



## Newbury Manor School



# Safeguarding Local Procedure

## December 2024

**Safeguarding Procedures**

<b>Local Procedure Title</b>	<b>Safeguarding local procedure</b>
<b>Site</b>	<b>Newbury Manor School</b>
<b>Local Procedure date</b>	September 2022
<b>Local Procedure review date</b>	Dec 2024 Next review: Dec 2025
<b>Local Procedure Author(s)</b>	Head teacher / DSL
<b>Local Procedure Ratification</b>	SLT

**1. Rationale**

Newbury Manor school is a specialist school with a residential provision catering for pupils with Autism and a wide range of Special Educational Needs. The Residential Provision is located in the nearby town of Shepton Mallet. All pupils have an Education, Health and Care Plan. Due to the nature of our pupils Special Educational Needs and communication difficulties, we believe they are particularly vulnerable and recognise the importance of protecting and safeguarding them.

The aim of this policy is to highlight how the school meets the individual needs of its pupils through the effective allocation of available resources. This policy should be read in conjunction with the schools Engage local procedure, which explains the process of reporting

**2. Safeguarding overview**

**This local procedure must be read alongside Aspris Safeguarding Children Policy OP06 and Safeguarding Adults AOP08. Our policies and procedures reflect recent changes included in the updated government publications, including: Working Together to Safeguard Children**

[children \(PDF\)](#) : a

guide to inter-agency working to safeguard and promote the welfare of

Keeping Children Safe in Education (Sept 2023) [Keeping children safe in education: for schools and colleges](#)

Safeguarding is a comprehensive term that refers to the practices of Safeguarding Children and Adults at Risk.

Previously this was referred to ‘Child Protection and the Protection of Vulnerable Adults.’ At Newbury Manor School safeguarding is at the forefront of all that we do.

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- Protecting children from maltreatment.
- Preventing impairment of children’s health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes. Definition from ‘Working Together to Safeguard Children 2022’

Newbury Manor School fully recognises its responsibilities for the safeguarding of all vulnerable young children, young people and adults at risk. As a member of staff, a volunteer, or a visitor, working with these vulnerable young people, it is your duty to act upon, and report any safeguarding concern. It is everyone’s responsibility to protect young people and to keep them safe. Visits will be issued with a safeguarding information leaflet.

All concerns **must** be reported to one of your Designated Safeguarding Leads and not discussed with any other member of staff. The Designated Safeguarding Lead and their team will then make a decision regarding the next steps. **Designated Safeguarding Lead** – Kimberley Clarke (Head teacher) [kimberleyclarke@aspriscs.co.uk](mailto:kimberleyclarke@aspriscs.co.uk)  
**Regional Director Somerset and Devon** – Rebecca McArthur [rebeccamcarthur@aspris.com](mailto:rebeccamcarthur@aspris.com)

**This local procedure must be read alongside Aspris Safeguarding Children Policy OP06 and Safeguarding Adults AOP08. Our policies and procedures reflect recent changes included in the updated government publications, including:**

Working Together to Safeguard Children

Newbury Manor School is in a local cluster of services, all of whom have Designated Safeguarding Leads, who can also be contacted, if needed. Contact details can be found within their individual local procedures, which are published on their websites.

In the event you have a safeguarding concern, which requires immediate and urgent action. For example, if someone is in immediate risk of harm or abuse (and you are unable to make contact with any of our Designated Safeguarding Leads), then you should contact either:

Somerset Direct (Somerset safeguarding Children's partnership Team) – 0300 123 2224

Somerset Adult Social Care on 0300 123 2224

**If it is an emergency always contact the police by dialling 999**

If it is not an emergency and you want to talk with the police, dial 101

Somerset Out of Hours Emergency Duty Team Service – 0300 123 2327

You will be able to discuss your concerns. If you report your concern through one of these alternative routes, you must still notify the DSL as soon as possible.

Reports to the Police for any safeguarding concerns should be made via:

- Emergencies dial 999
- or non-emergencies dial 101

**3. Key information – Points to consider**

Our policy and procedure apply to all adults involved with supporting our young people, and should be used in conjunction with other Aspris Group documentation, as well as statutory documents such as Keeping Children Safe in Education (2024) and Working Together to Safeguard Children (2024). Along with the key updates\*:

\*Updates for KCSIE 2024 include:

- Amending the definition of 'safeguarding and promoting the welfare of children' in line with Working together to safeguard children 2023.
- Additional information around when children may require early help, in accordance with the guidance in Working together.
- A recommendation for school staff, governors and trustees to use the DfE Data Protection guidance for schools to understand data protection.
- Clarification that schools continue to be responsible for the safeguarding of pupils they place with an alternative provision provider.

