

SAFEGUARDING & CHILD PROTECTION



EL ENCINAR

SIXTH  FORM

Safeguarding and Child Protection

POLICY & PROCEDURES

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1. Commitment to Safeguarding and Child Protection

The school is fully committed to safeguarding and promoting the welfare of all children and young people in its care. Safeguarding is at the heart of the school's educational mission and underpins all aspects of school life, decision-making and relationships within the community.

In line with its educational ethos, the school places the dignity of every child at the centre of its work, recognising each student as a unique individual with inherent worth, potential and the right to be safe, respected, listened to and protected from harm.

The school understands safeguarding as a shared responsibility and is committed to creating a safe, nurturing and supportive environment in which students can develop academically, socially, emotionally and spiritually. This commitment applies to all members of the school community, including staff, governors, volunteers, parents, contractors and visitors.

Safeguarding and child protection are integral to the school's duty of care and form part of its wider commitment to the holistic development and wellbeing of every student. All safeguarding concerns are taken seriously, responded to promptly and managed in accordance with this policy and relevant statutory and local guidance.

2. Safeguarding Principles and Values

The school's safeguarding practice is grounded in the following core principles and values, which reflect its educational mission and ethos:

The best interests of the child are paramount.

All decisions and actions are taken with the child's welfare as the primary consideration.

Every child has the right to feel safe and protected.

The school is committed to providing an environment where students feel secure, valued and confident to raise concerns.

Respect for the dignity of the person.

Safeguarding practice recognises the intrinsic dignity of every student and promotes respectful, caring and appropriate relationships across the school community.

Listening to the voice of the child.

Students are encouraged to express their views and concerns and are supported to do so in a safe and age-appropriate manner. Their views are taken into account when responding to safeguarding issues.

Shared responsibility and accountability.

Safeguarding is everyone's responsibility. All staff and adults working with or on behalf of the school are expected to act in accordance with this policy and the School's Code of Conduct.

Prevention through culture and education.

The school promotes a culture of safeguarding through education, training, positive relationships, clear expectations of behaviour and a proactive approach to student wellbeing.

Partnership with parents and external agencies.

The school works in close cooperation with parents, carers and relevant external agencies to safeguard children effectively.

These principles inform the school's safeguarding procedures, training, reporting mechanisms and daily practice, ensuring that safeguarding is not an isolated process but an integral part of the school's identity and educational approach.

3. Scope and Application of the Policy

This Safeguarding and Child Protection Policy applies specifically to the **Sixth Form**, covering all students enrolled in this stage of education, typically aged **16 to 18**. The policy applies to all safeguarding and child protection matters relating to Sixth Form students, regardless of where the learning or activity takes place. This includes, but is not limited to:

The school premises.

Off-site educational activities, trips and visits.

Work experience, university preparation activities and external placements arranged or supported by the school.

Online and digital environments, including the use of school-managed platforms and devices.

Any school-related activity where staff or representatives of the school have responsibility for Sixth Form students.

Who This Policy Applies To

This policy applies to:

All members of staff working with Sixth Form students, whether employed on a permanent, temporary or supply basis;

Volunteers, contractors, external providers and visitors who contact Sixth Form students;

Members of the School Leadership Team and safeguarding roles with responsibilities relating to the Sixth Form.

All adults working with or on behalf of the school are expected to adhere to this policy and to act in accordance with the school's safeguarding procedures at all times.

Relationship with Other Safeguarding Arrangements

This Sixth Form Safeguarding and Child Protection Policy operates within the school's wider safeguarding framework and must be read alongside related policies and procedures.

Where safeguarding concerns involve Sixth Form students, this policy takes precedence and ensures that safeguarding arrangements are **age appropriate**, proportionate and responsive to the specific needs of older adolescents.

Legal and Institutional Context

Although Sixth Form students may have increasing levels of independence and maturity, they remain children under safeguarding legislation.

The School recognises its ongoing duty to safeguard and promote the welfare of all Sixth Form students and to take appropriate action where concerns arise.

This policy is applied in a manner that respects the evolving capacity, voice and rights of Sixth Form students, while ensuring that safeguarding obligations are met without exception.

