

MODEL SAFEGUARDING & CHILD PROTECTION POLICY FOR SCHOOLS AND EDUCATION SERVICES

UPDATE RECENT CHANGES TO THIS POLICY (2019-20)

This policy was reviewed and ratified by the Governing Body on 14th April 2020

The following persons are authorised to approve minor changes between reviews:


Chair of Governors – Andy Tanner

Safeguarding Lead Governor – Imran Khan

Since ratification by the Governing Body the following changes have been made –

The following additions are based on DfE guidance up to 31/3/2020 – DfE guidance issued after this date must also be applied.

Where the DfE have highlighted areas for a strengthened focus the “in my school this means that” section must be completed.

Date of Change: 1 st April 2020		
Addition	DfE guidance	https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings
Addition	BCC guidance vulnerable children	https://www.birmingham.gov.uk/downloads/file/15896/safeguarding_guidance_during_school_closure
Addition	BCC guidance for collaborative/ hub schools	 HUB- Collaborative schools guidance.docx
Addition	DfE guidance	https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools



Strengthened focus	DfE guidance	<p>(i) The continued importance of all staff and volunteers acting immediately on any safeguarding concern.</p> <p>In my school this means that all staff ensure that they make contact with a DSL as soon as possible, raising their concern verbally, using the following contact details:</p> <p>Inclusion Manager & Lead DSL – Lynette Donohue DHT & Deputy DSL – Nicola Connolly HT & DSL – Rob Meadows Learning Mentor & DSL – Sharon Spears</p> <p>Once this concern has been shared with the DSL, the staff member or volunteer must ensure that the concern is recorded on CPOMs, which will then also alert DSLs.</p> <p>DSLs would likely liaise amongst themselves before deciding upon the next appropriate steps, which may include contacting CASS for advice and support.</p>
Strengthened focus	DfE guidance	<p>(ii) What staff and volunteers should do if they have any concerns about a child</p> <p>In my school this means that the same procedures would be followed as outlined in section (i).</p>
Strengthened focus	DfE guidance	<p>(iii) DSL (and deputy) arrangements.</p> <p>In my school this means that, when the school is open to children, at least 1 DSL will be on the school site.</p> <p>Where this may not be possible, due to self-isolation situations, a member of staff who is in school will be allocated as 'DSL Support' and will be allocated the responsibility to contact a DSL if there are safeguarding concerns and carry out any actions deemed reasonable by the DSL.</p> <p>Whoever has raised the concern must update CPOMs with the details once they have liaised with a DSL.</p> <p>Whoever is dealing with the concern once it has been reported to a DSL must then continue to update CPOMs with relevant information in a timely fashion.</p> <p>When the school is closed to pupils, DSLs can be contacted via</p>



		<p>their mobile numbers if a member of staff carrying out 'safe and well' telephone calls raises a concern.</p> <p>Once this concern has been shared with the DSL, the staff member or volunteer must ensure that the concern is recorded on CPOMs, which will then also alert DSLs.</p>
Strengthened focus	DfE guidance	<p>(iv) The continued importance for school and college staff to work with and support children's social workers and the Local Authority Virtual School Head (VSH) for looked-after and previously looked-after children.</p> <p>In my school this means that DSLs will make contact with all social workers at least once a fortnight to ensure that both the school and social workers are aware of the latest situations with regards to the individual child. This will preferably be carried out via telephone, but, if unable to make contact, will be carried out via email.</p> <p>Where possible, the children will attend school at least twice per week, in negotiation with the parents and the social workers, to enable school staff to be able to carry out 'safe and well' checks with the children in person.</p> <p>However, if this is not the case (either because the child/family are self-isolating, or because the parent/carer refuses to bring the child to school, two members of the school staff (preferably with one being a DSL) will carry out a home visit once a week to carry out a 'safe and well' visit, ensuring that guidelines linked to social distancing and self-isolation have been maintained. A record of the home visit will be recorded on CPOMs and shared with the Social Worker via email.</p> <p>In agreement with the social worker working with our looked-after child, they will be making arrangements to contact the LA VSH with updates about the safety and wellbeing of the child in question. School will continue to make 'safe and well' phone calls, but will not be expected to make home visits.</p>
Strengthened focus	DfE guidance	<p>(v) Peer on peer abuse - given the very different circumstances schools and colleges are operating in, a revised process may be required for managing any report of such abuse and supporting victims (the principles as set out in part 5 of KCSIE should continue to inform any revised approach)</p> <p>Due to the age of the pupils attending Sladefield Infant School, we have not historically received reports of peer-on-peer abuse</p>



