

Local School Safeguarding Arrangements for Grangewood School



Key Personnel

Designated Safeguarding Lead (DSL):

Tansy Heymer, tansy.heymer@grangewoodschool.co.uk
01895 676401

Deputy DSL(s):

Liz Edwards, liz.edwards@grangewoodschool.co.uk
Nicola Witts Nicola.witts@grangewoodschool.co.uk

Headteacher:

Liz Edwards, liz.edwards@grangewoodschool.co.uk, 01895 676401

Safeguarding procedure

A flow chart is attached at the end of this document that outlines the procedures staff should follow when they have safeguarding concerns.

When a member of staff has a safeguarding concern then they should contact the DSL in the first instance. If the DSL is not available, they should contact the Deputy DSL (s). Wherever possible they should do this via face-to-face contact. If a DSL is not available, then staff should telephone one of the key contacts on the Safeguarding Flowchart. Initial concerns should not be raised first via email, recording on a digital system, or by leaving a message with the school office as this may cause delays in taking the appropriate action. If a member of staff has a concern about the conduct of another member of staff, they should inform the Head Teacher / Head of School or one of the DSLs if the Head is unavailable. This includes any concerns regarding the behaviour of agency staff or volunteers.

Once a member of staff has reported a safeguarding issue then the DSL will ask them to record this as a concern on the schools digital recording system. If the member of staff has made any "paper notes" these should be handed to the DSL who will scan the notes and attach them to the digital concern form. Paper copies will then be shredded to maintain confidentiality.

All concerns forms and safeguarding information is kept on the school's digital system. The DSL is alerted immediately by email any time a concern is logged or updated. All safeguarding information is only accessible to DSLs. Once a member of staff has logged a concern, they will no longer be able to access the information unless this is agreed by the DSL. From time to time the DSL may be asked to share concern forms with statutory bodies. All information shared must be in compliance with GDPR 2016.

When and what to report

If staff notice any indicators of abuse/neglect or signs that a child may be experiencing a safeguarding issue they should record these concerns on an electronic cause for concern form and submit it to the DSL. They should speak to a DSL in person without delay if they believe that a child is in danger of significant imminent harm. Aside from these people, do not disclose the information to anyone else unless told to do so by a relevant authority involved in the safeguarding process

If staff have a concern, they should act on it. They should not assume a colleague, or another professional will act. Staff should also be mindful that early information sharing is vital for effective identification, assessment, and allocation of appropriate service provision. Staff should not assume that other professionals will share information that might be critical in keeping children safe.

There will be occasions when staff may suspect that a pupil may be at risk but have no 'real' evidence. The pupil's behaviour may have changed, their artwork could be bizarre, they may write stories or poetry that reveal confusion or distress, or physical or inconclusive signs may have been noticed.

Staff should recognise that the signs may be due to a variety of factors, for example, a parent has moved out, a pet has died, a grandparent is very ill, or an accident has occurred. However, they may also indicate a child is being abused or needs additional safeguarding action.

In these circumstances staff will try to give the child the opportunity to talk. It is fine for staff to ask the pupil if they are OK or if they can help in any way.

Staff should use the electronic cause for concern form to record these early concerns.

If the pupil begins to reveal that they are being harmed, staff should follow the advice below regarding a pupil making a disclosure.

If, for any reason, the designated safeguarding lead (or deputy) is not available, this should not delay appropriate action being taken. In these circumstances, any action taken should be shared with the designated safeguarding lead (or deputy) as soon as is practically possible.

Pupil disclosure to a member of staff

We recognise that it takes a lot of courage for a child to disclose they are being abused. They may feel ashamed, guilty, or scared, their abuser may have threatened that something will happen if they tell, they may have lost all trust in adults or believe that what has happened is their fault. Sometimes they may not be aware that what is happening is abuse.

A child who makes a disclosure may have to tell their story on several subsequent occasions to the police and/or social workers. Therefore, it is vital that their first experience of talking to a trusted adult is a positive one.

