



Safeguarding and C.P. Policy

Approved by:	Kirsty Burridge
Last reviewed:	August 2025
Next Review by:	September 2026
Review Cycle:	Annual

Blue Sky Independent School fully recognises its responsibilities for safeguarding and child protection.

Key Safeguarding Personnel		
Role	Name	Tel. email
CEO Head Teacher (DDSL)	Kirsty Burridge	07888 426509 kburridge@bsleducation.co.uk
Designated Safeguarding Lead (DSL)	Lynzi Tiner	07745 542840 ltiner@bsleducation.co.uk
Designated Safeguarding Lead (DSL)	Sara Cook	07437 906796 scook@bsleducation.co.uk
Advisor responsible for supporting safeguarding	Ali Martin	07772 263300 ali.martintrainer2019@gmail.com

Children's Social Care referrals:

IFD (Integrated Front Door)

0300 456 0108

Out of hours:

0300 456 0100

If you believe a learner is **at immediate risk** of significant harm or injury,
you **must** call the police on 999.

Blue Sky Independent School is committed to safeguarding and promoting the welfare of all our learners. We will meet our local and national safeguarding responsibilities in line with the following key documents:

- *Working Together to Safeguard Children* (2018)
- *DfE Keeping Children Safe in Education* (2025)
- Procedures of the Safeguarding Vulnerable People Partnership (SVPP)
- *Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers* (2018)

Policy Aims

This policy is designed to ensure that:

- All learners are safe, protected from harm, and able to thrive.
- Clear safeguarding procedures are in place, helping learners to feel safe and empowering them to learn how to stay safe.
- All adults within our community understand the behaviours expected of them and their legal responsibilities regarding safeguarding and child protection.

Definition of Safeguarding

Safeguarding children means:

- Ensuring children grow up with safe and effective care.
- Acting to give every child the best possible life chances.
- Preventing impairment of children's mental or physical health or development.
- Protecting children from maltreatment.

Safeguarding adults means protecting an individual's right to live in safety, free from abuse and neglect.

Safeguarding is a broad, preventative approach that goes beyond child protection. It includes:

- Child protection procedures.
- Learner health and safety.
- Behaviour management and anti-bullying measures.
- Support for learners with medical conditions.
- Personal, health, and social-economic education.
- Provision of first aid and site security.

This policy is consistent with all other policies adopted by the Headteacher and should be read alongside those relating to learner safety and welfare, including:

- Behaviour Policy
- Staff Behaviour Policy
- Health and Safety Policy
- Equality Statement
- Whistleblowing Policy
- SEND Policy

Scope of the Policy

This policy applies to all staff in our organisation.

For the purposes of this policy:

- Staff includes anyone working for or on behalf of the organisation, full-time or part-time, in a paid role or regular voluntary capacity.
- Volunteer means a person who gives their time unpaid (except for approved expenses) to support our organisation.
- Parent refers to birth parents and other adults in a parenting role, including step-parents, foster carers, and adoptive parents.
- Child refers to any learner in our provision and any person under the age of 18 who engages with our organisation. This also includes unborn babies

Any safeguarding concerns or disclosures of abuse—whether they occur during or outside of operational hours—fall within the scope of this policy.

Expectations of Staff

All staff are expected to:

- Be familiar with this safeguarding policy and contribute to its regular review.
- Remain alert to possible signs and indicators of abuse.
- Record and report concerns in line with the procedures set out in this policy.
- Respond appropriately to disclosures of abuse from learners.
- Participate in implementing Individual Education Plans (IEPs), Integrated Support Plans (ISPs), Child in Need Plans, and multi-agency Child Protection Plans as required.

In addition:

- All staff must read and understand Part 1 of the most recent *Keeping Children Safe in Education* (KCSiE).
- Staff working directly with children must also read Annex A of KCSiE.

