



# Safeguarding Newsletter

**THE SAFEGUARDING NEWSLETTER IS PUBLISHED BY THE EDUCATION SAFEGUARDING TEAM AND IS ISSUED TO SCHOOLS, EARLY YEARS PROVIDERS AND LOCAL AUTHORITY STAFF THREE TIMES EACH ACADEMIC YEAR**

**ISSUE NO. 61 – January 2017**

## **INCLUDED IN THIS ISSUE**

- Team news
- Service Development
- CSE – Intelligence Forms
- Updated policies and guidance – Record Keeping, Self Review Tool and Official Social Media Use
- Training
- Online Safety
- KSCB bulletin
- Education Safeguarding Team contacts

## **Introduction**

We are pleased to confirm that since the last newsletter in September 2016, three new members of staff have joined the team, Catherine Holmberg, Robyn Windibank and Shirley Glasgow. Catherine has taken over the role of Area Safeguarding Adviser in the East of the County and will have a lead for Early Years and Child Sexual Exploitation, with Robyn covering West Kent with a lead for Honour Based Violence and Domestic Abuse. Shirley will be providing much needed admin support at Head Office, supporting Claire Ray, Becki Avery and Ashley Assiter.

Some of you will already know Catherine, who spent some time working for the team a few years ago, and more recently as a Team Leader for Specialist Children's Services in Thanet. Robyn also worked as a Senior Practitioner in East Kent before moving to work for adoption services in Kent. We welcome the experience both Catherine and Robyn bring to the Team and trust that links will quickly be established with schools and settings in their areas.

Up to date contact details can be found at the end of the newsletter, or by clicking the link [Here](#)

## Service Development

With Catherine now in post in East Kent, Mike O'Connell has taken up the new role of Training and Development Officer for the team. In addition to ensuring that all training materials reflect the most up to date local and national guidance, he will be working with schools and settings to develop new services including new training courses and different ways in which to disseminate information, such as webinars and blogs.

The EST will also be widening its range of commissioned services with safeguarding reviews, independent reports for complaints and disciplinary issues continuing to be available. The intention is to develop our offer to include support and supervision for DSLs and Pastoral staff in schools, as required by The Children Act 2004 and Working Together to Safeguard Children 2015. In order to best meet the needs of school staff, we would be interested in discussing the different options available, which could include providing a mixture of individual sessions for DSLs and pastoral leads, group supervision sessions and seminars open to a wider range of staff.

Should you be interested please contact Mike O'Connell directly. Contact details attached to this newsletter or on Kelsi - [Here](#)

## Child Sexual Exploitation - Intelligence Forms

An updated version of the information sharing/intelligence form for partner agencies is now available on the [KSCB website](#). Once completed, the form should be sent through to the Child Sexual Exploitation Team at: [cse.team.kent.and.medway@kent.pnn.police.uk](mailto:cse.team.kent.and.medway@kent.pnn.police.uk)

Please be aware that the soft intelligence you will be sharing on these forms is for all cases with a possible CSE concern but must not be used to replace a formal referral to SCS or an Early Help Notification. If you are unclear on which action to take, please contact your Area Safeguarding Adviser.

## Updated policies and guidance

### Record Keeping

[The Record Keeping Guidance](#) has been revised to reflect changes in Keeping Children Safe in Education 2016. It includes recommendations and learning identified from local and national serious case reviews and from school safeguarding reviews carried out by the team.

The new guidance has an updated welfare concern ("green form") template which schools and settings can adapt for their own use. We strongly recommend that schools and settings switch to this new template as it reflects current expectations, including a clear section to be completed on the actions taken by the Designated Safeguarding Lead.

The document also features a new template for DSLs to formally record meetings between lead DSLs and Deputies. This will enable DSLs to manage safeguarding concerns more effectively and enable evidence to be provided during inspections which demonstrates a strategic oversight of safeguarding concerns.

## **Safeguarding Self-Review Tool**

As you will be aware from [Patrick Leeson's e-bulletin](#) of 13<sup>th</sup> December 2016, some recent Ofsted inspections have raised issues about non-compliance with the most recent Keeping Children Safe in Education 2016. These have included safeguarding policies not reflecting current guidance, staff training not containing information on CSE, Honour Based Violence and The Prevent Duty and governors not having a “*strong grasp of their strategic responsibilities*” in relation to safeguarding.

