

Safeguarding Protocol

The Harbour team members are committed to safeguarding the children with whom we work. All staff have enhanced DBS checks and have undertaken safeguarding training which is updated regularly in accordance with the DfE and Local Authority advice.

Each member of staff carries a letter of assurance based upon Ofsted and Wiltshire Approved Alternative Provision guidance, which they are able to show during visits or appointments to verify who they are. The Harbour has processes for child protection concerns and will act in accordance with Keeping Children Safe in Education September 2024. You can read the full EQUA Mead Safeguarding and Child Protection Policy [here](#).

The Harbour Team

All members of the Harbour team have enhanced DBS and have engaged in safeguarding training. The Harbour team have letters of assurance, and identification badges. Becky Humphreys is the named Harbour Designated Safeguarding Lead (DSL) who has undergone advanced safeguarding training and Alan Stokes is the Deputy DSL (training in early November 2024). There are two named Paediatric First Aiders within The Harbour team (Becky Humphreys and Alan Stokes).

Visitors to The Harbour

All Harbour visitors (professionals, parents and children) will follow Castle Mead School's visitors procedures. Visitors to The Harbour will be met at the Harbour gate by a member of the Harbour team and sign in/out in the Harbour building. Whilst onsite, a member of the Harbour team will be responsible for supervision of Harbour visitors.

If a child/parent doesn't attend a planned session, the Harbour team will try to contact the family, and immediately contact the home school to inform them of non-attendance.

Concerns about a child

If any member of the Harbour team has a concern about a child, it is raised quickly. Concerns are recorded using the Harbour Concern Form Part A and shared with the Harbour D/DSL who will share the concern with the child's home school DSL/DDSL. Any follow up actions are agreed and the Harbour D/DSL will record this on Part B of concern form. The Harbour D/DSL will then contact the school to ensure progress towards them.

If needed, members of the Harbour team will contact the Wiltshire Multiagency Safeguarding Hub for advice, or make a referral.

Working collaboratively with schools and other professionals

The Harbour is committed to working collaboratively to safeguard the children with whom we work. Where appropriate, members of the team will attend Child Protection Conferences and other safeguarding meetings, and also liaise and share information with other agencies, including social care.

The following flow chart summarises our safeguarding protocol if a concern about a child is raised.

Safeguarding - raising and sharing concerns about a child

