



## **Child Protection & Safeguarding Policy**

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| <b>Head Teacher</b>  | Hecabe DuFraisie  |
| <b>Author</b>  | Carol Nolan   |
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# Changing Lives School

**SMS Changing Lives will implement the following procedures in place and provide visitors, students and staff the strategic implementation of good practice.**

## **1. Key Information**

Mr Jonathon Davies – Proprietor

Ms Hecabe DuFraise – Head Teacher

Mrs Carol Nolan- Designated Safeguarding Lead and Child Protection

The Deputy Designated Safeguarding Officers in the event Mrs Nolan is not available are;

Mr Issac DuFraise – Fails worth Site  
Mr Gareth Evans – Greek Street Site

The post-holders have the status and authority within our management structure to carry out the duties of the role.

## **Contacts**

| Oldham                      | Stockport                     | Manchester                | Salford  |
|-----------------------------|-------------------------------|---------------------------|--|
| MASH<br>01617707777         | MASH<br>0161 217 6028         | MASH<br>01612345001       | Salford City Council and partners have a multi agency hub called the Bridge Partnership. |
| Out of Hours<br>01617706936 | Out of Hours<br>0161 718 2118 | Emergency<br>0161 2311214 | 0161 603 4500<br>Out of Hours<br>0161 794 8888   |
| LADO<br>Collette Morris     | LADO<br>Gill Moore            | LADO<br>Majella O'Hagan   | LADO<br>Viv Wallbank   |



# *Changing Lives School*

## **2.Aims**

The aim of this policy is to provide the management with systems and arrangements to create and maintain a safe learning environment for all our students and staff.

The policy will identify the actions that should be taken in any event where there are concerns about child safety and welfare including protecting students and staff from extremist views, vocal or active, which are opposed to fundamental British value whilst at SMS Changing Lives.

The Proprietor takes seriously his responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our School to identify, assess, and support those children who are suffering harm.

Safeguarding and promoting the welfare of children and young people goes beyond implementing basic child protection procedures and the Senior Leadership Team will ensure it is an integral part of all activities, functions, culture at SMS Changing Lives.

SMS Changing Lives staff will operate a child-centered approach: a clear understanding of the needs, wishes, views and voices of children.

Staff at SMS Changing Lives will work alongside external organizations where appropriate to identify any concerns about child welfare and take action to address them.

All staff are committed to ensuring that our school provides a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

The Senior Leadership Team at SMS Changing Lives will ensure that this policy is communicated to all Teaching and Support Staff and embedded into the school culture and monitored as part of Monitoring.

This Policy will be made accessible as an electronic copy, Hard Copy and for parents with EAL needs on request to the DSL.



### **3. Child Protection at SMS Changing Lives**

Child Protection at SMS Changing Lives places our student's welfare as a paramount concern.

Attendance at SMS Changing Lives will be one of the key mechanisms by which the school fulfils its duty of care for students.

Our Designated Safeguarding Lead will liaise with relevant professionals in the event of Child Protections Meetings such as;

- Team Around Child
- Child In Need Meeting
- LAC Reviews
- PEP Meeting
- Strategy Meeting – VRMP

In the event we cannot attend we will always provide written documentation.

Students will be encouraged to ensure their attendance is maximized and that absence is followed up by school in a timely manner on the first day by our Family Liaison Officer Emma Rodmell.

School will need a verbal contact with parents to give a reason for absence. Where parents do not phone school, school will phone them.

We will ensure the enhanced monitoring of child protection concerns are communicated through our Safeguarding procedures in the event of our students is

- Missing from education
- Family members are in Prison
- Children in the Court System

These will be monitored through our safeguarding procedures at all times.

We will always following the Statutory Guidance on Child Protection and Safeguarding.



# Changing Lives School

## **4. SMS Safeguarding Practices**

At SMS Changing Lives we will ensure the child protection and safeguarding practices are part of school training through Continuing Personal Development programmes.

The Designated Safeguarding Lead (DSL) will work closely with other professionals as part of their safeguarding role.

