

Bede Academy



Safeguarding Delivery Plan

Last review: December 2021
Approval: December 2021
Next review: September 2022

Safeguarding Delivery Plan

Legal responsibilities

Under section 175 of the Education Act 2002 and the 1989 Children Act our responsibility is to protect and safeguard the interests of all children. We recognise that effective child protection work requires sound procedures, good inter-agency co-operation and a workforce that is competent and confident in responding to child protection situations. Child Protection has to be considered within professionals' wider "safeguarding" responsibilities that include a duty to co-operate under the Children Act 2004. Under section 26 of the Counter-Terrorism and Security Act 2015, all academy staff, in the exercise of their functions, are to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

Bede Academy has a single central record containing all of the relevant dated information regarding the staff, governors, volunteers, agency staff, contractors, additional instructors/coaches, etc at Bede Academy. This is kept and held securely by the PA to the Principal.

Policies in place

- Safeguarding and Child Protection
- Health and Safety
- Anti-Bullying
- Racial Equality
- Harassment and Discrimination
- Physical Restraint
- Meeting the needs of students with medical conditions
- First Aid
- Drug and Substance
- Educational Visits
- Intimate Care
- E-Safety
- Security
- Whistleblowing
- Complaints Procedure

Training

The above stated policies are stored on the Q Drive > Bede Academy Policies. All staff have an annual awareness raising/reminder training session regarding Academy Safeguarding policies delivered by the Senior Management Team. In addition, specific sessions devoted to Child Protection and Educational Visits are delivered by the key persons. All new staff receive a catch all training session from the Principal and every term a reminder regarding the 'use of physical restraint policy'. There are Health and Safety Committee representatives from every department; this Committee meets each term for updates, discussion and training.

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Policy	Actions	Evidence	Key Staff	Monitoring /evaluation
Safeguarding and Child Protection	Policy written, disseminated and available on Q drive There are two Designated Safeguarding leads at Bede North and three at Bede South. Principals are trained and qualified regarding Safer Recruitment. Single Central Record kept up to date	Minutes of Child Protection case conferences. Records of Principal's findings regarding complaints against staff. Up to date central record.	Mr Smith Mrs Normanton Mrs Groom	Termly report to Principal Governors
Health and Safety	Policy written, disseminated and available on Q drive. Termly Committee meetings. Regular Principal/Facilities Manager tour of the buildings and grounds.	Minutes of Health and Safety.	Mrs Normanton Mrs Attley	Termly Committee report to Governors
Anti-Bullying	Policy written, disseminated and available on Q drive Information to students via Lecture programme, Assemblies, Tutor Reflections and lessons, especially during Anti-Bullying Week. Mentor support.	Final Warnings and Expulsions enacted by the Principal for assaults on students by students Mentor support notes.	Mrs Normanton	Pastoral Report to Governors
Racist Abuse	Policy written, disseminated and available on Q drive Final Warnings issued to students for verbal assault on staff and students Records on pastoral files.	Records on pastoral files. Any record of racist abuse sent to NCC. Record of final warnings.	Mrs Normanton	Pastoral Report to Governors
Harassment and discrimination	Policy written, disseminated and available on Q drive. Records of complaints and how they have been answered.	Records on pastoral files. Bede Academy sanctions as required.	Mrs Normanton	Principal update
Physical Restraint	Policy written, disseminated and available on Q drive. Staff training.	Staff training.	Mrs Normanton	CPD records
Supporting students with medical conditions	Policy written, disseminated and available on Q drive.	Accident Book. Dated staff medical training qualifications.	Mrs Watson Mrs Normanton	Update to Principal

