

# Safeguarding at Hazel Wood High School





# TABLE OF **CONTENTS**

**04**

**What is Safeguarding?**

**05**

**Knowledge and Safeguarding Duty**

**06**

**Staff Roles and Responsibilities**

**08**

**Important points and what to look out for**

**09**

**Safeguarding Procedures: Quick Guide**

**10**

**Safeguarding Procedures: MASH**



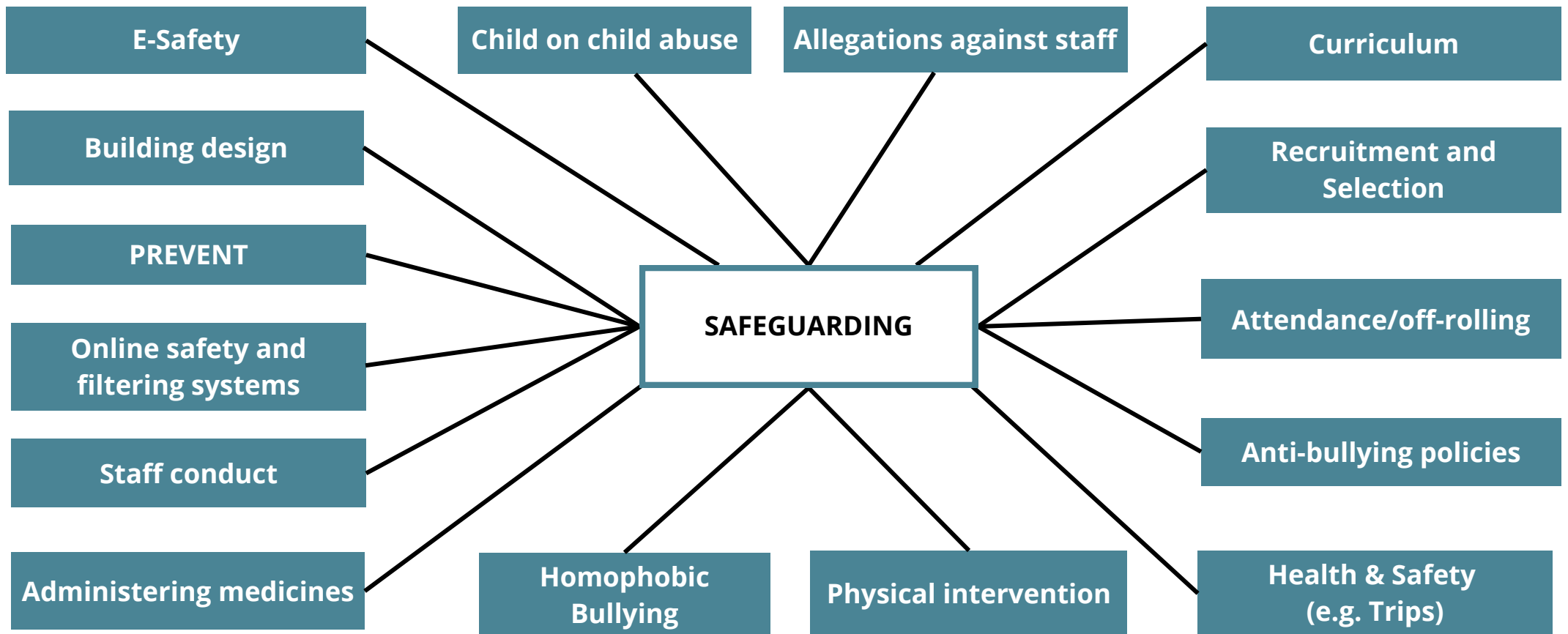
# What is Safeguarding?



For the purposes of this guide, “safeguarding and promoting the welfare of children” is defined as:

- Protecting children from maltreatment,
- Preventing the impairment of childrens’ mental and physical health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care and
- Taking action to enable all children to have the best outcomes.

Safeguarding covers, but is not limited to, the following areas:



# Knowledge and Safeguarding Duty

## What do I need to know?



- The systems and procedures in place that support safeguarding.
- The Child Protection and Safeguarding Policy.
- Behaviour Policy.
- Staff Code of Conduct.
- Response to children who go missing from education.
- The role and identity of the DSL and any deputies.
- Part one of current KCSIE guidance.
- Be aware of their local Early Help process and understand their role within this.
- Staff should also know how to make a referral to Bury MASH.
- If a child reports they are being abused, exploited, or neglected, staff should know what to do and how to manage the requirement to maintain an appropriate level of confidentiality.
- Staff should be able to reassure victims that they are being taken seriously and that they will be supported and kept safe.