		<p>occurring through social networking or gaming sites.</p> <p>However, as a precautionary measure, in my school this means that we will provide regular, updated guidance to parents/carers as to how they can keep their child safe online. These will be included on the school's website and also sent out via text.</p> <p>An essential part of the online planning process will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. Parents/carers and pupils who wish to report any concerns would do so by contacting a DSL via one of the 2 mobile phones available (held by RM & NC).</p> <p>Support for parents/carers to keep their children safe online is included on the 'Parents' section on the website. www.slfield.bham.sch.uk/parents/e-safety</p>
Strengthened focus	DfE guidance	<p>(vi) What staff and volunteers should do if they have concerns about a staff member or volunteer who may pose a safeguarding risk to children (the principles in part 4 of KCSIE will continue to support how a school or college responds to any such concerns)</p> <p>In my school this means that, if the concern was about any member of staff other than the Head Teacher, they would be required to contact the Head Teacher, either in person (if both were in the school setting at the time) or via mobile. RM would then follow the procedures as outlined in Part 4 of KCSIE.</p> <p>If the concern was about the Head Teacher, the staff member or volunteer would be required to contact the Chair of Governors (Andy Tanner), who would, again, then follow the procedures as outlined in Part 4 of KCSIE.</p>
Strengthened focus	DfE guidance	<p>(vii) Any arrangements to support children that the school or college are concerned about who do not meet the 'vulnerable' definition.</p> <p>In my school this means that they have been provided with the opportunity to have 'rest bite' days at school, in agreement with the Lead DSL and Head Teacher, dependent on whether the school will be open to Key Worker pupils, and/or those with Social Work</p>



		<p>involvement. This will also be dependent on whether there are staffing availability to ensure the safety and wellbeing of these children and any other children at the setting.</p> <p>In addition, the Learning Mentor (and DSL) will make contact with these pupils at least once a week via telephone, and their class teacher will also make contact once a fortnight. All telephone calls will be recorded on CPOMs. If there are any concerns, the procedures as outlined in (i) would be followed. In her conversation with these vulnerable children, the Learning Mentor will ensure they are functioning well (physical health, mental well-being), whether they are accessing support, funds/benefits, have enough food, FSM vouchers, children are accessing online learning</p> <p>If necessary, due to initial concerns being identified when 'safe and well' calls have been made, a DSL (accompanied by another member of staff) may deem it appropriate to carry out a home visit to ensure the safety and wellbeing of the pupil.</p> <p>In addition to universal support, schools will target individual families by phone call, text or e-mail, to ensure that they are accessing FSM vouchers.</p>
Strengthened focus	DfE guidance	<p>What arrangements are in place to keep children not physically attending the school or college safe, especially online and how concerns about these children should be progressed.</p> <p>In my school this means that information will be shared on the school website and via text.</p> <p>This messaging will go to all parents/carers and will include information about school closure, where to get help and support, links to sources of education and entertainment, who to contact if help is needed and brokerage support for key worker/vulnerable pupil arrangements.</p> <p>Parents/Carers have a variety of avenues to follow in order to make contact with school. They can:</p> <ul style="list-style-type: none"> • Phone the school on the regular number (0121 327 0662) • Contact RM or NC on one of the school's mobile numbers (07920227262 – RM; 07393520439 – NC) • Email the school on either enquiry@slfield.bham.sch.uk or home.learning@slfield.bham.sch.uk • Use the 'Contact' form on the website, located in the 'About



		<p>Us' section.</p> <p>Parents/Carers will be able to share the work that their child has completed on Class Dojo; this will be monitored by each class teacher who will keep a record of those not accessing any learning. This record will be monitored regularly by SLT to ensure that children are accessing appropriate learning at home.</p> <p>Every fortnight, class teachers will be provided with a list of their children to call and see if they can help with accessing the online materials. Each call should be recorded on CPOMS, where DSLs can then risk assess to see if any further action/support is required.</p> <p>In order to ensure anonymity of staff personal numbers, if calling from a mobile: please turn off "show my caller ID" in the phone setting of your smart phone so that your number is protected, or dial 141 in front of the dialled number and this will withhold your home number. Please check that this is active before calling parents by checking on another familiar number.</p> <p>However, as a precautionary measure, in my school this means that we will provide regular, updated guidance to parents/carers as to how they can keep their child safe online. These will be included on the school's website and also sent out via text.</p> <p>An essential part of the online planning process will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. Parents/carers and pupils who wish to report any concerns would do so by contacting a DSL via one of the 2 mobile phones available (held by RM & NC).</p> <p>Support for parents/carers to keep their children safe online is included on the 'Parents' section on the website. www.slfield.bham.sch.uk/parents/e-safety</p>
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It is important that all staff and volunteers are aware of the new policy and are kept up to date as it is revised. The revised policy should continue to be made available publicly.

