Theale Green School Safeguarding Procedures

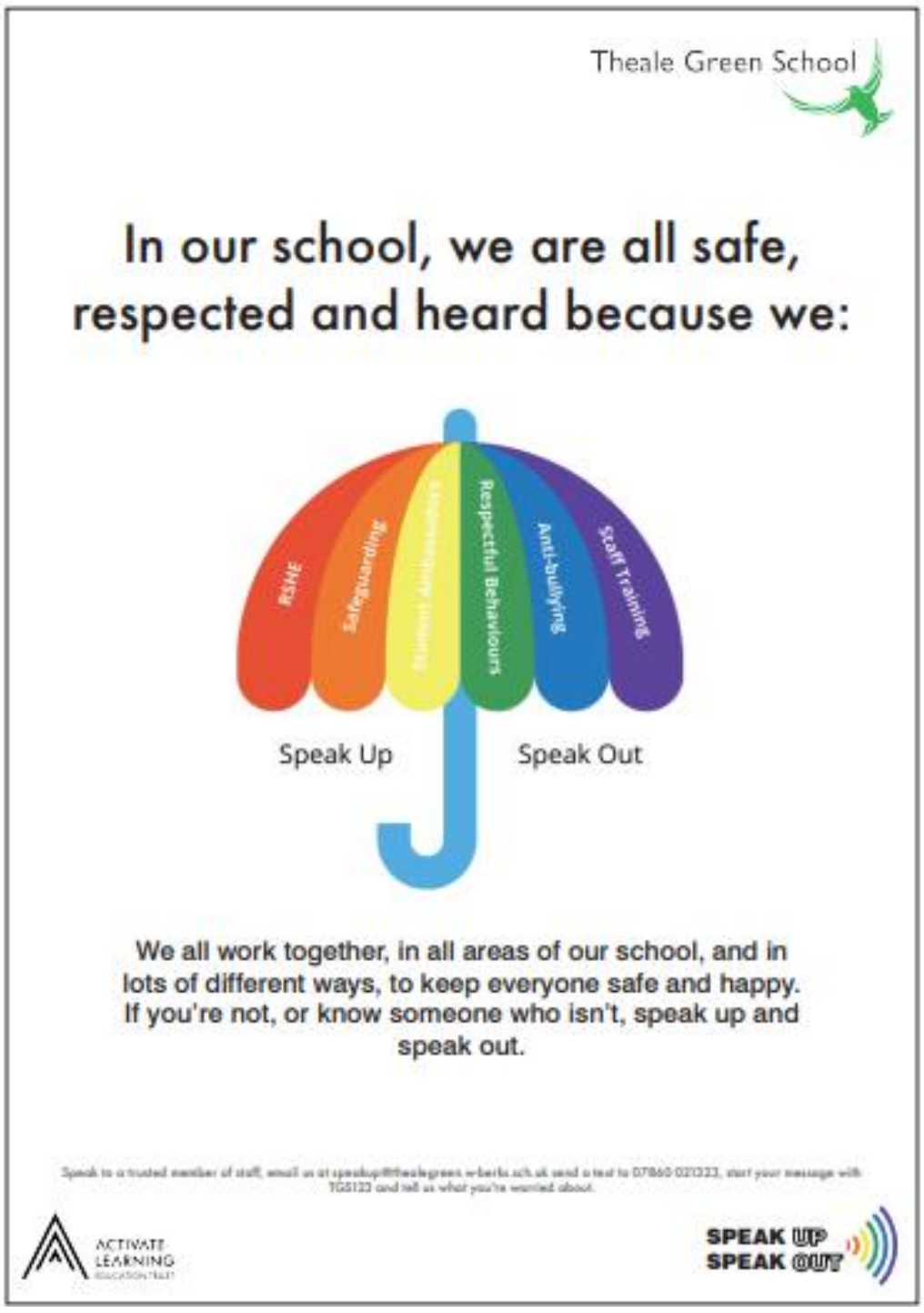
“The welfare of the child is paramount”. (Children Act 1989)

We take seriously our responsibility to protect and safeguarding the welfare of children and young people in our care. The below outlines the individual procedures for Theale Green School in accordance with the ALET Safeguarding and Child Protection Policy.

A copy of the ALET Safeguarding and Child Protection Policy can be found here GOV007_V8_Safeguarding-and-Child-Protection-Policy-2023.pdf (alet.org.uk)

A copy of the ALET Whistleblowing Policy can be found here GOV012_V4_Whistle-blowing-Policy.pdf (alet.org.uk)

Safeguarding is part of the TGS Speak up Speak out Campaign.



Our TGS Safeguarding team are:

The key contacts for Safeguarding in this schools are:-

	Name	Telephone	Email
Designated Safeguarding Lead	Marianna Tottman	0118 930 2741	mtottman@thealegreen.w-berks.sch.uk
Trust Director of Safeguarding and SEND	Linda Stevens	[redacted]	linda.stevens@alet.org.uk
Headteacher (trained DSL)	Charlotte Badarello	0118 930 2741	headpa@thealegreen.w-berks.sch.uk
Safeguarding Officer	Daniele Drake	0118 930 2741	ddrake@thealegreen.w-berks.sch.uk
Family Support Worker (trained DSL)	Fay Morris	0118 930 2741	fmorris@thealegreen.w-berks.sch.uk
Safeguarding Contractors on Site (trained DSL)	Chris Soley	0118 930 2741	csoley@thealegreen.w-berks.sch.uk
Safeguarding Governor	Rob Cox	[redacted]	

How to Report a Concern

Visitors to Theale Green School, Parents or Members of the Public

On School Site

If on school site you can contact a member of the safeguarding team by alerting Main Reception and will be able to share your concerns in person.

