Family Friendly Guidance
Please note, this is a family-friendly version of an Academy policy and should be read in conjunction with the full policy.

Safeguarding & Child Protection Policy
Welcome to our family guide to Safeguarding & Child Protection

Brookvale Academy is part of the Raleigh Education Trust and provides education for pupils with social, emotional, and mental health needs. Pupils join us when they have an Education, Health and Care Plan (EHCP) or while one is being developed, if we can meet their needs.

Most pupils learn on-site, but some may have part or all of their education off-site to better support them. Off-site placements are only arranged with registered schools or approved providers. All these providers must:

- Have up-to-date safeguarding policies
- Have a named Designated Safeguarding Lead (DSL)
- Follow safeguarding procedures checked by the Raleigh Education Trust
- Create a safe and supportive environment for every child



Our Aims

- Create a safe and supportive environment for every child
- Respond quickly and effectively to any concerns about a child's welfare
- Build trust so pupils feel confident to speak up if something worries them
- Help pupils understand what behaviour is okay and what is not
- Give pupils the knowledge and skills they need to stay safe from harm

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Safeguarding

Brookvale ACADEMY

Types of Abuse

Abuse can happen in different ways, and sometimes more than one type can occur at the same time. The main types are:

- Physical abuse –hurting a child's body, like hitting or kicking
- Emotional abuse –making a child feel worthless or unloved
- Sexual abuse –making a child take part in sexual activities
- Neglect –not giving a child the care, food, or attention they need

Specific Safeguarding Issues

Sometimes children face very serious risks. Here are some examples of things we look out for:

- Child sexual exploitation – when someone takes advantage of a child for sexual purposes
- Child criminal exploitation – when a child is used to commit crimes
- County lines –gangs using children to move drugs or money
- Modern slavery –forcing someone to work against their will
- Honour-based abuse and forced marriage –harming someone to protect family "honour" or making them marry without choice
- Female genital mutilation (FGM) –harming a girl's body for cultural reasons
- Radicalisation – trying to make someone support extreme views or violence
- Child-on-child abuse – when children hurt or harm each other
- Sexual violence and harassment –unwanted sexual behaviour or comments
- Serious violence –physical attacks or threats
- Self-harm –when a child hurts themselves
- Homelessness –not having a safe place to live
- Sharing nudes or semi-nudes (sexting) – sending or sharing inappropriate pictures

Spotting when a child might need extra help

All staff are trained to notice signs that a child may need support or protection. This includes children who:

- Have a disability or special educational needs
- Are young carers or have recently lost someone close
- Are showing signs of getting involved in risky or criminal behaviour, gangs, or violence
- Go missing from school, home, or care regularly
- May be at risk of exploitation, trafficking, or modern slavery
- Could be influenced by extremism or radicalisation
- Are viewing harmful content online or forming unsafe online relationships
- Live in challenging family situations, such as where there is domestic abuse, substance misuse, or mental health issues
- Misuse drugs or alcohol themselves
- Are struggling with mental health
- Have returned home from care
- May be at risk of harmful cultural practices, such as FGM or forced marriage
- Are privately fostered
- Have a parent in prison or affected by offending
- Miss school often or have been suspended or excluded

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Online


Technology

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Keeping Children Safe Online

We know technology is a big part of life and can sometimes bring risks.
To keep everyone safe online, we:

- Use strong systems to filter and monitor websites and apps.
- Teach pupils, staff, and families how to use technology safely and responsibly.
- Act quickly if we spot any online safety concerns.
- Regularly review alerts from our IT team and update our policies.
- Let everyone know that online activity in school is monitored for safety.

Understanding Online Risks

The Academy aims to teach children how to stay safe online and watch out for these risks:

- Content – Seeing harmful or illegal material, like pornography, hate speech, fake news, or extremist content.
- Contact –Unsafe interactions, such as pressure from peers, strangers pretending to be children, or grooming for sexual or criminal purposes.
- Conduct –Risky behaviour online, like sharing explicit images or bullying others.
- Commerce – Online scams, gambling, or phishing that could lead to financial harm.

