



Safeguarding & Child Protection Procedures

This procedures document should be read in conjunction with the respective schools' individual Safeguarding & Child Protection policies.

In school both schools follow procedures in line with the North Tyneside Safeguarding Children Partnership (NTSCP) local Multi-agency Safeguarding arrangements.

We are aware of these procedures and ensure that they are incorporated into the practice, policy, and procedures that we operate in each school.

<i>Child Protection Procedures</i>	<i>How this will operate in practice across both sites</i>
<p>Contacting the Front Door We will contact North Tyneside's Front Door Service as the first point of contact with Children's Social Care Front Door service for concerns about the safety or welfare of a child/young person in North Tyneside. However, we are also aware that we can ring the North Tyneside Multi Agency Safeguarding Hub (MASH) Professionals Helpline should we need advice prior to calling the Front Door Service. We understand that the Front Door Service is the access point to the MASH which has a multi-agency duty team who offer information, support and services including information about early help and will respond to concerns. Reference Document A attached at the end of this policy includes Front Door and MASH Helpline contact details.</p>	<p>The student's 'home' school will make contact with the Front Door and/or MASH and will take responsibility for contacting parents where necessary.</p> <p>The 'home' school is defined as the site where the initial Record of Concern was received e.g. if it's disclosed to a member of staff at GSHS staff ring it in regardless of whether they are a GSHS or LHS student originally The other school, where the student is Sixth Form registered, will be informed before this occurs.</p>
<p>Sharing information across sites In school, we ensure that all staff are aware that they have a professional responsibility to share information with other professionals and agencies in order to safeguard children/young people. All staff are aware of confidentiality protocols, adhere to these and ensure that information is shared appropriately. In school we all understand the need for and respect the appropriateness of the Head Teacher or DSL (or any DDSLs) or</p>	<p>Staff at both sites will be made aware of the details of the incident as soon as is practicable but this <u>must</u> be on the same day as the initial concern is received.</p> <p>Information must be shared with the following people as part of the NE12 Safeguarding group: email distribution list NE12 Safeguarding - Kath Williams, Val Short, Louise Dunn, Ian Williams, Rebecca Ronan, Kelly Holbrook, Ian Wilkinson</p> <p>DSL Longbenton: Val Short vs@longbenton.org.uk DSL GSHS: Kath Williams kwilliams@gshs.org.uk</p>



Safeguarding & Child Protection Procedures

<p>Designated Teacher for Looked After Children (LAC)¹ disclosing any information about a pupil to other members of staff on a need to know basis only.</p> <p>However, in line with the current KCSE, we share information about the welfare, safeguarding and child protection issues that children, including children with an allocated social worker (or have previously been allocated a social worker), are experiencing, or have experienced, with relevant teachers and school staff in order to promote their welfare and educational outcomes. This is in line with the recent review of Children in Need.²</p>	<p>Head of 6th form Longbenton/DDSL: Ian Williams IW@longbenton.org.uk Head of 6th form GSHS: Bekki Ronan rronan@gshs.org.uk Deputy DSL GSHS: Louise Dunn ldunn@gshs.org.uk</p> <p>Any cases involving an allegation between two students across the two sites must also be reported by the “home school” to both Headteachers.</p> <p>Information will be shared via CPOMs.</p>
<p>We ensure that staff understand academic progress and attainment of these children and maintain a culture of high aspirations for this cohort. We support teaching staff to identify the challenges that children in this group might face and the additional pastoral and academic support and adjustments to be made to best support these children.</p>	<p>If there is context that staff at either site need to be made aware of at point of transfer from Y11 to 12 then the respective schools will ensure this information is shared in advance of students starting their studies. This will be in person between Heads of 6th Form once enrolment has been completed in the summer and via CPOMS.</p>
<p>In school, we ensure that all staff are aware that any information a child/young person discloses regarding harm/abuse of themselves or of another child/young person must be shared as appropriate and cannot be kept secret. In addition to our overarching principles which operate to ensure child protection is effective we also have 5 areas of focus. We believe that this ensures child protection procedures are easier to understand for ALL and better ensures we are operating our child protection procedures effectively. Each area of focus is of equal importance:</p>	<p>Overarching principles: we have a DSL for Child Protection who is part of the school's senior leadership team (see key staff above - Val Short & Kath Williams)</p> <p>The DSL takes lead responsibility for safeguarding and child protection and this is explicitly noted in their job description. Whilst some of the activities of this role may be delegated to appropriately trained and experienced deputies, the ultimate lead responsibility for safeguarding and child protection remains with the DSL as this cannot be delegated. The DSL and DDSL's are issued with an appropriate job description/role clarity for this role which incorporates Annex C of the current Keeping Children Safe in Education</p>

¹ In line with [2018 guidance](#) for the designated teacher for looked-after and previously looked after children

² [DfE Review of Children in Need, June 2019](#)



