

# ALMUÑÉCAR INTERNATIONAL SCHOOL

## Policy - Leadership & Management Of Safeguarding

Reviewed August 2025 by F. Jacobs

Written 2016

Reviewed 2017,2018,2019,2020,2021,2022,2023

Next review due August 2026

Changes from the previous version are highlighted.

LUCTOR ET EMERGO

ALMUÑÉCAR  
INTERNATIONAL SCHOOL

## Context

"Section 11 of the Children Act 2004 and section 175 of the Education Act 2002 places duties on organisations to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children" taken from HM Government "Working Together to Safeguard Children" (2018).

Keeping Children Safe in Education (2018) (2021) requires that each school and college has a designated safeguarding lead to provide support to staff members to carry out their safeguarding duties and liaise closely with other services such as children's social care.

The purpose of this workbook is to set out the duties of the school, governing body and the designated safeguarding lead in a useful single document and to provide some useful proformas that will assist the work of the designated safeguarding lead by having all these in one place.



ALMUÑECAR  
INTERNATIONAL SCHOOL

The designated safeguarding lead for child protection is:

Name: Sherri Morisette

School: Almuñecar International School

Date appointed: Sept 2023

Personal training records (please list and date):

COURSE TITLE	Date completed	Date for renewal
Designated safeguarding officer training level 3	July 2024	
Mental wellness course (Spanish)	Dec 2024	

LUCTOR ET EMERGO

ALMUÑECAR  
INTERNATIONAL SCHOOL



## DESIGNATED SAFEGUARDING LEAD CHECKLIST

The role of the designated safeguarding lead for child protection is to take lead responsibility for managing child protection issues, providing advice and support to other staff, liaising with the local authority and working with other agencies.

Name of the designated safeguarding lead for child protection: Sherri Morisette

Roles and responsibilities checklist	Yes	No	Action
Is the designated safeguarding lead a member of the school's leadership team?	X		
Is there a deputy designated safeguarding lead?	X		FJacobs Head Teacher
If not, what safeguarding arrangements are in place for when the designated safeguarding lead is not available?			
Is the designated safeguarding lead given sufficient time and resources to undertake their safeguarding responsibilities?	X		
Does the designated safeguarding lead keep the head teacher informed of on-going child protection issues, including the welfare of pupils who are subject to a child protection plan?	X		

Referrals	Yes	No	Action
Does the designated safeguarding lead know how to recognise the signs of abuse and know when it is appropriate to make a referral?	X		
Does the designated safeguarding lead act as a source of advice, support and expertise when deciding when to make a referral, through liaison with relevant agencies?	X		
Does the designated safeguarding lead keep the head teacher informed of ongoing investigations?	X		

Child Protection Policy	Yes	No	Action
Does the designated safeguarding lead ensure that the child protection policy is updated and reviewed annually?	X		
Does the designated safeguarding lead work with the governing body in updating and reviewing the policy?		X	The safeguarding lead works with the management team
Does the designated safeguarding lead ensure that the child protection policy is available and accessible to all staff?	X		
Does the designated safeguarding lead ensure that the child protection policy is available and accessible to parents and carers?		X	This is the head teacher if the parents ask for it.

Training	Yes	No	Action
Has the designated safeguarding lead attended relevant child protection training? <ul style="list-style-type: none"> <li>• Basic child protection training</li> <li>• Training in inter-agency working</li> <li>• Prevent awareness training</li> <li>• Refresher training every 2 years</li> </ul>	X	X X	Online course  Not required until 2023
Give dates of the most recent refresher course for the designated safeguarding lead  Designated safeguarding officer training level 3 Aug 2019 Safeguarding level 3 refresher 2021 2024			
Does the designated safeguarding lead ensure that all staff have induction training covering child protection and that all staff know how to report concerns?	X		
Does the designated safeguarding lead provide/arrange refresher training on child protection for staff?	X		
Give dates of the most recent refresher training for staff: September 2024			

Local procedures	Yes	No	Action
Does the designated safeguarding lead have access to the local authority safeguarding procedures, guidance, training and support?	X		
Does the designated safeguarding lead have links with Almunecar Social Services?	X		M <sup>a</sup> José Rodríguez 958 63 90 86

