BRIGHTFIELD
ACADEMY

Child Protection & Safeguarding Policy

N. Larcombe

March 2026

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1. Policy Introduction

Purpose and Aim

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Brightfield Academy is committed to safeguarding and promoting the welfare of all children and young people. We recognise our responsibility to create and maintain a safe, nurturing and protective environment in which every learner can thrive.

As an Alternative Provision, Brightfield Academy works with children and young people who may have experienced barriers to education, adverse childhood experiences, social, emotional and mental health difficulties, special educational needs and disabilities, school avoidance, disrupted educational histories or other vulnerabilities. We therefore recognise that safeguarding is fundamental to every aspect of our provision.

The purpose of this policy is to:

- Protect children and young people from harm.
- Promote their welfare and wellbeing.
- Ensure that all staff, volunteers and adults understand their safeguarding responsibilities.
- Establish clear procedures for recognising, responding to, recording and reporting safeguarding concerns.
- Support a culture where safeguarding is everyone's responsibility.
- Ensure compliance with relevant legislation, statutory guidance and local safeguarding procedures.

Safeguarding is embedded throughout Brightfield Academy's culture, policies, practices and decision-making processes.

Policy Statement

At Brightfield Academy, we believe that every child and young person has the right to feel safe, valued, respected and included. Our ethos is built upon the principles of:

Inclusion

Choice

Growth

We are committed to creating a culture where positive relationships, clear expectations, safeguarding, wellbeing and individual development are embedded in everyday practice. We recognise that many learners may have experienced barriers to education, adverse experiences, trauma, anxiety or additional needs, and we strive to respond with understanding, consistency and appropriate support.

Through a child-centred, trauma-informed and restorative approach, we aim to foster confidence, resilience, independence and positive outcomes for all learners.

Responsibility and Review
Overall responsibility for this policy rests with the Directors of Brightfield Academy.

Designated Safeguarding Lead (DSL):
Kathleen Larcombe
07545123930
dsl@brightfieldacademy.co.uk
Deputy Designated Safeguarding Lead (DDSL):
Nik Larcombe
07395111919
nik@brightfieldacademy.co.uk
Policy Owner:
The Directors, Brightfield Academy
Date Approved: March 2026
Review Date: September 2026
This policy will be reviewed annually, or sooner where changes in legislation, guidance, local procedures or organisational practice make this necessary

2. Scope of this Policy
This policy applies to:
• All employees.
• Volunteers.
• Directors and Trustees (where applicable).
• Contractors.
• Agency staff.
• Visitors.
• Students on placement.
• External professionals working within the provision.
This policy applies whenever adults are acting on behalf of Brightfield Academy, whether on-site, off-site, online, during educational activities, visits, transport arrangements or any activity involving learners.
All adults working with learners have a duty to safeguard and promote their welfare.

3. Safeguarding Statement
Safeguarding is everyone's responsibility.
Brightfield Academy is committed to taking all reasonable measures to safeguard children and young people from abuse, neglect, exploitation and harm.
In accordance with Working Together to Safeguard Children and Keeping Children Safe in Education, safeguarding and promoting the welfare of children means:
• Protecting children from maltreatment.
• Preventing impairment of children's mental and physical health or development.
• Ensuring children grow up in circumstances consistent with the provision of safe and effective care.
• Taking action to enable all children to have the best outcomes.
Child protection forms part of safeguarding and refers specifically to activities undertaken to protect children who are suffering, or are likely to suffer, significant harm.
The welfare of the child is paramount and will always take precedence over organisational, operational or reputational considerations.
Brightfield Academy believes that every child has the right to feel safe, be heard, be respected and receive appropriate support.

4. Core Safeguarding Principles

Brightfield Academy will:

- Provide a safe, secure and nurturing environment.
- Place the welfare of the child at the centre of all decisions.
- Act immediately upon safeguarding concerns.
- Promote a culture of vigilance, openness and accountability.
- Ensure staff receive appropriate safeguarding training and supervision.
- Work collaboratively with families and external agencies.
- Encourage children to speak openly and seek help when needed.
- Foster positive and trusted relationships between learners and adults.
- Promote equality, diversity and inclusion.
- Challenge discrimination and prejudice.
- Maintain high expectations of conduct and behaviour.

Brightfield Academy promotes a culture of professional curiosity.

Staff are expected to remain professionally curious where a child's presentation, behaviour, attendance, wellbeing, relationships or circumstances indicate potential vulnerability or risk. Concerns will be explored appropriately and shared in accordance with safeguarding procedures, even where there is no direct disclosure.

We recognise that safeguarding concerns may not always be obvious and that early identification is often critical in protecting children.

SAFEGUARDING CONCERNS MUST BE REPORTED VIA THE LEARNTREK SYSTEM AND/OR BY EMAIL TO KATHY - DSL@BRIGHTFIELDACADEMY.CO.UK

5. Equality and Inclusion

Brightfield Academy recognises that all children have an equal right to protection regardless of:

- Age.
- Disability.
- Sex.
- Gender identity.
- Sexual orientation.
- Race.
- Religion or belief.
- Ethnicity.
- Language.
- Family circumstances.
- Socio-economic background.

We recognise that some children may be more vulnerable to abuse, neglect or exploitation and may face additional barriers in communicating concerns.

Particular consideration will be given to:

- Children with Special Educational Needs and Disabilities (SEND).
- Children with Social, Emotional and Mental Health (SEMH) needs.
- Children Missing Education.
- Children who are Looked After or Previously Looked After.
- Young carers.
- Children experiencing domestic abuse.
- Children affected by substance misuse.
- Children at risk of exploitation.

Staff will remain alert to these vulnerabilities and adapt safeguarding responses accordingly.