Safeguarding & Child Protection Procedures

- Training & Awareness for All
 - Identity, role & Responsibilities of the DSL & Deputy DSLs
 - Safeguarding in Practice
 - Working with Others
 - Teaching & Learning and the Curriculum
- the DSL and their Deputies will undertake appropriate local North Tyneside Safeguarding Children Partnership (NTSCP) multi agency safeguarding training every two (2) years
 - we have three appropriately trained and experienced Deputy DSL's (DDSL's) in school and these arrangements are clearly communicated to staff, supply staff, agency workers, volunteers, and governors. Ian Williams and Louise Dunn are DDSLs on both sites.
 - staff, supply staff, agency workers, volunteers and governors are clear where they have a concern or a query relating to a child/young person that they need to contact the DSL/DDSL in school ³
 - all staff, supply staff, agency workers, volunteers, governors, bus drivers and other adults supporting/working in school knows what to do if they have any concerns about a child, including referring the matter to the DSL/DDSLs who should always be available to discuss safeguarding concerns. If in exceptional circumstances, the DSL or DDSL is not available, this should not delay appropriate action being taken. Staff should consider speaking to a member of the Senior Leadership team and/or take advice from the MASH professional's helpline and Children's Social Care Front Door service
 - the DSL/ DDSL takes advice from the MASH professional's helpline and Children's Social Care Front Door service when managing cases where there is or may be a concern that warrants further support or intervention in line with the [Local Threshold Guidelines](#)
 - parents have an understanding of the responsibility placed on school and staff for child protection. This is achieved in school as we clearly communicate our policy in information provided to parents and ensure our Child Protection Policy is published on the website

³ For service providers staff based in school, we are clear that those staff are also clear on appropriate reporting protocols which have been issued to their staff and how this aligns into our school policy.



Safeguarding & Child Protection Procedures

<p>Assessing Risks:</p>	<ul style="list-style-type: none"> • all students will be required to sign in at reception in accordance with our visitor’s protocol; this applies to GSHS and LHS students arriving in and out of the main entrance at the LHS site (where badges must be worn and are used to sign in) and at the GSHS site where students must wear their ID badges and sign in using their fob. • Students who are concerned about their safety or the safety of others on the bus should contact their Head of Sixth Form as soon as possible with details of their concerns. This will be shared with sixth form staff and DSLs in both schools and appropriate action taken which will include close liaison with our bus provider. • In any case which involves an allegation between two or more NE12 students, the Home School is responsible for the “Initial Response” and immediate safeguarding of the young people involved whilst information is gathered. This will include access to lessons, social spaces and transport etc. • Once Initial Safeguards are in place, the NE12 Safeguarding Team should meet either in person or by telephone/virtually and decide on “Ongoing Considerations” including our duty to safeguard children and our duty to educate them taking account of the guidance in KCSIE 2021 and “Sexual violence and sexual harassment between children in schools and colleges (Sept 2021) where necessary).
<p>Governor role</p>	<ul style="list-style-type: none"> • the Governing Body receives a confidential annual report from the DSL and the Safeguarding Governor in each school. This provides updates of practice that operates in school, including but not limited to any changes linked to legislation, development of good practice, analysis of current safeguarding patterns and trends (including low level concerns), feedback from staff and the child’s voice linked to safeguarding practice in school. This is to provide assurance to the Governing Body that both safeguarding and child protection is operating effectively at all levels in school. Each school will also complete a Section 11⁴ audit as and when requested by the North Tyneside Safeguarding Children Partnership (NTSCP) to further evidence that safeguarding arrangements are effective
<p>Accessing Wifi (students)</p>	<p>If students require use of their own devices in school they can request this via the Head of Sixth Form who will liaise with the network manager to access Wifi codes. The device will then be monitored by the school’s filtering and security systems.</p>

⁴ Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children



Safeguarding & Child Protection Procedures

Reporting and addressing allegations of sexual harassment or sexual violence which involve students who are taught at both sites.

The following checklist to be followed in all cases of this nature with reference at all times to <https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges>

1. ROC completed by member of staff who is first alerted to the alleged incident.
2. “Home School” shares ROC between both High Schools in NE12.
3. DSLs at “Home School” on “Initial Response” to ensure immediate safeguarding is in place – if students are in close proximity with one another, they should be separated immediately and arrangements made for them to remain so until the end of the school day when departure should be staggered to avoid further contact with one another. This may involve liaison with the other school on initial decision making.
4. Head of Sixth Form at Home school to contact parents to of both alleged perpetrator and victim to outline concern and notify that Police and Front Door will be contacted. Ideally meetings should be conducted in person with the families.
5. Calls made to Front Door and Police contacted by Head of Sixth Form at “Home School”.
6. Statements taken from both students, detailing what happened from their perspective. Other students who were present at the incident must be named. Sanctions and/or arrangements for the alleged perpetrator to study at home will be considered on a case to case basis based on initial information gathered.
7. Meeting held either in person or online to share information gathered and discuss “Ongoing Considerations” plan next steps using DfE guidance. Risk Assessment drawn up. Where a police investigation is underway, students can



Safeguarding & Child Protection Procedures

not be in the same lessons and care must be taken to avoid them being in close proximity with one another.

8. Longer term plan in place and agreed upon by both schools before either student returns to sixth form.
9. RA in place and clear expectations set with regards to attendance at lessons,
10. Meetings held with student and parents of both alleged victim and alleged perpetrator where RA and expectations are agreed upon and dates for review agreed upon.
11. Staff at both schools to liaise closely with the police and children's services as required as the situation develops.