



CHILD PROTECTION & SAFEGUARDING POLICY

Manchester Top Team Youth Project

Approved by:

Date: April 2022

Last reviewed on: April 2022

Next review due by: April 2023

This policy is disseminated to staff through management upon employment, at relevant meetings and through staff appraisal. The policy is referred to regularly in line with all relevant training and is listed on the Manchester Top Team Website.

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Manchester Top Team Youth Project will implement the following procedures and provide visitors, students and staff the strategies required for implementation of good practice.

1. Key Information

Carl Prince – Director

Andrew Lofthouse – Director

Lauren Hill – Director/Education Manager

Jonathan Davies – SMS Changing Lives Proprietor

Hecabe DuFraisie – SMS Changing Lives Headteacher

For any referrals made through Manchester Top Team Youth Project, it is the responsibility of the referring school to carry out their safeguarding practices. Manchester Top Team Youth Project has an onsite designated safeguarding lead who will liaise with all referring schools.

Lauren Hill (Manchester Top Team Youth Project) - Designated Safeguarding Lead and Child Protection Officer

Lauren@manchestertopteam.com

For any referrals made through SMS Changing Lives, the following information applies:

Hecabe DuFraisie (SMS Changing Lives) - Designated Safeguarding Lead and Child Protection Officer

Headteacher@smscoaching.co.uk

The Deputy Designated Safeguarding Officer in the event Hecabe DuFraisie is not available is;

Isaac DuFraisie – Greek Street Site

Inclusion@smscoaching.co.uk

The Safeguarding Assistant is available to forward information directly to the Safeguarding team and signpost staff to external support agencies when needed

Gareth Edwards – Outreach
 Engagement@smscoaching.co.uk

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

Contacts

Tameside	Oldham	Manchester	Stockport
MASH - 0161 342 4101	MASH – 0161 770 7777	MASH – 0161 234 5001	MASH – 0161 217 6028
Out of hours – 0161 342 2222	Out of hours – 0161 718 2118	Emergency – 0161 231 1214	Out of hours – 0161 718 2118
LADO - Tania Brown Office: 0161 342 4343 Mobile: 07812 140 002 Management of Allegations Professionals Tameside Safeguarding Children Partnership	LADO – Colette Morris Office: 0161 770 8870 Mobile: 07583 101 863 Email: Colette.morris@oldham.gov.uk	LADO – Majella O’Hagan Office: 0161 234 1214 Email: Quality.assurance@manchester.gov.uk	LADO – Gill Moore Office: 0161 474 5657 https://www.stockport.gov.uk/star/contact-the-lado

If we receive referrals from any other Local Authorities, this information will be provided.

Other useful contacts:

NSPCC - nspcc.org.uk 0808 800 5000

2. Aims

The aim of this policy is to provide the management with systems and arrangements to create and maintain a safe 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 values while at Manchester Top Team Youth Project.

The Director and Safeguarding Officers take seriously their responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work collaboratively with other agencies to ensure adequate arrangements within our provision to identify, assess and support those children who are suffering from harm.

Safeguarding and promoting the welfare of children and young people goes beyond implementing basic child protection procedures and the management team will ensure it is an integral part of all activities, functions and culture at Manchester Top Team Youth Project.

Staff at Manchester Top Team Youth Project will operate a child-centred approach: a clear understanding of the needs, wishes, views and voices of all children.

Staff at Manchester Top Team Youth Project will work alongside external organisations 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.

Management at Manchester Top Team Youth Project will ensure that this policy is communicated to all Teachers, Support Staff and Coaches, embedded into our culture and monitored.

This Policy will be made accessible as an electronic copy and a hard copy is available on request to the DSL.

3. Child Protection at Manchester Top Team Youth Project

Child Protection at Manchester Top Team Youth Project places our student's welfare as a paramount concern.

Attendance at Manchester Top Team Youth Project will be one of the key mechanisms by which the provision fulfils its duty of care for students.

Our Designated Safeguarding Lead will liaise with relevant professionals in the event of Child Protection 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 maximised; attendance will be monitored absences will be reported to the referring school by no later than 10:30am for follow up.

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

- Missing from education
- Has family members that are in Prison
- Is a child in the Court System

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

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

4. Manchester Top Team Youth Project Safeguarding Practices

At Manchester Top Team Youth Project, we will ensure the child protection and safeguarding practices are part of school training through Continual 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 procedures will take place:

- The disclosure will be recorded on CPOMS, where CPOMS is not available an electronic or paper-based note of concern will be completed and sent securely to the referring schools DSL using egress.
- If technology is involved, we will retain the evidence provided by the young person and/or their family (eg. Screen shots/emails/text messages) and use it to support the CPOMS log or Note of Concern. Please note, we do not search electronic devices to gain further information.
- Following this it is the responsibility of the referring school to action the CPOMS log or note of concern to follow the procedures endorsed by the local authority.
- Actions 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 MASH 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 MASH, either through secure email or as a password protected document.
- Members of staff are aware that information should only be shared on a need to know basis, they must not discuss any issues with parents/carers unless they are told to do so by the DSL.
- The Designated Safeguarding Lead is responsible for sharing information about safeguarding within our organisation – e.g. serious case reviews, risk assessments, new legislation, changes in the LA's procedures and promoting best practice.