6. Governance and Leadership Responsibilities

The Directors of Brightfield Academy retain overall strategic responsibility for safeguarding and child protection.

They will ensure:

- Appropriate safeguarding policies and procedures are in place.
- Adequate resources are allocated to safeguarding.
- Suitable safeguarding training is undertaken.
- Recruitment procedures are compliant with safer recruitment requirements.
- Safeguarding practice is monitored and reviewed.
- The Designated Safeguarding Lead is appropriately trained and supported.
- Safeguarding remains a standing priority across the organisation.

Safeguarding will form part of organisational self-evaluation, quality assurance and continuous improvement processes.

7. Legislative and Statutory Framework

This policy has been developed in accordance with:

- Keeping Children Safe in Education (KCSIE).
- Working Together to Safeguard Children.
- Children Act 1989.
- Children Act 2004.
- Education Act 2002.
- Children and Social Work Act 2017.
- Data Protection Act 2018.
- UK General Data Protection Regulation (UK GDPR).
- Equality Act 2010.
- Counter-Terrorism and Security Act 2015 (Prevent Duty).
- Human Rights Act 1998.
- Sexual Offences Act 2003.
- Serious Crime Act 2015.
- Buckinghamshire Safeguarding Children Partnership procedures and guidance.

Brightfield Academy will review this policy regularly to ensure compliance with current legislation, statutory guidance and local safeguarding requirements.

Scope of this Policy

This policy applies to all individuals working on behalf of Brightfield Academy, including:

Directors and proprietors
Employees
Volunteers
Contractors and external providers
Agency staff
Placement students
Visitors working directly with children and young people

The policy applies to all activities undertaken by Brightfield Academy, whether delivered on-site, off-site, online, during educational visits, or through partnership arrangements.

Context

Brightfield Academy operates within the framework of current UK legislation, statutory guidance and best practice relevant to the subject of this policy. This includes, where applicable:

The Children Act 1989 and 2004
The Education Act 2002
The Equality Act 2010
The Human Rights Act 1998
Working Together to Safeguard Children
Keeping Children Safe in Education (KCSIE)
Relevant Local Authority guidance and procedures
Any other legislation, statutory guidance or regulatory requirements specific to the subject matter of this policy

This policy should be read alongside other relevant Brightfield Academy policies, procedures and risk assessments.

8. Designated Safeguarding Lead (DSL)

Brightfield Academy has appointed a Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) to provide leadership and oversight of safeguarding and child protection arrangements.

Designated Safeguarding Lead

Name: Kathy Larcombe

Role: Head of Provision

Email: DSL@brightfieldacademy.co.uk

Deputy Designated Safeguarding Lead

Name: Nik Larcombe

Role: Head of Provision

Email:nik@brightfieldacademy.co.uk

The DSL and Deputy DSL will:

- Undertake appropriate safeguarding training and updates.
- Act as the first point of contact for safeguarding concerns.
- Support staff in responding to concerns and disclosures.
- Manage referrals to Children's Social Care, MASH, Police and other agencies.

- Maintain safeguarding records.

- Promote safeguarding awareness throughout the organisation.

- Ensure safeguarding policies remain current and effective.

- Support safer recruitment practices.

- Attend relevant multi-agency meetings.

- Ensure safeguarding information is transferred appropriately when learners move settings.

Appropriate safeguarding cover will be available whenever learners are attending Brightfield Academy activities.

Where neither the DSL nor Deputy DSL is immediately available and a child is at risk of harm, staff must take immediate action to protect the child and contact emergency services or Children's Social Care as appropriate.

9. Safeguarding Responsibilities of All Staff and Volunteers

Safeguarding is everyone's responsibility. All adults working on behalf of Brightfield Academy have a duty to safeguard and promote the welfare of children.

All staff and volunteers must:

- Read and understand this policy.

- Read and understand Part 1 (or Annex A where appropriate) of Keeping Children Safe in Education.

- Remain vigilant to signs of abuse, neglect and exploitation.

- Report concerns immediately.

- Maintain professional boundaries.

- Follow safer working practice guidance.

- Attend safeguarding training and updates.

- Record concerns accurately and promptly.

- Cooperate with safeguarding investigations and referrals.

- Promote a safe and respectful culture.

No member of staff should assume somebody else has reported a concern.

If in doubt, staff must share concerns with the DSL.

Staff should always act in the best interests of the child.

10. Children with SEND and Additional Vulnerabilities

Brightfield Academy recognises that children with Special Educational Needs and Disabilities (SEND) may face additional safeguarding challenges.

These may include:

- Difficulties in communication.
- Increased social isolation.
- Greater dependence upon adults.
- Increased vulnerability to bullying.
- Assumptions that behavioural indicators relate solely to disability.
- Reduced ability to recognise abusive behaviours.
- Increased vulnerability to exploitation.

Staff must remain alert to these additional risks and ensure safeguarding responses are tailored appropriately.

We also recognise that additional vulnerabilities may exist for:

- Children experiencing poor mental health.
- Young carers.
- Children Missing Education.
- Children affected by domestic abuse.
- Children with disrupted educational histories.
- Children who are Looked After or Previously Looked After.
- Children at risk of criminal or sexual exploitation.

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11. Safer Recruitment

Brightfield Academy is committed to safeguarding children through robust recruitment procedures.

All recruitment processes will reflect safeguarding responsibilities and safer recruitment principles.

The Academy will:

- Obtain enhanced DBS checks where required.
- Verify identity.
- Verify qualifications and professional status.
- Obtain and scrutinise references.
- Explore gaps in employment history.
- Verify the right to work in the United Kingdom.
- Assess suitability to work with children during interview processes.
- Ensure safeguarding forms part of recruitment discussions.
- Undertake additional checks where required by legislation or guidance.

