



Tor View School



Safeguarding Local Procedure

October 2025

Safeguarding Procedures

Local Procedure Title	Safeguarding local procedure
Site	Tor View School
Local Procedure date	September 2022
Local Procedure review date	September 2026
Local Procedure Author(s)	Head teacher / Deputy Head teacher
Local Procedure Ratification	SLT

1. Rationale

Tor View school is a specialist school catering for pupils with Autism and a wide range of Special Educational Needs. All pupils have an Education, Health and Care Plan. Due to the nature of our pupils Special educational Needs and communication difficulties, we believe they are particularly vulnerable and recognise the importance of protecting and safeguarding them. Safeguarding at Tor View school is secure, with robust systems and a proactive approach to mental wellness. Our Trauma-Informed Schools (TIS) approach ensures emotional safety and trust.

The aim of this policy is to highlight how the school meets the individual needs of its pupils through the effective allocation of available resources.

2. Safeguarding overview

This local procedures must be read alongside AOP06 v11- Safeguarding Children in Education - England

Our policies and procedures reflect recent changes included in the updated government publications, including:

‘Working Together to Safeguard Children (2023)’ [Working together to safeguard children 2023: statutory guidance](#)
 Keeping Children Safe in Education (Sept 2024) [Keeping children safe in education 2024](#)

Safeguarding is a comprehensive term that refers to the practices of Safeguarding Children and Adults at Risk.

Previously this was referred to ‘Child Protection and the Protection of Vulnerable Adults.’

At Tor View School safeguarding is at the forefront of all that we do.

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children’s mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children’s Social Care National Framework

Definition from ‘Working Together to Safeguard Children 2023’

Tor View School fully recognises its responsibilities for the safeguarding of all vulnerable young children, young people and adults at risk. As a member of staff, a volunteer or a visitor, working with these vulnerable young people, it is your duty to act upon, and report any safeguarding concern. It is everyone’s responsibility to protect young people and to keep them safe.

All concerns **must** be reported to one of your Designated Safeguarding Leads and not discussed with any other member of staff. The Designated Safeguarding Lead and their team will then make a decision regarding the next steps.

Designated Safeguarding Lead – Nicole Cutler (Deputy Head teacher) nicolacutler@aspriscs.co.uk
Operations Director – Rebecca McArthur- rebeccamcarthur@aspris.com
Head of Safeguarding for Education -Jenny Mason

Tor View School has a safeguarding team with 1 DSL (Nicola Cutler) and 5 DDSL (Nicole Statton, Lydia Gannon, Claire Treliving, Paul Marchant and Katherine Owen).

In the event that you have a safeguarding concern you should follow the Aspris Internal Safeguarding Procedure [Safeguarding Flow chart UK](#)

If your safeguarding concern requires immediate and urgent action and you are unable to make contact with any of our Designated Safeguarding Leads or Deputy Designated Safeguarding Leads and the OD and Executive Safeguarding Lead is unavailable, then you should contact either:

- ✓ Devon County Council Multi Agency Safeguarding Hub 0345 155 1071
- ✓ Adult Social Care on 0345 155 1007
- ✓ **If it is an emergency always contact the police by dialling 999**
- ✓ If it is not an emergency and you want to talk with the police, dial 101

You will be able to discuss your concerns. If you report your concern through one of these alternative routes, you must still notify the DSL as soon as possible.

Reports to the Police for any safeguarding concerns should be made via:

- Emergencies dial 999
- or non-emergencies dial 101

3. Key information – Points to consider

Our policy and procedure apply to all adults involved with supporting our young people, and should be used in conjunction with other Aspris Group documentation, as well as statutory documents such as Keeping Children Safe in Education (2024) and Working Together to Safeguard Children (2023).

Key themes include:

- Ensuring we practice safer recruitment in checking the suitability of staff and volunteers to work with children and young people.
- Raising awareness of safeguarding issues and equipping children and young people with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting safeguarding concerns
- Ensuring that children and young people who are at risk or have previously been a victim of abuse are supported effectively in accordance with their individual circumstances and needs.
- Establishing an environment where children and young people feel safe, are safe, make progress and thrive.

We recognise that because of the day-to-day contact with children and young people all adults are well placed to observe safeguarding risks and concerns. The school will therefore:

- Establish and maintain an environment where children and young people feel secure, are encouraged to communicate, and are 'listened' to, in line with their own individual communication needs.
- Ensure children and young people know that there are adults in the school whom they can approach if they are worried.
- Include opportunities for children and young people to develop the skills they need to recognise and stay safe.
- Ensure children and young people are keeping themselves safe online.
- Offer a curriculum that supports our children and young people to learn about global, national and local safeguarding themes so that they can be safe, responsible citizens and to make a positive contribution.

We will follow the procedures set out by Devon Safeguarding Children Board (DSCB) and South West Child Protection Procedures <https://www.devon.gov.uk/educationandfamilies/child-protection/> for our young people and take account of guidance issued by the Department for Education and Skills to:

- Ensure we have a Designated Safeguarding Lead (Nicola Cutler) for protection of vulnerable young people who has received appropriate training and support for this role.
- Ensure every member of staff; agency worker or volunteer knows the name of the DSL person/s responsible for safeguarding/child protection and their role in protecting our children and young people from abuse.
- Ensure all adults understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated members of staff responsible for protection of vulnerable young people.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding protection of vulnerable people including attendance at case conferences.
- Keep written records of concerns, actions and outcomes about children and young people (Engage MIS)
- Ensure all records are kept securely; separate from the main file for pupils, and in locked locations.
- Where an allegation is made against a member of staff or volunteer we will follow the South West Child Protection Procedures.
- Ensure safer recruitment practices are always followed.

