

Moorcroft School

Local Safeguarding and Child Protection Procedure

Effective Date: December 2018

Next Review Date: December 2019

Statutory? Y

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Scope

The policy applies to the staff of Moorcroft School, drivers and escorts, professionals working in the school, parents, volunteers, visitors and LAB members of the school, directors of Eden Academy and pupils of the school.

Introduction

Moorcroft School has adopted in full the Safeguarding and Child Protection Policy for Eden Academy Trust which is attached to this document. However, individual schools must also have their own policies that reflect individual circumstances. This policy, therefore, reflects individual safeguarding requirements for Moorcroft School.

Safeguarding Procedure

A flow chart is attached to the appendix to this document that outlines the procedures staff should follow when they have safeguarding concerns.

When a member of staff has a safeguarding concern then they should contact the DSL or the Deputy DSL in the first instance. They should do this via face to face contact. If a DSL is not available then staff should telephone one of the key contacts on the Safeguarding Flowchart. Initial concerns should not be raised via email, recording on Behaviour Watch, or by leaving a message with the school office as this may cause delays in taking the appropriate action.

Once a member of staff has reported a safeguarding issue then the DSL will ask them to record this as a concern on Behaviour Watch. If the member of staff has made any “paper notes” these should be handed to the DSL who will scan the notes and attach them to the online concern form. Paper copies will then be shredded to maintain confidentiality.

Online Recording

All concerns forms and safeguarding information is kept on the Behaviour Watch system. The DSL is alerted immediately by email any time a concern is logged or updated. All safeguarding information is only accessible to DSLs. Once a member of staff has logged a concern they will no longer be able to access the information unless this is agreed by the DSL. From time to time the DSL may be asked to share concern forms with statutory bodies. All information shared must be in compliance with GDPR 2016.