Candidates will be expected to demonstrate an understanding of safeguarding and their responsibilities towards children.

Any concerns arising during recruitment will be explored before appointments are confirmed.

12. Single Central Record (SCR)

Brightfield Academy maintains a Single Central Record in accordance with statutory requirements.

The Single Central Record contains information relating to recruitment and safeguarding checks undertaken on staff and other relevant individuals.

The record includes:

- Identity checks.
- DBS checks.
- Barred list checks where applicable.
- Qualification checks.
- Right to work checks.
- Prohibition checks where applicable.
- Reference checks.
- Dates checks were completed.

The Single Central Record is reviewed regularly to ensure accuracy and compliance.

13. Induction, Management and Supervision of Staff and Volunteers

Effective safeguarding relies upon appropriate support, management and supervision.

All staff and volunteers will receive an induction that includes:

- Safeguarding and child protection procedures.
- Staff Code of Conduct.
- Behaviour expectations.
- Reporting procedures.
- Online safety expectations.
- Whistleblowing procedures.
- Health and safety arrangements.

Staff and volunteers will receive:

- Ongoing supervision and support.
- Opportunities to discuss safeguarding concerns.
- Safeguarding updates and briefings.
- Annual safeguarding refresher training.
- Guidance on maintaining professional boundaries.

Safeguarding forms part of performance management, quality assurance and organisational review processes.

Concerns regarding staff conduct will be addressed promptly and appropriately.

14. Recognising Abuse, Neglect and Harm

Abuse is a form of maltreatment of a child. A person may abuse or neglect a child by inflicting harm or by failing to act to prevent harm.

Children may be abused:

- By adults.
- By other children.

• Online.

• Offline.

• Within families.

• Within institutions.

• Within peer groups.

• By individuals known or unknown to them.

Abuse may occur as a single incident or as a repeated pattern of behaviour.

Staff must remain alert to indicators of abuse and recognise that children may not always disclose concerns directly.

Physical Abuse

Physical abuse involves deliberately causing physical harm to a child.

Indicators may include:

• Unexplained injuries.

• Injuries inconsistent with explanations given.

• Frequent injuries.

• Bruising in unusual locations.

• Burns, bites or marks.

• Fear of physical contact.

• Reluctance to return home.

Emotional Abuse

Emotional abuse involves persistent emotional maltreatment that adversely affects emotional development.

Indicators may include:

• Low self-esteem.

• Anxiety.

• Withdrawal.

• Excessive fearfulness.

• Self-harm.

• Delayed emotional development.

• Extreme behaviours.

• Lack of confidence.

Sexual Abuse

Sexual abuse involves forcing or enticing a child to participate in sexual activities.
Indicators may include:

• Age-inappropriate sexual knowledge.

• Sexualised behaviour.

• Changes in behaviour.

• Fear of specific individuals.

• Unexplained gifts or money.

• Self-harm.

• Physical symptoms.

• Avoidance behaviours.

Neglect

Neglect is the persistent failure to meet a child's basic physical and psychological needs.
Indicators may include:

• Poor hygiene.

• Hunger.

• Inappropriate clothing.

• Lack of supervision.

• Untreated medical needs.

• Poor attendance.

• Tiredness.

• Developmental concerns.

The presence of one indicator does not necessarily confirm abuse; however, concerns should always be recorded and reported appropriately.

15. Early Help and Early Intervention

Brightfield Academy recognises that providing support at the earliest opportunity can prevent concerns from escalating and improve outcomes for children and families.

Early Help refers to support provided as soon as a concern emerges, at any stage in a child's life.

Where concerns do not meet statutory safeguarding thresholds, Brightfield Academy may:

- Provide internal pastoral support.
- Work directly with parents and carers.
- Engage with schools and educational professionals.
- Refer to appropriate support services.
- Participate in multi-agency planning.
- Signpost families to relevant community services.

Early Help may be considered where concerns relate to:

- Attendance difficulties.
- Emotional wellbeing.
- Family stress.
- Emerging behavioural concerns.
- Housing difficulties.
- Financial hardship.
- Parenting support needs.
- Low-level welfare concerns.

Staff should discuss potential Early Help needs with the DSL.

The aim of Early Help is to identify difficulties early and prevent problems from escalating into more serious safeguarding concerns.

16. Professional Curiosity

Brightfield Academy promotes a culture of professional curiosity.

Professional curiosity means respectfully exploring and questioning information when a child's circumstances, behaviour or presentation suggest they may be at risk of harm.

Staff should:

- Be professionally inquisitive.
- Notice changes in behaviour, attendance or presentation.
- Consider the wider context of a child's circumstances.
- Seek clarification where appropriate.
- Share concerns promptly.
- Avoid making assumptions.

Safeguarding concerns may not always be obvious and children do not always disclose abuse directly.

Professional curiosity helps ensure that emerging risks are identified and addressed at the earliest opportunity.

17. Responding to Concerns and Disclosures

Any member of staff may become aware of a safeguarding concern through:

- Direct disclosure.
- Observation.

- Behavioural changes.

- Attendance concerns.
- Information from parents or carers
- Information from other professionals.
- Online activity.
- Concerns raised by another child.

All concerns must be taken seriously.
Staff must never assume that another person has reported a concern.

Where there is any concern regarding the welfare of a child, action must be taken immediately.

If You Are Concerned About a Child
Every member of staff, volunteer, visitor and contractor has a responsibility to act if they have any concern about the welfare of a child or young person.
You do **not** need proof that abuse has occurred before reporting a concern.
Safeguarding concerns may arise from:
Something a child says.
A disclosure by another person.
A change in behaviour.
Physical injuries.
Attendance concerns.
Online activity.
Professional curiosity.
Information from another agency.
Something that "doesn't feel right."
Staff should never assume that another colleague has reported the concern.
If in doubt, report it.
Safeguarding concerns should always be shared with the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) as soon as possible.
Where there is immediate risk of significant harm, staff should contact Emergency Services (999) and then inform the DSL without delay.

