

# SAFEGUARDING OUR STUDENTS

## WHO TO SPEAK WITH



**MR S.LIDDLE**

Assistant Head Teacher

*Designated Senior Person  
Child Protection and  
Safeguarding*



**MRS C.CONSTABLE**

Safeguarding Officer

*Deputy Designated Person  
Child Protection and  
Safeguarding*

**SAFEGUARDING  
CPD  
SEPT 2022**



**Safeguarding and  
Child Protection is  
EVERYONE'S  
responsibility.**

# WHAT WE WILL COVER TODAY...



## STATUTORY POLICIES

All staff **MUST**  
read these  
policies.



## KCSIE 2022 KEY UPDATES

Andrew Hall – Safeguarding Pro

This CPD will include key messages around safeguarding including:

- Updates to Keeping Children Safe in Education (2022)
- Online Harms
- Child on Child Abuse
- Criminal Exploitation of Children
- Child Protection Refresher

Follow the link below to register onto Part 1 of the CPD (70 minutes). Enter your email and name. You will then be sent an email from which you can view the CPD session.

<https://cpd.safeguardingschools.co.uk/mortimercollege1>

1. Our schools Child Protection |  
Child on Child Abuse Policies  
Sept 2022

2. Staff Code of Conduct and Low  
Level Concerns Sept 2022

3. DfE's Keeping Children Safe In  
Education – Part 1 September  
2022





Mortimer

1. CPOMS – is an online electronic system used in school, by all staff, for recording any safeguarding concerns.

2. CPOMS is accessed via a link on the school website

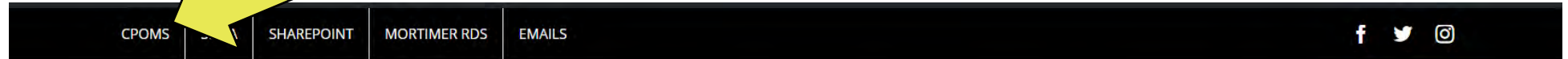
3. To log in use your school email address for your username and the password you set.  
\*New Staff will receive an email to create an account

4. If you have forgotten it you will need to request a password reset from the login webpage.





CPOMS is accessed via a link on the school website



[HOME](#) [ABOUT US](#) [INFORMATION](#) [CURRICULUM](#) [STUDENT AREA](#) [CALENDAR](#) [VACANCIES](#) [CONTACT US](#)



## Head Teacher's Welcome



Dear parent/carer

As another academic year ends, I am writing to thank you for all of your support. Our school continues to make huge improvements all of which would not be achievable without your help.

Next year will see over 1000 students in the building and, due to our rapidly improving reputation, there are now waiting lists of students who wish to join Mortimer.

I would like to also thank everyone involved in our Race for Life. Fundraising and sponsorship have seen the school raise over £2300 which is a phenomenal total, all of which will be go to Cancer Research UK.

Teaching and learning continues to be the number one driving force behind our school improvement and that will continue to be the focus in the next academic year. There will also be a further raising of standards around uniform, behaviour and expectations that will be outlined in a separate letter. If we are to continue to make improvements to become outstanding it is important that we constantly review our practice and maintain our high expectations within the school, as these are not negotiable.

Information about our uniform and no jewellery policy (apart from a watch) can be found on our website.



