Chiron OEP Local Safeguarding Policy

Policy implemented:	June 2023
Last reviewed:	September 2026
Next review due:	September 2027

1. Summary

The aim of this local policy is to highlight information about Chiron OEP and to demonstrate how the corporate policy must be implemented locally.

- Safeguarding and protecting the people we support effectively is central to all of Salutem Education's work and supports Salutem Education's strategy to maximise the life opportunities and the health and wellbeing of disabled people. All staff and volunteers recognise that safeguarding is everyone's responsibility irrespective of the role they undertake or whether their role has direct contact or responsibility for our customers or not.

- Has rigorous safeguarding procedures to which all staff are trained in and adhere to. We meet all statutory duties and ensure all staff and volunteers provide high quality support and vigilance. The strong home school partnership ensures a consistent approach to promote welfare and wellbeing. We have 2 Designated Safeguarding Leads (DSLs)

2. Document Control

Initial purpose and scope of the new policy/procedure agreed by:	Ayesha Allen, Principal
Technical review carried out:	Sept 2026, Aaron Churchyard
Final quality check carried out:	Policy, Practice and Information Officer
Date implemented:	May 2023
Version Number:	1.2
Date of the next review:	Sept 2027
Department responsible:	Education
Job Title of Lead Person:	Ayesha Allen, Principal
Author / Main Contact, including their job title (if different from above):	-

In addition to this policy, local authorities and other commissioners may have their own policies, procedures and guidance which Services must comply with. These policies should complement this policy.

However, there may be additional requirements put in place by local authorities and other commissioners and these must be adhered to. Changes must not be made to Salutem's policies and procedures without corporate approval but, where needed, local procedures should be developed to accompany these.

EQUALITY AND DIVERSITY STATEMENT

The Salutem Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any such factors and all will be treated with dignity and respect.

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This policy must be brought to the attention of all employees.
The controlled version of this policy and its associated documents are available on the Blink Hub. Printed or downloaded copies are uncontrolled and may not be up to date.

4. Definitions

We support children/young people from a variety of different local authorities, contact numbers for the relevant local authorities can be found in each child's IEP and on their Nourish file. These will be updated as students are enrolled on the programme. The relevant LA will be listed on the student's Nourish page.

Content

Ambito Education has an overarching Safeguarding and Child Protection Policy that covers both children and adults. This is accessible in paper format within the document store on CPOMS, it is also featured on the OEP website.

Records are stored confidentially on our CPOMs system and are only accessible to Designated Safeguarding Leads (DSLs). Alerts are brought to DSLs via CPOMs. DSLs meet weekly to discuss raised concerns, unless, upon receipt the Lead DSL decides an immediate response is required, in which case a meeting will be convened.

A DSL is on duty during core hours (9am – 4pm).

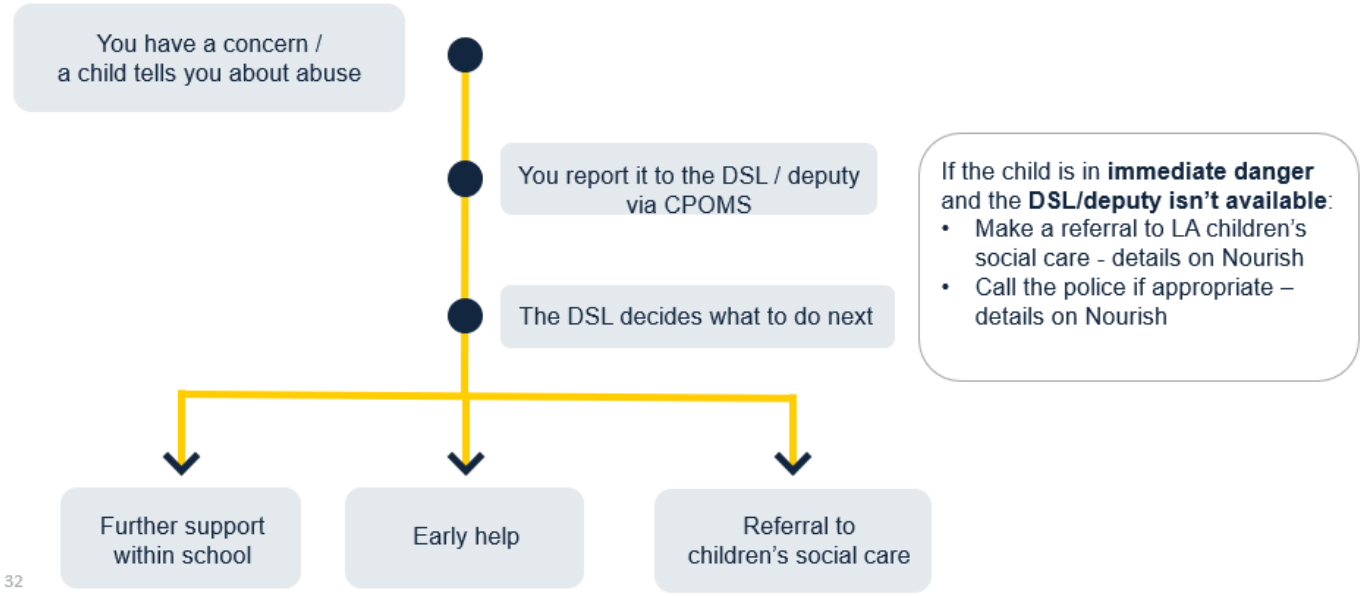
Full risk assessments are in place for all in-person activity in accordance with the Risk assessment policy. Staff can contact the DSL or deputy by telephone if not on site.

