



# SAFEGUARDING PROCESS 2025 / 2026

Date Created:	November 2024	Created by:	Heidi Hoskin, Headteacher
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Review dates	
Date to be reviewed	Reviewed by
November 2025	Heidi Hoskin – 25/11/2025

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Designated Whistleblowing & Safeguarding Governor	Helen Campbell <a href="mailto:hcampbell@doubletrees.org.uk">hcampbell@doubletrees.org.uk</a>

Key contacts outside the school Academic Year 2024 / 2025	
Multi-Agency Referral Unit (MARU)	0300 123 1116 <a href="mailto:multiagencyreferralunit@cornwall.gov.uk">multiagencyreferralunit@cornwall.gov.uk</a>
Local Authority Designated Officer (LADO)	01872 326536 <a href="mailto:lado@cornwall.gov.uk">lado@cornwall.gov.uk</a>
Cornwall Our Safeguarding Children's Partnership (OSCP)	<a href="mailto:ciosscp@cornwall.gov.uk">ciosscp@cornwall.gov.uk</a> 01872 324218
NSPCC Whistleblowing helpline	0800 028 0285

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## 1. Process Aims

- 1.1 To work within the Special Partnership Trust Safeguarding & Child Protection Policy, Special Partnership Trust Safeguarding & Health & Safety Policies, and the Safeguarding Adults Policy.
- 1.2 To embed a safeguarding culture and whole school approach to safeguarding which is enshrined in the Trust ethos and at the forefront of and underpins all relevant aspects of process and policy development, ensuring that all systems, policies and processes operate with the best interest of children at heart.
- 1.3 To inform all adults working or volunteering in Doubletrees School of the regulations and processes that must be followed in line with the Special Partnership Trust Policies.
- 1.4 To clarify how we put the Policy into practice at Doubletrees School.

## 2. Introduction

Doubletrees School are committed to safeguarding and promoting the welfare of children and young people within our areas of responsibility and recognise the importance of ensuring that all adults working or volunteering in our school clearly understands their legal responsibilities, specific roles and the procedures to follow in order for this to happen.

## 3. School Process

- 3.1 All appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult, including governors and volunteers. All members of staff therefore, whether paid or voluntary, are required to have an enhanced DBS check.
- 3.2 The school shares a purpose with parents to educate, keep children safe from harm and have their welfare promoted. We are committed to working with parents positively, openly and honestly. We always encourage parents to discuss any concerns they may have with the school as soon as possible.
- 3.3 All staff and volunteers are required to understand their role in Keeping Children Safe in Education, including always reporting any concerns to the DSL/DDSL. We ensure this through the following:
  - i. A thorough induction process.
  - ii. Complete safeguarding awareness training as a part of their induction to the school.

- iii. Refresher training on an annual basis.
- iv. Weekly teacher and support staff CPD.
- v. Staff bulletins with a safeguarding focus.
- vi. Quizzes to check policy understanding.
- vii. Safeguarding is a standing agenda item on all meetings.
- viii. Bespoke training according to role.

3.4 The school employs several strategies to maximise learning opportunities and reduce risks associated with the Internet (e-safety). These include:

- i. Internet Safety days.
- ii. Regular training for staff.
- iii. Internet & e-safety sessions embedded in the curriculum.
- iv. Internet safety group (with pupils, staff, governors, parents and IT technicians all in attendance).

The Trust has developed an Acceptable Use Policy (AUP); the aim of this policy is to ensure that pupils benefit from learning opportunities offered by the school's Internet and Computing resources in a safe and effective manner. We ask parents/carers of the school to sign this policy which outlines ways they can encourage their child to use the Internet in a safe way when they are at home.

3.5 The school has identified the Head Teacher as the Designated Safeguarding Lead with responsibility for child protection. The school has additionally identified other members of the Senior Leadership Team as Deputy Safeguarding Leads; this is to ensure the safety and welfare of our learners remains paramount over the school's split site. All members of the Senior Leadership Team have undertaken specific child protection training which includes how to fulfil their role. Refresher and multi-agency training by the Senior Leadership Team is undertaken at bi-annual intervals.

3.6 All other school staff, including non-teaching staff, volunteers and governors undertake appropriate in-house and online training to equip them to carry out their responsibilities for safeguarding and child protection effectively. This is kept up to date by annual refresher training, staff bulletins and induction processes. There are robust arrangements which ensure all staff know how to raise any concern in relation to the welfare of our pupils.

3.7 Doubletrees School has a Designated Safeguarding and Whistleblowing governor; additionally, two of the governors have undertaken 'safer recruitment training' alongside the Head Teacher, Senior Leadership Team and our Administration Manager. This training is updated every two years to keep the

school in line with all statutory guidance. Safeguarding is an established agenda item at each full governor meeting and each staff meeting.

