



Safeguarding update, for all Earlscliffe staff September 2020

Who is responsible for safeguarding at Earlscliffe?

We all are. We are all professionals united by our purpose to look after the children and young people in our care, promoting their welfare and protecting them from harm. We are all equally responsible for this duty and for ensuring that we are vigilant and pass on any concerns in line with policy and our statutory duties.

What is safeguarding?

Safeguarding is the action that is taken to **promote** the welfare of children and to **protect** them from harm.

Safeguarding means:

- **protecting** children from abuse and maltreatment
- **preventing** harm to children's health or development
- **ensuring** children grow up with the provision of safe and effective care
- **taking action** to enable all children and young people to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

Safeguarding children and child protection guidance and legislation applies to all children and young people up to the age of 18.

3) Important reminders about our personnel leading on safeguarding as we re-open for the Michaelmas Term, autumn 2020 –

Who is our Designated Safeguarding Lead (DSL)?

Jo Stokes, School Nurse

Who are our Deputy Designated Safeguarding Leads?

James Harding (Head Teacher), Niall Johnson (Deputy Head)

4) Reminder of whom to contact if you have a concern about ...

a) **A student –**

Contact Jo Stokes, Lead DSL, James Harding, Deputy DSL, or Niall Johnson, Deputy DSL:

DESIGNATED SAFEGUARDING LEAD, Jo Stokes, School Nurse – 01303 253951 ext. 386
or mobile 07515 884467
nurse@earlscliffe.co.uk

Deputy DSL James Harding, Head Teacher 01303 253951 ext 340, 380 (mobile) –
jamesharding@earlscliffe.co.uk

Deputy DSL Niall Johnson, Deputy Head 01303 253951; 07538 489676 (mobile) –
nialljohnson@earlscliffe.co.uk

b) **A member of staff (who is not the Head Teacher) –**

Deputy DSL James Harding, Head Teacher 01303 253951 ext 340, 380 (mobile) –
jamesharding@earlscliffe.co.uk

c) **The Head Teacher James Harding –**

contact Tim Fish, Named Safeguarding Governor of Earlscliffe at Dukes Education. 01303
253951 ext 358 or 020 3696 5300 tim.fish@dukeseducation.com

5) Please ensure you record concerns or disclosures immediately, on CPOMS, or if you do not have immediate access to a computer, via the established Welfare Incident / Concern Form, the 'Green Paper' form, available in the staff common room and here [on the website](#).

6) Training with JCH on Tuesday 1st September 2020 focused on

- Reminders on key safeguarding personnel at Earlscliffe;
- Update on changes to [Keeping Children Safe in Education](#);
- Reminder of key points in Earlscliffe Safeguarding Policy and how to record a concern (CPOMS);
- Reminder of Code of Conduct and in particular advice on teaching live online;
- Reminders for vigilance on student wellbeing and mental health, student relationships and wider social interactions, with time spent on key online resources available to staff;
- Covid-19 protection measures.

Advice on teaching online:

Staff protocols for delivery of online teaching if working from home:

- Teaching from home should take place in a suitable location demonstrating professionalism and reflecting the quality of provision. In general, as neutral a background as possible is recommended or one which indicates an entirely professional context (e.g. blank wall, or bookcase). Students should never sense that they've been 'invited into a teacher's home'. Be careful as to what students can see in the background – e.g. holiday photographs.
- Teachers will adhere to staff dress-code when teaching.
- Other advice is already in place (Safer Working Practice details for teachers: see below).

All teaching staff delivering electronic lessons and teaching support for students should be observing school policies for electronic communications.

Please note our Code of Conduct, [Safer Working Practices](#). In particular, we emphasise:

- Only ever use your school email address when communicating with students and families (i.e. your Earlscliffe e mail ending earlscliffe.co.uk); when communicating with students by email, use only their Earlscliffe email address;
- Whenever emailing a student one-to-one, always CC your line manager;
- Absolutely no sharing of your personal communication data, including staff personal e mails, WhatsApp contacts, Facebook, FaceTime, personal Skype, etc.
- Do not conduct a live one-to-one lesson, without another member of teaching staff being invited in and present on that session;
- Your appearance should be professional during the session, appropriate to teaching a class online;
- Be mindful of where a webcam is pointing when you are recording or teaching live (as neutral a background as possible); if teaching from home, double-check that your webcam is disabled and the session is over at the end of each teaching session, to avoid inadvertent live streaming of your domestic life.
- If there is live streaming of lessons, then make sure all students involved know it is live; be clear about who can see and hear what.
- Inform parents / guardians of the timetable for live streaming events.
- No one-to-one phone communication with students permitted via the 3CX phone system (or any other telephonic means).
- Record all sessions.

