

Appendix to PLT Safeguarding & Child Protection

Policy 2018-2019: Newcastle Bridges School



This appendix provides additional information pertinent to Newcastle Bridges School and should be read alongside the Prosper Learning Trust Safeguarding Policy, which provides an overarching Safeguarding Policy for the educational provisions within the Prosper Learning Trust. This appendix is written with due regard to the PLT Safeguarding and Child Protection Policy and in some instances there may be some repetition of parts of it in order to summarise and/or emphasise specific sections.

Named personnel with designated responsibility for Safeguarding:

Executive Head Teacher: Mark Jones

Head of school: Kevin Stafford

Designated Safeguarding Lead: Katy Squire

Safeguarding Governor and Chair of Governors: Jeff Lough

Academic Year	Designated Safeguarding Lead	Deputy Designated Safeguarding Lead	Nominated Safeguarding Governor	Chair of Governors
2018-19	Katy Squire (Assistant Head teacher)	Kevin Stafford (Head of School) Helen McGowan (Assistant Head Teacher) Martin Gray (Assistant Head Teacher) Juliet McGilligan Marie Robson Nichola Edmiston Becky Neillis Matt Hickey Sheila Wright Philippa Edwards Angela Senior	Jeff Lough	Jeff Lough

Policy written: Autumn 2018 Author: K Squire

Review Date	Changes made	By whom	Date shared
Autumn 2019			

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1. PURPOSE, AIMS AND SCHOOL CONTEXT

1.1 The purpose of Newcastle Bridges School's safeguarding policy is to ensure every child who is a registered pupil at our school is safe and protected from harm. This means we will always work to:

- Protect children and young people at our school from maltreatment
- Prevent impairment of our children's and young people's health or development
- Ensure that children and young people at our school grow up in circumstances consistent with the provision of safe and effective care
- Undertake that role so as to enable children and young people at our school to have the best outcomes

1.2 These policies will give clear direction to staff, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at Newcastle Bridges School.

1.3 Our school fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our school. The elements of our policy are prevention, protection and support.

1.4 We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for children who are absent from school or who go missing from education, particularly on repeat occasions. The Attendance Lead, Kevin Stafford, will regularly liaise with the Designated Safeguarding Lead, Katy Squire, to discuss all persistently absent pupils and those who go missing to identify the risk of abuse and neglect including sexual abuse or exploitation and to ensure that appropriate safeguarding responses have been put in place to reduce the risk of future harm.

1.5 These policies apply to all pupils, staff, parents, governors, volunteers and visitors.

1.6 Prior to implementing these policies, we have considered a range of factors to help us identify and focus on the key issues for our trust, school and communities. We have considered school context and local issues as well as discussed as a leadership team and with the Governing Body what our key priorities are.

1.7 Newcastle Bridges School Context:

Newcastle Bridges School serves children and young people who are hospitalised or are not able to access education due to medical reasons. They may be referred via multi-disciplinary agencies according to the specific needs of the individual in the city of Newcastle or through the Medical Services and CYPS provisions, nationally and internationally to one of the below departments:

- **Newcastle Bridges School at Benfield** - an educational setting for pupils aged 11-16 who suffer from social, emotional and mental health difficulties or who are pregnant or have babies
- **The Great North Children's Hospital / Freeman Hospital** - pupils whose education is interrupted by regular stays, or a long term stay, in hospital are taught by a team of teachers in the different specialist paediatric wards
- **Alnwood at St. Nicholas' Hospital** - a forensic mental health clinical setting with 7 commissioned beds for 12-18 year olds with mental health needs and 7 for those with an additional learning disability
- **Ferndene Hospital at Prudhoe** - a 29 bed purpose built inpatient centre which provides inpatient assessment and treatment for 12 to 18 year olds with complex health, behavioural and emotional needs including those with a learning disability
- **Complex Neuro-developmental Disorder Service at Walkergate Park**- a specialist second opinion service for nursery or primary school aged children who may have Autism Spectrum Disorder (ASD) and other complex communication / mental health / neuro-developmental problems
- **Prosper Community Outreach** - specialist teachers work in community settings, supporting pupils in a transition back to education setting appropriate to the individual learner
- **Prosper Primary** – a primary assessment provision for pupils with SEMH needs where pupils work in a small nurture group with trained staff; they may return to their home school or an alternative provision following assessment

1.8 At Newcastle Bridges School staff are required to actively consider children who might be especially vulnerable because of a range of factors which have led to the requirement for a specialist educational provision. These can include ill health, mental health and emotional needs, pregnancy, social care involvement and/or LAC, poor school attendance and learning needs (refer to appendix D). In addition we work hard to safeguard children in a range of environments and across all of the sites within the school; staff recognise the additional safeguarding challenges that a multi-site school can face and meet these challenges with appropriate training, policy and day to day practice which includes working in partnership with other agencies.

