Szkoła Przedmiotów Ojczystych im. Marii Skłodowskiej-Curie

SAFEGUARDING OPERATIONAL PROCEDURES

Marie Skłodowska-Curie Polish Saturday School

Wimbledon-Putney • Registered Charity No. 1179554

Reviewed / updated	October 2026
Approval date	10.10.2026
Next review	October 2027
Review frequency	At least annually and after any serious incident or material change

1. Purpose, scope and governing principles

These procedures explain how the School puts its Safeguarding and Child Protection Policy into practice during Saturday teaching, arrival, breaks, collection, visits and online communications. They apply to trustees, the Headteacher, staff, teaching assistants, volunteers, parent helpers and other adults acting for the School. They supplement—not replace—the Safeguarding and Child Protection Policy, Health and Safety Policy, risk assessments, Data Protection Policy and Staff and Volunteers Code of Conduct.

The welfare of the child is paramount. In an immediate emergency call 999. Concerns about abuse or neglect must be referred promptly to the Designated Safeguarding Lead (DSL) or Deputy DSL (DDSL), normally on the same day. Any adult may make a direct referral to statutory services where necessary. Never delay protective action while completing a form.

Site-specific arrangements must be agreed with Ursuline High School, including permitted entrances, reception, shared spaces, fire evacuation, security and access for third-party users. The School must document the agreed arrangements before implementing these procedures.

2. Attendance, arrival and collection

- A named teacher or authorised member of staff maintains an accurate register for each class or group at the start of the session and updates it when a pupil arrives late, leaves early or changes supervised activity.
- The School records the actual attendance and relevant arrival/departure information in an approved system; staff must know how to access registers during evacuation or an emergency.
- An unexpected absence is followed up according to the School's agreed attendance process. If absence raises a welfare concern, the DSL/DDSL is informed promptly.
- Children remain under appropriate supervision during lessons, breaks, transitions and collection. Handover responsibilities between school staff and parents/carers must be clearly communicated.
- Children may leave with an authorised collector, or independently only where an appropriate, recorded parent/carer authorisation and risk assessment permit this. Staff must verify unexpected changes through a trusted contact method.
- Where a child is to be collected early, record the time, identity of collector and authorising staff member. Do not release a child to a person whose authority cannot be verified.

3. Child not collected / unauthorised departure

- Keep the child supervised in a safe location by an authorised adult; do not leave the child alone or take the child to a private home.
- Contact parents/carers and authorised emergency contacts using the School's current contact information. Record attempts and times.
- Notify the Headteacher/DSL and follow their instructions. If there are safeguarding concerns, consult children's social care or police as appropriate; do not impose an arbitrary waiting period.

- If the child appears to have left without authorisation or cannot be located, activate the Missing Child Procedure immediately (section 6).
- Record the outcome and review any supervision or collection failure.

4. Visitors, volunteers and access control

- Use the entrance and reception/sign-in arrangements agreed with the premises provider. Maintain a visitor log with arrival/departure, purpose and host where practicable and lawful.
- Identify and appropriately supervise visitors; an ID badge or sign-in does not by itself authorise unsupervised access to children.
- Confirm the role, identity and safeguarding suitability of volunteers and contractors, including DBS eligibility where applicable. Occasional parent helpers must receive role-specific instructions and appropriate supervision.
- Visitors must not photograph pupils, enter teaching spaces or collect a child without authorisation. Escalate suspicious behaviour or unauthorised access immediately.
- At the end of activities, account for visitors and secure School-controlled areas according to site agreements.

5. Educational visits and off-site activities

Every School-organised visit requires a named visit leader, proportionate written risk assessment, approved itinerary and contingency arrangements. The Headteacher or delegated authorised person must approve the visit before departure. No fixed adult-to-child ratio is universally appropriate: determine supervision based on age, needs, environment, transport and activity risks.

- Provide parents/carers with the purpose, location, timetable, travel arrangements, supervision and emergency contact details; obtain the necessary consent and medical information.
- Check suitability of transport, seat belts, insurance, driver arrangements and any external provider. Do not assume that an external provider's safeguards replace the School's duties.
- Prepare group lists, emergency contacts, medication/first-aid arrangements, meeting points, headcount checkpoints and a plan for separating groups.
- Conduct and record headcounts at departure, arrival, transitions, after breaks and before return. A named adult is responsible for each group.
- Brief adults and children on boundaries, behaviour, communication, lost-child meeting points and emergencies.
- Report safeguarding concerns and significant incidents under the relevant School policies; preserve factual records.

6. Missing Child Procedure — on site or on a visit

Act immediately when a child cannot be accounted for. The urgency of external notification depends on the circumstances; do not wait a fixed number of minutes before contacting police where there is immediate danger, vulnerability, suspected abduction or an unsafe environment.

- Alert the Headteacher/DSL or visit leader immediately; establish the child's name, description, last known location/time and any particular vulnerabilities.
- Ensure all other children are safely supervised and accounted for. Assign responsible adults to check nearby safe areas and agreed search points; do not leave other children unsupervised.
- Call 999 immediately if there is reason to believe the child is in danger or urgent police assistance is needed. Otherwise seek police advice promptly as circumstances warrant; contact children's social care if safeguarding concerns arise.
- Notify the parent/carer as soon as appropriate, coordinating with police where needed. Inform the premises provider/security where relevant.
- Keep a written chronology of discovery, searches, contacts, decisions and the child's recovery. Preserve evidence and avoid speculative accounts.
- When the child is found, check immediate welfare and medical needs; notify relevant parties, debrief staff and review controls. The DSL considers safeguarding referrals and trustees consider reportable serious incidents.

