

SAFEGUARDING COMMITTEE NEWSLETTER

A safe and hygienic kitchen environment is essential for the well-being of everyone at Witham Prospect. The next '1 minute guide' to be issued will focus on the crucial topic of Kitchen Safety, reminding all staff of their responsibilities in maintaining a safe and healthy space.

KITCHEN SAFETY AT WITHAM PROSPECT: A SAFEGUARDING FOCUS

Maintaining a safe and hygienic kitchen is paramount for the well-being of our young people. This newsletter highlights key areas for safeguarding within the kitchen environment.

INCIDENT PREVENTION: KNIFE SAFETY AND THE SIGN-IN/OUT SYSTEM

A specific near miss involving knives being left out has prompted a crucial procedural change:

- **Knife Sign-In/Out System:** A sign-in and sign-out clipboard has been implemented at the knife cupboard. All staff must use this system to track knife usage and return.
- **Promoting Accountability:** This measure promotes accountability and ensures that all knife usage is tracked, preventing knives from being left unattended and reducing the risk of accidents.
- **Learning from Near Misses:** This incident highlights the importance of not only having procedures but also consistently enforcing them. The sign-in/out system demonstrates a commitment to learning from near misses and preventing similar incidents.

Kitchen Safety: 10 Simple Tips For Keeping Your Kitchen Safe

Food hygiene for your business

Kitchen Safety – Reduce Workplace Hazards & Injuries

Incident Reporting: Why Is It Important and How Do We Manage It?

Guidance on Food Safety and Kitchen Hygiene



REMINDER:

TO FURTHER ENHANCE KITCHEN SAFETY, A DEDICATED TRAINING PROGRAM IS BEING IMPLEMENTED, WHERE STAFF MEMBERS WILL RECEIVE KITCHEN SAFETY TRAINING.

TRAINING INITIATIVES

In response to the identified concerns and as a proactive measure, training initiatives are being implemented:

- **"Safer Food, Better Business" Folder:** We've recently replaced the "Safer Food, Better Business" folder in the kitchen. This invaluable resource contains essential information on food hygiene and safety practices. To ensure it remains readily accessible for all staff, please do not remove the folder from the kitchen area.
- **Daily Kitchen Safety Training:** Daily kitchen safety training is being provided for four care staff members. This targeted approach ensures a significant portion of the care team receives focused instruction on key procedures.
- **Embedding a Culture of Safety:** This ongoing training is a positive step towards embedding a culture of safety consciousness within the staff team.

ADDRESSING KEY CONCERNS: ALLERGIES AND FOOD TEMPERATURES

A primary concern highlighted is the consistent completion of allergy information sheets and the accurate monitoring of food temperatures. These are fundamental to preventing allergic reactions and foodborne illnesses, especially crucial in a setting like Witham Prospect, which caters to young people with severe learning difficulties and autism who may have complex dietary needs and communication challenges. Addressing this requires:

- **Clear Protocols:** Establishing and consistently enforcing clear protocols regarding the completion and accessibility of allergy information sheets.
- **Staff Access to Information:** Ensuring all relevant staff (kitchen, care, and education) have access to up-to-date information on each young person's dietary requirements.
- **Rigorous Temperature Monitoring:** Implementing rigorous procedures for monitoring and recording food temperatures at various stages of preparation, cooking, and storage.
- **Regular Checks and Record-Keeping:** Performing regular checks using calibrated thermometers and maintaining meticulous records to ensure food safety standards are met.



I AM A PLACE WHERE FLAVOURS ABOUND, BUT SAFETY MUST ALWAYS BE FOUND. FOR YOUNG MINDS AND SENSES SO BRIGHT, WE WORK TOGETHER TO KEEP THINGS RIGHT.
WHAT AM I?

(ANSWER WILL BE ON THE NEXT ISSUE)

ANSWER FROM LAST ISSUE: A FIRE EXIT SIGN



[Link to Witham Prospect CPOMS](#)



safeguarding@withamprospect.co.uk



[School Bus](#)



[Working together to safeguard children 2023](#)



RESIDENT SAFETY AND EQUIPMENT

The proper placement of equipment is crucial for the safety of our young people. Please ensure that equipment is placed back in its designated position after use. Monitor closely, as movement may cause displacement. Regarding fire safety, it is imperative that fire extinguishers remain unobstructed at all times. Chairs must not be placed in front of them. This will be reiterated in upcoming meetings. New folding chairs for night staff must be stored in the designated cupboard each morning to maintain clear access to safety equipment.

ALLERGY AWARENESS AND FOOD SAFETY

Compliance with COSHH regulations is vital. Please ensure that all COSHH items are stored correctly and not left out, particularly combustible items, which must not be left on radiators. Personal items should be stored in designated areas to prevent hazards and maintain cleanliness. To address concerns regarding laundry hygiene, please ensure all soiled clothing is thoroughly cleaned before washing to prevent staining and the spread of infection. Coaching sessions on proper cleaning techniques will be provided to reinforce best practices.

MINIBUS MAINTENANCE AND HYGIENE

The cleanliness and maintenance of our minibuses are essential. Please ensure that minibuses are kept clean and tidy, and that drinks are not left inside, as they can be a trigger for some of our young people. Weekly cleaning schedules are being organised to address this. Teams are encouraged to keep a bin bag in the minibus to collect rubbish during outings, which helps educate the children about respecting shared resources and maintaining cleanliness.

HEALTH AND SAFETY

Ensuring the safety and well-being of our young people and staff is paramount. This newsletter addresses several key health and safety concerns and outlines the steps being taken to address them.

ALLERGY AWARENESS AND FOOD SAFETY

It is essential that allergy information is current and readily accessible to all staff. Recent discussions have highlighted the need to revisit and update allergy sheets. Groups of staff will be working together to ensure these sheets are accurate and complete. Additionally, please remember to label all opened food items with the date of opening. A crib sheet is available for reference if you are unsure of the correct dates. This matter will be discussed further in upcoming meetings to ensure consistent compliance.

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 & Rhianna - Deputy DSLs
- Colleen - Deputy DSL & Health and Wellbeing Lead
- Nicola W - IT & Health and Safety
- Neil/Danielle - 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

COMING UP

The next Safeguarding Committee focus will be on **domestic abuse**. This focus will encompass recognising signs of abuse, understanding the impact on our young people and their families, and developing strategies for prevention and support within our school community.

Next Safeguarding Committee Meeting: **7th March 2025**.

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](#)