

# Safeguarding – CPD – April 17<sup>th</sup> 2024

**KEY**

**REMINDERS**

**SAFEGUARDING STAFF**

**WHO TO  
SPEAK TO**



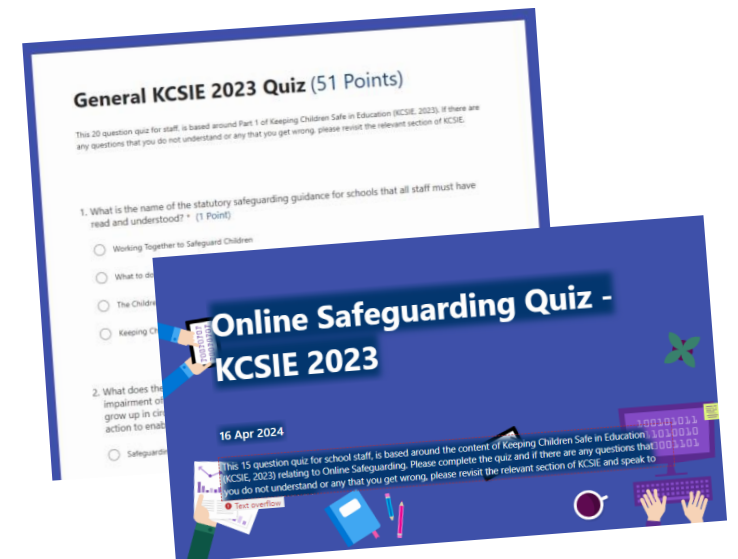
**RECAP ON**

**RECORDING**

**INCIDENTS**

**STAFF QUIZ**

**FEEDBACK**



# Safeguarding Team



**Mr Liddle**

**Designated Safeguarding  
Lead (DSL)**



**Mrs Constable**

**Deputy Designated  
Safeguarding Lead  
(DLS)**



**Mr Mallam**

**Safeguarding Officer**

**CPOMS  
Recording  
Incidents**

# Safeguarding - Quick Recap - CPOMS



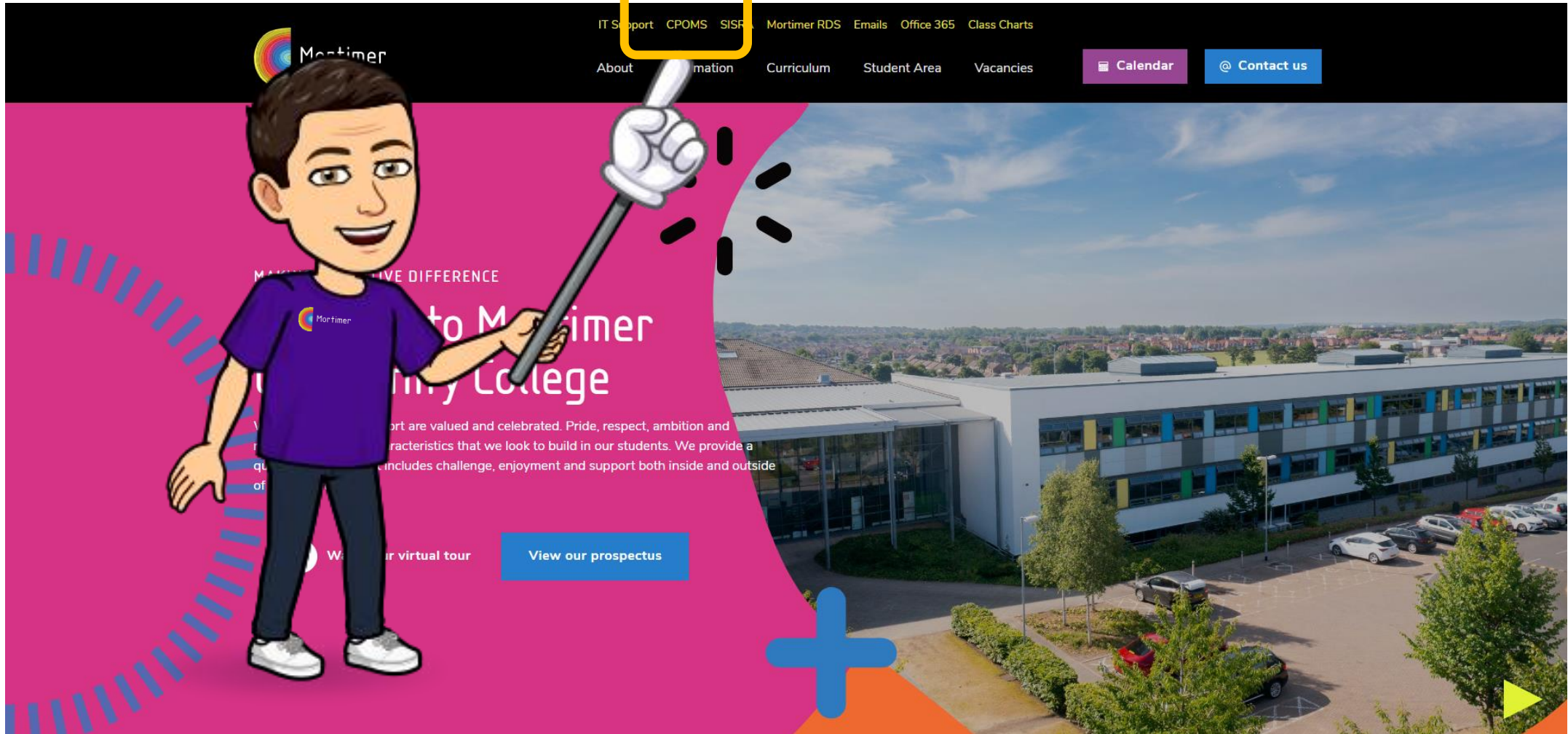
## Recap on Recording Incidents

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



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

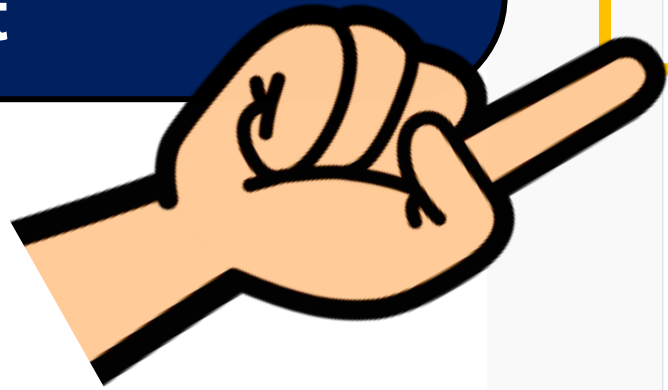
HOW TO LOG ON





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

A screenshot of the login page for Mortimer Community College. At the top, it shows the "Mortimer" logo and the CPOMS icon. Below that is the text "Mortimer Community College". A message states "You're not signed in, please sign in to continue." followed by "Single Sign-On" with an information icon. The login form contains a text box with the email "sliddle1@mortimer.school", a password field with dots and an eye icon, and a purple "Login" button. Below the button are links for "Forgotten your password or using CPOMS for the first time?", "Can't log in?", and "Got a new device?". A final message at the bottom advises against using autofilled passwords on shared computers. A yellow box highlights the email and password fields.



If you have **forgotten your password**, you will need to request a password reset from the login webpage.



