

Safeguarding Procedure for Bicester Technology Studio



All staff are responsible for safeguarding and should work together to provide an environment in which young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulty.

All staff have a responsibility to provide detailed and accurate records of concerns on the day the concern first comes to light.

Key Personnel

Role	Name	Contact Details
Designated Safeguarding Lead (DSL)	Laura Sheehan - asst principal/SENDCo	laura.sheehan@bicestertechstudio.org.uk
Deputy Designated Safeguarding Lead	James Kyberd - asst principal	james.kyberd@bicestertechstudio.org.uk
Deputy Designated Safeguarding Lead	Kate Oliveri - student support manager	kate.oliveri@bicestertechstudio.org.uk
Deputy Designated Safeguarding Lead	Dean Woodham - vice principal	dean.woodham@bicestertechstudio.org.uk
Nominated child protection governor	Georgina Wyatt	georgina.wyatt@bicestertechstudio.org.uk
Local Authority Safeguarding Officer (LADO)	Alison Beasley	SafeGuardingChildren@Oxfordshire.gov..uk 01865 810603

It is the role of the Designated Safeguarding Lead (DSL) to keep written records of all concerns when noted and reported by staff or disclosed by a child. It is also the role of the DSL to refer cases of suspected neglect and/or abuse to the children's social care or police in accordance with the school policy and local guidance.

Reporting a Concern

All concerns should be reported using the MyConcerns program. If this is not possible concerns should be put in writing noting the time and date and sealed in an envelope marked Designated Safeguarding Officer - Laura Sheehan, this should be delivered by hand. In the event that the DSL is not available it should be handed to the Deputy DSL James Kyberd.

All concerns should be logged on the MyConcerns program no matter how small or insignificant they may seem as they may help to build a bigger or emerging picture. All concerns should be logged before the end of the working day, however if you feel the young person is in immediate danger of harm this should be done immediately. Should a member of staff require cover for a lesson in order to fulfil this obligation they should speak to their immediate line manager or the Designated Safeguarding Lead.

Dealing with a Disclosure

If a student asks to speak to you about a concern/problem do not promise confidentiality but explain it may be necessary to consult a colleague.

Receive	Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse. Listen quietly and actively, giving your undivided attention. Allow silences when needed. Do not show shock or disbelief but take what is said seriously.
Reassure	Stay calm, no judgements, empathise. Never make a promise that you can keep what a child has said a secret. Give reassurance that only those who need to know will be told. Reassure the young person that they were right to tell you.
React	React to the student only as far as is necessary for you to establish whether or not you need to refer this matter, but don't interrogate for full details. Don't ask leading questions – keep the open questions e.g. 'is there anything else you want to say?' Do not criticize the perpetrator; the student may have affection for him/her. Explain what you will do next – inform designated teacher, keep in contact.
Record	If possible make brief notes about what they are actually telling you at the time. Keep these notes, however rough they are. If you are unable to make notes at the time write down what was said as soon as you can. Try to record what was actually said by the student rather than your interpretation of what they are telling you. Record the date, time, place and any noticeable nonverbal behaviour. This information should then be entered onto MyConcerns before the end of the working day.
Report	Discuss the incident with the Designated Safeguarding Lead and do not tell

	any other adults or students what you have been told.
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Never attempt to carry out an investigation of suspected abuse by interviewing the young person or any others involved. This is a highly skilled role and any attempts by yourself could affect possible criminal proceedings.

Referral to External Agencies

Referrals to external agencies should be made through the DSL, this allows a central record to be kept and monitored. Where appropriate the DSL should inform the person reporting the initial concern of any escalation.

*Any *teacher* who discovers that an act of Female Gender Mutilation (FGM) *appears* to have been carried out must be report it directly to the Police by the member of staff who first became concerned. The DSL can support this. If a teacher suspects a young person is *at risk* of FGM or FGM is suspected but not known it should be reported to the DSL immediately.

Any other member of staff who discovers that an act of FGM appears to have been carried out or that a young person is at risk should immediately report it to the DSL.

Staff should not examine pupils.