

Establishing a School Safeguarding Group

Over the last few years it has become increasingly apparent that the areas of Safeguarding / Child Protection / Behaviour / e-Safety / PSHE / RSE / countering extremism / Data Protection , all overlap enormously, and are all changing rapidly. Delegating these areas of responsibility separately to different people can result in piecemeal provision, and yet it is all too HUGE to be the responsibility of one person.

Ealing's recommendation to schools is to form a working group of about 5-8 people that meet every half term and oversee these inter-connected areas. A growing number of schools have adopted this structure. The advantages are:

- sharing the knowledge, experience and expertise of a range of professionals,
- everyone is better informed within the group, and indeed, as a consequence, across the school
- the workload / actions can be shared
- everyone has to account to the group for actions done (not done?)
- if someone leaves - it doesn't all fizzle out: the momentum and progress can be sustained
- it helps develop the perception among the wider school staff that ALL these areas are truly inter-connected / inter related and everyone's concern

Purpose / Remit of your Safeguarding group:

Generally, the main purpose of the committee is to ensure children in the school remain safe in the face of complex and rapidly changing areas, and to achieve this by providing effective leadership & management of related areas.

Responsibilities:

- To stay up to date on new issues, developments & resources.
- To monitor and evaluate the effectiveness of the school's e-safety provision
- To identify gaps in provision that require some form of initiative
- To organise events & initiatives
(eg: a survey / parent workshops / Anti-Bullying week / Safer Internet Day)
- To review relevant policies annually (RSE, AUP, Safeguarding)
- To monitor incidents and identify most effective practice

Members of the Safeguarding group could be selected from:

- Senior Leadership Team
- Child Protection lead
- Governor (Safeguarding)
- Coordinator for Computing Curriculum / ICT
- Curriculum Leader for PSHE / RSE
- Parents / Carers / Local Community
- Student(s) chosen from School Council / CyberMentors / Digital Leaders (part of meeting)
- ICT technician / Network Manager
- Local Police Officer / Community Support Officer

Initial organisational tasks:

- Clarify purpose of the committee (see above)
- Establish specific roles & responsibilities among members
- Nominate chair of meetings (Governor / SLT?)
- Agree how often to meet and set dates (We suggest every half term, at least initially)
- Agree a set agenda to structure meetings
- Agree who is to record minutes & note actions delegated.
- How are meeting notes and actions to be shared? (Shared folder on your LGfL **“myDrive”**)
- How is the group’s work to be communicated to governors, staff, students, parents.

Regular agenda items:

- Updates on any new legislation, national guidance or policy requirements
- Update on Actions from last meeting
- Review progression of curriculum activities
(Curriculum Areas: Computing / PSHE / RSE / PREVENT)
- Review of incidents and procedures for reporting / recording (CP lead)
- Issues / questions raised (from staff / students / parents / PCSO / Community / etc)
- Any other business

Other occasional agenda items:

- Anti-Bullying Week (mid November)
- Safer Internet Day (early February)
- Parent eSafety / Safeguarding workshops
- Other relevant events (regular Assemblies inc PCSO)
- Discuss training needs (staff, governors, parents)
- Review RSE, e-Safety, Behaviour and Acceptable Use Policies
- Update on any infrastructure issues (network security / filtering / equipment)

Communications

- News, Reports & Updates on School website / Learning Platform / Social Media
- Articles and surveys by students on school blog area
- Regular Newsletter feature
- Local newspaper article
- Get students to script & produce a play / song and invite parents to the show !
- Get students to create films, poetry, articles, reports, or conduct their own surveys using the J2e online software. Publish on the school blogsite.

Education

- Regular updates for staff & governors. Staff induction.
- Progression of in-class activities designed to help children identify risks & issues , and know where to get help / advice. Use LGfL **“Cyber Pass”** as a means of assessing student knowledge & understanding, and to identify areas in which children need clarification.
- Regular workshop sessions for parents
- The use of scenarios throughout, to identify issues & rehearse responses.

Monitor

- Record incidents and analyse alongside other data (attendance) for patterns / effective practice
- Use what’s learned to inform policy & curriculum review as well as staff training as appropriate
- Survey students / parents to establish concerns, views, issues & behaviours.