

# Safeguarding - Policy

**Reviewed:** September 2025

**Next Review:** September 2026

## **Objectives:**

- Our Safeguarding policy sets out the legal duties we follow to safeguard and promote the welfare of our students under the age of 18 in our care.
- We comply with Keeping Safe in Education 2025 (KCSIE).
- All staff are Enhanced DBS checked.
- We are fully insured.

## **Responsibility for Safeguarding Dee Malam**

### **Our Responsibility:**

Isle Study Centre recognises the responsibility we have under Section 175 of the Education and Inspections Act 2002 to have in place arrangements and procedures for safeguarding and promoting the welfare of students in our care. This policy demonstrates our commitment to and compliance with safeguarding legislation. We adhere to The Children's Act 1989, The Education Act 2002, The Children and Families Act 2014, Safeguarding Children 2018, Keeping Children Safe in Education 2021, and the Counter-Terrorism and Security Act 2015, and have a collective responsibility to keep the young people in our care safe.

We provide a safe learning environment where our students are safe and feel safe. Their welfare is discussed at the start and end of each day. Each young person is appointed a Designated Tutor to closely monitor their care and raise any concerns immediately with the Designated Safeguarding Lead. The centre uses CPOMS to monitor, track and safeguard our students. Incidents are monitored and reported.

The Designated Tutor quickly gets to know the student and develops a positive relationship that the student will trust. We recognise that we form part of the wider system for safeguarding. The role of our Safeguarding is to:

- Have overall responsibility for the safeguarding of students at the centre.
- Manage all cases, make referrals, be the central point of contact.
- Train all staff in safeguarding procedures.
- Maintain and monitor the Safeguarding policy.
- Keep appropriate records.

All Staff are trained during their induction on Safeguarding and their responsibility to keep the students in our care safe, and the action they must take if they have any welfare concerns. All safeguarding incidents are logged on CPOMS.

**This policy provides an overview as follows:**

- 1.Attendance Procedure
- 2.Behaviour Policy –(see policy)
- 3.Allegations Procedure
- 4.Student Disclosure
- 5.Safer Recruitment
- 6.Pastoral Care
- 7.Non-Violence resistance
- 8.Safeguarding Procedures
- 9.Key contacts
- 10.Monitoring our practice

**1 Attendance Procedure:**

We expect high levels of attendance and have a strict attendance monitoring system, which ensures our students are accounted for at all times during the school day. Attendance is monitored twice daily on DCPRO. Should a student decide to leave the centre, we will make every effort to ensure we monitor their whereabouts by observing them from a distance. If this is not possible, we will contact parents/carers/school and, if necessary police.

It is our policy to celebrate students who achieve 100% attendance, and this is done half-termly.

**2 Behaviour Policy:**

All staff are trained in de-escalation techniques to best support the students with any challenging behaviour. Staff have many years' experience in Alternative Provision. Students sign a Code of Conduct at Induction and are informed of the sanctions in place for inappropriate behaviour. All behaviour incidents are logged on CPOMS.

**3 Allegations**

Any allegations should be directed to Dee Malam

#### **4 Student Disclosures:**

##### **Our Process:**

- Offer a quiet space where the student feels safe and can relax without interruption.
- Staff to make a record of the discussion, the time, place, persons present and what was discussed, said by the student in their own words.
- DSL to ascertain, based on the information given, the relevant action that needs to be taken. Parents/carers would be notified unless doing so would endanger the student would be endangered. We would not notify them if it would impede police or social work enquiries, or if, by doing so, it would put the student at the potential risk of further harm.
- Appropriate procedures will be followed.
- Detailed notes of the disclosure will be kept securely.
- Our staff are trained to support a student making a disclosure and to use TED.

#### **5 Safer Staff Recruitment:**

All staff at Isle Study Centre are employed based on having a duty to safeguard and promote the welfare of children (Education Act 2002, Working Together to Safeguard Children 2018). All the stages of our recruitment process are robust and contain measures to ensure only suitable candidates are employed and to deter, identify, prevent and reject unsuitable people from gaining access to our young people.

##### **Our vetting procedures include:**

1. A formal interview process with a panel of 2 to assess the candidate's suitability against our Person Specification and Job Description.
2. The satisfactory completion of enhanced DBS checks for all staff.
3. Satisfactory checks for:
  - a. The right to work in the UK.
  - b. Prohibition from teaching checks.
  - c. Medical fitness.
  - d. Management positions – section 128 – DQT checks.
4. At least two references, one from previous employer.
5. Satisfactory completion of Induction prior to employment.
6. Agreement to work within the guidance set out within our HR policy and process.
7. A probationary employment period of 3 months.

## **6 Pastoral Care:**

We pride ourselves on providing a very good standard of pastoral care to the young people attending the centre. Pastoral Care is at the centre of everything we do. It is our goal to work with each young person on why they are with us, address these issues and ensure that they make progress.

