



# Safeguarding at Ravenshall

## HANDBOOK

2023

# Safeguarding at the heart of everything

- ▶ Safeguarding is an integral part of the ethos of Ravenshall School.
- ▶ We provide a safe and caring environment to enable our pupils to flourish into confident, happy people with a positive outlook on life.
- ▶ Our safeguarding team work collaboratively with outside agencies as well as our own specialists to ensure the extra layer of protection some children require.
- ▶ Our safeguarding team all have regular external training to allow us to do our job with skill, knowledge and confidence. All staff working in the school have safeguarding training annually. This covers general safeguarding requirements, a deeper focus on topics that are relevant at the time, and a section on the Keeping Children Safe in Education guidance. This gives all the staff the confidence they need to notice potential problems and raise any concerns in a timely and appropriate way.
- ▶ We think it is important to work in partnership with parents, carers and outside agencies to help our pupils achieve their full potential. There are occasions when our concern about a child may mean that we consult other agencies. Whilst we would always aim to work in partnership with parents there may be exceptions to this when concerns are raised for the protection of a child.

## Here to listen: our safeguarding team

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Designated safeguarding lead: Clare Blackburn  
Contact details for us all:  
[safeguarding@ravenshall.org](mailto:safeguarding@ravenshall.org)



Deputy designated  
safeguarding lead:  
Jo Graham



Deputy designated  
safeguarding lead:  
Ian Silkstone



Deputy designated  
safeguarding lead:  
Lisa Harrison



Deputy designated  
safeguarding lead:  
Joel Pollard



Deputy designated  
safeguarding lead:  
Liz Blythe



Deputy designated  
safeguarding lead:  
Michelle Deering

# School context

205 pupils aged 6-19 years

Catchment area north Kirklees but pupils from much wider including Wakefield, Barnsley, Calderdale and Leeds

Pupils have “complex needs”- learning difficulties, Autism, sensory needs, HI/VI, medical and physical needs and SEMH

Face to face contact with families is limited as most travel to and from school on LA transport

School consists of 3 sites: Main School, PFA and our Satellite Provision at Headfield Junior School

# Attendance procedures and CMIE

Family Welfare Officer (FWO) does first day calling before 10am daily

Actions daily include discussions/ meeting with families/ collections by FWO and Inclusion team as planned or responsive intervention

Attendance is monitored termly

APSO meets the FWO and SG DDSL half termly

Linked policies: Attendance Policy and Absconding Policy

# Staff and professionals reporting concerns procedures

- ▶ Staff and visitors report concerns on a “Cause for Concern” blue form, or in person to a member of the SG team, or via email to a specific email address. Concerns can also be reported over the phone if on a trip.
- ▶ CPOMS is our recording system.
- ▶ During the school holidays staff and the LA can contact the DSL on school mobile/ via email.

# Records for pupils on plans and actions

- CIN AND CP PLANS and actions (cpoms)
- ABSCONDER REPORTS (cpoms)
- PFPI INCIDENT REPORTS (cpoms)
- CMIE REFERRALS (cpoms)
- TRAINING RECORDS (Bluesky- SG team moving to StaffSafe)
- CULTURE- behaviour approaches (RSPs, FOCUS), 15 minute rule, pastoral support through interventions, bulletins, briefings
- RECORD OF SERIOUS INCIDENTS since the last inspection (SBM)

# Risk assessments

Individual trip

Environmental  
including  
specific rooms  
eg DT room

Individual pupil  
SG risk  
assessments

Staff risk  
assessments-  
physical and  
stress

Activity RAs eg  
a different  
activity in  
school





# Bulletins

- ▶ We send a monthly/ fortnightly bullet on safeguarding to staff
- ▶ It relate to current issues
- ▶ We follow up with questions in briefing

