

THE BLOOMFIELD LEARNING CENTRE SAFEGUARDING (CHILD PROTECTION) POLICY

The Bloomfield Learning Centre is committed to providing a safe and secure environment for children, staff and visitors. We aim to promote a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others.

The Bloomfield Learning Centre's Child Protection (CP) policy draws upon duties conferred by the Children Acts 1989 and 2004, S175/157 of the 2002 Education Act, the Education & Inspections Act 2006 and the guidance contained in "[Working Together to Safeguard Children](#)", the DfE's statutory guidance "[Keeping children safe in education](#)", Ofsted Guidance and procedures produced by the London Safeguarding Children Board ([LSCB](#)) and the Southwark Safeguarding Children Board ([SSCB](#)). The policy is applicable to all on and off-site activities undertaken by pupils whilst they are the responsibility of the Centre.

POLICY AIMS

The purpose of this policy is to:

- Identify the names of responsible persons in the Centre and explain the purpose of their role
- Describe what should be done if anyone in the Centre has a concern about the safety and welfare of a child attending for an assessment or lessons.
- Identify the particular attention that should be paid to those children who fall into a category that might be deemed "vulnerable"
- Set out expectations in respect of training
- Ensure that those responsible for recruitment are aware of how to apply safeguarding principles in employing staff
- Outline how complaints against staff will be handled
- Set out expectations regarding record keeping
- Clarify how children will be kept safe during their lessons in the Centre and during their waiting time before each session
- Set out how children will be kept safe during online teaching sessions
- Outline how the implementation of this policy will be monitored

RESPONSIBILITIES AND IMMEDIATE ACTION

Safeguarding children in the Centre is the responsibility of all staff. All adults working in the Centre (including visiting staff, volunteers, and students on placement) are required to report instances of actual or suspected child abuse or neglect to the Designated Safeguarding Lead who is a member of the school's leadership team.

The Designated Safeguarding Lead is: Jane Orr

The Deputy Designated Safeguarding Leads are: Jane Cousins & Jason Monaghan

The Designated Safeguarding Lead is also the first point of contact for external agencies that are pursuing Child Protection investigations and co-ordinates the Centre's representation at CP conferences and Core Group meetings (including the submission of written reports for conferences).

When an individual concern/incident is brought to the notice of the Designated Safeguarding Lead, they will be responsible for deciding upon whether or not this should be reported as a safeguarding issue. Where there is any doubt as to the seriousness of this concern, or disagreement between the Designated Safeguarding Lead and the member of staff reporting the concern, advice will be sought from the Deputy Designated Safeguarding Leads, the LA's Strategic Lead Officer for safeguarding in education services or the Early Help Service (EHS) Duty Manager.

Referrals should be made to Southwark Multi Agency Safeguarding Hub ([MASH](#)) via a Common Assessment Framework (CAF) form and copied to the LA's Schools Safeguarding Coordinator. Prior to any written CAF being sent as a referral to social care, there should be a verbal consultation with the MASH social worker or manager, by calling the duty desk on **020 7525 1921**, to ensure that making a referral is an appropriate action. The parent/carer will normally be contacted to obtain their consent before a referral is made. However, if the concern involves, for example alleged or suspected child sexual abuse, Honour Based Violence, fabricated or induced illness or the Designated Safeguarding Lead has reason to believe that informing the parent at this stage might compromise the safety of the child or a staff member, nothing should be said to the parent/carer ahead of the referral, but a rationale for the decision to progress without consent should be provided with the referral.

In circumstances where a child has an unexplained or suspicious injury that requires urgent medical attention, the CP referral process should not delay the administration of first aid or emergency medical assistance. **If a pupil is thought to be at immediate risk because of parental violence, intoxication, substance abuse, mental illness or threats to remove the child during the school day, for example, urgent Police intervention will be requested.**

Where a child sustains a physical injury or is distressed as a result of reported chastisement, or alleges that they have been chastised by the use of an implement or substance, this will immediately be reported for investigation.