The Education Safeguarding Team has recently published a revised Self Review Tool, which can be found [here](#). The aim of the document is for senior leaders and governors to feel confident in their school’s safeguarding procedures and practice and to ensure all the requirements in Keeping Children Safe in Education 2016 are being met. Key questions are asked in the review tool, with space for supporting evidence to be uploaded and areas of improvement identified.

## **Official Social Media Use – Updated Guidance Coming Soon**

There has been an increase in schools enquiring about setting up official social media accounts. We are aware of many schools who use social media successfully, although it does take time and resources to be able to plan its use safely and effectively.

The EST guidance, “*Using Social Media as an Establishment*” is in the process of being updated and will be published on [Kelsi](#) shortly. Information about official social media use is also available within the Online Safety Policy template and AUP guidance. If more in depth advice is needed, please contact either the Education Safeguarding Adviser (Online Protection) or e-Safety Development Officer.

## **Training**

### **Safeguarding conference**

After last year’s successful conference, two further events will be held this academic year. One date has been confirmed for **Thursday 9<sup>th</sup> March** and will take place at Oakwood House, Maidstone with another likely to take place in term 6, with the date yet to be confirmed.

The March conference, which will not be a refresher course but will count as an ‘annual update’ as required by [KCSIE 2016](#), will have guest speakers from other agencies. These include a presentation from the Senior Investigating Officer involved in the tragic case of Daniel Pelka, which has considerable learning for schools, in particular the management of safeguarding.

There will also be presentations and information available on a variety of other subjects:

- The Child Sexual Exploitation Team - 'Operation Willow';
- The Prevent Duty, including information regarding Far Right Extremism;
- Gang activity in Kent;
- Young Carers services;
- The Local Authority Designated Officer (LADO) service;

There will also be displays of relevant national and local material from CEOP, the NSPCC and Kent Safeguarding Children Board. Information and resources will be available relating to understanding and assessing sexual development, Female Genital Mutilation, Children Missing Education and Elective Home Education.

We anticipate demand will be high for this event and recommend you reserve your place as soon as possible. Bookings can be made in the usual way via [CPDOnline](#).

## **Online Safety**

### **Training Requests**

Since the publication of Keeping Children Safe in Education 2016, there has been an increase in demand for online safety training for staff, pupils and parents.

The role of the Education Safeguarding Team is to provide advice and guidance to education settings in Kent and supports DSLs in responding to online safety concerns. We offer specific online safety training in addition to whole school staff training which helps develop good safeguarding practice in all areas. The team do not currently have the capacity to provide online safety sessions for pupils and parents; indeed a reliance on external visitors to deliver such input can undermine the ability of schools to develop ownership of online safety. The team are happy to signpost schools and settings to resources which can enable them to provide education and awareness to pupils and parents.

### **The role of the DSL and strategic oversight of '*Appropriate Filtering and Monitoring*'**

There is a clear expectation in KCSIE 2016 that the responsibility for online safety falls within the safeguarding agenda. Therefore overall responsibility should be held by the DSL, alongside the Headteacher and Governing Body or Proprietor. Despite this requirement, many schools still consider their online safety lead to be a computing lead or a technician which is not appropriate practice. It is incredibly important that settings do not just consider online safety as a technology issue.

Other non-designated staff with appropriate skills, interest and expertise in online safety should be encouraged to help support the DSL, for example when developing curriculum approaches or making technical decisions. Schools and settings must be clear, however, that ultimate responsibility for online safety sits with the Designated Safeguarding Lead.

To underline this point, a colleague from another Local Authority has recently shared the experience of a school during their Ofsted Inspection. The Inspector asked the Headteacher about the mechanisms in place to ensure “*appropriate filtering and monitoring*” and when they offered to find the computing lead and technician this request was declined. The Inspector expected the Designated Safeguarding Lead to be able to demonstrate an awareness and understanding, together with providing appropriate justifications for the schools decision making.

The UK Safer internet Centre has put together excellent guidance for schools and colleges on [appropriate filtering and monitoring](#). We strongly recommended that governing bodies, proprietors, Headteachers and DSLs read this guidance when considering their filtering and monitoring systems and any associated decisions.

Schools may also wish to approach their broadband provider to consider the range of tools available to them which will enable them to develop strategies to control and supervise their internet use and systems appropriately. Kent schools and settings using the EIS School Broadband system will be using the LightSpeed system which already has a range of tools to support schools. Further information about LightSpeed can be accessed via [EiS](#) and both [LightSpeed](#) and [EiS](#) have completed a response form for the UK Safer Internet Centre.