	Information from Parents, NHS and GPs regarding medical needs of students. Medical records. Teacher medical files and central medical file.	Staff and central medical files – students with medical needs. Termly First Aid meeting minutes.		
First Aid	Policy written, disseminated and available on Q drive Medical records. Accident Book. Dated staff medical training qualifications. Teacher medical files and central medical file..	Accident Book. Dated staff medical training qualifications. Staff and central medical files – students with medical needs. Termly First Aid meeting minutes.	Mrs Watson	Pastoral Report to Governors
Drug and substance misuse	Policy written, disseminated and available on Q drive Information to students via Lecture programme, Assemblies, Science lessons and Tutor Reflections.	Final Warnings from Principal for smoking. Permanent Exclusion by Principal for carrying drugs.	Mrs Normanton	ibid
Educational visits	Policy written, disseminated and available on Q drive Documentation to be completed by all staff for Educational visits – including session long sports matches.	Documentation to be completed by all staff for Educational visits – including session long sports matches.	Mrs Normanton	ibid
Intimate care	Policy written, disseminated and available on Q drive Training Log for staff regarding lifting.		Mrs Harding	CPD records
E-Safety	Policy written, disseminated and available on Q drive Record of final warnings for breach of the Internet safety policy Record of internet sites that are available to students and staff – i.e. unblocked.	Record of internet sites that are available to students and staff – i.e. unblocked. Final warnings for breach of E-safety policy	Mr Smith	Pastoral Report to Governors
Security	Policy written, disseminated and available on Q drive Academy sign in and out books for staff, and students. Record of student exeat.	After hours security team patrols and check point clock in records. In Academy hours First Call patrol.	Mrs Normanton	Termly Report to Governors

	<p>CCTV 1 week recording. Maintenance of Academy magnetic locking systems. Academy sign in and issuing of a pass system. Academy Uniform Policy. Maintenance of gates and perimeters. After hours security team patrols and check point clock in records. In Academy hours First Call patrol.</p>	<p>Academy sign in and out books for staff, and students. Record of student exeats. All staff clearly identified by Staff Badges.</p>		
Complaints Procedure	<p>Policy written, disseminated and available on Q drive Log of Complaints made available. Principal's Interview notes available. Copies of all answers to complaints available.</p>	<p>Log of Complaints made available. Principal's Interview notes available. Copies of all answers to complaints available.</p>	<p>Mr Thelwell Mrs Harding</p>	<p>Principal's Report to Governors</p>
Single Central Record	<p>The Single Central record is held securely by Human Resources, the PA's to the Principal's All qualifications, references and DBS certificates are recorded, with dates.</p>	<p>Single Central Record</p>	<p>Mr Thelwell Mrs Harding Mrs Groom Mrs Parkin Mrs Courtney</p>	<p>Continuous update and Termly Governor scrutiny</p>
Whistleblowing Policy	<p>Policy written, disseminated and available on Q drive Confidential records of concerns raised with the Principal. Actions under the Academy Complaints procedure – see above.</p>	<p>Confidential records</p>	<p>Mr Thelwell Mrs Harding</p>	<p>Termly Report to Principal</p>

Key Staff

ATH	Mr A Thelwell, Principal (Secondary)
BHA	Mrs B Harding, Principal (Primary), Designated Safeguarding Officer
JNO	Mrs J Normanton, Vice Principal (Ethos and Pastoral)
LPA	Mrs L Parkin, PA to the Principal (Secondary)
NCO	Mrs N Courtney, PA to the Principal (Primary)
PSM	Mr P Smith, Assistant Vice Principal (Welfare) Designated Safeguarding Lead
HCO	Mrs H Cooper, Assistant Vice Principal (SENDCO)
HWA	Mrs H Watson, Medical Support co-ordinator
RAY	Mrs R Attley, Health and Safety Co-ordinator
KGR	Mr K Griffiths, Network Manager
PCO	Mrs P Cox, Safeguarding Governor

Health and Safety Committee

Mrs Normanton	Health and Safety Lead
Mrs R Attley	Science
Mr M Davies	Engineering
Mr Hutchinson	English
Mrs B Harding	Primary Years
Mr D Sword	Reprographics / AV
Miss S Leask	Art
Mrs Senior	Music
Miss L Street	Sport
Mrs G Brown	Attendance Officer (Primary)
Mr J Shackleton	Humanities
Mr A Sutton	Mathematics
Tbc	MFL
Mrs J Taylor	Business and ICT
Mr D Williams	PTE
Mr M Bridges	Business and Finance Manager