



## Child Protection and Safeguarding Policy

### Appendix 1 - Additional School Specific Safeguarding Information and Procedures

#### The Telford Park School

Date of publication: September 2023

Review date: September 2024

Designated Safeguard Lead: Mr T.Ward (SENCO)  
Deputy Designated Safeguard Lead: Mrs H.Rigby (Headteacher)  
Deputy Designated Safeguard Lead: Mrs G.Pearson (Administration Assistant)  
Deputy Designated Safeguard Lead: Mr M.Clark (Behaviour Manger)  
Deputy Designated Safeguard Lead: Mrs H.Cornish  
Online Safety Lead: Mr T. Ward  
Designated Teacher for Looked after Children: Mr T.Ward

#### Additional Members of Staff holding DSL Qualification:

Mrs L.Mason (Education Welfare Officer)  
Mrs J.Perry (Head of Year)  
Mr M.Phillips (Head of Year)  
Mrs J.Kerr (Head of Year)  
Mr S.Dolphin (Head of Year)  
Mrs J.Hipkiss (Head of Year)

The following document is to be used alongside the 2023/2024 Child Protection and Safeguarding policy. The document details a unique set of processes and recent actions which help to localise the main policy. Procedural changes have been put in place following guidance and feedback from the following sources:

- Section 5 Ofsted inspection (May 2022)
  - Trust safeguarding audit (June 2022)
  - Three Telford and Wrekin Safeguarding Audits (SeO 2022, Jan 2023, May 2023)
  - Two Ofsted monitoring visits (February 2023, June 2023)
  - Regular cycles of pupil voice (June & July 2022)
- **Key Adults** - All pupils have been allocated 3 key adults to help support them in school. The adults are the pupil's go-to person if they require additional help or want to talk. Two of the key adults are pre-set for the pupil via the school pastoral system. These are the pupils' Head of Year and the Student Support Officer. The third key adult is chosen by the pupil. All pupils have their key adults identified on a 'key adult card'.
- **Reporting concerns** - Systems for reporting safeguarding and bullying concerns are enhanced. Pupils, parents and carers have the ability to report any bullying or safeguarding concerns via a button on the school website. This gives access to an online referral form. Pupils also have access to a pupil friendly app called 'Toot Toot'. Toot Toot allows pupils to use their smartphones to report concerns both in,

and out of school. Bullying and Safeguarding posters are all equipped with QR codes to speed up the reporting process. [Relevant webpages can be found here.](#)

- **End stairwells** - Pupil voice has previously informed us that some pupils felt concerned about the end stairwells when moving between lessons. These areas are well covered by CCTV, but due to the layout of the school they are not covered by teaching staff presence outside classrooms. Throughout the academic year 22/23 these areas were staffed by student support officers during all lesson changeovers. This has made a significant difference to pupil voice feedback. A new one-way system has also changed the direction in which pupils move around the school. Pupils prefer this new system and tell us they feel safer.
- **PE Changing rooms** - Pupil voice informed us that some pupils felt concerned when changing for PE lessons. The school adopted a new changing room policy for 22/23 which can be [found here](#). The policy was designed to increase staff presence and help ensure a consistent approach across the department. Pupil voice tells us that this area of the school is well managed. Incidents within the school changing rooms have reduced.
- **Increased staff access for parents** - In addition to enhanced reporting procedures the school has increased access for all parents and carers via half termly 'drop ins'. The first round of these were completed in June and July 2022. Parents were able to meet with teaching staff on a range of issues or concerns. Drop ins are categorised to ensure appropriate staff presence. There is now a safeguarding presence at all progress evenings.
- **Restructure of Designated Safeguarding Leads** - The safeguarding team was increased for 2022/23. The team is now led by the SENCO and also includes the headteacher of the school. The school have also trained all heads of year as DSL's. This has increased the capacity of the safeguarding team. Heads of year feel empowered to take decisive action when needed.
- **Safeguarding Supervision** - Supervision was enhanced for 2022/23. Formal internal supervision was been increased. The local authority completed external half termly supervision with all members of the safeguarding team. These dates have been diarised for 2023/24. Supervision acts as an opportunity to discuss and evaluate practice.
- **Increased localised vulnerability** - The proportion of pupils on the SEND register (33%) and pupils who are disadvantaged (50%) is significantly higher than the national average. The school have increased the pastoral and learning teams to help support an increased number of vulnerable learners. All pupils have access to a non-teaching, year specific, Student Support officer. The school also employ an Assistant SENCO and Nurture support worker who run internal support rooms (Focus and Thrive). Pupils also have access to a full-time school counsellor and education welfare officer.
- **Dedicated safeguarding curriculum time** - The school's curriculum is designed to ensure pupils cover a range of relevant safeguarding topics. Sex and Relationship Education (SRE), Personal, Social and Health Education (PSHE) have now been combined and pupils receive an hour of PSHRE each week. These lessons are taught by the pupil's form tutor to ensure that the pupils are taught by adults they know and trust. Religious Studies (RS) is taught as stand-alone lesson across all year groups. The curriculum is mapped to ensure pupils have access to a broad range of

