual and objective
- Signed and dated
- Stored securely and confidentially

Records should include:

- Date and time of concern
- Name of child
- Exact words used by the child where possible
- Observations of injuries or behaviours
- Actions taken
- Name of reporting staff member

Staff must avoid:

- Personal opinions
- Assumptions
- Interpretation presented as fact

Safeguarding records will be maintained securely in line with data protection requirements.

9. Confidentiality and Information Sharing

Information will only be shared on a need-to-know basis in order to safeguard children.

Swallow Grange recognises that:

- The welfare of the child is paramount
- Data protection laws do not prevent safeguarding information sharing
- Concerns must never be ignored due to fears around confidentiality

10. Child-on-Child Abuse

Swallow Grange recognises that children can abuse other children.

This may include:

- Bullying
- Physical aggression
- Sexual harassment
- Harmful sexual behaviour
- Online abuse
- Emotional abuse

All incidents will be taken seriously and managed in line with safeguarding and behaviour procedures.

Children will be supported both as victims and perpetrators where appropriate.

11. Online Safety

Children are taught to stay safe online through:

- Age-appropriate online safety education
- Safe use of technology
- Understanding online risks
- Reporting concerns

Staff monitor technology use and follow filtering and monitoring procedures.

12. Safer Recruitment

Swallow Grange follows safer recruitment procedures to ensure suitable adults work with children.

This includes:

- Enhanced DBS checks

- Identity checks
- Reference checks
- Employment history scrutiny
- Safeguarding interview questions

All staff receive safeguarding induction and regular training.

13. Staff Training

All staff will receive:

- Safeguarding and child protection training
- KCSIE updates
- Prevent awareness training
- Online safety training
- Regular safeguarding updates throughout the year

Training is adapted to reflect the needs of children with SEND and SEMH.

14. Allegations Against Staff

Any allegation or concern regarding an adult working with children must be reported immediately to the Headteacher or appropriate safeguarding lead.

Concerns may include:

- Behaviour that harms a child
- Behaviour that may pose a risk to children
- Conduct indicating unsuitability to work with children

Procedures will follow Local Authority Designated Officer (LADO) guidance.

15. Whistleblowing

Staff are encouraged to raise concerns where safeguarding practice is unsafe or ineffective.

All concerns will be taken seriously and handled appropriately.

16. Monitoring and Review

This policy will be reviewed annually or sooner if legislation or safeguarding guidance changes.

Policy Owner: Swallow Grange Leadership Team

Review Frequency: Annual

Next Review Date: _____7th May 2027_____

DSL: _____James Tait_____

Deputy DSL: ___Brian Kirkley_____