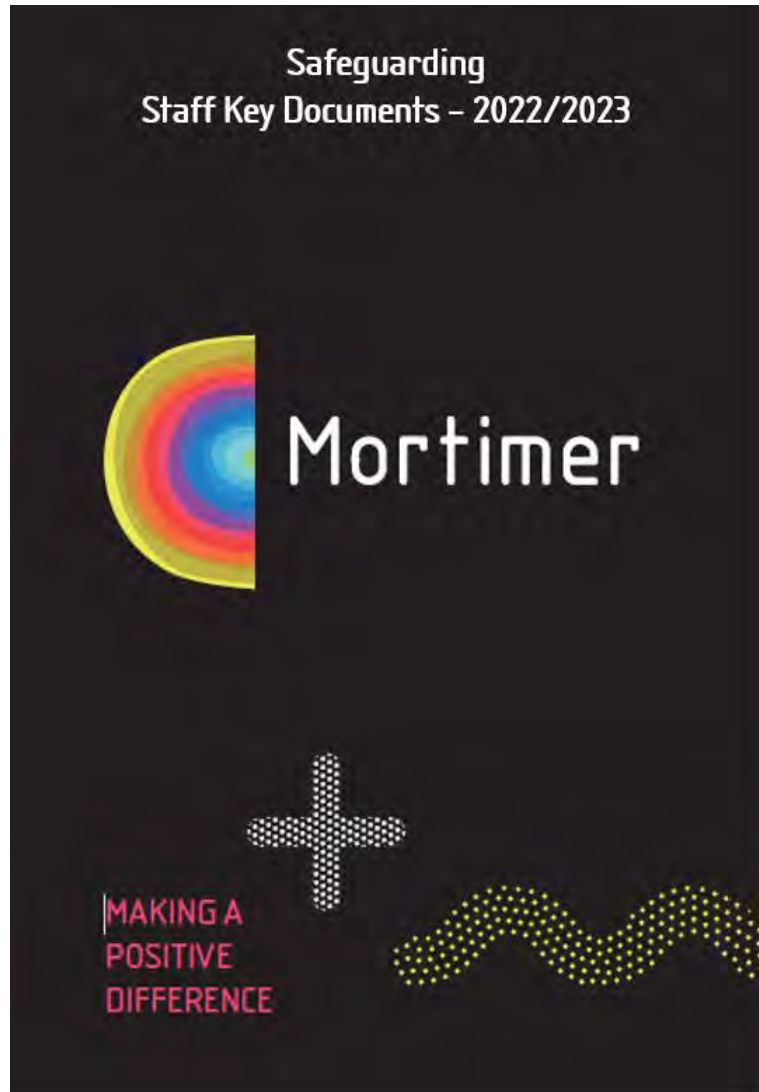
# STATUTORY POLICIES



All staff **MUST**  
read these  
policies.

1. Our schools **Child Protection Policy | Child on Child Abuse Policy**
2. **Staff Code of Conduct - Sept 2022 and Low Level Concerns Policy 2022**  
(new from 2021)
3. **DfE's Keeping Children Safe In Education – Part 1 September 2022**

# Staff Key Documents & Sign Off Form



## Staff Policy Sign Off Form – September 2022/2023

Please tick to confirm you have read the documents in this booklet, before signing and dating this form and returning it to S.Liddle as a record of you doing so.

On signing this form you confirm that as a member of Mortimer Community College staff you will adhere to the policies outlined below.