## What are my duties for Safeguarding?



- Identify any safeguarding concerns early, provide help, promote children's welfare, and prevent concerns from escalating.
- Provide a safe environment in which pupils can learn.
- Identify pupils who may benefit from early help, i.e., support provided as soon as a problem emerges.
- If you have a concern about a child, they should follow the referral process.
- The Designated Safeguarding Lead, Headteacher, and any designated safeguarding deputies, are most likely to have a complete safeguarding picture and will be the most appropriate individuals to advise on the response to safeguarding concerns.
- The 'Teachers' Standards' state that teachers, including Headteachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

# Staff Roles and Responsibilities

Role	Training	Responsibilities
All Staff	L1 Safeguarding	<ul style="list-style-type: none"> <li>Identify any safeguarding concerns.</li> <li>Provide a safe environment.</li> <li>Identify pupils who may benefit from early help.</li> <li>If you have a concern about a child, follow the referral process.</li> </ul>
Pastoral Year Leaders	L4 DSL Training Half-termly supervision sessions	<ul style="list-style-type: none"> <li>First responders to disclosure/observations and CPOMs records.</li> <li>Lead TAF/CIN/CP for designated year group</li> <li>Keep the safeguarding monitoring spreadsheet up to date for designated year group</li> <li>Weekly meetings with the OSL</li> </ul>
Pastoral Directors	L1 Safeguarding	<ul style="list-style-type: none"> <li>Keep the Anti-bullying log up to date and quality assure the process and actions</li> </ul>
School Business Manager	L1 Safeguarding Safer Recruitment	<ul style="list-style-type: none"> <li>Ensuring the Single Central Record is up to date and meets all requirements</li> <li>Ensure all staff safeguarding training logs are up to date and staff are renewing training when necessary.</li> <li>Health and Safety</li> </ul>
Safeguarding Officer	L4 DSL Training Half-termly supervision sessions	<ul style="list-style-type: none"> <li>To support the Operational Safeguarding Lead in day-to-day safeguarding activities</li> <li>To support the Safeguarding Team response to high level safeguarding cases – emergency response</li> <li>Daily quality assurance and checks of CPOMs</li> <li>Reporting and analysis of CPOMs trends – pro-active response including focus groups &amp; CPD</li> <li>Impero tracking</li> <li>Oversight of Level 1 - Level 4 cases</li> <li>Team member of weekly Safeguarding Team meetings</li> <li>Responsibility for Anti-bullying spreadsheet</li> </ul>



# Staff Roles and Responsibilities

Role	Training	Responsibilities
<b>Designated Safeguarding Lead</b>	<b>L4 DSL Training</b>  <b>Safer Recruitment</b>  <b>Half-termly supervision sessions</b>	<ul style="list-style-type: none"> <li>• The main face of safeguarding in the school</li> <li>• Immediate responder to high level safeguarding cases – emergency response</li> <li>• Main link to external safeguarding agencies and community groups</li> <li>• Daily quality assurance and checks of CPOMs</li> <li>• Reporting and analysis of CPOMs trends – pro-active response including focus groups &amp; CPD</li> <li>• Impero tracking</li> <li>• QA work of Safeguarding Officer and PYLs through weekly meetings</li> <li>• Oversight of Level 4 and Level 5 cases</li> <li>• Lead of weekly safeguarding team meetings</li> <li>• To lead safeguarding CPD including weekly briefings and external sessions</li> </ul>
<b>Deputy Designated Safeguarding Lead</b>	<b>L4 DSL Training</b>	<ul style="list-style-type: none"> <li>• To deputise for the DSL if not in school</li> </ul>
<b>Headteacher</b>	<b>L4 DSL Training</b>  <b>Safer Recruitment</b>	<ul style="list-style-type: none"> <li>• Line management of the DSL – QA of the work of the DSL</li> <li>• Line management of the SBM– QA of the work of the SBM</li> <li>• Sign off of SCR – Termly</li> <li>• Responder to high level safeguarding cases</li> <li>• Team member of weekly safeguarding team meetings</li> <li>• Ensuring all safeguarding policies, procedures and CPD are in place for staff</li> </ul>

To support and challenge the work of the HWHS staff there is also a **Trust Safeguarding Lead** who has responsibility for the QA and support alongside ensuring all policies and procedures are in place and staff are well trained.

