



Safeguarding Policy (Shortened Parent / Carer Version)

All stakeholders are encouraged to read the full policy, which is available on the school website.

Key Safeguarding Personnel			
Role	Name	Phone	Email
Designated Safeguarding Lead (DSL)	Mrs Ramsden	01942 909009	R.Ramsden@bedford.wigan.sch.uk
Deputy Designated Safeguarding Lead (DDSL)	Mrs Moss Mr McCaffery		B.Moss@bedford.wigan.sch.uk P.McCaffery@bedford.wigan.sch.uk
Attendance & Safeguarding Mentor	Miss Quinn		n.quinn@bedford.wigan.sch.uk
Pastoral Guidance Officers	Miss Marsh (Y7)		m.marsh@bedford.wigan.sch.uk
	Mrs Haselden (Y8)		H.Haselden@bedford.wigan.sch.uk
	Miss Smith (Y9)	c.smith@bedford.wigan.sch.uk	
	Ms Mayer (Y10)	L.Mayers@bedford.wigan.sch.uk	
	Ms Marshall (Y11)	m.marshall@bedford.wigan.sch.uk	
Attendance Manager	Mrs Ainscough		l.ainscough@bedford.wigan.sch.uk
If you believe a child or young person is at immediate risk contact the Police on 999			

Children with concerns are encouraged to speak to any adult in school. The named staff (above), have specific pastoral and safeguarding roles. Children can email our safeguarding inbox, concern@bedford.wigan.sch.uk or to write their concern post it in one of our concern boxes in school.

Parents / Carers are encouraged to contact their named PGO or the DSL if they have concerns regarding the welfare of a child.

Definitions

The term 'safeguarding children' encompasses a preventative approach to keeping children safe from suffering or being likely to suffer from significant harm.

<p>Safeguarding is defined as:</p> <ul style="list-style-type: none"> • Ensuring that children grow up with the provision of safe and effective care • Taking action to enable all children to have the best outcomes • Preventing impairment of children's mental and physical health or development • Protecting children from maltreatment. 	<p>The categories of abuse are:</p> <ul style="list-style-type: none"> • Physical abuse • Emotional Abuse • Neglect • Sexual abuse
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Responding to Concerns: During term time, the DSL is available during school hours for staff/professionals to discuss any safeguarding concerns. Out of term time, the DSL and/or Headteacher are available for external professionals to contact. Safeguarding concerns can be associated with factors outside the school. We consider environmental information and include this in external referrals. We endeavour to work in partnership with parents and carers. In most situations, we will discuss initial concerns with them. The DSL will not share information with parents/carers where there are concerns that if so doing would:

- place a child or adult at increased risk of significant harm
- prejudice the prevention, detection or prosecution of a serious crime
- lead to unjustified delay in making enquiries about allegations of significant harm

All staff record concerns. It is the responsibility of staff to ensure that the DSL receives the record of concern without delay.

Immediate Risk of Harm (inc. risk of suicide, significant self-harm in school, physical/sexual abuse or refusal to go home):

- Staff will report to DSL immediately and appropriate action will be taken to ensure the child's immediate safety.
- The DSL/DDSL will make an immediate referral to Social Care and/or the emergency services and ask the pastoral team to take appropriate action.

Significant Risk of Harm (inc. significant mental health concerns, recent self-harm, neglect, emotional abuse, child-on-child abuse, online risk):

- Staff will report to DSL as soon as possible (within the hour). Staff to do this face to face or by phone. The DSL will need enough time to assess the situation and put a plan in place if necessary.
- The DSL will complete a referral to Social Care and/or other external agency as appropriate and ask the pastoral team to take appropriate action.

Risk of Harm (inc. unexplained changes to behaviour/presentation, community/pastoral concerns, historic self-harm)

- Staff to report to the DSL as soon as possible but no later than the end of the school day to allow for appropriate actions/conversations to take place
- The DSL will ask the pastoral team to take appropriate action

Safeguarding concerns related to attendance

Students are expected to attend all timetabled lessons on time and must be locatable at all times whilst on the school site. Staff are required to complete registers accurately within 10 minutes of the start of the lesson. Students who are expected to attend the lesson but fail to do so, are marked as 'N' and safeguarding alert sent to the attendance team. Reasonable pastoral checks are then made for the 'missing student'. If missing student cannot be located within 15 minutes, parents/carers will be informed and asked to contact their child. Following support from parents to locate their child, if they have still not been located, the attendance /pastoral team may report to the police as a missing person.

If the student fails to arrive at school (and has not been seen by staff), and parents have been unable to locate their child, the parent is expected to report this to the police as a missing person.

Further information regarding internal and external truancy is outlined in the Behaviour and Rewards Policy.

Roles and Responsibilities

All Parents and Carers	All Visitors:	Staff
Are made aware of staff safeguarding responsibilities All parents/carers must sign in/out at the main reception and wear a visitor ID badge All parents must respect our school as a professional and safe environment for young people and behave in an appropriate manner at all times.	Must sign in/out at the main reception and wear a visitor ID badge. Must attach their ID badge to a coloured lanyard: <ul style="list-style-type: none"> • Yellow – Governors • Green – DBS checked (logged on SCR) • Red – DBS not checked. All visitors are provided with safeguarding information upon arrival and must adhere to the school's safeguarding procedures.	Follow the Safeguarding, Child Protection and Early Help Policy

Statutory Assessments: If a child is suffering significant harm in accordance with Wigan Threshold of Need Document, a referral to Wigan Social Care will be made immediately. The DSL will usually make the referrals to Social Care.

What will Social Care do?	<ul style="list-style-type: none"> • Take urgent action if immediate protection is required. • Consider an assessment under section 17 of the Children’s Act 1989 or If the child is deemed to be suffering significant harm will proceed with section 47 enquiries under the Children’s Act 1989 • Refer to Startwell or another agency for support or suggest the school offer an Early Help
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Complaints, concerns and whistleblowing: Staff will professionally challenge decision-making as part of their professional responsibility to promote safeguarding practice. If we are on the receiving end of a professional challenge, we see this as an opportunity to reflect on our practice. Complaints against staff will be handled in accordance with our procedures for dealing with allegations of abuse made against staff. Complaints regarding safeguarding procedures will be handled in accordance with our Compliments and Complaints policy.

All staff adhere to the Staff Code of Conduct, Safer Working Practices and the Behaviour Management Policy and this is part of induction for all new staff or volunteers. The DSL and/or HR Manager, must be informed of all staff allegations. The school will follow Wigan LA’s procedures for managing allegations against staff.

Information Sharing: All matters relating to child protection are confidential and information is handled in line with GDPR. The following guidance is followed: [Information Sharing for Safeguarding Practitioners](#).

Physical Intervention and Use of Reasonable Force: Staff will only ever use physical intervention as a last resort. The term ‘reasonable force’ covers the broad range of actions used by staff that involve a degree of physical contact. Please refer to the section on “use of reasonable force” within the behaviour policy for further information. Such events are recorded.