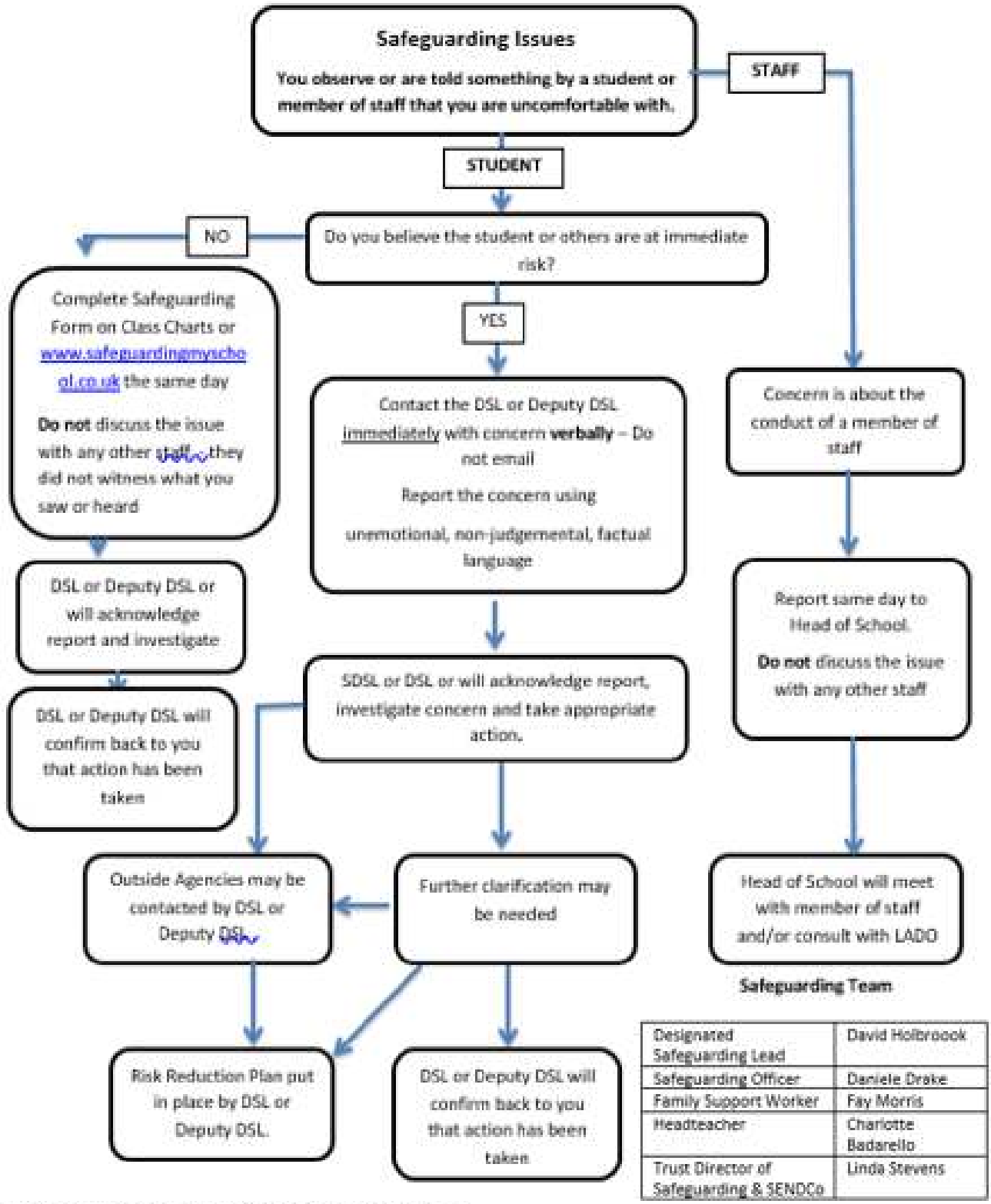
Off School Site

If you have a safeguarding concern regarding a student at Theale Green School (TGS) please telephone: 0118 930 2741 and ask to speak to the Designated Safeguarding Lead, a member of the safeguarding team or email speakup@thealegreen.w-berks.sch.uk.

If you need to contact the safeguarding team out of hours, please email a member of thesafeguarding team or email speakup@thealegreen.w-berks.sch.uk and the email will be actioned the next working day.

Staff reporting concerns about a student

Safeguarding Flow Chart 2024-25



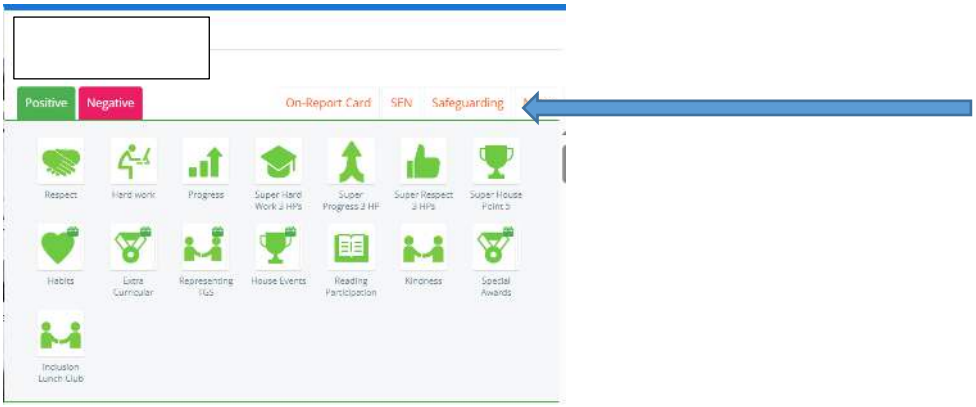
Safeguarding Team

Designated Safeguarding Lead	David Holbrook
Safeguarding Officer	Daniele Drake
Family Support Worker	Fay Morris
Headteacher	Charlotte Badarello
Trust Director of Safeguarding & SENDCo	Linda Stevens