Mortimer Community College

You're not signed in, please sign in to continue.

Single Sign-On *i*

sliddle1@mortimer.school

.....

Login

Forgotten your password or using CPOMS for the first time?

Can't log in?

Got a new device?

We advise against the use of autofilled passwords on shared computers.

# HOW TO ADD AN INCIDENT



Select **'Add Incident'** to enter a concern for a student.

The screenshot shows the CPOMS dashboard for Mortimer Community College. At the top, there are navigation links: CPOMS Website, CPOMS User Guide, Contact Support, and CPOMS FAQ. Below these are utility links: REMIND ME, HIDE NAMES, and BLANK SCREEN. The main navigation bar includes: Mortimer Community College, Dashboard, Reporting, Planner, Library, Admin, Account Settings, and CPOMS Staff. The 'Add Incident' button is highlighted with a yellow box. A cartoon character of a blonde woman in a brown jacket and black skirt is holding a tablet and pointing at the 'Add Incident' button. The dashboard content includes a 'Quick Student Search' section with a search bar and filters for 'Monitored students' and 'Include archived students'. Below that is a 'Filter By Group' section with a 'Year Group' dropdown menu showing options 7, 8, 9, and 10. There is also a 'Filter By Category' section and a 'Recently Viewed' section. The main dashboard area is titled 'Dashboard' and contains three sections: 'Alert' (showing a message from Steven Liddle about a file in the library), 'My Assigned' (showing no open cases), and 'My History' (showing no incidents in the last 7 days). An 'Import status: Healthy' indicator is visible in the top right of the dashboard area.