Governance

As the key strategic decision-makers and vision-setters for the organisation, the Headteacher will ensure that all policies and procedures comply with national and local safeguarding requirements. The Proprietor/Trustees will work collaboratively with senior leaders to guarantee that the following safeguarding essentials are firmly in place:

Training/Teaching	Policy/Procedures	Staffing
Learners taught about online safety	Learner voice	Designated Safeguarding Lead (DSL)
Staff Behaviour Policy (for safer working practice)	Children Missing out on education and Children Missing Education (CME)	Deputy Designated Safeguarding Lead (DSL)
D/DSL training	Concerns about staff conduct	Designated LAC staff member (even if there are no LAC on roll)
KCSiE Part 1	Dealing with a learner at immediate risk	
Looked After Children (LAC)	Early help	
Online safety training for staff	Female Genital Mutilation (FGM/C)	
Preventing Radicalisation	Honour based abuse	
Staff training	Child on Child abuse	
Whistleblowing	Reporting abuse /SVPP procedures	
	SEND and safeguarding	
	Safeguarding policy review	

Allegations Management

In the event that an allegation of abuse is made against the Headteacher, our Advisory Board will take responsibility for liaising with the Local Authority Designated Officer (LADO) and other relevant partner agencies. For further guidance, refer to the *Managing Allegations Against Adults* policy.

Audit

The advisor for safeguarding liaises with the Headteacher and the D/DSL to complete an annual safeguarding audit return to the local authority.

Safer Recruitment

Our Headteacher will monitor the organisation's safer recruitment practice.

Mandatory Procedure

Safer recruitment

All staff are subject to safer recruitment processes and checks and we follow the guidance set out in Part 3 of KCSiE.

At Blue Sky Independent School, we scrutinise all applications for paid or voluntary posts. We undertake interviews and make appropriate checks through the Disclosure and Barring Service (DBS). We maintain a single central record (SCR) of the essential checks as set out in KCSiE, that have been carried out and certificates obtained. The SCR applies to:

- all staff (including teacher trainees on salaried routes) who work at the organisation.
- all advisors/members of the proprietor body (for independent schools, academies and free schools).

See also Training.

Staff Behaviour Policy (for safer working practice)

Blue Sky Learning is committed to positive academic, social and emotional outcomes for our learners underpinned by a strong safeguarding ethos. We are equally committed to the protection and welfare of our staff, who are expected to adhere to the highest standards of professional behaviour.

The Staff Behaviour Policy sets out staff behaviours that should be avoided, as well as those that constitute safe practice, and supports our commitment to safeguarding children.

Teaching staff are additionally expected to act within the guidance of the 'personal and professional conduct' section of the Teachers' Standards.

Visitors

All visitors complete a signing in/out form, wear an ID badge and are provided with key safeguarding information including the contact details of safeguarding personnel in the organisation.

Scheduled visitors in a professional role (eg fire officer) are asked to provide evidence of their role and employment details (usually an identity badge) upon arrival at the setting.

If the visit is unscheduled and the visitor is unknown to the setting, we will contact the relevant organisation to verify the individual's identity, if necessary.

Visitors who have had their DBS confirmed will be asked to wear a green lanyard. Visitors, such as new parents will be issued with a black lanyard and will be accompanied at all times by a member of SLT.

Curriculum – teaching about safeguarding

Our learners access a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities, responsibilities and experiences of life. Activities are kinaesthetic and use children's strengths to find success.

We are aware of children's barriers to learning and we work very closely with each child to promote self worth and to value their achievements.

We provide opportunities for learners to develop skills, concepts, attitudes and knowledge that promote safety and well-being. The PHSE and Thrive curriculum specifically includes the following objectives:

- Developing learner self-esteem and communication skills
- Developing strategies for self-protection including online safety
- Developing a sense of the boundaries between appropriate and inappropriate behaviour in adults and within peer relationships (positive relationships and consent)

Early help

At Blue Sky Independent School, all our staff can identify children who may benefit from early help as a problem emerges and discuss this with the D/DSL.

The D/DSL uses:

- The Digital Assessment and Referral Tool (DART) is appropriate as part of a holistic assessment of a child's needs (when requested by the commissioner).
- The Multi-Agency Thresholds for Safeguarding Children on the SVPP website about suitable action to take when a child has been identified as making inadequate progress or having an unmet need.

Identifying the signs

All staff know how to recognise and are alert to the signs of neglect and abuse. Definitions of abuse set out in 'What to do if you're worried a child is being abused - Advice for practitioners' (2015) and 'Keeping Children Safe in Education' (new from Sept 2025) along with notes from Safeguarding training, are important reference documents for all staff. Every member of staff is provided with a copy of Part 1 of KCSiE which they are required to read, and which also includes supporting guidance about several specific safeguarding issues. Staff who work directly with children are also required to read Annex A of KCSiE (Sept 2025).