Responding to a Child Making a Disclosure

Children may choose to disclose abuse, neglect or other concerns to a trusted adult. When a child makes a disclosure, staff should:

- Remain calm.
- Listen carefully.
- Allow the child to speak freely.
- Take the disclosure seriously.
- Accept what is being said.
- Reassure the child that they have done the right thing by speaking up.
- Explain that information may need to be shared to keep them safe.
- Avoid expressing shock, anger or disbelief.
- Avoid making promises of confidentiality.
- Avoid asking leading questions.
- Avoid investigating the concern.
- Record the information accurately.
- Report the concern immediately to the DSL.

The child's own words should be recorded wherever possible.

18. The Brightfield 5 Rs

All safeguarding concerns will be managed using the Brightfield 5 Rs process.

RECEIVE

Listen carefully and observe.
Allow the child to speak without interruption.
Take concerns seriously.

REASSURE

Remain calm.
Reassure the child that they have done the right thing.
Do not promise confidentiality.

RESPOND

Avoid investigating.
Avoid leading questions.
Ask only necessary clarification questions.
Remain neutral and supportive.

RECORD

Make a written record as soon as possible.
Include:
• Date.
• Time.
• Names of those involved.
• Observations.
• Exact words used by the child where possible.

Records must be factual and objective.

REPORT
Report immediately to the DSL or Deputy DSL.
Do not delay reporting while gathering further information.
Safeguarding concerns should never be kept by an individual member of staff.

Recording Expectations
All safeguarding concerns, regardless of perceived seriousness, must be recorded on the LearnTreK safeguarding system before the end of the working day.
Where there is immediate risk, recording should take place as soon as it is safe to do so following verbal notification to the DSL.
Records must be:
•factual;
•dated and timed;
•signed electronically or attributed to the member of staff;
•written using the child's own words wherever possible;
•free from opinion or assumption.
If professional opinion is included, this should be clearly identified as such

19. Reporting Procedures
Where a safeguarding concern arises:

Step 1
Staff member identifies concern.

Step 2
Concern is reported immediately to the DSL or Deputy DSL.

If the DSL is Unavailable
If the Designated Safeguarding Lead is unavailable, staff must immediately contact the Deputy Designated Safeguarding Lead.
If neither is available and there is concern that a child is suffering, or is likely to suffer, significant harm, staff **must not delay action**.
They should contact:
Milton Keynes/Buckinghamshire Multi-Agency Safeguarding Hub (MASH)
Buckinghamshire First Response Team
Police (999 in an emergency)
The DSL should then be informed as soon as reasonably practicable.
No member of staff requires permission to make a safeguarding referral where they believe a child is at immediate risk.

Step 3
DSL reviews information and determines next actions.

Possible outcomes include:

- Continued monitoring.
- Internal support.
- Early Help intervention.
- Consultation with safeguarding professionals.
- Referral to Milton Keynes/Buckinghamshire MASH.
- Referral to Children's Social Care.
- Referral to Police.
- Emergency intervention.

Step 4

Actions and outcomes are recorded.

Step 5

Ongoing review and monitoring take place where appropriate.
Where a child is believed to be at immediate risk of harm:

- Call 999 immediately.
- Take reasonable action to protect the child.
- Inform the DSL as soon as possible.

No member of staff requires permission before contacting emergency services where immediate risk exists.

20. Information Sharing and Confidentiality

Effective safeguarding relies upon appropriate information sharing.
Brightfield Academy will share information where necessary to safeguard children and young people.

Information sharing decisions will:

- Follow statutory guidance.
- Comply with data protection legislation.
- Be proportionate.
- Be necessary and relevant.
- Be recorded appropriately.

Information may be shared without consent where:

- A child is at risk of harm.
- A safeguarding concern exists.
- A legal obligation applies.
- The public interest outweighs confidentiality considerations.

Safeguarding information will be treated sensitively and only shared with those who have a legitimate need to know.

Internal Safeguarding Contacts

Designated Safeguarding Lead (DSL)
Kathleen Larcombe
Tel: 07545 123930
Email: dsl@brightfieldacademy.co.uk
Deputy Designated Safeguarding Lead (DDSL)
Nik Larcombe
Tel: 07395 111919
Email: nik@brightfieldacademy.co.uk

External Safeguarding Contacts

Milton Keynes City Council Safeguarding Contacts
Multi-Agency Safeguarding Hub (MASH)
Tel: 01908 253169 / 01908 253170
Email: children@milton-keynes.gov.uk
MASH should be contacted where there are concerns about the safety or wellbeing of a child or young person. Professionals should follow Milton Keynes City Council referral procedures, including completion of the Multi-Agency Referral Form (MARF) where appropriate.
Emergency Social Work Team (ESWT) – Out of Hours
Tel: 01908 265545
The Emergency Social Work Team provides the out-of-hours service for children and young people in need or at risk of significant harm where the concern cannot safely wait until the next working day.
Local Authority Designated Officer (LADO)
Tel: 01908 254307
Email: lado@milton-keynes.gov.uk
The LADO should be contacted for advice and guidance regarding allegations or concerns about adults who work or volunteer with children.

