

“When we are no longer able to change a situation, we are challenged to change ourselves.”

Viktor Frankl



Barley Lane School

Ready, Respectful, Safe.



September 2023

Please continue to be aware there is already comprehensive school guidance on the school website related to child protection and safeguarding, code of conduct and all other policies - www.barleylaneschool.org.uk

Child Protection and Safeguarding

NEVER LEAVE A CHILD UNATTENDED AT ANY TIME DURING THE DAY – IF YOU NEED SOME HELP PLEASE GET SOME. IF IN DOUBT THAT MEANS YOU!

All children referred to third party alternative provision have an EHCP plan and so the notion of risk is ever present and on a continuum. All up to date RA must be shared; in addition to the schools practical guidance on Child protection and Safeguarding and E-Safety. All policies can be found at and **MUST** be accessed or indeed adopted as their own policy by providers of third party alternative provision (mentoring services) and in house tutors.

www.barleylaneschool.org.uk

Contained within child protection and safeguarding policies is further and pertinent guidance about online safety or E-Safety. (More later...)

djones@barleylane.devon.sch.uk – Deputy Designated Safeguarding Lead (DDSL) – 07848 457025
vickisessions@barleylane.devon.sch.uk – Deputy Designated Safeguarding Lead (DDSL) – 07860 846270
cmoore@barleylane.devon.sch.uk – Deputy Designated Safeguarding Lead (DDSL) – 07436 104050
hkidney@barleylane.devon.sch.uk – Designated Safeguarding Lead (DSL) 07848 028342

Phone, Text or email – no excuses and persist, persist, persist in trying if no immediate reply.

Child protection, safeguarding and E - safety across the continuum of risk is deliberately privileged at the beginning of this document as it is central to our work. Please understand that whilst learning progress and key measures at KS2 and KS4, personal and social development remain a priority for us also, that the pupils' safety, happiness and well -being and that they feel well cared for will always be at the forefront of our practice. It is reasonable for us to remind you that as commissioners of your service, we are referring other people's children into your care, (despite us being ultimately responsible) and that the children should be cared for as if they are your own or that of a family member. It is the least that they and their parents deserve and is a significant element of our culture and value system and so together we need to do our utmost to keep them safe and happy. Risk assessments for each pupil will be sent via email and contain highly confidential information and should be handled with extreme care.

The school position is clear on E-Safety - given the risks that surround use of mobile technology, and that is that pupils in our care and therefore in the care of all of our partner alternative providers and tutors once referred should not have access to mobile technology of any kind or whilst on AP or tutoring – internet use for research on an establishment computer complete with necessary firewalls and filters and should be monitored robustly is an acceptable use. Please refer to the schools safeguarding policy 2023 - 24 - www.barleylaneschool.org.uk/policies

Any disclosure or sharing of any kind should be shared immediately with the school (specifically the DSL or their deputies) and any inappropriate conversation should be avoided or navigated with the highest level of professionalism and integrity; never encouraged or developed in order to build or strengthen a relationship for example. If you become concerned about a child's welfare – talk to parents and carers immediately (and if appropriate to) then use your training

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and experience in conjunction with the guidance on the schools safeguarding policy 2023-24 – www.barleylaneschool.org.uk/policies

You **MUST** inform us if out of necessity and prior to any decision of the need to end a session early due to emerging and significant risk to both child and mentor. Key contacts of the school should be informed and further provision if necessary made by the school. **NEVER** take a child home between the agreed hours of 09:30 – and 14:30pm without consulting with the school first.

As we continue to develop our partnership and practice please take any opportunity that the school offers in attending in house child protection and safeguarding training if only to reinforce your existing training and to promote best practice and collaborative working.

Learning and teaching

Once a referral has been made I urge you to remain in a professional dialogue with specialist teachers on a weekly basis to ensure core academic learning and progress can be made. It is the schools responsibility to provide work and in the event that this hasn't happened then please act and be proactive and seek to engage with colleagues about setting, completing, marking and assessment.