Responding to concerns/disclosures of abuse

Flowcharts provided by the SVPP that set out the required procedure for staff to follow when they have a safeguarding concern about a child are displayed in the Headteacher's office and every room for easy reference.

Staff adhere to the organisation's safeguarding training requirements when concerned about abuse or when responding to a disclosure of abuse. Staff understand that they must NOT:

- take photographs of any injuries.
- postpone or delay the opportunity for the learner to talk.
- take notes while the learner is speaking or ask the learner to write an account.

- try to investigate the allegation.
- promise confidentiality eg to say they will keep 'the secret'.
- approach or inform the alleged abuser.

All staff record any concern about or disclosure by a learner of abuse or neglect and report this to the D/DSL using the standard form. It is the responsibility of each adult in the setting/s to ensure that the D/DSL receives the record of concern without delay. In the absence of the D/DSL, staff members know to speak directly to the IFD. In some circumstances, the D/DSL or member of staff seeks advice by ringing the IFD for advice.

The DSL and the DDSL are always available during set hours for staff to discuss any safeguarding concerns.

The voice of the learner is central to our safeguarding practice and learners are encouraged to express and have their views given due weight in all matters affecting them.

Missing children and children missing education

Staff report immediately to the D/DSL, if they know of any child who may be:

- Missing – whereabouts unknown or
- Missing education – (compulsory school age (5-16) with no registered education place and not electively home educated)

The designated teacher (Kirsty BurrIDGE) for LAC and care leavers discusses any unauthorised/unexplained absence of Looked After Children with Virtual School when required.

The D/DSL shares any unauthorised/unexplained absence of children who have an allocated social worker within 24 hours.

Children who do not attend education regularly can be at increased risk of abuse and neglect. Where there is unauthorised/unexplained absence, and:

- after reasonable attempts have been made to contact the family without success, the DSL/DDSL follows the SVPP procedure and consults/refers to the IFD team as appropriate.
- there are no known welfare concerns about a child, we follow our procedures for unauthorised absence and report concerns to the child's main registered school base/Education Welfare Service.

Learners with Special Education Needs and Disabilities (SEND)

Learners with additional needs face an increased risk of abuse and neglect. Staff take extra care to correctly interpret apparent signs of abuse or neglect. We never assume that behaviour, mood or injury relates to the learner's additional needs without further exploration.

Staff understand that additional challenges can exist when recognising abuse and neglect in learners with SEND, including communication barriers. Staff recognise that learners with SEND are also at a higher risk of peer group isolation and can be disproportionately affected by bullying.

To address those additional challenges, pastoral support is provided as appropriate for learners with SEND and they are also encouraged to discuss their concerns.

The DSL/DDSL's work with **ALL STAFF** to identify learners with additional communication needs (*in addition to those mentioned in EHCP*) and whenever possible, these learners are given the chance to express themselves to a member of staff with appropriate communication skills.

Female Genital Mutilation/Cutting (FGM/C)

FGM is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Staff will inform the D/DSL immediately if they suspect a girl is at risk of FGM. We will report to police any 'known' cases of FGM/C the police as required by law.

Child on Child abuse

All learners have a right to attend education provision and learn in a safe environment. All child on child abuse is unacceptable and will be taken seriously. Staff recognise that while both boys and girls can abuse their peers, it is more likely that girls will be victims and boys instigators of such abuse. Child on child abuse is not tolerated, passed off as "banter" or seen as "part of growing up". It is likely to include, but is not limited to:

- bullying (including cyberbullying)
- gender-based violence/sexual assaults
- sexting
- 'upskirting' or any picture was taken under a person's clothing without them knowing to obtain sexual gratification or cause humiliation or distress.
- initiation/hazing type violence and rituals.

Consequently, child on child abuse is dealt with as a safeguarding issue, recorded as such and not managed through the systems set out in the organisation's behaviour policy.

Any learner who may have been victimised and/or displayed such harmful behaviours, along with any other learner affected by peer on peer abuse, will be supported through the organisation's pastoral system and the support will be regularly reviewed.

We minimise the risk of child on child abuse by providing:

- a relevant curriculum that helps learners to develop their understanding of acceptable behaviours, healthy relationships and keeping themselves safe. The curriculum is updated to reflect changes in legislation.
- established/publicised systems for learners to raise concerns with staff, knowing they will be listened to, supported and valued, and that the issues they raise will be taken seriously.

