

Policy Name:	BCCS Safeguarding Procedures
Review Cycle:	Annual
Author:	Stephen Fuller
Link Governor:	Paul Merchant
Approved by / Date:	BCCS Senior Leadership Team - September 2025

Date	Summary of Changes
19.08.25	Reviewed by Mia Helmich DSL
27.08.2024	Addition of home visit and FPN/prosecution processes to 'Attendance Procedures' in line with changed guidance
05.04.2022	Removal of Covid procedures in line with changed guidance

School Name: Bristol Cathedral Choir School
Policy owner: Stephen Fuller
Date: 26th August 2024
Date shared with staff: 5th September 2024

This addendum of the BCCS Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Context

On Friday 1st April 2022, the governments withdrew all Covid-19 guidance for schools as they removed the final layer of restrictions.

BCCS will continue to have regard to the statutory safeguarding guidance Keeping Children Safe in Education (as updated, Sept 2024).¹

We will ensure that where we care for children on site, we have appropriate support in place for them.

We will take advice and work with the local safeguarding partners.

Key contacts

Remain as per the School Safeguarding Policy.

Vulnerable children

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989,² including children and young people who have a child in need plan, a child protection plan or who are a looked-after child;
- have an education, health and care (EHC) plan;
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - o children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - o adopted children or children on a special guardianship order
 - o those at risk of becoming NEET ('not in employment, education or training')
 - o those living in temporary accommodation
 - o those who are young carers
 - o those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - o care leavers
 - o others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health.

BCCS will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social

¹Keeping children safe in education 2024

²<https://www.legislation.gov.uk/ukpga/1989/41/section/17>

workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be: [Michael Brodie](#)

In circumstances where a parent is hesitant about or does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and BCCS will explore the reasons for this directly with the parent.

BCCS will encourage all pupils to attend a school.

Attendance monitoring

We expect all pupils to attend school. The BCCS Attendance Policy details our³ procedures to support pupil attendance.

Parents or carers are expected to contact the school on the first day of the illness and inform us of the reason for absence so that the correct attendance codes can be used in every case of absence.

Home visits will be carried out by appropriate staff where a pupil has been absent without reason provided for 3 school days and efforts to contact parents/carers have been unsuccessful. The school will consider issuing fines/prosecution as a last resort should all other efforts fail to encourage a pupil's attendance to school.

We expect parents or carers to make contact to make us aware of the status of any COVID-19 tests that have become necessary and to update the school on the welfare of the pupil. For children self-isolating – we will use code X. The guidance from the government stipulates that children who test positive should self-isolate for 3 days.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they should notify the Headteacher, and member of the Safeguarding Team (DSL + two DDSLs) immediately. This action is of paramount importance. It should be done verbally and takes priority over any other engagement e.g. staff can ask a colleague to cover a part of a lesson while they report their concerns.

The school will then work with them to report concerns to the LADO.⁴

³ [BCCS Attendance Policy](#)

⁴ [LADO Concerns Professionals Bristol Referral Form](#)

Safeguarding Training and induction

All existing school staff have had safeguarding training and have read part 1 & Annex B of Keeping Children Safe in Education (2024). The DSL will communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter BCCS, they will continue to be provided with a safeguarding induction.

For movement within the Trust, schools should seek assurance from the Multi-Academy Trust (MAT) HR Manager that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

Safer recruitment/volunteers and movement of staff

When recruiting new staff, BCCS will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2024) (as amended, Sept 2024).

Volunteers

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information).

Supervision must be:

- by a person who is in regulated activity.
- regular and day to day; and
- reasonable in all the circumstances to ensure the protection of children.

In appointing volunteers, the school will continue to follow safer recruitment processes.

Children and online safety away from school and college

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Supporting children in school

BCCS is committed to ensuring the safety and wellbeing of all its students.

BCCS will continue to be a safe space for all children to attend and flourish.

BCCS will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on CPOMS.

BCCS will ensure that appropriate support is offered to all students with respect to their mental health.

Elective Home Education (EHE)

BCCS will encourage parents to send their children to school, particularly those who are vulnerable.

Where an application is made, BCCS will consider whether a parent's decision to educate at home gives greater cause for concern compared to remaining in school.

Where we feel that there is additional cause for concern the designated safeguarding lead will then consider making a referral to the local authority in line with existing procedures. This will happen as soon as BCCS becomes aware of a parent's intention, or decision, to home educate.

BCCS will work with local authorities and, where possible, coordinate meetings with parents to seek to ensure EHE is being provided in the best interests of the child.

If a parent wants to admit their child to BCCS, we will follow our normal processes for in-year admissions applications.

Support from the Trust

The Cathedral Schools Trust (MAT) Safeguarding Directorate will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

The Director of Safeguarding will ensure that as children return try to give designated safeguarding leads and their deputies more time to:

- support staff and pupils with new safeguarding and welfare concerns •
- handle referrals to children's social care and other agencies where appropriate