

SAFEGUARDING COMMITTEE NEWSLETTER

The UK GDPR is a set of guidelines for the collection and processing of personal information of individuals within the UK, and sits alongside the Data Protection Act (DPA) 2018, replacing the DPA 1998.

General rules to compliance with data protection law - key compliance points: Lawfulness, fairness and transparency, Purpose limitation, Data minimisation, Accuracy, Storage limitation, Integrity and confidentiality (security), Accountability

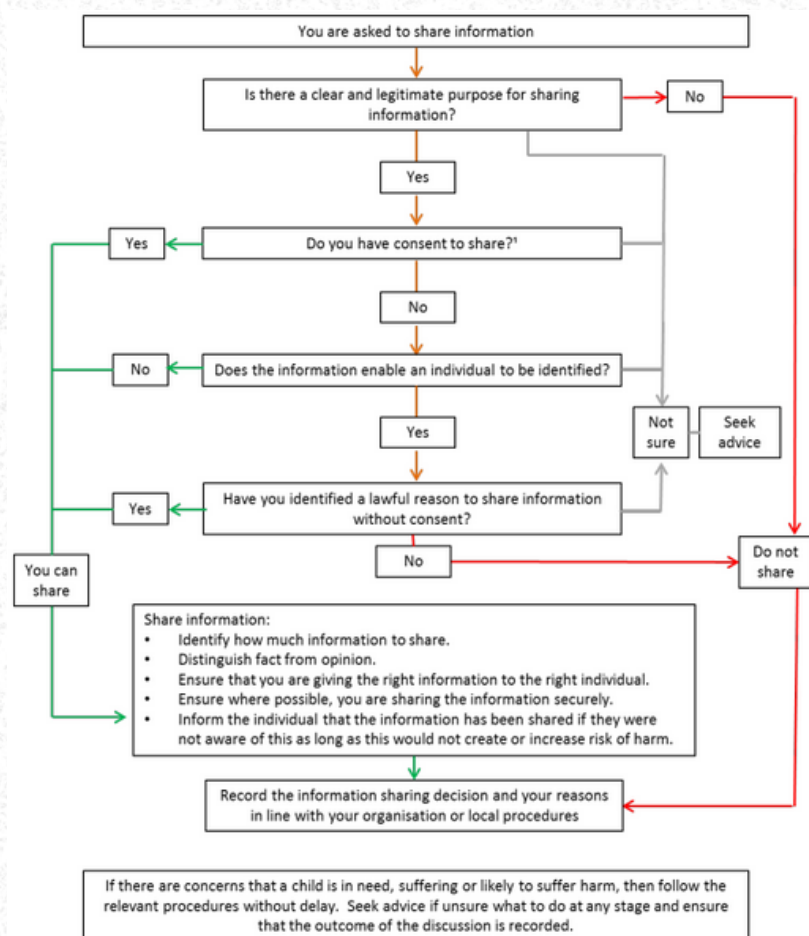
WHAT IF A PERSON DOES NOT WANT YOU TO SHARE THEIR INFORMATION?

Safeguarding concerns should always be shared in line with the organisation's policy, except in emergency situations where police involvement is necessary.

Managers and DSLs will need to make decisions about sharing information with external agencies, including the police and local authority. Individuals may not give their consent to the sharing of safeguarding information for a number of reasons. For example, they may be frightened of reprisals, they may fear losing control, they may not trust social services or other partners or they may fear that their relationship with the abuser will be damaged. Reassurance and appropriate support along with gentle persuasion may help to change their view on whether it is best to share information.

If a person refuses intervention to support them with a safeguarding concern, or requests that information about them is not shared with other safeguarding partners, their wishes should be respected. However, there are a number of circumstances where the practitioner can reasonably override such a decision, including:

- to safeguard a child
- for children and young people over the age of 16 and the person lacks the mental capacity to make that decision – this must be properly explored and recorded in line with the Mental Capacity Act
- other people are, or may be, at risk, including children
- sharing the information could prevent a crime
- the alleged abuser has care and support needs and may also be at risk
- a serious crime has been committed
- staff are implicated
- the person has the mental capacity to make that decision but they may be under duress or being coerced
- the risk is unreasonably high and meets the criteria for a multi-agency risk assessment conference referral
- a court order or other legal authority has requested the information.



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
- Sam Roberts - Finance
- Dean - HR
- Paul - Compliance
- David - Staff Development & Behaviour Lead
- Tyler - Psychology Assistant
- Jayne - Committee Secretary

REGULATORY

Privacy Notice - The Data Protection Privacy Notice has been updated and we have produced new consent forms. These will be sent out to all staff over the forthcoming weeks. Please look out for them and return them to HR.

Website updates - A new cookie policy has been written and is in the process of being added to the website. The 'Terms of use of website' policy is also being uploaded to the website.

The 'Data Protection Policy' has been updated. Please familiarise yourself with the new issue of this policy.

HEALTH AND SAFETY

HOUSEKEEPING:

For the safety of the children/young people, staff and visitors, please keep the outside areas tidy as well as the indoor areas. Equipment and toys etc. not in use should be put away. Children/young people should be encouraged to look after their environment and return equipment after use. iPad not in use should be returned to the staffroom. Can staff please check their footwear and the footwear of the children/YP's in their care before proceeding through the building. The carpets were cleaned one day and the following day someone walked mud across them. This is discourteous to our cleaning team who work tirelessly to keep the buildings clean and hygienic.

MINIBUSES:

Please remove all items, rubbish and equipment from the minibuses upon returning to the school. If a child is sick on the bus, this must be cleaned up and sanitised straight away to ensure safe hygiene standards for the next users.

COSHH:

Chemicals and cleaning equipment must not be left out. The COSHH cupboard must always be locked shut and the laundry door closed.

CPD AND FURTHER READING

[The Data Protection Act](#)

[UK GDPR Guidance and Resources](#)

[Everything You Need to Know About Internet Cookies](#)

[Information Sharing - Gov.UK Advice and Guidance for practitioners](#)

COMING UP

The next 1 minute guide to be issued will focus on peer interactions and how to promote positive relationships within a communal living environment.

Next Safeguarding Committee Meeting: **26th April 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