**Policy name:** Child Protection Policy – Sept 2022

☐

**Policy name:** Child on Child Abuse Policy – Sept 2022

☐

**Policy name:** Staff Code of Conduct & Low Level Concerns Policy – Sept 2022

☐

**Policy name:** Keeping Children Safe in Education – Part 1 (2022)

☐

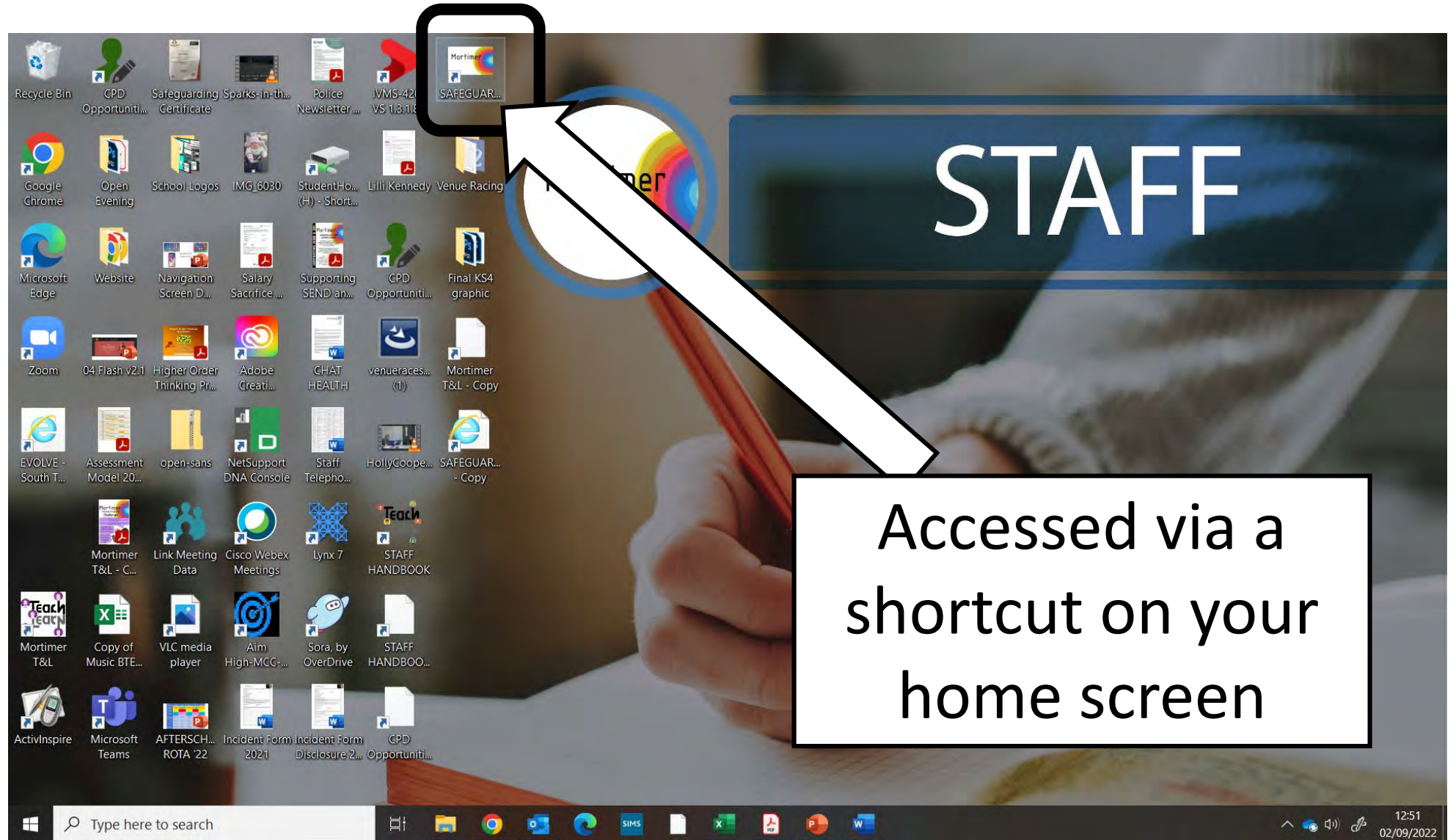
**Staff Name (Printed):**

**Staff Signature:**

**Date:**




# STAFF SAFEGUARDING WEBPAGE



# STAFF SAFEGUARDING WEBPAGE

[HOME](#) [ABOUT US](#) [INFORMATION](#) [CURRICULUM INFORMATION](#) [STUDENT AREA](#) [CALENDAR](#) [VACANCIES](#) [CONTACT US](#)




## SAFEGUARDING – STAFF INFORMATION PAGE

### STAFF – KEY DOCUMENTS

- Staff Code of Conduct Policy – Sept 2022
- Low Level Concerns Policy & Form – Sept 2022
- Child Protection Policy – Sept 2022
- Child on Child Abuse Policy – Sept 2022
- Behaviour Policy – Sept 2021
- KCSIE Part 1 – Sept 2022

### SOCIAL CARE – REFERRAL DOCUMENTS

- Social Care / ISIT Referral Form
- Multi Agency Threshold Guidance



**STATUTORY POLICIES**

All staff **MUST** read these policies.

### HEALTHY MINDS / LIFECYCLE – REFERRAL FORM

To refer a child into Healthy Minds or Lifecycle

### Golden Rules!

**Yes**, it could happen here!

**Never** pass things off as 'banter' or part of 'growing up'.

**Challenge and report** inappropriate behaviour.

**Little things matter** – part of bigger picture.


**Always** ensure child's wellbeing.

**Record on CPOMS** – carefully and fully.

**Act quickly** – Pass to DSL or Deputy DSL – straight away.

**Follow up** afterwards.

### When To Call The Police Guidance



[Privacy & Cookies Policy](#)

<http://mortimercommunitycollege.co.uk/safeguarding-staff-hub/>

# What to do if you have concerns about a child?

1. ACT QUICKLY create a CPOMS entry to log all the details.

2. RECORD the following:

PURPOSE what is the purpose of the entry?

