

Annex to Safeguarding and Child Protection Policy and Procedures Local Academy Arrangements – Fairfield High School for Girls

1 Introduction

The following information is to be read as an annex to the Stamford Park Trust Safeguarding and Child Protection Policy and Procedures (September 2024). This sets out the local arrangements for **Fairfield High School for Girls**.

2 MyConcern – Key Information for Secondary School Staff

MyConcern is our internal programme to log any safeguarding concerns and information.

2.1 Instructions for Recording an incident or concern on MyConcern (all staff)

1. Log in to MyConcern
2. Click on 'Report a Concern'
3. Click in the box that says "Name(s) of Pupil(s)" and begin to type the pupil's name. Click on the correct pupil when their name appears in the drop down box. You can add more than one pupils' name to a concern in this way.
4. In the box that says "Concern Summary" record a short sentence or two summarising your concern or information following the guidelines received in training and the safeguarding policy.
5. Click In the box that says "Send Concern to". You can then select a Notification Group to send details of the concern to. In most cases, this will be the Notification Group linked to the year group of the pupil.
6. Click In the box that says Concern Date/Time. A drop-down calendar will appear. Select the date and time that the incident occurred.
7. In the box that says "Details of Concern" record a full, detailed account of the concern based on the knowledge you have.
8. If the concern is urgent, and needs an immediate response (for example, a pupil needing urgent medical attention), please click in the box that says "Is this concern urgent". Urgent concerns must also be communicated verbally with the DSL or one of the DDSLs.
9. If you completed any actions to add (you may have phoned a parent, or discussed the concern with a colleague, for example) you can then add this in the box that says Action Taken
10. If you have any files you wish to add, click the box that says Attachment to allow you to attach these. Files which could be added include Body Maps, electronic versions of pupil notes etc
11. Click "Submit Incident"
12. Members of the Notification Group you have selected will automatically receive an alert.

If necessary, you can add further updates to the concern by clicking on "My Concerns", and then on the number of the concern in question. This will open the concern back up. Click on "Chronology" and then "Add Concern Update". An update can then be typed in.

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Please remember that this information is both sensitive and confidential, please do not discuss anything with other staff members or leave the page open in view at school or public places. If you have any queries, please ask a member of the Safeguarding Team.

MyConcern is completely secure – please use full names when making reports as this allows the system to redact these automatically later if needed. You can also access MyConcern from any Internet connection.

2.2 Body Map (Scan and attach to MyConcern log)

Name of Student:

Date marks noticed:

Recorded by:

Role:

(Please record the size, shape, location and colour of the mark if you have seen something). Do not ask a young person to show you a mark.

Report passed to:

Signed:

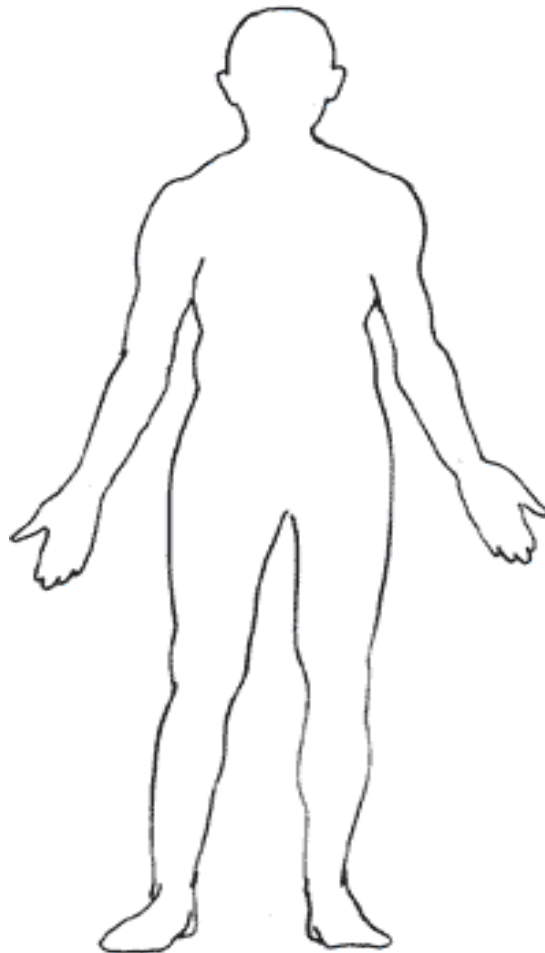
Date:

PLEASE NOTE THAT THIS IS NOT A MEDICAL ASSESSMENT

Please indicate: this is a front or back view

LEFT

RIGHT



3 Safeguarding: Attendance and Exclusions

Knowing where students are during academy hours is an extremely important aspect of safeguarding. Missing school can be an indicator of abuse and neglect and in older children may raise concerns around Child Sexual Exploitation. Stamford Park Trust Academies identify students who may be at risk and have clear policies and procedures for dealing with students who are absent, vulnerable, and/or go 'missing from education'. Attendance is monitored daily and students who are missing from school without permission for 10 days are reported to the Local Authority. Students who have irregular attendance are also reported to the Local Authority Education Welfare team and their attendance is closely monitored. Students who are deleted from the academy register are reported to the Local Authority prior to their removal.