2. OUR ETHOS

2.1 Newcastle Bridges School believes that all children have a right to education and exists to provide educational opportunities of a high standard to students whose education has been interrupted by mental or physical ill-health, anxiety/vulnerability or pregnancy. Newcastle Bridges School recognises the benefit of helping students reach their potential not only in preparing them for adult life, but in the therapeutic process of intellectual and emotional development and/or recovery. We endeavour to ensure that disadvantage is minimised by providing structured and appropriate education, in liaison with home schools where appropriate, in a caring environment.

2.2 The child's welfare is of paramount importance. Newcastle Bridges School will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our school will be able to talk freely to any member of staff at our school if they are worried or concerned about something.

2.3 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at Newcastle Bridges School play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

2.4 All staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.

2.5 Throughout our curriculum and specialist provision we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills. This includes a keyworker/tutor system across the school and transition workers at NBS Benfield and Ferndene. Staff across the school work as part of a multi-disciplinary team; there are specific and clear lines of management and leadership and at least one DDSL based at every site. Enrichment is an integral part of the curriculum offer at NBS at Benfield; education staff respond to pastoral needs in a personalised way, often in conjunction with other professionals and agencies, across the school.

2.6 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children (2018) and Local Safeguarding Partners' Procedures.

3. ROLES AND RESPONSIBILITIES

Role	Name	Contact Details
Designated Safeguarding Lead (DSL)	Katy Squire	Benfield 0191 2755111 GNCH 0191 2825322
Deputy DSLs (DDSL)	Helen McGowan	Ferndene 01661 838443 Alnwood 0191 2466897 Benfield 0191 2755111
	Martin Gray	Benfield 0191 2755111
	Juliet McGilligan	Ferndene 01661 838443
	Marie Robson	Alnwood 0191 2466897
	Nichola Edmiston	Primary 0191 2674447
	Becky Neillis	GNCH 0191 2825322
	Linda Dixon	CNDS 0191 2875260
	Sheila Wright	Benfield 0191 2755111
Head of School	Kevin Stafford	Benfield 01912755111
Executive Head Teacher	Mark Jones	Prosper Central Services 0191 917 1246
Named Safeguarding Governor	Jeff Lough	bridgesgov@bridges.newcastle.sch.uk
Chair of Governors	Jeff Lough	bridgesgov@bridges.newcastle.sch.uk

3.1 It is the responsibility of every member of staff, volunteer and regular visitor to our school to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils at this school. This includes the responsibility to provide a safe environment in which children can learn.

Please refer to PLT Safeguarding Policy for information outlining the specific roles of the Trustees, Governing Body, Executive Head Teacher, Heads of Schools / Head Teachers, Designated Safeguarding Leads and the Deputy Designated Safeguarding Leads

4. TRAINING & INDUCTION

Please refer to PLT Safeguarding Policy for information outlining the Safeguarding induction and training arrangements for all PLT staff.

4.1 When new staff join our school they will be informed of the safeguarding arrangements in place. They will be given a copy of our school's safeguarding policy along with the Staff Code of Conduct, Part One of '*Keeping Children Safe in Education*' DfE (2018); and informed who our Designated Safeguarding Lead (DSL) and Deputy DSLs are. All staff are expected to read these key documents and fully **understand** their responsibility. They will also be provided with the school's recording procedures and given appropriate access to Newcastle Bridges School's CPOMS system.

4.2 Every new member of staff or volunteer will receive safeguarding training during their induction period within the first term of joining the school.

4.3 In addition to the safeguarding induction, we will ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part one of '*Keeping Children Safe in Education*' DfE (2018).

4.4 All regular visitors, temporary staff and volunteers to our school will be given a set of our safeguarding procedures; they will be informed of whom our DSL and alternative staff members are and what the recording and reporting system is. (Refer to Appendix B). Staff who do not have access to Newcastle Bridges School's CPOMS system can report and log any safeguarding concern on a 'Cause for Concern' form available at the reception, or in an agreed central location, at every site.

4.5 Any member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend appropriate training. In addition to formal training, the DSL and DDSLs will ensure that they update their knowledge and skills at regular intervals to keep up with any developments relevant to their role.

4.6 Our Governing Body will also undertake appropriate training and DSL checks to ensure they are able to carry out their duty to safeguard all of the children at our school.

4.7 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance; Annex A of '*Keeping Children Safe in Education*' (2018) provides links to guidance on specific safeguarding issues. In addition, throughout the school year we will brief staff on key issues identified within Keeping Children Safe 2018.