Please SUSTAIN your dialogue with our teachers whose contacts are below to request complete and return pupils work.

PLEASE ENSURE THAT YOU ARE WORKING TOWARDS THE NCFE LEVEL 1 AND /OR FUNCTIONAL SKILLS in both English and Maths unless asked otherwise for e.g entry level or GCSE.

Evaluation will be an important part of the referral process and review of personal development and employability skills on an end of term basis and final end of year review will be necessary.

We reasonably expect full disclosure from the alternative providers who should be registered with the DFE. If information becomes apparent that AP is operating outside of those clear guidelines, then the working relationship will end immediately.

Extra-Curricular offer

Please ensure that if participating in adventurous activities or activities classed as 'in scope' with pupils that we have referred, that you have explored whether you need to be registered for AALA Licensing at the HSE website. For more information please visit - <http://www.hse.gov.uk/aala/>

Such activities that require an AALA licence include;

- Kayaking on tidal waters or in waters that are beyond 50m from an embankment
- Rock climbing (outside) and natural faces including bouldering and abseiling
- Outdoor caving
- Moorland walking, beyond 30 minutes from civilisation, or a main road, or human contact.
- Certain mountain biking activities
- Coasteering (Cliff jumping into the sea)

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Activities that promote PE or PSHE are encouraged but please be mindful of the following example;

Licensing only applies to those who offer activities to young people under the age of 18 years and who operate in a commercial manner. Generally, licensing only applies to these activities when they are done in remote or isolated places. For example, climbing on natural terrain requires a licence but climbing on a purpose-built climbing wall does not but is regarded as an adventurous activity and therefore be delivered by suitably qualified personal and risk assessed.

Please see a more developed but not exhaustive list of other licensable activities at - <http://www.hse.gov.uk/aala/public-information.htm>

Please only provide Category (A) activities to our pupils unless the trip leader can provide evidence of suitable qualifications prior to any trip commencing that demonstrates that they are competent adults who can provide appropriate supervision. Attached is a document which gives some EXAMPLES of categorised activities (page 10). You must not lead a climbing activity, mountain biking etc in the absence of qualifications and prior consultation with the school.

Lone working (Safeguarding)

Best practice when lone working and travelling means that pupils must sit in the back of the vehicle. Our guidance or advice on this would remain that children should sit in the back of the car where lone working necessary. This keeps both adult and pupil safe or safer. Again more comprehensive guidance can be found on the school website.

Staff/pupil relationships and safeguarding

The school provides advice to staff regarding their personal online activity and has strict rules regarding online contact and electronic communication with pupils. Staff found to be in breach of these rules may be subject to disciplinary action or child protection investigation our code of conduct is clear:

Be committed but separate: keep the boundaries absolutely, emphatically clear. Yours is a professional commitment and compassion confined solely to your professional duties in school. Never engage with children beyond or outside them. No child must ever see you as something more. Your relationship with families too must be positive but never close or over familiar and a professional distance must be maintained: never socialise or engage or interact with children or their families beyond school in any way including the multiplicity and diversity of technology, the internet, mobile telephones.....

As an example, never buy a SIM card or any gift for a pupil who requests one. E-Safety a significant concern for schools and so to facilitate access to a mobile phone on behalf of the child a significant concern for us.

Clear professional boundaries are fundamental in our work with the children and relationship building of any kind relies upon formality and distance being maintained within our entire practise. ‘Seek advice, never allow a benign mistake look malign’ by failing to be transparent, open and honest....the work is complex and challenging and we all can make mistakes and it is far safer to share them immediately than to lack insight or be defensive if challenged.

Critical to the above and what will follow over time and always applied to child protection and safeguarding is that not only a ‘procedure’ is followed in keeping a child or the children safe, but a sensible and effective conclusion is seen

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through to the end by the person directly involved from start to finish and that they have then TAKEN ACTION to make an individual immediately safe; as the only timescale we can work with in child protection and safeguarding is the present one.

