

Different Provision: Safeguarding and Child Protection Policy

Statement of Intent

Briarwood School is committed to safeguarding and promoting the welfare of all children and young people who attend our Different Provision. We recognise that pupils accessing this provision may be particularly vulnerable, and we take our statutory duty to safeguard them seriously.

This policy governs the operational safeguarding practices for pupils attending Different Provision with an enrolment status of:

- Pupils enrolled at other schools (and commissioning different provision through Reach & Connect).
- Pupils who are “off-roll” (not currently registered) and Reach & Connect is commissioned by the Local Authority.

For pupils who are accessing Different Provision who are currently on roll with Briarwood – normal Safeguarding and Child Protection protocols apply in line with Briarwood’s Safeguarding and Child Protection Policy.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education and Inspections Act 2006
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Education Act 2002
- The Children Act 2004
- DfE ‘Alternative Provision’ (2025)
- DfE ‘Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement’
- DfE ‘Keeping children safe in education 2025’
- DfE ‘Working Together to Safeguard Children 2023’
- DfE ‘Mental health and behaviour in schools’

This policy operates in conjunction with the following school policies and documents:

- Behaviour and Pastoral Policy
- Anti-bullying Policy
- Suspension and Exclusion Policy
- E Safety Policy
- Cyber-security Policy
- GDPR Policy
- Data Retention Policy
- LAC Policy

- Whistleblowing Policy
- Safer Recruitment Policy
- Staff Code of Conduct
- Relationships Policy
- Low-level Safeguarding Concerns and Allegations of Abuse Against Staff Policy

Important contacts

Role/organization	Name	Contact details
Designated safeguarding leads (DSL)	Georgina Andrews Antonios Petropoulos	Georgina.andrews@bristol-schools.uk Antonios.petropoulos@brirwoods-schools.uk
Deputy DSL	Aggie Bennett	Aggie.bennett@bristol-schools.uk
Local authority designated officer (LADO)	Nicola Laird	0117 903 7795
Executive Headteacher	Nicolle Deighton	Nicolle.deighton@bristol-schools.uk

Purpose of Different Provision

Sometimes children and young people with very complex needs, require something a bit different. Briarwood's Reach & Connect service provides opportunities for children outside of the classroom, but always with a focus on reintegration back into the most appropriate provision for that child or young person. The provision supports schools where pupils may be on part time timetables, waiting for specialist provision, not yet attending or are finding being in the classroom difficult.

We do this by assessing what the pupil's needs may be, including sensory, learning, communication and behavioural needs and then designing a package of support for both the child and the school. We use our wider school and local community to support with this including targeted sessions in our onsite cafe, our specially designed play areas, our independent living practice flat and our allotments. We also access amenities in the local community and wider Bristol area including shops, farms, parks, sensory spaces and attractions. We can also support pupils in their home.

Roles and Responsibilities

The Executive Headteacher will be responsible for:

- Taking over arching responsibility for Briarwood’s Reach and Connect Service including Different Provision
- Taking overall responsibility for the implementation of this policy
- Ensuring that SLA’s and/or contracts are established in due time and are signed and approved
- Ensuring all paperwork such as risk assessments and documentation are signed by relevant parties and compliant
- Reporting on the effectiveness of the implementation of Reach and Connect including Different Provision to the governing board.

Reach and Connect Lead with be responsible for:

- Managing all referrals for Different Provision including reviewing details of a pupil’s SEND and areas of need, so their placement can be catered to them
- Ensure the relevant safeguarding and health and safety checks have been carried out and all paperwork is compliant and reflects risk e.g. Risk Assessments, Behaviour Plans with oversight from the Executive Headteacher
- Liaising with the relevant members of staff where appropriate e.g. the DSL/SENDSCO, EH
- Undertaking visits to enrichment sites to assess risk and ensure safeguarding checks (or delegating this task to support staff with oversight)
- Ensuring school registers and codes are completed correctly for pupils on roll at Briarwood in line with the Attendance Policy to ensure effective safeguarding – with oversight from the Head of Inclusion
- Ensuring that all adults at the provision are cleared to work with pupils, e.g. they have the relevant DBS checks which is reflected on the letter of assurance
- Ensuring SLA’s are created to outline expectations of the service including safeguarding
- Liaising with parents when their child has been directed to Different provision
- Deciding on an appropriate course of action, in conjunction with the EH and DSL, if informed of any serious behavioural or safeguarding incidents involving the pupils accessing Different Provision
- Acting as the DSL to ensure any safeguarding concerns are dealt with in line with Briarwood’s Safeguarding and Child Protection Policy (for pupils on roll).
- Ensuring all attendance and safeguarding concerns are logged and passed on to any original settings (where a pupil is still on roll with them) in accordance with their policies and procedures through effective management and upskilling of support staff
- Ensuring any staff recruited as part of Reach and Connect meet the relevant safeguarding criteria, complete a robust induction process including all relevant safeguarding training and are subsequently inputted on to the SCR in line with the Safeguarding and Child Protection Policy

The DSL will be responsible for:

- Ensuring all safeguarding policies and procedures are compliant and effective in line with Different Provision
- Ensure pupils welfare is paramount at all times

- Setting out procedures for any safeguarding concerns to be reported in a time effective manner that will enable relevant parties to keep the child or young person safe from harm
- Provide advice and support to other staff on child welfare, safeguarding and child protection matters.
- Escalate concerns if necessary through the relevant channels including social care and/or the police
- Ensure that child protection files are kept up-to-date and only accessed by those who need to do so.
- Keep detailed, accurate, secure written records of safeguarding concerns, decisions made, and whether or not referrals have been made, and understand the purpose of this record-keeping.
- The management of the Single Central Record

The LA (e.g. when a pupil is not on roll and remains the responsibility of LA) will be responsible for:

- The overarching safeguarding responsibilities of pupils on their roll accessing Different Provision as specified in Keeping Children Safe in Education (DfE, 2025)
- Liaising with parents surrounding welfare and wellbeing checks
- Regularly review Different Provision to confirm it still meets the needs of the pupil through arranging progress meetings with the Network
- Continuing to try and arrange suitable education for pupils who are accessing Different Provision and updating the network on the consult process at least termly
- Attending annual reviews and any multi-agency meetings – keeping all of the network updated with any concerns

Original settings (e.g. when a pupil is on roll at a different educational setting) will be responsible for:

- The overarching safeguarding responsibilities of pupils on their roll accessing Different Provision as specified in Keeping Children Safe in Education (DfE, 2025)
- Sharing the relevant information with Briarwood School to facilitate the transition from the school to the provider.
- Sharing their policies and procedures for Safeguarding Child Protection and Attendance in order for Briarwood School to comply with these effectively
- Keeping the network updated with any safeguarding information or updates
- Liaising with parents surrounding welfare and wellbeing checks
- Regularly review Different Provision to confirm it still meets the needs of the pupil through arranging progress meetings with the Network

Support Workers will be responsible for:

- The day to day safeguarding of pupils when accessing Different Provision in line with Briarwood's policies and procedures
- Safeguarding pupils' wellbeing and maintain public trust in Briarwood School as part of their professional duties
- Following all processes and procedures set out within this policy
- Adhering to all Briarwood's Policies and Procedures including Different Provision SG + CP Policy

Equalities and Rights Statement

Briarwood School provides an education for all, acknowledging that the society within which we live is enriched by the ethnic diversity, culture and faith of its citizens. Briarwood School strives to ensure that culture and ethos are such that everyone is equally valued and treats one another with respect. Some children have an increased risk of abuse, both online and offline, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

With regards to safeguarding we will consider our duties under the Equality Act 2010 and our general and specific duties under the Public Sector Equality Duty. General duties include:

1. Eliminate discrimination, harassment, victimisation and other conduct that is prohibited by the Equality Act 2010.
2. Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
3. Foster good relations across all protected characteristics – between people who share a protected characteristic and people who do not share it.