ACTION what action have you taken or what have you seen or been told?

OUTCOME how was the incident with the child left?

3. IF A CHILD is in immediate danger speak to the DSL (Mr Liddle) or Deputy DSL (Mrs Constable) **in person before the end of the school day** as the child may need to remain in school and other agencies informed.

4. FOLLOW UP afterwards with SLI or CCO to find out the outcome.

5. MORE HELP and advice can be sought from South Tyneside's Integrated Safeguarding & Interventions Team on **0191 424 5010**. Outside of working hours ISIT phone number is **0191 456 2093**.

**SAFEGUARDING OUR STUDENTS**

**WHO TO SPEAK WITH**

|  |  |
|--|--|
|   |   |
| <b>MR S. LIDDLE</b><br>Assistant Head Teacher<br><i>Designated Senior Person<br/>Child Protection and<br/>Safeguarding</i> | <b>MRS C. CONSTABLE</b><br>Safeguarding Officer<br><i>Deputy Designated Person<br/>Child Protection and<br/>Safeguarding</i> |

If you hear or see anything that concerns you, tell a member of staff or one of your Designated Safeguarding Officers.

Safeguarding @ **Mortimer**

Extremism and Radicalisation   Exploitation Online Safety   County Lines   STOP FGM



# Dealing with a Disclosure

If a child comes to speak to you, the following guidance should be adhered to.

1. DISCLOSURES initially will likely be made to an adult the child trusts.

2. NEVER promise a child confidentiality.

3. REASSURE the child you are taking them seriously.

4. BE supportive and respectful.

5. LISTEN carefully to the child and be non-judgemental.

6. DON'T ask leading questions.

7. WRITE UP a thorough summary immediately onto CPOMS.

8. ONLY record the facts as the child presents them.

9. INFORM DSL or Deputy DSL as soon as practically possible.



# Radicalisation and Extremism

What to do if you are worried about a child who might be being radicalised or becoming involved in terrorist activities. The following guidance should be adhered to.

1. RECORD your concerns on CPOMS.

2. SPEAK to the DSL or Deputy DSL in person about your concerns.

3. ACTION DSL and/or Deputy DSL may report incident under PREVENT.

## 4. SOUTH TYNESIDE REPORTING PROCEDURES

In South Tyneside anyone worried about a child who might be being radicalised or becoming involved in terrorist activities can contact:

South Tyneside ISIT (Integrated Safeguarding and Information Team) on **0191 424 5010** or out of hours on **0191 456 2093**.

Make sure you state that you are making a referral under 'Prevent' (radicalisation).

IN AN EMERGENCY the police should be called on 999.

# Peer on Peer Abuse



Mortimer

# Child on Child Abuse



Mortimer

## Child on Child Abuse – Increased Information

**QUESTION** – What types of child on child abuse could occur?



# Child on Child Abuse Can Include...

- **Bullying** (including cyberbullying, prejudice-based and discriminatory bullying);
- **Abuse in intimate personal relationships** between children sometimes known as 'teenage relationship abuse';
- **Physical abuse** such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (includes online)
- **Sexual violence**, such as rape, assault by penetration and sexual assault (includes online)
- **Sexual harassment**, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse;
- Causing someone to engage in **sexual activity without consent**, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
- Consensual and non-consensual **sharing of nudes** and semi nudes images and or videos
- **Upskirting**
- **Initiation/hazing** type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

## Child on Child Abuse

It is essential that **ALL STAFF** challenge inappropriate behaviours between children that are abusive in nature.

# Child on Child Abuse

Don't down play certain behaviours, for example dismissing sexual harassment as **“just banter”**, **“just having a laugh”**, **“part of growing up”** or **“boys being boys”**.

# Low Level Concerns (Adults)



Mortimer



# Low Level Concerns About Staff – New from 2021

- This **new requirement from 2021** following **serious case reviews** which indicate that recording and following up low level concerns may stop some abuse of children.
- Recording and reporting low level concerns are not designed to be punitive, indeed staff are encouraged to “**self report**” to share issues and encourage a safe and supportive environment.
- A low level concern is one that does not reach the threshold for reporting to the LADO, but might just be a concern or nagging doubt about an individual (**staff member, supply or contractor**)
- **Question** – What might constitute a low level concern?