REPORT IT, DON'T DISCUSS IT –

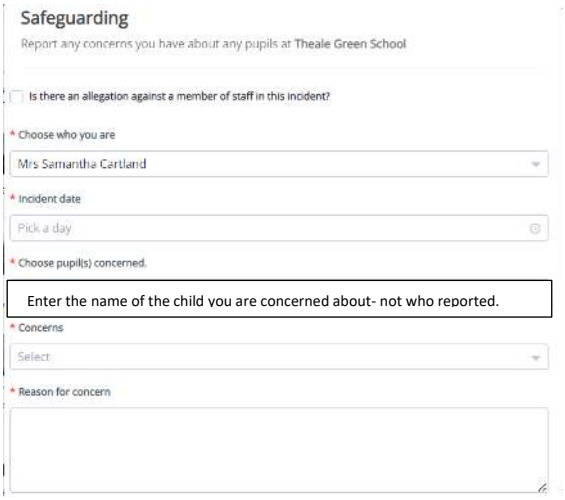
USING THE PROCESS CORRECTLY PROTECTS EVERYONE.

If the concern is non urgent, staff will report on Class Charts www.classcharts.co.uk. Staff will firstly click on the student they are concerned about on their seating plan or via display all.

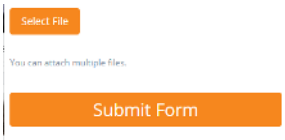


Click the safeguarding tab.

Complete the online form which appears. In the reason for concern write as much detail as possible and using the words of the student/child.



You are able to upload any files shared by the student by clicking 'select file'. Click submit form at the end of the form.



When you concern has been read/acknowledged you will receive a notification email similar to the below.

From: donotreply=provisionmap.co.uk@mg-eu.provisionmap.co.uk <donotreply=provisionmap.co.uk@mg-eu.provisionmap.co.uk> **On Behalf Of** Provision Map
Sent: 15 November 2024 12:36
To: Daniele Drake (Staff) <DDrake@thealegreen.w-berks.sch.uk>
Subject: Safeguarding concern acknowledgement

Dear Mrs Danielle Drake,

Thank you for reporting this concern.

Kind regards Mrs Danielle Drake

Sent by Safeguard My School,
On behalf of **Theale Green School**

<u>Students reporting concerns about themselves or others</u>

Students can report a concern by:

- Speaking directly to a member of the safeguarding team
- Speaking to any member of staff
- Email to Speak Up
- Text to the Speak Up Text Service (see below for instructions of use)

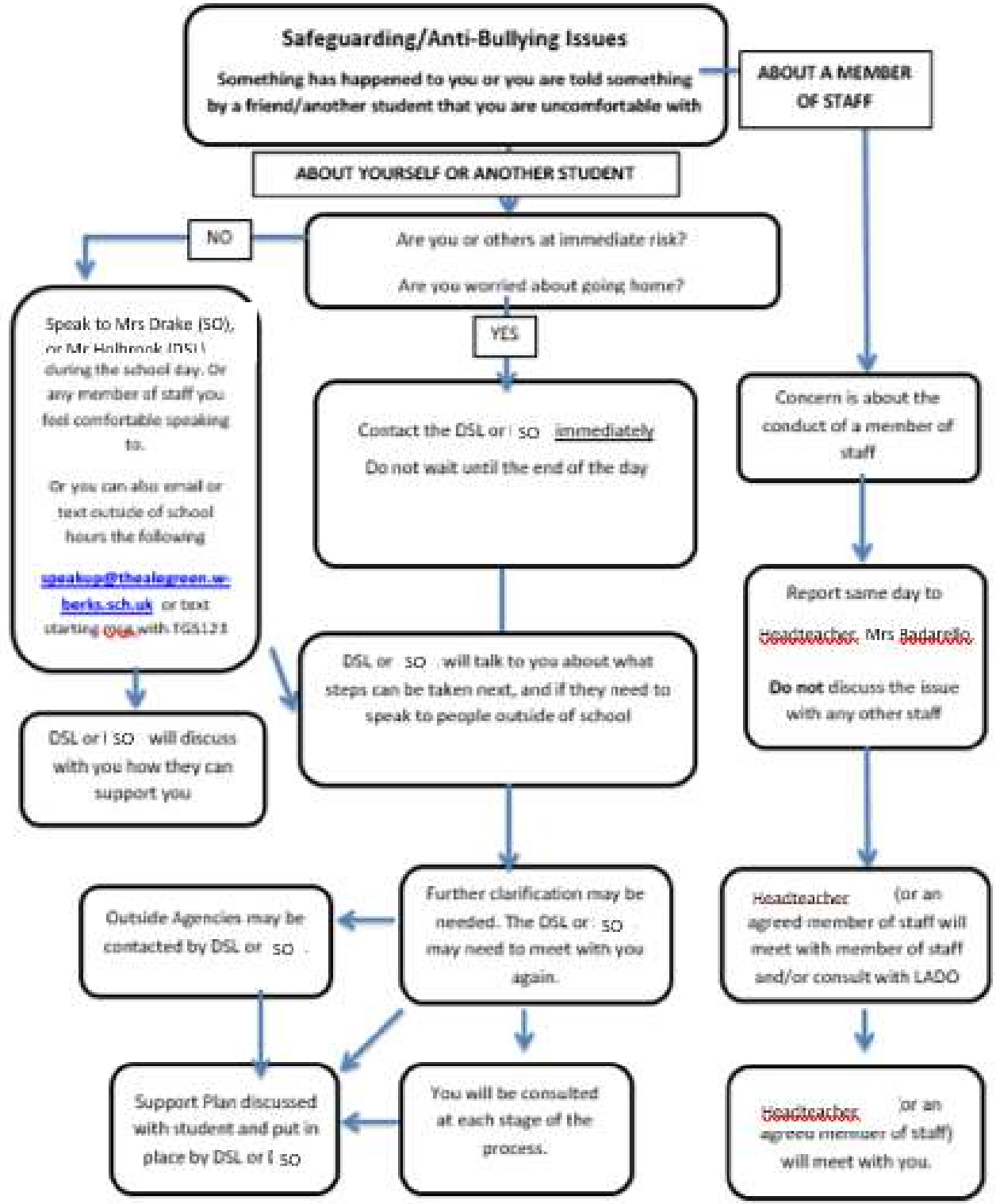
For students to be able to identify the members of the safeguarding team, they all wear special safeguarding coloured lanyards.

