Safeguarding – CPD – September 3rd 2024

CPOMS

RECAP ON RECORDING INCIDENTS

Andrew Hall – Safeguarding Pro

Online **1 hour**

+

KCSIE 2024 KEY UPDATES

Department for Education

STATUTORY POLICIES

Department for Education

All staff MUST read these policies.

1. Our schools Child Protection | Child on Child Abuse Policies Sept 2024
2. Staff Code of Conduct and Low-Level Concerns Sept 2024
3. DfE's Keeping Children Safe In Education – Part 1 September 2024

Safeguarding Team

Mr Liddle

Designated Safeguarding Lead (DSL)

Mrs Constable

Deputy Designated Safeguarding Lead (DLS)

Mr Mallam

Deputy Designated Safeguarding Lead (DLS)

Safeguarding and
Child Protection is
EVERYONE'S
responsibility.

CPOMS

RECORDING INCIDENTS

Safeguarding - Quick Recap - CPOMS

CPOMS

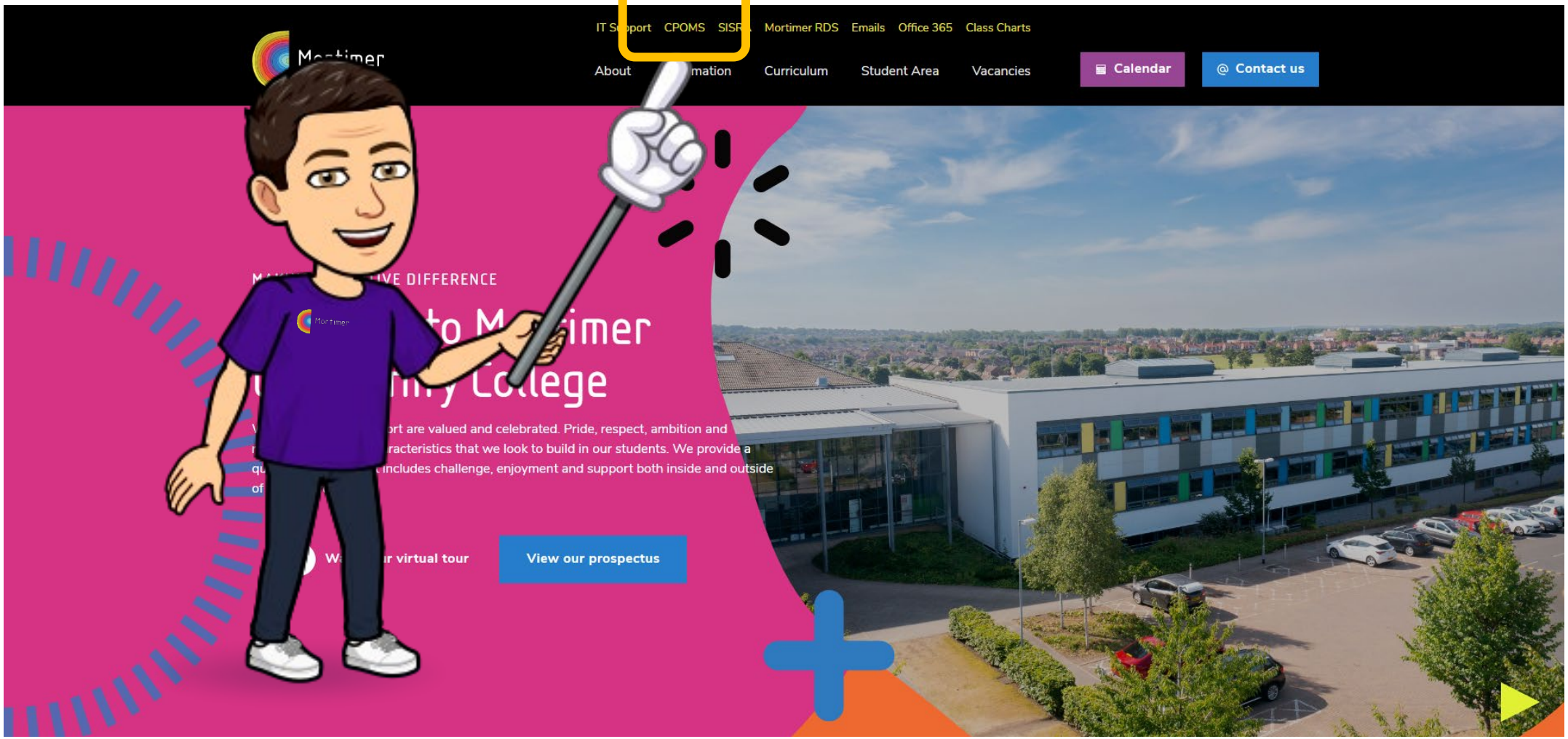
Recap on Recording Incidents

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

HOW TO LOG ON

CPOMS

CPOMS is accessed via a link on the school website.

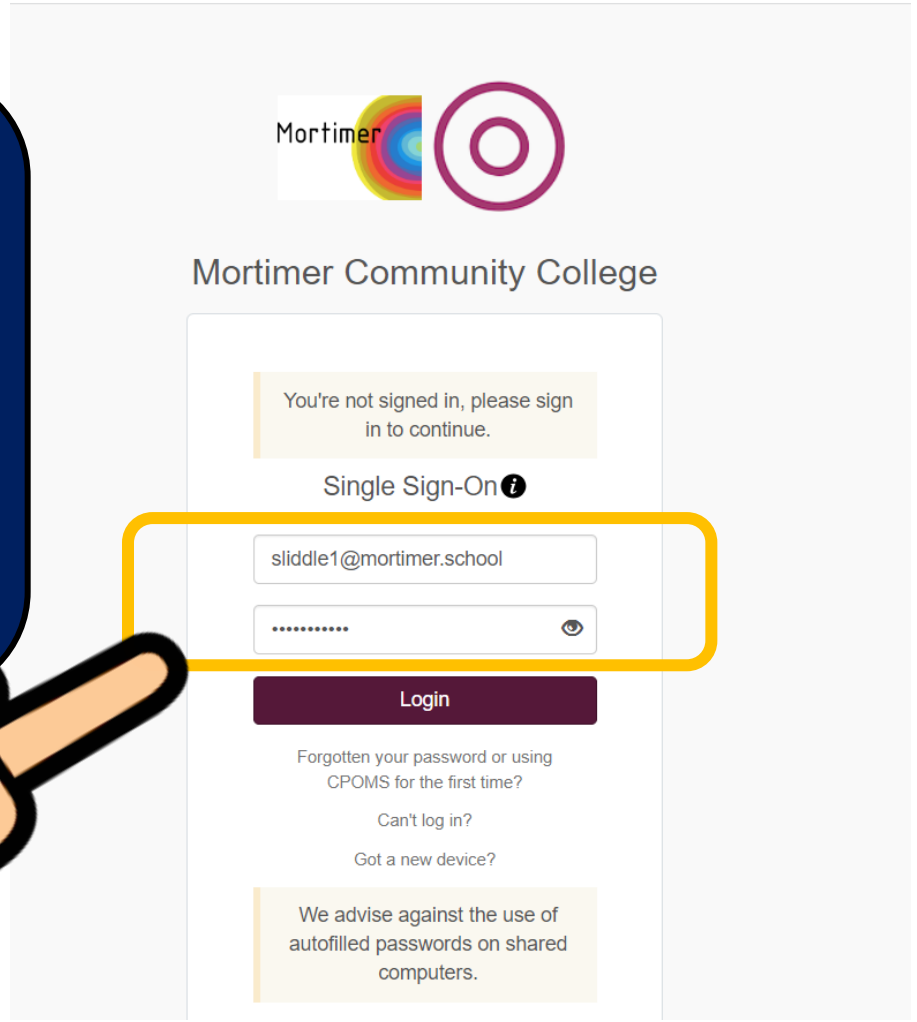


HOW TO SIGN IN

CPOMS

To **log in** use your **school email address** for your **username** and the password you set.