### **Disclosures;**

In the event a disclosure has been made the following will be executed;

- Behaviour Team will receive a CPOMS alert from staff.
- Record all Safeguarding Concerns on a Note of Concern – CPOMS in the event this is not possible a paper based Note of Concern form will be made available.
- If technology is involved we retain the evidence provided by the young person and/or their family (e.g. screen shots/emails/text messages) and use it to support the CPOMS log or Note of Concern. However, we do not search mobile phones or computers to gain further information. Instead we seek advice from the police via the Public Protection and Investigation Unit about gathering evidence.
- Behaviour Team will provide relevant actions and log details on CPOMS.
- Upon receiving the CPOMS notification or 'Note of concern' that has been escalated the Designated Safeguarding Lead follows the procedures endorsed by the local authority.
- Action should be taken within the same working day and as early as possible.
- Where abuse is suspected a referral will be made to Social Care by the DSL who will telephone the MASSH and ask to speak to the Duty Social Worker. The expectation is that this verbal referral will be supported in writing, using the Multi-Agency Child Protection Referral Form, in line with local procedures.
- Where the child has a Social Worker they will be contacted directly.
- The supporting documentation should be sent securely to the MASSH, either through a secure e-mail or as a password protected attachment.
- The content of the referral will be discussed with parents/carers where this is appropriate.
- Advice should be sought from Social Care concerning this aspect of information sharing.



# Changing Lives School

- Members of staff are aware that they must not discuss any issues with parents/ carers unless they are told to do so by the Designated Safeguarding Lead.

**NO ATTEMPT SHOULD BE MADE BY OUR STAFF TO CONDUCT AN INVESTIGATION INTO CASES OF SUSPECTED ABUSE.**

## **5. Roles and Responsibilities**

At SMS Changing Lives we ensure all staff understand and adhere to the safeguarding policy and that the day to day practice of the staff team conforms to monitoring and guidance from Senior Leaders.

### **The Proprietor of the school will ensure that:**

- The Senior Leadership Team is provided with appropriate information about safeguarding and will liaise with the DSL.
- A senior member of the school's leadership team is designated to take lead responsibility for safeguarding within the school.
- The school's safeguarding policy is reviewed and updated and the school complies with local safeguarding procedures.
- The school operates safer recruitment and selection practices including appropriate use of references and checks on new staff and volunteers
- Procedures are in place for dealing with allegations of abuse against members of staff and volunteers and these are in line with Local Authority procedures.

### **The Head teacher of the school will ensure that ;**

- The policies and procedures adopted by the Proprietor to safeguard and promote the welfare of students are implemented and followed by staff.
- Safer recruitment and selection of staff and volunteers is practiced.
- A Designated Senior Member of staff for child protection is identified and receives appropriate on-going training, support and supervision.



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- Sufficient time and resources are made available to enable the designated member of staff to discharge their responsibilities including attending inter-agency meetings, contributing to the assessment of children and young people
- Staff and volunteers receive appropriate training which is regularly updated
- Temporary staff and volunteers are made aware of the school's safeguarding policy and arrangements.
- Staff and volunteers feel safe about raising concerns about poor or unsafe practice in regard to the safeguarding and welfare of the children and young people and such concerns will be addressed sensitively and effectively
- The Safeguarding and Child Protection policy is available on the school's web-site.

### **The Designated Safeguard Lead**

During term time, the Designated Safeguarding Lead should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns.

The Designated Safeguard Lead is at SMS Changing Lives is, Mrs. Carol Nolan.

The Deputy Designated Safeguarding Lead at;

Failsworth Site – Mr Issac DuFraisie

Greek Street – Mr Gareth Evans

The DSL will co-ordinate with the Deputy DSL's to ensure adequate and appropriate cover arrangements for any out of hours/out of term activities

The Designated Safeguarding Lead will:

- Act as the first point of contact concerning all safeguarding matters, and will keep the Proprietor, Head Teacher and Head of Teaching and Learning informed daily of any safeguarding and child protection concerns
- Attend up-dated training every two years.
- Provide relevant information to the Local Authority (LA) on how the school carries out its safeguarding duties
- Ensure that the schools actions are in line with Local Authority regulations