Training, onboarding and staff accountability

- All staff are hired in accordance with our Salutem safer recruitment policy.
- All staff must complete the safeguarding training both on our online training platform (Your Hippo) and in a live teams session with the DSL before they work with any students.
- The DSL will ensure that any updates to safeguarding policy both locally and nationally are delivered to staff as part of the weekly CPD programme.
- Staff are responsible for ensuring that any concern they have is recorded on CPOMs as soon as possible in line with the training they have received.
- A concern relates to any change in behaviour that staff observe as well as any specific incident or disclosure. Staff receive training in what to look for, how to report effectively and what to do when they are concerned that a report has not been handled effectively.
- All staff complete specific Prevent training that addresses how and why we report concerns that relate to potential extremist behaviour. Extremism is a category that can be selected when reporting through CPOMs and the DSL has been trained to deal with this in accordance with Prevent strategy.

- Staff must inform their line manager as soon as possible if there is any change to their circumstances which need to be reflected in the Single Central Register. This information must be passed on to the DSL for records to be updated. This includes:
    - Changes to immigration status
    - Changes of address
    - Any incident which would be reflected on an updated DBS such as an arrest

What happens after you make a report



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Share any concerns about other members of staff

If you have concerns about …	Speak to …	How …
A member of staff	Ayesha Allen (Headteacher)	Ayesha.allen@ambitoeducation.co.uk 07547101959
The headteacher	Katie Pingree (Divisional Safeguarding Lead) Or James Winchester (Regional Manager for Education)	Katie.Pingree@salutemsharedservices.co.uk 07761341305 James.Winchester@ambitoeducation.co.uk 07966242876

If there's a conflict of interest in reporting to the headteacher, go to the appropriate LADO and/or Katie Pingree for advice

Remember: think the unthinkable

Parents' and Carers' Emergency Contact details

- We recognise the importance of maintaining our parent/carers' contact details and ensuring that these are the most recent and up to date. For each child or young person, we ensure details are held for more than one individual in the event of an emergency where one person may not be contactable or if there is a safeguarding concern.
- To maintain the most up to date information we will review all emergency contact and consent forms at least annually.
- Information is stored on Nourish and is only accessible to approved users.
- Relevant information is only accessible to those staff who need it. All staff have an enhanced DBS.
- We are also aware that for children looked after by the local authority there may be specific guidance around contact and we will adhere to advice obtained from their allocated social worker. The confidentiality of these records is maintained by DSLs with information shared at a local level where appropriate.