4. Key Safeguarding Contacts

School Contacts

Head of School/Principal	Marilú Álvarez: malvarez@highlandselencinar.es
Child Protection Coordinator	Laura Vasco: lvasco@highlandselencinar.es
Sixth Form (DSL)	Karen White: kwhite@highlandselencinar.es
Wellbeing Lead 6th Form	Paloma Puelles: ppuelles@highlandselencinar.es

RC Schools Contacts

Regional Safeguarding Lead (Spain)	Rocío FernándezDurán: ambientesseguros@serviciosrc.es
Global Head of Safeguarding Governor	Fr. Javier Cereceda LC: jcereceda@legionaries.org
Head of School Network	Fr. Mario López LC: mlopez@legionaries.org

Local Authority Contacts

Child Protection Services	Subdirección General de Infancia y Adolescencia C/ Manuel de Falla, 7. Madrid 28036 Tlf: 91 420 85 68 / 91 580 34 64
Police emergency	112

National Contacts

Teléfono de la Esperanza	Tel: +34 91 459 00 55
ANAR Foundation	Tel: +34 900 20 20 10 https://www.anar.org/
Gender violence	Tel. 016
Bullying helpline	Tel: + 34 900 018 018

5. Roles and Responsibilities

This section clearly outlines the **roles, duties and expected standards of behaviour** for all staff and volunteers in relation to safeguarding and child protection, considering the school's Code of Conduct for Employees and Volunteers.

5.1. Child Protection Coordinator

The school has appointed a **Child Protection Coordinator** with specific responsibility for promoting student wellbeing, child protection and safe environments across the school.

The Child Protection Coordinator acts as a **key safeguarding reference point** for students, staff and families in relation to concerns about wellbeing, protection, abuse or any form of violence affecting children.

This role works in close collaboration with the School Leadership Team, the Designated Safeguarding Lead (DSL), the School Management Team and the Territorial Wellbeing, Protection and Safe Environments Team, ensuring alignment with internal standards, statutory requirements and best practice.

Key Responsibilities

a) Prevention and Safeguarding Culture

The Child Protection Coordinator is responsible for:

Leading and supporting the implementation of **preventive and awareness-raising initiatives** related to respectful relationships, child protection and safe environments, as defined by the Territorial Wellbeing, Protection and Safe Environments Team.

Ensuring that safeguarding and child protection information is **clearly communicated, accessible and understood** by staff, students and families.

Coordinating and supporting the delivery of **training and awareness activities** for staff, students and families, in line with legislative requirements and internal safeguarding standards, with the explicit support of the School Leadership.

Contributing to the development and review of the School's **Behaviour and Coexistence Plan**, in accordance with safeguarding legislation and internal protocols. Supporting a whole-school approach to **health, wellbeing and prevention**, including oversight of measures that promote healthy habits and a culture of care.

b) Supervision, Monitoring and Compliance

The Child Protection Coordinator will:

Monitor compliance with safeguarding and safe environment protocols for **external personnel**, including contractors, volunteers, extracurricular providers, trainees and other visitors to the school.

Work with the School Manager to ensure that all required safeguarding documentation is **up to date**, including criminal record checks, safeguarding declarations and acceptance of relevant codes and protocols.

Coordinate with the School Counselling or Guidance Department in the **monitoring and follow-up of students at risk**, ensuring confidentiality and respect for the rights of all parties involved.

Identify and report any **environmental or architectural risks** within the school premises that could compromise student safety or wellbeing.

Review and analyse safeguarding concerns raised through any formal or informal channels, including those discussed within the School Wellbeing and Safeguarding Committee.

c) Action and Intervention

In situations where safeguarding concerns arise, the Child Protection Coordinator will:

Inform, without delay, the School Wellbeing Committee and the Territorial Wellbeing, Protection and Safe Environments Team of any information requiring the activation of safeguarding or child protection protocols.

Participate actively in the **management of safeguarding cases**, including serious or high-risk situations, working alongside the relevant committees and, where appropriate, any designated crisis management team.

Ensure that **statutory reporting obligations** are fulfilled, including immediate communication with law enforcement or child protection authorities where required, and coordination with legal and data protection services.

Activate, monitor and follow up on all **internal and external safeguarding procedures and reporting channels**, in accordance with applicable legislation and School policy.

5.2. Designated Safeguarding Lead (DSL)

The DSL has lead responsibility for safeguarding and child protection across the School. Their duties include:

- Providing expert advice and support to staff.
- Ensuring that concerns are referred to the appropriate external authorities in a timely manner.
- Maintaining accurate and confidential records of safeguarding concerns and actions taken.
- Promoting ongoing training and awareness across the school community.
- Monitoring safeguarding practices and ensuring compliance with statutory and School requirements.