4.8 Specific Safeguarding Issues:

All staff should have an awareness of safeguarding issues, many of which are detailed in the PLT Safeguarding Policy. Staff should be aware that behaviours linked to the likes of drug taking, alcohol abuse, truanting and sexting put children in danger.

All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to, bullying (including cyberbullying), gender-based violence/sexual assaults and sexting. Staff should be clear as to the school or college's policy and procedures with regards to peer on peer abuse.

Please refer to the PLT Safeguarding Policy for detailed information in relation to a range of specific safeguarding issues.

5. PROCEDURES FOR MANAGING CONCERNS (Working Together to Safeguard Children 2018)

All staff follow the school's procedures which are consistent with 'Working Together to Safeguard Children 2018' and Keeping Children Safe in Education 2018).

It is **not** the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly, all concerns regarding the welfare of pupils will be recorded and discussed with the designated senior person with responsibility for child protection (or another senior member of staff in the absence of the designated person) prior to any discussion with parents.

Please refer to PLT Safeguarding Policy for information detailing child protection procedures, procedures for managing concerns, definitions of harm and abuse and identifying children who may be at harm.

Staff must immediately report:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

Responding to Disclosure:

Disclosures or information may be received from pupils, parents or other members of the public. Newcastle Bridges School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the Designated Safeguarding Lead/Deputy Designated Safeguarding Lead.

Principles

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the Designated Safeguarding Lead in order that she can make an informed decision of what to do next.

Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm
- try to ensure that the person disclosing does not have to speak to another member of school staff
- clarify the information
- try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?'
- try not to show signs of shock, horror or surprise
- not express feelings or judgments regarding any person alleged to have harmed the child
- explain sensitively to the person that they have a responsibility to refer the information to the senior designated person
- reassure and support the person as far as possible
- explain that only those who 'need to know' will be told
- explain what will happen next and that the person will be involved as appropriate
- record the incident on the Newcastle Bridges School CPOMS system, or complete a 'Cause for Concern' form if they do not have access to this (Appendix M) *

6. RECORDS AND INFORMATION SHARING

Please refer to PLT Safeguarding Policy for information describing protocol and policy surrounding record keeping and information sharing within PLT and Newcastle Bridges School.

Newcastle Bridges School is GDPR compliant in its practice, please refer to relevant policies.

7. WORKING WITH PARENTS & CARERS

Please refer to PLT Safeguarding Policy for information detailing how PLT staff will endeavour to work with parents and carers to safeguard children.

8. CHILD PROTECTION CONFERENCES

Newcastle Bridges School is committed to working in partnership with Children's Social Care to safeguard and promote the welfare of children. Staff are required to fully understand statutory responsibilities in this area.

Please refer to PLT Safeguarding Policy for information relating to how staff at Newcastle Bridges School will respond to, and be involved in, child protection issues and procedures.

9/10. SAFER RECRUITMENT AND SAFER WORKING PRACTICE

We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. Please refer to PLT Safeguarding Policy for information about how staff at Newcastle Bridges School will adhere to safer recruitment and safer working practices.

11. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS

Please refer to PLT Safeguarding Policy for information relating to how allegations against staff members will be managed.

12. RELEVANT POLICIES

12.1 To underpin the values and ethos of Newcastle Bridges School and our intent to ensure that pupils at our school are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Staff Code of Conduct
- Anti-Bullying
- Behaviour Policy
- Recruitment & Selection
- Whistle-blowing
- Attendance
- E-Safety
- Health and Safety Including Site Security
- Harassment and Discrimination Including Racial Abuse
- Meeting the Needs of Pupils with Medical Conditions
- Intimate Care
- First Aid
- Educational Visits Including Overnight Stays
- Data Protection