Posters are around the school to support students remembering how to report concerns:

Posters with photographs of the safeguarding team are also available around the whole school.

Students are educated about safeguarding matters via assemblies, tutor time activities and RSHE lessons. The full RSHE curriculum can be found here: [RSHE | Theale Green School]. The RSHE curriculum also utilizes a number of guest speakers from key agencies to support students remaining safe including Trading Standards and the School Nursing Service.

Student Safeguarding/Anti-Bullying Flowchart 2024-25



REPORT IT

USING THE PROCESS CORRECTLY PROTECTS EVERYONE.

Email speakup@thealegreen.w-berks.sch.uk or text 07860 021323 (starting msg TGS 123)

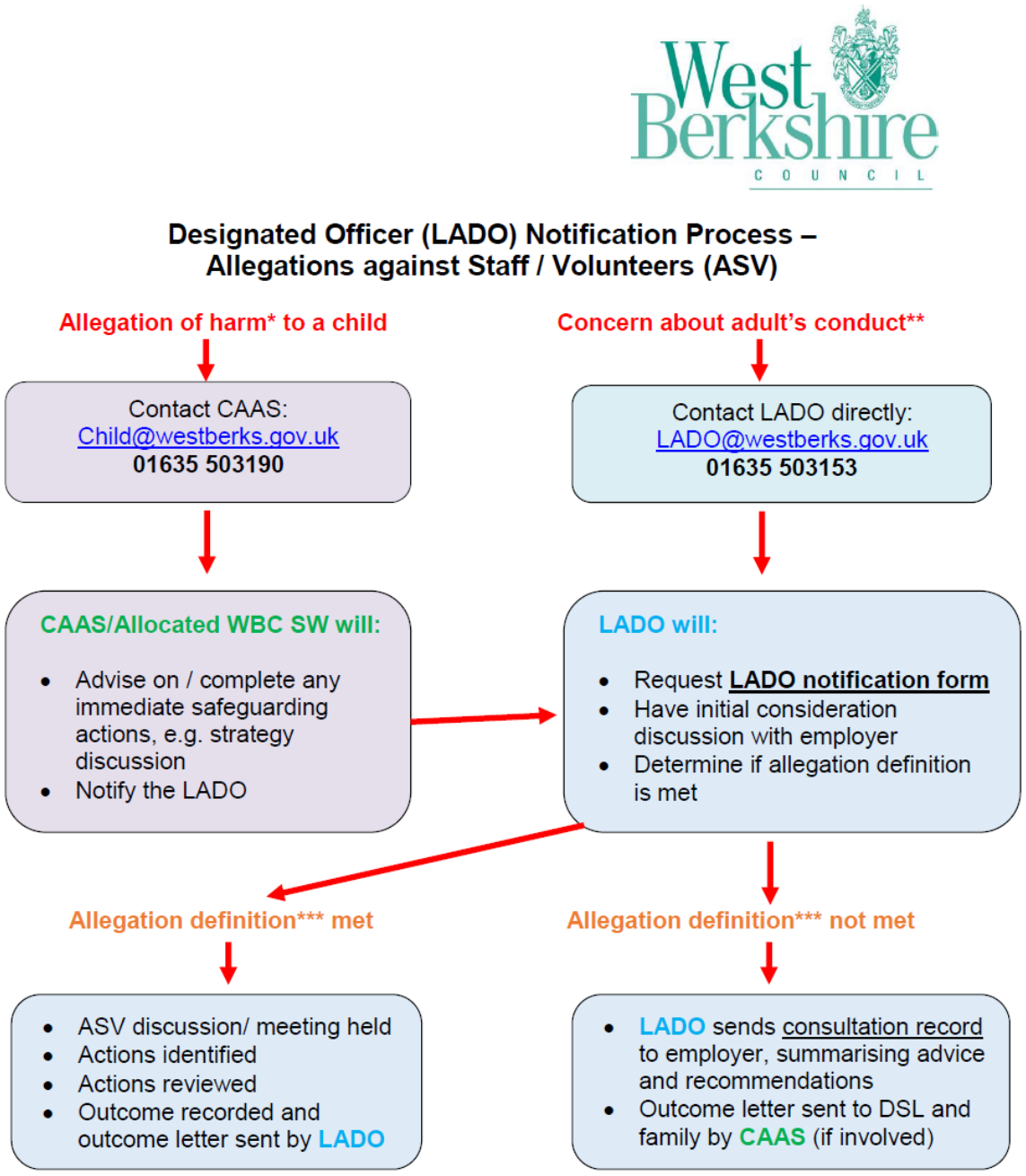
Concern regarding a member of staff at Theale Green School

If you wish to discuss a safeguarding concern about a member of staff or volunteer at Theale Green School, please contact Charlotte Badarello (Head of School) in the first instance.

Should you wish to raise a concern regarding the Head of School please contact the Nominated Safeguarding Governor: Sarah

Should you wish to raise a concern regarding a member of the school staff, or Head of School with the Local Authority, please contact the LADO (Local Authority Designated Officer) as per below.

LADO: Fiona Goussard 01635 503135/01635 503190 fiona.goussard@westberks.gov.uk West Berkshire Council, Council Offices, Market Street, NEWBURY RG14 5LD.



Out of hours allegations/concerns:

Contact Emergency Duty Service (EDS) – 01344 786 543

Key Contacts within the Local Authority

The Safeguarding Team will consult the local authority the child resides in for advice, support and guidance using the key contacts below.

