

BHS Safeguarding and Child Protection Policy

1. Purpose

Beaufort House School is committed to safeguarding and promoting the welfare of every child. Safeguarding is everyone's responsibility. This policy sets out how BHS will prevent harm, identify concerns, respond appropriately, work with other agencies, support children, and maintain a culture in which safeguarding is taken seriously by all staff, leaders and proprietors. KCSIE 2025 states that safeguarding and promoting the welfare of children includes protecting children from maltreatment, preventing impairment of health or development, ensuring safe and effective care, and taking action to enable all children to have the best outcomes.

2. Scope

This policy applies to:

- all pupils
- all teaching and non teaching staff
- the proprietor
- contractors and visitors where relevant
- volunteers
- supply staff
- Before school, after school, lunch, off site and trip contexts
- online and offline safeguarding concerns

This policy should be read alongside:

- Staff Code of Conduct
- Low Level Concerns / Allegations Against Staff policy
- Behaviour Policy
- Anti Bullying Policy
- Online Safety Policy
- Safer Recruitment Policy
- Attendance / CME procedure
- Medical / first aid / intimate care documentation

3. Core safeguarding principles

BHS will operate on the basis that:

- the welfare of the child is paramount

- safeguarding is everyone's responsibility
- all staff should maintain a child centred approach
- early help matters
- concerns must be acted on, not normalised or delayed
- accurate record keeping matters
- children must be listened to and taken seriously
- safeguarding concerns may arise both inside and outside school, including online

These principles are consistent with KCSIE 2025 and Working Together to Safeguard Children 2023.

4. Roles and responsibilities

Proprietor / Headteacher

The proprietor remains ultimately accountable for ensuring that safeguarding arrangements are effective, policies are in place, safer recruitment is followed, and the independent school standards are met consistently. KCSIE 2025 places safeguarding oversight responsibilities on governing bodies and proprietors.

Designated Safeguarding Lead

At BHS, the Lead Guide will act as the Designated Safeguarding Lead (DSL) and also as the named EYFS lead within Spark.

The DSL will:

- manage referrals
- advise and support staff
- oversee child protection records
- liaise with local authority children's social care, the police, the LADO and other agencies as required
- raise safeguarding awareness
- ensure staff understand safeguarding systems and procedures
- help promote educational outcomes for children with safeguarding needs

These functions reflect Annex C of KCSIE 2025.

Deputy DSL

The Assistant Guide role is intended to act as Deputy DSL. Any deputy must be trained to the same standard as the DSL, the role must be explicit in the job description, and the DSL's ultimate lead responsibility cannot be delegated away.

All staff

All staff must:

- read and understand Part One of KCSIE 2025, or Annex A where appropriate for staff not working directly with children
- know the identity of the DSL and any deputies
- know how to report concerns
- understand the school's child protection policy and related procedures
- receive safeguarding and child protection induction and regular updates

5. What staff should do if concerned

Any staff member who has a concern about a child's welfare, safety or wellbeing must:

1. act promptly
2. record the concern factually
3. pass it to the DSL or deputy DSL without delay
4. escalate further if they believe appropriate action is not being taken

Staff must not:

- investigate in place of the DSL
- promise confidentiality to a child
- minimise, delay or reframe a concern as merely behavioural when safeguarding may be involved

6. Early help and referral

BHS will act early where a child may benefit from support before statutory thresholds are met. Where the child may be suffering or likely to suffer significant harm, BHS will make or support an immediate referral to children's social care and, where appropriate, the police.

7. Types of abuse and neglect

Staff should be alert to:

- physical abuse
- emotional abuse
- sexual abuse
- neglect
- Child on child abuse
- child sexual exploitation
- child criminal exploitation
- domestic abuse in the home

- serious violence
- online abuse
- harmful sexual behaviour
- mental health concerns where they may be indicators of safeguarding risk
- extremism and radicalisation
- children absent from education / children missing education

8. Child on child abuse

BHS takes a zero tolerance approach to abuse by one child against another child. It will never be dismissed as banter, growing up, or boys being boys.

The child protection policy must include:

- procedures to minimise the risk of child on child abuse
- systems for children to report concerns confidently
- how allegations will be recorded, investigated and dealt with
- how victims, alleged perpetrators and other affected children will be supported
- recognition that such abuse may be happening even where not reported

9. Online safety, filtering and monitoring

Online safety is part of safeguarding. BHS will reflect its online safety approach in child protection arrangements and will ensure that filtering and monitoring on school devices and networks are considered, assigned, reviewed and proportionate.

BHS will maintain:

- a linked Online Safety Policy
- filtering and monitoring oversight
- clear staff expectations for device and platform use
- response procedures for online harm, image sharing, cyberbullying and online sexual abuse concerns

10. Children missing education and attendance linked safeguarding

BHS recognises that children absent from education for prolonged periods or on repeated occasions may be at increased risk of harm. Attendance and safeguarding are therefore linked.

The school will:

- follow up unexplained absence promptly
- escalate where absence raises welfare concerns
- maintain lawful registers

- notify the local authority where required
- avoid informal or unlawful deletion from roll

11. Record keeping

Safeguarding records must be:

- factual
- timely
- confidential
- secure
- separate from the main pupil file where appropriate
- capable of showing what was reported, what was done, by whom, and with what outcome

12. Safeguarding files and transfer

Where a child leaves BHS, the DSL will ensure that the child protection file is transferred securely and separately from the main pupil file, and that receipt is confirmed. This will happen as soon as possible and within five days for an in-year transfer or within the first five days of a new term.

13. Staff conduct, low level concerns and allegations against staff

This policy sits alongside:

- Staff Code of Conduct
- Low Level Concerns / Allegations Against Staff policy
- Whistleblowing Policy

BHS will:

- require staff to report concerns about adults working with children
- distinguish harm threshold allegations from low level concerns
- record concerns in writing
- involve the headteacher/proprietor and LADO appropriately
- notify employers of contractors/supply staff where relevant patterns arise

14. Safer recruitment and visitors

Safeguarding does not begin after appointment; it begins in recruitment. BHS will operate safer recruitment, maintain an SCR, and apply visitor controls proportionate to role and risk. KCSIE 2025 covers pre-appointment checks, regulated activity, ongoing safeguarding, contractors and visitors.

This policy cross refers to the separate Safer Recruitment Policy and Visitor Policy.

15. Training and induction

All staff will receive safeguarding and child protection induction, including:

- this policy
- the identity of the DSL and any deputies
- the staff code of conduct
- the behaviour policy
- attendance / absent child safeguarding expectations
- Online safety expectations
- the low level concerns / allegations route
- Part One of KCSIE 2025, or Annex A where appropriate

16. Policy review and publication

This child protection policy will be reviewed at least annually, and procedures and implementation will be updated and reviewed regularly. It will be available publicly, and parents will be informed that referrals about suspected abuse or neglect may be made and that the school has a safeguarding role in doing so. KCSIE 2025 says the DSL should ensure the policy is reviewed annually and publicly available, and Part 6 of the ISS requires particulars of safeguarding arrangements to be published on the website or provided on request if there is no website.