7. Photography, images and digital communications

- Use School-approved devices, systems and accounts for authorised photography, video and pupil communications. Personal social-media messaging with pupils is not permitted unless expressly authorised under an appropriate safeguarding arrangement.
- Before taking or publishing identifiable images, check the School's documented permission/objection arrangements, applicable lawful basis and any safeguarding restrictions. Do not assume that consent to take a photo automatically permits public publication.
- Avoid including unnecessary pupil names, location details or sensitive information with images. Respect requests and safeguarding restrictions; remove or restrict material promptly when required.
- Store images and personal information securely, limit access, follow retention schedules and use approved sharing channels. Report accidental disclosure or lost devices promptly under the Data Protection Policy.
- Staff should not use their personal accounts to distribute pupil images. Parents/carers should be informed of rules for photography at school events.

8. Recording and escalating safeguarding concerns

- If a child is in immediate danger, call 999 and take appropriate protective action.
- Listen calmly; do not promise secrecy, ask leading questions, investigate or confront the alleged person. Record the child's own words as accurately as possible.
- Inform the DSL/DDSL promptly, ordinarily the same day. Where the allegation concerns the DSL/Headteacher, use the alternative reporting route in the main Safeguarding Policy.
- Record facts, dates/times, people present, exact words where possible, visible observations, immediate action and to whom/when the concern was passed. Separate facts from opinion.
- Transmit the record securely; store safeguarding records separately from routine pupil files with restricted access. Do not circulate information more widely than necessary.

- The DSL records decisions, referrals, advice received, reasons and follow-up. Staff must escalate if they believe the response is insufficient and may refer directly to statutory services.

9. Premises shared with other organisations

Where the School hires rooms from Ursuline High School or shares premises with other groups, the School must agree and record responsibility for access, safeguarding reporting, supervision, emergency evacuation, incident notification and any joint use of facilities. If the School itself permits another organisation to use space, appropriate safeguarding expectations must be addressed in a written arrangement. No informal arrangement should obscure who supervises children.

10. Roles, implementation and review

- **Board of Trustees:** approve and oversee the procedures, ensure resources and review significant safeguarding risks and incidents.
- **Headteacher:** implement practical arrangements, confirm site agreements, allocate supervision and ensure staff briefings.
- **DSL/DDSL:** advise on child-protection concerns, referrals, secure records and safeguarding training.
- **Teachers and group leaders:** maintain registers, account for children, manage handovers and follow emergency procedures.
- **All staff, volunteers and parent helpers:** follow role-specific instructions, raise concerns promptly and avoid unauthorised disclosures.

Before adoption the Headteacher and DSL should confirm actual school operating arrangements, including the attendance system, collection authorisations, visitor access, visit approval process, image permissions, secure safeguarding-record storage and named emergency contacts. Review at least annually and after incidents or material changes.

11. Document control and related documents

Related documents:

- Safeguarding and Child Protection Policy (2026)
- Staff and Volunteers Code of Conduct (2026)
- Health and Safety Policy (2026)
- Risk Assessment Policy and General/Specific Risk Assessments (2026)
- Employment Procedure (2026)
- Data Protection Policy and Privacy Notice (2026)
- Concerns and Complaints Procedure (2026)

This document is subject to Board approval. Operational details must be checked against actual school practices and agreed premises arrangements before it is issued as an approved procedure.

12. Approval

Approved by: Board of Trustees, Marie Skłodowska-Curie Polish Saturday School

Approval date: As recorded in the Document Control table on the first page

Appendix A — Safeguarding Concern Recording Form

CONFIDENTIAL — complete promptly and send securely to DSL/DDSL. This form does not replace urgent reporting.

Date/time of report: _____

Name/role of person reporting: _____

Child name / class (if known): _____

Date/time/place of incident or disclosure: _____

People present / witnesses: _____

What was seen, heard or disclosed (use child's own words; distinguish fact from opinion):
_____

Immediate safety action / medical attention: _____

Who was informed, when and how: _____

Evidence preserved / relevant attachments: _____

DSL/DDSL action, advice/referrals and reasons (DSL completion):
_____

Follow-up, outcome and secure storage reference: _____

Signature / date: _____

Appendix B — Missing Child Quick Checklist

- Alert lead/DSL immediately and establish last known details.
- Account for and supervise all other children.
- Search nearby safe areas using allocated adults; inform site security.
- Call 999 without delay if danger or urgent assistance is suspected.
- Inform parent/carer and relevant services as appropriate.
- Keep chronology, preserve evidence and record outcome.
- Debrief, assess safeguarding referrals and update risk controls.

Appendix C — Educational Visit Planning Checklist

- Named leader, itinerary, location and authorisation recorded.
- Written proportionate risk assessment and contingency plan.
- Supervision arrangements appropriate to group and activity.
- Parent/carer information, consent where required, medical needs and contacts.
- Transport, provider and insurance checks where applicable.
- First aid, medication, accessibility and emergency communications.
- Group lists, headcount points and missing-child response briefed.
- Return/collection plan and incident reporting arrangements.