Pan Berkshire Safeguarding Procedures: http://berks.proceduresonline.com/

West Berkshire Key Contacts

	Name	Address	Telephone contact	Email
Contact, Advice & Assessment Service (CAAS)	Duty Social worker	Council Offices Market Street NEWBURY RG14 5LD	Professionals only contact number: 01635 503190 Parents only Contact number: 01635 503090 or Emergency Duty Team (outside of office hours) Tel: 01344 351999 If you feel the child is in immediate danger – call 999.	child@westberks.gov.uk
Prevent Officer Thames Valley Police	Prevent officer			Preventreferrals@thamesvalley.pnn.police.uk
Service manager for Early Years, Vulnerable Learners and Families	Avril Allenby/ Melissa Perry	Council Offices Market Street NEWBURY RG14 5LD	01635 519044	Avril.Allenby@westberks.gov.uk
Principal Education Welfare and Safeguarding Officer, and PREVENT Link for Education	Melissa Perry	Council Offices Market Street NEWBURY RG14 5LD	01635 519788	EWSS@westberks.gov.uk
Education Safeguarding Officer	Melissa Perry and Sal Looker	Council Offices Market Street NEWBURY RG14 5LD	01635 519788 01635 519788	Melissa.Perry1@westberks.gov.uk Sal.Looker@westberks.gov.uk
Local Authority Designated Officer Contact can be made via CAAS	Fiona Goussard	Council Offices Market Street NEWBURY RG14 5LD	CAAS on 01635 503190	cpadmin@westberks.gov.uk or LADO.LADO@westberks.gov.uk
Senior Education Welfare Officer,	Sally-Ann Looker	Council Offices Market Street NEWBURY RG14 5LD	01635 519788	sal.looker@westberks.gov.uk
Exclusions and Reintegration Officer	Roslyn Arthur	Council Offices Market Street NEWBURY RG14 5LD	01635 503409	Roslyn.Arthur@westberks.gov.uk
My Family Plan Facilitator	Kate Parkin		Professional referral line – 01635 503190 Public referral line – 01635 503090	kate.parkin1@westberks.gov.uk

Reading Key Contacts

For non-urgent concerns an online referral for is available on the Brighter Futures for Children website.

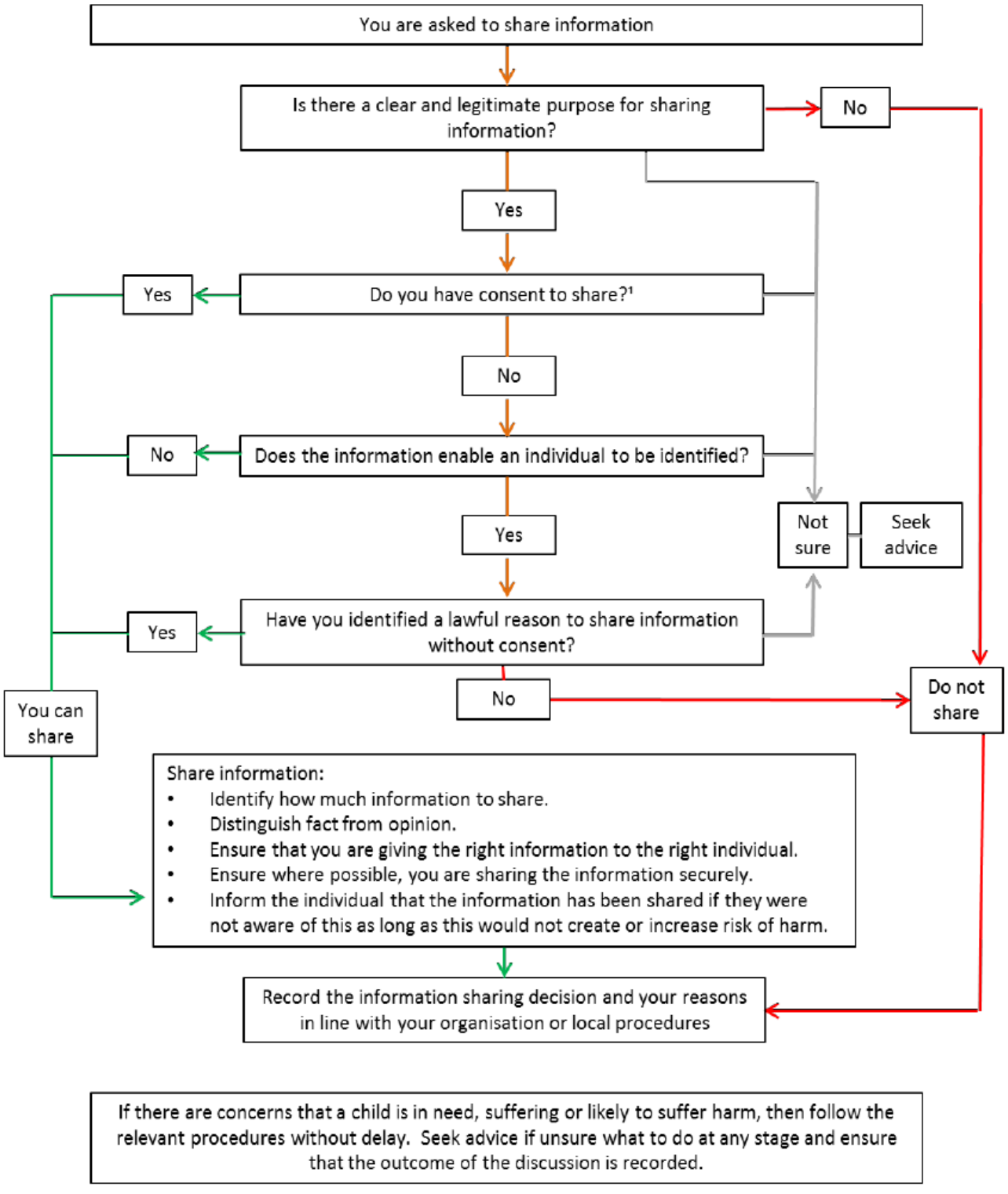
Brighter Futures for Children (CSPOA)		**Brighter Futures for Children** Civic Offices, Bridge Street, Reading RG1 2LU	01189 937 3641	cspoa@brighterfuturesforchildren.org
Reading Children Missing in Education (CME)		**Brighter Futures for Children** Civic Offices, Bridge Street, Reading RG1 2LU		CME@brighterfuturesforchildren.org
Head of Education Access and Support	Fiona Hostler	**Brighter Futures for Children** Civic Offices, Bridge Street, Reading RG1 2LU	0118 937 4336	fiona.hostler@brighterfuturesforchildren.org
Partnership Outreach Worker	Claire McMillian	**Brighter Futures for Children** Civic Offices, Bridge Street, Reading RG1 2LU	07977 813410	claire.mcmillan@brighterfuturesforchildren.org

