

Westbourne School

Safeguarding

Westbourne is a small, caring school, with a homely environment and dedicated staff. However, we are well aware that safeguarding issues can occur at any place, at any time, and we are committed to fulfilling our duties when it comes to ensuring our pupils stay safe and happy.

In such a small school, communication can be easier, and Westbourne has an excellent reputation for having a nurturing, caring approach to the children and our community. However, we do recognise the importance of having clear procedures for sharing and reporting concerns.

How staff can report a concern

It is everybody's job to safeguard our pupils. If you have a concern about a child, you must inform the DSL or DSD. It is best practice to speak with the DSL/D before writing your concerns down (in case a situation is so serious that it requires immediate referral to Social Care). Concerns **must** be recorded on a 'Cause for Concern' form. These are printed on pink card, and can be found in every staffroom.

The form will prompt you to record all necessary details, but the more information you can give, the more helpful you will be. Do please feel free to write on the back of the form or to attach additional sheets. It is vital that you stick to facts, and record anything that has been said verbatim. Try to ask open questions, such as, 'Can you tell me about..?'. It is also acceptable to ask questions such as, 'How/when/where did this happen?', but **do not** ask leading questions. The DSL will provide you with further advice on how to conduct these conversations, and there are further tips in the Safeguarding folder on Google Drive. **NEVER** share a 'Cause for Concern' form electronically.

Once you have shared a concern with the Safeguarding Team, you should expect feedback on how your concern has been dealt with. You must ensure you do not discuss the incident with any member of staff who is not on the Safeguarding Team - this is vital and it ensures we are protecting the privacy and the dignity of our young people and their families.

Do not delay in reporting a safeguarding concern. It is extremely unlikely that there would ever be a situation whereby our Safeguarding Team are uncontactable, but if you are unable to speak to any members of the Safeguarding Team, and you feel a child is at **immediate risk of significant harm**, contact

Sheffield Safeguarding Hub immediately, on 273 4855.

Record your actions on a 'Cause for Concern' form, and speak to a member of the Safeguarding Team as a matter of urgency as soon as they are available.

Having a robust safeguarding procedure is vital in ensuring that all children are kept safe and are supported equally. If you are ever unsure of what steps you need to take, please know that you can talk to any member of the Safeguarding Team, who will be happy to advise you about any relevant matters.

General Information

We operate our safeguarding procedure in line with the Sheffield Safeguarding Children Board and we have adopted the Local Authority policies in addition to our own which have been/are being updated in line with KCSIE (Keeping Children Safe in Education) 2018. For all the policies please follow this link.

<https://www.safeguardingsheffieldchildren.org/sscb/education/policies-procedures>

Draft Policy – subject to ratification by the Governors autumn 2018

We all have a statutory duty to “safeguard and promote the welfare of children”, (*Working together to safeguard children, DfE 2018*) up to the age of 18 years.

If you have any concerns about the health and safety of a child or young person at this education setting or feel that something may be troubling them, you should share this information with an appropriate member of staff straight away.

Some issues such as a child’s appearance, hygiene, general behaviour, can be shared with any teacher or member of support staff in this setting. Do not worry about reporting small matters – we would rather that you tell us things which turn out to be small than miss a worrying situation.

However, if you think that a child, a young person or an adult who cares for them has been or might be harmed; please talk to one of the people below immediately.

You can ask any member of staff to find them and ask them to speak to you straight away about a confidential and urgent matter.

You can speak to any member of the Westbourne Safeguarding Team

			
<p>Designated Safeguarding Lead</p> <p>Mrs Natalie Day</p> <p>Her office is located in Ashdell Grove (Learning Support room)</p> <p>Tel: 0114 266 0374 (217)</p>	<p>Designated Safeguarding Deputy</p> <p>Mr John Hicks</p> <p>His office is located in Ashdell Grove</p> <p>Tel: 0114 266 0374 (203)</p>	<p>Designated Safeguarding Deputy</p> <p>Mr Jonathan Clark</p> <p>His office is located in Junior School</p> <p>Tel: 0114 266 0374 (213)</p>	<p>Online-Safeguarding Coordinator</p> <p>Miss Katie Baker</p> <p>Her classroom is located in Ashdell Grove</p> <p>Tel: 0114 266 0374</p>
			