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- Initiate appropriate proceedings to address any allegations against members of staff
- Provide support and training for staff and volunteers
- Liaise with Proprietor and Head teacher to ensure all new staff receive statutory safeguarding training and records of attendance are regularly updated.
- Be available to provide advice and support on the response to any safeguarding concerns.
- Support staff to make effective referrals to the Children and Families Services and any other agencies where there are concerns about the welfare of a child.
- Keep copies of all referrals to external Agencies.
- Ensure that all staff and volunteers receive information on safeguarding policies and procedures from the point of induction.
- Ensure that any staff with specific responsibility for safeguarding children receive the appropriate training to undertake this role.
- Manage and keep secure the school's safeguarding records.
- Ensure that all staff and volunteers understand and are aware of the school's reporting and recording procedures and are clear about what to do if they have a concern about a child.
- Ensure that all staff understand the importance of record keeping and understand their responsibility in raising any child protection or safeguarding through CPOMS and in the event this isn't available the Note of Concern Performa in Appendix 1.
- Ensure that the schools Safeguarding and Child Protection Policy is regularly reviewed and updated and liaise any policy changes with the Head Teacher and Proprietor.
- Update any changes in local policy and procedures and are aware of any guidance issued by the Department for Education concerning Safeguarding and Child Protection.
- The Designated Safeguarding lead is also responsible for the transference of any safeguarding information if a student moves onto a new provision.

### **The Behaviour Team will;**

- Update and track the data that Teaching Staff report using the CPOMS system and follow up with actions based on each individual incident.



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- Ensure staff who do not have access to CPOMS are provided with the Note of Concern document which is transferred on CPOMS at the end of the same day.
- Record all CPOMS incidents with the DSL alerted on CPOMS however the behavior team will follow up and action the majority of concerns as Stage one – Attached in Appendix.
- Liaise with the Designated Safeguarding Lead about any safeguarding and child protection issues.
- Liaise with Family Liaison when appropriate on concerns.
- Communication with staff will be kept at a need to know and through e-mail at all times unless with SLT.
- Update any issues in the Safeguarding Files with the DSL.

### **All Staff at SMS Changing Lives will ;**

All school staff at SMS Changing Lives School has a responsibility to ensure that they provide a safe environment in which children can learn.

If staff has any concerns about a child's welfare, they should immediately take action to safeguard that child alongside recording and reporting any concerns.

All Staff have a responsibility to identify young people who may be vulnerable and in need of extra support or who are suffering, or likely to suffer, significant harm.

All staff must then take responsibility to take appropriate action when required.

### **6. The Curriculum**

All students who attend SMS Changing Lives have access to an appropriate curriculum which is broad, balanced and differentiated.

This enables students to learn and develop the necessary skills to build self esteem, respect others, defend those in need, resolve conflict without resorting to violence, question and challenge and to make informed choices in later life.

Students are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a range of cultural opportunities which promote the fundamental British values of tolerance, respect and empathy for others.



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Personal Health and Social Education is utilized through cross curricular work, enrichment activities and whole school projects.

SMS Changing Lives will safeguard student through the curriculum by;

- The implementation of a clear and consistent school behavior policy.
- Regular liaison with other practitioners and agencies that support the pupils and their families.
- A commitment to develop productive, supportive relationships (i.e. to work in partnership) with parents/carers whenever possible and so long as it is in the child's best interests to do so.
- All students know that there are adults in the school whom they can approach and that their concerns will be taken seriously and treated with respect

## **7. E -Safety**

The internet is an essential element in 21st century life for education, business and social interaction and SMS Changing Lives has a duty to provide children and young people with quality access as part of their learning experience.

SMS Changing Lives will ensure that appropriate filtering methods are in place to ensure that pupils are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

SMS Changing Lives will ensure the E -Safety Policy and Acceptable Use Policy provide further outlines of practice and expectations.

## **8. Early Help**

All Students may benefit from Early Help and all staff should be aware of when to offer student Early Help.