Other Support Available

Service	**Telephone Number**
NSPCC	0808 800 5000
Child Line	0800 1111

Sharing of Information

The below flowchart is provided as guidance from the Local Authority of when and how to share information. All information requests from professionals are logged on Safeguarding via Class Charts.



1. Consent must be unambiguous, freely given and may be withdrawn at any time

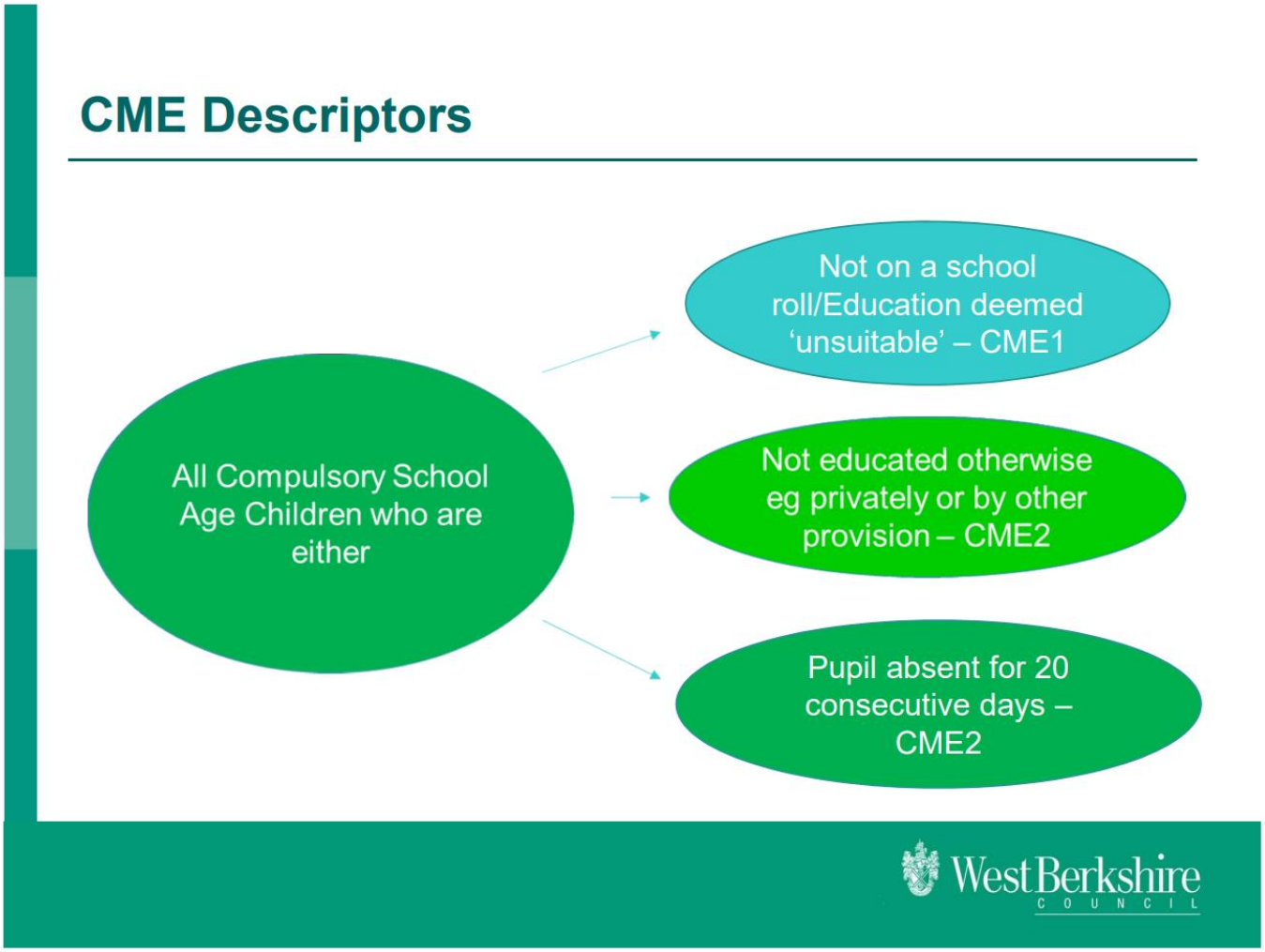
Processes Key to Theale Green School

Non Collection of Students

Due to the age of students (11-18 years) at Theale Green School most children make their way home using public transport or walking. In the event that a school bus does not arrive, duty staff should contact Main Reception who will contact the bus company directly for an update on its estimated time of arrival. For students not collected by parents or after an evening event or fixture the member of staff can contact the parent directly using the contact details found on Class Charts. This should then be logged on safeguarding (via Class Charts) so the team can monitor patterns of non-collection. If contact is unable to be made with the parent alert the Safeguarding team.