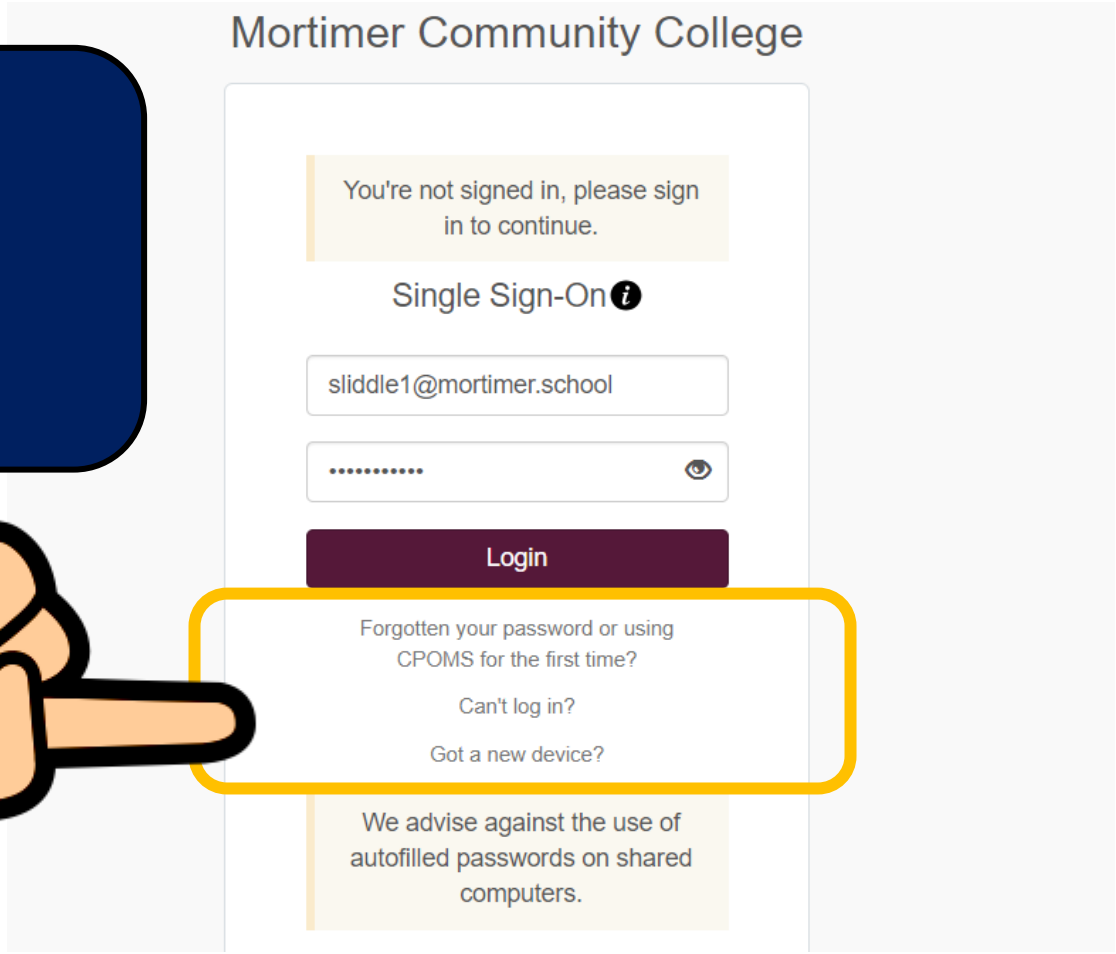
***New Staff** will receive an email to create an account



HOW TO SIGN IN

CPOMS

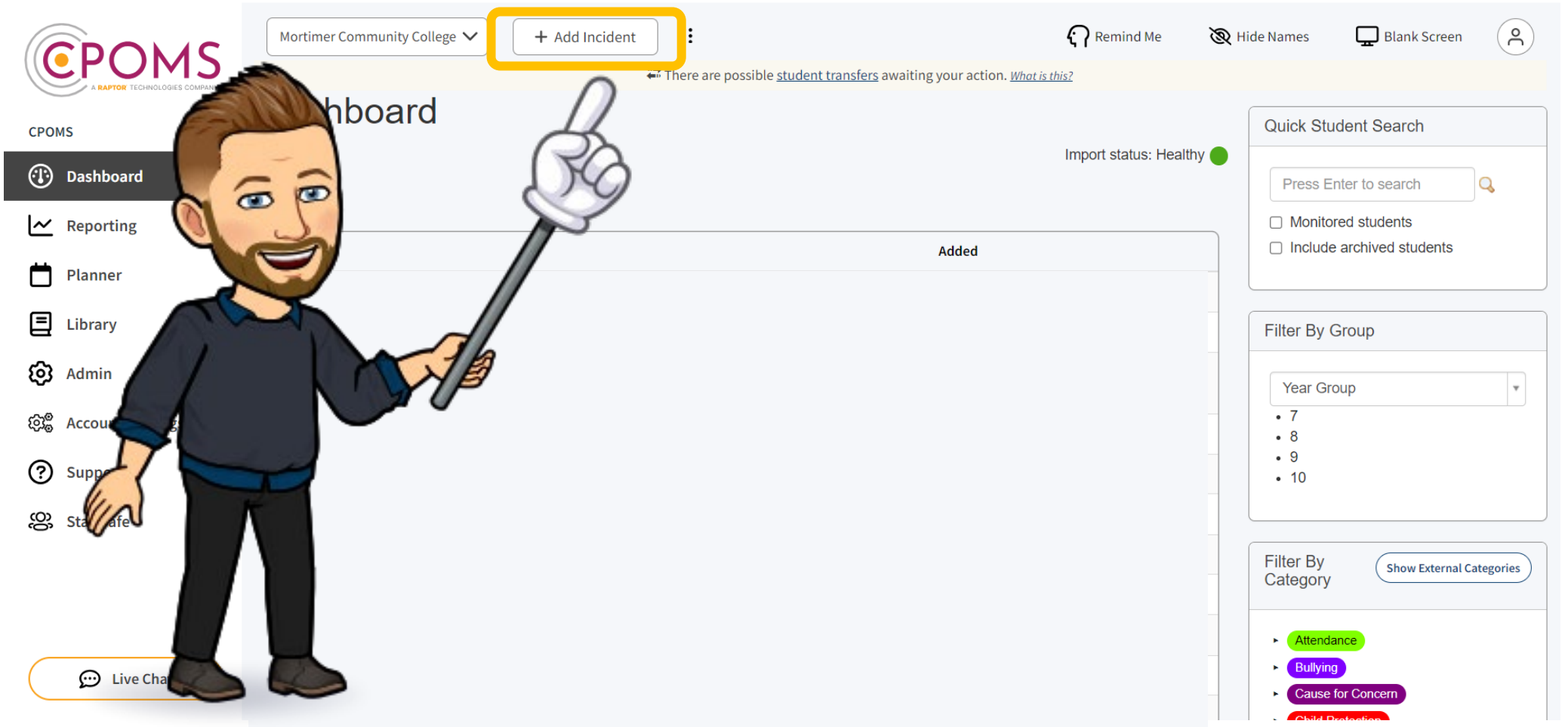
If you have **forgotten your password**, you will need to request a password reset from the login webpage.



HOW TO ADD AN INCIDENT

CPOMS

Select ‘Add Incident’ to enter a concern for a student.



HOW TO ADD AN INCIDENT

CPOMS

mortimercollege.cpoms.net/schools/1/incidents/new

New Chrome available

Imported From IE | Prevent South Tyne... | Safeguarding Hand... | Users | CPOMS: Safe... | Rounders Score Sheet | Welcome | Safeguar... | Student Information... | YR9 Digital Photogr... | All Bookmarks

CPOMS
A RAPTOR TECHNOLOGIES COMPANY

CPOMS

- Dashboard
- Reporting
- Planner
- Library
- Admin
- Account Settings
- Support
- Stay Safe

Live Chat

Mortimer Community College | + Add Incident | Remind Me | Hide Names | Blank Screen

There are possible student transfers awaiting your action. What is this?

Back

Student

Begin typing a student's name

Incident

Add detail of the incident here.

