

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 [date]

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


Chair of Governors – Amjid Ali

Safeguarding Lead Governor – Tharack Ahmed

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 | | |
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| 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 |



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| 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 contact a DSL as soon as possible, raising their concern verbally, using the following contact details:</p> <p>Year 3 - Charlotte Loach c.loach@thornton.bham.sch.uk (AHT & DSL)</p> <p>Year 4 – Lubna Shaheen l.shaheen@thornton.bham.sch.uk (Inclusion Manager & DSL)</p> <p>Year 5 – Katie Biddle-Rawbone k.biddle@thornton.bham.sch.uk (AHT & DSL)</p> <p>Year 6 - Cathy Grace c.grace@thornton.bham.sch.uk (DHT & Acting Lead DSL)</p> <p>Y3 & Y4 – Faruza Aktar f.aktar@thornton.bham.sch.uk (Pastoral Manager & DSL)</p> <p>Y5 & Y6 - Shanti Devi s.devi@thornton.bham.sch.uk (Pastoral Manager & DSL)</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 one 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> |



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| | | <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 as soon as possible, and within 24 hours where possible.</p> <p>When the school is closed to pupils, all DSLs can be contacted via their mobile numbers in the first instance, as well as by secure email if necessary, 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 contact 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 be invited to 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 (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 deciding to contact the LA VSH with updates</p> |



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| | | 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. |
| 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>In my school this means that we will continue to 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:</p> <ul style="list-style-type: none"> - the 'safeguarding' page - the 'e-safety' page on the 'Children' tab - the 'Great websites to use at home' page on the 'Children' tab - the 'Home Learning' pages on the 'Children' tab - twitter feed (with frequent signposts to appropriate resources). <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, using the contact details provided on the school website, or by using the school email system (enquiry@thornton.bham.sch.uk).</p> <p>Support for parents/carers to keep their children safe online is included on the 'Safeguarding' section on the website. www.thornton.bham.sch.uk/safeguarding/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 Acting Head Teacher, they would be required to contact the Acting Head Teacher, Cathy Grace, either in person (if both were in the school setting at the time) or via mobile on XXXXXXXXXXXX. Cathy Grace would then follow the procedures as outlined in Part 4 of KCSIE.</p> |



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| | | <p>If the concern was about the Acting Head Teacher, Cathy Grace, the staff member or volunteer would be required to contact the Chair of Governors (Amjid Ali) a.ali@thornton.bham.sch.uk on his mobile (XXXXXXXXXXXX), 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 attend school on agreed days and times, in consultation with the Lead DSL and Senior Leadership Team, dependent on whether the school will be open to Key Worker pupils, and/or those with Social Work involvement. This will also be dependent on whether there is staffing availability to ensure the safety and wellbeing of these children and any other children at the setting.</p> <p>In addition, the Inclusion Manager and Pastoral Managers (also DSLs) will contact these pupils at least once a week via telephone, as well as a call by a senior member of staff at least once every fortnight. All telephone calls will be recorded on CPOMs. If there are any concerns, the procedures as outlined in (i) would be followed. In the conversation with these vulnerable children, the Inclusion Manager and Pastoral Managers will ensure they are functioning well (physical health, mental well-being), whether they are accessing support, funds/benefits, have enough food, FSM vouchers, and ease with which 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> |



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| 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 contact school. They can:</p> <ul style="list-style-type: none"> • Phone the school on the regular number (0121 327 0662) – these incoming calls can be picked up by staff who have the VOIP app on their phones which allows access to the school number line • Email the school using enquiry@thornton.bham.sch.uk • Use the 'Contact' form on the website • Use the DSL contact emails on the safeguarding page of the website <p>Parents/Carers will be able to share the work that their child has completed using twitter; this will be monitored by SLT.</p> <p>Online work completed on Reading Plus, MyMaths and Time Table Rock Stars will be monitored frequently by class teachers to ensure that children are accessing appropriate learning at home.</p> <p>Every fortnight, Senior Leaders, the Inclusion Team and Phase Leaders check in with children, as part of their welfare calls, to see if they can help with accessing the online materials. Each call is recorded on CPOMS, where DSLs can then risk assess to see if any further action/support is required.</p> <p>The school has a web-based telephone system and so staff making welfare calls do so using the VOIP app. This enables the school line to be used, displays the school landline number when calling, and is free for users who can operate it through wifi. However, if necessary, staff can use their own mobile telephone to make emergency calls by following the following procedure. 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</p> |
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| | | <p>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>As an extra precautionary measure, in my school this means that we will also 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. Please see additional details in section (v) above.</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.