Buckinghamshire Safeguarding Contacts
Buckinghamshire First Response Team (MASH)
Tel: 01296 383962
For referrals where there are concerns that a child may be suffering, or is likely to suffer, significant harm.
Emergency Duty Team (Out of Hours)
Tel: 0800 999 7677
For safeguarding concerns outside normal office hours.
Education Safeguarding & Wellbeing Team (ESWT)
Tel: 01296 387052
Email: eswt@buckinghamshire.gov.uk
Provides safeguarding advice and guidance to education providers where consultation is required before or alongside safeguarding referrals.
Local Authority Designated Officer (LADO)
Tel: 01296 382070
Email: secure-lado@buckinghamshire.gov.uk
For allegations against adults working with children.

Emergency Contacts
Emergency Services: **999**
Police (Non-Emergency): **101**
NSPCC Helpline: **0808 800 5000**
NSPCC Whistleblowing Advice Line: **0800 028 0285**
Email: help@nspcc.org.uk
All contact details will be reviewed annually or whenever notified of changes by Milton Keynes Council & Buckinghamshire Council

21. Specific Safeguarding Risks and Vulnerabilities

Brightfield Academy recognises that safeguarding concerns can take many forms. Staff will receive appropriate training and updates to ensure they remain vigilant to emerging risks and safeguarding themes.

All safeguarding concerns, regardless of their nature, will be taken seriously and responded to in accordance with this policy.

22. Child Sexual Exploitation (CSE)

Child Sexual Exploitation (CSE) is a form of child sexual abuse.

It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity.

The child may receive something they need or want, such as:

- Money
- Gifts
- Food
- Accommodation
- Drugs or alcohol
- Affection
- Status or belonging

The child may believe they are in a genuine relationship and may not recognise they are being exploited.

Indicators may include:

- Unexplained gifts or money
- Secretive behaviour

• Missing episodes

• Changes in friendships

• Older associates or partners

• Sexualised behaviour

• Emotional distress

• Online grooming

Staff must report concerns immediately to the DSL.

23. Child Criminal Exploitation (CCE)

Child Criminal Exploitation occurs where a child is manipulated, coerced or controlled into criminal activity for the benefit of another person or group.

Children may appear to participate willingly but cannot consent to their own exploitation.

Indicators may include:

• Unexplained money or possessions

• Missing episodes

• Association with older individuals

• Carrying weapons

• Drug-related activity

• Increased secrecy

• Significant behavioural changes

• Repeated safeguarding concerns

All concerns must be reported immediately.

24. County Lines

County Lines is a form of Child Criminal Exploitation.

It involves organised criminal groups using children and vulnerable individuals to transport, store and distribute drugs across geographical areas.

Children involved in County Lines activity may be subjected to:

• Violence

• Threats

• Grooming

• Debt bondage

• Sexual exploitation

• Criminal exploitation

Indicators may include:

• Going missing from home or education

• Possession of multiple mobile phones

• Travelling unexpectedly

• Significant changes in behaviour

• Unexplained money or gifts

• Fearfulness or anxiety

Any suspicion of County Lines involvement must be reported immediately.

25. Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) refers to procedures involving the partial or total removal of external female genitalia or other injury to female genital organs for non-medical reasons.

FGM is illegal in the United Kingdom and constitutes a serious form of abuse.

Potential indicators may include:

- Family arrangements for extended overseas travel
- Discussions regarding special ceremonies
- Difficulty walking or sitting
- Frequent absence from education
- Emotional distress
- Requests for help

Staff should be aware that there are mandatory reporting duties in relation to known cases of FGM involving children.

Any concerns must be reported immediately to the DSL.

26. Radicalisation and the Prevent Duty

Brightfield Academy recognises its responsibilities under the Prevent Duty.

Radicalisation refers to the process by which an individual comes to support extremist ideologies or activities.

Extremism is the vocal or active opposition to fundamental British values, including:

- Democracy
- Rule of law

- Individual liberty
- Mutual respect
- Tolerance of different faiths and beliefs

Potential indicators may include:

- Significant behavioural changes
- Fixation on extremist views
- Isolation from peers
- Exposure to extremist content
- Expressions of hatred or intolerance

Staff will report concerns through safeguarding procedures and seek advice where appropriate.

27. Peer-on-Peer Abuse

Brightfield Academy recognises that children can abuse other children.

Peer-on-peer abuse may include:

- Bullying
- Cyberbullying
- Physical abuse
- Sexual harassment
- Sexual violence
- Upskirting

• Initiation or hazing behaviours

• Coercive behaviour

• Harmful sexual behaviour

• Online abuse

Peer-on-peer abuse will never be dismissed as:

• Banter

• Horseplay

• Part of growing up

• Relationship issues

• Typical adolescent behaviour

All allegations and concerns will be taken seriously and investigated appropriately.

Support will be provided to both the child affected and the child displaying harmful behaviour.

28. Online Safety

Brightfield Academy recognises that safeguarding extends beyond the physical environment and includes the online world.

We will:

• Maintain appropriate filtering and monitoring systems.

• Review online safety arrangements regularly.

• Educate learners about online risks.

• Promote safe and responsible technology use.

• Respond promptly to online safeguarding concerns.

Online risks may include:

• Cyberbullying

• Grooming

• Sexual exploitation

• Radicalisation

• Fraud and scams

• Exposure to harmful content

• Misinformation and disinformation

• Online coercion

All staff share responsibility for promoting online safety.

29. Mental Health and Safeguarding

Brightfield Academy recognises the importance of promoting positive mental health and emotional wellbeing.

Mental health difficulties are not safeguarding concerns in themselves. However, they may indicate that a child is suffering, or is at risk of suffering:

• Abuse

• Neglect

• Exploitation

• Harm

Staff should remain alert to changes in behaviour, mood, attendance, presentation or wellbeing.

Where concerns exist, staff should:

• Record observations.

• Discuss concerns with the DSL.

• Seek appropriate support.

• Consider whether safeguarding action is required.