Details of our specific duties are published under Briarwood's equality statement and measurable objectives. These are available on our website.

We adhere to both the Bristol Equality Charter and Bristol Children's Charter with a view to contribute towards the [One City Plan](#).

Briarwood also adheres to the principals of and promotes anti-oppressive practice in line of the United Nations Convention of the Rights of the Child and the Human Rights Act 1998.

Planning for Different Provision

The Reach and Connect Lead will collaborate with the LA and any original schools on devising a strategic plan to support pupils with accessing Different Provision.

The school will ensure that a personalised plan is developed, setting clear objectives for improvement and attainment, timeframes, arrangements for assessment and monitoring progress.

The school will always ensure there has been an accurate assessment of a pupil's needs in order to ensure that suitable alternative provision is put in place.

The Different Provision Lead will be responsible for providing written confirmation that all staff have had the statutory safeguarding checks including Enhanced DBS clearance via an SLA and letter of assurance (See Appendix 1).

Monitoring and Reporting - Safeguarding

If a member of support staff has any concern about a pupil's welfare, or a child or young person has reported a safeguarding concern, they will act on them immediately by speaking to the DSL or deputy DSLs.

The DSL will report this in line with the flowchart specifies within **Appendix 2**.

Where a pupil has been harmed or is in immediate danger or at risk of harm, support staff act in line with the pupils Risk Assessment e.g. phone 999. They should contact the DSL as soon as possible alongside the child/young person's emergency contact.

Where safeguarding concerns arise, the placement will be immediately reviewed and terminated if necessary, unless or until those concerns have been satisfactorily addressed. The school will ensure that all relevant individuals are aware of the additional risk of harm to which pupils placed at Different Provision may be vulnerable.

Briarwood will also inform the commissioner of any changes to arrangements that may put a pupil at risk, e.g. staff changes, so that those involved in the commissioning of alternative provision can assure themselves that appropriate safeguarding checks have been carried out on new staff.

Contextual Safeguarding

Safeguarding incidents can occur outside of school and can be associated with outside factors. Support staff will always consider the context of safeguarding incidents. Assessment of pupils' behaviour will consider whether there are wider environmental factors that are a threat to their safety and/or welfare. The school will provide as much contextual information as possible when following up on safeguarding concerns.

Monitoring and Reporting - Attendance

Briarwood will ensure that the provider has arrangements in place to follow up absences promptly in line with any commissioning schools Attendance Policy, particularly where this is unexpected or unexplained.

The whereabouts of pupils placed at alternative provision will always be known during school hours – this will include maintaining records of the address of the provider and any subcontracted provision or satellite sites pupils may attend.

Support staff will record daily whether a pupil is present or absent in line with the responsible party below. The process for reporting absences can also be seen in **Appendix 3**.

For pupils on roll at Briarwood School - when parents have agreed for their child to attend Different Provision, the pupil must attend any on- or off-site provision; failure to attend the provision will carry the same consequences as non-attendance at the school, as outlined in the **Briarwood's Attendance Policy**.

The CODES which may be suitable are as followed:

B – Educated off site (to be used when pupil is attending Different Provision)

C2 – Pupil on part time timetable (to be used when pupil is not expected on site - when not accessing ALP)

I – Illness

If the school cannot get in touch with the parent for a period of 48 hours, a welfare check will be carried out in line with the Attendance Policy.

For pupils on roll at a different educational setting – support staff, with the oversight from the Reach and Connect Lead, will ensure attendance procedures are followed in line with their school policies. This needs to be provided by the original school as part of the safeguarding flowchart (**Appendix 4**).

For pupils off roll who fall under the responsibility to the Local Authority - support staff, with the oversight from the Reach and Connect Lead, will ensure attendance is reported daily to the LA so they are able to follow this up in a time effective manner.

Health/Medical Needs and First Aid

Reach and Connect has a duty to ensure arrangements are in place to support pupils with medical conditions so that all pupils with medical conditions, in terms of both physical and mental health, receive appropriate support to allow them to access Different Provision.

