

Alternative Provision

A small proportion of our students access alternative provision off the school site. In these instances, the school researches, selects and commissions the services of a range of providers to ensure the varying needs, interests and aspirations of our students are met. Providers must satisfy rigorous due diligence checks before they are accepted by the school. This includes quality assurance checks of their practice and procedures for safeguarding and health & safety.

Site Security

We take the security of the site at Little Lever School very seriously. The entire site is protected by security fencing, controlled by magnetic locking doors with CCTV cameras focused on the entrances. We also have 106 CCTV cameras which digitally record what happens in key areas of school to protect students and staff. Attendance registers are taken on SIMS during morning registration, in every lesson and during form time in the afternoon to ensure that we know where students are at any given time. Any visitors must sign in at reception and all must be given a visitors' pass, providing they meet the visitor criteria. We do not let students out of school at social times so that we can guarantee their safety within the grounds of the school. Any workers on site must also meet the safeguarding criteria to be able to gain access to school.

How to contact us?

Telephone: 01204 333300

Email: info@litle-lever.bolton.sch.uk

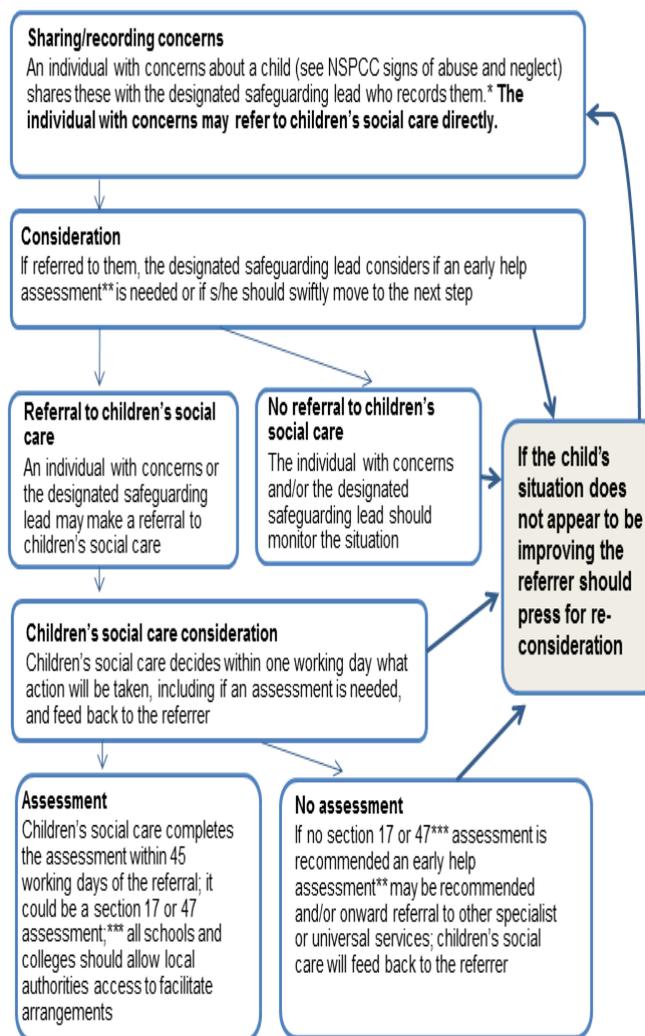
Fax: 01204 333307



Action when a child has suffered or is likely to suffer harm

This diagram illustrates what action should be taken and who should take it when there are concerns about a child. If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately.

Anybody can make a referral.



* In cases which also involve an allegation of abuse against a staff member, see part four of this guidance which explains action the school or college should take in respect of the staff member

** Where a child and family would benefit from coordinated support from more than one agency (eg, education, health, housing, police) there should be an inter-agency assessment. These assessments should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989. The early help assessment should be undertaken by a lead professional who could be a teacher, special educational needs coordinator, General Practitioner (GP), family support worker, and/or health visitor.

*** Where there are more complex needs, help may be provided under section 17 of the Children Act 1989 (children in need). Where there are child protection concerns local authority services must make enquiries and decide if any action must be taken under section 47 of the Children Act 1989.

Little Lever School

learning together, achieving together



Keeping children safe at Little Lever School

“It could happen here”

Everybody who comes into contact with children and their families has a role to play in safeguarding children, which is of paramount importance at Little Lever School. Staff in school are in a position to identify concerns early and provide help for children, in order to prevent concerns from escalating. The purpose of this leaflet is to make sure that any adults who either work or visit our school are fully informed of how they might assist in the safeguarding of our students, in line with the guidance included in the *Keeping children safe in education* document, issued in April of 2014 by the DfE.



The Respect Charter

The ethos of our school is underpinned by the Respect Charter, which was devised by members of the Student Leadership Committee (SLC), in consultation with staff and introduced in September 2011. In accordance with the Respect Charter, students and staff are expected to treat other people and the school environment with respect and to look out for their safety and wellbeing. Its principles are as follows:

- We treat everybody with **RESPECT**
- We treat our school environment and community with **RESPECT**
- We are **RESPONSIBLE** for our learning and the learning of others
- We are **RESPONSIBLE** for our behaviour and how it impacts on others
- We **CELEBRATE** our **ACHIEVEMENTS** and the achievements of others.
- We are **PROUD, INDEPENDENT** life-long learners.

Child Protection

The designated safeguarding lead for Child Protection in school is **Mr Andrew Cook**. If staff members have concerns about a child they should raise these with Mr Cook. This also includes situations of abuse which may involve staff members. The safeguarding lead will usually decide whether to make a referral to children’s social care, but it is important to note that any staff member can refer their concerns to children’s social care directly. Telephone numbers for these services are available from the office and displayed in the staff room.



All staff in school are made aware of the signs of abuse and neglect during their induction process and through regular safeguarding training so that they are able to identify cases of children who may be in need of help or protection. Staff members working with children are advised to maintain an attitude of ‘it could happen here’ where safeguarding is concerned. All staff have also received training on female genital mutilation (FGM), honour based violence and forced marriage. When concerned about the welfare of a child, staff members should always act in the interests of the child. There are various expert sources of advice on the signs of abuse and neglect but one particularly useful source of advice is provided on the NSPCC website at <http://www.nspcc.org.uk/>.

Safer Recruitment

It is vital that schools and colleges create a culture of safe recruitment and so we adopt recruitment procedures that help deter, reject or identify people who might harm children. Interview panels at Little Lever School always include staff who have completed safer recruitment training and the school’s single central record keeps information on all employees based on checks and evidence including: criminal record checks (DBS checks), barred list checks and prohibition checks¹⁸ together with references and interview information.



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Safety

Pupils are taught to use ICT safely and responsibly in both Computing and PSHE lessons and across the curriculum where appropriate. Pupils are encouraged to have respect for others online, through the delivery of the school curriculum and the promotion of the ‘Keep IT Positive’ campaign which was devised by the SLC to promote only positive use of social media and to discourage cyber-bullying. The school takes clear action to prevent cyber-bullying and inappropriate use of ICT by pupils. There are clear consequences and re-education for pupils who choose to misuse ICT in school or to harm others within the school community. The school