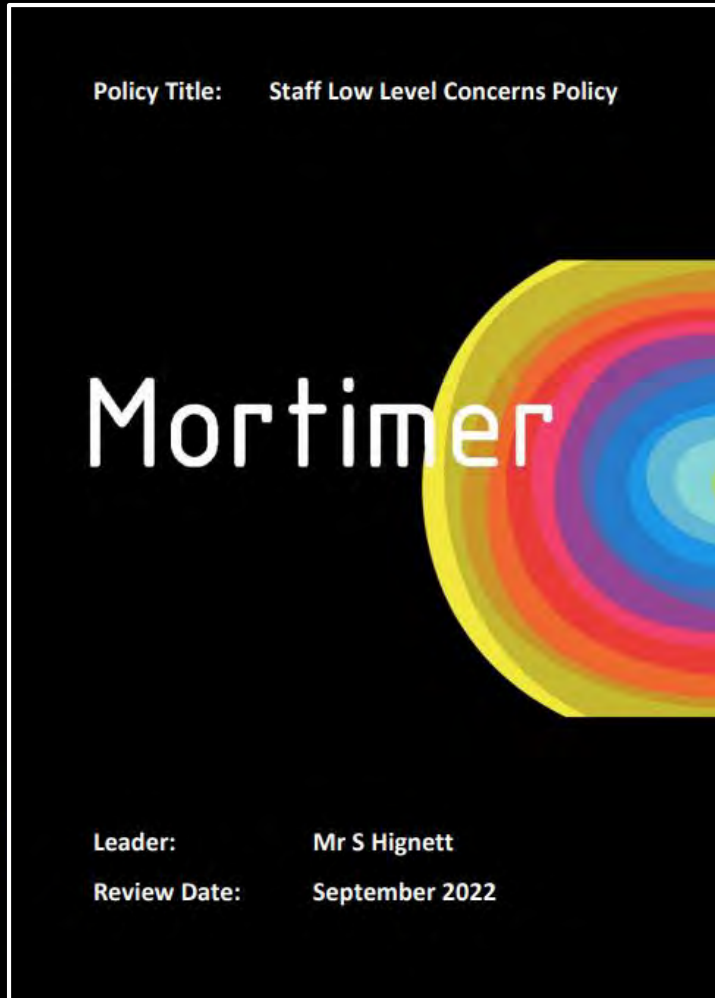
# Low Level Concerns - Examples

- Being over friendly with children.
- Having favourites.
- Taking photographs of children on their mobile phone.
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door.
- Using inappropriate sexualised, intimidating or offensive language.

## Low Level Concerns – How to report a concern

- Complete the low level report form.
- KCSIE 2022 states reports **MUST** be made to the DSL or Head Teacher only.

# Low Level Concerns – How to report a concern



## Appendix A: Low Level Concern Form - MCC 2022-2023

Please use this form to share any concern – no matter how small, and even if no more than a 'nagging doubt' – that an adult may have acted in a manner which:

- is not consistent with Mortimer Community College Code of Conduct, and/or
- relates to their conduct outside of work which, even if not linked to a particular act or omission, has caused a sense of unease about that adult's suitability to work with children.

You should provide a concise record – including brief context in which the low-level concern arose, and details which are chronological, and as precise and accurate as possible – of any such concern and relevant incident(s) (and please use a separate sheet if necessary).

Name of staff member reporting concern:

Department & Role:

Name of staff member concern is about:

Details of concern:





Department  
for Education

# KCSIE 2022 KEY UPDATES



Department  
for Education

## Keeping children safe in education 2022

Statutory guidance for schools and  
colleges

1 September 2022

er

**1. REQUIREMENTS** – All staff **MUST** read KCSIE 2022 Part 1

**2. ALL STAFF AND SCHOOLS** recognise “that it could happen here” and develop a proactive attitude to safeguarding.

**3. ALL STAFF MUST** complete the policy sign off form to confirm you have completed this.

Staff Policy Sign Off Form - September 2022/2023

Please tick to confirm you have read the documents in this booklet, before signing and dating this form and returning it to SLT/SL as a record of you doing so.

