

# Safeguarding Procedures – CUBE (Cranbrook)

Aligned with Keeping Children Safe in Education (KCSIE) 2025



## Context of the CUBE Provision

The CUBE is an Additional Resource Provision located at Cranbrook Primary School supporting pupils from mainstream schools across the local authority who present Social, Emotional and Mental Health (SEMH) needs.

The provision provides short-term intervention placements designed to support pupils with emotional regulation, behaviour support and reintegration into their mainstream school.

Pupils attending CUBE remain on roll at their mainstream school throughout their placement. Statutory safeguarding responsibility therefore remains with the pupil's mainstream school and their Designated Safeguarding Lead (DSL).

CUBE supports safeguarding through clear communication, recording of concerns and working in partnership with mainstream DSLs and external professionals.

## Safeguarding Leadership and Responsibilities

Safeguarding within the CUBE provision is led by Samantha, CUBE Manager, who holds day-to-day safeguarding oversight of the provision.

Samantha ensures safeguarding concerns arising within CUBE are identified, recorded and shared promptly with the pupil's mainstream DSL.

Samantha liaises with Kimberly, DSL at Cranbrook Primary School, for safeguarding quality assurance purposes. They work in partnership to ensure safeguarding procedures remain consistent and aligned with statutory guidance.

Samantha also works directly with DSLs from pupils' mainstream schools where required to ensure safeguarding concerns are communicated effectively and addressed appropriately.

## Safeguarding Training

Safeguarding training levels within the CUBE provision are as follows:

- Samantha – CUBE Manager: Level 3 Safeguarding Trained CUBE DSL
- Teachers: Level 1 Safeguarding Trained
- Support Staff: Level 1 Safeguarding Trained

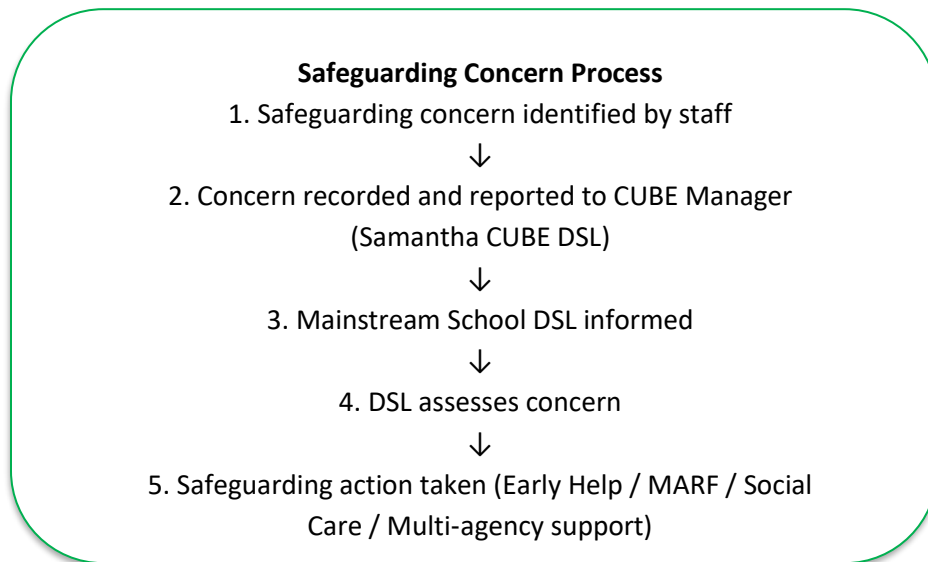
All staff understand that safeguarding is everyone's responsibility and maintain an 'it could happen here' mindset in line with Keeping Children Safe in Education (2025).

## Recording Safeguarding Concerns

If a safeguarding concern arises within the CUBE provision:

1. Staff record the concern immediately.
2. The concern is shared with the CUBE Manager (Samantha).
3. The mainstream school DSL is informed without delay.

Records may include disclosures from pupils, behavioural incidents, welfare concerns, contextual safeguarding information and staff observations. This information supports the mainstream DSL in assessing risk and determining safeguarding actions.



### **Looked After Children (LAC)**

Some pupils attending CUBE may be Looked After Children (LAC).

Safeguarding responsibility remains with the pupil's mainstream school DSL and the Designated Teacher for Looked After Children.

The CUBE Manager may attend Personal Education Plan (PEP) meetings where appropriate. Kimberly, DSL at Cranbrook Primary School, may also attend alongside Samantha where safeguarding information from the provision needs to be shared.

Safeguarding concerns relating to LAC pupils are shared immediately with the mainstream DSL and the child's social worker.

### **Multi-Agency Working**

The CUBE provision works collaboratively with external professionals including social workers, Early Help practitioners, educational psychologists, behaviour support services and local authority safeguarding teams.

This partnership approach ensures safeguarding concerns are addressed promptly and pupils receive coordinated support.

### **Safeguarding Culture**

Safeguarding is embedded within daily practice in the CUBE provision.

Staff remain vigilant to signs of vulnerability, build positive relationships with pupils and report concerns promptly. Information is shared appropriately with safeguarding professionals to ensure pupil safety remains the highest priority.