To support DSLs with gaining a greater understanding of their online safety responsibilities, we are providing a dedicated training event which will cover the key strategic responsibilities (including appropriate filtering and monitoring) as well as looking at policies and procedures for responding to specific concerns. Bookings can be made in the usual way via [CPD Online](#).

## **Responsibilities of Governing Bodies**

The [UKCCIS Education Group](#) has recently published guidance to help Governing Bodies support school leaders to keep children safe online. The document explores five key questions for Governors to facilitate discussions with Headteachers and Designated Safeguarding Leads. These will help ensure schools are fulfilling their statutory safeguarding requirements and to help collate evidence ready for inspection. The document includes examples of good and outstanding practice, as well as identifying issues and examples of answers which will help to indicate when governors should be concerned.

## **Responding to “Sexting” Incidents – a reminder for DSLs and free training event**

Please ensure that you have downloaded a copy of the UKCCIS and KSCB guidance available on [Kelsi](#) regarding responding to youth produced sexual imagery, also known as “sexting”. There has been an increase in incidents recently where staff may have inadvertently placed themselves at risk by printing and forwarding images of children which are potentially indecent. Whilst often done with good intentions, this practice could result in disciplinary or even criminal action being taken.

Please ensure that your child protection and safeguarding policies are up-to-date and that all members of staff are aware of how to respond to concerns relating to youth produced sexual imagery.

In conjunction with Kent Safeguarding Children Board, the Education Safeguarding Team is providing a free ½ day event which will consider the issues relating to Youth Produced Sexual Imagery. The session will involve local and national speakers and will explore practical responses to concerns.

The event will take place on Tuesday 28th March 2017, 9:30am to 2:00pm at Kent Police Training College Lecture Theatre. To book a place at either of these events or for further information, please visit [CPD online](#) or you can email [kscbtraining@kent.gov.uk](mailto:kscbtraining@kent.gov.uk) for more information. Places are limited so early booking is advised. Please be aware that KSCB's non-attendance / late cancellation policy applies and lunch is not provided.

### **Safer Internet Day 2017**

Safer Internet Day 2017 will take place on Tuesday 7th February with the theme '*Be the change: unite for a better internet*'. To help schools and other organisations run activities, the UK Safer Internet Centre have created free Education Packs and complementary SID TV films, tailored for children aged 5-7, 7-11, 11-14 and 14-18. There is also content for use with parents and carers. The packs include lesson plans, posters, presentations, activities and more!

You can download the education packs, access resources and register your support for SID 2017 on the [UK Safer Internet Centre website](#).

### **Online Safety – Staying up-to-Date!**

We are frequently asked by schools about how they can keep up-to-date with online safety, such as new policy changes and resources, as it moves so quickly! We would encourage DSLs to visit and subscribe to the [Kent Online Safety blog](#) as we are using this communication channel to share resources and local and national updates.

Recent blog posts have included:

- A template letter for schools to share with [parents at Christmas time](#)
- A new resource from Leicestershire Police called "[Kayleigh's Love Story](#)" (a hard hitting video to help secondary schools explore online grooming)
- The recent Children's Commissioners report; "[Growing up Digital](#)"
- A notification from [Action Fraud regarding a ransomware scam targeting schools](#)

Schools can also access a range of template, guidance and suggested materials via the online safety section on Kelsi: [www.kelsi.org.uk/support-for-children-and-young-people/child-protection-and-safeguarding/e-safety](http://www.kelsi.org.uk/support-for-children-and-young-people/child-protection-and-safeguarding/e-safety)

### **Kent Safeguarding Children Board (KSCB) bulletin**

KSCB now publish a regular bulletin, which aims to keep professionals informed about local and national developments, the work of the Board and includes useful links to publications and websites. January's bulletin can be found by clicking [here](#) and it is recommended schools and settings sign up directly to receive the bulletin via the contact details on the KSCB website.