No attempt should be made by our staff to conduct an investigation into cases of suspected abuse.

5. Roles and Responsibilities

At Manchester Top Team Youth Project, we ensure all staff understand and adhere to the safeguarding policy and that the day-to-day practice of the staff conforms to monitoring and guidance from management.

The Directors of the provision will ensure that:

- All members of staff are provided with appropriate information about safeguarding and will liaise with the DSL.
- 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 Education Manager of the provision will ensure that:

- The policies and procedures adopted by the Director 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.
- Staff and volunteers receive appropriate training which is regularly updated.
- The Safeguarding and Child Protection policy is available on request.

All staff at Manchester Top Team Youth Provision will:

- Have a responsibility to ensure that they provide a safe environment in which children can progress.
- Ensure any concerns about a child's welfare are actioned and reported following the provisions procedures.
- 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.
- Have the responsibility to take appropriate action when required.

6. The Curriculum

All young people who attend Manchester Top Team Youth Project have access to an adapted curriculum focusing on Maths, English, Sport and Fitness and life skills.

This enables young people who have a particular interest in mixed martial arts or sport and fitness to learn and develop the skills within the sector whilst building on maths and English and learn about living in the wider world.

Our foundations enable young people to develop the necessary skills to build on health and fitness, confidence, self-esteem, respect for others and making informed choices later in life.

Students are encouraged to express and discuss their ideas, thoughts, feelings and opinions through a variety of activities and are able to learn about the fundamental British values of tolerance, respect and empathy for others.

Manchester Top Team Youth Project will safeguard students through the curriculum by:

The implementation of clear and consistent rules

- Regular liaison with other practitioners and agencies that support pupils and their families
- A commitment to develop productive, supportive relationships with parents/carers whenever possible, as long as it is in the child's best interests to do so.
- All students know that there are adults in the provision whom they can approach and that their concerns will be taken seriously and treated with respect.

7. E-Safety

The welfare of the children/young people who come into contact with our services is paramount and governs our approach to the use and management of electronic communications technologies. Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to e-safety.

The use of information technology is an essential part of all our lives; it is involved in how we as an organisation gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the experience of our children and young people, and is greatly beneficial to all. However, it can present challenges in terms of how we use it responsibly and, if misused either by an adult or a young person, can be actually or potentially harmful to them.

We will seek to promote e-safety by:

- Appointing an e-safety coordinator
- Developing a range of procedures that provide clear and specific directions to staff and volunteers on the appropriate use of ICT.
- Supporting and encouraging the children and young people using our service to use the opportunities offered by mobile phone technology and the internet in a way that keeps themselves safe and shows respect for others.

- Supporting and encouraging parents and carers to do what they can to keep their children safe online and when using their mobile phones and game consoles.
- Incorporating statements about safe and appropriate ICT use into the codes of conduct both for staff and volunteers and for children and young people.
- Using our procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use, complaints or allegations, whether by an adult or a child/young person (these may include breaches of filtering, illegal use, cyberbullying, or use of ICT to groom a child or to perpetrate abuse).
- Informing parents and carers of incidents of concern as appropriate.
- Reviewing and updating the security of our information systems regularly.
- Providing adequate physical security for ICT equipment.
- Ensuring that user names, logins and passwords are used effectively.
- Using only official email accounts provided via the organisation, and monitoring these as necessary.
- Ensuring confidential information sent by emails is sent securely, and depending on the sensitivity of the data, it may need to be encrypted.
- Ensuring that the personal information of staff, volunteers and service users (including service users' names) are not published on our website.
- Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given.
- Ensuring that any social media tools used in the course of our work with children, young people and families are risk assessed in advance by the member of staff wishing to use them.
- Providing effective management for staff and volunteers on ICT issues, through supervision, support and training including with the Data Protection Act (GDPR).
- Examining and risk assessing any emerging new technologies before they are used within the organisation.

8. Early Help

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

Students in the following categories will be provided with intervention and additional support in the provision:

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

Early Help from Manchester Top Team Youth Project staff will consist of pastoral monitoring, key work intervention sessions to promote the social and emotional health of the young people we work with.

9. Types of Abuse

At Manchester Top Team Youth Project staff are familiar with Keeping Children Safe in Education 2021. Training is provided so that staff are aware that abuse, neglect and safeguarding issues are rarely stand-alone 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 defined in 'Working Together to Safeguard Children' (2018) which is listed 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.

10. 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. Examples of CSE behaviours include: A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Other warning signs include:

- Repeatedly going missing, particularly overnight
- Coming home with unaccounted gifts, i.e. clothes, money, food, jewellery and drugs. (A common gift is a mobile phone)
- Having a relationship with an older partner with whom there may be particular 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 behaviour
- Talk of going to parties

11. 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 provision's procedures with regards to peer-on-peer abuse. The Anti-Bullying Policy will outline guidance and mandatory school procedures in further detail.

