



# Safe to Learn

**Northumberland**  
Northumberland County Council

## Northumberland Safeguarding Children Board

### Northumberland Education and Skills Service

Half termly bulletin for Governors, Headteachers/Principals and Designated Safeguarding Leads in Schools, Academies and Alternative Providers

Issue 9: December 2016

## Single Central Record

The column headings for the single central record continue to cause some schools concern and guidance is sought about the format of this vital safeguarding document.

There is no magic format - a word document or an excel spreadsheet – although the latter does allow schools a better system for keeping information up to date. Both KCSIE (page 31/32) and the Ofsted safeguarding guidance state clearly the columns which are required in the record.

The Ofsted Guidance states – ‘*the information to be recorded by schools or other providers on individuals is whether or not the following checks have been carried out or certificates obtained and the date on which each check was completed*’:

Required columns to be Ofsted compliant are:

- ***a column that states who carried out the checks and on what date***
- *an identity check*
- *a barred list check*
- *an enhanced DBS check/certificate*
- *a prohibition from teaching check*
- *a check for a section 128 direction (for management positions in independent schools including academies and free schools)*
- *further checks on people living or working outside the UK*
- *a check of professional qualifications*
- *a check to establish the person's right to work in the UK.*

Both documents also contain guidance in relation to checks required on other adults in school, including students and volunteers.



Have a very safe and Merry Christmas.

We look forward to keeping children safe in education with you in  
2017.

# 10 things you should know about safeguarding children

1. The Ofsted definition for safeguarding is:
  - protecting children from maltreatment;
  - preventing impairment of children's health or development;
  - ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
  - taking action to enable all children to have the best outcomes.
2. It is a statutory requirement that every member of your school staff has read **Keeping Children Safe in Education Part One**, September 2016.

**Make sure you have read the most up to date copy – September 2016 and not the earlier draft July 2016**

3. Ensure that you are familiar with the school's safeguarding policy and all of the accompanying procedures which should be updated annually.
4. Know the name of your Designated Safeguarding Lead (DSL) and where to find them. Schools should have at least two trained staff so make sure you know the name of the deputy DSL too.
5. Make sure you are clear about your school's procedures about what to do if you have any concerns about a young person: **RESPOND – REPORT – RECORD**

**6. Children's Social Care Locality Teams:**

Monday to Thursday 8.30am – 5pm and Friday 8.30am – 4.30pm

- Central Locality Ashington 01670 536000
- North Locality Alnwick and Berwick 01670 629400
- South East Locality Blyth and Cramlington 01670 629600
- West Locality Hexham 01434 611499
- Disabled Children Team 01670 516131
- 16+ Team 01670 852225

All calls outside these hours please ring **01670 822386**

7. **Training for DSLs** should be refreshed every two years and they should receive annual information to keep them up to date with current developments (local and national).

**Whole staff training** should take place annually and there should be specific safeguarding training as part of any induction package.

8. If you have any concerns about the behaviour of an adult in school you must contact Northumberland's Designated Officer (DO). **His name is Adam Hall and you can call him on 01670 623979 or drop an email to [LADO@northumberland.gcsx.gov.uk](mailto:LADO@northumberland.gcsx.gov.uk)**
9. The OFSTED safeguarding guidance gives schools clear guidance on what the inspectors will look for - ***they want to know your safeguarding practice is effective and that you are providing a safe learning environment and a culture of vigilance.***
- 10 **And if in doubt contact Carol Leckie - [Carol.leckie@northumberland.gov.uk](mailto:Carol.leckie@northumberland.gov.uk)**

**01670 622720**

## OPERATION ENCOMPASS

**Operation Encompass** is a joint operation between NCC Children's Services, NCC Education and Skills Service, Northumbria Police and the Police and Crimes Commissioner. It was initiated in February 2011 to *'safeguard children and young people (4 – 16 years old) who are affected by domestic abuse by ensuring appropriate services are made aware of an incident at the earliest possible opportunity'*.

**Domestic Violence and Abuse Home Office Definition (2013)** - Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse: financial, sexual, physical, emotional and psychological.