HOW TO ADD AN INCIDENT

Student

Begin typing a student's name

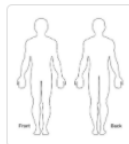
Incident

Add detail of the incident here.

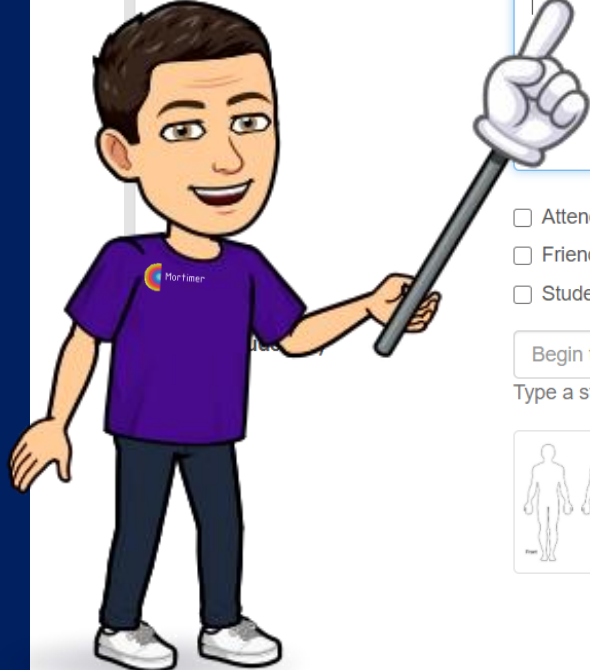
- Attendance Bullying / Friendship Related Issues Cause for Concern Child Protection Covid-19 Track and Trace Friendship Issues Historic Information Home Issues Medical Parental Contact Referral Made Safeguarding Student School Transfer

Begin typing a student's name

Type a student's name to link them to this incident.



WHAT HAPPENED?



# CPOMS

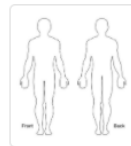
If adding other student names to your incident write up, **ONLY USE** their **FORENAME** and **INITIAL** of their **SURNAME**, for example: **John S**



- Attendance
- Bullying / Friendship Related Issues
- Cause for Concern
- Child Protection
- Covid-19 Track and Trace
- Exclusions
- External Agency Contact
- Friendship Issues
- Historic Information
- Home Issues
- Medical
- Parental Contact
- Referral Made
- Safeguarding
- School Laptop Loan
- SEND
- Student School Transfer

Begin typing a student's name

Type a student's name to link them to this incident.



CPOMS Wel  
It is your respo  
Mortimer

Student

Incident

Cate

t(s)

HIDE NAMES BLANK SCREEN

cident LOGOUT

← Back



HOW TO ADD AN INCIDENT

CPOMS Website CPOMS User Guide Contact Support CPOMS FAQ REMIND ME HIDE NAMES BLANK SCREEN

It is your responsibility to log out and protect the security of student information.

Mortimer Community College Dashboard Reporting Planner Library Admin Account Settings Add Incident LOGOUT

Student

Incident

Categories

- Attendance
- Bullying / Friendship Related Issues
- Cause for Concern
- Child Protection
- Covid-19 Tracking
- Exclusions
- External Agency Contact
- Friendship Issues
- Historical
- Home Issues
- Medical
- Parental Contact
- Referral Made
- Safeguarding
- School Laptop Loan
- SEND
- Student School Transfer

Linked student(s)

Maps

**Select the category of your concern and sub-category.**

A cartoon character with blonde curly hair, wearing a brown jacket and a black skirt, holding a pointer stick. The pointer stick is pointing to the "Cause for Concern" and "Safeguarding" checkboxes in the "Categories" section. A blue speech bubble with white and yellow text is positioned above the character, containing the instruction "Select the category of your concern and sub-category." The "Cause for Concern" and "Safeguarding" checkboxes are highlighted with yellow boxes.



**IMMEDIATE RISK OF HARM?**

**Please also report the incident verbally to Mrs Constable, Mr Mallam or Mr Liddle or a member of the pastoral team before the end of the school day.**



**STAFF QUIZZES**

**FEEDBACK**

# Safeguarding Staff Audit – Feedback

Avg. Score – **86%**

## General KCSIE 2023 Quiz (51 Points)

This 20 question quiz for staff, is based around Part 1 of Keeping Children Safe in Education (KCSIE, 2023). If there are any questions that you do not understand or any that you get wrong, please revisit the relevant section of KCSIE.