\*Updates made to KCSIE 2023 included:

- Clarification around the roles and responsibilities of education staff in relation to filtering and monitoring
- clarification that being absent, as well as missing, from education can be warning sign of a range of safeguarding concerns, including sexual abuse, sexual exploitation or child criminal exploitation
- Additional information on online pre-recruitment checks for shortlisted candidates

- Information on responding to allegations related to organisations or individuals using school premises. \*Updates made to KCSIE 2022 included:

- Incorporating the DfE's advice on Sexual violence and sexual harassment between children in schools and colleges
- setting out the safeguarding implications for schools of human rights and equality legislation
- Providing more information on managing low level concerns
- Reinforcing the importance of talking to parents about children's access to online sites when away from school.

**\*Working Together to Safeguard Children Updates: 23 February 2024**

- Pg 26, paragraph 48: amended the wording used to describe lead safeguarding partners. Pg 42: corrected the Child Safeguarding Practice Review Panel email address. Pg 161: updated the glossary definition of 'safeguarding and promoting the welfare of children' to match that on pg 7 to 8. Pg 167: linked to the latest version of 'Good practice guidance on working with parents with a learning disability'.

**\*Working Together to Safeguard Children Updates: 15 December 2023**

- Added 'Working together to safeguard children 2023: statutory guidance', 'Working together to safeguard children: summary of changes' and 'Working together to safeguard children: statutory framework'.

**Key themes include:**

- Clarification around the roles and responsibilities of education staff in relation to filtering and monitoring.
- Clarification that being absent, as well as missing, from education can be a warning sign of a range of safeguarding concerns, including sexual abuse, sexual exploitation, or child criminal exploitation.
- Additional information on online pre-recruitment checks for shortlisted candidates.
- Information on responding to allegations related to organisations or individuals using school premises.
- Ensuring we practice safer recruitment in checking the suitability of staff and volunteers to work with children and young people.
- Raising awareness of safeguarding issues and equipping children and young people with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting safeguarding concerns
  - Ensuring that children and young people who are at risk or have previously been a victim of abuse are supported effectively in accordance with their individual circumstances and needs.
  - Establishing an environment where children and young people feel safe, are safe, make progress and thrive.

We recognise that because of the day-to-day contact with children and young people all adults are well placed to observe safeguarding risks and concerns. The school will therefore:

- Establish and maintain an environment where children and young people feel secure, are encouraged to communicate, and are 'listened' to, in line with their own individual communication needs.
- Ensure children and young people know that there are adults in the school whom they can approach if they are worried.
- Include opportunities for children and young people to develop the skills they need to recognise and stay safe.
- Ensure children and young people are keeping themselves safe online.
- Offer a curriculum that supports our children and young people to learn about global, national and local safeguarding themes so that they can be safe, responsible citizens and to make a positive contribution.

We will follow the procedures set out by Somerset Safeguarding Children Board (SSCB) and South West Child Protection Procedures (<https://sscb.safeguardingsomerset.org.uk> ) for our young people and take account of guidance issued by the Department for Education and Skills to:

- Ensure we have a Designated Safeguarding Lead (Rebecca McArthur) for protection of vulnerable young people who has received appropriate training and support for this role.
- Ensure every member of staff; agency worker or volunteer knows the name of the DSL person/s responsible for safeguarding/child protection and their role in protecting our children and young people from abuse.
- Ensure all adults understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated members of staff responsible for protection of vulnerable young people.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding protection of vulnerable people including attendance at case conferences.
- Keep written records of concerns, actions and outcomes about children and young people (Engage)
- Ensure all records are kept securely, separate from the main file for pupils, and in locked locations.
- Where an allegation is made against a member of staff or volunteer, we will follow the South West Child Protection Procedures.
- Ensure safer recruitment practices are always followed.

We recognise that young people/adults at risk who are abused, or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. Newbury Manor may be the only stable, secure and predictable element in the lives of young people at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the student through:

- The school ethos and Peacock values, which promotes a positive, supportive and secure environment and gives children and young people a sense of being valued.
- The school code of conduct on bullying and positive behaviour policy is aimed at supporting vulnerable children and young people in the school.
- Liaison with other external agencies that support the children and young people. Ensuring that, where a young person leaves, any safeguarding information is transferred to the new setting immediately. Ensuring there is unconditional high regard towards all children and young people from all staff

**4. Managing Disclosures – Do’s and Don’ts**

**Do**

- Be accessible
- Listen carefully
- Take it seriously
- Reassure the child/adult, e.g., that they are right to tell you
- Say what you will do next
- Consult immediately with one of your Designated Safeguarding Leads
- Make clear and concise records

**Don’t**

- React strongly to what you’re told, e.g., “that’s disgusting”, pull faces when you find something upsetting/unpleasant
- Jump to conclusions or speculate
- Tell the young person/adult at risk you will keep it a secret
- Ask leading questions
- Make a promise you can’t keep
- Stop a child/adult who is freely speaking  Be judgemental.

**5. Recording guidance**

**Recording Guidelines**

Any safeguarding concerns must initially be reported face to face to the DSL or DDSL’s. Concerns will then be recorded by the staff member on Engage. The DSL / DDSL’s will review these concerns on Engage and add any measure and actions taken.