The DSL/DDSL's liaise with other professionals to develop robust risk assessments and appropriate specialist targeted work for learners who are identified as posing a potential risk to other children. For learners under 18 years, this is done using a Contextual Safeguarding approach to ensure assessments consider risks posed by any wider environmental factors present in a child's life.

Domestic abuse

Staff understand that domestic violence and abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass but is not limited to: psychological; physical; sexual; financial; and emotional harm.

The DSL/DDSL liaises with partner agencies as part of Operation Encompass in Wiltshire. When police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, the DSL/DDSL ensures the organisation receives up to date relevant information about the child's circumstances and will ensure key staff provide emotional and practical support to the child according to their needs.

Mental health

All staff are aware that mental health problems can be an indicator that a learner has suffered or is at risk of suffering abuse, neglect or exploitation.

Staff understand that:

- abuse and neglect, or other potentially traumatic adverse childhood experiences can have a lasting impact on learners' mental health, behaviour and education throughout childhood, adolescence and into adulthood.
- they have to observe learners day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

If staff have a mental health concern about a learner that is also a safeguarding concern, they will report this concern using the agreed reporting mechanisms.

Preventing radicalisation

Protecting learners from the risk of radicalisation is part of the organisation's wider safeguarding duties and is similar to protecting learners from other forms of harm and abuse.

Staff use their judgement in identifying learners who might be at risk of radicalisation and speak to the D/DSL if they are concerned about a learner. The D/DSL will always act proportionately, and this may include making a referral to the Channel programme or IFD.

ALL STAFF COMPLETE PREVENT TRAINING

Serious violence

We are committed to success in learning for all our learners as one of the most powerful indicators in the prevention of youth crime.

Our curriculum includes teaching conflict resolution skills and understanding risky situations to help our learners develop the social and emotional skills they need to thrive.

Staff are trained to recognise both the early warning signs that learners may be at risk of getting involved in gangs as well as indicators that a learner is involved in serious violent crime. They are also aware of the associated risks and know the measures put in place to minimise such risks.

Off-site visits

We carry out a risk assessment before any off-site visit and designate the specific roles and responsibilities of each adult, whether employed or volunteers.

Where there are safeguarding concerns or allegations that happen offsite, staff will follow the procedures described above and in the SVPP flowcharts as appropriate. A copy of the flowcharts is taken on off-site visits for reference.

Exceptional operating circumstances

If the organisation is required to change the way we offer our provision to children due to unforeseen circumstances eg. during a pandemic lockdown, staff responsibilities to remain alert to the signs and risks of abuse to children will continue to apply. In such circumstances:

The DSL's will:

- work closely with social care and partner agencies to support learners in these circumstances and to identify children and vulnerable adults who may be at risk for the first time and/or benefit from additional support
- use specific local and national guidance about safeguarding in such circumstances to inform practice and will ensure staff, learners, and families are provided with written:
- amended DSL arrangements as required (names, location and contact details)
 - temporary changes to procedures for working with learners eg. online or face-to-face offsite.
 - amended procedures for reporting concerns
 - safeguarding training arrangements
 - timescales for such changes so that all learners, families and staff understand when such arrangements will end, and arrangements revert to those in place before the events leading to the need for the temporary changes.

We will ensure the curriculum we offer during such circumstances, continues to promote learners' spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities, responsibilities and experiences of life, as they may have changed as a result of the national/international events as they evolve.

Record keeping and information sharing

The organisation:

- liaises with partner organisations (schools, Wiltshire Council) to ensure any safeguarding records for learners are shared on transition:
 - by the setting/organisation previously attended by the learner.
 - by the DSL/DDSL's when the learner leaves our organisation.

For any learner dual-registered with another school/setting/organisation, the DSL/DDSL's liaise regularly with the DSL at that base, to ensure information is shared in the best interests of the learner. This includes contextual safeguarding information about relationships that young people form in their neighbourhoods, schools and online to enable assessment and intervention to happen within these extra-familial contexts.

- keeps clear written records of all learner safeguarding and any child protection concerns using a standard recording form, with a body map, including actions taken and outcomes as appropriate.
- ensures all learner safeguarding and child protection records are kept securely in a locked location.
- ensures the records incorporate the wishes and views of the learner.

The D/DSL acts by Information Sharing – Department for Education (DfE) (2018) and is in line with the Wiltshire Council Record-Keeping Guidance which includes details about file retention. Information about learners at risk of harm is shared with members of staff in keeping with the seven golden rules to sharing information in the DfE guidance.