Children Who Are Absent from Education

Children can go missing from school for a variety of reasons including long term medical conditions or disabilities, fail to return to school following holiday, caught up in barriers to accessing education.



Theale Green School will refer a student to the Educational Welfare Service if:

- A child does not return to school 10 days after a period of authorized absence – where there is no justifiable reason for the pupil's absence.
- A 20 day period of absence – where there is no justifiable reason for the pupil's absence.
- When a child is removed from roll – no later than the time at which the pupil's name is removed from the register.

The toolkit for referring can be found here: School Toolkit | West Berkshire Education (westberkseducation.co.uk)

Theale Green School

Theale Green School
Procedures for Removing Students from Roll

The DfE guidance for removing students from roll can be found here https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf from pages 46 onwards. This documents lists all scenarios when a school can remove a child from roll.

The below processes are outlined to ensure effective communication with all including parents, staff and outside agencies/professionals, relevant information is collected and safeguarding procedures are upheld. Removal from roll can be categorised in three key areas; removal due to permanent exclusion (PEX), removal due to Elective Home Education (EHE) and a general leavers e.g. moving house, changing schools. Each has its own process outlined below.

Leaving due to PEX	Leaving due to EHE	Leaving due to other reason e.g. moving house, parent led application
The Clerk to the chair of Governors will work alongside the Headteacher's PA to highlight when the 15 days period for appeals has passed. At this stage the Headteacher's PA will alert the Safeguarding Administrator to ensure: 1) All records are downloaded from Class Charts and Edukey 2) A safeguarding log has been made of the students alternative provision details. Headteacher's PA will remove from roll.	The member of staff liaising with the parent should complete the EHE checklist. On most occasions, this is the Attendance Officer. This process ensures the parent is fully informed of their decision and responsibility moving forward. Once this has been completed, it will be uploaded to Safeguarding via Edukey under 'Removal from roll: EHE'. The Safeguarding Administrator will then complete the EHE Safeguarding form. This will be reviewed in the first instance by: AHT (Student Experience) for non-SEND students or SENCO for SEND students. The review process is to ensure all procedures have been correctly followed, the decision was informed and that the child's safeguarding is not at risk. The Safeguarding Administrator will then: 1) Send the form to the relevant Local Authority. 2) Notify key staff that the student has left the school (HOY, SM, Tutor, Teachers, LT and Headteacher's PA) 3) Upload all communications to the safeguarding log. 4) Update any key agencies or professionals working with the student. 5) Notify parent of removal from roll. The Headteacher's PA will then remove from roll.	In all instances the parent must complete the removal from roll request form. Parents are encouraged to meet with key staff (HOY, LT) before moving a child to another local school. All parents will have the opportunity to complete an exit evaluation to give feedback to the school via MS Forms. Once this has been completed it will be uploaded by the receiver of the document to Safeguarding under 'Removal from roll: other reason'. At this stage the Safeguarding Administrator will: 1) Ensure the form is full completed and provides all details needed. 2) Confirm the place at the new school. 3) Download all student personal information from Class Charts and Edukey to collate to be sent to new school. 4) Update any key agencies or professionals working with the student. 5) Notify key staff that the student has left the school (HOY, SM, Tutor, Teachers, LT, Headteacher's PA and Exams Officer). 6) Notify parent of removal from roll. The exams officer will arrange CTF to be sent to new school and the Headteacher's PA will removal from roll.

In the event that a student is moving country, the 'leaving due to other reason' procedures should be followed. In addition to this, the Safeguarding Administrator will liaise with the family to:

1) Ensure accurate details of old and new address are on record.
2) Specific dates of travel are provided including any travel confirmation documents e.g. plane tickets
3) Reason for move to another country e.g. work, refugee returning to home.

Removal for any other reason with be alerted to the AHT (Student Experience) via a Safeguarding log for liaison with the Educational Welfare Officer e.g. absence of 20 days or longer, not returning after agreed absence. Once advice has been taken, the Safeguarding Administrator will follow advice given with support of AHT, alongside the procedures for 'leaving due to other reason

Theale Green School

Students who go Missing Throughout the School Day

Theale Green School Process and Procedures

This guidance refers to students who register at school in the morning and then go missing during the school day without a satisfactory explanation. This can also be known as truancy.
Theale Green has separate guidance for students who fail to register or who are classed as Children Missing Education (CME).

Missing Definition

When a student's whereabouts cannot be established and where the circumstances are out of character or the context suggests the student may be the subject of a crime or at risk of harm to themselves or another.

Is the student at significant risk?

A student missing during school hours' incident would be prioritised as significant risk where:

a) The risk posed is immediate and there are substantial grounds for believing that the student/young person is in danger through their own vulnerability. Vulnerability characteristics may include;

- Children on a plan (Early Help, Child in Need, Looked After or Child Protection Plan)
- A disability and/or special educational needs
- Substance misuse
- Education health care plan
- Mental or emotional health concerns

b) The risk posed is immediate and there are substantial grounds for believing that the public is in danger;

c) There are indications that the child/young person has already come to harm (CSE, grooming, radicalisation etc.)

Other contributory factors should be taken into consideration when determining if the student is at significant risk, for example:

Have there been past concerns about this child and family which together with the sudden disappearance are worrying?

- Is there any known history of drug or alcohol dependency within the family?
- Is there any known history of domestic abuse?
- Is there concern about the parent/carer's ability to protect the child from harm?
- Is this very sudden and unexpected behaviour?
- Is there a history of mental health concerns, suicide attempts or self-harm?
- Have there been any past concerns about the child associating with significantly older young people or adults?
- Was there any significant incident prior to the child's unexplained absence?

- Has the child been a victim of bullying?
- Are there health reasons to believe that the child is at risk? E.g. does the child need essential medication or health care?
- Was the child noted to be depressed prior to the unexplained absence?
- Are there religious or cultural reasons to believe that the child is at risk? E.g. rites of passage, female genital mutilation or forced marriage planned for the child?