Categories

Attendance | Bullying | Cause for Concern | Child Protection | Escape | Escape Intervention | Exclusions | Friendship Issues | Historic Information | Home Issues | Initiatives | Medical | Referral | School Laptop Loan | SEND | Student School Transfer | Subject Access Request

Linked student(s)

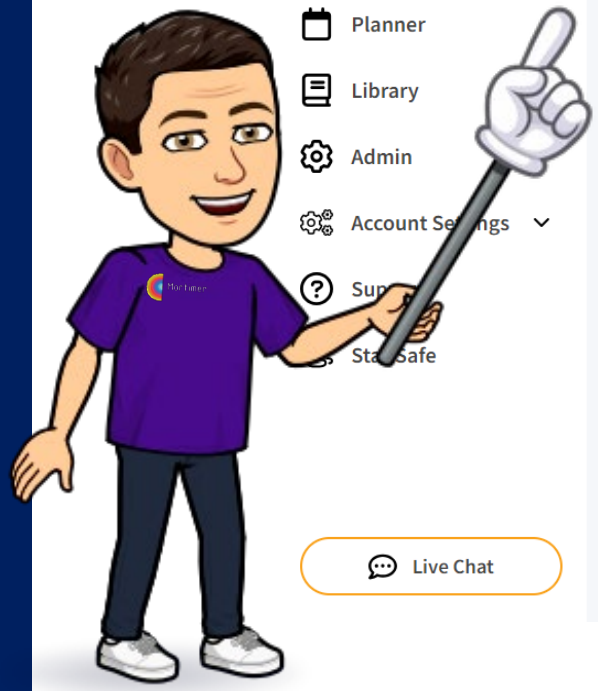
Begin typing a student's name

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

Maps

Date/Time

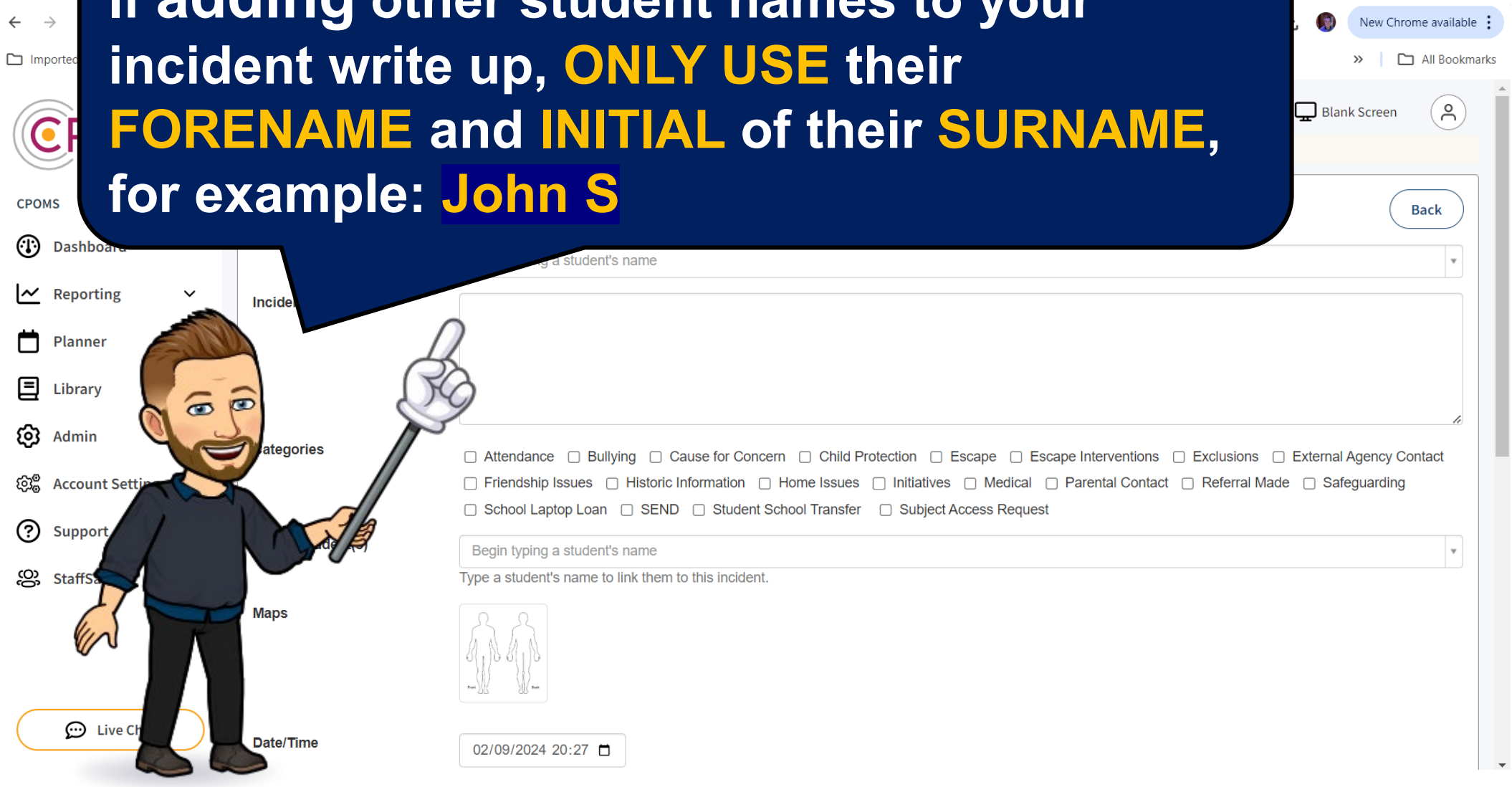
02/09/2024 20:27



HOW TO ADD AN INCIDENT

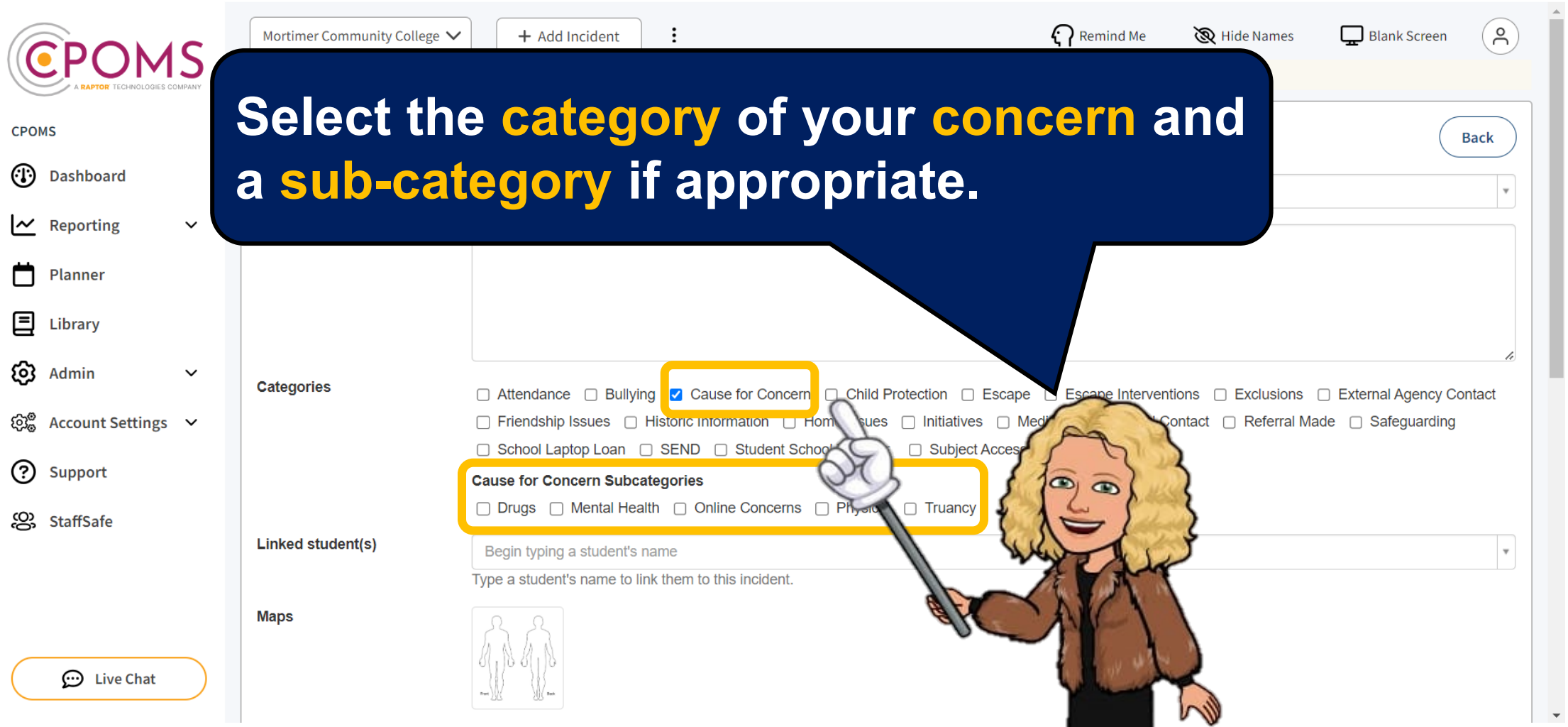
CPOMS

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



HOW TO ADD AN INCIDENT

CPOMS



HOW TO ADD AN INCIDENT

CPOMS

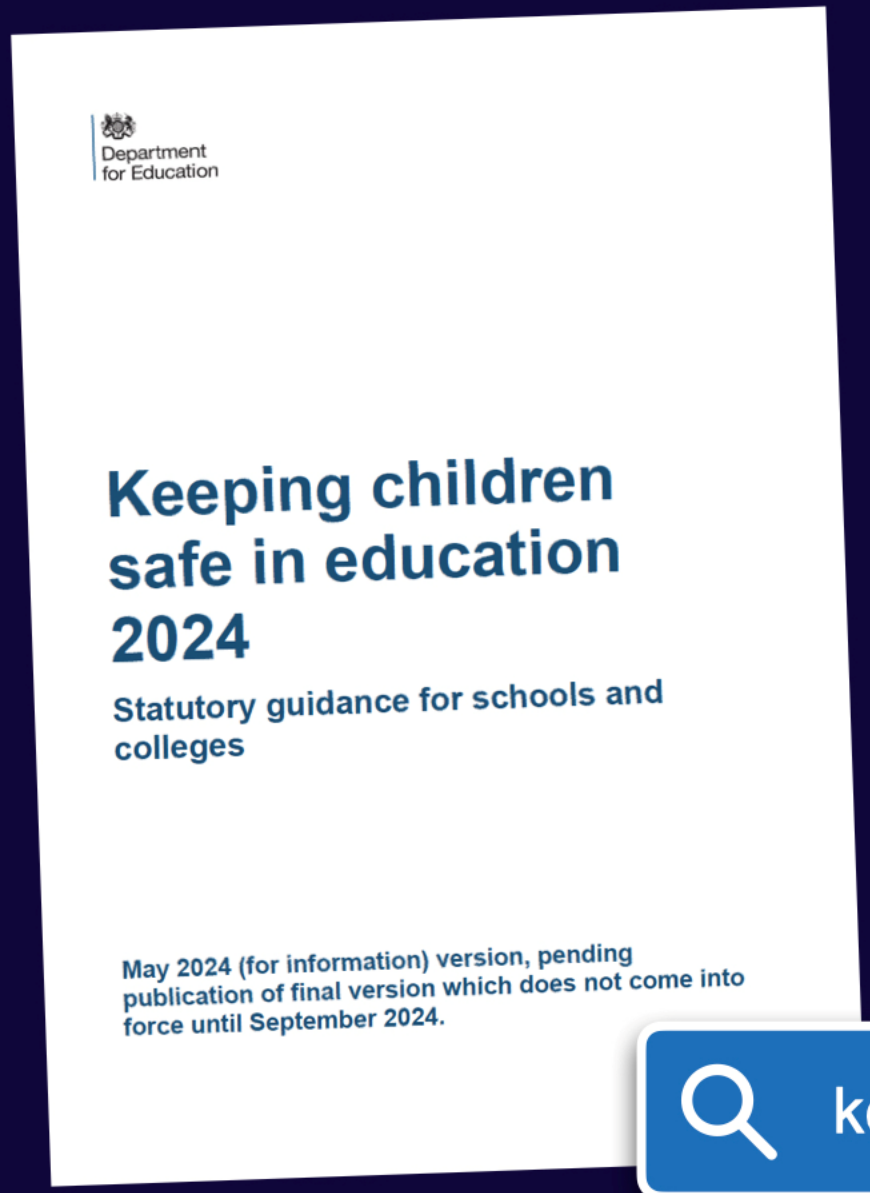
IMMEDIATE RISK OF HARM?

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.

KCSIE 2024 UPDATES

LIMITED CHANGES

KCSIE for September 2024

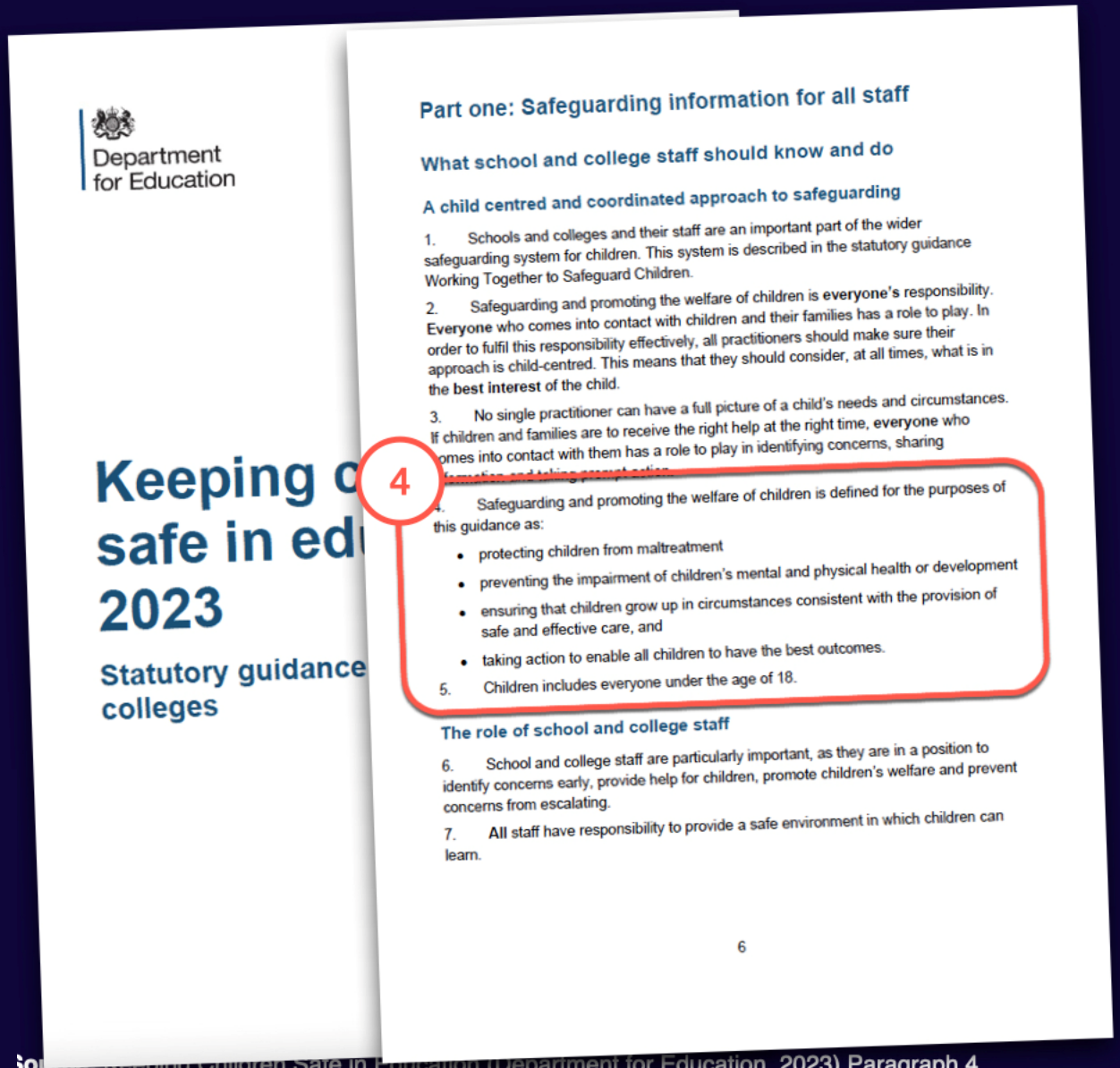


Key Changes

- New definition of Safeguarding from Working Together 2023

kcsie 2024

Definition of Safeguarding - 2023



Department for Education

Keeping c
safe in edu
2023

Statutory guidance
colleges

Part one: Safeguarding information for all staff

What school and college staff should know and do

A child centred and coordinated approach to safeguarding

1. Schools and colleges and their staff are an important part of the wider safeguarding system for children. This system is described in the statutory guidance Working Together to Safeguard Children.

2. Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interest** of the child.

3. No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, **everyone** who comes into contact with them has a role to play in identifying concerns, sharing

4

4. Safeguarding and promoting the welfare of children is defined for the purposes of this guidance 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.

5. Children includes everyone under the age of 18.

The role of school and college staff

6. School and college staff are particularly important, as they are in a position to identify concerns early, provide help for children, promote children's welfare and prevent concerns from escalating.