7) Resources used in the presentation today:

Safeguarding update –

Keeping Children Safe in Education (Sept 2020 update), part 1, pages 1 - 17:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892394/Keeping_children_safe_in_education_2020.pdf

Please read this document carefully (pages 1 – 17) and discuss any questions you may have with any of the DSLs.

Key points of change in the new Keeping Children Safe in Education document -

<https://www.dropbox.com/s/6hun15wyp1hbbjb/KCSIE%20update%202020%20Sept.pptx?dl=0>

Useful reminder of Early Help and what it is -

<https://learning.nspcc.org.uk/safeguarding-child-protection/early-help-early-intervention>

Reminder of Earlscliffe Safeguarding Policy -

<https://sixthform.earlscliffe.co.uk/media/sites/3/2018/11/2.1-Safeguarding-Policy5.pdf>

Useful information about types of abuse and dangers to children -

<https://learning.nspcc.org.uk/child-abuse-and-neglect>

Useful information about understanding 'healthy' and 'unhealthy' relationships -

<https://learning.nspcc.org.uk/safeguarding-child-protection/healthy-and-unhealthy-relationships>

Useful information about dangers online -

<https://learning.nspcc.org.uk/safeguarding-child-protection/social-media-and-online-safety>

Reminder of Code of Conduct (Guidance for Safer Working Practice) -

The main document -

<https://sixthform.earlscliffe.co.uk/media/sites/3/2018/11/Guidance-for-safer-working-practice-working-in-education-May-2019.pdf>

April 2020 addendum covering adjusted arrangements when students are being taught remotely -

<https://www.saferrecruitmentconsortium.org/GSWP%20COVID%20addendum%20April%202020%20final2.pdf>

Updates for all staff:

School operations and Covid-19 – operational update and safety information

Update on guidance for reopening schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Specific Earlscliffe guidance for staff groups during Covid-19 crisis (distributed via line-managers):

- Teaching staff
- Kitchen staff
- Domestic staff
- Pastoral team

Wellbeing and the return to school – support for staff and students

<https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing>

<https://learning.nspcc.org.uk/child-health-development/child-mental-health>

<https://youngminds.org.uk/>

Advice on helping young people to come to terms with bereavement

<https://www.hopeagain.org.uk/>

<https://youngminds.org.uk/find-help/feelings-and-symptoms/grief-and-loss/>

For us as staff, see the Health Assured site –

<https://www.healthassured.org/>

Resources from the NSPCC on [online safety for children](#).

Useful website on extremism and radicalisation: <https://educateagainsthate.com/>

Information on how to use CPOMS to record a concern about a student

From Jo Stokes, lead DSL:

For those of you that have not signed up to CPOMS Back in March, please would you sign up for an account at the start of term. Please see below how to do this, it is very easy and not time consuming at all. Many thanks, Jo

We are now moving to a new computer system call CPOMS which will allow us to report and record all safeguarding incidents. Please take the time to read how to do the setup, it does only take a few minutes and CPOMS is very easy to follow.

Please see the links and Guidance of how to access your CPOMS account. Once you are set up you will have access to raising an incident and be able to send direct to DSL / DSL Team and we will then be able to follow up on your concern.

This will mostly replace the Green welfare form that we have - it will still be accessible for staff that do not have an email account.

Please be advised that ALL concerns need to be recorded on the form electronically and then sent through promptly. It is not sufficient to just have a discussion and hand over, it must be accurately recorded by the person receiving the disclosure (This is in line with best practice and follows legislation).

Your CPOMS installation is **now live** and can be accessed from any internet enabled computer from the following location:-

<https://earlscliffe.cpoms.net>

Logging in for the first time

To ensure optimum security all members of staff must firstly create their own password. This can be done by selecting the '**Forgotten your password or using CPOMS for the first time?**' option beneath the 'Log in' button. Simply input your school email address and click 'Reset Password'. This will then send you a link to your email address where you can create your first CPOMS password.

Anyone needing any further guidance, please come and see me or Lee Tattum who will be able to help you.

JCH September 2020