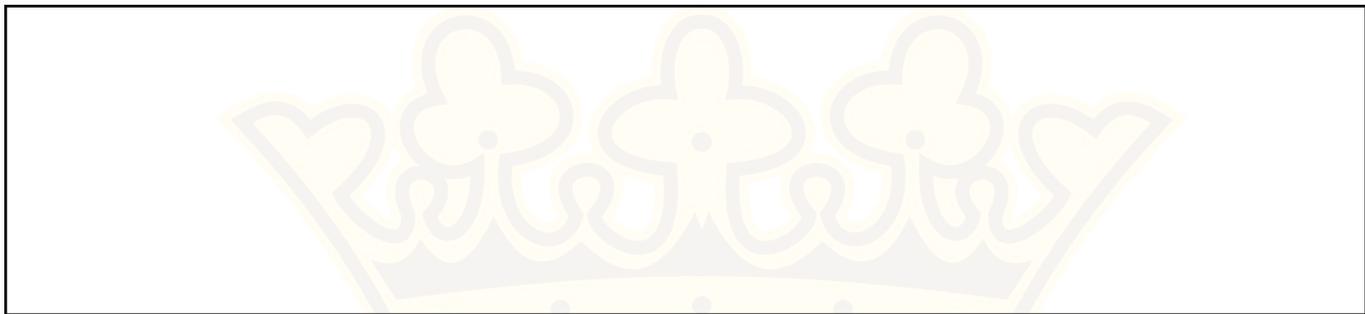
Record Keeping	Yes	No	Action
Is there a system in place for the designated safeguarding lead to identify vulnerable pupils in school?		X	Individual teachers will approach the Safeguarding lead with concerns
Does the designated safeguarding lead keep detailed, accurate and secure records for referrals and concerns?	X		
Do the records contain a chronology of concerns, referrals, meetings, phone calls and emails?	X		
Are there procedures in place for ensuring the effective transfer of confidential information relating to safeguarding at points of transition?	X		Yes if the students stay in school but no if the student leaves
Are child protection files copied and transferred separately from other records when a child moves school?	X		They will be but as of yet it hasn't occurred.

Monitoring & Evaluation	Yes	No	Action
Does the designated safeguarding lead monitor the effectiveness of the school's safeguarding procedures?	X		
Is the monitoring of the safeguarding policy linked to other relevant policies such as behaviour, attendance, anti-bullying, recruitment & selection?	X		

Sample form for recording and reporting concerns about a child

**Safeguarding Concern form**

<b>Section 1 - details of person at risk</b>	
Name of person	
Address of person	
If this is a temporary address please give permanent address	
Date of Birth	
Age if date of birth not known	
<b>Section 2 - your details</b>	
Name	
Contact phone number(s)	
Manager or alternative contact if you are not going to be available in the next 48 hours	
Name of School	Almuñecar International School
Role in organisation	
<b>Section 3 - details of Concern</b>	
<p><b>Detail what you have seen/been told/other that makes you believe the person at risk is being abused or is at risk of abuse (include dates/times/evidence from records/photos etc)</b></p> <p style="text-align: center;">LUCTOR ET EMERGO</p> <p style="text-align: center;">ALMUÑECAR INTERNATIONAL SCHOOL</p>	



**Section 4 - Abuse type(s) - please tick as many as you feel applies**

<b>Physical</b>	<b>Psychological</b>
Sexual	Discriminatory
Neglect	Hate incident
Internet abuse	Modern slavery
Forced Marriage	Emotional
Female genital Mutilation (FGM)	Other
Physical, fractures, burns, bruising etc	
Other	

If other please comment:

--

**Section 5 - Have you discussed your concerns with the person? What are their views, what outcomes have they stated they want (if any)?**

--

**Section 5A - Reasons for not discussing with the person**

Person lacks capacity	
Person unable to communicate their views	
Discussion would increase the risk	

State why the risks would increase

--

**Section 6 - what action have you taken /agreed with the person to reduce the risks**

Contact with the police please state what

Referral to other agency - please state what

Other - state what

No action agreed - state why

**Section 7 - Risk to others**

Are any others at risk Yes/No - delete as appropriate

If yes state why and what actions have been taken to address these?

**Section 8 - sharing the concerns**

First share concerns with Head Teacher. The child protection policy are the guidelines of

Next steps.

Signed:

Date:

Print name:

Role/position:

Pupils

Number of children subject to a Child Protection Plan	0
Number of looked after children	0
Number of children subject to early help	0
Number of children with a Special Educational Needs statement	

Meetings

Number of early help assessments completed	0
Number of strategy meetings attended	0
Number of case conferences attended	0
Number of contacts to social care helpdesk for advice	1
Number of contacts to local authority	2
Number of reported bullying incidents	2