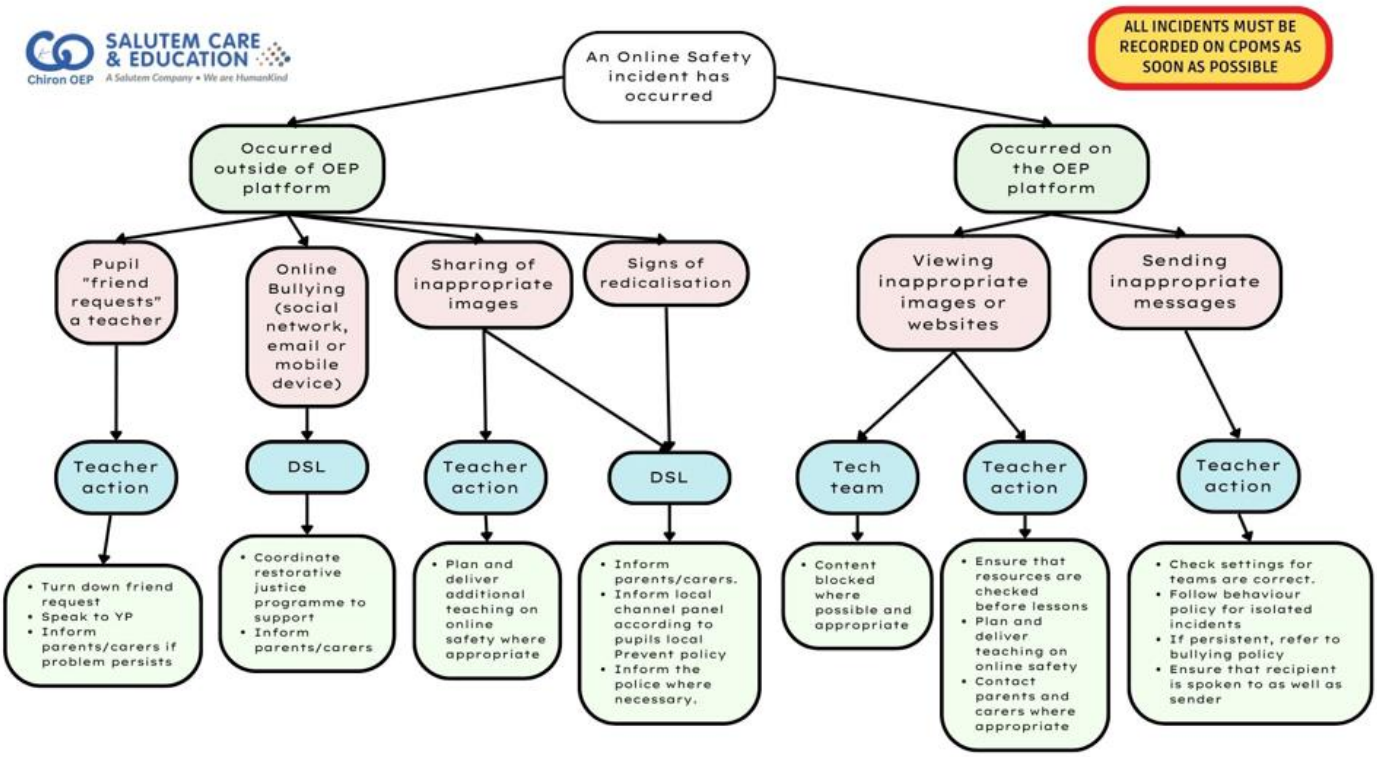
Home visit welfare checks

- Although the work that we do is remote we need to ensure that our students are safe and happy at home.
- Staff at Chiron OEP work with local partners to carry out welfare checks. This should happen at least once per term or where there is a specific concern.
- Where the student is placed by a school we will request that the school team carry out the check. The report from this will be shared with the student's team and recorded on CPOMs.
- Where the student is placed by a residential home we will request a welfare update from the social worker. The report from this will be shared the with student's team and recorded on CPOMs.
- Where the student has been placed by a local authority we will work with the local attendance officer to ensure that the welfare check is completed. The report from this will be shared with the student's team and recorded on CPOMs.