The Sixth Form DSL will:

- Receive and respond to safeguarding concerns relating to Sixth Form students, including concerns about abuse, neglect, peer-on-peer abuse, mental health, online safety, exploitation or harmful behaviours.

Assess risk and determine appropriate action in line with this policy, including early intervention, internal support or referral to external services.

Maintain close liaison with the Child Protection Coordinator to ensure **coherent case management**, information sharing and escalation where required.

Ensure that referrals to statutory agencies are made **promptly and appropriately**, in accordance with legal and procedural requirements.

5.3. Mental Health and Emotional Wellbeing Lead

The school has appointed a **Mental Health and Emotional Wellbeing Lead** within the Psychopedagogical / Guidance Department to support the emotional wellbeing and mental health of Sixth Form students.

This role provides specialist pastoral and emotional support and works in close coordination with the Designated Safeguarding Lead (DSL) for the Sixth Form, the Child Protection Coordinator and Sixth Form pastoral staff.

The Mental Health and Emotional Wellbeing Lead does not replace safeguarding or child protection procedures but plays a key role in early identification, support and intervention for students experiencing emotional or mental health difficulties.

Key Responsibilities

a) Student Support and Wellbeing

The Mental Health and Emotional Wellbeing Lead is responsible for:

- Providing **emotional and psychological support** to Sixth Form students experiencing wellbeing or mental health concerns.
- Supporting students with issues such as anxiety, low mood, emotional distress, stress related to academic or personal pressures, or other mental health needs.
- Promoting emotional wellbeing, resilience and healthy coping strategies appropriate to the developmental stage of older adolescents.

b) Identification and Early Intervention

The Mental Health and Emotional Wellbeing Lead will:

- Assist in the **early identification of students who may be vulnerable or at risk**, through observation, referrals or self-referral by students.
- Work collaboratively with Sixth Form staff to support students before concerns escalate into safeguarding matters, where appropriate.
- Recognise when mental health concerns may indicate a **safeguarding risk** and ensure that such concerns are shared promptly with the DSL.

Safeguarding Interface

In relation to safeguarding, the Mental Health and Emotional Wellbeing Lead will:

- Share relevant information with the **DSL for the Sixth Form** and the **Child Protection Coordinator** on a need-to-know basis where student safety or welfare may be at risk.
- Support safeguarding processes by contributing professional insight to risk assessments and support plans.
- Maintain appropriate professional boundaries and confidentiality, in line with safeguarding requirements.

Liaison and Referral

The Mental Health and Emotional Wellbeing Lead will:

- Liaise with parents, carers and external mental health or support services where appropriate and with consent, in line with safeguarding guidance.
- Contribute to a coordinated, multi-disciplinary approach to student wellbeing alongside pastoral staff and safeguarding leads.
- Support students during transitions or periods of increased vulnerability within the Sixth Form.

5.4 All Staff and Volunteers

All employees and volunteers have a **collective responsibility** to always safeguard children and young people. This includes:

- Keeping children safe, protected from harm and treated with dignity and respect.
- Complying fully with the School's Safeguarding and Child Protection Policy and associated procedures.
- Acting in accordance with both the legal framework and the school's own **Code of Conduct**, which requires professional, responsible and lawful behaviour when working with or supervising students.
- Maintaining **appropriate boundaries** in all interactions with children and young people, refraining from any behaviour that might be misinterpreted or adversely affect a young person's wellbeing.
- Reporting immediately to a Line Manager or Designated Safeguarding Lead (DSL) any concern relating to safeguarding, including suspected abuse, neglect, inappropriate behaviour or failure to comply with
- this policy or the Code of Conduct.

5.5 Expectations Concerning Conduct

All adults in the school community must:

- Maintain **professional behaviour** at all times.
- Never use verbal, physical or emotional punishment, humiliation or discriminatory conduct towards a child.
- Avoid any form of inappropriate or secret contact (including sexualised comments, suggestive jokes, or the sharing of sexual material).
- Never initiate or accept direct social media contact with students under the age of 14 and must observe the School's expectations for responsible use of mobile phones with older students.
- Ensure that students are always visible and appropriately supervised during activities.
- Report breaches of safeguarding practice or the Code of Conduct through the proper internal channels without delay.

6. Safeguarding Training Requirements

The school is committed to ensuring that all staff working with Sixth Form students receive high-quality, relevant safeguarding training.