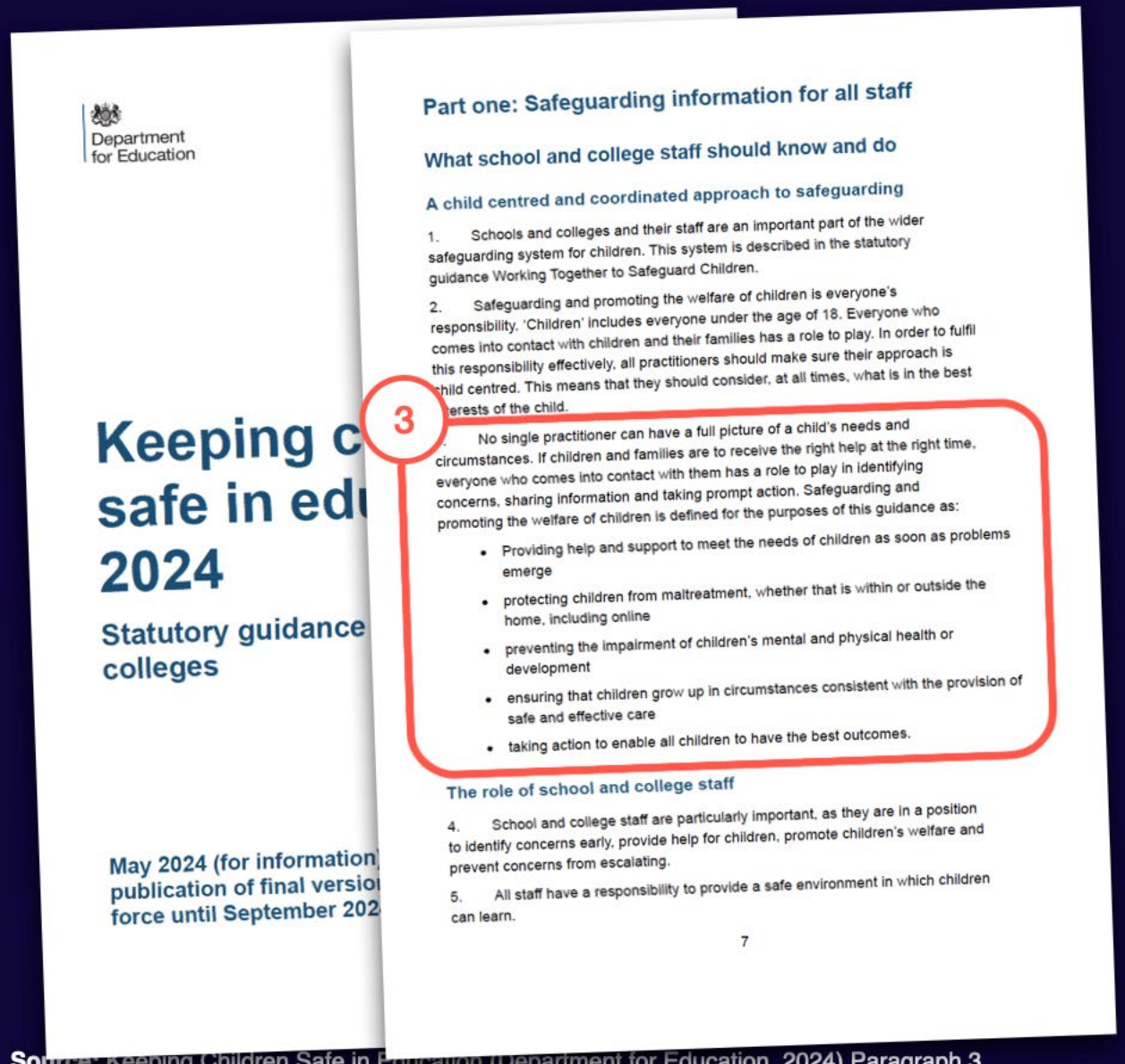
7. All staff have responsibility to provide a safe environment in which children can learn.

6

- Protection from maltreatment
- Preventing impairment of children's mental and physical health or development
- Grow up with provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Source: Keeping Children Safe in Education (Department for Education, 2023) Paragraph 4

Definition of Safeguarding (2024)



Department for Education

Keeping c
safe in edu
2024

Statutory guidance
colleges

May 2024 (for information)
publication of final versio
force until September 202

Part one: Safeguarding information for all staff

What school and college staff should know and do

A child centred and coordinated approach to safeguarding

1. Schools and colleges and their staff are an important part of the wider safeguarding system for children. This system is described in the statutory guidance Working Together to Safeguard Children.

2. Safeguarding and promoting the welfare of children is everyone's responsibility. 'Children' includes everyone under the age of 18. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

3

3. No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action. Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- Providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- 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
- taking action to enable all children to have the best outcomes.

The role of school and college staff

4. School and college staff are particularly important, as they are in a position to identify concerns early, provide help for children, promote children's welfare and prevent concerns from escalating.

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7

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- Protection from maltreatment whether that is within or outside the home, including online
- Preventing impairment of children's mental and physical health or development
- Grow up with provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Source: Keeping Children Safe in Education (Department for Education, 2024) Paragraph 3

Other changes are covered in the annual refresher training video.

FILTERING
&
MONITORING

All staff should report if:

ALL STAFF

- See or suspect unacceptable content accessed
- Failure or abuse of the system
- Unacceptable content can be accessed
- Perceived unreasonable restrictions
- Teaching content that could cause a spike in logs
- Abbreviations or misspellings that allows access to unacceptable content

Source: Meeting digital and technology standards in schools and colleges (DfE, 2023)

How we comply…

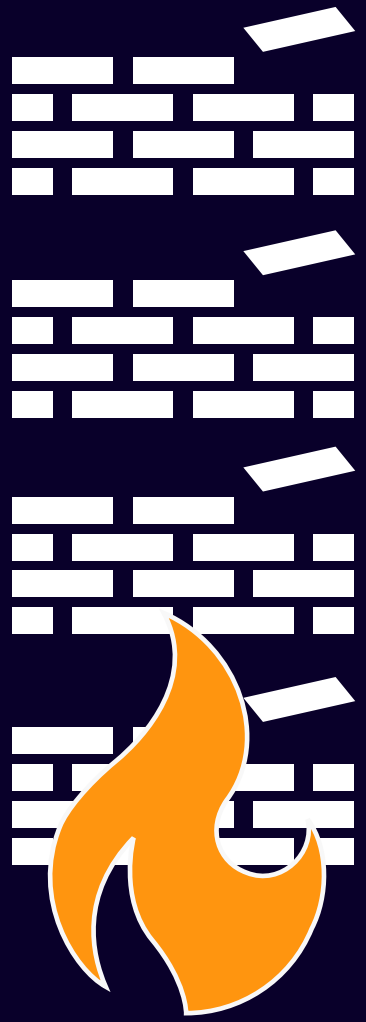
Protects the network from external threats

Restricts access to specific websites

Web Filtering

Logs all websites visited

Durham Smoothwall



Monitors all user activity (students and staff)