1. What is the name of the statutory safeguarding guidance for schools that all staff must have read and understood? \* (1 Point)

- Working Together to Safeguard Children
- What to do if you are worried a child is being abused
- The Children's Act
- Keeping Children Safe in Education ✓

2. What does the following define? "Protecting children from maltreatment, preventing the impairment of children's mental and physical health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best outcomes." \* (1 Point)

Avg. Score – **88%**

## Online Safeguarding Quiz - KCSIE 2023

16 Apr 2024

This 15 question quiz for school staff, is based around the content of Keeping Children Safe in Education (KCSIE, 2023) relating to Online Safeguarding. Please complete the quiz and if there are any questions that you do not understand or any that you get wrong, please revisit the relevant section of KCSIE and speak to

**Total Staff** Completing Quizzes – **102** Per Quiz





# Safeguarding Staff Audit – Misconceptions

1. What is the name of the statutory safeguarding guidance for schools that all staff must have read (1 point) and understood?




95% of respondents (97 of 102) answered this question correctly.

[More Details](#)

 Insights

-  Working Together to Safeguard ... 5
-  What to do if you are worried a ... 0
-  The Children's Act 0
-  Keeping Children Safe in Educat... 97 ✓



-  **EVERYBODY** who **works** with **children** **MUST** follow Keeping Children Safe in Education – **KCSIE 2023**
-  **Statutory** guidance for all **schools** and colleges
-  Updated generally yearly




# Safeguarding Staff Audit – Misconceptions

2. What does the following define? "Protecting children from maltreatment, preventing the impairment of children's mental and physical health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best outcomes." (1 point)

79% of respondents (81 of 102) answered this question correctly.

[More Details](#)

 Insights

 Safeguarding	81	✓
 Child Protection	20	
 Early Help	1	



**'Children'** includes everyone **under** the age of **18**.



# KCSIE 2023 DEFINES SAFEGUARDING AS:

- protecting children from maltreatment
- preventing the impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
- taking action to enable all children to have the best outcomes.

**'Children'** includes everyone **under** the age of **18**.

# Safeguarding Staff Audit – Misconceptions

9. In England and Wales a child under what age cannot consent to sexual activity? (1 point)  
86% of respondents (88 of 102) answered this question correctly.

[More Details](#)

● 13 years	9
● 16 years	88 ✓
● 18 years	5



- In England and Wales - the **age** of consent is **16**
- A child under the age of **13** can **never consent** to any sexual activity
- Sexual intercourse without consent is rape

# WHAT DOES CONSENT MEAN?

The **Sexual Offences Act 2003** says that someone consents to sexual activity if they:

- agree by choice and
- have both the **freedom** and **capacity** to make that choice.

If someone says 'no' to any kind of sexual activity, they are **not agreeing** to it.

If someone doesn't say 'no' out loud, that doesn't automatically mean that they have agreed to it either.

The age of consent is...

16

# AGE OF CONSENT

- The **age of consent** in England and Wales is **16**.
- This is the **age** when young people of any sex, gender or sexual orientation can **legally consent** to taking part in sexual activity.

The age of consent is...

**16**

# AGE OF CONSENT

This means that **sexual activity** between two or more people is always **unlawful**, if at least **one** of the **people** is **under** the age of **16**.

The age of consent is...

**16**

# AGE OF CONSENT

## It doesn't matter if:

- All those involved are the same age or very close in age.

## It doesn't matter if:

- Those under the age of 16 have given their consent (in line with the previous definition).

However, **not everyone** who does something unlawful **is charged with a crime** and taken to court (prosecuted). It is up to **prosecutors** to decide whether it is in the '**public interest**' for this to happen – and, when making this decision, they have to take certain **factors** into account.

The age of consent is...

16

# FACTORS AGAINST PROSECUTION

These include:

- How close in age and maturity levels those involved are.
- The relationship of those involved.
- Whether the person under 16 consented.
- Whether the sexual activity was a normal part of the process of becoming an adult.
- Whether the person under 16 was aged 12 or under.

The age of consent is...

16

# SEXUAL VIOLENCE – Sexual Offences Act 2003

## RAPE

Rape involves the penetration of the vagina, anus or mouth by a penis.



