



Safeguarding Handbook

Learning for Life

Adopted by: Cockburn Multi-Academy Trust

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1. Introduction

Schools play a critical role in keeping children safe from harm. This role was formalised into Safeguarding Children and Promoting their Welfare in section 175 of the Education Act 2002.

The terms Child Protection and Safeguarding clearly overlap but do differ in some distinctive ways.

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care

Child Protection on the other hand is part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect children who are suffering or are at risk of suffering significant harm.

The aim of this handbook is to ensure that you have all the information required to ensure that our students:

- Remain healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well being

Safe Working Practice Guidance

Please ensure you have read and adhere to at all times the 'Safe Working Practice' guidance document that has been given to you during your induction process. This guidance can also be found on the shared drive at any time in the future.

2. Child Protection

Mrs Nicky Menzer is the designated member of staff for Child Protection in the Academy.

Also fully trained in Child Protection procedures are:

1. Mrs Jackie Tunstall – Head Of Year
2. Mrs Victoria Smith – Head of School
3. Mrs Ruth Jones – SENDCO

If you wish to make a referral regarding an issue of child protection you must complete an incident report on CPOMS, when CPOMS is not available (visitors or no computer access) please

complete a referral form in writing and hand it to a member of the child protection team. You **must not** e-mail your concerns or leave a copy of the referral form in pigeon holes; it must be passed directly to a member of the team.

Where this is not possible, please hand the form to the relevant Head of Year for the student concerned, but if this is not possible, please pass it to any member of the team ASAP (and certainly, before leaving the site on the day that you wish to raise the concern)

Copies of the referral form are held in the Assistant Headteacher's office.

If a student is not present in your lesson but had been present in the previous lesson, please send an email to the attendance officer and the student's Head of Year so they can ascertain the student's location and safety.

3. Children Looked After (CLA)

Nicky Menzer is the designated member of staff for Children Looked After. She is responsible for ensuring that all statutory requirements are in place for our CLA students including Personal Education Plans (PEPs) and ensuring attendance at all CLA reviews.

Other members of the team who monitor the progress of our CLA students are:

1. Nicky Menzer will provide regular updates on the progress of our CLA students and will oversee all PEP's and reviews.
 2. Michelle Hoult will provide weekly updates on the attendance of our CLA students.
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4. Fire Safety

The School Business Manager and the Site Manager are in charge of Fire Safety within the Academy, any concerns or issues please direct them towards these members of staff.

Please ensure that:

1. You are aware of the fire evacuation procedures and your role in them (see display in the staff room and the full Evacuation Policy in the Notices folder and on Frog).
 2. You have the relevant information displayed in your teaching area.
 3. You have familiarised yourself with the relevant info / displays in the area you work in.
 4. Your working / teaching spaces comply with the fire directives.
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5. Visits

Mrs Victoria Smith is in charge of ensuring all relevant paperwork and risk assessments are completed for all visits from the Academy on Evolve. Mrs Nicky Menzer will ensure that all Academy and Leeds City Council guidelines are met if a trip is to take place.

If you are considering running a trip, please speak to Mrs Nicky Menzer in the first instance; once you have received the relevant advice, she will advise you in terms of the Academy diary if and when the trip can take place.

Whenever you leave the site with students (either during curriculum time or extra curriculum time) you must leave a list of the staff and students involved with the main Academy office who will place it on the relevant board. You must not leave the site without completing this information.

A copy of the paperwork can be accessed via the School Business Manager

6. First Aid

Mrs Jackie Tunstall is the primary First Aider on duty, if she is unavailable the following staff are First Aid trained within the Academy:

Mr Ben Uhbi

Mrs Deborah Hughes

Mr Matthew Nebard

If you require First Aid assistance for a student:

- Send the student to the main office. They will arrange for a member of staff who is first aid trained to treat the student in the medical room.
- If the student cannot be moved, please use the 'on call' button via SIMS and the behaviour team will arrange for a First Aider to inspect the student before arranging for further medical assistance if required.
- **If you judge the emergency to require immediate medical attention, call 999 for an ambulance directly.**

Students who have medicine held in the Academy

- A list of students who have medicines held in the Academy is updated regularly by Mrs Nicky Menzer
- No medicines must be given to students (even paracetamol) without parental consent; prescribed medicines can be given after relevant paperwork has been completed and must be stored in a locked cabinet in the medical room.

7. E-safety

Mrs Nicky Menzer is the Academy's designated E-safety Officer. Please inform Mrs Nicky Menzer of any concerns you have with regards to bullying on-line or any concerns with regards to students' behaviour on-line or via mobile phone.

