

Bede Academy



Safeguarding Delivery Plan

Last review: November 2022
Approval: November 2022
Next review: September 2023

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 in Teams – "All Staff" – Policies. All staff have an annual awareness raising/reminder training session regarding academy Safeguarding policies delivered by the DSL. 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 DSL 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 Teams There are six Designated Safeguarding leads at Bede North and three at Bede South. Principals and other senior staff 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 Teams Information to students via Lecture programme, Assemblies, Tutor Reflections and lessons, especially during Anti-Bullying Week. Mentor support.	Final Warnings and Suspensions 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 Teams 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 Teams 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 Teams Staff training.	Staff training.	Mrs Normanton	CPD records

Supporting students with medical conditions	Policy written, disseminated and available on Teams Information from Parents, NHS and GPs regarding medical needs of students. Medical records. 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 Parkin Mrs Normanton	Update to Principal
First Aid	Policy written, disseminated and available on Teams. 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 Parkin	Pastoral Report to Governors
Drug and substance misuse	Policy written, disseminated and available on Teams 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 Teams 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 Teams Training Log for staff regarding lifting.		Mr Cochrane	CPD records
E-Safety	Policy written, disseminated and available on Teams 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	<p>Policy written, disseminated and available on Teams</p> <p>Academy sign in and out books for staff, and students.</p> <p>Record of student exeats.</p> <p>CCTV 1 week recording.</p> <p>Maintenence of Academy magnetic locking systems.</p> <p>Academy sign in and issuing of a pass system.</p> <p>Academy Uniform Policy.</p> <p>Maintenance of gates and perimeters.</p> <p>After hours security team patrols and check point clock in records.</p> <p>In Academy hours First Call patrol.</p>	<p>After hours security team patrols and check point clock in records.</p> <p>In Academy hours First Call patrol.</p> <p>Academy sign in and out books for staff, and students.</p> <p>Record of student exeats.</p> <p>All staff clearly identified by Staff Badges.</p>	Mrs Normanton	Termly Report to Governors
Complaints Procedure	<p>Policy written, disseminated and available on Teams</p> <p>Log of Complaints made available.</p> <p>Principal's Interview notes available.</p> <p>Copies of all answers to complaints available.</p>	<p>Log of Complaints made available.</p> <p>Principal's Interview notes available.</p> <p>Copies of all answers to complaints available.</p>	Mr Thelwell Mr Cochrane	Principal's Report to Governors
Single Central Record	<p>The Single Central record is held electronically securely by Human Resources, the PA to the Principal</p> <p>All qualifications, references and DBS certificates are recorded, with dates.</p>	Single Central Record	Mr Thelwell Mr Cochrane Mrs Groom Mrs Parkin	Continuous update and Termly Governor scrutiny
Whistleblowing Policy	<p>Policy written, disseminated and available on Teams</p> <p>Confidential records of concerns raised with the Principal.</p> <p>Actions under the Academy Complaints procedure – see above.</p>	Confidential records	Mr Thelwell Mr Cochrane	Termly Report to Principal

Key Staff

ATH	Mr A Thelwell, Principal (Secondary)
JCO	Mr J Cochrane, Head of Primary, Designated Safeguarding Officer
JNO	Mrs J Normanton, Vice Principal (Ethos and Pastoral)
LPA	Mrs L Parkin, PA to the Principal (Secondary)/First Aid
PSM	Mr P Smith, Assistant Vice Principal (Welfare) Designated Safeguarding Lead
HCO	Mrs H Cooper, Assistant Vice Principal (SEND/CO)
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 Cochrane	Primary Years
Mr Jennings	Reprographics / AV
Miss S Leask	Art
Mrs Saul	Music
Miss L Street	Sport
Mr J Shackleton	Humanities
Mr A Sutton	Mathematics