Lumero Educational Trust Safeguarding and Child Protection Policy

Accessible Staff Guide 2026-2027

This version uses plain English while keeping the key safeguarding requirements from the Trust policy.

Policy name	Safeguarding and Child Protection Policy
Policy updated by	Lindsey Gulczynski – DSL Chislehurst School for Girls Emma Hodson – Headteacher -The Highway Primary School
Date of last review	July 2026
Date of next review	Summer Term 2027

Terms of reference:

LET or The Trust: Lumero Educational Trust

Schools: this references the schools who are part of LET – Biggin Hill Primary School, Bullers Wood School for Girls, Bullers Wood School for Boys, Charles Darwin School, Chelsfield Primary School, Chislehurst School for Girls, Darrick Wood Junior School, Green Street Green Primary School, Orchard Way Primary School, Pratts Bottom Primary School, The Highway Primary School and Tubbenden Primary School.

DSL: Designated Safeguarding Lead – contact details provided in individual schools' policies

Staff: this includes staff from all LET schools – both support staff and teaching staff, volunteers and agency staff.

Key contacts for Safeguarding at Lumero Educational Trust

- Rob Leitch, Executive Director of Education
- Trustee with responsibility for Safeguarding – Lisa Morris

For individual school contacts, please see individual schools' procedures in appendices

What safeguarding means

Safeguarding means protecting children from abuse, neglect, exploitation and harm. It also means helping children get support early and creating safe learning environments.

Who is responsible?

Everyone. All staff, governors, volunteers, trustees and contractors have a duty to protect children and report concerns.

The role of the DSL

The Designated Safeguarding Lead manages safeguarding concerns, supports staff, liaises with agencies and makes referrals when needed.

Staff training

All staff receive safeguarding training at least annually. New staff receive safeguarding induction and regular updates throughout the year.

Reporting concerns

Any concern about a child must be passed to the DSL immediately. Staff should never assume someone else has reported it.

Information sharing

Share information when it is necessary to keep a child safe. Do not promise confidentiality to children. Record decisions accurately.

Supporting children

Schools provide pastoral support, safeguarding support, mental health support, early help and referrals to external agencies.

Supporting staff

Staff involved in safeguarding cases can access supervision, advice and wellbeing support.

Online safety

Children are taught online safety. Staff must report concerns about cyberbullying, grooming, exploitation, extremist content or inappropriate online behaviour.

Mental health

Mental health difficulties may indicate safeguarding concerns. Report concerns about self-harm, suicide risk, eating disorders or significant emotional distress.

Private fostering

Any private fostering arrangement must be reported so that the local authority can check the child is safe.

Alternative provision

Schools remain responsible for safeguarding pupils placed in alternative provision and must monitor attendance and welfare.

Looked After Children

Looked After Children, previously looked after children and children with social workers may need additional support and monitoring.

SEND

Children with SEND can face additional safeguarding risks. Staff should be alert to communication barriers and individual needs.

Attendance

Poor attendance, repeated absence and children missing education may be indicators of harm and must be investigated.

Prevent

Schools have a duty to identify and respond to concerns about radicalisation and extremism.

Professional boundaries

Staff must follow the code of conduct and maintain professional relationships with pupils.

Reasonable force

Reasonable force may only be used to prevent injury, serious disruption or damage, and must always be proportionate.

Safer recruitment

Appropriate recruitment checks including DBS checks are carried out on relevant adults working with children.

Visitors

Visitors are supervised and receive safeguarding information when attending school sites.

Handling disclosures

Listen, stay calm, do not investigate, record facts, explain information may need to be shared, and report concerns immediately.

Referrals

The DSL may seek advice, make Early Help referrals, contact social care or involve the police where necessary.

Allegations against staff

Concerns about adults working with children must be reported immediately and may require involvement from the LADO.

Child-on-child abuse

Includes bullying, sexual harassment, sexual violence, abuse in relationships, online abuse, harmful sexual behaviour and exploitation.

Sexual harassment and violence

All reports are taken seriously. Victims are supported and risk assessments completed.