Please take the time to update yourself with the work of the Child Exploitation and Online Protection Unit (CEOP) and the resources they have to update students on the dangers of mobiles phones and the internet if not used safely.

8. Safer Recruitment

All applicants to the Academy will be required to provide evidence of their identity, qualifications and right to work in the UK.

All staff will be required to complete an enhanced DBS check or allow for their transferable DBS to be checked and are responsible for providing accurate information to enable a check to be carried out.

As part of your responsibility you must conduct yourself in a professional manner at all times. Please treat all members of the Academy community with respect at all times, attend relevant training and keep up to speed with all changes in Safeguarding and Child Protection procedures.

9. Visitors

If you have visitors coming on site you must arrange for the following safeguarding procedures to be put into place:

- If your visitors are not visiting regularly and **will not** be gaining unattended access to students they will just need to sign in and out of the Academy, wear a visitors badge and be under your supervision at all times.
- If your visitors **will** have unattended access to students or visit more often than once a week or four times a month they must have a full DBS check or allow for their transferable DBS to be checked and be placed on our Single Central Record (you must pass this information to our School Business Manager before access can be allowed). They must still sign in and out as all other visitors.
- Please ask to see relevant ID.
- If you have a large number of visitors attending all at once you may prepare a paper copy for the office to sign the visitors in and out but all other procedures must be followed as normal

Please challenge anybody on site without the relevant visitor badge.

10. Health and Safety

The School Business Manager and Mitie are responsible for any Health and Safety issues on the Academy site.

They complete a weekly walk of the site to pick up and act upon any potential issues.

If you have any Health and Safety concerns you can act as follows:

- **If the issue needs immediate attention please inform the main Academy office and they will contact the Site Manager and their team immediately.**
- **Log issues directly to the Business Manager** hughesd@cockburnlca.org

Please be vigilant at all times for any Health and Safety concerns and report them.

11. Early Help Plans

The EHP is designed to identify and assess a child's additional needs where more than one service or agency is involved.

An EHP is not to be used when you are concerned that a child may have been harmed or at the risk of harm. In these circumstances you must follow Child Protection procedures.

An EHP should be used as early intervention when you feel a child has additional needs and would benefit from co-ordinated support from education, cluster, social care or other health services. Examples include:

- Disruptive or anti-social behaviour
- Overt parental conflict
- Risk of offending
- Poor attendance or fixed term exclusions/seclusions from the Academy
- Experiencing bullying
- Poor nutrition or health

If you have concerns about a student and feel that an EHP may be an appropriate action, please speak to the relevant Head of Year or Assistant Headteacher in the first instance.

12. Whistleblowing

All staff have a responsibility to report concerns about the behaviour of a colleague. This is known as Whistleblowing.

The Academy's Whistleblowing Policy can be found via policies on Frog or on the Cockburn Laurence Calvert Academy website. The policy covers Safeguarding or Child Protection concerns as well as other issues such as fraud, harassment or discrimination.

Staff who are prepared to report a concern can be reassured that the correct procedures will be followed with regards to confidentiality and support for the Whistleblower.

Any concerns with regards to reporting any issues please speak to your Union or any member of the senior team if you think it is appropriate.

13. Role of the Governing Body

The School's Governing Body has a legal responsibility to promote high standards and good practice across all aspects of the school, including Safeguarding.

The main roles are to help set strategic direction, ensure accountability, legal compliance and regularly monitor the school's performance in terms of the safeguarding of students.

Mr Peter Nuttall (Chair) and the designated governor for Child Protection and Safeguarding (Mr Peter Nuttall) have received the relevant training for their role and regularly meet with the School Business Manager to receive updates on what the school is implementing to ensure all its students are safe.

The School Business Manager also reports to the Governors on a regular basis throughout the year during their formal meeting structure.

14. Bullying / Racist Incidents / Homophobic Incidents

All incidents of bullying, racism and homophobia are taken extremely seriously at Cockburn Laurence Calvert Academy. Please report all instances of this nature to the relevant Head of Year and Assistant Headteacher.

All incidents of bullying and racism are recorded and reported to the relevant authorities (e.g. Governors, Local Authority) as required.

Please ensure all incidents of bullying or racist incidents are recorded on the Academy Behaviour database and reported to Assistant Headteacher, also ensure all incidents of cyberbullying are recorded on the Academy Behaviour database and reported to the Head of Year .

If you are unsure if a bullying or racist incident has taken place please ask for advice, it is better to report it to avoid a bigger issue to develop.

15. Single Central Record (see also Visitors)

The Single Central Record is the key document that ensures that all people on the Academy site have the correct safeguarding checks completed on them.

