

Child Protection and Safeguarding Policy Addendum

This addendum covers our safeguarding procedures in place to safeguarding pupils that attend our after-school club from neighbouring schools.

In line with our school's child protection and safeguarding policy, we adopt the Downsell approach for all pupils that visit our school site – 'it could happen here' and 'it's everyone's responsibility.' Our overall child protection and safeguarding procedures remain the same for our pupils and pupils from neighbouring schools in our care.

In addition to our current procedures the following are in place for this particular group of pupils:

1. Two members of Downsell staff collect children from neighbouring school(s). These members of staff will wear their Downsell ID badge. A travel risk assessment for the walk is in place and this will be revised where necessary. The neighbouring school and / or parent / carer will inform Downsell staff of any pupil absences.
2. On arrival at Downsell, the children are registered. They are signed out when they leave by the collecting adult.
3. All staff are expected to continue to adopt the approach of 'it could happen here' and 'it's everyone's responsibility', ensuring the report any concerns regarding visiting pupils via the same safeguarding channels – reporting on CPOMS / safeguarding form and then referring to DSL (if on site) and / or DDSL.
4. There is a Deputy Designated Safeguarding Lead on site, Mrs Karen Hodges, that oversees the after-school provision. If the DSL or Headteacher are not on site the DDSL will take the lead regarding safeguarding concerns and any escalations. This will always be done in consultation with the Headteacher or DSL, who are available via the telephone if not on site.
5. If a referral is made, Downsell Primary will also inform the neighbouring school (this may be during their school office hours or the next morning).
6. Downsell Primary maintains up to date records for all children – including at least two contact telephone numbers for each pupil.
7. Downsell Primary communicates with the neighbouring school regarding any safeguarding issues that we need to be aware of such as parent / care bail conditions, prohibited steps order etc. The neighbouring school is also responsible for ensuring that any up-to-date collection information is shared immediately.