13. STATUTORY FRAMEWORK

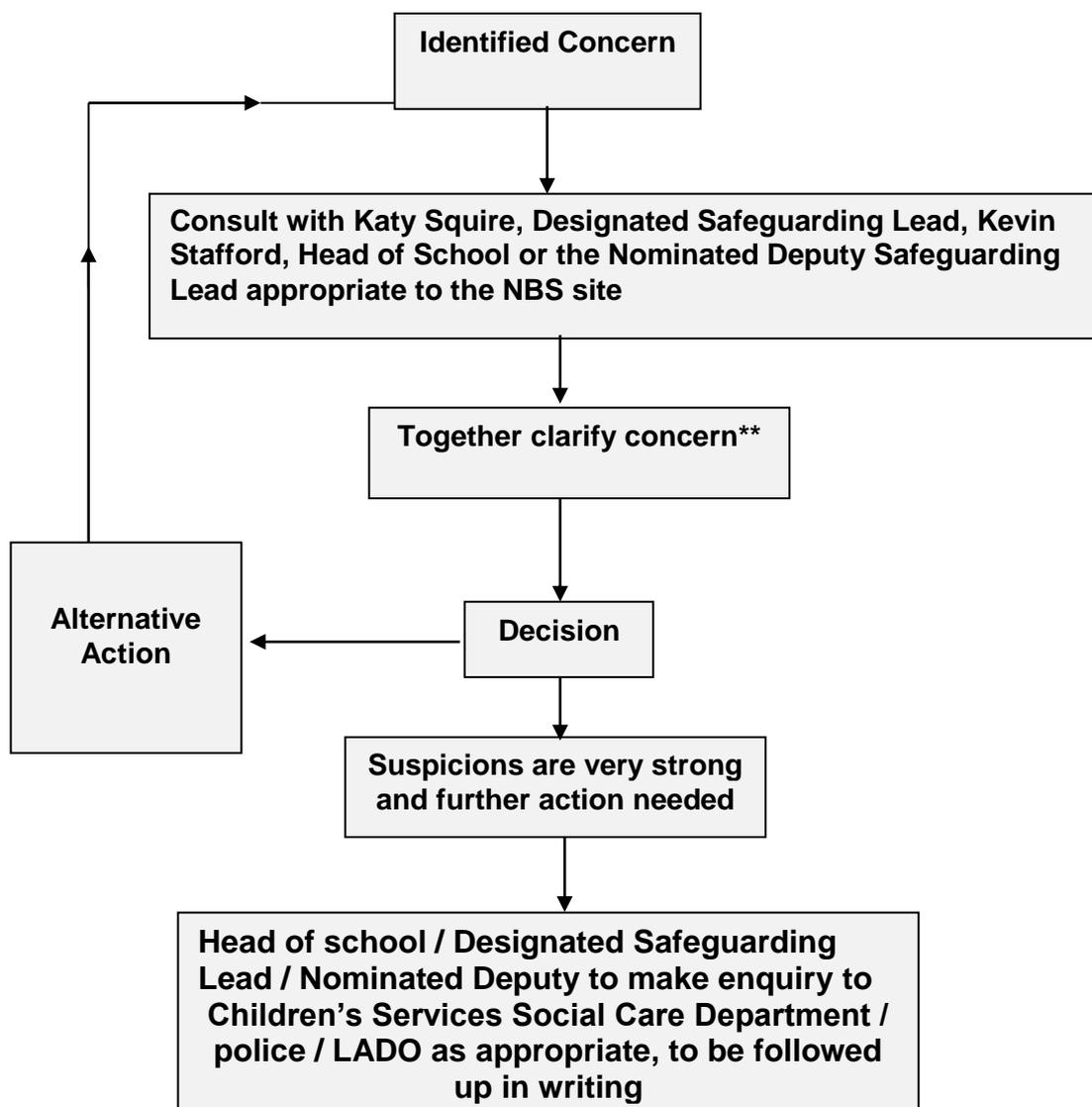
This policy has been devised in accordance with the following legislation and guidance:

- *'Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children'*, DfE (2018)
- *'Keeping Children Safe in Education'*, DfE (2018)
- Local Safeguarding procedures
- Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings (October 2015).
- 'What to do if you're worried a child is being abused', DfE (March 2015)
- 'Information Sharing: Advice for practitioners', DfE (March 2015)
- *'The Prevent Duty: Departmental advice for schools and childcare providers'*, DfE (2015)
- 'Mandatory Reporting of Female Genital Mutilation – procedural information', Home Office (October 2015)

Appendix i – Suspect child at risk action to take

Newcastle Bridges School

Channels of communication should be quick and clear:



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Any member of staff who is unhappy with the joint decision made with the Designated Safeguarding Lead can consult with the Head Teacher/Chair of Governors or seek advice from key staff within the Local Authority.

Appendix ii- Safeguarding Induction Sheet (For new or supply staff and regular visitors or volunteers)

We all have a statutory duty to safeguard and promote the welfare of children, and at Newcastle Bridges School we take this responsibility seriously.

If you have any concerns about a child or young person in our school, you must share this information immediately with our Designated Safeguarding Lead (DSL) or one of the alternative post holders.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern either using Newcastle Bridges School CPOMS System, or a ‘Cause for Concern’ form if you do not have access to this. A copy of the ‘Cause for Concern’ form to complete is attached to this, others can be obtained from Office 365 in the NBS ‘Safeguarding’ folder or from reception/an agreed central location at every NBS site. Please ensure you complete all sections as described.