During their conversation with the pupil staff will;

- listen to what the child has to say and allow them to speak freely
- remain calm and not overact or act shocked or disgusted – the pupil may stop talking if they feel they are upsetting the listener
- reassure the child that it is not their fault and that they have done the right thing in telling someone
- not be afraid of silences – staff must remember how difficult it is for the pupil and allow them time to talk
- take what the child is disclosing seriously
- ask open questions and avoid asking leading questions
- avoid jumping to conclusions, speculation or make accusations
- not automatically offer any physical touch as comfort. It may be anything but comforting to a child who is being abused.
- avoid admonishing the child for not disclosing sooner. Saying things such as ‘I do wish you had told me about it when it started’ may be the staff member’s way of being supportive but may be interpreted by the child to mean they have done something wrong.
- tell the child what will happen next.

If a pupil talks to any member of staff about any risks to their safety or wellbeing the staff member will let the child know that they will have to pass the information on – staff are not allowed to keep secrets.

The member of staff should write up their conversation as soon as possible on an electronic cause for concern form in the child’s own words. Staff should make this a matter of priority. It should also detail where the disclosure was made and who else was present.

Notifying parents

Schools will normally seek to discuss any concerns about a pupil with their parents. This must be handled sensitively, and the DSL will contact the parent in the event of a concern, suspicion, or disclosure.

However, if the school believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from children’s social care.

Where there are concerns about forced marriage or so-called honour-based violence parents should not be informed a referral is being made as to do so may place the child at a significantly increased risk.

Reporting system for pupils

Schools will ensure pupils feel safe and comfortable to come forward and report any concerns and/or allegations. The system that the school has in place for pupils to report abuse is:

CPOMS

Making a referral

Concerns about a child or a disclosure should be discussed with the DSL who will help decide whether a referral to children's social care, early help or other support is appropriate in accordance with local safeguarding partners' thresholds.

If a referral is needed, then the DSL should make it. However, anyone can make a referral and if for any reason a staff member thinks a referral is appropriate and one hasn't been made, they can and should consider making a referral themselves.

Where a child is suffering, or is likely to suffer from harm, it is important that a referral to children's social care (and if appropriate the police) is made immediately.

The child (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child.

If, after a referral, the child's situation does not appear to be improving the designated safeguarding lead (or the person that made the referral) should press for re-consideration to ensure their concerns have been addressed, and most importantly the child's situation improves. If a child is in immediate danger or is at risk of harm a referral should be made to children's social care and/or the police immediately. Anybody can make a referral. Where referrals are not made by the DSL, the DSL should be informed as soon as possible.

Supporting staff

We recognise that staff working in the school who have become involved with a child who has suffered harm or appears to be likely to suffer harm may find the situation stressful and upsetting.

We will support such staff by providing an opportunity to talk through their anxieties with the DSLs and to seek further support as appropriate.

Low level concerns

The Headteacher/Head of School will manage Low level concerns and all concerns should be reported to the Headteacher/Head of School who will determine if these concerns are at the threshold for a low-level concern or need to be escalated. Having one recipient of all such concerns should allow any potential patterns of inappropriate, problematic, or concerning behaviour to be identified, and ensure that no information is possibly lost.

Information about the location

Grangewood School is a primary school for pupils with Severe, Learning Difficulties, Profound and Multiple Learning Difficulties, Autistic Spectrum Disorders and Challenging Behaviour. Most pupils come from the local area, although the school also accommodates pupils from neighbouring authorities. Over half of pupils come from a home where English is spoken as a second language.

All pupils at have communication difficulties to some degree and most are non-verbal. This means it is difficult for them to make a disclosure. Pupils with Profound and Multiple Learning Difficulties are unable to ask for help if they are being abused. A high percentage

of pupils have little or no awareness of danger which makes them vulnerable to all types of exploitation.

School has an onsite school nurse who is employed by the National Health Service. Staff should always report initial concerns to the DSL employed by the school. However, from time to time the DSL may choose to consult medical staff for advice, for example, regarding the cause of a mark. Nevertheless, NHS staff have their own safeguarding protocols and if the school nurse has concerns about a child, he or she may choose to report this through their own procedures. The school nurse will notify the DSL of any referrals made.

Curriculum

The curriculum includes regular outings once a week. If a member of staff has a safeguarding concern during an offsite activity, they should contact the school immediately and speak to the DSL or one of the deputy DSLs.