## ASSAULT BY PENETRATION

Penetration of the vagina or anus (**not mouth**) with any part of the body (e.g. finger) or an object (e.g. bottle).



## SEXUAL ASSUALT

Touching another person with any part of the body, or with anything else. Touching can be through clothing.



Result in a **REPORT** to **POLICE** and/or **SOCIAL CARE**

**NOTE:** Indecent assault offences were re-classified under the Sexual Offences Act 2003 and it is no longer used as a legal term.



# Safeguarding Staff Audit – Misconceptions

22. What type of sexual offence is the following? (1 point)

A 16 yr old girl is forced to participate in oral sex.

32% of respondents (33 of 102) answered this question correctly.

[More Details](#)

● Rape	33	✓
● Assault by penetration	5	
● Sexual Assault	37	
● Causing someone to engage in ...	27	



**NO CONSENT = RAPE = REPORT TO POLICE**

# Safeguarding Staff Audit – Misconceptions

23. What type of sexual offence is the following?





(1 point)

Without consent, a boy puts his fingers up another boy's bottom

71% of respondents (72 of 102) answered this question correctly.

[More Details](#)

 Insights

 Rape	7	
 Assault by penetration	72	✓
 Sexual Assault	15	
 Causing someone to engage in ...	8	



**ASSAULT BY PENETRATION = REPORT TO POLICE**

# Safeguarding Staff Audit – Misconceptions





24. What type of sexual offence is the following? (1 point)

A boy is coerced to take a naked photo of himself

75% of respondents (77 of 102) answered this question correctly.

[More Details](#)

 Insights

	Rape	0
	Assault by penetration	0
	Sexual Assault	25
	Causing someone to engage in ...	77 ✓



**ASSAULT BY PENETRATION = REPORT TO POLICE**

# Safeguarding Staff Audit – Misconceptions

10.






(1 point)

Which 1 of the following is NOT true about radicalisation?

78% of respondents (80 of 102) answered this question correctly.

[More Details](#)

 Insights

-  Anyone could be a victim 4
-  It is more likely to happen online 10
-  Is usually linked to Islamic extre... 80 ✓
-  A victim could change their phy... 7
-  Usually occurs over a period of t... 1



**RADICALISATION = SAFEGUARDING = PREVENT**




# Safeguarding Staff Audit – Misconceptions

11. A student has had a Prevent referral submitted by the DSL. As a result of the Prevent referral the student and their family were invited to access which Government programme in order to receive voluntary, confidential support that focuses on providing support at an early stage to people who are identified as being susceptible to being drawn into terrorism. (1 point)

44% of respondents (45 of 102) answered this question correctly.

[More Details](#)

 Insights

 Educate Against Hate	53
 Channel	45 ✓
 NSPCC	4



 **PREVENT CONCERN → CHANNEL PANEL MEETING → CHANNEL PROGRAM OFFERED**

 **POLICE ACTION MAY BE TAKEN**

# SOUTH TYNESIDE **PREVENT** RISK ASSESSMENT

- South Tyneside threat level: **Relatively low risk**
- Primary UK threat comes from **Islamist extremists**
- South Tyneside Council Community Safety Team have **no specific information** to suggest Islamist terrorism/ideology are prevalent locally
- Some localised leafletting and social media activity by **far-right activists and groups**
- **High levels community cohesion** with limited evidence of any recent or recurring community tensions

**CURRENT UK THREAT LEVEL: SUBSTANTIAL**

# Safeguarding Staff Audit – Misconceptions

14. If you heard that a colleague who you work with at school has hit their own child leaving a bruise on their arm, this would be considered (choose 1):

59% of respondents (60 of 102) answered this question correctly.

[More Details](#)

<span style="color: blue;">●</span> A Low Level Concern	42	
<span style="color: orange;">●</span> An Allegation	60	✓
<span style="color: green;">●</span> A personal matter as it doesn't r...	0	
<span style="color: red;">●</span> A personal matter as it is OK for...	0	



 **This is an allegation of physical assault.**

# ALLEGATIONS

**Anyone** working in the school or a college that provides **education** for persons **under 18** years of age, including supply teachers, volunteers and contractors has:

- behaved in a way that has harmed a child, or may have harmed a child and/or
- possibly committed a criminal offence against or related to a child, and/or
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children, and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

**APPLY TO ANYBODY WORKING IN SCHOOL**






# Safeguarding Staff Audit – Misconceptions

16.