relevant topics, including online safety. The school will add to this by buying in external partners to deliver targeted workshops. The St Giles Trust will help to deliver workshops on County Lines and Gangs throughout 23/24.

- **Pupil, Parent and Carer Voice** - Pupil voice will be collected regularly to help leaders **establish** how pupils are feeling within the school. In addition to pupil voice the safeguarding team will conduct safeguarding focus groups to discuss procedures and culture within the school. Focus groups will be organised by key groups to include: Boys, Girls, Disadvantaged, SEND, EAL and CiC.
  
- **Alternative Provision** - The Telford Park School work with alternative provision partners to ensure pupils are given the opportunity to experience a wider range of courses and expertise. Alternative provision partners and nominated DSL's are listed. All partners have a copy of The Telford Park Child Protection and Safeguarding Policy.
  - Brightstar Boxing (Sarah Milner)
  - Crossbar Coaching (Charlotte Wolley)
  - The Crowsmill Centre (Dickon Pitt)
  - Life Shed (Craig Farr)
  - Landau (Kirsty Welch)
  - The Linden Centre (Claire Bowen)
  - School Engagement Programme; House 1 and AFC Telford (Millie Barnley)
  
- **Regular and Targeted Child Protection Training** - All staff receive relevant and targeted child protection training. Training is calendared throughout the year to ensure that staff receive regular briefings and bulletins. The Local Authority will add to internal training with a 90-minute workshop on Child on Child Abuse. The training needs for the school are planned to cater for the local need and are done so in collaboration with the local authority. Topics for 23/24 include: Exploitation, Right wing radicalisation, Deprivation, Transient communities and Domestic abuse and violence. Cleaning and kitchen staff will receive separate Child Protection training by the designated safeguard lead. The Multicultural Development Team will also deliver bespoke training on Racist Bullying in November 2023. This will follow working completed in April 2023 in response to a round of pupil voice in March 2023.
  
- **School Trips** - The Telford Park school will run numerous school trips throughout the year; including residential trips and educational visits abroad. The Educational Visits Coordinator (EVC) is part of the safeguarding team. All trips will be risk assessed on a trip-by-trip basis. Risk assessments will be used alongside the Child-on-Child abuse policy to assess the need for a safeguarding officer to attend the trip.
  
- **School CCTV** - The school have increased the capacity and coverage of school CCTV. All members of the senior leadership team and the school behavioural team have instant access to the CCTV. The footage enables staff to track potential breaches of the school behaviour policy.
  
- **Elective home education (EHE)** - Following the pandemic, there has been a national increase in the number of pupils who have been withdrawn from fulltime education to be educated at home. At the Telford Park School all parents who apply to educate their child electively will be asked to attend a meeting with a member of the Senior

Leadership team. Effort will be made to offer additional graduated responses to help keep the pupil in fulltime education. The designated safeguard lead will risk assess each application and will advise the local authority if there are existing safeguarding concerns. The school will work in partnership with the local authority to ensure pupils returning from EHE will receive support. These transitions will take place without delay and will give the best possible chance of a successful return to mainstream education.

- **Early Help Assessments** - Currently there are a high number of students receiving support through Early Help Support plans. The DSL regularly monitors the progress of students receiving support via EH with a focus on ensuring progress is rapid and if not, escalating those cases to attain greater support for the child via a referral to social care.
  
- **Exploitation** - The Telford Park School is situated within an area of deprivation. Community safeguarding is taken very seriously by the safeguarding team. The school works closely with local police and community support officers to discuss local risks within the area. Gang culture and county lines are regular agenda items. The school make regular Climb referrals (unique programme providing positive activities to young people who may otherwise be drawn into criminal activity). The school also have pupils open to the CATE team (Children Abused Through Exploitation).