

Base Specific Potential Safeguarding Risks and Actions to Reduce Risk

Base	Potential Safeguarding Risk	Actions To Reduce Risk
Primary	Regulation of pupil's behaviour Taxis	• Staff trained in Team Teach, Draw & Talk Therapy, HAMISH & Milo Interventions, Relax Kids, Theraplay, Thrive Approach, Zone's of Regulation • Educational Psychologist available 2 days per week • Each MIR checked by a colleague from another base with lessons to learn provided when appropriate • All MIR checked by an independent professional from the DCC • Use of CPOM's • Only use companies approved by DCC • Randomised spot checks drivers. Date of checks recorded and stored in DSL records. (IDs) • Governance oversight
KS3	High number of Referrals Pupils P/Ex from the same mainstream school in the same time period SEN / Pupils with EHCPs	• Robust admission procedures. Clear protocols for bringing pupils on main corridor (interventions, transition, personalised timetable, Tute). • Separate pupils in different tutors where possible, personalised timetable. • Use of interventions to help pupils build relationships with staff. • Staff training records available on Bluesky • Use of CPOM's • Staff trained in gathering evidence and dealing with SEN pupils • Ed Psychologist involvement

	Taxi's	• SENCo support • Only use companies approved by DCC • Randomised spot checks drivers. Date of checks recorded and stored in DSL records. (IDs)
KS4	Use of prohibited substances Taxi's	• PSHE lessons, vigilant and trained staff • School policy • Only use companies approved by DCC • Randomised spot checks drivers. Date of checks recorded and stored in DSL records. (IDs) • Use of CPOM's
Bridge KS3	Taxi's SEN / Pupils with EHCPs	• Only use companies approved by DCC • Randomised spot checks drivers. Date of checks recorded and stored in DSL records. (IDs) • Use of CPOM's • Staff trained in gathering evidence and dealing with SEN pupils • Ed Psychologist involvement • SENCo support
Bridge KS4	Use of prohibited substances Taxi's	• PSHE lessons, vigilant and trained staff • School policy • Only use companies approved by DCC • Randomised spot checks drivers. Date of checks recorded and stored in DSL records. (IDs)

		• Use of CPOM's
EHN	Lone Working in pupil's homes or public buildings Taxi's Pupil's mental health Pupil vulnerability	• Lone Working policy • Training of staff including safeguarding, prevent, online safety • Robust Sign/in and out protocols in place • Risk assessment completed in conjunction with parents before teaching commences • Use of online calendars • Only use companies approved by DCC • Randomised spot checks drivers. Date of checks recorded and stored in DSL records. (IDs) • Use of CPOM's • CAMHS support from psychologist • Staff trained in mental health • Support from Educational Psychologist • Use of CPOM's to monitor • Use of CPOM's to monitor • PHSE curriculum delivered to focus on specific topics e.g. online safety
Alternative Provision	AP Safeguarding Checks / Pupils educated off site	• Only use AP's which are included in the DCC Alternative Provision Directory • Woodlands has sight of essential documents including Liability Insurance, SLA, DBS, Qualifications, Safeguarding Policy, Behaviour Policy, DSL training confirmation and other essential policies

		• Woodlands DSL trained mentors based across APs performing random visits • Safeguarding Manager / Base Manager – unannounced drop in's • Safeguarding concerns recorded on Woodlands CPOM's, phone call to mentor / base manager / Safeguarding manager depending on severity • Woodlands Safeguarding Manager has oversight of actions taken by AP's following a safeguarding incident • Following an allegation against staff Woodlands will refer to LADO • Review schedule of documents / policies is followed • All pupils allocated a mentor who has regular contact with pupil / parents as required • Weekly meeting with Base Managers, Mentors and AP Intervention teacher to discuss pupil placements and pastoral support • Alternative Provision information reported to Management Committee on a termly basis
	Safeguarding training for staff by 3 rd party	• Confirmation of AP staff safeguarding training including identified DSL in each AP • SLA from DCC including safeguarding training
	Safer Recruitment by 3 rd Party	• Identified DSL responsibility to ensure safer recruitment followed • Woodlands receive new staff DBS number
	Pupil contact with pupils from other areas	• Each pupil allocated mentor – DSL trained • Communication with external agencies including police, social workers and YOT, NHS • AP staff and mentor team attend multi agency meetings • Regular communication between Woodlands and AP's • Weekly meeting with Base Managers, Mentors and AP Intervention teacher to discuss pupil placements and pastoral support • Timely response to safeguarding incidents, AP placement changed if required

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