We are committed to working in partnership with parents and carers of children (as appropriate). In most situations, we will discuss initial concerns with them. However, the D/DSL will not share information where there are concerns that if so doing would:

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

When we become aware that a child is being privately fostered, we remind the carer/parent of their legal duty to notify Wiltshire Children's Social Care. We follow this up by contacting Children's Social Care directly.

Escalation of concerns

Effective working together depends on an open approach and honest relationships between colleagues and between agencies.

Staff must be confident and able to professionally disagree and challenge decision-making as an entirely legitimate activity; a part of our professional responsibility to promote the best safeguarding practice. Staff are encouraged to press for reconsideration if they believe a decision to act/not act in response to a concern raised about a learner is wrong. In such cases, the SVPP Case Resolution Protocol is used if necessary.

If we are on the receiving end of a professional challenge, we see this as an opportunity to reflect on our decision making.

Whistleblowing

All staff can raise concerns about poor or unsafe practices and potential failures in the organisation's safeguarding regime. Our whistleblowing procedures, which are reflected in staff training and our Code of Conduct, are in place for such concerns to be raised with Lynzi Tiner (DSL), Sara Cook (DSL) or Kirsty Burrige (DDSL).

If a staff member feels unable to raise an issue with the staff members mentioned above or feels that their genuine concerns are not being addressed, other whistleblowing channels are open to them:

- The NSPCC whistleblowing helpline. Staff can call 0800 028 0285 from 08:00 to 20:00, Monday to Friday, or email help@nspcc.org.uk.
- LADO (previously known as DOFA): 01225 713945 or email LADO@wiltshire.gov.uk

- IFD: 0300 456 0108 – Out of hours: 0300 456 0100
- A member of the advisory body: Ali Martin 07772 263 300

Managing allegations against adults

Blue Sky Learning follows the procedure set out by the SVPP 'Allegations against adults' flowchart which is displayed in all rooms for easy reference.

Where anyone in the organisation has a concern about the behaviour of an adult who works or volunteers at the setting, including supply staff, they must immediately consult the Headteacher who will refer to the [Local Authority Designated Officer \(LADO\)](#).

Any concern or allegation against the Headteacher will be reported to the Advisory Board without informing the Headteacher.

All staff must remember that the welfare of a learner is paramount and must not delay raising concerns by fear that any such reporting could jeopardise their colleague's career.

Any allegation of abuse will be dealt with fairly and consistently that provides effective protection for the learner and at the same time supports the person who is the subject of the allegation.

All members of staff and volunteers have read and signed to confirm they have understood the organisation's Staff Behaviour Policy (for safer working practice).

Training

Induction

The welfare of all our learners is of paramount importance. All staff including proprietor/governors and regular volunteers are informed of our safeguarding policy and procedures including online safety, at induction.

Our induction for staff also includes:

- Plan of support for individuals appropriate to the role for which they have been hired
- Confirmation of the conduct expected of staff within the organisation – our Staff Behaviour Policy
- Opportunities for a new member of staff to discuss any issues or concerns about their role or responsibilities
- Confirmation of the line management/mentor process whereby any general concerns or issues about the person's ability or suitability will be addressed.

Safeguarding training

This training is for all staff and is updated every 3 years as a minimum to ensure staff understand their role in safeguarding. Any member of staff not present at this whole team session will undertake this training requirement on their return.

In addition, all staff members receive safeguarding and child protection updates (for example, via

email, e-bulletins, staff meetings) as necessary and at least annually. All staff also receive training in online safety and this is updated as necessary.

Advanced training

The D/DSL has additional multi-agency training which is updated every two years as a minimum. The D/DSL also attends multi-agency courses relevant to the organisation's needs. Their knowledge and skills are refreshed at least annually eg. via e-bulletins or safeguarding networking events with other D/DSLs. The D/DSL attend a Wiltshire MASH tour by contacting them directly.

Safer Recruitment

At least one person on any appointment panel has undertaken Safer Recruitment Training. This training is updated every three years as a minimum.

Preventing Radicalisation

All staff undertake annual Prevent awareness training.

Staff support

Due to the demanding, often distressing nature of child protection work, we support staff by providing an opportunity to talk through the challenges of this aspect of their role with a senior leader and to seek further support as appropriate.

Monitoring and review

The Headteacher ensures that safeguarding is an agenda item for every staff meeting.