# ALMUÑÉCAR INTERNATIONAL SCHOOL

# Policy - Leadership & Management Of Safeguarding v10

Reviewed September 2026 by F. Jacobs

Written 2016
Reviewed 2017,2018,2019,2020,2021,2022,2023

Next review due August 2027
Changes from the previous version are highlighted in pink.

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# 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.

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# Job Description DSL

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 2026 | |
| Mental wellness course (Spanish) | Dec 2024 | |

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## Whole school training records (teaching and non-teaching staff/volunteers)

| Name of staff | Course title | Date completed | Date for renewal |
|---|---|---|---|
| All staff | Safeguarding session | Sept 2025 | Oct 2026 |
| Fiona Jacobs | Designated safeguarding officer training level 3 | Aug 2019/ 21 /24 | Sept 2026 |
| Fiona Jacobs | Safeguarding level 3 refresher course | 2021/23/24 | 2027 |
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# 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.

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| 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 management 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 | | |

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| 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. |

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| Training | Yes | No | Action |
|---|---|---|---|
| Has the designated safeguarding lead attended relevant child protection training?<br>• Basic child protection training<br>• Training in inter-agency working<br>• Prevent awareness training<br>• Refresher training every 2 years | X<br><br>X<br><br><br> | <br><br>X<br>X<br><br> | Online course<br><br><br><br><br>July 2026 |
| Give dates of the most recent refresher course for the designated safeguarding lead<br><br>Designated safeguarding officer training level 3 Aug 2019<br>Safeguarding level 3 refresher 2021 2024 2026 | | | |
| 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 2026 | | | |

| 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 | | Mª José Rodríguez<br>958 63 90 86 |

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| 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 | | |

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Sample form for recording and reporting concerns about a child

## Safeguarding Concern form

| | |
|---|---|
| **Section 1 – details of person at risk** | |
| 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 | |
| **Section 2 – your details** | |
| 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 | |
| **Section 3 – details of Concern** | |
| **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) | |

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

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|---|
| **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 the Headteacher. The child protection policy are the guidelines of |
| Next steps. |
| |

Signed: Date:

Print name:

Role/position:

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## 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 |
| | |

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