The School Business Manager is the gatekeeper of this document and must be informed if you have people coming onto the Academy site (see Visitors information)

16. Prevent

The Government's strategy for preventing violent extremism has five strands designed to address the factors that research suggests can cause people to become involved in this form of criminal activity.

In an Academy context the five strands are to:

1. understand how an extremist **narrative** which can lead to harm can be challenged by staff in schools; and model to students how diverse views can be heard, analysed and challenged in a way which values freedom of speech and freedom from harm
2. understand how to **prevent harm** to students by individuals, groups or others who promote violent extremism and manage risks within the Academy
3. understand how to **support individuals** who are vulnerable through strategies to support, challenge and protect
4. increase the **resilience of students and of school communities** through helping students to acquire the skills and knowledge to challenge extremist views, and promoting an ethos and values that promotes respect for others
5. use teaching styles and curriculum opportunities which allow **grievances** to be aired, explored and demonstrate the role of conflict resolution and active citizenship. Much of the work all schools will be doing already will help contribute to the goal of

preventing violent extremism. For example, schools can build on work they already do in:

- promoting the Every Child Matters (ECM) outcomes for all students
- promoting student wellbeing, equalities and community cohesion
- building the resilience of the school, working with partners, to prevent Students becoming the victims or causes of harm
- working with other agencies and building community networks of support for the school.

Student support processes

- **Aim:** staff are confident to take preventative and responsive steps working with partner professionals, families and community groups.

- **Through:**

listening to what is happening in the school and the community
implementing anti bullying strategies and challenging racist behaviour — helping students and adults know how to access support in school or through community partners

supporting problem solving and repair of harm

supporting students at risk through safeguarding and crime prevention processes.

- **Action by:** *CSG team, staff managers and staff who lead on family and community engagement*

17. Staff use of the Internet / Social Networking Sites

Staff are reminded of their responsibility to use social networking sites with care. Please follow the latest recommendations that Mrs Nicky Menzer Assistant Headteacher has discussed with you and those in the Academy's Acceptable Usage Policy; these are directives from the Government and Leeds City Council and can result in formal action if not complied with.

The general rule is to ensure that you have the correct privacy setting on any sites and that you do not accept "friends" with any current students or any students who have left the Academy in the past three years.

Any queries or questions please direct them to Mrs Nicky Menzer.

18. Extreme Action Guidelines

We would like to re-assure all staff that in the event of any extreme incident in the Academy or the need for crisis support, the Senior Team have full support of and contact with the authorities support mechanisms.

1. In the case of extreme weather please make yourself aware of the Academy's Snow Policy
2. In terms of major incidents taking place on site, all staff please make themselves aware of the following;
 - Staff with radios –if assistance is required the following code will be used so not to raise issues /concerns from students who can overhear the radios (CODE 99)

- All staff – we may be required to get a message to all staff, this will be done through the schools bell system. Please respond to all instructions immediately.

19. Supervision of Students

Supervision whilst travelling to and from school

Parents/carers are responsible for ensuring that their children travel safely to and from school. Students are not supervised by a member of staff when travelling on public transport; but are expected to behave responsibly. We always investigate complaints about poor behaviour. In the event of an emergency school closure students are sent home early only if permission has been received by parents.

Before and After School

Pupils may arrive at school from 8.00 a.m., and are expected to go straight to the hall or on the playground if this has been opened, both of these areas are staffed. At this time of the morning, the main office is also staffed, should students need any further assistance. Students are not allowed on site without supervision.

Students must go directly to the After School Club at 2.45pm. After school clubs are supervised by teaching and support staff and finished at 4.00pm when students should leave site. A member of staff is on site until 6.00pm every day and are available in main office.

Arrangements are made to ensure students are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE Department supervise students on both home and away matches.

Breaks and lunchtime

Designated areas of the academy will be allocated for students during break and lunchtime. Students will be supervised by staff (teaching and support staff) according to the duty rota.

Supervision during curriculum time

It is an expectation that a member of teaching staff assigned to the class will be present to supervise the class in line with the curriculum timetable requirements. In the event that the teacher is absent, the class will be covered by a teacher, cover supervisor or a supply teacher. Please refer to the Safeguarding policy and Teaching and Learning policy which details further expectations.

Passive supervision will take place when students are travelling around the building, staff are also travelling and are expected to be at classroom doors ready to greet students providing supervision on every corridor. The Head of Year will also circulate the corridors at lesson change over, along with key members of staff with classrooms near toilets will be assigned to a supervision point during lesson change over.

During PE lessons, students are supervised by the PE teacher. When changing for or after PE they are either supervised by the PE teacher. In the event that a teacher is ill or unavailable to teach their class, either another teacher will cover or a supply teacher will be brought in to cover that class.