If you were told by a child that a teacher swore during a lesson, this would be considered:  
54% of respondents (55 of 102) answered this question correctly.

[More Details](#)

 Insights

 Low level concern	55 ✓
 Allegation	43
 Neither of the above	4



 A low-level concern is one that does not reach the threshold for reporting to the LADO

# LOW LEVEL CONCERN 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.

REPORTED TO DSL or HEAD TEACHER

# Safeguarding Staff Audit – Misconceptions

20. If you have an allegation about the behaviour of a teacher, who should you report this to? Choose 1

65% of respondents (66 of 102) answered this question correctly.

[More Details](#)

● Deputy Head Teacher	1
● DSL	35
● Chair of governors	0
● Head Teacher	66 ✓



🎯 If staff have a safeguarding concern or an allegation of staff harming or posing a risk of harm to children, this **MUST** be reported to the Head Teacher.





# Safeguarding Staff Audit – Misconceptions

12. What system is used in school to understand and check what pupils, staff and visitors have been doing on the internet?

18% of respondents (18 of 98) answered this question correctly.

[More Details](#)

 Insights

 Filtering	1
 Monitoring	18 ✓
 Checking	0
 Filtering & Monitoring	79



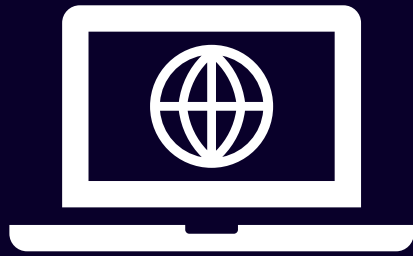
 Filtering and monitoring are two different, but similar systems schools **MUST** have in place.

# FILTERING & MONITORING

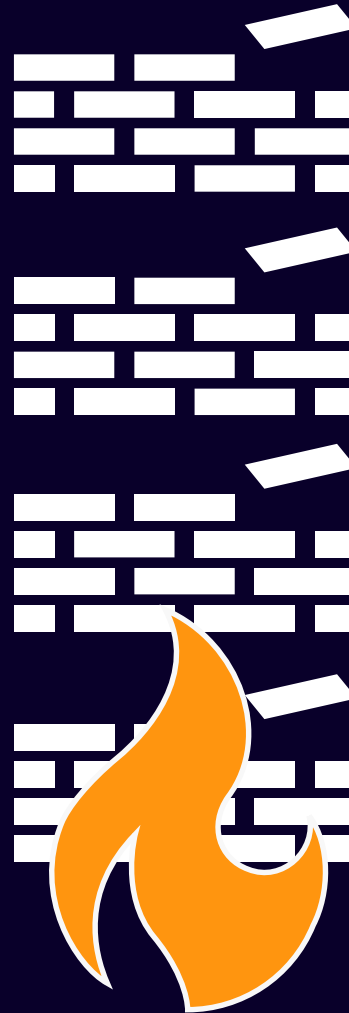
Protects the network from external threats