- 3.8 The school has established a health, safety and well-being group which meets on a termly basis and reports back to the Local Governing Body & Trustees.
- 3.9 The school is part of the Trust wider Safeguarding Learning community where all aspects of child protection and safeguarding are developed – including Behaviour, Attendance, Health and Safety and Moving and Handling.
- 3.10 Doubletrees School gives equal priority to keeping all children and young people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.
- 3.11 All staff and volunteers in our school need to recognise that many of our pupils may be especially vulnerable to abuse because of their special educational needs and some may be living in adverse circumstances and to be mindful of this as part of their working practice. All staff need to be aware that our pupils are less able to speak out if something isn't right.

They recognise that some children may be vulnerable because they:

- > have additional communication needs
- > do not understand that what is happening to them is abuse
- > need intimate care or are isolated from others
- > are dependent on adults for care

- 3.12 Our school ensures all staff access CPD to support their understanding and knowledge to meet pupil need, including the importance of communication and AAC, pupil centred behaviour support / medical and intimate care procedures.
- 3.13 We recognise the importance of listening to the thoughts and feelings of deaf and pre-verbal children and children who have disabilities and taking time to understand their unique lived experience is an important part of promoting their welfare.
- 3.14 We make sure the child's voice is heard through a range of different approaches. Where there are safeguarding concerns, we speak to children alone and don't use parents or carers as sign-language interpreters or spoken language translators. If a child's disability means talking about their abuse is difficult or impossible, we make every attempt to communicate by other means.

- 3.15 We consider how a child may communicate through their actions and whether distressed or disruptive behaviour is due to the child's disability or if the child is upset for another reason.
- 3.16 We Tailor tools and resources to the child's needs and check that the child has understood what we've told them and is able to apply it – we don't make assumptions about what they have understood.
- 3.17 We work with children to empower them and help them feel able to speak out if they have any worries.
- 3.18 Staff have had specific training in Makaton safeguarding words. We have established routes for pupils to raise concerns and safeguarding surveys go out to all pupils on an annual basis.

#### 4. Actions to follow when there is a concern

If at any point, there are concerns about or there is a risk of immediate serious harm to a child or young person, the DSL must be informed. Staff and volunteers will immediately report on CPOMS. If you are not aware of how to record on CPOMS please ask to see a DSL or DDSL who will support you to do this. This must be done without delay.

- 4.1 Any suspicion that a child/young person is injured, marked or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play.
- 4.2 Any explanation given which appears inconsistent or suspicious.
- 4.3 Any behaviours which give rise to suspicions that a child / young person may have suffered harm (e.g. worrying drawings or play).
- 4.4 Any concerns that a child / young person may be suffering from inadequate care, ill treatment, or emotional maltreatment.
- 4.5 Any concerns that a child may be suffering from mental health problems (which could be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation).
- 4.6 Any concerns that a child / young person is presenting signs or symptoms known to be indicators of abuse, neglect or exploitation.
- 4.7 Any significant changes in a child's / young person's presentation, including non-attendance.
- 4.8 Any hint or disclosure of abuse from any person.
- 4.9 Any concerns regarding person(s) who may pose risk to children / young people (e.g. living in a household with children / young people present).

**Knowing what to look for is vital to the early identification of abuse, neglect and / or exploitation. If staff members are unsure, they should always speak to the DSL.**

- 4.10 If the DSL is not available, the Deputy DSL must be informed of any concerns. If the concern is about the Headteacher, concern should be raised with the Chair of Governors and / or the Director of the SPT.
- 4.11 If neither the DSL or Deputy DSLs are available, and there is a risk of immediate harm to a child or young person, a referral the multi-agency referral unit (MARU) on 0300 123 1116. For immediate concerns during evenings and weekends, the out of hours social work service can be contacted on 01208 251300. The out of hours service does not deal with routine requests. The number for the Local Authority Designated Officer (LADO) is 01872 326536 and email is [lado@cornwall.gov.uk](mailto:lado@cornwall.gov.uk). Anyone can make a referral. The DSL must be informed as soon as possible afterwards.
- 4.12 National Domestic Abuse Helpline Refuge runs the National Domestic Abuse Helpline, which can be called free of charge and in confidence, 24 hours a day on 0808 2000 247. Its website provides guidance and support for potential victims, as well as those who are worried about friends and loved ones. It also has a form through which a safe time from the team for a call can be booked.

## 5. Operation Encompass

We are a trained Operation Encompass school.

Operation Encompass ensures there is a simple phone call or notification, to a trained member of school staff, before a child arrives in school. The call or notification is triggered by police recently attending the child's home or being involved in a domestic abuse incident, that the child has experienced.

Operation Encompass is a police and education early information sharing partnership enabling schools to offer immediate support for children and young people experiencing domestic abuse. Information is shared by the police with a school's trained Key Adult (DSL) prior to the start of the next school day after officers have attended a domestic abuse incident thus enabling appropriate support to be given, dependent upon the needs and wishes of the child.

## 6. Useful Links

<https://www.nspcc.org.uk/preventing-abuse/safeguarding/schools-protecting-children-abuse-neglect/>

<https://thecpsu.org.uk/>

<https://www.tes.com/articles/safeguarding-teaching-resources>

<https://childline.org.uk/>