Adelaide Primary School

Safeguarding Procedures

October 2020

RESPECT – EQUALITY – EQUALITY– EFFORT

AIMS

This Adelaide Safeguarding Procedures document must be read in conjunction with the HET Safeguarding policy. This document aims to support staff in following Adelaide Primary School's unique safeguarding procedures and practices. In accordance with Keeping Children Safe in Education (DfE, September 2020) this document, combined with the HET Safeguarding Policy constitutes Adelaide Primary School's individual child protection policy. It will be updated annually (as a minimum), in conjunction with the HET Safeguarding Policy and be available publicly. This document, although based on the HET Safeguarding Policy, reflects Adelaide's specific circumstances, ethos and specific procedures.

Adelaide Safeguarding team

- **Executive Headteacher** – Steve Kernan
- **Head of School** – Suzanne Adkinson
- **Acting Head of School** – Michelle Dodson
- **Strategic Safeguarding Lead** – Catherine Whitelam (Assistant Head of School)
- **Child Protection Coordinator** – Elaine Cooke
- **Wellbeing, attendance and behaviour officer** – Shell Horsfield
- **LAC (Looked after child) coordinator** – Catherine Whitelam

General messages

Safeguarding the children is the most important thing we do and is everyone's responsibility. Below are some general good practice guidelines:

- **Do not make big decisions in isolation** – Always seek advice from colleagues. Cases can be complex, and it helps to talk specific cases through with more experienced staff. **If you are ever in doubt, seek advice from the safeguarding team.**
- **You must always complete all paperwork in fully** – all records made must be completed in full, in a timely manner and be as accurately as possible. Safeguarding records many be used in a court of law and therefore must be accurate. Do not be offended if a member of the

safeguarding team asks you to improve upon your recording. This is the most important paperwork you will complete in school.

- **You must always report straight away** – time can often be critical to keeping a child safe from harm.
- **Confidentiality** – we have a duty to maintain confidentially for the children and families we work with. Cases cannot be discussed in the staff room or outside of the school. However, advice and support must be sought from colleagues within the school.
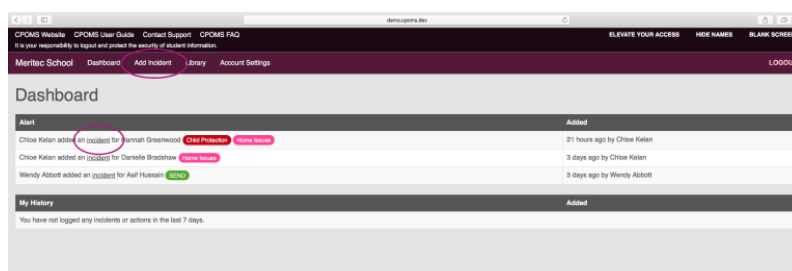
CPOMS

At Adelaide Primary School, all safeguarding concerns, well-being concerns and behaviour incidents are recording using an on-line application called CPOMS.
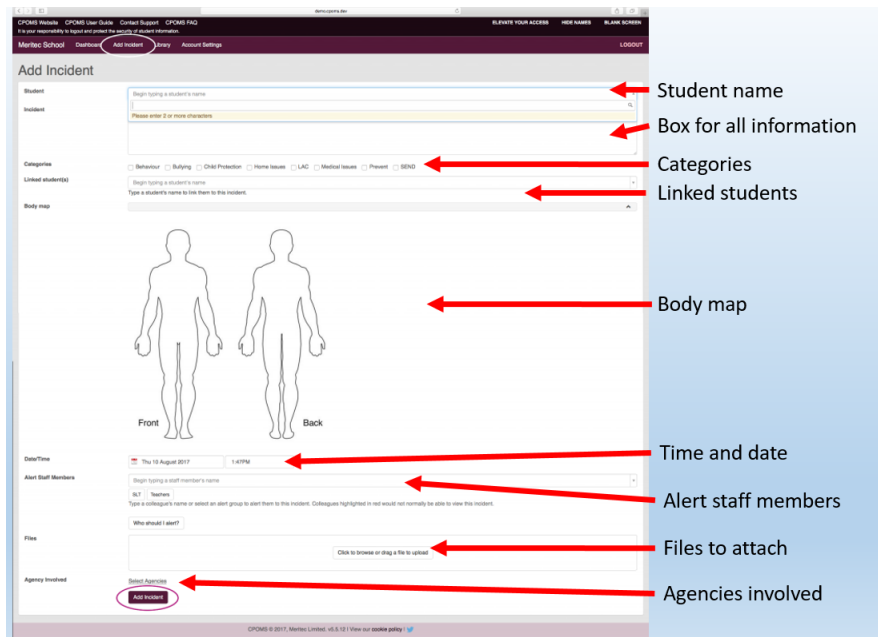
All staff have CPOMS log ins, expect for lunch time staff who log incidents with a senior member of staff. Training on the how to use CPOMS is given as part of the school induction process and regular additional training on best practice is provided to all staff throughout the year. The Safeguarding team, senior leaders and class teachers are alerted to CPOMs entries. Concerns raised by visitors to the school, without CPOMS access, will be logged on CPOMS by the member of staff receiving the information about the concern.

Adding an incident

To add an incident for a child, simply click on 'add incident' (show below):

Information about the incident can then be recorded for the incident (as shown below):

Labels (from top to bottom, pointing to the screenshot):
- Student name
- Box for all information
- Categories
- Linked students
- Body map
- Time and date
- Alert staff members
- Files to attach
- Agencies involved

If body map information is required, please make special note in the comment box for each number added to the body map. Include information about:

- the size, colour, shape of any mark
- if the child is in pain, the child's behaviour (are they crying, flinching, happy, unsure, unhappy etc)
- if the area feels hot to touch, is weeping, scabbing, smells or if there are any signs of infection etc

All types of incidents are monitored and tracked by the safeguarding team. Behaviour, racist, e safety, and homophobic incidents tracked tightly and are reported to the Governing body on a termly basis.

All documentation relevant to the incident will be uploaded to the incident e.g. EHaSH referral form. Action taken for each Safeguarding concern, where possible, will be recorded as an action to the original incident so an overall chronology of response can be established.

Immediate Cause for Concern

An immediate cause for concern is when a member of staff is **immediately concerned for a child's welfare or safety**. In these cases, the child protection coordinator must be informed **verbally as soon as possible** before any formal recording takes place.

The following guidance must be followed:

- Report verbally immediately to the child protection coordinator, Elaine Cooke (Or to a senior member of staff in her absence)
- The child protection coordinator will support with completing any records required (your role will be immediately covered to prioritise this)
- Record all events as accurately as possible and as soon as possible
- Maintain confidentiality
- Maintain on-going communication with safeguarding team

Training

Hull Safeguarding Children Partnership publish a programme of Adult learning each year. This can be downloaded from their website https://www.hullscp.co.uk/professionals/training/

All members of staff will attend Hull Safeguarding Children Partnership's Level 1 safeguarding children training every three years. All staff will also receive regular safeguarding training updates (including County lines, Prevent, honour based violence and FGM) and attend yearly training on the safeguarding procedures of the school. In addition to this, the safeguarding team will attend a range of specialist training.

There will be at least one member of staff on an interview panel who has attended Safer Recruitment Training.

Reporting to the local governing body

The DSL will report termly to the LGB in the standard HET format included within the head teachers report. Visits by the DSG will be organised for a minimum of once per term. Visits will be recorded by the DSG on the standard Governor Monitoring Visit form and presented at the LGB meeting following the visit. The DSL will keep in regular contact with the DSG to arrange visits, share any concerns or changes to policy and procedures.

OTHER RELEVANT POLICIES

Below is a list of all other relevant policy documents. These documents can be found in: **Teams drive– shared staff – staff handbook** file.

- HET Safeguarding policy
- Staff code of conduct
- Safer working practices guidance
- Data protection policy
- Emergency procedures policy (evacuation of school site and lock down of school site)
- Whistle blowing policy

Date completed: October 2020

Date to be reviewed: September 2021