Parents/Carers must provide, in written form, comprehensive and up to-date information on the condition of pupils and changes for better or worse and the medication used. These will inform the HCP and protocols, which in turn will be updated whenever new information has been provided.

Any child or young person who has a medical or health care issue, or who has a care plan provided by a health care practitioner will require a health care plan and possibly a corresponding protocol.

Prior to starting Different Provision, parents/carers should inform staff of any medical or health concerns and provide all corresponding documents which will help us understand whether a pupil needs HCP or a Protocol.

All documentation needs drawing up, signing by all relevant parties and sharing with support staff before Different Provision can begin to ensure their paramount safety at all times.

Any training requirements, such as Administration of Medication, will be requested via to the EH PA Kate Williams so she is able to arrange these in line with whole school training monitoring spreadsheet for Briarwood School. This is Briarwood is able to track training and inform staff when this is up for renewal, ensuring compliance.

For any delegated training, such as emergency medication, the child or young person's health care practitioner will need to be contacted and once again training will need to go via EH PA in order to ensure this is recorded and compliant. However, please note, all delegated training remains the responsibility of health.

Any pupil who has a medical or health care issue which can require emergency treatment or requires support from staff **will require a corresponding protocol**.

The protocols ensure staff are familiar with the processes and procedures of each pupil in case of an emergency. These will be in addition to HCPs and will support staff with understanding pupils' individual needs and knowing what to do in case of an emergency. All protocols and HCP will need to be shared with support staff prior to any community enrichment as highlighted in **Appendix 4**.

Medication directly administered by staff should always be recorded and administered in line with Briarwood's Supporting Pupils with Medical Needs and First Aid Policy.

For all documentation including Medication Administration Record Forms, Consent Forms, HCP templates and Protocols – please refer to the above policy.

Prior to taking the pupils in to the community, a risk assessment must have been completed which highlights any health and medical needs, and what reasonable adjustments need to be taken.

There must be a written and signed-off risk assessment for each pupil that is likely to require medication during an off-site visit.

There must always be an individual present who is trained in paediatric first aid if the child is under 5.

There must always be an individual who is first aid trained on any excursion to the community.

Support staff will take a first aid kit on all offsite visits which contains at a minimum of:

- A leaflet giving general advice on first aid.
- 6 individually wrapped sterile adhesive dressings.
- 1 large sterile unmedicated dressing.
- 2 triangular bandages individually wrapped and preferably sterile.
- 2 safety pins.
- Individually wrapped moist cleansing wipes.
- 2 pairs of disposable gloves.

Additionally, support staff will ensure that all vehicles contain a first aid box readily available and in good condition which contains:

- 10 antiseptic wipes, foil packed.
- 1 conforming disposable bandage that is not less than 7.5cm wide.
- 2 triangular bandages.
- 1 packet of 24 assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm.
- 2 sterile eye pads, with attachments.
- 12 assorted safety pins.
- 1 pair of non-rusted blunt-ended scissors.

For more information about the school's educational visit requirements, please see the Educational Visits and School Trips Policy.

GDPR and Information Sharing

UK GDPR and the Data Protection Act 2018 place a duty on schools and other educational settings to process personal information fairly and lawfully, they also allow for information to be stored and shared for safeguarding purposes – data protection regulations do not act as a barrier to sharing information where failure to do so would result in the pupil being placed at risk of harm. If staff are in any doubt about sharing information, they should speak to the DSL (or deputy).

Please consult Briarwood's GDPR policy for further guidance.

Monitoring and review

This policy is reviewed at least annually by the DSL. This policy will be updated as needed to ensure it is up-to-date with safeguarding issues as they emerge and evolve.

Any changes made to this policy will be communicated to all members of staff and the wider network.

All members of staff working within Reach and Connect are required to familiarise themselves with all processes and procedures outlined in this policy.

The next scheduled review date for this policy is September 2026.

