

Policy or Procedure:	Safeguarding Policy
Policy Suite:	Safeguarding
Date Approved:	August 2024
Approved by:	BDSIP Board
Review Date:	August 2025
Version No:	V3

Purpose and scope of this policy

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 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 2023
- Keeping Children Safe in Education 2024
- 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:

- Safeguarding Statement <https://bdsip.co.uk/about-us/safeguarding/>
- Whistleblowing Policy
- Information Sharing Policy
- Data Protection Policy
- Role description for the Designated Safeguarding Lead(s)
- Role description for the Strategic Safeguarding Lead
- Dealing with disclosures and concerns about a child or young person
- Managing allegations against a member of staff or volunteers
- Safeguarding Reporting Concern Form
- BDSIP Service Standards
- Safer Recruitment
- Managing Complaints
- Health and Safety
- Induction, training, supervision and support
- Work Experience and Careers Service Safeguarding Procedures
- Safeguarding letter of assurance

[BDSIP Policies and procedures are all located in SharePoint – G/Operations/Policies/Approved Policies/Safeguarding](#)

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.
- That all BDSIP staff, associates and volunteers should be vigilant at all times for signs of abuse and should demonstrate professional curiosity in relation to safeguarding

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 appropriately trained Designated Safeguarding Leads (DSL's) for children and young people; a Strategic Safeguarding Lead and a lead board member for safeguarding
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff, associates and volunteers
- Ensuring that all staff have completed annual 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, associates 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.
- Monitoring and evaluating BDSIP's safeguarding practices and policies via a Safeguarding Team that meets on a half termly basis
- Reporting on safeguarding matters to the BDSIP Board on a termly basis

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

- Annual face-to-face Child Protection and Safeguarding updates for all staff and associates
- Annual Level 2 Child Protection training completed online via Flick Learning
- Biennial Advanced Designated Safeguarding Lead training for the DSL's and Strategic Safeguarding Lead
- Supporting and encouraging staff to pursue continuous professional development around specific safeguarding issues
- Annual GDPR training completed online via Flick Learning
- Biennial Safer Recruitment Training for SLT members and any staff involved in recruitment and selection
- Biennial Prevent training

Completion of all mandatory 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 and follow the safeguarding procedures and protocols of the school/provision as directed.

- **Notify both the DSL and Deputy DSL at BDSIP** that they have made a safeguarding referral, **at their earliest possible convenience and within 24 hours**. Complete the BDSIP Reporting a Concern form providing details of the school, the name of the school DSL and the name of the child, name of the person you reported to, the contact details for the school DSL. The BDSIP DSL or in their absence the Deputy DSL will take the lead for each case. The Reporting Concern form is available here: <https://bdsip.co.uk/wp-content/uploads/2024/04/BDSIP-Safeguarding-Concern-Reporting-Form-August-2023-002.pdf>

or here: [BDSIP Safeguarding Concern Reporting Form August 2023.docx](#)

The DSL/Deputy DSL at BDSIP will contact the school within 24 hours to identify what follow-up action has been taken, if necessary. 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, including the Local Authority Designated Officer (LADO) to ensure that we are fully discharging our responsibility for safeguarding children and young people. In these cases, the DSL/Deputy DSL at BDSIP will:

- Notify the Chief Executive and Strategic Safeguarding Lead at BDSIP
- Ensure that head teachers are aware of our decision.

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 team at BDSIP. **(copy both the DSL and Deputy DSL into your report)**. The DSL or in their absence the Deputy DSL will take the lead for the case.
- 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/Deputy DSL at BDSIP. The Reporting Concern form is available here: <https://bdsip.co.uk/wp-content/uploads/2024/04/BDSIP-Safeguarding-Concern-Reporting-Form-August-2023-002.pdf>

or here: [BDSIP Safeguarding Concern Reporting Form August 2023.docx](#)

The DSL/Deputy 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

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

Where the safeguarding concern is with reference to the Chief Executive, a referral should be made to the chair of the board, Phillip George, **immediately**.

Key Contacts

Designated Safeguarding Lead	Karen Watch
Telephone	07734 247802
Email	Karen.Watch@bdsip.co.uk
Deputy Designated Safeguarding Lead	Kate Gooding
Telephone	07976 239885
Email	kate.gooding@bdsip.co.uk
Strategic Safeguarding Lead	Mike Ormerod
Telephone	07866 887077
Email	Mike.ormerod@bdsip.co.uk
Board Safeguarding Lead	Simon Abeledo
Telephone	020 82704940
Email	sabeledo@rushgreen.bardaglea.org.uk
Chief Executive	Lee Boyce
Telephone	07890 630644
Email	Lee.boyce@bdsip.co.uk
Chair of the Board	Philip George
Telephone	07831 504298
Email	philip.george@hotmail.co.uk
Local authority Designated Officer (LADO)	Mike Cullern
Telephone	0208 227 3934
Email	Mike.cullern@LBBD.gov.uk or lado@lbbd.gov.uk