### **Data from Northumbria Police Northumberland Area Command, 2015-2016:**

4,639 DVA incidents reported = average of 386 per month or 13 per day; 82% partner / ex-partner; 1,943 incidents involve children (42%); 1,221 victims identified - 76% female, 8% black minority ethnic; 169 high risk victims identified; 30% of incidents result in one or more crimes

***'The psychological impact of living with domestic abuse is no smaller than the impact of being physically abused'***

The school's child protection policy must make reference to the Operation Encompass duty, recognising that the school see this as a safeguarding issue.

### **Children can perpetrate domestic abuse:**

NCC has recently been involved in a multi-agency Domestic Homicide Review (DHR) following the killing of a mother by her 16 year old son in 2015. It is advisable that all professionals are aware of the Home Office Guidance 'Adolescent to Parent Violence and Abuse' (APVA). The guidance recommends that the child/young person and the adult are being safeguarded and supported therefore any concerns regarding Adolescent to Parent Violence and Abuse should be discussed with children's social care or adult safeguarding - **01670 536400**

**Operation Encompass Process** – Police attend a DV incident in a home where a young person present police record child name, age and school → CCN (child concern notification) sent to social care → social care notify secure school email addresses (2) by 10:30 → school informs relevant staff → young person supported as needed → log updated to record actions

### **School Actions**

Inform parents that the school is part of Operation Encompass

Consider school prospectus and website awareness

Check your mailbox by 10 am and again at lunch time for any Operation Encompass emails

Operation Encompass information must be secured to ensure that information remains confidential

### **Key Contacts**

Janice Rainey, Team Manager for Single Point of Access (SPA) [Janice.rainey@northumberland.gov.uk](mailto:Janice.rainey@northumberland.gov.uk)

Carol Leckie, Education and Skills Service [Carol.Leckie@northumberland.gov.uk](mailto:Carol.Leckie@northumberland.gov.uk)

Support for Adults and Children Northumberland Domestic Abuse Service (NDAS) **01434 608030**

## 10 things you need to know about SAFER RECRUITMENT

1. It is vital that schools plan their recruitment process with safeguarding in mind. The right messages must be sent to potential applicants and there should be a consistent and thorough process to obtain relevant information about applicants.
2. Ensure your job description and person specification include a statement of responsibility and requirements for safeguarding and that this is also reinforced in your advert.
3. Use application forms not CVs.
4. Obtain references before interview and ensure these include specific requests about the candidate's background in relation to safeguarding. **Do not accept open references - that's what Ian Huntley provided!**
5. Requirements are that there should be at least one panel member who has had Safer Recruitment training, however best practice suggests at least two. Training can be completed on line or face to face. There are plans to roll out training in Northumberland next term.
6. At interview ensure you have a safeguarding question included. It's not good practice for your safeguarding question to be a '*what would you do if .....*' type question. Use the person specification to help you devise a question which tests out the candidate's attitudes, motives and suitability for the role.
7. And once you have decided, make sure you carry out all of the necessary checks before they start work with you and have in place the necessary induction training and a probationary period.
8. Ensure your school has an ongoing culture of vigilance – a belief that it could happen here, high standards of behaviour expected from all staff, clear whistleblowing procedures, policies and procedures which are up to date and are applied and regular training for all staff.
9. The Richard Report (2004) which followed the Soham case stated:

*'for those agencies whose job it is to protect children and vulnerable people, the harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee they will be stopped. **Our task is to make it as difficult as possible for them to succeed ..'***

### 10. And if in doubt call:

HR - Wendy Stewart 01670 623612  
Schools Safeguarding - Carol Leckie 01670 622720  
Governor Support - Sandra Hunter 01670 623609

## Advice and Guidance

Advice and guidance is available from the Education and Skills Service and the Northumberland Local Children's Safeguarding Board (NSCB):

The minimum safeguarding requirements you should have in place by law can be found in the DfE's statutory guidance [Keeping Children Safe in Education](#) September 2016. Make sure you and your staff have access to the most up to date version.

**Please remember that it is your responsibility to ensure that safeguarding practice in your own organisation meets required standards and is compliant.**