Online Safety Measures

- We recognise the positive aspects that information technology and the Internet have on the lives of our students and we promote the safe use for educational purposes when appropriate. We are aware however, that the nature of the Internet may pose risks towards children and students. In accordance with the Keeping Children Safe in Education (2026), the OEP has taken measures to reduce risk which are outlined in our Online Safety Policy available to view on our website.
- Students access our lessons using iPads which have been provided by Ambito and are pre-loaded with the necessary filters, anti-virus software, monitoring software and restrictions.
- Filters and monitors are in place on all devices through our Securely system. Alerts for concerning activity are sent through to the DSL and the DSL also regularly checks over activity to ensure that systems are working effectively.
- Students receive lessons outlining how to stay safe online and, where necessary (e.g. the care plan suggests they need additional support with technology) their online activity is monitored by an appropriate adult.
- Corporate guidance and training on online safety is available on the organisation's database (Blink Hub) and will be made available to stakeholders on request.

Guidance on online incidents:



6. Areas of Governance

This policy has been written with expert contribution from appropriate stakeholders. The Information Governance team will monitor, reflect on and gain organisational learning from the implementation of this policy. This policy will be reviewed and updated two years from implementation unless legal changes demand a timelier amendment.

The application of this policy and its associated documents is mandatory for all services staff, volunteers, agency staff and all other Salutem representatives. Staff understanding of this policy and associated documents will be assured through training, assessment of competency and supervision.

Staff understanding of this policy will be assured through training and the delivery of awareness raising workshops as deemed necessary by Divisional Management. The people we support will be involved in the review to ensure it captures the important issues for them.

7. Areas of Responsibility

At Chiron OEP the following staff provide key duties related to Safeguarding:

Name	Contact Details	Responsibilities
Ayesha Allen	ayesha.allen@ambitoeducation.co.uk	Designated Safeguarding Lead Designated Child Looked After Liaison
Nikki Crowley	Nikki.crowley@ambitoeducation.co.uk	Deputy Designated Safeguarding Lead
Katie Pingree	Katie.pingree@salutemsharedservices.co.uk	Ambito Education Safeguarding Lead

8. Learning and Development

Salutem is committed to ensuring that all staff are aware of what is expected of them so that everyone is appropriately supported. Staff should speak to their line manager in relation to their learning needs using supervision and through the appraisal process.

Ambito Education is committed to ensuring that all staff are aware of what is expected of them so that everyone is appropriately supported. Staff should speak to their line manager in relation to their learning needs using supervision and the Performance and Development Process (PDP). All new staff and volunteers must complete thorough face to face safeguarding training, plus have further access to the online safety course provided by BLINK. All staff within schools must also read Part 1, 5 and Annex A of Keeping Children Safe in Education (2026).

The Principal has enhanced (L4) safeguarding training. All DSLs complete Ambito Education refresher training bi-annually.

9. Associated Documents

- Online Safety Policy
- Safeguarding and Child Protection Policy and Procedure
- Safeguarding Adults Policy and Procedure

10. Useful Links

- Anti-bullying Policy and Procedure
- Whistle blowing Policy and Procedure
- Online Safety Guidance

11. Appendix A

We support children and young people from a variety of different local authorities, contact numbers for the relevant local authorities can be found below.

	Telephone	Out of hours Team	Website

Worcester	01905 822666	01905 768020	Worcester Safeguarding
South End	01702 534539	0345 606 1212	South End Safeguarding
Oxfordshire	0345 050 7666	0800 833 408	Oxfordshire Safeguarding
Herefordshire	01432 260800	01905 768020	Herefordshire Safeguarding
Coventry	024 7678 8555	024 7683 2222	Coventry Safeguarding
West Sussex	01403 229900	033 022 26664	West Sussex Safeguarding
Hillingdon	01895 556006	01895 250 111	Hillingdon Safeguarding
Milton Keynes	01908 253169	01908 265545	MK Safeguarding
Derbyshire	01629 533190	01629 532600	Derbyshire Safeguarding
Wolverhampton	01902 555392	01902 552999	Wolverhampton Safeguarding
Peterborough	01733 864170	01733 234724	Peterborough Safeguarding
Telford	01952 385385	01952 676500	Telford Safeguarding
Essex	0345 603 7627	0345 606 1212	Essex Safeguarding

12. Version Control

This is a controlled document. As a controlled document, any printed copies of this document, or saved onto local or network drives should be actively monitored to ensure the latest version is always available.

Version Number	Date	Status	Changes
V1.0	June 2023	New	New policy
V1.1	May 2025	Reviewed	Appendix A updates
V1.2	September 2026	Reviewed	Reviewed in line with new KCSIE (2026) Updates to Appendix A