Students who display the following will be provided with intervention and additional support in school.;

- Is Disabled or has additional needs
- Is a looked after child or in foster care
- Is showing signs of abuse or neglect
- Is showing signs or at risk of being radicalized
- Frequently is missing from home or care
- Is at risk or involved in substance misuse



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- Is showing signs of being involved in criminalized activity

Early Help from SMS Changing Lives staff will consist of pastoral monitoring, Key Work intervention sessions and whole School awareness sessions to promote the social and emotional health of our students.

### **9. Physical Intervention**

At SMS Changing Lives we acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others.

At all times it must be the minimal force necessary to prevent injury to another person

Incidents must be recorded and reported through CPOMS/ Note of Concern.

Staffs that are likely to need to use physical intervention will be appropriately trained in Positive Handling techniques.

(ALL staff will be trained in Team Teach by the end of the school year 20/21.)

We recognize that touch is appropriate in the context of working with young people, and all staff has been given Positive Handling guidance to ensure they are clear about their professional boundaries to regulate SMS Changing Lives staff conduct.

SMS Changing Lives will ensure our Physical Intervention Policy will also follow the guidance as set out in DFE Guide to Reasonable Force.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444051/Use\\_of\\_reasonable\\_force\\_advice\\_Reviewed\\_July\\_2015.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf)

### **10. Types of Abuse**



## Changing Lives School

At SMS Changing Lives it is a mandatory requirement that all staff are familiar with Keeping Children Safe in Education 2020.

“All school and college staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.”

There are four types of child abuse as defined in ‘Working Together to Safeguard Children’ (2018) which is defined in the ‘Keeping Children Safe in Education Statutory Guidance 2018’ as

- **Physical Abuse** - may involve hitting, shaking, throwing, poisoning, burning/scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child
- **Emotional Abuse** - is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Sexual Abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact or non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse, as can other children.



• **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may include a failure to:

- Provide adequate food, clothing and shelter.
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate carers.)
- Ensure access to appropriate medical care or treatment

## **11. Child Sexual Exploitation**

Child Sexual Exploitation is a form of sexual abuse where children are sexually abused for money, power or status. It can involve violent, humiliating and degrading sexual assaults.

Child Sexual Exploitation does not always involve physical contact and can happen online.

### **CSE-Likely behaviors may include:**

A significant number of children who are victims of sexual exploitation go missing from home, care and educations at some point.

Other warning signs include;

- Repeatedly going missing, particularly overnight
- Coming home with unaccounted gifts, i.e. clothes, money, food, jewelry and drugs. (Common one being a mobile phone.)
- Having a relationship with an older partner with whom there may be concerns
- Excessive & secret use of internet and/or mobile.
- Having several SIM cards, frequent mobile phone top ups
- Being unusually secretive (where have they been, who are their friends)
- Mood swings and changes in behavior
- Talk of going to parties

Information about Child Sexual Exploitation and its effects on young people will be a regular feature of staff communication logs through CPOMS and will be used to protect young people exposed to, and at risk from, sexual exploitation.



## **12. Peer on Peer Abuse**

All staff should be aware that children can abuse other children (often referred to as peer on peer abuse).

This is most likely to include, but may not be limited to:

- bullying (including cyber bullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- Sexual violence such as rape, assault by penetration and sexual assault;
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment,
- Sexting (also known as youth produced sexual imagery)

All staff should be clear as to the schools or college's policy and procedures with regards to peer on peer abuse.

The Anti-Bullying Policy will outline guidance and mandatory school procedures in further detail.

## **13.FGM Female Genital Mutilation**

All suspected or actual cases of FGM are a Safeguarding concern in which Safeguarding procedures will be followed; this will include a referral to the police.

If any staff is concerned about a pupil the Behavior Team will be notified through CPOMS and will immediately refer to the Safeguarding Designated Lead / Head Teacher within the School unless there is a good reason not to do so in which the Social Worker or external professional will be liaised with.

Signs may include;

- Days absent from School / vague explanations or plans for removal of a female in a high risk category
- Not participating in Physical Education
- In pain/has restricted movement/frequent and long visits to the toilet/broken limbs
- Confides that she is having a special procedure, cut or celebration



## **14. Child Crime Exploitation (County Lines)**

Criminal exploitation of children is a widespread form of harm and is a typical feature of county lines criminal activity, (drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns).

Unlike any other forms of abuse and exploitation, county lines exploitation:

- can affect any child or young person (male or female) under the age of 18 years
- can affect any vulnerable adult over the age of 18 years;
- can still be exploitation even if the activity appears consensual;
- can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;
- can be perpetrated by individuals or groups, males or females, and young people or adults; and
- is typified by some form of power imbalance in favor of those perpetrating the exploitation.

Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources

The Staff at SMS Changing lives will be familiar with the monitor of behavior changes and recording and reporting any concerns of CCE.

## **15. Forced Marriage and Honor Based Violence**

The school is sensitive to differing family patterns and lifestyles and child-rearing patterns that vary across different racial, ethnic and cultural groups.

Child abuse including Honor Based Violence cannot be condoned for religious or cultural reasons.

If a case of forced marriage is suspected, parents and carers will not be approached or involved about a referral to any other agencies. Any child or young person thought to be at immediate





risk will be reported without delay to the police as a 999 emergency and the relevant Local Authority.

## **16. Specific Safeguarding Issues**

There are specific issues that have become critical

in Safeguarding that SMS Changing Lives will ensure their Staff and Volunteers are familiar with; having processes in place to identify, report, monitor and which are included within teaching through the CPOMS software to support administration these include;

- Domestic Violence
- Drugs
- Fabricated or induced illness
- Faith abuse
- Gangs and Youth Violence
- Gender based violence/Violence against women and girls (VAWG)
- Hate
- Mental Health
- Private Fostering
- On line abuse/Sexting
- Teenage Relationship abuse
- Trafficking
- Missing children and vulnerable adults
- Child sexual abuse within the family
- Poor parenting, particularly in relation

## **17. Other Types of Abuse**

**Up- skirting** Definition: up skirting is typically when a photograph is taken under a person's clothing without them knowing, for sexual gratification or to cause the victim humiliation, distress or alarm.



## *Changing Lives School*

**Radicalization** ; SMS Changing Lives Staff will be trained on the signs to look out for and process of recording and reporting if they feel a student is at risk or in immediate danger of being radicalized.

The Counter-Terrorism and Security Act 2015 places a duty on local authorities to ensure Channel panels are in place.

The panel must include the local authority and chief officer of the local police.

Panels will assess the extent to which identified individuals are vulnerable to being drawn into terrorism, following a referral from the police and where considered appropriate and necessary consent is obtained, arrange for support to be provided to those individuals.

The relevant provisions of the Act came into force on 12 April 2015 but many local authorities already have Channel panels set up in their area. 'Channel' is the name for the process of referring a person for early intervention and support, including:

- Identifying people at risk of being drawn into terrorism
- Assessing the nature and extent of that risk, and
- Developing the most appropriate support plan for the people concerned The Channel process is about safeguarding children, young people and adults from being drawn into committing terrorist-related activity.

Channel is about safeguarding children and adults from being drawn into involvement in terrorism. It is about early intervention to address vulnerabilities, and divert people from harm.

### **18. Prevent Duties**

The School will ensure all staff adheres to their duties in the Prevent guidance 2015 to prevent radicalization.

The Senior Leadership Team at SMS Changing Lives will;

- Establish or use existing mechanisms for understanding the risk of extremism;
- Ensure staff understand the risk and build capabilities to deal with issues arising
- Communicate the importance of the duty;



- Ensure all Staff implements the Prevent duty.

This School will respond to any concern about Prevent as a Safeguarding concern and will report in the usual way using local Safeguarding Procedures.

We will seek to work in partnership, undertaking risk assessments where appropriate and proportionate to risk, building our children's resilience to radicalization.

We will make referrals into CHANNEL where the risk is identified and the pupil/student may need de-radicalization.

## **19. Domestic violence and abuse**

The cross-government definition of domestic violence and abuse is:

Any incident or pattern of incidents of controlling, coercive, threatening behavior, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.

All SMS Changing Lives staff will record any concerns of domestic violence immediately on CPOMS in which the behavior team will liaise with the DSL who will follow the necessary communication steps of the concern. The DSL may liaise with the local police force as part of their Operation Encompass.

Operation Encompass operates in the majority of police forces across England. It helps police and schools work together to provide emotional and practical help to children. The system ensures that when police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, the police will inform the key adult (usually the designated safeguarding lead) in school before the child or children arrive at school the following day.

## **20. Supporting Vulnerable Students**

All Staff at SMS Changing Lives will endeavor to support vulnerable students through school life.

Our behavior policy is aimed at supporting vulnerable students in school.

All staff will adhere to the "Individual Education Plans" which ensures a consistent approach to the care of our students working to support in developing positive behaviors which will inform Teaching and Learning strategies.



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We recognize that some students need additional support to be able to access their education and make progress.

The SENDCO will work with these vulnerable students, parents/ carers and staff members to identify an educational provision that allows the students to make academic progress and thrive emotionally.

Vulnerable students include children with disabilities, Special Educational Needs, poor mental health, Looked After Children and children who have also been previously Looked After.

The SENDCO will work other appropriate agencies to support the student and where the student is accessing an alternative provision ensure that there is regular home / school contact.

SENDCO will work with the SEND associate, Deputy DSL, Behavior Team and Family Liaison at SMS Changing Lives to ensure all safeguarding process are implemented and driven into the culture for staff and students.

### **21. Informing Parents and Carers**

Our philosophy at SMS Changing Lives is to maintain a consistent relationship with parents/carers is one of transparency and honesty and mutual respect.

Our responsibility is to safeguard and promote the welfare of all the children in our care.

We aim to do this in partnership with our parents/carers.

In most cases parents and carers will be informed when concerns are raised about the safety and welfare of their child.

Parents and carers should be given the opportunity to address any concerns raised.

Parents and carers will be informed if a referral is to be made to the Children's Social Care Service or any other agency.

Parents/carers will not be informed if it is believed that by doing so would put the child at risk. In such cases the Designated Safeguarding Lead or Head teacher will seek advice from Children's Social Care.



## **22. Managing allegations against Staff**

If a student or a member of staff is concerned about the conduct of staff member, all concerns should be reported directly to the Designated Safeguarding Lead and/or the Head teacher.

The person reporting the issues will remain anonymous but a full statement will be obtained by the referrer for clear and accurate information purposes.

This is supported by our Whistle blowing Policy.

The Head teacher or the Designated Safeguarding Lead will then inform the proprietor Jonny Davies and if appropriate, contact the Local Authority Designated Officer (LADO) to share information and discuss next steps.

### **The process to report concerns around a member of staff is as follows:**

- Speak to the Designated Person or the person who acts in their absence
- Agree with this person what action should be taken, by whom and when it will be reviewed.
- Record the concern using the school's safeguarding recording system

The proprietor at SMS Changing Lives is committed to providing a working environment to protect the health, safety and welfare of all its employees and is committed to the highest possible standards of openness, probity and accountability and will not tolerate malpractice or wrong doing.

The Proprietor, SLT and SMS Changing Lives as a whole is committed to a policy which seeks to protect individuals who make disclosures with regard to any instance of malpractice or wrong doing in the public interest.



## **23. Links with Other Policies**

This policy has been developed in accordance with the principles established by:

- The Children Acts 1989 and 2004;
- Section 157 of the Education Act 2002
- The Education (Independent Schools Standards) (England) Regulations
- Mandatory Reporting of FGM – procedural information HM (2015)
- CHANNEL Duty guidance
- Prevent Duty guidance

Children Board Government publications:

- “Guidance for Safer Working Practice for Adults who work with Children /Young People in Education Settings”

“Working Together to Keep Children Safe” 2018 -2019 –Sept 01/20

- “Keeping Children Safe in Education” September 2019
- “Framework for the Assessment of Children in Need and their Families” 2000
- “What to do if you are worried a Child being abused”

Furthermore, we will follow the Procedures set out by the local Safeguarding Partnership (formally DSCB). In accordance with the above procedures, we carry out an annual audit of our Safeguarding provision (S175 Safeguarding Audit, which is a requirement of the Education Act 2002 & 2006) a copy of which is sent to the Local Safeguarding Partnership

School Policies will also provide in-depth guidance and outline mandatory practices;

- Behavior Policy
- Fixed Term Exclusion Policy
- Reasonable force policy
- Attendance Policy
- Missing from education Policy
- Whistle blowing Policy



## **Appendix 1 – External Contacts**

**Department for Education-** one single access web link to access all local authority’s reporting webpage or phone number for any concerns/worries about a child, young person and vulnerable adults.

