

# Safeguarding & Pastoral Handbook

## **DSL (Designated Safeguarding Lead)**

R Finn

H Pinnignton (Deputy)

## **Policy**

The Safeguarding Policy and other relevant policies can be found on the school website and will be accessible to Staff through a shared folder.

## **Whistleblowing Policy**

This can be found on the website

Any concerns should be passed to the Headteacher : S Atkin. In the event of concerns related to the Headteacher this should be shared with the Chair of Governors: Julie Johnson

## **Reporting Serious/Urgent Safeguarding Concern**

Contact R Finn and complete a Concern Form found in the Staff Workroom.

## **Reporting Concerns on CPOMs**

All teaching and support staff will have access to CPOMs. This is the Safeguarding portal used to record any concerns and actions. Access will be restricted for all staff except for SLT and pastoral staff. Please be aware of the following

- CPOMs tracks and records all log ins.
- Entries cannot be deleted
- Evidence will be shared with external agencies and therefore must be professional in nature as this may be required to be presented in court.

When recording concerns or actions on CPOMs it is essential that you follow the actions below

- Be factual
- Do not give your personal opinion of a child only what you believe to have happened if the incident involves 2 children
- Be specific and give accurate details
- Make clear who you have spoken to by stating their full name
- Do not use \*\*\* for swear words or abbreviate

## **Logging in**

You will all have a log in and password using your email as the username. Links have been sent to your email for you to set a password. If you need this resending see R Finn or D Mercer.

## **Recording a Concern**

When you log in you will need to start typing the students name into the empty box at the top. As you start typing names will appear (ensure where 2 students have the same name you select the right one)

You will then be required to select a category for your concern

Attendance

Mental Health

Safeguarding

Communication

Select a category and then in the incident box give an outline of the concern.

Further down the form you will see the date and time. These are automatically recorded so you don't need to select anything else.

Save the incident

This will then send an alert to the pastoral team who will then triage the concern and decide on next steps, if any.

### What should I Record and where?

It is sometimes difficult to know what you should and shouldn't be recording – If in doubt ask.

***Anything which is related to a sexual assault, physical injury/abuse, suicidal thoughts must be passed on immediately and a concern form completed.***

| Example                                                                                                                                                                  | Action                                                                                                                                                                                                                                                                                                                                                    | Record                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pupil in your form has been late on numerous occasions and you have gone to speak with them. They explain mum leaves for work at 7.30am and they are going back to sleep | Call home and discuss with mum to check the information and what support can be offered.                                                                                                                                                                                                                                                                  | Log the call and conversation with the pupil and parent on CPOM's under Attendance so we can monitor if this improves.                                                               |
| Someone in your form shares with you that they are feeling low and have started to self harm                                                                             | Give them the opportunity to talk and find out more about how they are self harming, frequency etc. Check if home know and ask who they feel comfortable speaking to. Let them know you will pass on the information and ensure they get some support                                                                                                     | Log on CPOM's under mental health.<br>The pastoral team will then identify the best way forwards recording this and keeping you informed                                             |
| A student has drawn some concerning pictures in their book that suggest they are suicidal.                                                                               | If they are in your classroom keep them behind and ask them about it, keep them with you and alert R Finn or the pastoral team immediately. If they are not with you complete a concern form with a photocopy of the images and pass to R Finn immediately. Do not allow the student to go home or leave the site if you believe they are a suicide risk. | Complete the Concern Form.<br><br>This will be scanned and recorded once action has been taken and we have ensured the student is safe. We will feedback to you regards the outcome. |
| A pupil has a mark on their face that could be bruising.                                                                                                                 | Ask them what they have done and how they got the mark                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                      |

|                                                                                   |                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                   | <p>If it is a genuine response e.g. playing rugby log and record</p> <p>If they are vague or you feel their response doesn't add up raise with R Finn immediately</p>                         | <p>Record on CPOM's under safeguarding and detail any facts from the student including the location and size of the mark</p> <p>Complete a concern form and inform R Finn immediately. If this happens towards the end of the day do not allow the pupil to go home bring to R Finn.</p> |
| You've noticed a pattern of poor attendance on a Monday for someone in your form. | Speak to them and try and establish why they aren't coming in on a Monday and explain you have noticed a pattern. Call home and discuss with parents to see if they know any further details. | Log and record on CPOM's the conversation with both the student and the parent under Attendance                                                                                                                                                                                          |
| You notice someone in your form has dirty uniform and sometimes has body odour    | Log and record on CPOM's initially your observations<br>If this continues sensitively have a conversation with them about being able to wash uniform and routines at home                     | Log and record on CPOM's under Safeguarding as this will help to build a picture. It maybe that we can offer the family support through the food bank, Early Help or another agency.                                                                                                     |

Contacting R Finn:

Internal number 254

If you need an immediate response and there is no answer on the internal line contact the main office as they will call the mobile and get a response or find someone else who can help.