If you are unable to locate one of the designated professionals ask a member of the school office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.

Any allegation concerning a member of staff, a child’s Foster Carer or a volunteer should be reported immediately to the Executive Head Teacher or Head of School. If an allegation is made about these individuals you should pass this information to the Chair of the Governing Body. Alternatively, you can contact the Local Authority Designated Officer on Tel: 0191 277 4636.

[NSPCC whistleblowing helpline](#) is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: help@nspcc.org.uk.

The people you should talk to in school are:

Role	Name	Contact Details	
Designated Safeguarding Lead (DSL)	Katy Squire (Assistant Head Teacher)	Benfield	0191 2755111
		GNCH	0191 2825322
Head of School	Kevin Stafford	Benfield	0191 2755111
Deputy DSLs (DDSL)	Helen McGowan (Assistant Head Teacher)	Ferndene	01661 838443
		Alnwood	0191 2466897
		Benfield	0191 2755111
	Martin Gray (Assistant Head Teacher)	Benfield	0191 2755111
		Juliet McGilligan	Ferndene
	Marie Robson	Alnwood	0191 2466897
	Nichola Edmiston	Primary	0191 2674447
	Becky Neillis	GNCH	0191 2825322
Linda Dixon	CNDS	0191 2875260	
Sheila Wright	Benfield	0191 2755111	
Executive Head Teacher	Mark Jones	Prosper Central Services 0191 9171246	
Named Safeguarding Governor	Jeff Lough	bridgesgov@bridges.newcastle.sch.uk	
Chair of Governors	Jeff Lough	bridgesgov@bridges.newcastle.sch.uk	

At Newcastle Bridges School we strive to safeguard and promote the welfare of all of our children.

Appendix iii – Newcastle Bridges School Child Protection



Newcastle Bridges School Child Protection Designated Staff



Katy Squire
Designated Safeguarding Lead
Assistant Headteacher



Kevin Stafford
Head of School

All staff have a duty of care towards the students at Newcastle Bridges School.

If you have a concern about a student's well-being or safety it must be referred to one of the members of staff designated to take responsibility for dealing with Child Protection issues.

All staff should immediately record safeguarding concerns on CPOMS. Visitors/Students/Volunteers should record concerns on a 'Cause for Concern form' located at reception and pass this onto the lead professional of the setting or in their absence a senior member of staff. Never enter a secrecy pact with a student.

Make clear any disclosure which indicates a student may be at risk must be passed onto designated staff.



Mark Jones
Executive Headteacher



Jeff Lough
Nominated Safeguarding Governor
Chair of Governors



Helen McGowan
Deputy Designated Safeguarding Lead
Assistant Headteacher



Linda Dixon
Deputy Designated Safeguarding Lead
Teacher at CNDS



Philippa Edwards
Deputy Designated Safeguarding Lead
Nursery Manager



Angela Senior
Deputy Designated Safeguarding Lead
Nursery Officer



Martin Gray
Assistant Headteacher Deputy Designated Safeguarding Lead



Juliet McGilligan
Deputy Designated Safeguarding Lead
D.E.C.



Rebecca Neillis
Deputy Designated Safeguarding Lead
D.E.C.



Sheila Wright
Deputy Designated Safeguarding Lead
Family Support Officer



Nichola Edmiston
Deputy Designated Safeguarding Lead
Primary Provision Co-ordinator



Marie Robson
Deputy Designated Safeguarding Lead
D.E.C.

Appendix iv - Specific Safeguarding Issues -Vulnerability

Alongside the specific safeguarding issues listed below staff should consider children who may be particularly vulnerable to abuse and may require early help:

Factors that can increase vulnerabilities can include:

- any children with additional needs including;
- children with Special Educational Needs / Disabled children (SEND)
- children facing housing issues such as frequent moves and homelessness
- those living in families with chaotic lifestyles
- families with increased stress, parental mental health and/or drug and alcohol dependency
- those children living elsewhere, with friends, relatives, are in care or are leaving care
- asylum seekers / Refugees
- those vulnerable to discrimination on the basis of their sexuality, race, religion, ethnicity or disability
- children at risk from neglect or abuse including specific issues such as FGM, CSE, forced marriage, radicalisation and living in households with domestic abuse
- children with communication difficulties
- children without adequate parenting / supervision which could lead to abuse, risk-related behaviour and sexual exploitation.

This is not an exhaustive list but merely an example of vulnerabilities that staff must consider when identifying safeguarding concerns.

For more information on specific safeguarding issues please refer to Part 1 & annex A of Keeping Children Safe in Education 2018