All parents applying for lessons at the Centre will be informed of our safeguarding responsibilities and the existence of this policy. In situations where pupils sustain injury or are otherwise affected by an accident or incident whilst they are the responsibility of the Centre, parents will be notified of this as soon as possible.

The Bloomfield Learning Centre recognises the need to be alert to the risks posed by strangers or others (including the parents or carers of other pupils) who may wish to harm children in the Centre.

VULNERABLE PUPILS

Particular vigilance will be exercised in respect of pupils who are subject to a Child Protection Plan and any incidents or concerns involving these children will be reported immediately to the allocated Social Worker (and confirmed in writing; copied to the LA's

Schools Safeguarding Coordinator). If the pupil in question is a Looked-After child, this will also be brought to the notice of the Designated Person with responsibility for children in public care.

If a pupil discloses that they have witnessed domestic abuse or it is suspected that they may be living in a household which is affected by family violence, this will be referred to the Designated Safeguarding Lead as a safeguarding issue.

We will always ascertain the views and feelings of all children. The Centre acknowledges the additional need for support and protection of children who are vulnerable by virtue of disability, homelessness, refugee/asylum seeker status, the effects of substance abuse within the family, those who are young carers, mid-year admissions, pupils who are excluded from school and pupils where English is an additional language.

We acknowledge that children who are affected by abuse or neglect may demonstrate their needs and distress through their words, actions, behaviour, demeanour or their approach to learning.

Where it comes to our notice that a child under the age of 13 is, or may be, sexually active, this will result in an immediate referral to Children's Services. In the case of a young person between the ages of 13 and 16, an individual risk assessment will be conducted in accordance with the [London Child Protection Procedures](#). This will determine how and when information will be shared with parents and the investigating agencies.

The law requires that Southwark Children's Services are notified of private fostering arrangements. Any privately fostered children, i.e. children under the age of 16 (under 18 if disabled) who are cared for 28 days or more by someone who is not their parent or a close relative, that come to our attention will be referred to Children's Services. Close relatives are defined as step parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or by marriage).

TRAINING

All staff will attend an annual meeting to discuss safeguarding issues and be up-dated on good practice.

All new staff will be required to attend an induction session with the Designated Safeguarding Lead or their deputy on their first day in the Centre.

The Designated Safeguarding Lead (and Deputies) will attend one of the LA's dedicated induction course followed by refresher training at least every four years. Designated staff will be encouraged to attend appropriate network meetings and to participate in the multi-agency training programme organised by the Southwark.

RECRUITMENT

The Bloomfield Learning Centre is committed to the process of creating a culture of safe recruitment and, as part of that, uses recruitment procedures that help deter, reject or identify people who might abuse children. Safe recruitment processes are followed and all staff recruited to the Centre will be subject to appropriate identity, qualification and health checks. References will be verified and appropriate criminal record checks [Disclosure and Barring Service (DBS) checks], barred list checks and prohibition checks will be undertaken. The level of DBS check required, and whether a prohibition check is required, will depend on the

role and duties of an applicant to work in the Centre, as outlined in Part three of the DfE guidance “[Keeping children safe in education](#)”.

STAFF CODE OF CONDUCT

All staff are expected to adhere to a code of conduct in respect of their contact with pupils and their families.

Children will be treated with respect and dignity and no punishment, detention, restraint or sanctions are allowed. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. Where incidents occur which might otherwise be misconstrued, or in the exceptional circumstances where it becomes necessary to physically restrain a pupil for their own protection or others’ safety, this will be appropriately recorded and reported to the Headteacher and parents. Any physical restraint used will comply with DfE and LA guidance.

Except in cases of emergency, first aid will only be administered by qualified First Aiders. If it is necessary for the child to remove clothing for first aid treatment, there will, wherever possible, be another adult present (teacher or parent). A written record of all incidents, recording date, time, who was present and nature of the incident, should be given to parents and filed in the office. There is a First Aid box in the office.

