

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 **General Health and Safety**. This edition moves us away from just being "tidy" toward active hazard prevention. It highlights the "What If" Mindset, which helps us spot potential accidents before they happen. By thinking about what could happen if a situation changes, we can better protect our young people from risks like unsecured COSHH items or "micro-hazards" like pen lids

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

GENERAL HEALTH AND SAFETY

Health and Safety at our facility is a comprehensive practice that involves the proactive identification, removal, and prevention of physical risks. This framework represents a significant shift from general tidiness toward active hazard prevention. It encompasses several critical areas, including the strict management of hazardous materials through COSHH protocols, where any substance labelled with a warning symbol must be stored in a double-locked cupboard. Furthermore, it addresses "micro-hazard" management, which is the process of identifying small items like pen lids or ice packs that could lead to medical emergencies if ingested. Finally, it incorporates rigorous infection control measures to ensure that hygiene barriers are consistently maintained to protect the health of residents and the workforce alike.

The "What If" Mindset is the cornerstone of proactive health and safety. It is a mental habit where staff members constantly project their current environment into the immediate future to identify potential accidents before they happen. Instead of seeing a room as it is, you see it for what it could become if a variable changes.

Care Certificate Workbook: Standard 13 (Health and Safety)

HSE: Sensible Risk Assessment in Care Settings

A Health & Safety Guide for Care (Citation)

Fire Safety: The Importance of Accurate Sign-In Records

HSE: Managing COSHH and Hazardous Substances

CQC: Managing Risks (What 'Good' Looks Like)



REMINDER:

EVERY STAFF MEMBER IS
RESPONSIBLE FOR THEIR
IMMEDIATE AREA.



I AM THE FIVE SECONDS YOU SPEND LOOKING AROUND BEFORE YOU LEAVE A ROOM. I AM THE "WHAT IF" QUESTION THAT STOPS A PEN LID FROM BECOMING A DANGER. I AM THE CHOICE TO LOCK THE CUPBOARD AND SIGN IN FOR WORK. WHAT AM I?

(ANSWER WILL BE ON THE NEXT ISSUE)
ANSWER FROM LAST ISSUE: ATTACHMENT THEORY



[Link to Witham Prospect CPOMS](#)



safeguarding@withamprospect.co.uk



[National College](#)



[Working together to safeguard children 2023](#)

HEALTH, SAFETY, AND ENVIRONMENT

General health and safety across the site require our renewed attention, specifically regarding the storage of hazardous items and individual accountability. COSHH cupboards are still being left open in some areas, and small items like pen lids or unused ice packs continue to be found unsecured on windowsills. Following previous serious incidents where such items led to medical emergencies, we are moving toward an individual accountability approach to ensure these materials are always secured. Additionally, while the Sign-in App's reliability has improved, human error persists; staff frequently forget to sign in or out, which creates significant fire safety risks. It is a mandatory requirement that all staff, including agency workers, sign in and out daily to ensure accurate headcounts during any emergency evacuation.

Maintaining a hygienic and orderly environment is also essential for the well-being of our residents and the professional appearance of our home. Staff are reminded to use the provided professional aprons and shoe guards rather than improvised items like binbags to maintain hygiene standards and prevent mud from being brought into the home. We have also observed general untidiness and unsecured equipment in various site areas; all staff are responsible for ensuring these are cleared daily to prevent accidents. Furthermore, to maintain consistent boundaries and professional space, young people are not permitted in staff-only areas such as the Reception area and the staff room.

TRANSPORT AND CLINICAL UPDATES

We are actively addressing ongoing maintenance issues to ensure the safety and comfort of our young people during transport. Replacement seats have been ordered for the minibuses following ongoing damage, and specific seat cover protocols must be followed strictly by all teams when traveling with certain individuals to prevent further wear. On the clinical side, a significant resolution has been reached regarding medication protocols for certain residents. A new medication is being introduced today following an extensive coordination effort between health departments. Staff must follow the specific titration schedule and administration guidelines with the utmost precision to ensure the health and stability of the young person involved.

STAFF WELFARE AND PROFESSIONAL STANDARDS

We want to remind all staff of their professional responsibilities and the available welfare options to keep our team running effectively. Please check your DBS update service accounts immediately, as several staff members have experienced payment failures due to expired bank cards; this could lead to an expired check and necessitate a full and costly re-application process. Additionally, staff are reminded that smartwatches are not permitted while working directly with children, and suitable professional clothing should be worn as the weather gets colder. To support your own health and the wellbeing of the home, we strongly encourage all staff to take up their free flu vaccinations at a local pharmacy, as this helps reduce the spread of infection within the community. Finally, please ensure any personal medication brought on-site is risk-assessed and stored in the provided lockers.

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, Melissa (training) & Rhianna - Deputy DSLs
- Colleen - Deputy DSL & Health and Wellbeing Lead
- Liz - Health and Wellbeing
- 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

IT AND DOCUMENTATION

Significant progress is being made with our documentation and IT systems to improve compliance and operational efficiency. We are currently transitioning to a new system which will replace our current systems and move us toward a streamlined, paperless system utilising electronic signatures. Several key policies have also been updated for Ofsted compliance and are now available in easy-read and audio formats to ensure they are accessible to all. Condensed safeguarding materials have been developed and a one-page quick guide for our agency colleagues, to ensure they have the most essential safety information from the very start of their shift.

COMING UP

The next safeguarding committee focus will be on **digital safety and the professional use of technology**.
Next Safeguarding Committee Meeting: **30th January 2026**.

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](#)

NSPCC
Learning

[CASPAR newsletter and podcasts](#)