# Training

Annual  
Twilight  
training

SG team  
training

Network  
meetings

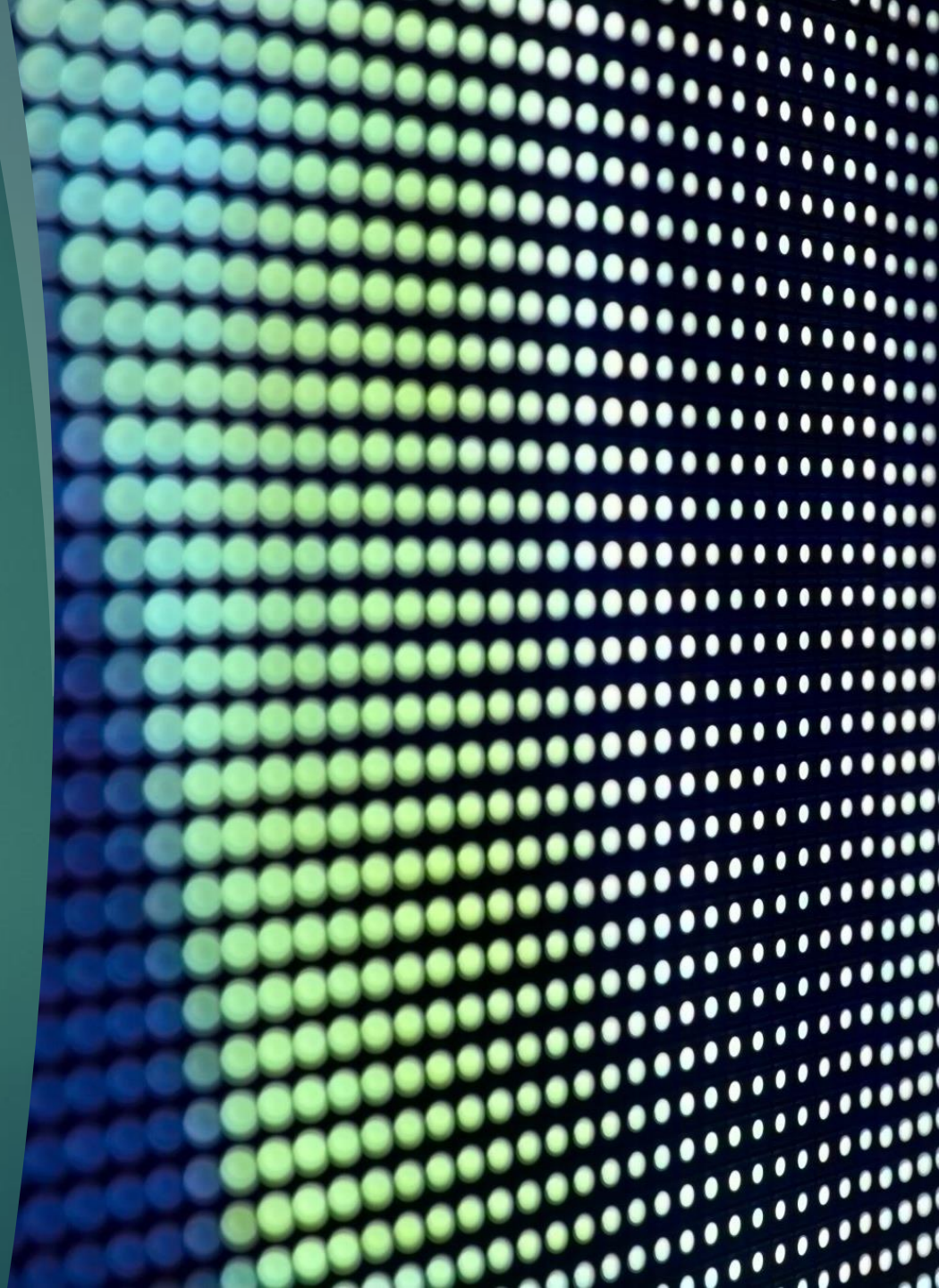
LA courses

Specific eg  
bereavement

Induction

# Single Central Record

- ▶ Online portal
- ▶ Checked termly by DSL, SBM and Chair of Governors





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# Transitions and information sharing

- ▶ CPOMS transfer or SG team take/ collect paperwork in person and obtain a receipt
- ▶ SG team and/or FWO contact families to build relationships prior to/ early on from commencing pace



# Agencies we work with

- ▶ CAMHS
- ▶ Social care
- ▶ Early Support
- ▶ Police
- ▶ Locala
- ▶ Pennine Domestic Abuse
- ▶ Brunswick Centre

# Health and safety

- ▶ “Managing Safety in Schools” 2 day assessed course completed by SBM and 2 DHTs
- ▶ Health and safety committee led by SBM
- ▶ Recent H and S audit by LA



# Pupil voice and school council

WELLBEING SURVEY

PUPIL SAFETY COMMITTEE

# Concerns about staff/ staff conduct policy

- ▶ Low level concerns
- ▶ Whistle blowing
- ▶ Signed agreements- acceptable use/ code of conduct
- ▶ LADO referrals



# Online safety



DSL



IT team



Curriculum lead

# Filtering and monitoring

- ▶ Smoothwall
- ▶ Named governor with relevant skills and experience