Training is considered an ongoing professional responsibility and essential to maintaining safe environments and preventing all forms of harm, including sexual violence and exploitation.

6.1 Mandatory Safeguarding Training for All Staff

All employees of the school must complete **mandatory online training** on student wellbeing, child protection and safe environments. This training ensures that staff:

- Understand their safeguarding duties and the school's expectations.
- Recognise indicators of abuse, neglect and risk in children and young people.
- Are familiar with the school's safeguarding procedures, protocols and reporting mechanisms.
- Know how to act appropriately in response to a concern or disclosure.

Completion of this training is compulsory for all staff, both teaching and non-teaching, and is part of the induction process for new employees.

6.2 Training Content

The safeguarding training programme includes, at a minimum:

- **Indicators of abuse and neglect in children and young people**, including physical, emotional and sexual abuse, neglect and coercive or harmful behaviours.
- **Identification of risks specific to adolescents**, including peer-on-peer abuse, online harm and sexual exploitation.
- **Clear guidance on safeguarding procedures** and internal reporting channels.
- **Protocols for action**, including how to respond to disclosures and how concerns are escalated.
- **Whistleblowing and reporting channels**, both internal and statutory where applicable.

6.3 Specific Training for Teachers (CPD)

In addition to the general mandatory training, teachers who work with Sixth Form students are required to undertake **enhanced safeguarding training** to strengthen their professional competence in recognising and responding to safeguarding issues:

- Teachers are expected to complete the **Safeguarding Children Level 2** course provided by CPD Online (or an equivalent accredited programme).
- This course builds on core safeguarding principles and expands staff knowledge in areas such as adolescent development, risk indicators, appropriate boundaries and practical response strategies.
- Training records are maintained in the school's personnel files and monitored for compliance.

The school reserves the right to require additional specific training for teachers based on the needs of the students, emerging risks or changes in statutory guidance.

6.4 Role-Specific Training and Enhanced Development

The **Child Protection Coordinator** and the **Designated Safeguarding Lead (DSL) for the Sixth Form** receive tailored advanced training appropriate to their lead roles. This includes procedural updates, case management, statutory obligations and inter-agency working.

Pastoral staff, tutors and other personnel with designated safeguarding responsibilities may receive additional targeted training to support student wellbeing.

6.5 Refresher Training and Ongoing Professional Development

Safeguarding training is not a one-off requirement. The school ensures that:

- Safeguarding training is refreshed at regular intervals, in line with statutory guidance and internal policy review cycles.
- Staff are updated on new legislation, emerging safeguarding issues and changes to internal procedures.
- All staff maintain an awareness that safeguarding is a **continuous responsibility** embedded in professional practice and conduct.

6.6 Monitoring and Compliance

The school monitors completion of safeguarding training through:

- A central training register that records dates, modules completed and renewal requirements.
- Follow-up with staff who have not completed required training.
- Regular review of training provision as part of the school's quality assurance and safeguarding oversight processes.

Noncompletion of required training or failure to adhere to safeguarding standards may result in managerial review and, where necessary, disciplinary action.

7. Related Policies and Documentation

This Safeguarding and Child Protection Policy for the Sixth Form should be read in conjunction with the following School policies, procedures and internal documents, which collectively support a coherent and effective safeguarding framework.

These documents are reviewed regularly and available to staff to ensure compliance with statutory requirements and internal safeguarding standards.

Staff Code of Conduct:

Sets out the professional standards, expectations and boundaries required of all staff and volunteers when working with students.

Students' Internal Regulations

Defines expected standards of behaviour for students, promoting respectful relationships, personal responsibility and a safe learning environment.

Complaints Policy

Provides

clear procedures for raising concerns or complaints, including those related to safeguarding, ensuring transparency, fairness and appropriate follow-up.

Anti-Bullying Policy

Outlines the School's approach to preventing, identifying and responding to bullying, including peer-on-peer abuse and cyberbullying.

Safer Recruitment Policy

Establishes robust recruitment and vetting procedures to ensure that all staff and volunteers working with students are suitable and appropriately checked.

Playground Supervision and Monitoring Procedures

Sets out arrangements for the supervision and monitoring of students during break times and other non-classroom activities, reducing risk and promoting student safety.

School Nursing and Medical Protocols

Defines procedures for the care of students' health and wellbeing, including first aid, medical interventions and coordination with safeguarding processes where health concerns may indicate risk.

Together, these documents form part of the school's integrated safeguarding system and support the effective implementation of this policy within the Sixth Form.