



SAFEGUARDING STATEMENT OF INTENT

REFERENCE:	V01 – 09/2025
OWNERSHIP:	AP Lead
AUTHORISED BY:	Emma Draper (Director)
REVIEW:	Annually – September 2026

AP context (non-school AP): Churchwood Forest School AP operates as an non-school Alternative Provision (AP). Commissioning schools/LAs (“commissioners”) retain statutory responsibilities for admissions, attendance registers/coding, exclusions and Children Missing Education (CME). Churchwood Forest School AP provides same-day safeguarding and attendance information to commissioners and aligns practice with KCSIE (2025) and the local three safeguarding partners’ procedures. We adopt DfE Non-school alternative provision: voluntary national standards (31 Aug 2025) as benchmarks ahead of mandation.

Policy and Procedures

We will ensure all policies and procedures in respect of safeguarding children are up to date and in line with As an non-school AP, Churchwood Forest School AP adopts KCSIE as benchmark guidance and follows local three safeguarding partners arrangements. Core safeguarding policies are issued at induction, updated at least annually, and published/available on request, with a QA evidence bundle maintained (DSL contact list, staff/DBS matrix, filtering & monitoring statement, incident/first-aid logs, premises risk assessments). The policies are accessible to all staff, they are provided with copies during induction and copies are available in each setting as well as online. Policies and procedures are reviewed and revised by the Education Leadership Team/Directors on a regular basis and ratified by the Churchwood Forest School AP Board.

Please read with the Churchwood Forest School AP Child Protection & Safeguarding Policy and any local appendices.

Churchwood Forest School AP Board Responsibilities

As delegated by the Board of Churchwood Forest School AP, the Director of Education is the lead for Safeguarding Children and Adults at Risk and has oversight of the Education team which reports to the Board on all educational safeguarding issues.

Churchwood Forest School AP works within local safeguarding partner arrangements (the three safeguarding partners) in each area and engages with multi-agency processes as required.



Churchwood Forest School AP also provides same-day information to commissioners for incidents relevant to their statutory duties.

The Board approves the annual **Safeguarding Statement** and receives **termly reports** (themes, training, incidents, audits).

Disclosure & Barring Checks

Churchwood Forest School AP meets statutory requirements in relation to Disclosure & Barring Service – all staff and volunteers who work with Churchwood Forest School AP who meet the 'regulated activity test' (Freedoms Act 2012) are required to undergo an enhanced DBS check prior to employment.

Designated Safeguarding Leads

The Board of Churchwood Forest School AP have ultimate responsibility for Safeguarding issues.

Operationally, this responsibility within the education provisions falls to the Provision Lead in each setting. As required in Keeping Children Safe the Provision Lead appoints a Designated

Safeguarding Lead (DSL) who oversees the operational application of safeguarding and child protection with the setting. The DSL is clear about their role, have sufficient time and receive

relevant support, and training, to undertake their roles, which includes close contact with outside agencies including social services, the local safeguarding partners and relevant health care

organisations. The DSL ensures same-day liaison with the commissioner for significant

incidents/risks and keeps a written DSL↔commissioner contact protocol. DSLs have sufficient time,

status and training to fulfil their role, including oversight of online safety (filtering & monitoring)

arrangements. National support is provided by the Education Leadership Team/Directors (ELT).

National support is offered to each provision from the Education Leadership Team/Directors.

Training

All eligible staff and volunteers are required to undertake relevant safeguarding training. Within



Churchwood Forest School AP safeguarding training consists of:

- **Induction (within first 5 working days):** KCSIE **Part 1** (or **Annex A** where directed by the DSL/Provision Lead), Code of Conduct, **child-on-child abuse**, **online safety**, and **reporting routes**.
- **Annual refresher (each academic year):** whole-staff **INSET** plus the **mandated online safeguarding module**; attendance recorded on the training matrix.
- **Ongoing updates:** **DSL-led** contextual briefings **at least termly** (and ad hoc when risks change), aligned to local safeguarding partner priorities.
- **Online safety:** training includes our **filtering & monitoring** processes (scope, roles, alert handling) and acceptable use expectations.
- **DSL & deputies:** specialised DSL training **renewed every 2 years**, with **annual** refresher/updates.
- **Safer recruitment:** at least one panel member on **every** recruitment exercise has **up-to-date safer recruitment training**.

Audit

Churchwood Forest School AP have robust audit checklists to ensure that safeguarding systems and processes are working. The audit includes: the monitoring of the central vetting record (SCR-equivalent), the monitoring of Child Protection & Adults at Risk Policies and Procedures including, 'Allegations against Professionals and Low Level Concerns' and the monitoring of training for all employees and volunteers, guidance and support. The Churchwood Forest School AP audit will be undertaken in October for reporting in January. When necessary, Churchwood Forest School AP will share our audits with partner agencies including those relevant Local Authorities. The audit also reviews case-file dip samples, filtering & monitoring evidence, incident/first-aid logs, training matrices and premises risk assessments. Findings are reported to ELT (termly) and the Board (at least annually). Where appropriate, summaries are shared with commissioners and local partners. The Churchwood Forest School AP audit is undertaken in October with reporting in January (or earlier where risk dictates).

VERSION CONTROL

Version	Date	Change Summary	Author/Reviewer	Approved by:
1	29/9/2025	Initial Version	Mark Wrangles	



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Appendix: Local safeguarding contacts (Devon)

Local safeguarding contacts (Devon)

- Children (Front Door/MASH): 0345 155 1071 · mashsecure@devon.gov.uk
- LADO (allegations against adults): 01392 384964 · childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk
- Out of Hours Emergency Duty Service (Adults & Children): 0345 600 0388
- Adult safeguarding (Care Direct): 0345 155 1007 · csc.caredirect@devon.gov.uk
- Prevent (advice): 01392 225130 · ACT Early support line 0800 011 3764
- NSPCC Helpline: 0808 800 5000 · help@nspcc.org.uk · Childline: 0800 1111
- Ofsted whistleblowing: 0300 123 3155 · whistleblowing@ofsted.gov.uk