How We Teach and Promote Online Safety

To keep children safe online, we teach pupils about:

- Using social media and technology safely
- Keeping personal information private
- Recognising unsafe behaviour online
- Reporting cyberbullying (including if they witness it)
- Train all staff on online safety, including risks like cyberbullying and radicalisation, with annual refresher sessions.
- Share advice and clear procedures with parents through our website, newsletters, and parents' evenings.
- Make sure everyone knows staff can search pupils' phones if needed (following government guidance).
- Use strong filtering and monitoring systems to reduce risks.
- Review our online safety approach and risk assessments every year.
- Update our Safeguarding and Child Protection Policy regularly.
- For more details, see our Online Safety Policy.

Using Artificial Intelligence (AI) Safely

AI tools like ChatGPT and Google Gemini are now widely used. They can help with learning and even support safeguarding, but they also bring risks, such as:

- Bullying or grooming through AI-generated content
- Harmful material created using AI, like fake images or videos ("deepfakes")

Our approach:

- Any misuse of AI to harm others will be treated seriously under our safeguarding and behaviour policies.
- Staff will check new AI tools carefully and carry out risk assessments before using them in the academy (including APs)

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Support

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All staff, receive regular training on how to keep children safe. This training helps them spot any signs of concern and respond in the right way, including issues that happen online.

If staff have a concern, they will tell the Designated Safeguarding Lead (DSL). That person will decide what to do next, which could include contacting children's social care or the police if they believe a child is in danger or being harmed. Anyone can make a referral if they think a child is at risk!



Working with families

When it's appropriate, the DSL will talk to the child's parent or carer about any concerns. Sometimes another trusted staff member may do this, but only after getting advice from the DSL.

Early Help

Sometimes children and families need extra support before things become serious. If this happens:

- Our Designated Safeguarding Lead (DSL) will work with other professionals to put the right help in place.
- We'll keep checking to make sure things are improving. If not, we may involve children's social care.

Support might include:

- Help from specialist teams for education or mental health
- Support for families and young people
- Health services or disability support
- Referrals to local authority services when needed
- The aim is to act early so children get the help they need as soon as possible.

When more help is needed

Sometimes families need more support than early help can provide. In these cases:

- The academy may complete a Multi-Agency Referral Form (MARF).
- This goes to Nottingham City's Multi-Agency Safeguarding Hub (City MASH) – the main point of contact for professionals to report serious safeguarding concerns.
- City MASH will review the situation and decide what happens next.
- We will usually ask for parents' consent before making a referral. However, if asking for consent could put a child at greater risk, we may refer without consent to keep the child safe.

Urgent Help

If a child needs urgent help from a social worker:

- The school may call City MASH (Multi-Agency Safeguarding Hub) on 0115 876 4800.
- If you are a child, parent, family member, or member of the public and you are worried about a child, you can also call City MASH on 0115 876 4800.
- If a child is in immediate danger, call the Police on 999.

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Contact Information

If you have any worries about your child's safety, please contact a member of the Brookvale Academy team – our contact details are below. If you believe your child is in immediate danger, call the Police on 999 straight away.

Brookvale Academy: Key Safeguarding Contacts

Designated Safeguarding Lead (DSL)	Emma Thronton 0115 915 1271
Deputy Designated Safeguarding Leads (DDSL)	Rebecca Jones Sarah Bull 0115 915 1271
Designated Teacher for Child Looked After	Emma Thornton
Principal	Elizabeth Browne
Raleigh Education Trust – Safeguarding Lead	Ki Addis Ki.Addis@raleightrust.org

Local Authority: Key Safeguarding Contacts

Nottingham City Local Authority Designated Officer (LADO)	Mona Cook LADO@nottinghamcity.gov.uk
Nottingham City Multi-Agency Safeguarding Hub	0115 876 4800 citymash@nottinghamcity.gov.uk
Nottingham City Local Authority School Education Coordinator	Claire Maclean 0115 8764749 Claire.Maclean@nottinghamcity.gov.uk
Nottingham City Local Authority PREVENT Officer	Louise Cox Louise.Cox@nottinghamcity.gov.uk
Channel Helpline	02073407264
Nottinghamshire Police – for all safeguarding concerns that require immediate action/support	999