Speak to parents and carers promptly and without fear around a concern of any kind; in the unlikely absence of being able to do that send a text to them about a concern, alternatively and preferably in the absence of being able to speak to a parent or carer seek out the protective factor that may surround them such as a social worker, duty social care team or M.A.S.H., police, NSPCC. Contact the Designated Safeguarding Lead (DSL) at the school – The Head teacher David Jones if necessary –

07848 457025 and by no later than 4 pm.

Procedure and protocols have their place but only in the context of a safety-first approach of ACTION and sharing sufficient in keeping the child safe where risks of greater harm shout loud for ACTION to be taken immediately, as an email about a concern after hours and at the end of the week provides an opportunity to be missed and the risk still an active one. Always apply the notion;

“What you would want for your own child?”

Safeguarding (Cont...)

PLEASE, BEFORE YOU LEAVE A YOUNG PERSONS PROPERTY IN THE MORNING AND AFTER RETURNING THEM SAFELY IN THE AFTERNOON.....

Confirm with safeguarding officer Helen Kidney at your earliest convenience and **no later than 9:30am and 3:30pm** the attendance or non-attendance of pupils accessing your provision on a daily basis and their safe return home as well.

Helen Kidney - 07848 028342

Lee Davis – 07436 104121

It cannot be assumed that the child is safely in your care and so please from now on build into your daily routine to send the text or make the call **prior to leaving pupils home address** if picking up from home and **confirm safe return at the end of the day ensuring hand over made to parent or appropriate known adult.**

Any unexplained or unconfirmed absence could potentially be catastrophic and so to protect their welfare and safety always apply the notion of providing the care and rigour that you would expect for your own child or loved one.

Any return to a pupil address prior to 3pm to be discussed and in consultation with school who will make necessary arrangement with parents or carers.

Please always remember that accessing the school’s website and resources on such matters is critical in understanding and promoting best practice and strengthening our collaborative partnerships.

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Please also remember that CP and safeguarding can at times be too 'procedural' and that if appropriate you should share immediately any concerns with parent or carer to make child safe and then immediately make contact with the school. Emails are helpful and important, but only after all efforts have been made to confirm safety of child has been achieved.

How can you be sure an email or text has been promptly read for example?

Call and speak to any of the people below; our website has other numbers also. Any member of staff can be contacted in an emergency for example.

Trip Leaders/mentors

please confirm that you have or will make clear to any other professionals/staff that the trip involves or engages with a simple and clear protocol where SEMH risks are known and the importance of your own staff leading and providing guidance if there are emerging risks and challenges in order to avoid escalatory and well intended but unhelpful interventions from staff unskilled in SEMH work, Eg a trip to the aquarium for example.

Please alert staff at any educational venues or any establishment you visit of risks children can present and share your number and make clear you will lead in any intervention if risks emerge around pupils.

Dynamically risk assess according to venue; an empty Dartmoor different to a busy Creaky.

Remember too it is critical student nature, mix and staffing carefully considered and risk managed before you leave; use phone text or email to share, use team to reflect and plan as we are stronger and safer together.

Name:..... Organisation:.....

DFE Registration Number.....N/A.....

Is/Is not (**please circle as appropriate**) registered with DFE as we do not provide full time education to 5 or more pupils and at any given time. We have explored whether DFE registration is necessary when working with a looked after child or a child with Special education needs or has an Education Health and Care plan.

Signed:..... Date:.....

Key contacts in case of emergency

David Jones (Head teacher, Designated safeguarding lead) 07848 457025

Helen Kidney (Deputy Designated Safeguarding Lead) – 07848 028342

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Vicki Sessions (Deputy Head teacher, Deputy Designated Safeguarding Lead) – 07860 846270

Carl Moore – (Behaviour Manager KS3 and 4) – 07436 104050

Key learning contacts:

Annual review – Sharon ball

Mathematics and learning progress - Ben Wells/Will Norton

English progress - Sinead Hearn

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