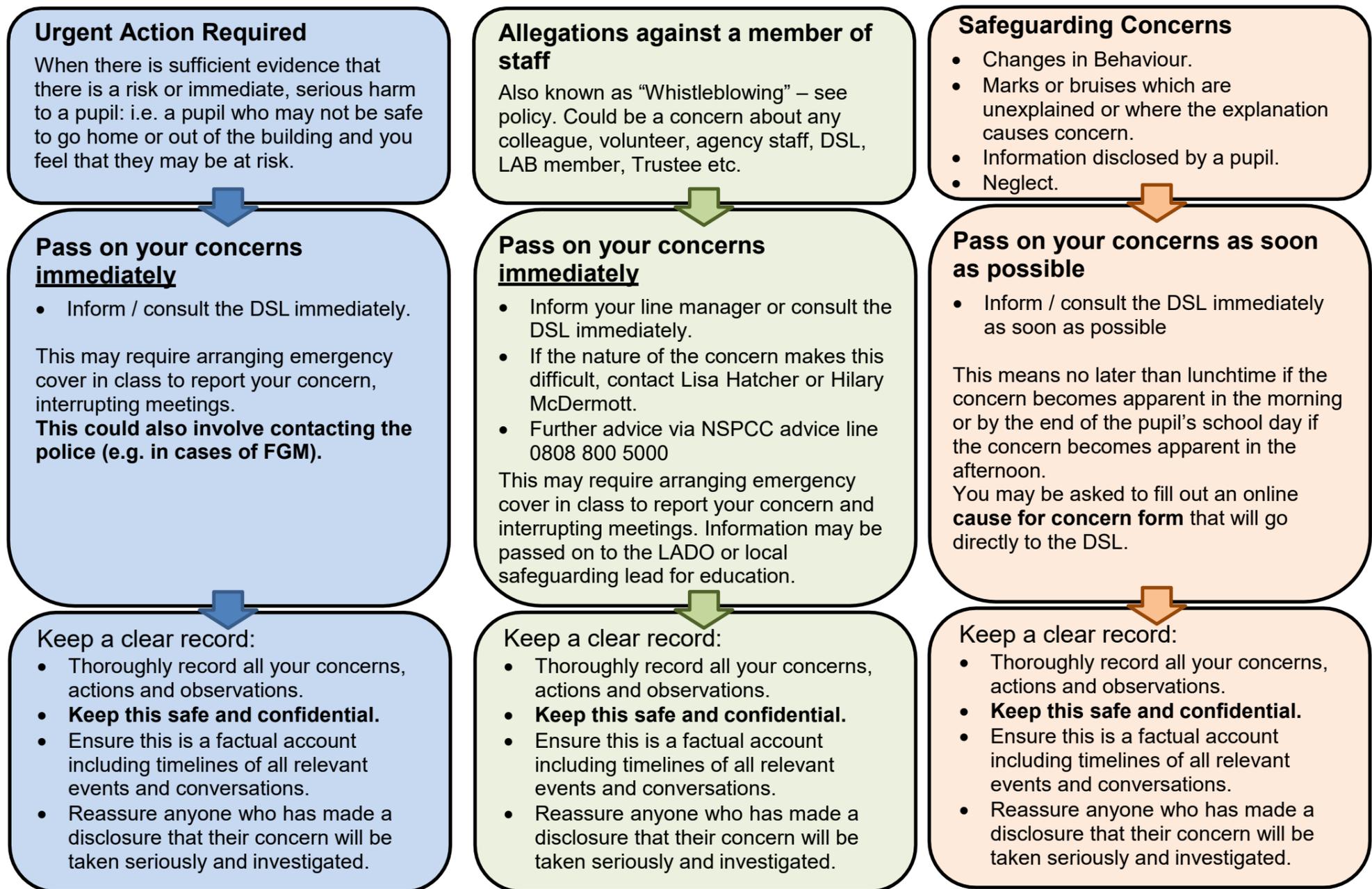
Medical Staff

Moorcroft has an onsite school nurse who is employed by the National Health Service. Staff should always report initial concerns to the DSL employed by the school. However, from time to time the DSL may choose to consult medical staff for advice; for example, regarding the cause of a mark. Nevertheless, NHS staff have their own safeguarding protocols and if the school nurse has concerns about a child he or she may choose to report this through their own procedures. The school nurse will notify the DSL of any referrals made.

Off Site Activities

The Moorcroft curriculum includes regular outings and Sixth formers visit colleges once a week. If a member of staff has a safeguarding concern during an offsite activity they should contact the school immediately and speak to the DSL or one of the deputy DSLs

Appendix – Reporting Safeguarding Concerns Flow Chart



Designated Safeguarding Leads (DSLs) and Deputy Designated Safeguarding Leads (DDSLs):

Designated Safeguarding Lead:	Andrew Sanders	01895 437799	andrew.sanders@moorcroftschool.co.uk
Deputy Designated Safeguarding Lead:	Olga Toulkeridou	01895 437799	olga.toulkeridou@moorcroftschool.co.uk
Deputy Designated Safeguarding Lead:	Kief Ho	01895 437799	kief.ho@moorcroftschool.co.uk

Academy Staff

Eden Safeguarding Lead (DSL trained)	Hilary McDermott	Contact details available from office	hilary.mcdermott@theedenacademy.co.uk
Eden Director for Schools and Executive Head for Pentland Field and Grangewood Schools. (DSL trained)	Jarlath O’Brien	Contact details available from office	jarlath.obrien@theedenacademy.co.uk

Out of Hours

Out of Hours Designated Safeguarding Lead / Eden Academy Service Manager for Families and Safeguarding	Lisa Hatcher	Contact details available from office	lisa.hatcher@theedenacademy.co.uk
Advanced trained	Kelle Sharp	01895 437799	Kelle.sharp@moorcroftschool.co.uk