For their own safety and protection, staff should exercise caution in situations where they are alone with pupils. Teaching room doors should remain ajar, other than at “quiet times” of lessons, when outside noise will prove a distraction.

Staff should also be alert to the possible risks that might arise from social contact with pupils outside of the Centre. Home visits to pupils or private tuition of pupils should only take place with the knowledge and approval of the Head teacher. Written parental permission must be obtained and filed in the office at the Centre.

Staff will not use personal cameras (digital or otherwise) or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home.

Staff should be aware of the Centre’s whistle-blowing procedures and share immediately any disclosure or concern that relates to a member of staff with the Head teacher or the Designated Safeguarding Lead, if the Head teacher is not available. Nothing should be said to the colleague involved. If it relates to the Head teacher, It should be shared with the Chairman of the Directors.

Guidelines for Keeping Children Safe during online lessons: Using Zoom

1. All Bloomfield teachers have an enhanced DBS check.
2. Children will only be online with the teacher they know from the Centre, or a different Bloomfield teacher introduced to them by this teacher
3. Teachers will arrange the time of the lesson with the child’s parents; lessons will only take place at these agreed times
4. Parents are encouraged to sit in the pupil’s room, whilst the lesson takes place

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5. Only Bloomfield members of staff will be in the teaching room, whilst the lesson takes place
 6. The Bloomfield teacher will share a secure online teaching room link with parents, which is specific to each lesson and teacher- using a unique i.d. and password, for every lesson.
 7. Every lesson will use the waiting room feature, to ensure no one can enter without the teacher providing access
 8. All participants are muted on entry. Only the teacher can unmute.
 9. The lesson will be locked once the pupil is in the teaching room.
 10. No unknown adults or persons will have access to the video chat or be with the teacher when they are conducting the one to one session
 11. If parents, pupils or teachers have any concerns regarding safeguarding, privacy or health and safety related to the pupil or themselves, they will report it to Jane Orr, the head teacher, in writing (e-mail) and by telephone.
 12. If issues arise that cannot be resolved to the satisfaction of the parents, teacher and the child, online lessons will be terminated.

COMPLAINTS/ALLEGATIONS MADE AGAINST STAFF

The Bloomfield Learning Centre takes seriously all complaints made against members of staff. Procedures are in place for pupils, parents, and staff to share any concern that they may have about the actions of any member staff. All such complaints will be brought immediately to the attention of the Head teacher or one of the Designated Safeguarding Leads, if the Head teacher is not available. Nothing should be said to the colleague involved.

In cases where the Head teacher is the subject of the allegation or concern, they will be reported to the Chairman of the Directors, in order that they may activate the appropriate procedures. These procedures are used in respect of all cases in which it is alleged that a teacher or member of staff at the Centre has;

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

The Local Authority Designated Officer (LADO) should be informed of all allegations that come to a Centre's attention and appear to meet the criteria. Contact can also be made with LA's Schools Safeguarding Coordinator who will liaise with the LADO. Many cases may well either not meet the criteria set out above, or may do so without warranting consideration of

either a police investigation or enquiries by local authority children's social care services. In these cases, local arrangements will be followed to resolve cases without delay.

Some rare allegations will be so serious they will require immediate intervention by children's social care services and/or police. In such cases, referral to the LADO will lead to

a Strategy Meeting or Discussion being held in accordance with the DfE guidance and London SCB procedures. This process will agree upon the appropriate course of action and the time-scale for investigations.

The Centre has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Referrals will be made as soon as possible after the resignation or removal of the individual.

The full procedures about dealing with allegations of abuse made against teachers and other staff can be found in Part four of the DfE guidance “[Keeping children safe in education](#)”.

The Chair of Directors is: John Bramhall

The Vice-chair is: Wendy Tweedie

RECORDS

Brief and accurate written notes will be kept of all incidents and child protection or child in need concerns relating to individual pupils. This information may be shared directly with other agencies as appropriate. All contact with parents and external agencies will be logged and these will be kept as CP records. The school will take into account the views and wishes of the child who is the subject of the concern but staff will be alert to the dangers of colluding with dangerous “secrets”.

