



Headteacher	Andrew Davies
DSL	James Oldham
Deputy DSLs	Oliver Abbott Clive Hall Kant Mann
SCR Administrator	Clare Thompson
Safeguarding Governor	Rosie Allen

Local Procedures

- Beechen Cliff school staff are single agency trained bi-annually, with strategic safeguarding updates in alternate years and weekly hot topics to maintain awareness of safeguarding issues.
- Safeguarding concerns are raised using the hard copy 'orange form' system, using the BANES template for Pastoral welfare/Safeguarding concerns. Most concerns are made directly to the DSL and a few made to Deputy DSLs in the DSL's absence.
- All 'orange forms' are kept in hard copy in a pupil safeguarding file, locked in the Pastoral & Safeguarding Administrator's office.
- All 'orange forms' contain details of actions taken and outcomes following a concern.
- The DSL (or Deputy) makes the decision about the correct course of action when a concern is raised. This may include taking emergency action, contacting social care for advice or passing the case to a Pastoral lead to take action and report back,
- BANES template Appendices are used to record the pupil details, chronology, phone calls and meetings. The school has created an additional appendix for historic case file reviews. record
- The DSL quality assures at least 5 case files per week and there is a termly sample of case files in the safeguarding meeting.
- All 'orange form', case file reviews, historic reviews and C2 requests are tracked chronologically on a safeguarding tracking spreadsheet maintained by the Pastoral & Safeguarding Administrator.
- C2 requests and outcomes, equalities incidents and peer-on-peer abuse incidents are also recorded on the safeguarding tracking spreadsheet and quality assured by the DSL weekly.
- The weekly Safeguarding Team Meeting includes a review of strategic actions, hot topic review, safeguarding tracking spreadsheet review and quality assurance of an area of safeguarding practice or policy.
- Annual safeguarding audits are completed by JCO and are done so in line with Ofsted requirements. An annual review of safeguarding by an external body is commissioned.