

# Localised Safeguarding Induction Training

(for staff not employed by  
Ravenshall)



## Ravenshall

all different | all equal | all important

Designated Safeguarding Lead: Mel Carroll

# "Ravenshall creates an exceptionally positive and safe environment. Pupils feel supported and secure." (Ofsted, 2024)

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• If a child makes a disclosure, or if you have any concerns about a child emotionally or physically, it is your responsibility to inform the Safeguarding Team immediately, rather than acting yourself. A blue '**15 minute**' form must be completed (within 15 minutes of the disclosure) and passed onto the Safeguarding Lead in school at the time.

- School context 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

• Additional information and resources are available on our website:

<https://www.ravenshallschool.org.uk/page/?title=Safeguarding&pid=35>

# Safeguarding team (yellow lanyards)

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**SAFEGUARDING AT RAVENSHALL SCHOOL**

 HELP  HELP



Ravenshall School's Designated Safeguarding Lead (DSL) is **Mrs Carroll**. She is responsible for keeping pupils safe in School.

If you feel unsafe or upset about anything at school or at home you can speak to the **safeguarding team** or any other adult you feel comfortable with.

There are seven deputy safeguarding leads.  
**Mrs Maclean, Mrs Horan, Mrs Harrison, Mr Silkstone, Mrs Deering, Mrs Blythe, and Mrs Pathan.**

You can also call  
**NSPCC Childline : 0800 1111**



## Key points about the importance of safeguarding


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- Safeguarding means making sure children grow up safe, happy and healthy
- Always assume 'it could happen here'
- We all have a role to play in safeguarding children
- The safeguarding team are here to listen to any concerns you have
- Be aware of what the changes to guidance mean for you

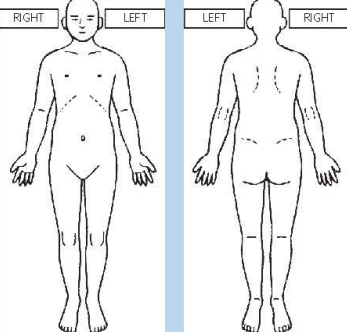


# Blue Cause for Concern forms

(available in all classrooms, staff room, office- if unsure where, ask any staff)

  
**Ravenshall**  
All children are equal. All important.  
**SAFEGUARDING REPORT**  
(TO BE COMPLETED BY STAFF LOGGING A STUDENT SAFEGUARDING CONCERN)

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
LINKED PUPIL: \_\_\_\_\_ TIME: \_\_\_\_\_

  
FRONT BACK

**CONCERNED? YOU MUST REPORT IMMEDIATELY**

- Any suspicion that a pupil is injured, marked or bruised in a way that is not attributable to play.
- Any explanation given that appears inconsistent or suspicious.
- Any behaviours that give rise to suspicion that a pupil may have suffered harm e.g., worrying drawing or play.
- Any concerns that a pupil may be suffering inadequate care, ill treatment or emotional maltreatment.
- Any concerns that a pupil is presenting signs or symptoms of abuse or neglect.
- Any significant changes in a pupil's presentation, including non-attendance.
- Any hint or disclosure of abuse from any person.
- Any concerns regarding person(s) who may pose a risk to children e.g., living in the household with children present.
- Any concerns that a pupil is being bullied or has suffered abuse from another pupil.

All forms must be submitted within 15 minutes.

Include the date and time, who was there, and where it happened

Describe what happened in as much detail as possible

Ensure it is fact based, with no personal interpretation  
Include the child's words, where possible

**Think: WHO, WHAT, WHERE, WHEN**



# Always report any concerns you have

Report safeguarding concerns to the DSL (or deputy) by:

- **Filling in a blue Cause for Concern form and hand to a member of the SG team within 15 minutes**

**If this isn't possible, speak in person to the team or phone and speak to a member of the team. If "out of hours", you may safely email [safeguarding@ravenshall.org](mailto:safeguarding@ravenshall.org)**

**Remember: data protection is not a barrier to sharing safeguarding concerns**



## Confidentiality and **NEED** to **KNOW**



BRIEFINGS IF ALL  
STAFF NEED TO  
KNOW SOMETHING



UPDATES VIA CPOMS/  
IN PERSON



SHARE INFORMATION  
FROM PARENTS E.G.  
DOJOS/ PHONE  
CONVERSATIONS (CAN  
EMAIL TO  
[SAFEGUARDING@RAVENS  
HALL.ORG](mailto:SAFEGUARDING@RAVENS<br/>HALL.ORG))