The Designated Safeguarding Lead (DSL) is informed when a suspension or permanent exclusion is considered, and any safeguarding concerns are considered. In the case of a permanent exclusion, a multi-agency assessment is often initiated to ensure that key agencies are involved.

4 Where to go for further Information and support

There is a wealth of information available to support schools, colleges and parents/carers to keep children safe online. The following list is not exhaustive but should provide a useful starting point:

Advice for governing bodies/proprietors and senior leaders

- Childnet provide guidance for schools on cyberbullying
- Educateagainsthate provides practical advice and support on protecting children from extremism and radicalisation
- London Grid for Learning provides advice on all aspects of a school or college's online safety arrangements
- NSPCC provides advice on all aspects of a school or college's online safety arrangements
- Safer recruitment consortium "guidance for safe working practice", which may help ensure staff behaviour policies are robust and effective
- Searching screening and confiscation is departmental advice for schools on searching children and confiscating items such as mobile phones
- South West Grid for Learning provides advice on all aspects of a school or college's online safety arrangements
- Use of social media for online radicalisation - A briefing note for schools on how social media is used to encourage travel to Syria and Iraq
- UK Council for Internet Safety have provided advice on sexting-in-schools and colleges and using-external-visitors-to-support-online-safety-education Remote education, virtual lessons and live streaming
- Case studies on remote education practice are available for schools to learn from each other
- Departmental guidance on safeguarding and remote education including planning remote education strategies and teaching remotely
- National cyber security centre guidance on choosing, configuring and deploying video conferencing
National cyber security centre guidance on how to set up and use video conferencing
- UK Safer Internet Centre guidance on safe remote learning

Support for children

- Childline for free and confidential advice
- UK Safer Internet Centre to report and remove harmful online content
- CEOP for advice on making a report about online abuse

Parental support

- Childnet offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- Commonsensemedia provide independent reviews, age ratings, & other information about all types of media for children and their parents
- Government advice about protecting children from specific online harms such as child sexual abuse, sexting, and cyberbullying
- Government advice about security and privacy settings, blocking unsuitable content, and parental controls
- Internet Matters provide age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- Let's Talk About It provides advice for parents and carers to keep children safe from online radicalisation
- London Grid for Learning provides support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- Lucy Faithfull Foundation StopItNow resource can be used by parents and carers who are concerned about someone's behaviour, including children who may be displaying concerning sexual behaviour (not just about online)
- National Crime Agency/CEOP Thinkuknow provides support for parents and carers to keep their children safe online
- Net-aware provides support for parents and carers from the NSPCC and O2, including a guide to social networks, apps and games
- Parentzone provides help for parents and carers on how to keep their children safe online
- Parent info from Parentzone and the National Crime Agency provides support and guidance for parents from leading experts and organisations
- UK Safer Internet Centre provide tips, advice, guides and other resources to help keep children safe online

5 Individual Establishment Contacts for Fairfield High School for Girls

Head of School: Miss F Lealman

Tel: 0161 370 1488 Email: flealman@fairfieldhighschool.co.uk

Designated Safeguarding Lead (DSL/Mental Health Lead): Dr J Beckett

Tel: 0161 370 1488 Email: jbeckett@fairfieldhighschool.co.uk

DDSL: Mrs C Blackburn

Tel: 0161 370 1488 Email: cblackbourn@fairfieldhighschool.co.uk

DDSL: Mrs J Pinnock

Tel: 0161 370 1488 Email: jpinnock@fairfieldhighschool.co.uk

DDSL: Mrs G Pye

Tel: 0161 370 1488 Email: gppe@fairfieldhighschool.co.uk

DDSL: Miss S Stubbs

Tel: 0161 370 1488 Email: sstubbs@fairfieldhighschool.co.uk

Named Trustee – Mrs L Stafford

Email: lstafford@fairfieldhighschool.co.uk

Local Authority Designated Officer (LADO) Mr R Said

Tel: [0780 821 2203](tel:07808212203) Email: ladoreferrals@tameside.gov.uk

LADO Referrals:

Online referral form:

Google 'Tameside Lado Referral Form' which will take you to a Word document

Tameside Multi Agency Safeguarding Hub (MASH)

Hours – Monday to Wednesday 8.30 am to 5.00pm

Thursday 8.30am to 4.30pm

Friday 8.30am to 4.00pm.

Tel: 0161 342 4101 Out of hours Tel 0161 342 2222

Tameside Early Help Access Point (EHAP) / Tameside Family Information Service

Tel: 0161 342 4260

Other useful contact numbers

NSPCC Child Protection helpline – 08008005000 (a free 24-hour service)

Childline – 0800 1111 (a free 24-hour helpline for children)