There is also a **LGC safeguarding link member** who will complete monitoring activities including the checking of the SCR

# Important points and what to look out for



## Important points to remember



**How do we manage a disclosure/allegation or concern** – Please see the following page, your lanyard card and posters in your classrooms for full and clear guidance.

**Lanyards & Visitors** – Green and Staff lanyards are cleared visitors; red lanyards must be challenged if not accompanied.

**Where can I get ALL information about safeguarding?** – All the information on safeguarding is within the main policy that you have signed to say you have read. All other information is stored electronically on SharePoint and in paper form on the safeguarding notice board in the staff room.



## What should I look out for?

- Be aware of the potential need for early help for a child who has certain characteristics, such as SEND, a pupil frequently missing from home or a pupil at risk of being radicalised or exploited (a full list of these characteristics can be found on pages 9-11 of KCSIE).
- Be aware of signs of abuse to identify those who may need help or protection.
- Know that if they are unsure whether they should be concerned about a child, they should speak to the Safeguarding lead, the DSL, OSL or any deputies.
- Maintain an attitude of 'it could happen here' where safeguarding is concerned and always act in the best interests of the child.
- Consider whether children are at risk of abuse or exploitation in situations outside their families, e.g. extra-familial harms.

## Our Safeguarding Team

**HEADTEACHER**



Mrs. A Hulton

**DESIGNATED SAFEGUARDING LEAD**




**Safeguarding & Community Lead**  
Mrs. L Jones

**DEPUTY DESIGNATED SAFEGUARDING LEAD**



**Safeguarding Officer**  
Mrs. D Gibbs

**DEPUTY DESIGNATED SAFEGUARDING LEAD**



**Assistant Headteacher**  
Mr. L Murphy

# Safeguarding Procedures: Quick Guide

**Safeguarding is everyone's duty**



## Student Welfare/Safeguarding Concerns

Our procedure if there is an urgent concern about student welfare or safeguarding is:

- Report concern to DSL, OSL or DDSL verbally
- Record concern(s) on CPOMS and actions taken
- The DSL will provide guidance on next steps
- In the unlikely event that there is not a DSL available on site/contactable by phone, please contact MASH to discuss your concern.
- When discussing with MASH share:
  - What you worried about
  - What you think may happen if no action is taken
  - What are the strengths/protective factors?
- Agree needs to happen next
- If you are concerned a student is in immediate danger call the Police on 999
- For a student over 18, the procedure is the same, however the agency is Adult Safeguarding Team



## Allegations against adults

Our procedure if there is an allegation that an adult has harmed a child, or that a child is at risk from a named adult is:

- Inform the Headteacher **Adele Hulton** as soon as possible
- If the concern relates to the Headteacher, reports should be escalated to the OLP CEO **James Franklin-Smith** or HWHS Chair of Governors **Wendy Jackson**.

In the event that staff feel unable to report concerns internally, or are not satisfied that appropriate safeguards have been put into place, this can be reported to the Local Authority Designated Officer:

- **Local Authority Designated Officer (LADO) - Mark Gay:**  
Tel: 0161 253 6168 or 07583877250  
Email: [LADO@bury.gov.uk](mailto:LADO@bury.gov.uk) or:
- Staff can contact **NSPCC Whistleblowing Advice Service:**  
0808 800 5000, email [help@nspcc.org.uk](mailto:help@nspcc.org.uk) or fill in the [online form](#).

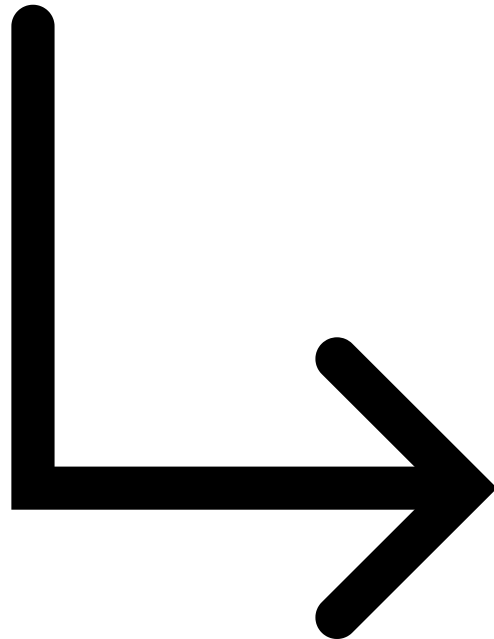


For mental health concerns students and staff can access advice from **Pennine Care NHS FT Mental Health Helpline** 24/7 on: 0800 014 9995.  
For urgent concerns about a young person's mental health staff can also signpost students and their carers to:  
**Accident & Emergency, Fairfield General Hospital**, Rochdale Old Road, Bury, Lancashire, BL9 7TD.

