

Chew Valley School Child Protection - Guidelines

(to be read in conjunction to LSP – Safeguarding and child protection policy)

Reporting

All staff are told/reminded of who to report issues to during annual update and receive regular emails/reminders.

All staff should:

- Act in line with LSP – Safeguarding and child protection policy.
- When a child discloses:
 - Listen: Do not judge (accept what you are told) or swamp with advice
 - Let them talk:
 - Use TED – Tell, Explain, Describe. Never ask “why?”
 - Reassure them, they are not to blame
 - Try not to look shocked or disbelieving
 - Record everything including date, time, questions asked and answers given + any action taken
 - Don't promise not to tell anyone
- Record on CPOMS
- Speak to a member of the safeguarding team (DSL, DDSL, or Student Wellbeing Manager) as soon as possible

The DSL will then decide to:

- Manage any support for the child internally using the school's pastoral support processes
- Do an early help assessment/referral
- Make a referral for statutory services

How to identify children who may benefit from early help and what your local early help process is?

- The concept of Early Help is simple; by working together with children, young people and families problems can often be prevented from occurring, or when they do families may be offered better support in order to stop them getting worse.
- Where needs cannot be met at a Universal Level and additional needs are identified, children, young people and families may require extra support from universal and/or early help services to prevent needs escalating.
- Needs should be identified through either a single agency assessment or multi-agency Early Help Assessment to inform the response required to effect positive change.
- Early Help is provided by a broad range of agencies including the voluntary and charitable sector as well as the council and other public sector organisations.
- Students can be identified through a variety of different aspects of work within the school and the external agencies working closely with the school (see appendix 2 – How to access support at Chew Valley School)
 - Termly CVS safeguarding meetings
 - Individual Support plan and behaviour stage meetings “What are we worried about?”
- Once identified, dependent on need the school may carry out a number of “Next steps”
 - BANES Behaviour and attendance panel
 - Bristol Inclusion Panel
 - Local Authority – Request for service/Early Help Referral
 - e.g. Youth Connect, Willow Project, Creative Youth Network, Project28, MentoringPlus, Barnardos, Compass, Connecting families, Off the record, SARI

- Use relevant Toolkits such as: Adverse Childhood Experiences, HARMless (Mental health), Neglect toolkit, SERAF (Child Sexual Exploitation Risk Assessment), DASH (Domestic abuse), Drinkthink

Recording

- CPOMS online software is used by all staff to keep written records of any safeguarding or child protection concerns we may have, ensuring that records are stored securely and reported onward in accordance with the policy, but kept separately from the child's general file.
- Staff are reminded during updates of how to report using CPOMS and there is a CPOMS guide to reporting in the staff shared area.
- CPOMS can be accessed from any internet enabled computer. There is shortcut from staff "desktops".
- As a minimum, all staff are expected to use CPOMS to record a concern. In doing so the staff member must alert the designated safeguarding lead and Student Wellbeing Manager. If appropriate include the Head of House and/or any other member of the pastoral support team.
- All staff are aware that CPOMS is not a replacement for the conversation with the DSL if a child is suffering or at risk or significant harm.

Monitoring

- The Safeguarding team (DSL and Student Wellbeing manager) monitor all incidents through CPOMS and meet (often daily) to discuss cases and seek appropriate further support.
- Individual Support plan and behaviour stage meetings run by the pastoral team use Signs of Safety® to structure all formal meetings with students and parents
- Detailed conversations about individual Child Protection/safeguarding concerns issues take place via the termly Safeguarding group meetings.
- Safeguarding group meetings are attended by the DSL, Student Wellbeing manager, SENCO and relevant pastoral lead. The School Nurse and relevant link workers from the mental health sub team (MHST) and OTR are invited to and attend wherever possible to challenge and support discussions and actions.
- Chew Valley School completes an Audit for the B&NES Community Safety and Safeguarding Partnership every year.
- This governor meets termly with the DSL. The nominated Governor overseeing child protection, meets with the DSL to complete the audit
- The local governing body has a standard review of the LSP – Safeguarding and child protection policy and associated Chew Valley School Child Protection Guidelines annually, and a report on generalised Safeguarding issues regularly through the headteachers report.

The School Site

- The school site is surrounded by a perimeter fence (installed summer 2020).
- The vast majority of outdoor space is covered by CCTV.
- All visitors on site must report to the reception via the intercom at the reception gate.
- The main gates are not open during the school day.
- Students do go outside of the perimeter fence for some PE lessons. They will always be accompanied by a member of staff when this occurs.
- All staff and Sixth formers wear photo ID badges on a lanyard. Visitors must also wear a lanyard. These are coloured to identify who is who;
 - Green – Chew Valley School staff
 - Red – Visitors
 - Blue – 6th form
- Any adult not wearing a lanyard, should be approached and challenged
- Duty staff have allocated areas to be in all unstructured time. When on duty, staff should wear high visibility jackets for students to easily identify who is available to help and support them.

- The student services corridor is a hub for students to access for support. There is a student reception, staffed by the student receptionist and attendance officer throughout the day (see Appendix 2 – How to access support at Chew Valley School)
- There is an annual fire drill undertaken during first 2 weeks of autumn term.
- “How to Get Help” posters are around the school (updated March 2021) offering support to those students who need it
- Wellbeing “drop in sessions” take place every week for all students to access the Student wellbeing manager.
- There is a wellbeing noticeboard in each of the main “blocks” signposting support.
- The school nursing team provide a sexual health clinic to students on school site, every Tuesday lunch time.

Appendix I - Key Contacts for Safeguarding and Child Protection

Designated Safeguarding Lead	Ben Stirling-Turner
Deputy DSL	Hannah Kenyon
Student Wellbeing Manager	Katie Hayfield
Headteacher	Gareth Beynon
Designated teacher for looked after children (LAC)	Victoria Black
Governor with Responsibility for Safeguarding & Child Protection	Ruth Knight
School Nurse	Maria Donovan 01761 408 111 or 07967 837 191
Local Authority Designated Officer	LADO@BANES.gov.uk 01225 396810 or 01225 396974
BANES Social Care	01225 396313
BANES Out of Hours Duty Team	01454 615165
Bristol Early Help/ Social Care	0117 9036444
North Somerset Social Care	01275 888808
BANES CAMHS	01865 903889
Bristol CAMHS	0117 340 8121/ 342 5466
NSPCC	0808 8005000
Childline	0800 1111
Report abuse in Education – National helpline	0800 136 663 or help@nspcc.org.uk

Appendix 2 – How to access support at Chew Valley School



How to access support at Chew Valley School

