

Our Safeguarding Procedures



All staff at Horizons have a responsibility to provide a safe environment in which our students can learn and thrive.



All staff have a responsibility to identify children who may need extra help or who are suffering, or are likely to suffer, significant harm.

A photograph of a 'Child Protection Concern Form' from St Martin's School. The form is purple and white. It includes fields for 'Name of Child', 'Year Group / Date of Birth', 'Date and time of Concern', and 'Location'. It also has a section for 'Concern Identified By:' and a large area for 'Concern/Incident/Disclosure: Why are you concerned about this child? What have you observed and when? What have you been told and when?'. The form is titled 'ST MARTIN'S SCHOOL Child Protection Concern Form'.

Staff concerns are to be recorded, in writing, on the school's concern form and passed to Janet Rodgers.



All child protection / safeguarding concern files relating to our students are kept separate from the main student files. These files are stored securely in a locked cabinet with access only to those with direct safeguarding responsibility.