Appendices

Appendix 1 – Letter of Assurance

September 2025

Dear Headteachers and Designated Safeguarding Leads

Confirmation of relevant Barring and DBS Clearance for Employees working at Briarwood School

I am writing to confirm that all staff employed at Briarwood School, who provide Reach and Connect services to your school, have an Enhanced DBS clearance in accordance with Keeping Children Safe in Education and Safeguarding. In addition, Briarwood checks the barred list for all employees, this has been undertaken in accordance with Briarwood Schools Recruitment Policy and Safeguarding and Child Protection policy.

We can confirm all staff have had a robust induction and subsequently received a high level of Safeguarding and Child Protection training also which covers all statutory duties alongside E Safety.

Please check the ID badges of all Briarwood Employees attending the school. This should be done in congruence with other safer working practices in line with your school policies.

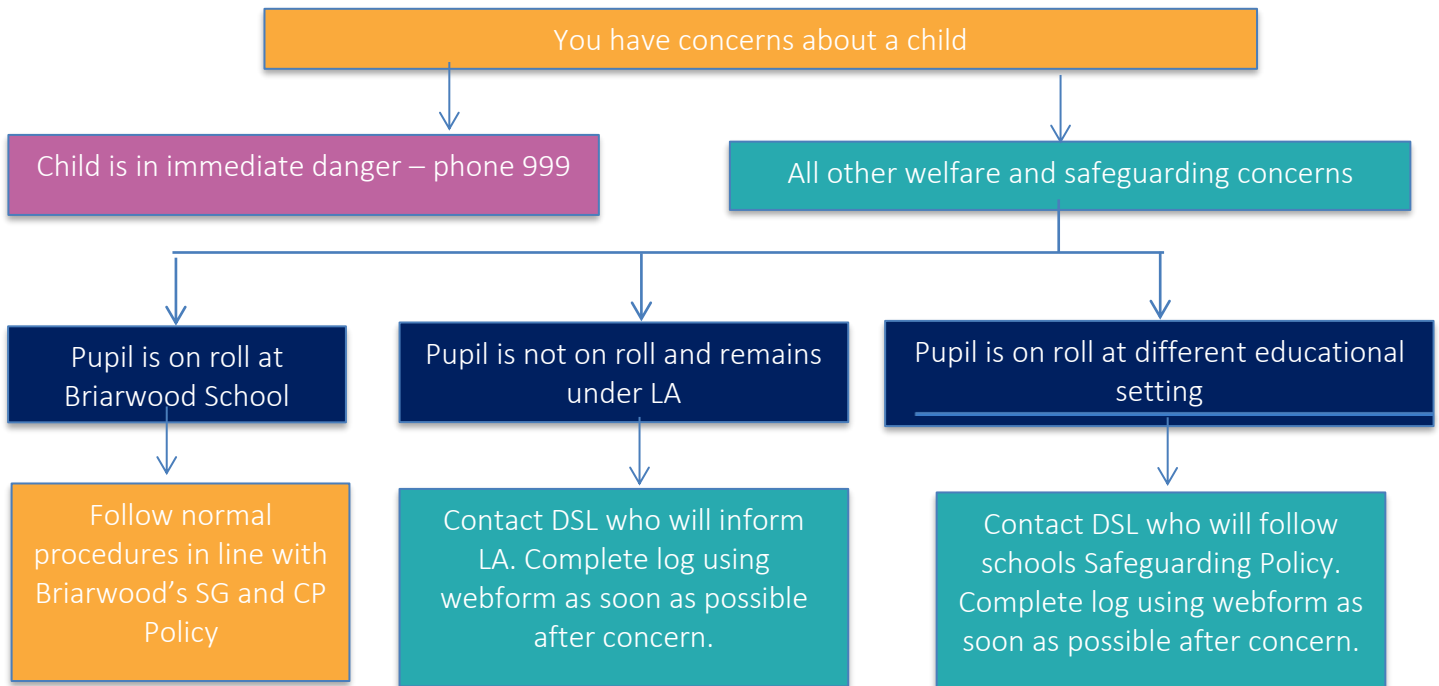
This letter fulfils the requirement for education settings to demonstrate due diligence in relation to Keeping Children Safe in Education (2025).