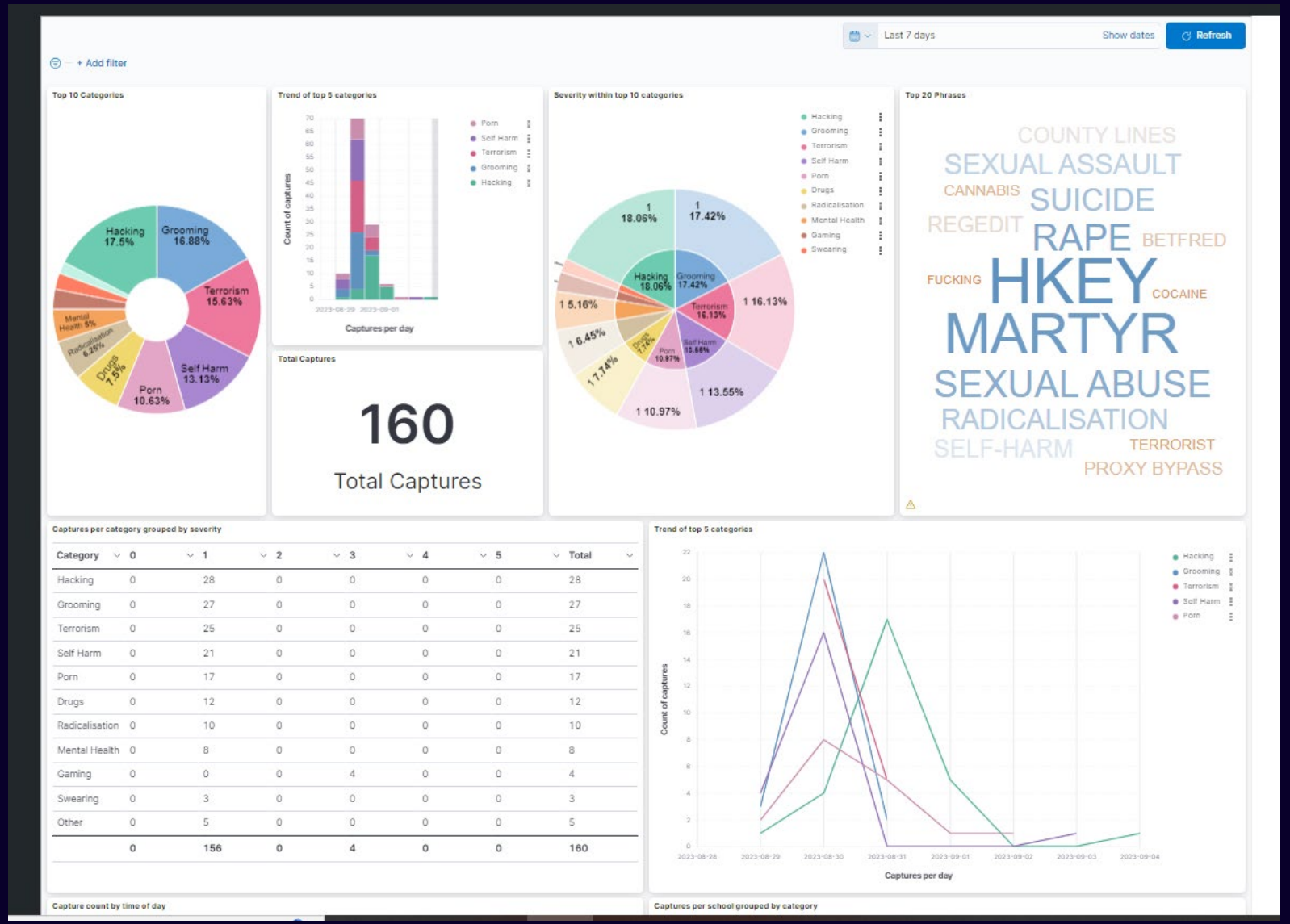
Website Monitoring

Alerts safeguarding staff of concerning use of school IT systems

Securus
Safeguard Monitor Protect

How we comply…

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



Securus
Safeguard Monitor Protect

REMINDER
‘How to deal with incidents’

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's (Mrs Constable and Mr Mallam) 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, CCO or LM 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.

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 in 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 in 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.

CHILD ON CHILD ABUSE

INSIDE | OUTSIDE | ONLINE

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 nude** and semi nude images and or videos (**including pseudo-images including AI manipulated images and computer edited images**)
- **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 WORKING ON OR BEHALF OF SCHOOL)

Low Level Concerns About Staff

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 or college may have acted in a way that:

Low Level Concerns About Staff

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and
- does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO.

Low Level Concerns - Examples

- Being over friendly with children.
- Having favourites.
- Taking photographs of children on their mobile phone, contrary to school policy.
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door.
- Humiliating children

Low Level Concerns - How to report a concern

- Complete the low-level report form.
- Any reports MUST be made to the DSL or Head Teacher.

Low Level Concerns - How to report a concern

Policy Title: **Staff Low Level Concerns Policy**

Mortimer

Leader: **Mr S Hignett**

Review Date: **September 2025**

Appendix A: Low Level Concern Form - MCC 2024-2025

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).

The record should be signed, timed and dated.

Name of staff member reporting concern:

Department & Role:

Name of staff member concern is about:

Details of concern:

Signed: **Time & Date:**

KCSIE 2024

HANDY REMINDERS

SAFEGUARDING PROCEDURES FOR ALL ADULTS WORKING IN THE SCHOOL

Mortimer

CONCERNED ABOUT AN ADULT?

- **Report to the Head Teacher**
- **If the concern is about the Head Teacher:**

  Report to the chair of governors: Mr Stephen Coldwell

  Email: scoldwell@mortimer.school

IF YOU HAVE TO BYPASS THE DSL OR THE HEAD TEACHER

- **Report to the Local Authority Designated Officer (LADO)**

  LADO: Angela Nolan - 0191 424 4701 or 07920817896

  Email: lado@southtyneside.gov.uk or angela.nolan@southtyneside.gov.uk

SAFEGUARDING AT MORTIMER IS EVERYONE'S RESPONSIBILITY

CONCERNED ABOUT A STUDENT?

- **EMERGENCIES -** Where a child is in immediate risk of harm:
  find the **DSL, member of the safeguarding team** or call **POLICE on 999.**

ALL OTHER SAFEGUARDING CONCERNS:

- Report on **CPOMS -** safeguarding disclosures - neglect, emotional, physical, sexual, concerns for a child, low level concerns.
- **What to record –** the **PURPOSE** of the disclosure
  the **ACTION** you have taken
  the **OUTCOME** how the incident ended. Is further action needed?
- **ANY** member of staff can make a referral to children's social care.

I AM UNABLE TO ACCESS CPOMS

- Contact **DSL (S.LIDDLE)** who will help you – **Email:** sliddle1@mortimer.school

The **DESIGNATED SAGUARDING LEAD (DSL)** is Mr Liddle

The **DEPUTY DESIGNATED SAGUARDING LEAD (DSL)** are Mrs Constable & Mr Mallam

KEY POLICIES

STATUTORY POLICIES

Department for Education

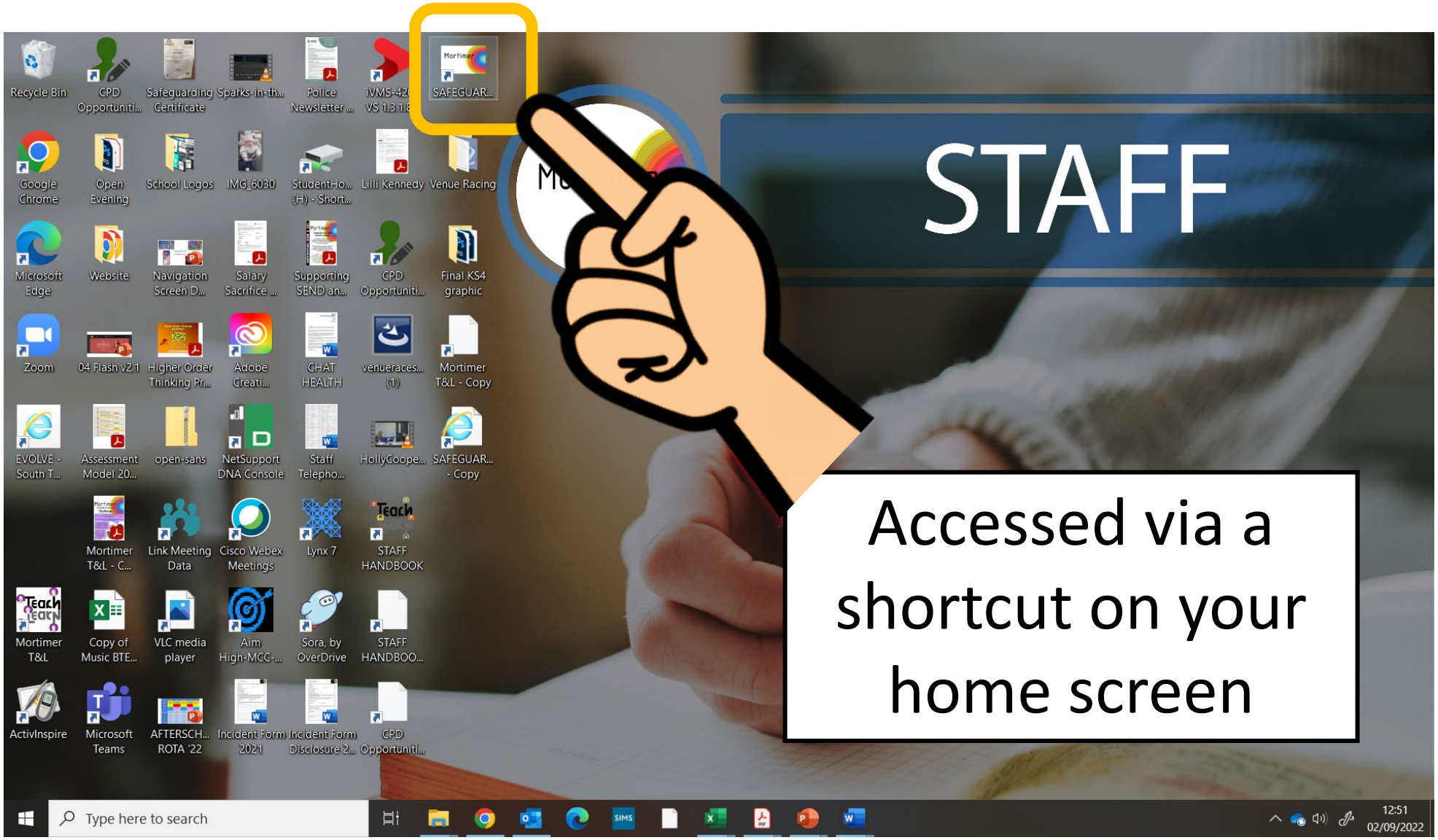
All staff MUST read these policies.