Restricts access to specific websites

Web Filtering



Smoothwall



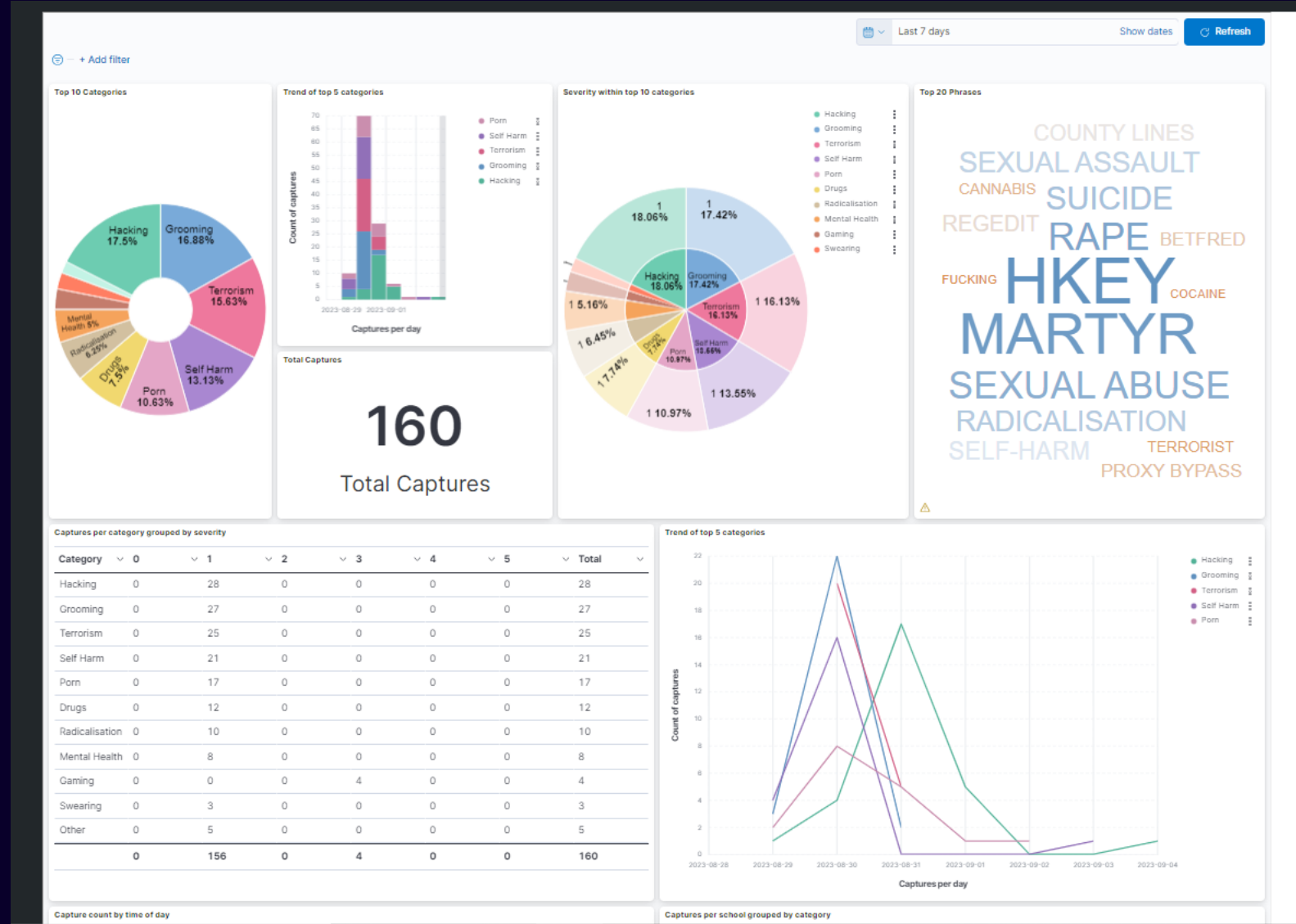
Monitors all user activity

Website Monitoring

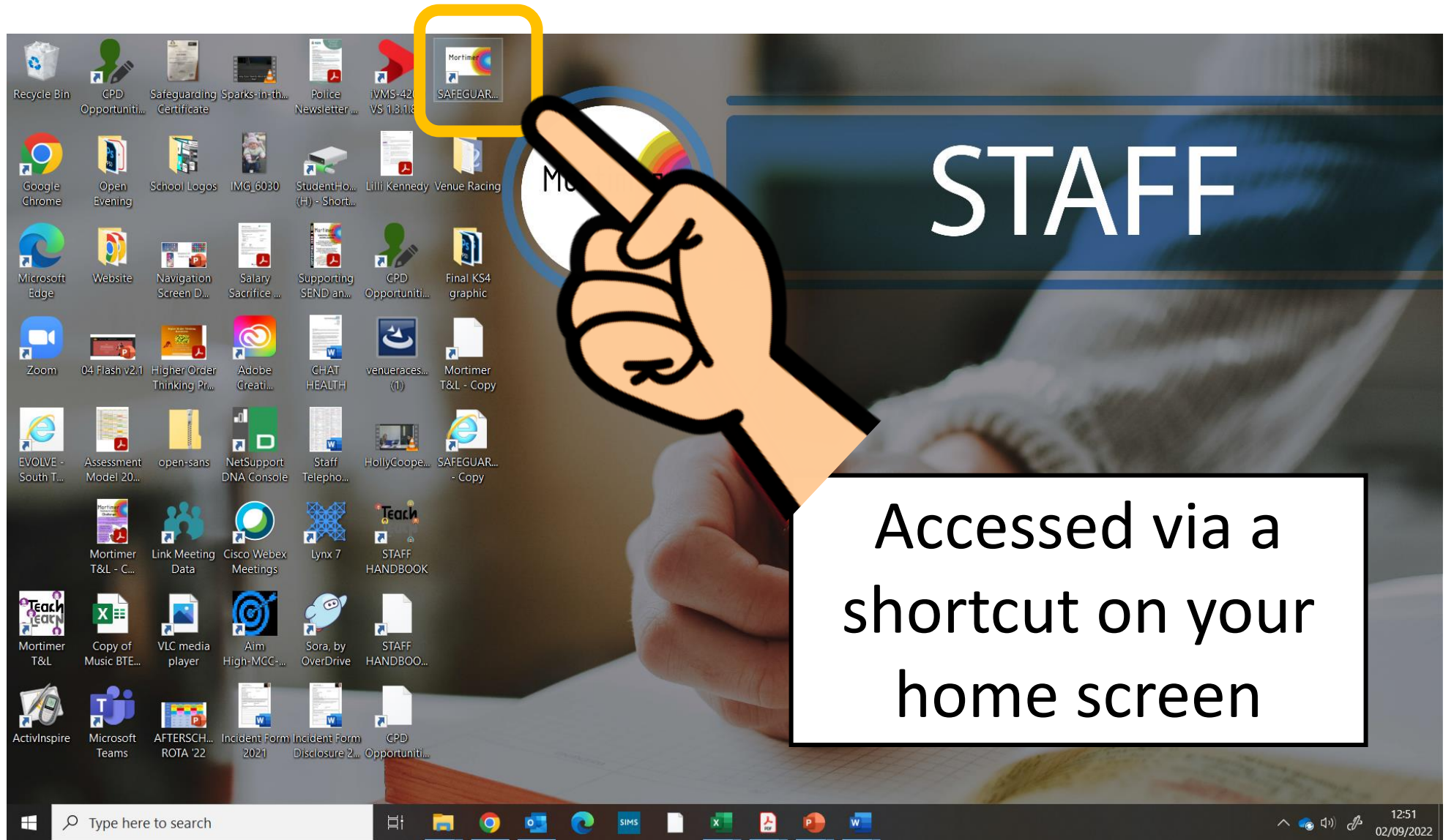


# MONITORING

- ✓ Live monitoring 24/7
- ✓ All computers & tablets
- ✓ All student devices
- ✓ All staff devices



# STAFF SAFEGUARDING WEBPAGE



The image shows a Windows 10 desktop environment. A hand with a black outline is pointing to a desktop shortcut icon labeled 'Mortimer SAFEGUAR...'. The icon features a colorful circular logo. A yellow square highlights the icon. In the background, a blurred image of a person's hands holding a document is visible, with the word 'STAFF' written in large white letters on a blue banner. A white text box in the bottom right corner contains the text: 'Accessed via a shortcut on your home screen'. The taskbar at the bottom shows the search bar with 'Type here to search', several application icons, and the system tray with the time '12:51' and date '02/09/2022'.

STAFF

Accessed via a shortcut on your home screen

Type here to search

12:51  
02/09/2022

# STAFF SAFEGUARDING WEBPAGE



A screenshot of the Safeguarding Staff Hub webpage. The page has a dark blue header with the Mortimer logo on the left and navigation links (IT Support, CPOMS, SISRA, Mortimer RDS, Emails, Office 365, Class Charts, About, Information, Curriculum, Student Area, Vacancies, Calendar, Contact us) on the right. Below the header is a large blue banner with the text "Safeguarding Staff Hub". The main content area is dark blue and contains several sections: "Staff - Key Documents" with a list of statutory policies (Staff Code of Conduct - Sept 2023, Low Level Concerns Policy, Child Protection Policy, Child On Child Abuse Policy, KCSIE Part 1 - Sept 2023, KCSIE 2023 - Full Document (not compulsory to read)), "Golden Rules" with a list of 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), "Searching Procedures and Form" with a link to "DfE Searching Screening &amp; Confiscation Guidance (July 2022)", and "When To Call The Police Guidance" with a link to "When To Call The Police".

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



A digital register has been emailed to you to complete.



## Whole School Safeguarding CPD - Staff Quiz Feedback - Wednesday 17th April 2024

Please complete the form below as proof of your attendance.

Hi, Stephen. When you submit this form, the owner will see your name and email address.

\* Required

1. Please enter your surname: \*

Enter your answer

2. Please enter your forename: \*

Enter your answer



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