	<p>Designated Safeguarding Lead in Pre-School</p> <p>Mrs Emma Rees-Oxley</p> <p>Her office is located in Pre-School</p> <p>Tel: 0114 266 0374 (212)</p>	<p>Designated Safeguarding Deputy in Pre-School</p> <p>Miss Rebecca Hall</p> <p>Her office is located in Pre-School</p> <p>Tel: 0114 266 0374 (212)</p>	<p>Safeguarding Governor</p> <p>Mrs Julia Wroth</p> <p>Contact via Clerk to the Governors (Mrs Vina Khan)</p> <p>Tel: 0114 266 0374 (204)</p>

An allegation or disclosure involving someone working with children in a paid or unpaid capacity **must** be reported directly to the Head Teacher, Principal or Senior Manager, unless it involves them and then it should be reported directly to the Chair of the Governing Body or Management Committee.

The Safeguarding Children Team in your setting includes:

Head Teacher/Principal/Senior Manager: responsible for implementing policies & procedures, allocating resources to the safeguarding team & addressing staff safeguarding concerns.

Name: Mr John Hicks (& DSD) Tel no: 0114 266 0374 (203)

Designated Safeguarding Lead (DSL): teaching or pastoral staff from Senior Leader Team, responsible for all safeguarding issues, advising & supporting staff, liaising with the Local Authority and other agencies.

Name: Mrs Natalie Day Tel no: 0114 266 0374 (217)

Designated Safeguarding Deputy (DSD): a teacher, support or pastoral worker, in a post which requires assessment of children, deputises for the DSL. Not an administrative or finance worker.

Name: Mr Jonathan Clark Tel no: 0114 266 0374 (213)

Child Sexual Exploitation (CSE) Lead: support for pupils and staff to understand CSE & related topics & how to refer.

Name: Mrs Natalie Day Tel no: 0114 266 0374 (217) **Sheffield Sexual Exploitation Service - 0114 201 8645**

Special Educational Needs Coordinator (SENCo): support for staff & other agencies working with pupils with special education needs & disabilities and their parents & carers.

Name: Mrs Natalie Day Tel no: 0114 266 0374 (217)

Learning Mentor (or equivalent): develops strategies and support to help pupils achieve their potential

Name: Mrs Natalie Day Tel no: 0114 266 0374 (217)

Looked After Children (LAC) Designated Teacher: promotes the education of 'looked after' children.

Name: Mrs Natalie Day Tel no: 0114 266 0374 (217)

Online-Safety Coordinator: develops & maintains a safe online culture within a setting.

Name: Miss Katie Baker Tel no: 0114 266 0374

Education Welfare Officers (or equivalent): address difficulties preventing pupils from attending school.

Name: Mrs Emma Rees-Oxley Tel: 0114 273 4855

Early Years Foundation Stage (EYFS) Lead: Supports staff to keep pupils up to 5 years old safe and well

Contact: Sheffield Safeguarding hub Tel: 0114 273 4855

Your Safeguarding Children Team also links in with the:

Safeguarding/Child Protection Governor: ensures there are appropriate policies & procedures in place, that they are being implemented & followed, & challenges/remedies deficiencies & weaknesses that are identified.

Name: Mrs Julia Wroth Tel no: Via Clerk to Governors – Mrs Vina Khan 0114 266 0374 (204)

Chair of Governors/Management Committee: leads on safe recruitment & allegations of abuse made against the Head Teacher/Principal/Senior Manager & other staff & liaises with the Local Authority.

Name: Mr Scott Hinchliffe Tel no: Via Clerk to the Governors -Mrs Vina Khan 0114 266 0374 (204)

SENDCo Governor: link between the SEND Co-ordinator (SENDCO) and the governing body/management committee.

Name: Mrs Julia Leatherland Tel no: Via Clerk to Governors – Mrs Vina Khan 0114 266 0374 (204)