

SAFEGUARDING COMMITTEE NEWSLETTER

The next '1 minute guide' to be issued will focus on the crucial topic of **recording and reporting** within our residential school setting. Accurate and timely records are essential for protecting our students with severe learning difficulties and ASD and ensuring their well-being. Here's a quick insight into the topic and some useful links below:

WHY RECORD AND REPORT?

When there's a concern about a student's safety, be it potential abuse, neglect, or bullying, clear documentation allows for a thorough investigation. This record becomes vital evidence, ensuring appropriate action is taken to protect the student. It creates a clear paper trail that prioritises their well-being.

Detailed records also act as a bridge between you, families, and external agencies involved in our children and young people's care. When concerns arise, clear documentation allows everyone involved to work together seamlessly. This ensures a coordinated approach. Everyone is on the same page, working together to address the situation and support the children and young people most effectively.

[The Department for Education \(DfE\) Safeguarding Guidance](#)

[Keeping children safe in education 2024](#)

[The Local Government Association \(LGA\) guidance on safeguarding children](#)

[What makes an effective case record?](#)

[Good practice in record-keeping in children's social care](#)



REMINDER:

HIGH-VISIBILITY VESTS MUST BE WORN BY STAFF AND STUDENTS DURING WALKS OUTSIDE THE PREMISES. WE WILL ENSURE SUFFICIENT VESTS ARE AVAILABLE FOR EACH CLASS.

Recording incidents also allows us to learn from the past. By analysing data on past incidents, we can identify trends and areas where our safeguarding practices can be improved. This helps us to develop more effective strategies to prevent future occurrences. It's a continuous improvement process that helps us create a consistently safe and secure environment for all those in our care.

In conclusion, recording and reporting are crucial aspects of safeguarding our students. It allows us to protect them, collaborate effectively, and continuously improve our practices to create the safest possible environment for everyone at Witham Prospect.



I CAPTURE MOMENTS, BIG AND SMALL, BUT WHISPERS FADE, I HAVE NO CALL. FOR SAFETY'S SAKE, I HOLD THE KEY, TO TRUTHS UNSEEN, FOR ALL TO SEE.
WHAT AM I?

(ANSWER WILL BE ON THE NEXT ISSUE)
ANSWER FROM LAST ISSUE: SAFEGUARDING POLICY



[Link to Witham Prospect CPOMS](#)



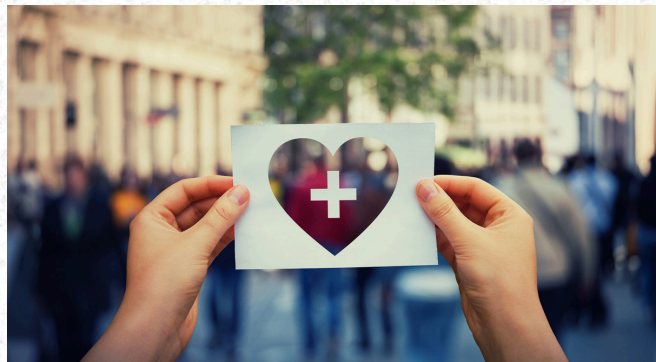
safeguarding@withamprospect.co.uk



[School Bus](#)



[Working together to safeguard children 2023](#)



HEALTH AND SAFETY

The Safeguarding Committee is committed to maintaining a safe and healthy environment for everyone at Witham Prospect. This month's Health and Safety update highlights some key areas for improvement:

CHEMICAL SAFETY (COSHH):

- We've identified instances of unattended chemicals and mops.
- Staff are reminded to never purchase or bring bleach onto the premises. We encourage everyone to follow safe handling procedures for all cleaning materials.

FIRE SAFETY:

- **Storage near electrics:** Items like coats stored near the electricity room in the cabin and plant room must be relocated to maintain a one-meter clearance from electrical equipment.
- **Blocked fire extinguishers:** The staff room needs to be cleared of any items obstructing access to fire extinguishers.
- **Fire alarm awareness:** We understand a student has been setting off fire alarms. Staff are reminded that if the alarm sounds, they should evacuate unless they are certain it's a false alarm and can inform others. We'll be recirculating the fire safety policy for everyone's reference.

SLIP HAZARDS:

- We've observed a build-up of bags, towels, and water around the shower area near the dining room. This area can be slippery when wet.

THE SAFEGUARDING COMMITTEE

In November 2023, Witham Prospect School formed a safeguarding committee to ensure that a whole school approach to safeguarding is achieved. The committee meets on a monthly basis and the members and their areas of expertise are:

- Jo & Claire - DSL for Care and Education
- Gemma - Chair and Board Level DSL
- Bev, Nicola P & Lindsey - Deputy DSLs
- Colleen - Deputy DSL & Health and Wellbeing Lead
- Nicola W - IT & Health and Safety
- Neil - Health and Safety
- Jason - Site Maintenance
- James P - Digital/Online Safety
- Sam Roberts - Finance
- Dean - HR
- Paul - Compliance
- David - Staff Development & Behaviour Lead
- Tyler - Psychology Assistant
- Jayne - Committee Secretary

Ensuring safety of our children and young people includes preventing peer-on-peer incidents. Staff vigilance is crucial, prioritise positioning yourselves in front of students exhibiting heightened emotions or attempting to break through barriers. While any suspected safeguarding concern should be reported immediately, CPOMS (our incident recording system) is used for documented incidents. "Near misses" don't require a CPOMS entry, but potential incidents like pushing might. Remember to report first, record second, and use your judgment. If unsure, consult your line manager or the Safeguarding Committee for guidance on peer-on-peer interactions and recording procedures.

COMING UP

The next safeguarding committee focus will be on **online safety**. This focus aligns with the ever-evolving digital landscape and the potential risks it presents to our young people.

Next Safeguarding Committee Meeting: **6th September 2024.**

If you have any points for consideration by the committee please share these with one of the members. Please be aware that the committee does not discuss individual cases. The purpose of the committee is to discuss safeguarding provisions and policy within our setting and review legislative changes and how to implement these effectively.

Social Services: 01522 782111

Childline: 08001111

Lincolnshire Prevent Team: 020 7340 7264

Young Carers Helpline: 01522 553275

NSPCC whistle blowing Helpline: 08088 005000

Samaritans: 01522 528282

Family Services Directory: 0800 19 1635

**UPDATE AND EXPAND YOUR
SAFEGUARDING KNOWLEDGE**



LSCP Training Link



CASPAR newsletter and podcasts