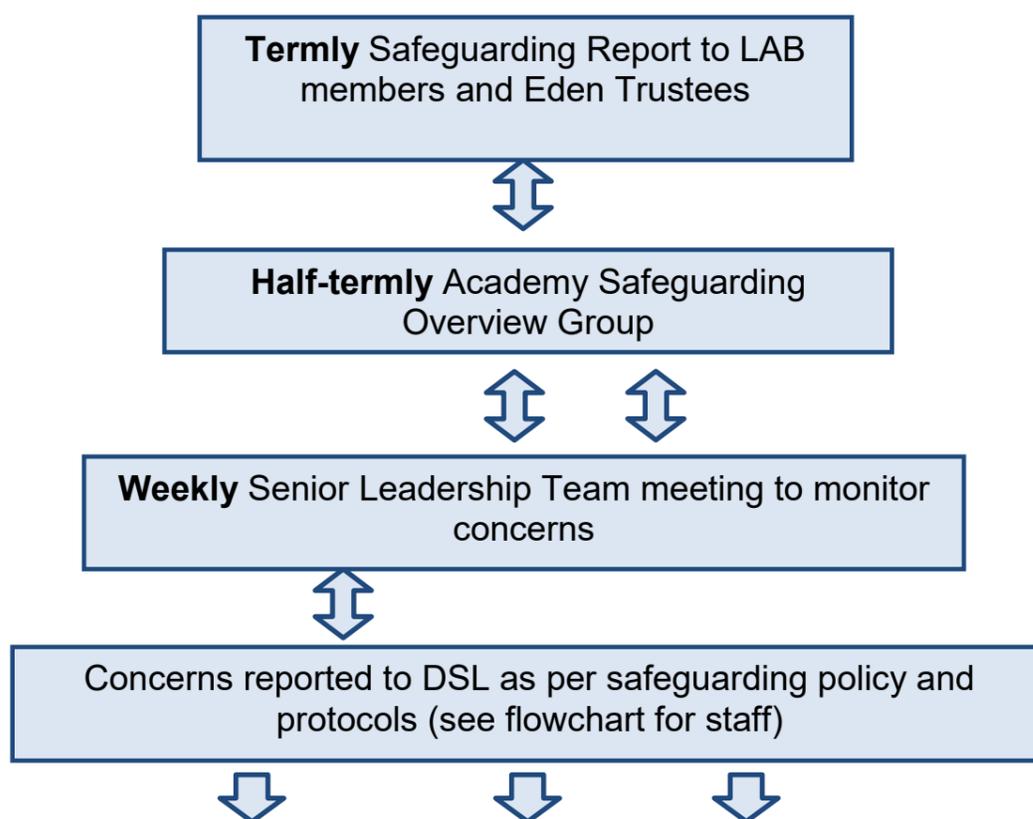
Other Key Contacts for Safeguarding within the Eden Academy

Eden Trustee for Safeguarding	Karen Deacon	Contact details available from office
Director for Academy Development	John Ayres	Contact details available from office

Who's who

	Andrew Sanders Headteacher DSL trained		Olga Toulkeridou Assistant Headteacher DSL trained		Kief Ho Head of Key Stage 3 DSL trained
	Jarlath O'Brien Eden Director for Schools (South)/ Executive Headteacher DSL trained		John Ayres Eden Director for Academy Development DSL trained		Hilary McDermott Eden Safeguarding Lead DSL trained
	Lisa Hatcher Out of Hours DSL / Eden F/S DSL trained		Kelle Sharp Family Services Co-ordinator Advanced Trained		Karen Deacon Eden Safeguarding Trustee DSL trained

Regular Safeguarding Reporting arrangements



National Support Services

Child Line		0800 1111	
NSPCC Helpline		08088005000	help@nspcc.org.uk
NSPCC Whistleblowing Advice Line		0800 028 0285	

Local Authority Key Contacts

Hillingdon

Hillingdon Safeguarding Team • Child Protection School Advisor • Local Area Designated Officer (LADO)	(Rob Wratten)	01895 277463 01895250975	rwratten@hillingdon.gov.uk
Hillingdon MASH Team (Multi-Agency Safeguarding Hub) • If concerned about the welfare of a child.	Monday to Friday 9am - 5pm	01895 556633	lbhmash@hillingdon.gov.uk
Out of Hours Emergency Duty Team	Weekends, Bank Holidays and during week 5pm-9am	01895 250111	

Harrow

Harrow Children's Access Team (CAT) • will direct your call as required	Monday to Friday 9am - 5pm	020 8901 2690	
Out of Hours Emergency Duty Team	Weekends, Bank Holidays and during week 5pm-9am	020 84240999	

Brent

Brent Family Front Door • will direct your call as required	Monday to Friday 9am - 5pm	020 89374300	family.frontdoor@brent.gov.uk
Out of Hours Emergency Duty Team	Weekends, Bank Holidays and during week 5pm-9am	02089374300	

Buckinghamshire

Bucks CC First Response Team	Monday to Friday 9am - 5pm	08454600001	
Out of Hours Response Team Contact	Weekends, Bank Holidays and during week 5pm-9am	08454600001	
Local Area Designated Officer (LADO)	Monday to Friday 9am - 5pm	01296382070	secure-lado@buckscc.gcsx.gov.uk

Hertfordshire

Hertfordshire MASH Team (Multi-Agency Safeguarding Hub)	24 Hours	03001234043	protectedreferrals.cs@hertfordshire.gov.uk
Local Area Designated Officer (LADO)	Monday to Friday 9am - 5pm	01992 555420	

Signed on Behalf of the Board of Trustees:

Date: