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**Safeguarding and   
Child Protection Policy**

# 1. Introduction

The Year 10 Summer School is committed to safeguarding and promoting the welfare of all pupils. We recognise our responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse, and exploitation. This policy outlines our procedures for safeguarding and child protection in line with statutory guidance and best practice.

# 2. Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead (DSL) for The Year 10 Summer School is:

**Name: Roger Reeves**

Role: Supervisor and DSL

Contact: 07534404670  
info@year10summerschool.co.uk

# 3. Roles and Responsibilities

All staff have a responsibility to safeguard pupils and report any concerns to the DSL immediately. The DSL will take lead responsibility for managing child protection concerns and liaising with external agencies where necessary.

# 4. Recognising Signs of Abuse

Staff will be trained to recognise signs of abuse and neglect, which may include physical injury, emotional abuse, sexual abuse, and neglect. Any concerns should be reported immediately to the DSL.

# 5. Responding to Disclosures

If a pupil discloses abuse, staff will:

- Listen carefully without interruption or judgment

- Reassure the pupil and explain what will happen next

- Report the disclosure immediately to the DSL

# 6. Recording and Reporting Concerns

All concerns will be recorded in writing, dated, and signed. Records will be stored securely and shared only on a need-to-know basis.

# 7. Allegations Against Staff

Any allegation against a staff member will be taken seriously. The DSL will follow appropriate procedures and, where necessary, contact the Local Authority Designated Officer (LADO).

# 8. Safer Recruitment

The Year 10 Summer School follows safer recruitment practices to ensure all staff and volunteers are suitable to work with children. DBS checks will be carried out as required.

# 9. Staff Training

All staff will receive safeguarding training appropriate to their role prior to the start of the summer school. Details can be found in the **Staff CP Audit doc**.

# 10. Prevent Duty

We are committed to preventing the radicalisation of pupils. Staff will be alert to signs of extremist behaviour and report concerns to the DSL. Details can be found in the **Prevent Training doc**.

# 11. Policy Review

This policy will be reviewed annually or in response to updates in legislation or guidance.

# 12. Safeguarding Contact Details

### Report concerns about a child 0300 123 4043

Herts Safeguarding website: <https://www.hertfordshire.gov.uk/services/Childrens-social-care/Child-protection/Hertfordshire-Safeguarding-Children-Partnership/hscp.aspx>

# Child Protection School Liaison Service: [cpsloadmin@hertfordshire.gov.uk](mailto:cpsloadmin@hertfordshire.gov.uk) Tel: 0300 123 4043 (Referrals to Children’s Services)

**Hertfordshire LADO – Duty Team**Phone (duty line): 01992 555420   
Email (general referrals): lado.referral@hertfordshire.gov.uk

**LADO Team Members**Tony Purvis: Tel: 01992 556 979  
Email: tony.purvis@hertfordshire.gov.uk

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