30. Children Missing Education

Brightfield Academy recognises that children missing education are at increased risk of:

• Abuse

• Neglect

• Exploitation

• Radicalisation

• Criminal involvement

• Poor life outcomes

Attendance concerns will be monitored closely.

Where learners fail to attend, staff will:

• Contact parents or carers.

• Record reasons for absence.

• Escalate concerns appropriately.

• Consider safeguarding implications.

Where a learner leaves site unexpectedly, staff will:

• Act immediately.

• Attempt to locate the learner.

• Inform the DSL.

• Contact parents or carers.

• Contact emergency services where required.

All incidents will be recorded and reviewed.

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31. Domestic Abuse

Brightfield Academy recognises that exposure to domestic abuse can have a significant impact on children's safety, wellbeing and development.

Domestic abuse may be:

• Physical

• Emotional

• Psychological

• Sexual

• Financial

• Coercive or controlling

Children may be directly affected or may witness abuse occurring within the home.

Staff should remain alert to indicators including:

• Anxiety

• Withdrawal

• Behavioural changes

• Attendance difficulties

• Emotional distress

Concerns relating to domestic abuse must be reported in line with safeguarding procedures.

32. Attendance, Welfare and Safeguarding

Regular attendance supports safeguarding and wellbeing.

Patterns of absence may indicate:

• Abuse

• Neglect

• Exploitation

• Mental health difficulties

• Family difficulties

Attendance information will be reviewed regularly.

Where concerns emerge, safeguarding procedures may be initiated alongside attendance interventions.

Brightfield Academy will work with families, schools, local authorities and partner agencies to support positive attendance and learner welfare.

33. Allegations Against Staff, Volunteers and Adults Working with Children

Brightfield Academy recognises that allegations may occasionally be made against adults working with children and young people.
All allegations will be:
• Taken seriously.
• Managed fairly and consistently.
• Handled promptly.
• Investigated in accordance with statutory guidance.
• Referred to external agencies where appropriate.
An allegation may arise where an adult has:
• Behaved in a way that has harmed a child or may have harmed a child.
• Possibly committed a criminal offence against a child.
• Behaved towards a child in a manner indicating they may pose a risk of harm.
• Behaved in a way that may impact their suitability to work with children.
Where an allegation is made:
• The Designated Safeguarding Lead will be informed immediately unless the allegation concerns the DSL.
• If the allegation concerns the DSL, it will be reported directly to the Directors and the Local Authority Designated Officer (LADO).
• Advice will be sought from the LADO before commencing any investigation.
• Appropriate records will be maintained throughout the process.
Confidentiality will be maintained wherever possible whilst ensuring that children remain protected.

34. Low-Level Concerns
Brightfield Academy recognises the importance of identifying and addressing low-level concerns at an early stage.
A low-level concern is any behaviour by an adult that:
• Is inconsistent with the Staff Code of Conduct.
• Falls below expected professional standards.
• Causes a sense of concern or unease.
• Does not meet the threshold for formal allegations.
Examples may include:
• Boundary concerns.
• Inappropriate language.
• Favouritism.
• Unprofessional conduct.
• Poor judgement.
All low-level concerns will:
• Be reported to a senior leader.
• Be recorded.
• Be reviewed appropriately.
• Be monitored for patterns or trends.

Addressing low-level concerns helps maintain a culture of openness, accountability and safeguarding vigilance.

35. Whistleblowing

Brightfield Academy is committed to creating a culture in which staff feel able to raise concerns about unsafe practice.

Staff have a duty to report concerns regarding:

- Safeguarding failures.
- Unsafe practice.
- Professional misconduct.
- Poor leadership decisions affecting children's safety.
- Breaches of policy or statutory guidance.

Concerns may be raised through:

- The DSL.
- Senior Leadership.
- Directors.
- Local Authority channels.
- NSPCC Whistleblowing Advice Line.

No individual will suffer detriment for raising a genuine concern in good faith.

All concerns will be taken seriously and considered appropriately.

36. Recording and Managing Safeguarding Information

Accurate record keeping is essential to effective safeguarding.

Brightfield Academy will maintain secure and confidential safeguarding records.

Safeguarding records will:

- Be factual and objective.
- Be completed promptly.
- Record concerns, disclosures, decisions and actions.
- Include dates, times and relevant details.
- Be stored securely.
- Be accessible only to authorised personnel.
- Be retained in accordance with statutory guidance.
- Be transferred securely when learners move settings.

Records should clearly distinguish between fact, observation, professional opinion and third-party information.

The Designated Safeguarding Lead is responsible for overseeing safeguarding record systems.

37. Confidentiality and Information Management
Safeguarding information is sensitive and will be handled appropriately.
Information will only be shared:
• On a need-to-know basis.
• For safeguarding purposes.
• In accordance with legal requirements.
• In line with data protection legislation.
The safety and welfare of the child will always take priority when decisions regarding information sharing are made.

38. Multi-Agency Working
Brightfield Academy recognises that effective safeguarding relies upon strong partnership working.
We will work collaboratively with:
• Milton Keynes/Buckinghamshire Children's Social Care.
• Multi-Agency Safeguarding Hub (MASH).
• Police.
• Health Services.
• Schools and educational providers.
• Alternative Provision settings.
• Early Help services.
• Local Authorities.
• Voluntary and community organisations.
• Other safeguarding professionals.
We will participate fully in meetings, referrals, plans and reviews intended to safeguard and support children.

39. Site Safety and Supervision
Brightfield Academy is committed to maintaining a safe learning environment.
We will ensure:
• Appropriate supervision of learners.
• Safe staffing arrangements.
• Risk-assessed learning environments.
• Appropriate visitor procedures.
• Clear safeguarding expectations.
• Safe arrival and departure procedures.
• Appropriate management of educational visits and off-site activities.
All staff share responsibility for maintaining a safe environment.

