

SAFEGUARDING COMMITTEE NEWSLETTER

Welcome to our latest newsletter! This edition is a direct outcome of our most recent Safeguarding Committee meeting, where a key focus was placed on enhancing our collective wellbeing and operational efficiency.

The next '1 minute guide' to be issued will focus on the topic of **Staff Sickness**. We'll be delving into the **key steps** to take when you're unwell, and importantly, the wider **impact** of absence on our team and our work.

We believe that clear communication and a shared understanding are vital for a thriving and safe workplace for everyone. We hope you find this edition informative and helpful.

Here's a quick insight into the topic and some useful links below:

UNDERSTANDING STAFF SICKNESS: KEY STEPS

When you're unable to work due to illness, **prompt notification is crucial**. Please contact the school by calling 01522 789067 before your usual start time (before 6:00 am for early shift, before 10:00 am for late shift, before 2:00 pm for night shift and 8:00 am for Education Team) on your first day of absence. This helps us cover your responsibilities and ensures smooth operations. For absences over seven calendar days, a **Fit Note** from your GP is required. Finally, a brief, confidential **return-to-work interview** will be conducted by your Line Manager when you return to discuss your wellbeing and any ongoing support needed.

THE IMPACT OF SICKNESS ABSENCE ON OUR TEAM

While illness is unavoidable, it's important to recognise its impact on our team. Absences can lead to **increased workload and stress for colleagues** covering duties, disrupting workflows and potentially delaying projects. This creates a **strain on operational resources** and can affect overall team morale and productivity. Our commitment is to support you through our **Employee Assistance Program (EAP)** and welfare checks. By promptly notifying and communicating during absence, you help minimise these impacts, allowing us to plan effectively and maintain our standards.

[Employee Assistance Program \(EAP\) - Health Assured](#)

[HSE \(Health and Safety Executive\) - Report accidents and illness](#)

[ACAS - When an employee is off sick](#)

[GOV.UK - Getting a fit note](#)

[Mind - Workplace mental health resources](#)

[Supporting mental health at work](#)

[Staff Absence and Return to Work Policy](#)



REMINDER:

STAFF STILL EXPERIENCING PROBLEMS LOGGING IN TO CPOMS MUST INFORM THEIR TEAM LEADER OR GEMMA.



I MAKE A GAP IN YOUR WORKDAY'S FLOW, A REASON YOUR COLLEAGUES STEP UP TO GO. NO HOLIDAY BOOKED, NO PLANNED ESCAPE, JUST A PHONE CALL MADE, OFTEN BEFORE DAYBREAK. WHAT AM I?

(ANSWER WILL BE ON THE NEXT ISSUE)
ANSWER FROM LAST ISSUE: THE IMPACT OF ABUSE



[Link to Witham Prospect CPOMS](#)



safeguarding@withamprospect.co.uk



[School Bus](#)



[Working together to safeguard children 2023](#)



IT UPDATES

- ◆ The problems with the new printer in the staff room have now been resolved.
- ◆ Staff are reminded that they should not change their Behaviour Watch password back to their surname to ensure their account is only accessed by them, it is being looked into as to whether a prompt can be set for regular password changes.
- ◆ Door codes will be changed every 3 months and they will all be 6 digits from now on, as some of our children are able to work out patterns but not using double digits.

HEALTH AND WELLBEING

- ◆ The possibility of placing a sofa in the staff room instead of chairs for staff to relax was raised. An outdoor shelter for staff, that won't require planning permission, is being sought for installation at the bottom of the staff room stairs.
- ◆ A reminder will be given at staff meetings about small items like hair bobbles being left around the building, especially concerning children with PICA and the general risk of children putting inappropriate items in their mouths.
- ◆ The position of a part-time nurse has recently been advertised to support the complex needs of our young people, providing assistance with training, medical enquiries, blood tests, and vaccinations. This role will be registered with CQC and aims to support the Health and Wellbeing Lead.

HEALTH AND SAFETY

Minibus Safety & Accident Reporting: Staff are reminded that food is still being left on minibuses, and sunscreen was also noted as being left lying around. All staff should now be aware of using Monday.com to report any accidents or damages on buses, facilitated by QR codes now on bus keyrings for easier access.

Site & Child-Specific Safety: Upcoming changes to the car park include redoing lines and establishing a dedicated disabled bay. A new Occupational Therapist, Rosie, will be recording a video demonstrating how to fit harnesses, which will greatly assist staff. The lighting situation for night staff will be reviewed, including individual light systems for Abdullah due to his fear of the dark, and portable lanterns have been purchased, though discussions around rechargeable batteries are ongoing due to replacement costs.

Product Storage & Staff Conduct: While there has been an improvement, COSHH products are still being left on windowsills outside bedrooms, and this will be brought up again in Care Meetings. Finally, issues with staff calling in sick half an hour before shifts and some staff turning up late will be addressed by team leaders and in care meetings.

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
- 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 **Effective Communication with Children and Young People.**

Next Safeguarding Committee Meeting: **13th June 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](#)