Yours sincerely

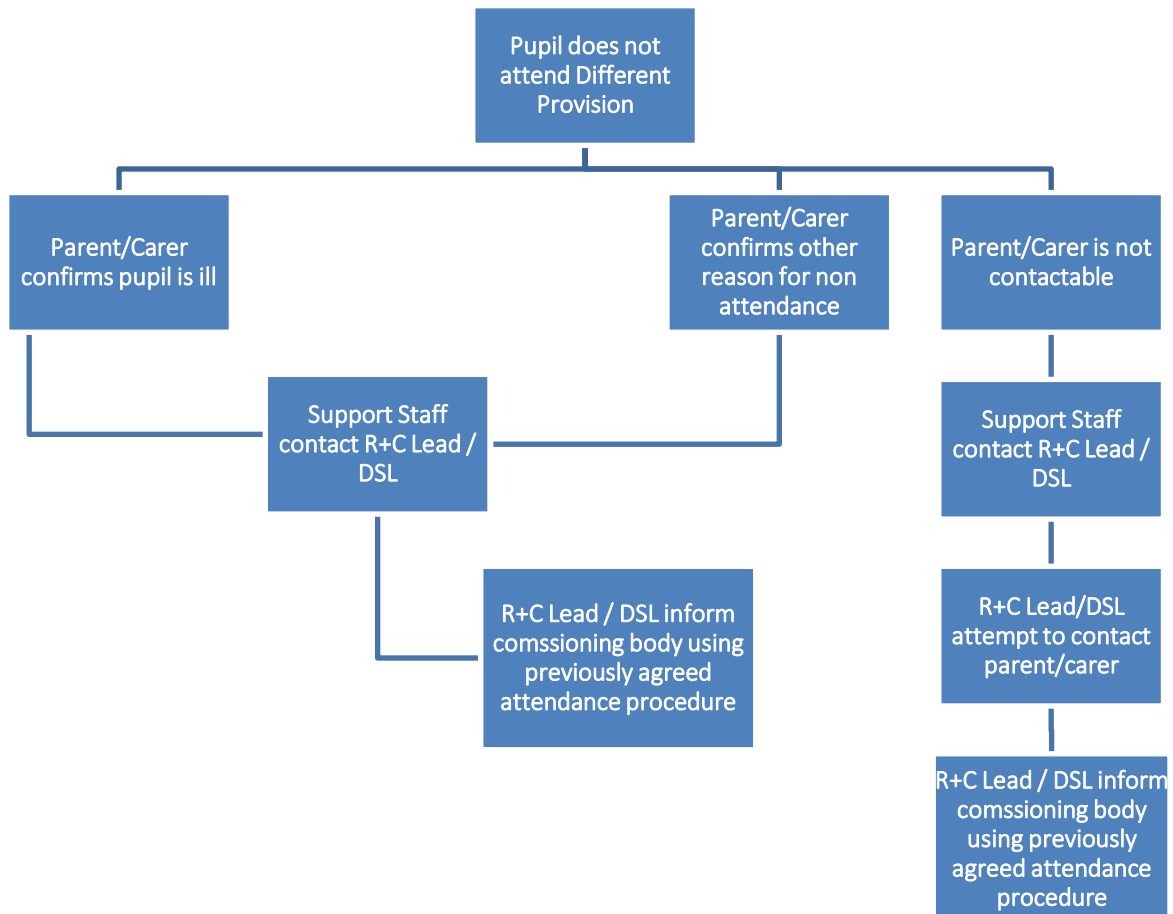


Georgina Andrews
Head of Provision & DSL

Appendix 2 – Safeguarding Reporting



Appendix 3 - Attendance Reporting



Appendix 4 – Safeguarding Flowchart