School has a comprehensive PSHEC curriculum where safeguarding is taught. Detailed information is available on the school website or can be obtained from the school on application to the deputy headteacher. The PSHEC curriculum is adapted to all level of needs and includes RSE topics such as appropriate relationships, personal development, puberty and how to stay safe. Pupils with limited communication are encouraged to share concerns through means of augmentative. This is supported by the speech and language therapy team. Those pupils with more advanced communication skills are encouraged to

E-safety

E-safety is included as part of the PSHEC curriculum. Pupils who can use the internet independently are taught about safe internet use and how to voice concerns. All pupils are supervised when using the internet. Staff receive safety training as part of their induction, and this is renewed annually. Filtering is provided as part of the school's internet service level agreement. However, filters can be customised by the school.

Parents are informed about safety through school bulletins. Training is also provided by the Family Services Team. E-safety is also discussed at Annual Review meetings, parents evening and Child in Need meetings where appropriate.

Mobile devices

Staff may bring mobile devices to work, however, staff are not permitted to use their mobile phones during the school day, and these should be placed on silent. Staff must not use personal devices to take photographs of pupils.

Grangewood School

Reporting Safeguarding Concerns - Flowchart for staff

Urgent Action Required

When there is sufficient evidence that there is a risk or immediate, serious harm to a pupil: i.e. a pupil who may not be safe to go home or out of the building and you feel that they may be at risk.

Pass on your concerns immediately

- Inform / consult the DSL immediately.

This may require arranging emergency cover in class to report your concern, interrupting meetings.

This could also involve contacting the police (e.g. in cases of FGM).

Keep a clear record:

- Thoroughly record all your concerns, actions and observations.
- **Keep this safe and confidential.**
- Ensure this is a factual account including timelines of all relevant events and conversations.
- Reassure anyone who has made a disclosure that their concern will be taken seriously and investigated.

Allegations against a member of staff

Also known as “Whistleblowing” – see policy. Could be a concern about any colleague, volunteer, agency staff, DSL, LAB member, Trustee etc.

Pass on your concerns immediately

- Inform your line manager or consult the DSL immediately.
- If the nature of the concern makes this difficult, contact Lisa Hatcher or Andrew Sanders.
- Further advice via NSPCC advice line 0808 800 5000

This may require arranging emergency cover in class to report your concern and interrupting meetings. Information may be passed on to the LADO or local safeguarding lead for education.

Keep a clear record:

- Thoroughly record all your concerns, actions and observations.
- **Keep this safe and confidential.**
- Ensure this is a factual account including timelines of all relevant events and conversations.
- Reassure anyone who has made a disclosure that their concern will be taken seriously and investigated.

Safeguarding Concerns

- Changes in Behaviour.
- Marks or bruises which are unexplained or where the explanation causes concern.
- Information disclosed by a pupil.
- Neglect.

Pass on your concerns as soon as possible

- Inform / consult the DSL immediately as soon as possible

This means no later than lunchtime if the concern becomes apparent in the morning or by the end of the pupil’s school day if the concern becomes apparent in the afternoon.

You may be asked to fill out an online **cause for concern form** that will go directly to the DSL.

Keep a clear record:

- Thoroughly record all your concerns, actions and observations.
- **Keep this safe and confidential.**
- Ensure this is a factual account including timelines of all relevant events and conversations.
- Reassure anyone who has made a disclosure that their concern will be taken seriously and investigated.

If you have a concern about a pupil during school time, please contact a member of the school Safeguarding Team.

Grangewood School safeguarding leads

	Tansy Heymer Assistant Head DSL		Liz Edwards Headteacher Deputy DSL		Nicola Witts Assistant Head Deputy DSL
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Eden Academy Trust safeguarding leads
(Contact details available from school office)



Trust responsibility for Safeguarding:
Andrew Sanders
Regional Director for the Eden Academy Trust



Out of hours Designated Lead:
Lisa Hatcher
Safeguarding Officer for the Eden Academy Trust

Other key contacts for safeguarding
(Contact details available from school office)



Trustee Portfolio for Safeguarding:
Mari Ladu
Trustee for the Eden Academy Trust



Susan Douglas
CEO for the Eden Academy Trust



Carley Holliman
Deputy CEO for the Eden Academy Trust



Kris Williams
Regional Director for the Eden Academy Trust

National support services

Child Line	0800 11 11		
NSPCC Helpline	0808 800 5000	help@nspcc.org.uk	
NSPCC Whistleblowing Advice Line	0800 028 0285		

Date of next review:	September 2025
Signed on behalf of the trustees:	 Andrew Sanders, Regional Director, Eden Academy Trust