We ensure that:

- Our learning environment is safe, and our students feel safe and happy.
- We are focused on the individual student's physical, social, behavioural and emotional welfare.
- We focus on the 'whole' student.
- Students are appointed a Designated Tutor to work with them on a one-to-one basis.
- We develop positive relationships with all of our students.
- We quickly work towards a position of trust with our students so they know that they can talk to us.
- We can support our students and offer them guidance.
- We assist them in developing positive self-esteem and resilience.
- There is an air of 'can-do' attitude within the learning environment.
- Praise is given at any opportunity.
- Any problems that exist are identified and dealt with appropriately.

We can do this because:

- Our staff have many years' experience working in Alternative Provision.
- Our staff are knowledgeable about the many issues facing young people today.
- We have daily debriefings at the start and the end of the day to discuss each young person.
- We review what is working well, what, if anything, is missing, and we check that we are being proactive in supporting our students.

## **7 Non-Violent Resistance:**

All young people are entitled to respect and to be treated fairly, with liberty, and not to be discriminated against. Our staff are also entitled to be treated with respect, to be treated fairly, and not to be discriminated against. Isle Study Centre do not use any restrictive practice/physical intervention, and staff do not have training in this area. Minimal reasonable force will only be used to:

- 1) Prevent a young person from attacking a member of staff or another pupil, or prevent a fight.
- 2) Restrain a pupil at risk of harming themselves.

We aim to intervene at the first signs of any situation to de-escalate the problem and calm the young person. We encourage the use of time-out, whereby the young person would go into our quiet area or go on a walk with their Designated Tutor to give the individual breathing space and time to calm down before any escalation in behaviour. Appropriate intervention will then take place, such as a discussion with the young person.

### 8 Child/Student Safeguarding Concerns:

All staff are trained in Safeguarding and are aware of the range of indicators which may signal that a child is being abused. They are aware that any concerns they might have, however small or irrelevant they might seem, must be reported to the DSL as soon as possible.

These indicators may include increased absence from the centre, a change in friendships or relationships with older individuals or groups, a decline in performance, signs of self-harm or a significant change in well-being, lack of concentration, or signs of assault or unexplained injuries, unexplained gifts or new possessions, or student disclosure.

We are a small provision and work on a 1:1 basis with our students, whom we know very well, so we are confident we can identify any warning signs very quickly.

### 9 Safeguarding Procedures:

Incident	Who To Contact	Contact Details	Actions	Person responsible Timescales
Immediate risk of significant harm	Police Parent/Carer School Council	999	Note crime reference number. Write up notes with full incident report detailing names, date and location and all relevant facts.	DSL Deputy DSL Immediately. Full support given to young person. Written report produced by the end of the day.

Incident	Who To Contact	Contact Details	Actions	Person responsible Timescales
Concern that an adult may have or will harm a young person	DMBC LADO lado@doncaster.gov.uk Parent/carer School NLC LADO lado@northlincs.gov.uk	01303 737777  01724 296500	Contact LADO immediately Notify parent/carer school/council. Write up notes with full incident report and the actions arising.	DSL Deputy DSL Immediately. Full support given to young person. Written report produced by the following day and entered onto CPOMS.
Concern about a young person	School Parent/Carer DMBC One Front Door Police Single Point	01302 737777  01724 296500	Write up notes with a description of the concerns, dates of concern.	DSL Deputy DSL By the end of the school day. Full support given to young person. Written report produced by following day and entered onto CPOMS.
Suspected connection with terrorist group	Prevent Team School DMBC/NLC Parent/carer Single Point	01302 737469  01724 296500	Produce written account of all incidents/concerns.	DSL Deputy DSL By the end of the school day. Full support given to the young person. Written report produced by following day.

Incident	Who To Contact	Contact Details	Actions	Person responsible Timescales
Non-attendance	Parent/Carer School Council contact		Locate young person and Identify reason for absence. If the young person cannot be found contact the Police.	DSL Deputy DSL Action by 9:30am to locate the young person's whereabouts.
Leaving the centre	Parent/Carer School Local authority		Immediately follow the young person and make every effort to keep them in sight. If not possible contact Parent/Carer/School and Police if needed.	DSL Deputy DSL Immediate action Full support given to young person. Written report produced by the end of the day and entered onto CPOMS.
Disclosure	School Parent/Carer DMBC Door One Front Police Single Point	01302 737777  01724 296500	Produce factual report.	DSL Deputy DSL Same day Written report produced by end of the day and entered onto CPOMS.

<b>DONCASTER COUNCIL</b>	<b>LADO</b>	<b><u>01302 737332</u></b> <b><u>lado@doncaster.gov.uk</u></b>
	<b>Children's Services</b>	<b><u>01302 734100</u></b>
	<b>Prevent: Crime and Community Safety</b>	<b><u>01302 737469</u></b>
	<b>Attendance and Welfare</b>	<b><u>01302 725311</u></b> <b><u>childrenmissingeducation@doncaster.gov.uk</u></b>
	<b>Early Help</b>	<b><u>01302 734110</u></b> <b><u>earlyhelphub@doncaster.gov.uk</u></b>
<b>NORTH LINCS COUNCIL</b>	<b>Single Point LADO</b>	<b><u>01724 296500</u></b> <b><u>lado@northlincs.gov.uk</u></b>

## 10 Safeguarding Procedures