Engage is a company system used across all establishments; Safeguarding governors can also access any reported concerns.

Inductions for new starters will include time for Engage training with one of the schools **Designated Safeguarding / Deputy Designated Safeguarding Leads**. Staff can seek advice from DSLs at any time and request to meet to discuss a concern. Staff can also access support with reporting if necessary. See **Engage local procedure** for more information on recording safeguarding concerns.

Any safeguarding concerns must be recorded on Engage, alerting the DSL / DDSL’s into the correspondence. Safeguarding concerns should be recorded as soon as possible (same day) on Engage (and DSL / DDSL) should be notified face to face on the day, especially if a child is due to go home and this could put them at risk.

**6. Contact details**

For local guidance and information on child protection and safeguarding refer to the Local Safeguarding Children Board - South West Safeguarding and Child Protection Procedures (<http://www.somerset.gov.uk/childrensservices/safeguarding-children/report-a-child-at-risk/>) or <http://www.somerset.gov.uk/adult-socialcare/safeguarding/report-an-adult-at-risk/>

**7. Allegations against Members of Staff**

Any allegations that are made against members of staff must be reported immediately to the Designated Safeguarding Lead (DSL) unless the allegation in anyway implicates or concerns that person.

In this situation adults must contact the Regional Safeguarding Lead – Regional Director [rebeccamcarthur@aspris.com](mailto:rebeccamcarthur@aspris.com)  
 Any allegations involving members of staff must be reported by the school to the Local Authority Designated Officer (LADO), Anthony Goble (as of 31<sup>st</sup> August 2022), who can be contacted via Somerset Direct on 0300 123 2224 to report any allegations and/or to discuss what steps should be taken to investigate the issue. The school safeguarding team will be advised and led by the LADO.

A guide for staff and volunteers who work with children and are faced with an allegation of abuse – [https://www.proceduresonline.com/swcpp/somerset/p\\_alleg\\_against\\_staff.html](https://www.proceduresonline.com/swcpp/somerset/p_alleg_against_staff.html)

In the event that an allegation is made against a member of staff they will be instructed not to discuss or communicate with other members of staff. This is because any discussion could jeopardise the investigation.

**8. What you need to do to report abuse about an Adult at Risk**

Owing to Newbury Manor School being registered to support young people between 6 and 19 years of age, it is possible that a student, on our role could be 18 or over and is an adult. As a result, the school's policy and procedures include guidance for safeguarding adults and staff are trained and made aware of any updates accordingly. Staff are aware that they should follow procedures around passing information with the DSL as detailed above.

If the adult is in immediate danger or in need of medical attention or if a crime has been committed contact the Emergency Services - Police and/or Ambulance Service.

If you are concerned that an adult at risk is being harmed, or neglected, or exploited, you should ring Somerset County Council on 0300 123 2224 or Police out of hours telephone number 101. **If it is an emergency always contact the police by dialling 999**

For further advice on safeguarding Adults at Risk please refer to the Government advice:

<https://www.gov.uk/government/publications/safeguarding-policy-protecting-vulnerable-adults>

The following website offers advice on safeguarding adults within Somerset. (<http://www.somerset.gov.uk/adultsocial-care/safeguarding/report-an-adult-at-risk/>)

**9. Allegations and low-level concerns**

Aspris Education Services have comprehensive policies that reflect all government guidance and advice. In order to ensure that this guidance and advice is implemented at site level, Newbury Manor undertakes the following training, support and guidance with its staff.

Safeguarding induction programme for new staff and other visitors who will be involved in supporting and working with young people.

All Newbury Manor staff have an individual Engage log on.

Engage training for all staff

Sign in leaflets to prompt visitors and to advise them of who is DSL, and how they can report a concern.

A six-hour induction training programme delivered by skilled facilitators to all new staff.

Annual updates to all staff (six-hour refresher courses)

Regular themed training on specific safeguarding topics. This is tailored to reflect local themes – county lines/PREVENT/CSE sexting & E-safety/substance use/missing from education and care/sexualisation and sexually harmful behaviours/trafficking

Quizzes are used as part of training to ensure staff have understood the material.

Weekly safeguarding meetings amongst DSL / DDSLs

DSL attends safeguarding meetings in Somerset. This providing links and promoting multi agency working

DSL subscribes to national safeguarding resources (NSPCC, Safeguarding Pro) and these weekly briefings are shared with the school team

A proactive and strong approach to use of mobile phones within school (see mobile phone policy)

**If you ever have any concerns always report this to the schools DSL / DDSL**

DSL – Kimberley Clarke [kimberleyclarke@aspriscs.co.uk](mailto:kimberleyclarke@aspriscs.co.uk)

DDSL – Kevin McKain [kevinmckain@aspriscs.co.uk](mailto:kevinmckain@aspriscs.co.uk)

DDSL – Nina Clayton [ninaclayton@aspriscs.co.uk](mailto:ninaclayton@aspriscs.co.uk)

Last reviewed: 15.12.24

Next review date: 15.12.25