Altus School Safeguarding Provision Contingency Plan

School Safeguarding Statement

We at The Altus School are committed to safeguarding and promoting the welfare of children and young people and as such we expect all staff, Management Committee members, volunteers, and visitors to share this commitment. Our aim is to ensure that child protection concerns and referrals are handled sensitively, professionally and in ways that support the specific needs of the individual child. Through providing a caring, safe and stimulating environment which promotes the social, physical and moral development of all our students, we aim to foster an atmosphere of trust, respect and security. Our staff form part of a wider safeguarding system for children as described in the statutory guidance 'Working Together to Safeguard Children 2026' and will, therefore, work together with children's services, the police, health services and other agencies to promote the welfare of children and protect them from harm.

All our safeguarding related policies are available to view in our Administration Office: Acceptable Use Policy. Allegations of Abuse Against Staff Policy, Anti-Bullying & Hate Crime Policy, Attendance Policy, Relationships and Behaviour Policy (including the principles governing our Behaviour Policy), Drugs Policy, Early Help Offer/SEND Information Report, Health and Safety Policy, Learning Outside the Classroom Policy (Educational Visits), Minibus Policy, Safeguarding Policy, SEND Policy, Sex and Relationships Policy, Supporting Pupils with Medical Conditions.

All safeguarding concerns are recorded and monitored using CPOMS.

1. **Purpose**

This contingency plan outlines the procedures and actions to be taken if the school's Designated Safeguarding Lead (DSL) is unavailable, incapacitated, or leaves the organisation unexpectedly. The plan ensures continuity of safeguarding responsibilities and compliance with statutory safeguarding requirements.

2. Scope

This plan applies to all staff, students, volunteers, and contractors within the school. It covers all safeguarding and child protection responsibilities normally managed by the DSL.

3. Objectives

- Maintain safeguarding oversight and compliance at all times.
- Ensure immediate continuity of safeguarding leadership.
- Minimize disruption to safeguarding processes and reporting.
- Protect the welfare and safety of all students.

4. Key Roles and Responsibilities

Role	Responsibility
Director Emma Gundry - emma.gundry@altusschool.org.uk	Activate the contingency plan, appoint interim DSL, and notify relevant authorities.
Deputy DSL(s) Nicki Boyle - nicki.boyle@altusschool.org.uk Sophie Ellis-Smith - sophie.ellissmith@altusschool.org.uk Matt Brown -matt.brown@altusschool.org.uk Brad Simms -brad.simms@altusschool.org.uk Fiona Clarke -fiona.clarke@altusschool.org.uk Rebecca Allen - rebecca.allen@altusschool.org.uk Liz Rudge - liz.rudge@altusschool.org.uk Jason Page – Jason.page@altusschool.org.uk	Assume DSL duties temporarily, ensuring all safeguarding concerns are managed and recorded.
Safeguarding Governor Philippa Dancey - philippa.dancey@altusschool.org.uk	Provide oversight and ensure governance continuity.
All Staff	Continue to follow safeguarding procedures and report concerns through the designated interim DSL.
HR Department Kate Williams -kate.williams@altusschool.org.uk	Initiate recruitment or appointment process for a new DSL.

Local Authority Designated Officer (LADO) Nigel Hatten - nigel.hatten@gloucestershire.gov.uk Karen Goulding karen.goulding@gloucestershire.gov.uk	Provide external guidance and support during the transition period.

5. Activation Criteria

The plan is activated when:

- The DSL resigns or is otherwise unavailable for more than 48 hours.
- The DSL is incapacitated or unable to perform duties.

6. Immediate Actions

1. **Notification:** The Director informs senior leadership, safeguarding governor, and local authority.
2. **Interim Appointment:** Deputy DSL or trained senior staff member assumes DSL responsibilities.
3. **Communication:** Notify all staff of the interim DSL and updated contact details.
4. **Access and Records:** Ensure interim DSL has access to safeguarding files, systems, and reporting tools.
5. **External Liaison:** Inform local safeguarding partners (e.g., LADO, social services) of the change.

7. Ongoing Management

- **Training:** Ensure interim DSL holds up-to-date safeguarding training or receives immediate refresher training.
- **Monitoring:** Headteacher and safeguarding governor review safeguarding logs weekly during the interim period.
- **Recruitment:** HR initiates recruitment for a permanent DSL within 5 working days.

8. Communication Plan

- **Internal:** Staff notified via email and staff briefing.
- **External:** Parents and external agencies informed only if necessary to maintain safeguarding continuity.
- **Documentation:** All communications logged and stored securely.

9. Record Keeping

All safeguarding records must remain confidential, securely stored, and accessible only to authorised personnel. The interim DSL must maintain accurate logs of all safeguarding actions taken during the contingency period.

10. Review and Evaluation

- The contingency plan should be reviewed annually or after each activation.
- Lessons learned should be documented and integrated into future safeguarding policies.
- The safeguarding governor should oversee the review process.