



BEECHEN CLIFF

**Local Safeguarding Procedures**

<b>Headteacher</b>	Mr T Markall
<b>DSL</b>	Mr C Hall
<b>Deputy DSL/CP Officer(s)</b>	Mr M Ambrose (Pastoral Deputy HT)) Ms K Mather (Assistant HT, Head of Sixth Form) Mr K Morris (Assistant HT, Personal Development/Boarding)
<b>Safeguarding Governor</b>	Mrs J Green
<b>Designated Teacher for LAC pupils</b>	Mr M Ambrose

SWCPP - <https://swcpp.trixonline.co.uk/>

Bath and North East Somerset - BCSSP

<https://bcssp.bathnes.gov.uk/professional-working-guidance-policies-procedures>

**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.
- A safeguarding team is in place which comprises the Pastoral Deputy Headteacher, the DSL and two further Deputy DSLs. The team meets weekly to review safeguarding issues and the minutes of these meetings are shared and discussed at the weekly SLT meeting.
- Deputy DSLs have supervision meetings with the DSL and the DSL and Pastoral Deputy Headteacher have supervision meetings with an independent social care inspector.
- Visitors to the school site are provided with important safeguarding information and a coloured lanyard system is in place. 'Unchecked' visitors wear a red lanyard and are supervised at all times.
- Safeguarding concerns are raised using the electronic 'orange form' email system [orangeform@beechencliff.org.uk](mailto:orangeform@beechencliff.org.uk). This is monitored at all hours during the school day by the DSL or a Deputy.
- All 'orange forms' are recorded on MyConcern and 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,
- The Safeguarding Team reviews and quality assures ongoing cases in the weekly Safeguarding Team Meeting.
- The weekly Safeguarding Team Meeting includes review of strategic actions, Hot Topic review, safeguarding tracking spreadsheet review and quality assurance of an area of safeguarding practice or policy.
- C2 requests and outcomes, equalities incidents and Child on Child abuse incidents are also recorded on the safeguarding tracking spreadsheet and quality assured by the DSL weekly.
- A termly audit of safeguarding cases takes place and the BANES Annual Safeguarding Audit is completed each year in line with Ofsted requirements.
- An annual review of safeguarding by an external body is commissioned.

Updated August 2024