## **Pastoral Team**

Concerns need to be raised in the same way as the rest of the staff. However pastoral staff will have full access to CPOM's and be able to edit entries at triage stage and add additional actions.

## **Triage/Recording Concerns**

The following staff will be responsible for triaging entries from staff

HOY's for their Year Groups

Forms A&B Amy Charlton

Forms C & F +11W Leanne Ward

Forms H & M +9/10 W Melanie Whittaker

Louise Osborne will have students completing direct work and these will be managed by her.

When triaging a concern outcomes and actions need to be identified and recorded.

When a concern has been raised and there has been ongoing actions following this these should be added under the same concern using the Add Action button (this may include email threads, phone calls with parents or emails to form tutors/staff asking them to follow up)

Each action should not be added as a new concern as it ensures that it is easier to follow for any staff following up or needing information from the file.

Documents/referral forms/meetings from meetings should be uploaded in the documents section and added to the concern

**Recording emails – You must state who the email is to/from with the name of the person and agency at the top of the entry before copying and pasting in the content**

Concerns should be uploaded to CPOM's by the end of each working week.

BUS Stop – Brief Unified Summary – These only need completing for those students within your case load and should be done at the end of each half term. They should be a brief over view on incidents and changes that have occurred during the half term for the student.

## **Allocated Students**

Cases will sit with different members of staff and where possible in the following categories however this will be looked at on an individual basis.

Early Help – Pastoral Managers and HOY were appropriate

CIN – HOY's/DSL/Pastoral Manager

CP/CIC – Heads of Year/DSL

All case loads will be monitored at the weekly Safeguarding meeting and amendments made as needed.

## **Weekly Safeguarding Meeting**

This is attended by the pastoral Managers.

It will take place every Wednesday Week A P5 and Tuesday Week B P5. Updates for those students who are working under different agencies or on the monitoring list should be completed before the meeting by the lead member of staff. This is stated for those working with an external agency and those on the monitoring list should be completed by the Pastoral Manager. This also enables any urgent home visits needed to be carried out and planned before the weekend or referrals to be completed.

Those at Alternative Provision or not attending school will be discussed and home visits co-ordinated, so that students are seen every 10 days. For those further away and out of area this will be co-ordinated with other professionals. If a student at Alternative Provision hasn't attended for 2 days or more without explanation a home visit will be completed.

### **Weekly HOY Briefing**

This will take place on Thursday mornings 8.15-8.30 before the pastoral briefing. Information to be shared with staff is to be provided.

### **Referrals**

Referrals for Social Care, Early Help, Youth Service should be completed on a MARS through the Warrington Borough Council website.

[Report abuse of children and young people | warrington.gov.uk](https://warrington.gov.uk/report-abuse-of-children-and-young-people)

You will need to have an account to make a referral.

Social Care Review select Statutory/Specialist

Early Help - Partnership Plus

Universal Plus - Youth Service etc

Those who are at risk of exploitation or identified as being exploitation should have a CSE/CCE screening tool completed. This can be done through a MARS by selecting it shows exploitation indicators. This will open up the detailed exploitation screening tool at the end of the MARS.

You can however complete a shorter tool if there are concerns around anti-social behaviour or initial concerns that need to be flagged. [Report abuse of children and young people | warrington.gov.uk](https://warrington.gov.uk/report-abuse-of-children-and-young-people)

This is to be returned to [childreferral@warrington.gov.uk](mailto:childreferral@warrington.gov.uk)

Drugs and alcohol referrals are to be completed through CGL. [Change Grow Live | Charity | We can help you change your life](#) The screening tool can be completed through the MARS if part of a wider referral however you must refer in using the link above for any referral for direct support.

### **Mental Health**

Mental health support can be accessed in different ways.

Initial concerns from students or parents should be discussed and they should be asked to complete the Mental Health Support Booklet which includes self help strategies, sleep tracker and mood diary.

This should then be reviewed after 2 weeks and action decided.

Before a referral students and parents should be directed to engage in the Green Hub life skills for Teens programme Online

[Life Skills for Teens - Green Hub](#)

This is an 8 week programme that looks to develop understanding of what is normal, how they can self manage and access support/develop strategies.

They can also be directed to

[Home - Kooth](#)

[Happy? Ok? Sad? | warrington.gov.uk](#)

[Youth In Mind - Warrington Youth Zone](#)

If after this they are still struggling then a referral to the MHST should be discussed and referral form shared with Amy Charlton

If at any point the student shares that they have been self harming or having suicidal thoughts then the parent must be informed and a CAMHS referral completed.

The crisis team can be contacted for advice and support on

You can contact the Crisis Response Team on [01744 415 640](#)