On signing this form you confirm that as a member of Merton Community College staff you will adhere to the policies outlined below.

|  |                          |
|--|--------------------------|
| Policy name: Child Protection Policy - Sept 2022                           | <input type="checkbox"/> |
| Policy name: Child on Child Abuse Policy - Sept 2022                       | <input type="checkbox"/> |
| Policy name: Staff Code of Conduct & Low Level Concerns Policy - Sept 2022 | <input type="checkbox"/> |
| Policy name: Keeping Children Safe in Education: Part 1 (2022)             | <input type="checkbox"/> |

Staff Name (Printed): \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Department  
for Education

# KCSIE 2022 KEY UPDATES

*The Whole School Safeguarding CPD has been updated to reflect the changes to Keeping Children Safe in Education 2022.*

The course will include the key messages around safeguarding including:

- updates to Keeping Children Safe in Education (2022)
- online harms
- peer-on-peer abuse
- criminal exploitation of children
- child protection refresher

Andrew Hall – Safeguarding Pro

1. Online CPD – 2 hours 20 minutes

2. Part 1 (1 hour 10 minutes) – you have the time left today and then Part 2 will then need to be completed before October half term.

3. After watching the webinar you will be issued with a **certificate** to confirm your attendance. I will arrange for these to be collected in and stored centrally as proof of your training.

## Keeping Children Safe in Education 2022

Keeping children  
safe in education  
2022  
Statutory guidance for schools and  
colleges

For information only, this guidance  
come into force until 1 Sep

**Andrew Hall**  
Specialist Safeguarding Consultant



## Safeguarding

In this presentation, special  
safeguarding in schools in  
Keeping Children Safe in B

The present  
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To ask any questions or m  
or use the email box in the c



**Andrew Hall**  
Specialist Safeguarding Consultant

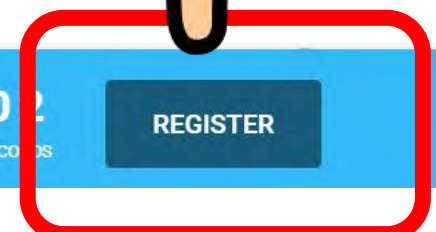
Step 1: Follow the link I have sent to your email account. The webpage shown will open.

Step 2: Click on '**REGISTER**' below



Tue, 6 Sep 2022, 9:00 AM  
London

00 18:41:02  
DAYS HOURS MINUTES SECONDS



REGISTER



Step 3: Click on **select date.**

Step 4: Click on the session '**Tue, 6 Sept 2022, 9:00am**'


Step 5: Add in your name and school email address then click **REGISTER NOW** at the bottom

Step 6: You will now receive an email from '**Andrew Hall**' with a link which will open the CPD video session.

The screenshot shows a web browser window with multiple tabs open. The active page is titled "Safeguarding for Everyone" and features a "Your host" section with a profile picture of Andrew Hall. Below this, the event title "SAFEGUARDING FOR EVERYONE 2022 - MORTIMER COMMUNITY COLLEGE PART1" is displayed. A "Select date..." dropdown menu is highlighted with a blue arrow, and the selected date "Tue, 6 Sep 2022, 9:00 AM" is enclosed in a red rectangle, with a hand icon pointing to it. Below the date selection, there is a list of participants including "Steven" and "Liddle". At the bottom right, a "REGISTER" button is visible next to a timer showing "8:33:39".

A digital register has been emailed to you to complete.

Policy Sign Off Form.



## Safeguarding CPD Register - CPOMS | Statutory Policies | KCSIE Updates (Sept 6th 2022)

By completing this online form it will act as a digital record that you have completed the training outlined and will be used as proof of your attendance.

\* Required

1. Please enter your surname: \*

2. Please enter your forename: \*

Complete today

### Staff Policy Sign Off Form – September 2022/2023

Please tick to confirm you have read the documents in this booklet, before signing and dating this form and returning it to [S.Liddle](#) as a record of you doing so.

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| Policy name: Keeping Children Safe in Education – Part 1 (2022)            | <input type="checkbox"/> |
| Staff Name (Printed):  |                          |
| Staff Signature:   |                          |
| Date:  |                          |

Complete by Friday 23rd September