

# Safeguarding Policy and Procedures

## The purpose and scope of this policy statement

BDSIP provides a range of professional support services to schools which may bring those working on behalf of the company into contact with children and their families.

The purpose of this policy statement is:

- To protect children and young people who are in receipt of BDSIP's services, directly or indirectly, from harm.
- To provide staff, associates and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of BDSIP, including senior managers and the board of trustees, paid staff, volunteers, agency staff and students.

## Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Key documents governing our responsibilities are:

- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2021
- The Children Act 1989 (as amended)
- The Children and Social Work Act 2017
- The Safeguarding Vulnerable Groups Act 2006

Other key legislation and guidance includes:

- GDPR and the Data Protection Act 2018
- Information Sharing: Advice for Practitioners 2018
- Sexual Violence and Sexual Harassment Between Children in Schools and Colleges 2021
- Childcare Regulations 2018
- Childcare Act 2006 (as amended in 2018)

## Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents, including:

- [BDSIP Information Sharing Policy](#)
- [Data Protection Policy](#)
- [Role description for the Designated Safeguarding Lead](#)
- [Dealing with disclosures and concerns about a child or young person](#)
- [Managing allegations against a member of staff or volunteers](#)
- Code of conduct for staff and volunteers\*
- Photography and sharing images guidance (in development)
- Safer recruitment (in development)
- Managing complaints (in development)
- Whistleblowing \*
- Health and safety \*
- Induction, training, supervision and support (in development)

\* Policies which are shared with LBBB can be accessed via this link: [LBBB policies](#)  
As these are updated, BDSIP policies will be shared.

BDSIP Policies can be found through the highlighted links. There are all located in SharePoint using this link: [BDSIP Policies](#)

### **We believe that:**

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

### **We recognise that:**

- The welfare of children is paramount in all the work we do and in all the decisions we take
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

### **We will seek to keep children and young people safe by:**

- Valuing, listening to and respecting them
- Appointing a nominated child protection lead for children and young people, a deputy and a lead board member for safeguarding
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers;
- Ensuring that all staff have completed mandatory safeguarding training so they are confident with respect to what constitutes a safeguarding concern and their responsibilities
- Mandatory biennial Prevent Training
- Ensuring all members of SLT and team members with responsibility for recruitment, have completed 'Safer Recruitment' training
- Providing effective management for staff and volunteers through supervision, support and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- Sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- Making sure that children, young people and their families know where to go for help if they have a concern
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

## We will ensure that staff are fully conversant with their responsibilities through:

- Annual face-to-face Child Protection and Safeguarding training
- Annual Child Protection training completed online via I-Learn
- Annual GDPR training completed online via I-Learn
- Bi-annual Safer Recruitment Training for SLT members
- Biennial Prevent training

Completion of all required training will be monitored regularly to ensure all BDSIP staff, associates and volunteers are up-to-date.

## Safeguarding Procedures

In the event of a safeguarding concern, BDSIP staff, associates and volunteers are expected to:

- Ensure they have reported the concern **immediately** to the DSL at the school/provision at which the child or young person attends, as per the safeguarding procedures of the school/provision
- Provide a written statement **at their earliest possible convenience and within 24 hours**, outlining the nature of the concern or description of the incident to the school-based DSL. There should be full accordance with GDPR in the submission of this statement to the school/provision.
- Notify the DSL at BDSIP that they have made a safeguarding referral, providing details of the school, the name of the DSL and the name of the child

The DSL at BDSIP will contact the school within 24 hours to identify what follow-up action has been taken. Information about the progress of the referral will not necessarily be shared with the reporting member of staff.

In the unlikely event there are concerns about processes in a school/provision, BDSIP does reserve the right to escalate the safeguarding concern to the appropriate agency to ensure that we are fully discharging our responsibility for safeguarding children and young people. In these cases, the DSL at BDSIP will:

- Notify the chief executive at BDSIP
- Ensure that head teachers are aware of our decision.

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Where a child is **not** currently placed in a school/provision, BDSIP staff, associates and volunteers are expected to:

- report the concern **immediately** to the DSL at BDSIP.
- provide a written statement **at their earliest possible convenience and within 24 hours**, outlining the nature of the concern or description of the incident for the attention of the DSL at BDSIP. A template can be found in the shared Safeguarding folder

The DSL will be responsible for reporting the concern and following-up on progress. Information about the progress of the referral will not necessarily be shared with the reporting member of staff

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Where the safeguarding concern is with reference to BDSIP staff, associate or volunteer, a referral should be made to the DSL and Chief Executive at BDSIP **immediately**.

## Key Contacts

<b>Designated Safeguarding Lead</b>	Karen Watch
<b>Telephone</b>	07734247802
<b>Email</b>	Karen.Watch@bdsip.co.uk

<b>Deputy Safeguarding Lead</b>	Kate Gooding
<b>Telephone</b>	07976 239885
<b>Email</b>	kate.gooding@bdsip.co.uk

<b>Board Safeguarding Lead</b>	Simon Abeledo
<b>Telephone</b>	020 82704940
<b>Email</b>	sabeledo@rushgreen.bardaglea.org.uk

- This policy was updated on 26<sup>th</sup> October 2021
- Ratified by the Board on 6<sup>th</sup> December 2022
- It will be reviewed in October 2022.