

## Have you a safeguarding concern?

If you concerned a child is at risk of harm or suspect they are being abused, you must:

Immediately report your concerns to one of the key persons for safeguarding within the school, such as the DSL or DDSL.

Record the known facts and give them to the DSL.

### If a child tells you that they are being abused:

- Stay calm and attuned to the child's needs.
- Allow them to speak without interruption, be empathic and accepting of what is said.
- Advise them that you will offer support, but you must pass the information they share onto a Designated Safeguarding Lead.
  - Immediately speak to the Designated Safeguarding Lead or DDSL or Headteacher

Record the facts as you know them, including the account given to you by the young person and give a copy to the Designated Safeguarding Lead.

## Online Safety

Concerned about pupils online?

Our two filtering and monitoring systems will filter, track, block and alert senior leaders of any searches and activity on devices in school, including personal devices connected to the school wi-fi.

However, if you are concerned about a pupil online or the conduct of an adult in school online, speak to our Safeguarding Team.

## Linked Policies

Our linked Policies for Safeguarding are available on our school website

These include:

- Safeguarding Policy
  - KCSIE 2023
- Behaviour and Relationships Policy
  - Attendance Policy
  - GDPR Policy
- Online Safety Policy
- Staff Code of Conduct

## Speak to our Safeguarding Team

To speak to our Safeguarding Team please refer to school reception, or contact on 0161 724 2900 (open 8am- 4pm)

## Concerns outside of School hours

For any out-of-school-hours reporting of concerns for our pupils please scan the QR Code below to complete and submit the form with the relevant information of the concern.

Our Safeguarding Team will respond appropriately the following school day.

**For urgent safeguarding matters always call the Police or Bury Multi-Agency Safeguarding Hub on 0161 253 5678**



# Spring Lane School



## Key Safeguarding Information

for  
Visitors, Agencies and  
Contractors

**2023-2024**

[www.springlane.org.uk](http://www.springlane.org.uk)

## Headteachers Welcome

Welcome to Spring Lane School, the Secondary Pupil Referral Unit (PRU) for Bury. We operate across four sites – Radcliffe, Park House, Milltown and Whitefield. We aim to support quality first teaching, a clear and broad curriculum offer, personal development experiences and targeted interventions as successful ingredients of the PRU, to safely and ambitiously serve the young people in our community.

Our pupils will feel safe, valued, listened to and invested in to positively change their future.

All staff and Governors at Spring Lane School fully recognise their duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children (Section 175 of the Education Act 2002).

We adhere to the LA's Safeguarding procedures and Keeping Children Safe in Education 2023 (KCSIE).

## Signing In Procedure

- Visitors must sign-in at the reception
- Visitor badges must be worn at all times whilst on the school site.
- Visitors should remain under the supervision of a designated member of staff whilst on site.
- All visitors must sign out at the main office and return their visitor pass before leaving the site.

Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, wherever possible.

If you are seeking an urgent appointment please report to the main office and we will arrange for you to see a member of staff that can help.

## Code of Conduct

Spring Lane School expects that all staff and visitors follow our Code of Conduct:

- Be professional in your language, body language and dress
- Avoid being on your own with a child or in a secluded area with a child. Ensure a door is open or there is visibility to other staff members who may be in proximity.
- Do not use personal mobile phones and technologies around the pupils in school, this includes taking photographs. The use of mobile phones in school will only be permitted in an emergency.

**If you are worried about the conduct of a member of staff or visitor, please inform the Headteacher**

## Key Persons for Safeguarding Staff

J Bradley – Headteacher  
W Pacey – Designated Safeguarding Lead (DSL)  
D Harper – Deputy DSL (DDSL)  
K Taylor-Valentine – Deputy DSL (DDSL)  
J Spencer – Attendance Officer

## Governance

V Shaw – Chair of Governors  
K Ingham – Safeguarding Link Governor

## Local Authority

G Andrews – LA Schools DSL  
M Gay - LADO

## Types and indicators of abuse and neglect

Abuse and neglect can happen to any child regardless of gender, culture, religion, social background, ability or disability.

Exercising professional curiosity and knowing what to look for is vital for the early identification of abuse and neglect, so that we are able to identify cases of children who may be in need of help or protection.

- **Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused in the family, in the community or online.
- **Physical abuse:** a form of abuse that may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating. It can also include a parent/carer fabricating or inducing the illness of a child.
- **Emotional abuse:** is the persistent emotional maltreatment of a child, to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless, unloved, inadequate. It can involve making a child feel unsafe or that they are in danger or bullying. Emotional abuse may involve the seeing or hearing the mistreatment of another.
- **Sexual abuse:** involves forcing or enticing a child to partake in sexual activities. These activities may be physical, or non-physical contact including witnessing images or activities, or grooming.
- **Neglect:** is the persistent failure to meet a child's physical and/or emotional needs, which is likely to impair health or development.