40. Safeguarding Training

All staff and volunteers will:

- Receive safeguarding induction before working with learners.
- Complete safeguarding training appropriate to their role.
- Receive annual safeguarding updates.
- Read and understand relevant safeguarding guidance.
- Participate in safeguarding discussions and supervision.

The DSL and Deputy DSL will:

- Undertake advanced safeguarding training.
- Maintain up-to-date safeguarding knowledge.
- Attend relevant safeguarding updates and networking opportunities.

Training records will be maintained and reviewed regularly.

41. Monitoring, Review and Quality Assurance

Brightfield Academy is committed to continuous improvement in safeguarding practice.

Safeguarding arrangements will be monitored through:

- Policy reviews.
- Safeguarding audits.
- Training records.
- Incident reviews.
- Quality assurance processes.
- Feedback from learners, staff and families.

Lessons learned from safeguarding concerns and incidents will be used to strengthen practice.

42. Policy Review

This policy will be reviewed:

- Annually.
- Following significant safeguarding incidents.
- Following legislative or statutory guidance changes.
- Following local safeguarding updates.
- Whenever organisational changes require review.

The Directors retain responsibility for ensuring that this policy remains effective, current and compliant.

APPENDIX A: Types and Indicators of Abuse

Physical Abuse

Deliberately causing physical harm to a child.

Indicators:

- Unexplained injuries.
- Repeated injuries.
- Fear of adults.
- Injuries inconsistent with explanations.

Emotional Abuse

Persistent emotional maltreatment.

Indicators:

- Low self-esteem.
- Anxiety.
- Withdrawal.
- Delayed development.

Sexual Abuse

Forcing or enticing a child into sexual activity.

Indicators:

- Sexualised behaviour.
- Inappropriate knowledge.
- Emotional distress.
- Behaviour changes.

Neglect

Persistent failure to meet basic needs.

Indicators:

- Hunger.
- Poor hygiene.
- Inappropriate clothing.
- Untreated medical needs.

APPENDIX B: Responding to a Disclosure

When a child makes a disclosure:

1. Listen carefully.
2. Remain calm.
3. Reassure appropriately.
4. Do not promise confidentiality.
5. Do not investigate.
6. Record accurately.
7. Report immediately to the DSL.

APPENDIX D: Body Map Guidance

Where injuries are observed:

- Record factual observations only.
- Mark locations accurately.
- Do not interpret injuries.
- Include date and staff name.
- Attach to safeguarding records.

APPENDIX E: Safeguarding Reporting Flowchart

Concern Identified

↓

Report Immediately to DSL / DDSL

↓

DSL Reviews Information

↓

Monitor / Early Help / Referral

↓

MASH / Social Care / Police / Emergency Services

↓

Record Actions

↓

Review and Follow-Up

APPENDIX D: BODY MAP

Instructions:

Mark clearly where injuries are observed

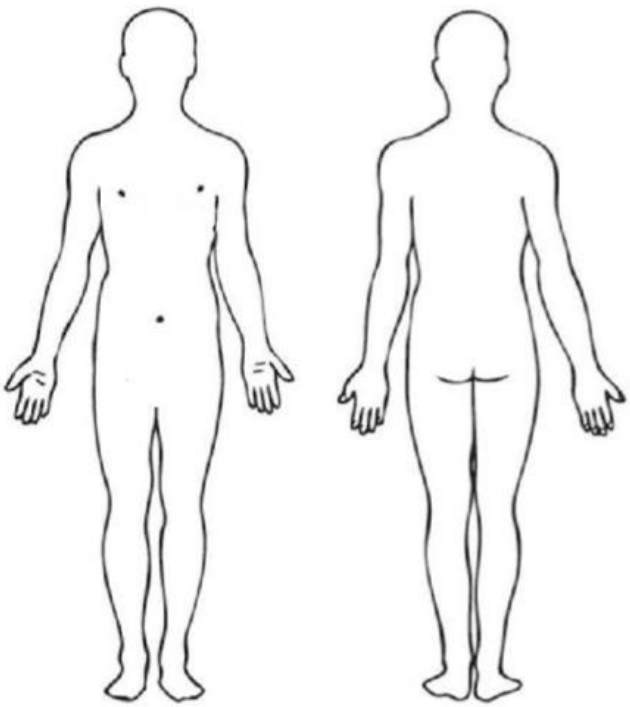
Use a different colour for each date if multiple entries

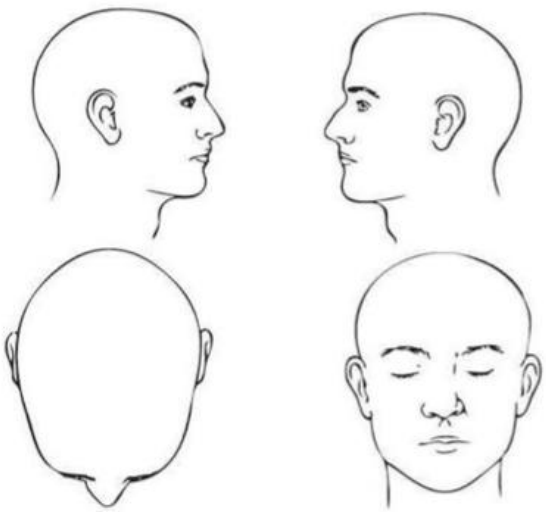
Do not interpret — record facts only

Additional Notes:

APPENDIX 1

Safeguarding Body Map







Child's Name:
Date of Birth:
Staff Name: who witnessed the injuries
Date & time injuries seen:
Date & time info recorded:
Details of injuries/location on body:
Signed/Name of SLT / Date:
Actions by SLT:

APPENDIX F: Low-Level Concern Record
Use LearnTrek to log all concerns, including low-level concerns. If unsure, seek DSL guidance.

APPENDIX G: Whistleblowing Contacts
NSPCC Whistleblowing Advice Line
0800 028 0285
help@nspcc.org.uk

APPENDIX H: Safeguarding Contacts
Designated Safeguarding Lead
Kathy Larcombe
DSL@brightfieldacademy.co.uk
Deputy Designated Safeguarding Lead
Nik Larcombe
office@brightfieldacademy.co.uk

Milton Keynes Safeguarding Contacts
Multi-Agency Safeguarding Hub (MASH)
Tel: 01908 253169 / 01908 253170
Email: children@milton-keynes.gov.uk
Emergency Social Work Team (ESWT) – Out of Hours
Tel: 01908 265545
Local Authority Designated Officer (LADO)
Tel: 01908 254307
Email: lado@milton-keynes.gov.uk

Buckinghamshire Safeguarding Contacts
Buckinghamshire First Response Team
01296 383962
Emergency Duty Team
0800 999 7677
Local Authority Designated Officer (LADO)
01296 382070
secure-lado@buckinghamshire.gov.uk

Emergency Services
999
Police Non-Emergency
101
NSPCC Helpline
0808 800 5000

APPENDIX I: Online Safety Guidance

Staff must:

- Supervise device use.
- Report concerns immediately.
- Challenge unsafe behaviour.
- Follow acceptable use procedures.

Learners are taught:

- Safe online behaviour.
- How to seek help.
- How to recognise online risks.
- Responsible use of technology.

APPENDIX J: Attendance and Missing Learner Procedure

If a learner is absent:

- Check prior notification.
- Contact parent/carer.
- Record reason.
- Escalate concerns.

If a learner leaves site unexpectedly:

- Act immediately.
- Search known areas.
- Inform DSL.
- Contact parent/carer.
- Contact Police where necessary.
- Record actions taken.

Every Learner Safe. Every Voice Heard. Every Future Protected.



BRIGHTFIELD ACADEMY

APPENDIX K

STAFF SAFEGUARDING QUICK REFERENCE

Everyone. Every Day. Every Child.

WHAT SHOULD I DO IF I AM WORRIED ABOUT A CHILD?

1

NOTICE A CONCERN

It could be something a child says, a change in behaviour, an injury, attendance, online activity, or something that "doesn't feel right".

2

RESPOND APPROPRIATELY

- Listen
- Stay calm
- Reassure
- Do not investigate
- Do not promise confidentiality

3

RECORD THE CONCERN

- Use LearnTreK
- Record facts only
- Include the child's own words where possible
- Complete before the end of the working day

4

REPORT IMMEDIATELY

Contact:

- Designated Safeguarding Lead (DSL)

OR

- Deputy DSL

5

DSL ASSESSES NEXT STEPS

Possible outcomes:

- Internal monitoring
- Early Help
- Consultation with ESWT
- Referral to MASH
- Children's Social Care
- Police
- Emergency Services

IF THE CHILD IS IN IMMEDIATE DANGER

CALL 999 IMMEDIATELY

↓

Then inform the DSL as soon as possible.

Never delay taking action because a senior member of staff is unavailable.

Safeguarding is everyone's responsibility. Together we keep children safe.

WHO DO I CONTACT?

DESIGNATED SAFEGUARDING LEAD (DSL)

Kathleen Larcombe

07545 123930

dsl@brightfieldacademy.co.uk

DEPUTY DESIGNATED SAFEGUARDING LEAD (DDSL)

Nik Larcombe

07395 111919

nik@brightfieldacademy.co.uk

RECORD ALL CONCERNS ON LEARNTREK

Record before the end of the working day.
Facts only. No opinions.
Include child's own words.

Inclusion | Choice | Growth

Brightfield Academy is committed to safeguarding and promoting the welfare of all children and young people.

BRIGHTFIELD ACADEMY

SAFEGUARDING CONTACTS

MILTON KEYNES & BUCKINGHAMSHIRE

If you are concerned about a child or young person's safety or wellbeing, please contact the most appropriate service below without delay.

DESIGNATED SAFEGUARDING LEAD

Kathy Larcombe

DSL@brightfieldacademy.co.uk

DEPUTY DESIGNATED SAFEGUARDING LEAD

Nik Larcombe

nik@brightfieldacademy.co.uk

MILTON KEYNES SAFEGUARDING CONTACTS

MULTI-AGENCY SAFEGUARDING HUB (MASH)

Tel: 01908 253169 / 01908 253170
Email: children@milton-keynes.gov.uk

EMERGENCY SOCIAL WORK TEAM (ESWT) – OUT OF HOURS

Tel: 01908 265545

LOCAL AUTHORITY DESIGNATED OFFICER (LADO)

Tel: 01908 254307
Email: lado@milton-keynes.gov.uk

BUCKINGHAMSHIRE SAFEGUARDING CONTACTS

BUCKINGHAMSHIRE FIRST RESPONSE TEAM

Tel: 01296 383962

EMERGENCY DUTY TEAM (OUT OF HOURS)

Tel: 0800 999 7677

LOCAL AUTHORITY DESIGNATED OFFICER (LADO)

Tel: 01296 382070
Email: secure-lado@buckinghamshire.gov.uk

EMERGENCY & SUPPORT

EMERGENCY SERVICES
999

POLICE NON-EMERGENCY
101

NSPCC HELPLINE
0808 800 5000

NSPCC WHISTLEBLOWING ADVICE LINE
0800 028 0285

help@nspcc.org.uk

Safeguarding is everyone's responsibility.
If a child is in immediate danger, call **999**.

All contact details are correct at the time of printing and will be reviewed regularly.

Inclusion. Choice. Growth.