12. 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 member is concerned about a pupil, these concerns should be immediately referred to the Safeguarding Designated Lead. The DSL will inform social services and/or any other external professionals and the school will liaise with them.

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

13. 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 where drug networks or gangs groom and exploit children and young people by forcing them 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 and is typified by some form of power imbalance in favour 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.

Staff at Manchester Top Team Youth Project will be familiar with the monitor of behaviour changes and recording and reporting any concerns of CCE.

14. Forced Marriage and Honour-Based Violence

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

Child abuse including honour-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.

15. Specific Safeguarding Issues

There are specific issues that have become critical in Safeguarding that Manchester Top Team Youth Project will ensure their staff and volunteers are familiar with, having processes in place to identify, report, and monitor. 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
- Online abuse/Sexting
- Teenage relationship abuse
- Trafficking
- Missing children and vulnerable adults
- Child sexual abuse within the family
- Poor parenting, particularly in relation to neglect

16. 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.

Radicalisation: 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 radicalised.

The Counter-Terrorism and Security Act 2015 places a duty on local authorities to ensure Channel panels are in place. The Channel process is about safeguarding children, young people and adults from being drawn into committing terrorist-related activity. It requires early intervention to address vulnerabilities and divert people from harm.

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 will be obtained to arrange for support to be provided to those individuals.

‘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
- developing the most appropriate support plan for the people concerned.

17. Prevent Duties

The provision will ensure all staff adhere to their duties in the Prevent Guidance 2015 to prevent radicalisation. The management team at Manchester Top Team Youth Project 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 implement the Prevent duty.

The provision 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 radicalisation.

We will make referrals to CHANNEL where the risk is identified, and the pupil/student may need de-radicalisation.

18. Domestic violence and abuse

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

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, 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 staff will record any concerns of domestic violence immediately through CPOMS or with a note of concern, the DSL 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) at the provision before the child or children arrive at school the following day.

19. Supporting Vulnerable Students

All staff at Manchester Top Team Youth Project will endeavour to support vulnerable students through school life.

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

The Education Manager will work with these vulnerable students, parents/carers and staff members to identify a correct pathway 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 Previously Looked After children.

20. Informing Parents and Carers

As an alternative educational provision, it is our responsibility to safeguard and promote the welfare of all the children in our care. We aim to do this in partnership with parents/carers.

We aim to maintain a consistent relationship with parents/carers and that it is one of transparency, honesty and mutual respect.

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 will seek advice from Children's Social Care.

21. Managing allegations against Staff

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

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

The DSL will inform the directors, Carl Prince and Andrew Lofthouse 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 directors at Manchester Top Team Youth Project are committed to providing a working environment to protect the health, safety and welfare of all its employees and are committed to the highest possible standards of openness, probity and accountability and will not tolerate malpractice or wrongdoing.

PLEASE SEE THE FOLLOWING SOURCES OF EXTERNAL SUPPORT:

- The NHS and Social Care Whistleblowing Helpline on 08000 724725 or email to enquiries@wbhelpline.org.uk

or

- Protect (formerly Public Concern at Work) 020 3117 2520 (*option 1)
whistle@protect-advice.org.uk

or

The NSPCC Whistleblowing Advice Line on 0800 028 0285 help@nspcc.org.uk

22. 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 2021
- “Framework for the Assessment of Children in Need and their Families” 2000
- “What to do if you are worried a Child being abused”

Appendix 1 – External Contacts Department for Education- one single access web link to access all local Authorities’ 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

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.
- Behaviour Team must be reported to with all CPOMS incidents, and respond with appropriate actions by the close of day.
- Do not 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 students are involved use Linked Student (this 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 Behaviour Team, who will respond immediately.
- 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 have 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 be sent to the relevant member/s of staff to be dealt with. You will know that they have received it by looking in “My History” on 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 EVERYONE’S responsibility.

- Only record the facts. Think who, what, when.
- Do not share safeguarding information/concerns with anyone except Designated Safeguarding Lead
- Do not delay in passing safeguarding information on.
- Remember to lock your computer or log off if you are leaving it insecure.

Appendix 4 -Note of Concern Form

This document will be used by/for:

- Supply Staff / Visitors
- External Professionals
- Students who are not registered under SMS Changing Lives.



Name of child	Class/group	Date:
Current % attendance		Time:

Issue: Please record the details of the incident/issue you are concerned about. Include verbatim comments where possible. Please keep the account very factual. If you are reporting a potential incident of physical abuse, remember to include a 'record of marks observed on a child'.

Signed:

(Please continue on the back if necessary)

How did you become aware of the issue? please circle observation disclosure

Reported to:

Date and time report completed:

Outcome: Please include the outcome of discussions with parents/carers where this is appropriate

Further action; please circle below

Continue to monitor complete EHA convene TAC refer to social care / police

Signed:

Date:

Time:

Appendix 5 - Management of the Policy

The directors of the provision will:

- ensure all staff members are effective in the management of safeguarding
- ensure all staff including volunteers read and have access to the policy
- Ensure that it is displayed on the website
- That it is overseen to ensure its implementation
- Review its content on an annual basis.
- 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.

Signed by:

Director:

Director:

Director/Education Manager:

Date: