



HALEWOOD  
ACADEMY

WE SEEK THE BEST

# SAFEGUARDING ESSENTIALS

## 2022-2023

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A GREAT  
PLACE  
TO BE A  
PART OF

MEMBER OF THE WADE DEACON TRUST



## **SAFEGUARDING ESSENTIALS**

### **What is safeguarding?**

Protecting children from maltreatment	Preventing impairment to mental and physical health or development	Ensuring safe and effective care	Acting to enable all children to have the best outcomes.
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Safeguarding and promoting the welfare of children (those under 18) is **everyone's responsibility**. This means that **you have a very important role** to play in identifying concerns, sharing information and taking prompt action.

### **What should I do if I have an immediate concern?**

- You should report any concerns **immediately**, no matter how small. You should follow the school's Safeguarding & Child Protection Policy and talk to a member of the **Safeguarding Team** whose role is to provide support and liaise closely with services such as Children's Social Care (CSC) as necessary.
- Any safeguarding concerns should be logged using CPOMs. Please note: logging on CPOMs DOES NOT guarantee that a member of the Safeguarding Team will pick this up and respond. Therefore, all referrals should be followed up with face-to-face contact with a member of the Safeguarding Team; **this is the responsibility of the member of staff to ensure that all concerns are acted upon in a timely and appropriate manner.**
- Any disclosures or concerns should be reported as per the school's guidelines – please see The Safeguarding & Child Protection Policy, Management Allegations policy and Low-Level Concerns policy for further detail.
- Where you believe that a child is suffering, or is likely to suffer from harm, it is important that a referral to MASH – Multi Agency Safeguarding Hub (and if appropriate the police) is made **immediately**. Speak to DSL/DDSL as soon as possible who will make the referral where appropriate.
- In some cases, a student may contact you outside of school hours or in the school holidays. Again, passing the information to the Safeguarding Team via CPOMs will not guarantee that this is dealt with unless you are able to speak to them face-to-face or over the phone. If you contact them, they will support the concern however, if a child is in danger of immediate harm, a referral to MASH or the Police can be made by any member of staff.

If a situation does arise where you are concerned about a child's safety and you have been unable to follow procedures contact MASH – Multi Agency Safeguarding Hub:

*It operates between 9.00 am to 5.00 pm Monday to Friday and can be contacted via email or by dialling 0151 443 2600*

*If a child is in immediate danger call 999. To report a non-emergency crime call 101*



## **What should I do if something is concerning me about a child's safety / welfare?**

- Effective safeguarding is not just about protecting children from immediate harm; staff at Halewood Academy take a preventative and proactive approach to support the early intervention of the child.
- As class teachers, support staff and supply staff have daily contact, as well as secure and trusted relationships with children. The Safeguarding Team rely on information that is shared to effectively safeguard; it is more likely that a child will want to share concerns or make a disclosure to someone that they trust and know – do not underestimate the relationships you have with students as often these are the key to unlocking something that could have been missed.
- In many cases, a child may not want to immediately disclose everything to the trusted adult. It is therefore important that you feel confident to listen and support the child who may disclose information over a period of time.
- In situations like these, do not panic. The fact that a child is talking to you puts you in a privileged position of trust. Whatever information you are given, remember:
  - 1) Use the TED model for asking open-ended questions: **Tell me about that; Explain that to me; Describe that.**
  - 2) Be supportive and take the child seriously.
  - 3) Do not interrogate and ask leading questions; do not fill the silences and do not worry if you cannot get all of the information from the child. If the child feels that they can trust you and feel that their concerns are validated, they are likely to return to the conversation another time.
  - 4) Do not offer confidentiality; be honest about who you will need to tell.
- Telling a student that you will need to share the information, in some cases, might prevent a child from sharing information at this time. Whatever information you have been given is the first step to something else – be patient and allow the student to go at their own pace. Remember, the child is confiding in you because they trust you and they know that you will respond appropriately. Whilst they may tell you that they don't want anyone to know, the fact that they are talking to you is the first step in supporting the child.
- Even though a full disclosure might not have been made at first, members of staff should therefore not be afraid to seek guidance and clarification from a member of the Safeguarding Team even where there is no evidence that a child is at risk. As trusted adults, it is vital that staff build these relationships to ensure students in our school feel safe to share their concerns with someone else. When the child is ready, it is likely that they will return to the trusted adult to share further concerns.
- Effective safeguarding is based on honest and transparent communication. Therefore, talking through your concerns with a member of the team is an important part of the process in determining next steps. It is important that you do this with a member of the Safeguarding Team who will have a wider knowledge of the child as well as an understanding of policies and procedures for child protection. Ignoring these concerns (however small they are) could prevent something being missed in the future. In relation to any safeguarding concern, rather than thinking 'what if I'm wrong' think 'what if I'm right'. Remember, if something doesn't 'feel right', share this with a member of the team; the information you share could be the missing piece in the jigsaw.



## Sharing Information

- Decision making with regards to safeguarding should never be made in isolation and not without consultation with the Safeguarding Team (unless in cases of emergency where a child is in immediate danger and you are unable to consult with the team).
- It is important that all staff follow the policies and procedures and consult with the Safeguarding Team who have received specific training in this area.
- Not communicating information appropriately or not consulting with the team can lead to situations where incidents are handled wrongly and a child's safety is compromised.
- If a member of staff does not follow the school's policies and procedures, the line manager will raise a concern. Repeated concerns will be raised via the school's Disciplinary Policy.

## What safeguarding issues might I encounter?

- Child abuse can be committed by adults or other children via peer-on-peer abuse. It can take place in person or via the internet. There are four main types of child abuse that you need to know about:

<b>Physical abuse</b> Physically harming a child, or fabricating / inducing illness	<b>Sexual abuse</b> Forcing / enticing a child or young person to take part in sexual activities	<b>Neglect</b> Persistent failure to meet a child's physical and /or psychological needs	<b>Emotional abuse</b> Persistent emotional maltreatment that damages development
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- You should also be aware of **specific safeguarding issues**, including:  
[children missing from education](#) | [missing children and adults](#) | [fabricated or induced illness](#) | [children missing from home or care](#) | [bullying / cyberbullying](#) | [relationship abuse](#) | private fostering | [forced marriage](#) | [drugs](#) | child criminal exploitation (including trafficking) | [faith abuse](#) | [hate](#) | [domestic abuse](#) | [online safety \(including sexting\)](#) | [mental health issues](#) | child sexual exploitation | [preventing radicalisation](#) | [female genital mutilation](#) | [gender based violence](#) | [gangs and youth violence](#) | [homelessness](#) | [peer-on-peer abuse](#) | [children and the court system](#) | [children with a family member in prison](#)
- **FGM:** Teachers **must personally report** to police where they discover that female genital mutilation (FGM) has taken place. FGM involves injury to the genitalia or other female organs, and it is illegal in the UK. This must be reported **first hand** as a crime has been committed; whilst you might wish to talk to the Safeguarding Team, you are responsible for reporting this.
- **Prevent:** Schools also have a legal duty to prevent pupils from being drawn into terrorism, and this is known as the 'Prevent duty'. Speak to the Safeguarding Team about spotting and responding to signs, and promoting British values.
- **Sharing of Nude & Semi-Nude images:** Creating and sharing sexual photographs and videos of under-18s is illegal. The law states that making, possessing and distributing any imagery of someone under 18 which is 'indecent' is illegal. This includes when a young person takes a picture of himself or herself if under the age of 18. If you have any concerns regarding youth produced sexual imagery, you should **always** follow the school's safeguarding procedures and refer to a member of the Safeguarding Team. **You should never view, print, copy or share any images yourselves; this is illegal.**



## **If you are concerned about a member of staff**

- Experience shows that children can become victims of abuse and exploitation by those adults who work with them in any context. Any instances where a member of staff may have 'harmed' a student, must be investigated thoroughly, professionally and objectively to ensure the student or the member of staff are not prejudiced in any way.
- Management Allegations Policy, Low Level Concerns and Whistleblowing Policy set out the procedures that staff, including supply staff, need to follow. These procedures must be applied consistently where there is a concern or an allegation that a member of staff has:

*Behaved in a way that has harmed a child, or may have harmed a child;  
Possibly committed a criminal offence against or related to a child; or  
Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.  
Behaved or may have behaved in a way that indicates they may not be suitable to work with children.*

- Any allegation of abuse (linked to the thresholds above) made by a student against any member of staff, including supply staff or volunteer at the school, must follow the procedures specified in the Management Allegations/Low Level Concerns Policy. The procedures for dealing with allegations against adults need to be applied with common sense and judgement.
- The person who is in receivership of the allegation or report of abuse by a member of staff or a student must be reported to the Principal. Should the allegation be made against the school Principal, this should be reported to the Chair of Governors immediately (please see Alison Aldred for contact details).
- If a student makes an allegation, the member of staff should listen carefully and make notes on the incident reported. The member of staff should record the information in keeping with the school's procedures and processes for safeguarding disclosures (please see the school's Safeguarding & Child Protection Policy for further details). It is important that the member of staff listens carefully and records the information as reported by the child.
- All allegations should be taken seriously, approached with an open mind, and not driven by preconceived opinions about whether a student has or has not been harmed or preconceived opinions on whether the member of staff has harmed or not harmed the student in any way.
- Should any of the allegations meet any of the thresholds set out above, the Principal or the DSL must report the allegation to the Designated Officer – for Knowsley (KBC) this is referred to as the Local Authority Designated Officer (LADO). In Knowsley, the functions of the LADO are undertaken by members of the Safeguarding Unit under a duty system; the term LADO is used to refer to the team of officers rather than a named individual. The LADO can be contacted on **0151 443 4311**.
- Any concerns that do not meet the harm threshold, will now be classed as a **low-level concern**. *The term 'low-level' concern does not mean that it is insignificant; it simply means that the behaviour towards a child does not meet the threshold set out as above.*
- A low-level concern is any concern (no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt') that an adult working in or on behalf of the school may have acted in a way that is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.



## **Visitors to the school**

- All staff have a duty of care to safeguard students and the school. In a big and busy school, the responsibility lies with everyone to challenge any adult who does not adhere to the school's procedures.
- All members of staff and visitors to the school will be issued with a lanyard – the colour of the lanyard is an important indicator of the procedures that need to be followed. All members of staff and students should challenge any member of staff who is not wearing a lanyard or any adult wearing a red lanyard who is unaccompanied. Do not be afraid to challenge visitors, as this is the responsibility of all staff.
- Please note: members of staff should never give a student their lanyard as this breaks all safeguarding protocols.

### **Yellow Lanyards**

Yellow Lanyards are given to Supply staff who will have a DBS. This means they have been checked and are deemed safe to work with children in an unsupervised capacity. Supply teachers will be given an induction pack.



### **Blue Lanyards**

Blue lanyards are worn by all Halewood Academy staff and ALL staff from the Wade Deacon Trust. We know who these people are and they have been appointed as part of our Safer Recruitment Policy.



### **Green Lanyards**

Green Lanyards will be given to other visitors to the school. They will have a DBS. This means they have been checked and are deemed safe to work with children in an unsupervised capacity. Visitors will be given an induction pack.



### **Red Lanyards**

Red Lanyards will be given to any visitor to the school who does not have a DBS. This means they should ALWAYS be supervised by a member of staff.





## **Safeguarding Duties:**

To ensure staff can safeguard effectively, all staff have a duty to ensure that they have:

Requirement
Read <b>Part I and Annex B</b> of the Department for Education's statutory guidance 'Keeping children safe in education 2022': <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education">https://www.gov.uk/government/publications/keeping-children-safe-in-education</a> ***
Read the school's Safeguarding & Child Protection Policy
Read the school's Behaviour for Learning Policy
Read the school's Low Level Concerns Policy
Read the school's Management Allegations Policy & Whistleblowing Policy
Find out who your DSL is, and any deputies, and ensure you understand their role
Complete safeguarding and child protection training
Find out what procedures to follow if you have a concern or if a child tells you they're being abused or neglected

\*\*\* In 2022, *Keeping Children Safe in Education* published new guidance. It is every member of staff's responsibility to read the updated guidance and know what the changes are. This guidance has been shared with staff via training and email and staff have read this and acknowledged that they have read and understood.

## **Halewood Academy's Safeguarding Team:**

The people listed below are people in the school who you may need to contact if you have a safeguarding concern in school. Please ensure you know who these people are and where you can find them.

**Principal:** Ian Critchley

**Designated Safeguarding Lead:** Josie Gallagher (Vice Principal)

**Deputy Designated Safeguarding Leads:**

Fran Campbell (DDSL - Lead CIN/CP/Leader of Safeguarding Hub)

Dave Day (DDSL - Lead LAC, Attendance/Assistant Principal)

Fran Campbell (Year 11 SGT)

Lucia Martin (Yr 11 APL)

Coran Murray (Yr 10 SGT)

Anthony Bailey (Year 10 APL)

Kath Clarke (Year 9 SGT)

Victoria Morgan (Year 9 APL)

Shannon Dodgson (Year 8 SGT)

Rebecca Evans (Year 8 APL)

Courtney Price (Year 7 SGT)

Lydia Heath (Year 7 APL)

**Chair of Governors:** Catherine Roe

**Designated Governor for Safeguarding:** Catherine Roe



## Safeguarding Information

### Staff/Parent/Carer/Pupils

#### **Need support for when it is out of school hours?**

Please see below some useful websites/information to support young people and their parents/carers.

#### **MASH**

The Knowsley Multi Agency Safeguarding Hub (MASH) brings together agencies from services that have contact with children at risk to make the best possible use of their combined knowledge to keep them safe from harm.

The MASH provides a 'first point of contact' for Early Help, Children's Social Care (CSC) and Adults Social Care enabling members of the public and professionals to raise concerns about the safety and welfare of children or adults. This may include children or adults identified as potentially being in need of support or as being at risk of suffering abuse

Knowsley Multi-Agency Safeguarding Hub (MASH) on 0151 443 2600 *(during office hours)*

If you urgently need help outside office hours you can contact the Emergency Duty Team on 0151 443 2600 Please note if you believe a child or young person is at immediate risk of harm, you should contact the police urgently, CALL 999 Emergency

<https://www.knowsleyscp.org.uk/children-and-young-people/what-should-i-do-if-i-am-worried/>

#### **Careline child services**

Careline child services manages all child social care enquiries and referrals. You can contact us 24 hours a day, 7 days a week on the above link or telephone 0151 233 3700.

If you have concerns about a child at risk (if a child is at immediate risk call 999)

<https://liverpool.gov.uk/children-and-families/childrens-social-care/getting-help/careline-child-services/>

#### **Young minds**

Youngminds is a Mental Health Charity for Children and Young People. It provides Information, advice & support for young people affected by mental health. Youngminds also offer support to parents.

Parents contact 0808 802 5544 - Young person text YM to 85258 for free 24/7 support

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

#### **NSPCC**

The NSPCC helpline is staffed by trained professionals who can provide expert advice and support. We're here if you're concerned about a child, if you're a parent or carer looking for advice.

Contact number 0808 800 5000

<https://www.nspcc.org.uk/keeping-children-safe/our-services/nspcc-helpline/>

#### **Childline**

Childline is a free, private and confidential service where you can talk about anything. They are available online, on the phone at any time. Get help and advice about a wide range of issues, call on 0800 1111, talk to a counsellor online, send *Childline* an email or post on the message boards.

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

#### **Papyrus**

Papyrus is a national charity dedicated to the prevention of young suicide. We provide confidential support and advice to young people struggling with thoughts of suicide, and anyone worried about a young person through our helpline, HOPELINEUK.

Contact us on 0800 068 4141

<https://www.papyrus-uk.org/hopelineuk/>





## Kidscape

Offer friendly, impartial, non-judgemental information, advice and support to parents, carers, family members or professionals who are concerned about a child - either because they are being bullied, or because they may be involved in bullying others. Bullying can happen anywhere - inside and outside of school, in the community, in the home, and online.

**Advice for parents:** 020 7823 5430

**WhatsApp:** 07496 682785

**Email:** parentsupport@kidscape.org.uk

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

## NHS

The NHS website is a great source of support for the mental health needs. Visit the site below for further information.

<https://www.nhs.uk/conditions/stress-anxiety-depression/improve-mental-wellbeing/>

<https://youtu.be/cyEdZ23Cp1E>

## E-Safety and Cyber Security Information

Halewood Academy provide the best ways to protect yourself online on all the big online safety issues – with information, advice and support with the below online resources from Internet Matters.org.

**Internet Matters** – this is the main online safety advice site for parents in the UK. Internet Matters has a wealth of information for parents including simple tutorials on how to set up the internet filter on your broadband, settings for all devices, advice and guidance, and much more, the link is below:

[www.internetmatters.org/](http://www.internetmatters.org/)

**Online safety tips for parents of 11-13 Year Olds**

More than half of young people have a social media account by the time they are 13 years old.

**Checklist:**

- Have a conversation** - This is the best way to find out where your child is going online and what they are doing. Discuss with them what they might do and what they should do.
- Agree on boundaries** - Have a family agreement about where and when they can use the internet. Discuss with them what they might do and what they should do.
- Put yourself in control** - Make use of parental controls on your home broadband and any internet-enabled devices that your child uses.

**Online safety tips for parents of teenagers 14+ Year Olds**

As they get older 8 out of 10 teens spend most of their time online chatting to friends on social media or in games.

**Checklist:**

- Keep talking** - Stay interested in what they're doing online and discuss when they might have some access. Don't be afraid to talk about subjects like cyberbullying and sexting and pornography.
- Manage their online reputation** - Let them know that anything they upload, email or message could stay online forever and that they should only post things online that they wouldn't mind you, their teacher or a future employer seeing.
- Adjust controls** - Adjust the parental controls on your broadband and internet-enabled devices.

**IT'S GROWING**

- IT'S GROWING
- THE INTERNET NEVER SLEEPS
- IT'S EASY TO DO
- IT CAN BE ANONYMOUS
- TALK ABOUT IT
- BEWARE WHEN THEY SHARE
- CONTROLS CAN HELP
- EXPLORE FOR YOURSELF
- SAVE IT SERIOUSLY
- BLACK AND REPORT

**Common Sense Media** – a huge site which allows you to search on a game or app to learn more about it. It also includes books and TV shows too.

[www.commonsensemedia.org/](http://www.commonsensemedia.org/)

**Think you know** website is also a great source of support, which sends out tasks and activities that families can complete together to get adults and children addressing concerns around staying safe online.