**NSPCC - National Helpline:** Tel: 0808 800 5000

**Childline:** Tel: 0800 11 11

### **Channel Panel -**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/907614/Channel\\_Duty\\_Guidance\\_April\\_2015.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907614/Channel_Duty_Guidance_April_2015.pdf)

## **Appendix 2- Logging an Incident on CPOMS**

- Click “Add Incident” Add Incident text remembering to keep it factual and professional as this may be read by other local safeguarding partnership arrangements and parents/carers.
- Behavior Team must be reported with all CPOMS incidents and respond with appropriate actions by the close of day.
- Don’t add your opinion and when mentioning staff members use new staff initial codes (see updated phone list).
- Start typing Student name and relevant name/s will appear.
- If other student’s involved use Linked Student (saves you repeating for additional students present, involved etc.)
- Body Map click on and a body map appears that you can add marks to Date/Time can be changed to suit.
- All Safeguarding concerns in the first instance will be logged alerting the Behavior Team who will provide immediate actions.
- If you try to alert another staff member a warning message will flash up. This should remind you not to send to non-relevant people other than SLT.
- If you had a relevant document (statement etc.) you can add it to File/s If any outside local safeguarding partnership arrangements are involved then add to Agency Involved.
- Finally click ADD INCIDENT The incident will then sent to the relevant member/s of staff to be dealt with. You will know that they have received by looking in “My History” on



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your dashboard where if you hover your mouse over “viewed by” it will give you the staff members’ name.

- You will also see any of your own alerts in the “Alert” section. Click to read

### **Appendix 3- Safeguarding Reminder**

- Safeguarding rules Safeguarding is EVERYONES responsibility.
- Only record the facts. Think who, what, when
- Do not share safeguarding information/concerns with anyone except Designated Safeguarding Lead - Mrs. Carol Nolan / Head teacher. – Ms Hecabe Dufraise
- Do not delay in passing safeguarding information on.
- Get into habit of logging into CPOMS each morning and then you can record safeguarding concerns, bullying incidents and racial incidents as they happen.
- Remember to lock your computer or log off if you are leaving it insecure.
- The Behaviour Team will act as your first port of call and provide all staff the relevant support.





