Windhill21

Safeguarding Procedures

Written by:	Louise Merrell
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At Windhill21 School, safeguarding is of utmost importance, and procedures are clear and must be followed implicitly. This is an appendix to the Ivy Learning Trust Safeguarding Policy and should be read in conjunction with that policy.

Designated Safeguarding Lead:	Louise Merrell
Link Governor:	Liz Adams
Deputy Designated Safeguarding Leads:	Sarah Wood Chloe Myers Hellie Mann Sarah Watson-Clarke

Definition

Safeguarding and promoting the welfare of children is defined as:

• Providing help and support to meet the needs of children as soon as problems emerge.

• Protecting children from maltreatment, whether that is within or outside the home, including online.

• Preventing the impairment of children's mental and physical health or development.

• Making sure that children grow up in circumstances consistent with the provision of safe and effective care.

Taking action to enable all children to have the best outcomes.

Should a disclosure be made by a child then follow the procedures below:

- Members of the safeguarding team are always available during school hours for staff to discuss any safeguarding concerns. If your concern arises out of school hours, please email Sarah Wood and Louise Merrell – admin@windhill.herts.sch.uk
- If required, please contact Hertfordshire Children's Services 0300 123 4043 or Childline 08001111 to advise them of your concern.
- In an emergency, call 999.

What to do if you have a concern or a child makes a disclosure to you

• **Concern:** Something you have seen, overheard or something a child has told you.

• **Listen and Reassure:** If a child makes a disclosure, do not promise to keep anything a secret that they have told you. Once the disclosure has been made, reassure the child and explain to them that you will have to share this information with a safeguarding lead. Ensure you simply listen and do not ask any leading questions.

• **Report**: Ensure that the disclosure is then reported to a member of the safeguarding team as soon as possible. – Louise Merrell (DSL), Sarah Wood, Chloe Myers, Hellie Mann or Sarah Watson-Clarke (Deputy DSLs). Following the Windhill21 Safeguarding Flowchart. DSL/DDSL's will advise of the recording using our Child Protection Management System (CPOMS)

• **Log and Record:** In detail exactly what the child says, on our Child Protection Management System (CPOMS) making sure there is a date, time and the name of the child involved along with your own full name and job title on the notes. Ensure that you alert the staff members who are on the safeguarding team by using the alert staff members function on CPOMS and alert in person also as quickly as possible.

• Do not discuss disclosures with any staff/children/parents as it is on a need-to know basis.

• If all members of SLT are unavailable, please contact a member of Ivy Trust Senior Leadership Team contactable through the central team on 020 3972 4600.

What happens next?

• Once an alert CPOMS and a verbal cause of concern verbal instruction has been shared with the safeguarding team, a decision will be made as to the next steps. This may be to contact the Hertfordshire consultation hub or Early Help (Early help is now defined as 'support for children of all ages that improves a family's resilience and outcomes or reduces the chance of a problem getting worse) through Families First and the support of other agencies will be arranged by the DSL or through the school inclusion team. It may require a direct referral to MASH (social services) whereby the DSL will complete a contact form online.

• All concerns will be followed up by the safeguarding team. You may not know the outcome as it is on a need-to-know basis.

• Any member of staff can make a referral by the contact form directly to the local Hertfordshire Safeguarding Team.

• We offer additional pastoral support for pupils with SEN and disabilities through DSPL3 and their agencies and also the work of the inclusion team which includes the SENCo.

Out of school hours If your concerns arise outside of school hours, report them the next day to the DSL unless you think a child is at immediate risk of danger whereby you must make a referral to children's social care:

• Social Services (Hertfordshire Children's Services): 0300 123 4043

• Hertfordshire Constabulary Police: 101 (or 999 if someone is in immediate danger)

• NSPCC Child Protection Helpline: 0808 800 5000

• Child Line: 0800 11 11

• Hertfordshire Domestic Abuse Helpline: 0808 8088088

• Tell the DSL as soon as possible if you make a referral directly.

Low Level Concerns:

What is a low-level concern?

The term ‘low-level’ concern does not mean that it is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ - that an adult working in or on behalf of the school or college may have acted in a way that:

- Is inconsistent with the staff code of conduct, including inappropriate conduct outside of work and does not meet the harm threshold or is otherwise not serious enough to consider a referral to the Local Authority Designated Officer (LADO).

Examples of such behaviour could include, but are not limited to:

• Being over friendly with children.

• Having ‘favourites’

• Taking photographs of children on their mobile phone, contrary to school

Policy.

• Engaging with a child on a one-to-one basis in a secluded area or behind a closed door.

• Humiliating children.

These need to be reported to the Headteacher and will be fully investigated by the Head teacher. Records of incidents that are substantiated will be kept while the member of staff is employed. These will be kept in a secure place that only the Headteacher has access to.

Record Keeping:

- Records kept are securely electronically stored.

- They are kept confidentially and securely for each child.

- Information is retained until the child reaches the age of 25 years.

- Records are shared with other agencies securely via CPOMS, protecting documents using a password sharing with other agencies trough a secure system such as HERTSFX. Or, tracking securely if sending paper copies.

Monitoring and Filtering System:

- Windhill21 School uses Senso for filtering and monitoring.

- Senso is monitored regularly by Louise Merrell (DSL) as well as offsite by members of the IT Team from Ivy Learning Trust.

- Concerns will be reported to Governors on a termly basis.

Other important information:

- All staff need to ensure they always follow the Code of Conduct Procedures and the school's E-Safety Procedures.

- Complaints regarding the safeguarding of pupils will be dealt with as set out in the Ivy Trust Complaints Procedure.

- Staff will follow the Ivy Trust's Whistle-Blowing Policy on concerns about the school's safeguarding procedures.

- Staff will challenge any unknown adults without a school visitor ID/badge from the electronic signing in system at the front office.

FGM (Female Genital Mutilation)

- Any teacher who discovers that an act of FGM appears to have been carried out on a child under the age of 18 years old or is informed by a girl under the age of 18 years old that FGM has been carried out on her, must be reported immediately to the police. This is a statutory duty, and teachers will face disciplinary sanctions failing to meet it.

- Any other member of staff who discovers an act of FGM appears to have been carried out on a child under the age of 18 years old must report it to the DSL/Head Teacher following Windhill21 School's safeguarding procedure.

- If you suspect that FGM has taken place but do not know, or you suspect a girl is at risk, or discover it has been carried out on a woman who is 18 years or older, you should follow your local safeguarding procedures. The duty to report does not apply in these cases. If you believe there is an imminent or serious risk, make an urgent referral to Children's Social Services and contact the police on 101.

Important Contacts: ROLE/ORGANISATION NAME CONTACT DETAILS

Role/Organisation	**Name**	**Contact Details**
Ivy Designated Safeguarding Lead (DSL)	Clara Seery	clara@ivylearningtrust.org
Local Authority Officer (LADO)	Hertfordshire (no designated LADO)	LADO.Referral@hertfordshire.gov.uk 0300 125 4043
Trustee Safeguarding Link	Deborah Thompson	
Channel Helpline	prevent@hertfordshire.gov.uk 0207 340 7264 0800 789 321 (HERTS anti-terrorist hotline)	