Types of abuse

Staff must understand physical abuse, emotional abuse, sexual abuse and neglect, as well as exploitation, domestic abuse, FGM, forced marriage and radicalisation.

Key message

If you are worried about a child, report it immediately. Safeguarding is everyone's responsibility.

Useful contacts

Organisation	Purpose	Contact details
Bromley Children's and Families Hub	*To report concerns about a child or young person living in Bromley Borough*	Telephone: 0208-461 7373/7379/7404/7309/7026 Out of hours: 0300 303 8671 Fax: 0208-313-4400 Email: candfhub@bromley.gov.uk Churchill Court, 2 Westmoreland Road, Bromley, BR1 1AS
Bromley LADO	*To report concerns about adults who work with children in the borough of Bromley*	Gemma Taylor Consultation to Bromley's Local Authority Designated Officer (LADO) (Page 1 of 2) Education Safeguarding | Bromley Education Matters
Bromley Safeguarding Children Partnership	*Coordinates services and procedures to protect and promote the welfare of children and young people in Bromley*	Telephone: 0208 461 7816 Email: BSCP@bromley.gov.uk www.bromleysafeguarding.org Churchill Court, 2 Westmoreland Road, Bromley, BR1 1AS
Bromley Wellbeing Service	*a single point of access for the emotional well-being of Bromley's children, aged 0-18*	Telephone: 0203 770 8848 https://bromley-y.org/ email: info@bromleyy.org
Bromley Well – Young Carers	*Supporting young carers aged 4-19 years to manage caring relationships whilst enjoying childhood*	Bromleywell.org.uk 0808 2787898 https://www.bromleywell.org.uk/
Bexley Children's services	*'Front Door' service, a single point*	Telephone: 0208 303 7777 email: childrenssocialcare.admin@bexley.gov.uk

	of contact to refer a child, young person and/or family	
Bexley Safeguarding Partnership for Children & Young People	*Coordinates services and procedures to protect and promote the welfare of children/young people in Bexley*	Telephone: 0203 045 4320 email: bscb@bexley.gov.uk www.bexleylscb.org.uk 221 Erith Road, Bexleyheath, Kent, DA7 6H2
Royal Borough of Greenwich Children's Services	*To report concerns about a child or young person living in Greenwich Borough*	Telephone: 0208 921 3172 Out of hours: 020 8854 888 Children and Families Hub/MASH Consultation Line: 020 8921 2267 Email: MASH-referrals@royalgreenwich.gov.uk Royal Borough of Greenwich MASH, 1st Floor The Woolwich Centre, 35 Wellington Street, London SE18 6HQ
Greenwich Safeguarding Children Partnership	*Coordinates services and procedures to protect and promote the welfare of children and young people in Greenwich*	Phone: 020 8921 4477. Email: safeguardingboard@royalgreenwich.gov.uk www.greenwichsafeguardingchildren.org.uk Greenwich Safeguarding Children Partnership
Lewisham Children's Social Care	*To report concerns about a child or young person living in Lewisham Borough*	Telephone: 0208 314 6000 out of hours:020 8314 6000 www.lewisham.gov.uk Lewisham Children's Social Care, First Floor, Laurence House, 1 Catford Road, SE6 4RU
Lewisham Safeguarding Children Partnership	*Coordinates services and procedures to protect and promote the welfare of children and young people in Lewisham*	Telephone: 020 7138 1446 Email:safeguardingpartnership@lewisham.gov.uk Kaleidoscope Child Development Centre 32 Rushey Green, Catford SE6 4J

Childline - 0800 1111//**www.childline.org.uk**

www.nspcc.org.uk Whistleblowing Helpline: 08000280285 / help@nspcc.org.uk

Tackling Child Sexual Exploitation https://stop-ce.org/ssss/ and text helpline 116000 (NWG Network) OR www.met.police.uk/tellsomebody

https://www.ceop.police.uk/Safety-Centre (online sexual abuse and grooming)

Met Police Confidential Anti-terrorist Hotline: 0800 789 321

Home - Shore Lucy Faithfull Foundation and the Home Office, an online resource working to prevent harmful sexual behaviour in young people.