## **Appendix 5. Note of Concern Form**

This document will be used in the event CPOMS cannot be accessed and in addition

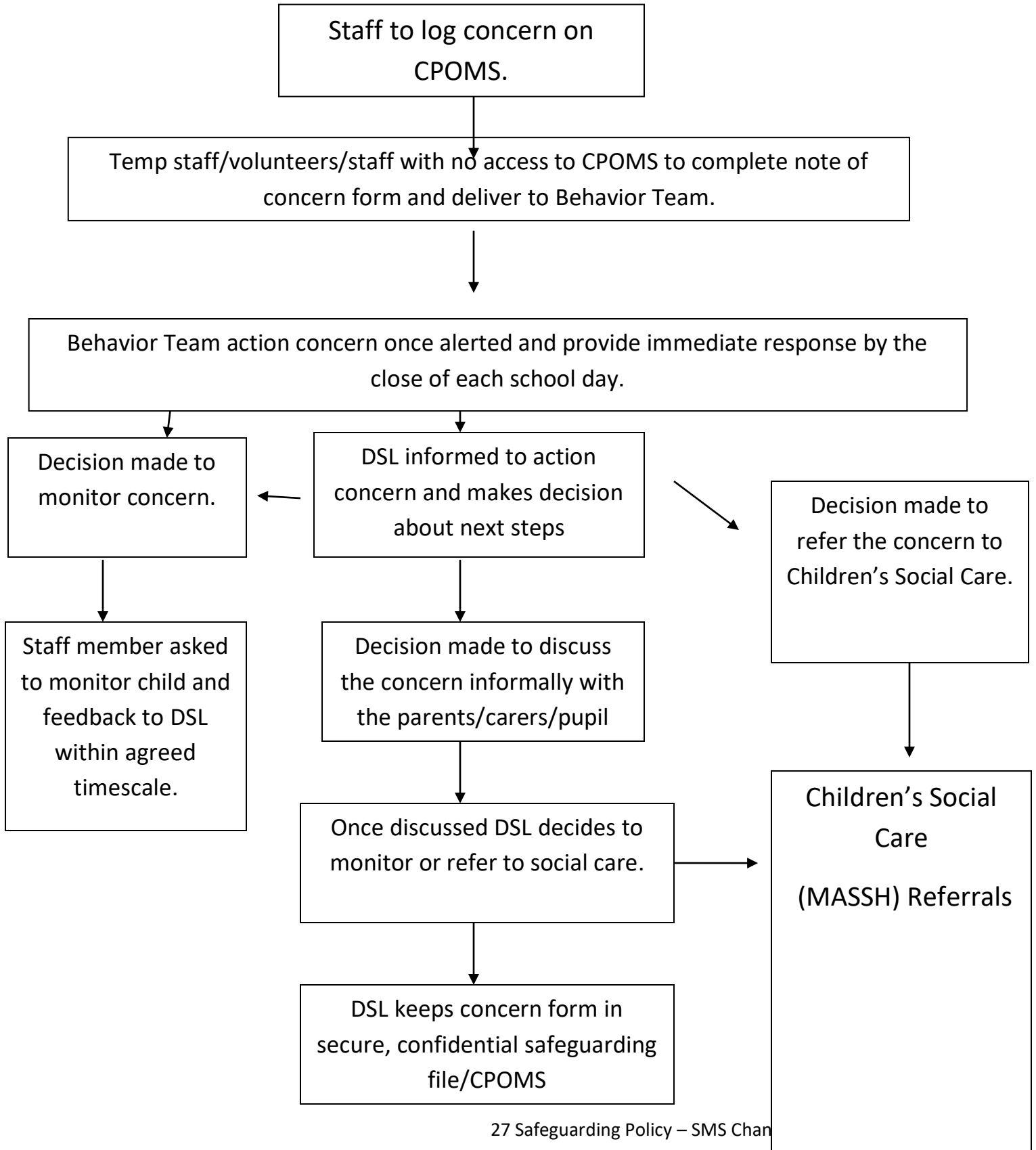
- Supply Staff / Visitors
- External Professionals



**SMS Changing Lives: Note of Concern**

|   |   |       |
|---|---|-------|
| Name of child:  | Year Group:                                 | Date: |
|   |   |       |
| How did you become aware of the issue:<br><b>Observation / Disclosure</b>   |   |       |
| Reported and e-mailed to: ( Tick Appropriate)<br>SEND Associate<br>SENDCO<br>T&L Lead<br>Headteacher                            | Date and time report completed and logged:  |       |
| Signed:   |   |       |
| Actions, guidance and interventions instigated in response:   |   |       |
| Further action? Please circle:<br>Continue to monitor    Complete CAF    Convene TAC    Refer to social care    Refer to police |   |       |
| Signed:   | Date and time response actioned and logged: |       |

## Appendix 6. Flowchart of Safeguarding Reporting Process





## **Appendix 7. Management of the Policy**

The Proprietor & Head Teacher

- Ensure all staff is effective in the management of safeguarding;
- Ensure all Staff including all and Volunteers read and have access to the policy
- That it is displayed on the School's/college's website
- That is overseen to ensure its implementation
- Review its content on an annual basis. The Head Teacher will report annually on Safeguarding activity and progress within the School/ to the Governing Body.
  - An appointed Designated Safeguarding Lead will complete the S175 Safeguarding Audit and with an Action Plan which will be used to report on Safeguarding activity and progress
  - The Head Teacher should report any significant issues to the Proprietor of SMS Changing Lives that may have an impact on Safeguarding in the School/Educational setting and using the processes with the Local Authority to report.

**Signed by:**

**Proprietor**

**Head Teacher: Date:**



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