Child protection records are not open to pupils or parents. All CP records are kept securely by the Designated Safeguarding Lead and separately from educational records. They may only be accessed by the Designated Safeguarding Lead, their Deputy and the senior managers of the school.

Records of all assessments carried out will be kept for 6 years; this includes paperwork from the assessment as well as a digital copy of the final report.

When a child stops attending the Centre for lessons, his/her records will be kept for 6 years – this includes assessment record sheets, Bloomfield reports as well as reports from outside agencies, records of work covered in lessons and re-assessment scores.

No information, in respect of any pupil, will be disclosed to any agency or school, without parental permission obtained in writing or by email.

All teaching records will be available to pupils and their parents at any time.

We will maintain accurate and up to date records of those with Parental Responsibility and emergency contacts. Pupils will only be released to the care of those with Parental Responsibility or someone acting with their written consent.

SAFETY IN THE CENTRE

The Bloomfield Learning Centre is on the third floor of the Munro Centre. There is a double locked door on the ground floor which is manned by a full time receptionist. The receptionist will only open the doors for pupils, parents and carers she recognises or for expected visitors. All staff will notify reception when a visitor is expected. There is a further controlled door on the third floor, at the entrance to the Centre. This door will only be opened by the Safeguarding Leads or a teacher.

WORKING IN PARTNERSHIP WITH PARENTS

It is our policy to work in partnership with parents or carers to secure the best outcomes for our children. We will therefore communicate as clearly as possible about the aims of the Centre.

- We will use clear statements in our brochures and correspondence.
- We will liaise with agencies in the statutory, voluntary and community sectors and locality teams that are active in supporting families.
- We will be alert to the needs of parents/carers who do not have English as their first language.
- We will distribute the LA's leaflet for parents, "*Protecting Children in Education Settings*" and we will make available to any parent who requests it a copy of this policy.
- We will keep parents informed as and when appropriate.

THE ROLE OF THE Board of Directors

The Directors will ensure that they comply with their duties under legislation and that the policies, procedures and training in the Centre are effective and comply with the law at all times.

The Directors will ensure that the school contributes to inter-agency working in line with statutory guidance "[*Working Together to Safeguard Children*](#)" and that the Centre's safeguarding arrangements take into account the procedures and practice of the local authority as part of the inter-agency safeguarding procedures set up by the SSCB.

The Directors have formally adopted this policy and will review its contents annually or sooner if any legislative or regulatory changes are notified to it by the headteacher.

The Directors have nominated Wendy Tweedie to liaise with the local authority and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the headteacher and this person will attend any strategy meetings called in respect of such an allegation against the headteacher.

As a good practice, the Head teacher will provide termly/annual report to the Directors outlining details of any safeguarding issues that have arisen during the term/year and the outcome of any cases identified. These reports will respect all issues of confidentiality and will not therefore identify any person(s) by name.

Also as a good practice, the nominated Director will meet on a regular basis with the Designated Safeguarding Lead to monitor both the volume and progress of cases where a concern has been raised to ensure that the Centre is meeting its duties in respect of safeguarding. This is in addition to and does not replace the responsibility that rests with the headteacher to monitor the work of the Designated Safeguarding Lead.

MONITORING

Arrangements for monitoring policies are specific to the Bloomfield Learning Centre and include:

- This Policy will be reviewed annually at the Directors' Meeting in the Autumn term.

- The designated person(s) has a duty to provide information to appropriate professionals as requested.
- The Directors will be kept informed by termly reports, compiled by the Head teacher, at meetings, and policy will be reviewed annually.
- The designated person will work in partnership with Social care.

COMPLAINTS

All complaints arising from the operation of this policy will be considered under the Centre's complaint procedure, with reference to the Bloomfield's Strategic Lead Officer for safeguarding in education services as necessary.