1. Our schools **Child Protection Policy** | **Child on Child Abuse Policy**

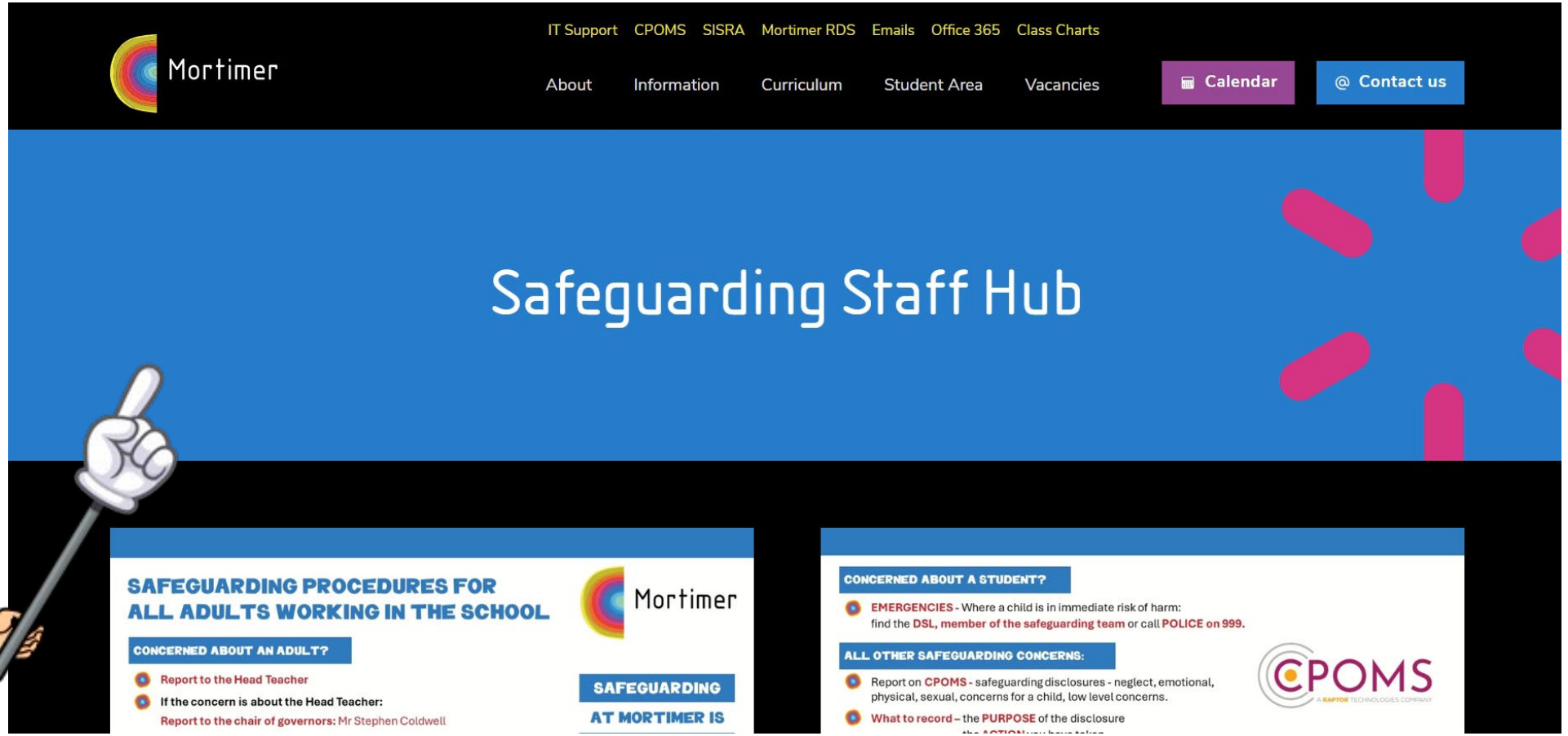
2. **Staff Code of Conduct – Sept 2024** and **Low-Level Concerns Policy 2024**

3. **DfE's - Keeping Children Safe In Education – Part 1** September 2024

STAFF SAFEGUARDING WEBPAGE



STAFF SAFEGUARDING WEBPAGE



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

Staff Key Documents & E- Sign Off Form

Adobe Acrobat Sign

Signature requested on "Staff Safeguarding Policies and Staff Code of Conduct Sign Off 2024/2025"

Adobe Acrobat Sign

Stephen Liddle requests your signature on

Staff Safeguarding Policies and Staff Code of Conduct Sign Off 2024/2025

Review and sign

Please review the attached polices. All have been collated into one document. Please read and complete the sign off form on the last page.

Staff Policy Sign Off Form - September 2024/2025

Please sign this form to confirm you have read the documents listed below.

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

All documents can be accessed digitally at any point throughout the year using the STAFF SAFEGUARDING HUB webpage:
https://mortimercommunitycollege.co.uk/safeguarding-staff-hub/

Policy name: Staff Code of Conduct & Low Level Concerns Policy - Sept 2024

Policy name: Child Protection Policy - Sept 2024

Policy name: Child on Child Abuse Policy - Sept 2024

Policy name: Keeping Children Safe in Education - Part 1 (2024)

Staff Name (Printed):	Steven Liddle
Staff Signature:	Signature: Steven Liddle (Aug 30, 2024 15:44 GMT+1) Email: sj.liddle@icloud.com

CERTIFIED CPD

Andrew Hall – Safeguarding.Pro

Step 1: You will have received a ‘Welcome’ email from Andrew Hall.

Step 2: Reset your password using the link.
Your Username is shown in the email

AH **Andrew Hall** 13:27
To: sj.liddle@icloud.com >

** Welcome to Safeguarding.Pro

Hi Steven!

me to **Safeguarding.Pro**.
Steven Li has setup your account and you now have access to the School 250 membe hip content.

Before you can access your account, you will need to setup a new password. You can use this link to reset your password now.

Use the info below to access your account.

You can login here: https://safeguarding.pro/login/

Account Info:

Membership: School 250
Username: sj.liddle@icloud.com

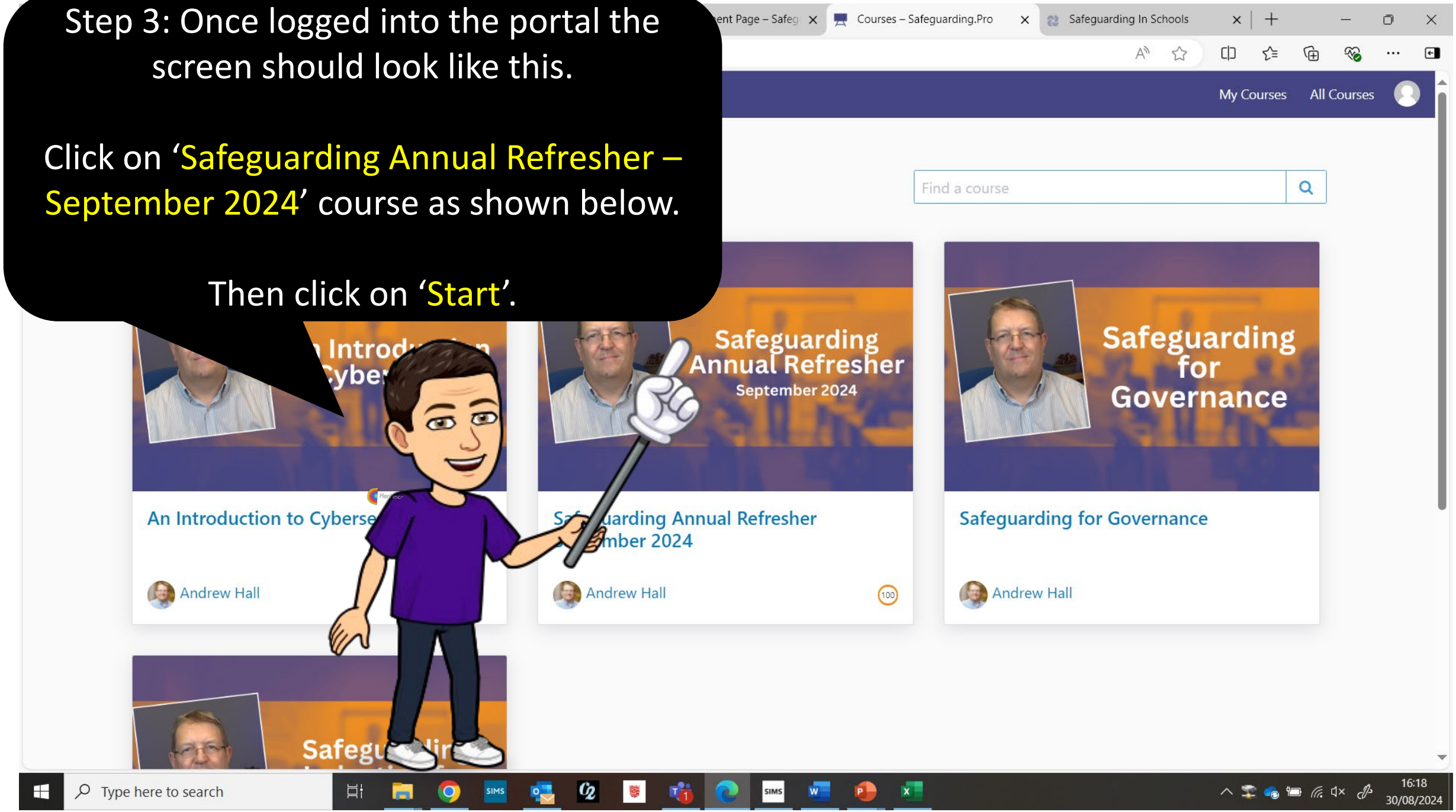
Cheers!

The Safeguarding.Pro Team

Step 3: Once logged into the portal the screen should look like this.

Click on ‘Safeguarding Annual Refresher – September 2024’ course as shown below.

Then click on ‘Start’.



https://safeguarding.pro/courses/safeguarding-annual-reresher-2024/lessons/safeguarding-annual-refresher-september-2024/

Safeguarding.Pro

Course Overview

Safeguarding Annual Refresher September 2024

100% COMPLETE

Resources

Presentation

Safeguarding Annual Refresher September 2024

Safeguarding Annual Refresher September 2024

Step 4: Click on the play button to watch the training video.

School | DCC - ICT Portal - SR-0218541 | Durham Schools Portal - ICT - | DSL Management Page – Safeg | Safeguarding Annual Refresher | Safeguarding In Schools

https://safeguarding.pro/courses/safeguarding-annual-reresher-2024/

Safeguarding.Pro

Safeguarding Annual Refresher September 2024

100% COMPLETE

- Course Overview
- Resources
- Certificate

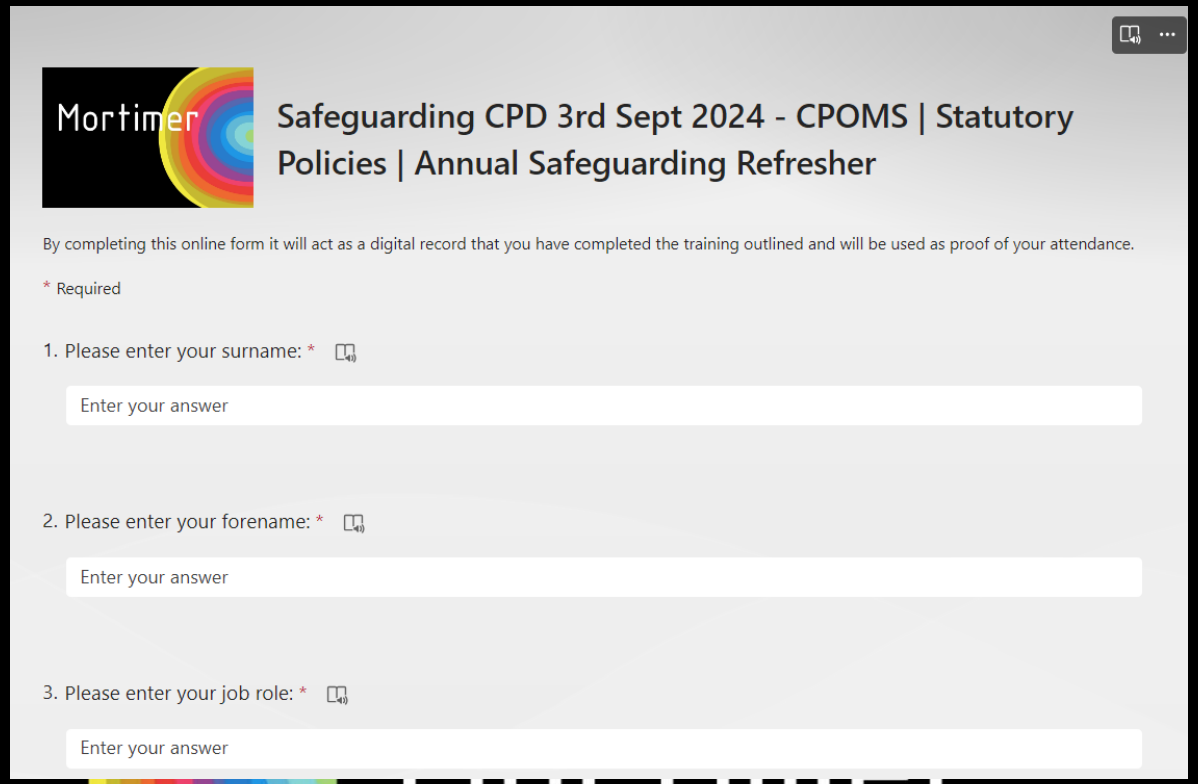
Course Curriculum

Presentation

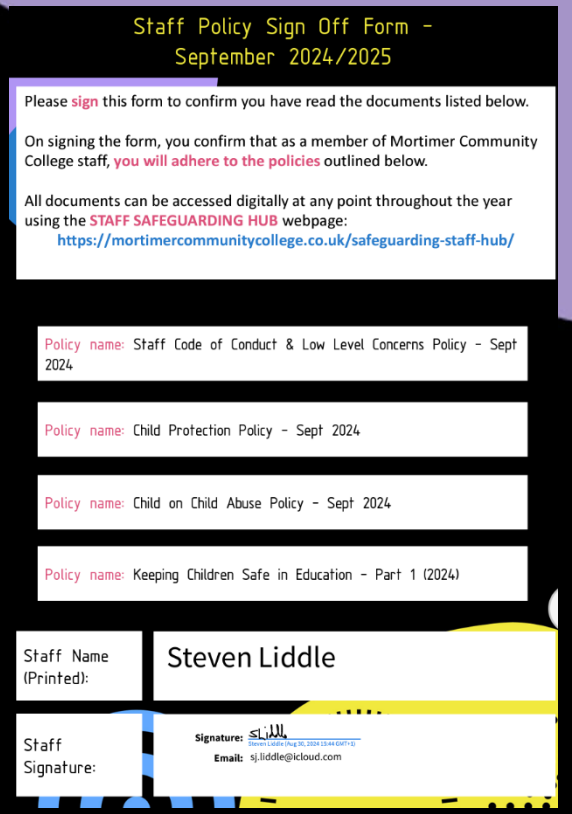
Step 5: Once you have completed the ‘Safeguarding Annual Refresher – September 2024’ course, you can download your training certificate for your records.

A digital register has been emailed to you to complete.

Policy Sign Off Form.



Adobe Acrobat Sign



Complete today

Complete by Friday 20th September 2024