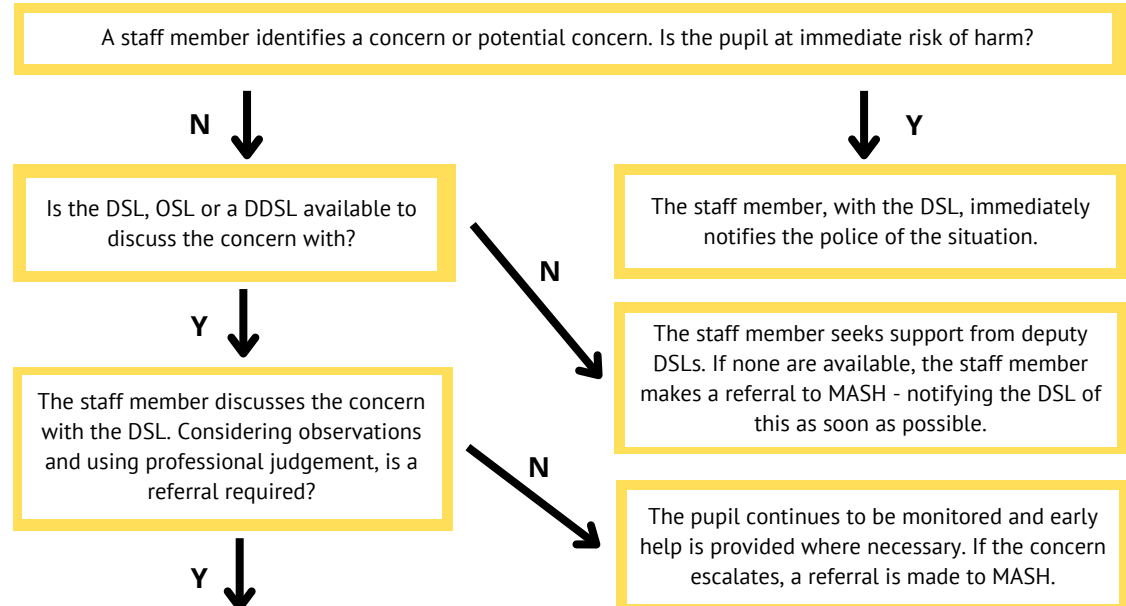
# Safeguarding Procedures: MASH

The flowchart on the right illustrates the process of making a MASH referral. Contact details for the MASH team and other key teams relating to such a referral can be found below:

- **MASH:** Multi-Agency Safeguarding Hub: 0161-253-5678 (8:45am – 4:45pm)
- **MASH:** [childwellbeing@bury.gov.uk](mailto:childwellbeing@bury.gov.uk) Referral form: [Report a child at risk - Bury Council](#)
- **Adult Safeguarding Team:** 0161 253 5151
- **Emergency Duty Team:** 0161 253 6606 (Out of Office hours)



## Before a referral is made:



The DSL/OSL/DDSL makes a telephone referral to MASH, keeping the staff member who raised the concern up-to-date with what action is taken.

When it is known or suspected that a child has been physically, sexually or emotionally abused or are severely neglected then the child is in need of immediate protection and a referral to MASH should be made without delay and always before the child goes home.

Consent for multi-agency checks should be obtained from parents unless doing so would put the child at greater risk of harm, specifically in cases where sexual abuse, fabricated illness or forced marriage is known or suspected. If a parent is not contactable, do not delay the referral. Due to their safeguarding expertise, a DSL/OSL/DDSL will take lead on discussing concerns with parents. If parents do not consent, consultation with MASH should be sought to ascertain if this meets threshold for a section 47 intervention.

**When speaking with MASH, discuss: What are you worried about? What do you think may happen if no action is taken? What are the strengths/protective factors? What needs to happen next?**

**The referrer should follow up the call with a written referral as soon as possible and always within 24 hours.**

Within one working day, a social worker from MASH will decide about the type of response that is required and will notify the referrer. Where this information is not forthcoming, the referrer should contact the appointed social worker to follow up the referral.





**Hazel Wood**  
High School



Part of the  
**Oak**   
Learning Partnership

Hazel Wood High School  
Hazel Avenue  
Bury  
BL9 7QT

[enquiries@hazelwood.oaklp.co.uk](mailto:enquiries@hazelwood.oaklp.co.uk)