Students are allowed to study an instrument with a peripatetic music teacher. These take place either in the LRC or in the Music Department. Students will be sent from their lesson to the designated per lesson teaching space. In the event that the peripatetic teacher is not available on site that day, students will be informed prior to the lesson by form tutors and will not leave the class. If a music lesson finishes before the end of the school day, the peripatetic teacher will direct the student to return to class. This will be recorded in the register on return to class. If the music lesson finishes after the school day, the student can make their own way out of the building or to an after-school club.

Lessons off-site

PE activities take place off-site. This involves using facilities at Middleton Leisure Centre. When students arrive in Year 7, they are taught where they will register for PE lessons in the academy building and how they will make their way to the Leisure Centre on a prescribed route following the footpath accompanied by the class teacher. PE lessons will be timetabled so that two PE teachers are delivering lessons at the same time to support the 5 min walking time to the Leisure Centre and back again to the academy. In the event that the student is late, they will check in with the school office and the office will alert the Head of Year. The Head of Year will take the student to a designated classroom supervised by a teacher and complete PE based work as an alternative.

At the Leisure Centre separate entrances into the centre and changing rooms have been assigned for the academy usage. Keys to the changing rooms will be collected on arrival and return once the session is completed. There is a telephone at the Leisure Centre, and staff will take an additional radio, in case of difficulties. Leisure Centre staff are fully trained in First Aid and can assist in the event of an emergency. These arrangements and the use of these facilities will be reviewed regularly.

Unsupervised access by students

Students are expected to follow the expectations of the academy regarding moving around the building, at social times and before/after school.

We ensure that students do not have unsupervised access to potentially dangerous areas, such as Art Design Technology, Food Technology, Technology workshop, Science classroom and Prep Room. These classrooms are kept locked at all times when not in use.

Supervision during educational visits

The arrangements for the supervision of students during educational visits and trips out of schools are described in our Educational Visits Policy.

Staff induction

All new members of the teaching and support staff with relevant responsibilities receive a thorough induction into the school's expectations of the appropriate levels of student supervision. Guidance is given on areas within the buildings and grounds that should be

regularly checked when on duty outside normal lesson times, and is available on the academy VLE.

Appendices

Appendix 1– Useful Contact Details

Childline – 0800 1111

NSPCC Helpline – 0808 800 5000

Parentline Plus – 0808 800 2222

Child Exploitation and Online Protection (CEOP) – 0870 000 3344

Teacher Support Network – 08000 562 561

Appendix 2 - paperwork

1. Cause for concern form

2. Out of Academy form

3. Attendance Guidelines

Confidential



Cause for Concern Form

Note: Please do not interpret what is seen or heard; simply record the facts. After completing the form, pass it immediately to the designated teacher.

Name of child		Class / Tutor Group					
Name of staff member completing form							
Day		Date		Time		Place	

(of observed behaviour / discussion / disclosure)

Nature of incident / concern including relevant background (Record child's word verbatim)

For Designated Teacher use (please tick relevant items)

Action Taken	By Whom	Outcome
Discuss with child		
Monitoring sheet		
Check behaviour database		
Contact parents		
Check SEN register		
Refer to Social Care		
Other (please specify)		

Out of Academy Form

MoS:

Destination:

Expected time of return:

Group:

Time of departure:



Appendix 3

Faculty Responsibilities / Year Group Responsibilities – Attendance

Registers must be completed accurately and saved using lesson monitor within 15 minutes of the start of a lesson (or by the end of registration)

Colleagues unable to complete an electronic register must send a paper copy to Maz Hall within 15 minutes of the lesson starting. **A call must be logged with the ICT Technician.** Printed Paper Copies will be made available by your Subject Leader /Head of Year.

Leaving the site – if students are taken off site, registers must be completed accurately before leaving the site and copies handed to **NAME** and the Main Office

Any marks pre-entered on your register (e.g. I, C, O, B or G) must be left unchanged as these have been entered by the attendance team.

Staff should only enter the following codes / (present), N (absent) – all other codes will be added by the attendance team.

If you are aware of any other reasons for non-attendance please email **NAME** who will then enter the code once checked.

Failure to comply with these guidelines for the completion of registers will be handled as follows;

1st occasion – verbal warning from Faculty Leader / Head of Year

2nd occasion – written reminder from Faculty Leader / Head of Year

3rd occasion – Faculty Leader / Head of Year to meet with M.O.S. (also inform NM)

4th occasion – SLT liaison with Faculty Leader / Head of Year to organise a meeting

5th occasion – Meeting with Head of School, may result in disciplinary proceedings

Appendix 4 – Covid

Please see updated Covid guidance and the Academy Risk Assessment that can be found on Frog.