We recognise that young people/adults at risk who are abused, or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. Tor View may be the only stable, secure and predictable element in the lives of young people at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the student through:

- The school ethos and Sunrise values, which promotes a positive, supportive and secure environment and gives children and young people a sense of being valued.
- The school code of conduct on bullying and positive behaviour policy is aimed at supporting vulnerable children and young people in the school.
- Liaison with other external agencies that support the children and young people. Ensuring that, where a young person leaves, any safeguarding information is transferred to the new setting immediately. Ensuring there is unconditional high regard towards all children and young people from all staff

4. Managing Disclosures – Do's and Don'ts

Do

- Be accessible
- Listen carefully
- Take it seriously
- Reassure the child/adult, e.g. that they are right to tell you
- Say what you will do next
- Consult immediately with one of your Designated Safeguarding Leads
- Make clear and concise Records

Don't

- React strongly to what you're told, e.g. "that's disgusting", pull faces when you find something upsetting, unpleasant
- Jump to conclusions or speculate
- Tell the young person/adult at risk you will keep it a secret
- Ask leading questions
- Make a promise you can't keep
- Stop a child/adult who is freely speaking
- Be judgemental

5. Recording guidance

Recording Guidelines

Tor View school use CPOMS as a reporting system. All staff have access to this system.

Inductions for new starters will include time for CPOMS training with one of the schools **Designated Safeguarding / Deputy Designated Safeguarding Leads**. Staff can seek advice from DSLs at any time and request to meet to discuss a concern. Staff can also access support with reporting if necessary.

Any safeguarding concerns must be recorded on CPOMS, alerting the DSL / DDSL’s into the correspondence. Safeguarding concerns should be recorded as soon as possible (same day) on CPOMS (and DSL / DDSL) should be notified face to face on the day, especially if a child is due to go home and this could put them at risk.

6. Contact details

For local guidance and information on child protection and safeguarding refer to the Local Safeguarding Children Board - South West Safeguarding and Child Protection Procedures (<http://www.devon.gov.uk/childrens-services/safeguarding-children/report-a-child-at-risk/>) or <http://www.devonsafeguardingadultspartnership.org.uk/about/>

7. Allegations against Members of Staff

Any allegations that are made against members of staff must be reported immediately to the Designated Safeguarding Lead (DSL) unless the allegation in anyway implicates or concerns that person.

In this situation adults must contact the Regional Safeguarding Lead -**Operations director** – Rebecca McArthur- rebeccamcarthur@aspris.com

Any allegations involving members of staff must be reported by the school to the Local Authority Designated Officer (LADO)

If staff need to contact the LADO, they can complete a [LADO contact form](#) or email childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk

A response should be received with 24 hours.

In the event that an allegation is made against a member of staff they will be instructed not to discuss or communicate with other members of staff. This is because any discussion could jeopardise the investigation,

8. What you need to do to report abuse about an Adult at Risk

Tor View School is a setting that supports young people between 7 and 18 years of age. Therefore, it is possible that a student on our roll will be 18 or over and is an adult. As a result, the school’s policy and procedures include guidance for safeguarding adults and staff are trained and made aware of any updates accordingly. Staff are aware that they should follow procedures around passing information with the DSL as detailed above.

The Aspris policy- AOP08v09 Safeguarding Adults – England supports this local procedure.

If the adult is in immediate danger or in need of medical attention or if a crime has been committed contact the Emergency Services - Police and/or Ambulance Service.

If you are concerned that an adult at risk is being harmed, or neglected, or exploited, you should ring Devon County Council on 0345 155 1007 or Police out of hours telephone number 101. **If it is an emergency always contact the police by dialling 999**

For further advice on safeguarding Adults at Risk please refer to the Government advice: <https://www.gov.uk/government/publications/safeguarding-policy-protecting-vulnerable-adults>

The following website offers advice on safeguarding adults within Devon <http://www.devonsafeguardingadultspartnership.org.uk/about/>

9. Allegations and low-level concerns

Aspris Education Services have comprehensive policies that reflect all government guidance and advice. In order to ensure that this guidance and advice is implemented at site level, Tor View undertakes the following training, support and guidance with its staff

- ✓ Safeguarding induction programme for new staff and other visitors who will be involved in supporting and working with young people.
- ✓ All Tor View staff have an individual CPOMS log on.

- ✓ CPOMS training for all staff
- ✓ Sign in leaflets to prompt visitors and to advise them of who is DSL, and how they can report a concern.
- ✓ A six-hour induction training programme delivered by skilled facilitators to all new staff.
- ✓ Annual updates to all staff (three-hour refresher courses)
- ✓ Regular themed training on specific safeguarding topics. This is tailored to reflect local themes – county lines/PREVENT/CSE/sexting & E-safety/substance use/missing from education and care/sexualisation and sexually harmful behaviours/trafficking
- ✓ Quizzes are used as part of training to ensure staff have understood the material.
- ✓ Bi-weekly safeguarding meetings amongst DSL / DDSLs
- ✓ DSL subscribes to national safeguarding resources (NSPCC, Safeguarding Pro) and these weekly briefings are shared with the school team
- ✓ A proactive and strong approach to use of mobile phones within school (see mobile phone policy)
- ✓ Safeguarding leaflets for pupils – different ones created for each pathway.

If you ever have any concerns always report this to the schools DSL / DDSL

DSL – NicolaCutler@aspriscs.co.uk

DDSL – Nicolestatton@aspriscs.co.uk

DDSL- LydiaGannon@aspriscs.co.uk

DDSL- Clairtrevling@aspriscs.co.uk

DDSL- Paulmarchant@aspriscs.co.uk

DDSL – KatherineOwen@aspriscs.co.uk

Last reviewed:

Next review date: September 2026