## EYPS – Education Safeguarding Team Contacts – December 2016

<b>Head Office – Sessions House</b> Room 2.04, Sessions House, County Hall, Maidstone ME14 1XQ	
<b>Claire Ray</b> Principal Officer <b>Shirley Glasgow</b> Admin Support <b>Kay Ashman</b> Admin Support (part-time)	<b>Office: 03000 415788</b> Mobile: 07920 108828 claire.ray@kent.gov.uk
<b>Rebecca Avery</b> Education Safeguarding Adviser – Online Protection	<b>Office: 03000 415797</b> Mobile: 07789 968705 rebecca.avery@kent.gov.uk or for general enquiries: <a href="mailto:esafetyofficer@kent.gov.uk">esafetyofficer@kent.gov.uk</a>
<b>Ashley Assiter</b> e-Safety Development Officer	<b>Office: 03000 422148</b> Mobile: 07545 743310 ashley.assiter@kent.gov.uk or for general enquiries: <a href="mailto:esafetyofficer@kent.gov.uk">esafetyofficer@kent.gov.uk</a>
<b>Mike O’Connell</b> Education Safeguarding Adviser (Training & Development) <b>Katie Agnew</b> Safeguarding Admin Support (part-time)	<b>Office: 03000 418707</b> Mobile: 07740 183807 mike.o’connell@kent.gov.uk  Brook House, Reeves Way, Whitstable CT5 3SS
<b>North Kent – Dartford, Gravesham, Sevenoaks</b> (Worrall House, 30 Kings Hill Avenue, West Malling, ME19 4AE)	
<b>Lorrisa Webber</b> Area Safeguarding Adviser (Education)  <b>Linda Funnell</b> Safeguarding Admin Support (part-time)	<b>Office: 03000 412445</b> Mobile: 07740 183798 lorrisa.webber@kent.gov.uk
<b>West Kent – Tonbridge &amp; Malling, Tunbridge Wells, Maidstone</b> (Worrall House, 30 Kings Hill Avenue, West Malling, ME19 4AE)	
<b>Robyn Windibank</b> Area Safeguarding Adviser (Education)  <b>Linda Funnell</b> Safeguarding Admin Support (part-time)	<b>Office: 03000 412284</b> Mobile: 07540 677200 robyn.windibank@kent.gov.uk
<b>East Kent – Swale, Canterbury, Thanet</b> (Brook House, Reeves Way, Whitstable CT5 3SS)	
<b>Catherine Holmberg</b> Area Safeguarding Adviser (Education)  <b>Katie Agnew</b> Safeguarding Admin Support (part-time)	<b>Office: 03000 418503</b> Mobile: 07786 191 359 catherine.holmberg@kent.gov.uk
<b>South Kent – Ashford, Shepway, Dover</b> (Kroner House, Eurogate Business Park, Ashford TN24 8XU)	
<b>Peter Lewer</b> Area Safeguarding Adviser (Education)  <b>Lin Storton</b> Safeguarding Admin Support (part-time)	<b>Office: 03000 415648</b> Mobile: 07917 602413 peter.lewer@kent.gov.uk

**Central Duty: 03000 41 11 11**

Urgent child protection issue outside of office hours; call the **Central Duty** Out of Hours Number: **03000 41 91 91**

**Early Help & Preventative Services:** [earlyhelp@kent.gov.uk](mailto:earlyhelp@kent.gov.uk) or ring **03000 419222**

## Local Authority Designated Officer Contacts

The LADO Team deal with allegations against staff who work with children either in education or the wider workforce

If you need to speak to the LADO Team regarding an **allegation** against a member of staff **please call any member of the LADO Team number**. Your details will be taken and passed to the intake officer. The same intake officer will support you through the process until the matter has been resolved. Please note that the team no longer works on an area basis.

<p><b>LADO Team contact number: 03000 410 888</b>                  Now it's just one number for the whole LADO Team covering Kent Local Authority  <b>Email: kentchildrenslado@kent.gov.uk</b></p>	
<p><b>Kroner House</b></p>	
<p><b>Becky Cooper</b>  <b>LADO Team Manager</b> (Tue/Wed/Thu/Fri)</p>	
<p><b>Angela Chapman</b>                  LADO (not Friday)</p>	<p><b>Jinder Pal Kaur</b>                  LADO</p>
<p><b>Elaine Coutts</b> (Tues/Wed/Thur)                  LADO</p>	<p><b>Yetunde Areeson</b>                  LADO</p>
<p><b>Henry Bodunrin</b>                  LADO</p>	
<p><b>Admin Officer</b> Emma Cumberbatch  <b>Admin Officer</b> Angela Brookes</p>	

If a call is urgent i.e. **a child is in immediate danger**, and the call **cannot** go through to the officer on **Duty**, the call should go through to the **Central Referral Unit on: 03000 41 11 11**

Urgent child protection issue outside of office hours, Call the **Central Duty** Out of Hours Number:  
 03000 41 91 91