CODE OF CONDUCT

## Children with SEND are more vulnerable because they might:

- **Rely on others** more, or be **more innocent or trusting** (**cognitive difficulties**)
- Find it **harder to tell someone** about their abuse (**communication difficulties**)
- Be **less likely to understand** their experiences as abuse (**lack of experience**)
- Be more prone to **isolation or bullying** (**social difficulties**)

Signs of **abuse might also be missed** or dismissed

Many forms of SEND are **invisible** – this doesn't mean these children are **less vulnerable**

**Always use professional curiosity: think 'why' or 'what might be going on here?'**

## Context of Ravenshall

- All our pupils have communication needs (use pupil policy to support)
- Be vigilant of subtle signs of potential abuse (changes)

Online  
monitoring  
system

Email  
notifications:  
read straight  
away, cannot re-  
access

See the  
Safeguarding  
team for more  
information



Key document  
for schools

Updated  
annually

Focus of staff  
twilight  
training

KCSIE & SG  
Policy available  
on the website

# **KCSIE** (Keeping children safe in Education) and **School Safeguarding policy**



**Bulletins**

**&**



**Briefings**

- Bulletins weekly
- Briefing updates when necessary
- It is your responsibility to keep your knowledge up to date

# Code of Conduct and Whistleblowing

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**What is a whistleblower?**



You're a whistleblower if you're a worker and you report certain types of wrongdoing. This will usually be something you've seen at work - though not always.



The wrongdoing you disclose must be in the public interest. This means it must affect others, e.g. the general public.



As a whistleblower you're protected by law - you shouldn't be treated unfairly or lose your job because you 'blow the whistle'.



You can raise your concern at any time about an incident that happened in the past, is happening now or you believe will happen in the near future.



**Please see further information in the Staff Work Room**

# Share any concerns about other members of staff

| If you have concerns about... | Speak to...                        |
|-------------------------------|------------------------------------|
| A member of staff             | Rik Robinson (HT)                  |
| A volunteer                   | Rik Robinson (HT)                  |
| The headteacher               | Sarah Hoffman (Chair of Governors) |






If there's a conflict of interest in reporting to the headteacher, go to the LADO:

- [LADO.cases@kirklees.gov.uk](mailto:LADO.cases@kirklees.gov.uk)
- [01484 221126](tel:01484221126)


# Red boards are displayed in every room

- Evacuation procedures
- Environmental Risk Assessment
- Medically Trained Staff List

## EMERGENCY PROCEDURES



|   |  |   |
|---|--|---|
| <b>FIRE ALARM SOUNDS</b> <ol style="list-style-type: none"><li>1. Leave the building as directed</li><li>2. Do NOT return to the building to collect anything</li><li>3. With your class, go to the assembly point</li><li>4. Listen to your teacher for further instructions</li></ol> | <b>SCHOOL BELLS RING FOR A LONG TIME</b> <ol style="list-style-type: none"><li>1. Move quickly and quietly, to where your teacher instructs, we are going into a safe area and doors will be locked</li><li>2. Listen to your teacher for further instructions</li></ol> | <b>SHORT BURSTS ON SCHOOL BELLS TELLS US ALL IS CLEAR</b> <p>Return to classrooms as instructed by your teacher</p> |
|---|--|---|



If evacuation instructions are given verbally, please open windows and ensure that staff and pupils take personal bags and coats with them.

Leave room doors open.

Go with the teacher to the assembly point and await further instructions.

# Lanyards

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- **Red Lanyard:** relevant paperwork has not been received (e.g. DBS/Letter of Assurance) and they must always be accompanied by a member of staff. If you see a visitor with a red lanyard who is unaccompanied you must speak to them and direct them back to office staff for clarification.

- **Green Lanyard:** relevant paperwork and checks have been completed, and the visitor is authorised to work in school unaccompanied.

All staff members must wear coloured lanyards and their ID badge. Please see descriptions below:

- **Burgundy Lanyard:** Ravenshall school staff member
- **Yellow Lanyard:** Safeguarding Team
- **Light Blue:** First Aider
- **Dark Blue:** Governors



# Risk assessments

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Environmental (displayed on red boards in each room)

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Individual Safeguarding RAs - ask staff if any pupils have them and need additional supervision

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Trip RAs and evolve - trips offsite are risk assessed and the RAs are printed and taken in an orange trip folder.

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Specific activities e.g. forest school have their own RAs

# Reporting forms

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