Procedure:

All members of staff will report absence of a student (who has previously been in school) via the support required button on class charts. If a member of staff sees a student not in lesson as they conduct their daily duties, this can also be reported via reception. This can be done in person, phone call or email. Staff should provide full details e.g. student name, where you saw them, heading in which direction and who they were with. This is the only way to report students missing throughout the school day as this is staff throughout the whole school day and regularly checked.

All appointments or activities which result in a student not being in lesson should be shared with the Attendance Officer (in advance where possible). Support will always go to the lesson of the missing student in the first instance to rule out lateness.

Once a student is identified as missing by any member of school staff, the Attendance and Welfare Officer should be informed to carry out the procedures outlined below. In the absence of the Attendance and Welfare Officer, Main Reception will take the lead. These staff will become the 'lead' for the full procedures.

TGS will hold a list of 'students at significant risk'. This will be available in the TGS Hub Teams and can be updated regularly by key staff e.g. pastoral manager, DSL team etc... The lead member of staff will use professional judgement and risk asses the urgency of the situation to help inform the timeframe required in establishing the student's whereabouts before notifying the Police. Timeliness should be on a case by case basis.

If an absent child is reported to the Police, they will be treated as a missing person; it is therefore important that all reasonable efforts to trace a student should be made first. However, if safeguarding concerns are suspected, a missing report should be made directly to the police.

Once the absence is discovered the child's parents/carers should be contacted immediately and the nature of the absence should be discussed. If there are identified risks or parents/carers believe that there are risks involved, they should be told that the Police will be notified and a missing person report made.

Even where there is no identified risk, if the student is still not at school by the end of the day AND you have been unable to inform the parents/carers they should be reported as missing to the Police.

see checklist for full set of procedures

All students classed as missing during the school day will be recorded on safeguarding under 'Missing During School Day' with a copy of the checklist completed.

Notifying the Police

The information required by the Police to assist in locating and returning the student to a safe environment is as follows:

- The student's name; date of birth; status (for example looked after child); responsible authority
- Where and when they went missing
- Previous missing episodes and where they went
- Who, if anyone, they went missing with

- Has the child been a victim of bullying?
- Are there health reasons to believe that the child is at risk? E.g. does the child need essential medication or health care?
- Was the child noted to be depressed prior to the unexplained absence?
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Theale Green School

CHILDREN WHO GO MISSING DURING THE SCHOOL DAY (TRUANCY) CHECKLIST

Name of students ..... **Year Group** .....

Details of truancy (date, time, lesson, triggers and details of other students missing)

Checklist

	Action	Completed	By Whom
1	Teacher alerts support of missing student via Class Charts. **Note:** If student is found truanting without teacher alert, notify Attendance Officer who will follow up about Safeguarding and Registers.		
2	Support completes a lesson check. Speak to friends/class mates about last time they saw them. Teacher told to alert support if student arrives back to class (lateness)		
3	Support to alert Attendance and Welfare Officer of missing student. Key details – name, lesson missing from, last seen. In absence of Attendance and Welfare Officer alert Main Reception who will lead.		
4	Attendance Officer to check with key staff whether the student has a meeting. Attendance Officer to assess risk and review the 'significant risk' list.		
5	If student is at risk and/or safeguarding concern are suspected alert Safeguarding Team. Safeguarding Team will give advice. (If not move to number 6)		
6	Attendance and Welfare Officer to alert Reception to keep an eye on CCTV. Attendance and Welfare Officer to conduct a toilet check. Truancy alert to be sent home by Reception. Parents will often make contact with student via mobile phone (if on) – clear time and space to report back to.		
5	Support to continue duties and keep an eye as walking around. Radio information as required. Reception to continue to monitor CCTV.		
6	If student located, inform parent immediately. Attendance Officer to explore reasons for truancy. Discuss with student, remove barriers and put in place appropriate actions.		
7	Student not located within an appropriate amount of time alert the Safeguarding Team. For some low risk students, a lesson check can be completed for next lesson. Telephone contact to be made with parent about next actions e.g. contacting police. If unable to locate student or make contact with parent Attendance Officer to alert police.		
Logged	Form fully completed and logged on safeguarding. Safeguarding Team to review and close – update social workers as needed. Safeguarding Team to allocated a key member of staff to write risk assessment – this will be considered on a case by case basis.		

Date checklist completed.....

Member of staff completing checklist.....

Local Police Context

Criminal Exploitation is a key priority for Thames Valley Police. Any child can becomea victim of exploitation; it can be difficult to spot.

What is child criminal exploitation?

> *"Child criminal exploitation is common in county lines and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceivea child or young person under the age of 18. The victim may have been criminally exploitedeven if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology."*

Common signs of exploitation include:

- New possessions with an unknown origin (mobile phones, shoes, clothes)
- The use of alcohol
- The use of drugs
- Secrecy around social media
- The possession of two mobile phones
- A change in behaviour or mood
- Physical harm such as bruises, cuts or burns
- Health problems resulting from sexual activity
- Being absent from school
- Being disruptive in school
- Disappearing from the home and their location being unknown
- Not returning to the home at the expected time

If you are observing changes or signs like the above in your child and you are concerned, you should speak to your child regarding your concerns. No one knows your child better than you, follow your instincts. If you identify potential exploitation or have concerns you can seek help from the police, your GP or your child's school. It does not matter if you ask for help and it transpires that your child was not being exploited, you will not have wasted peoples time. If you feel your child is in immediate risk of harm contact the police straight away.

Knife Amnesty

Knife crime is a real and growing concern to many in our community. Parents and adults may not be aware that young children and teenagers are carrying knives in fear "for theirsafety". The community knife amnesty bins is a collaborative initiative by Thames Valley Police and the Council and is an excellent way to help get knives off our streets.

Thames Valley Police have shared a link to the Council's knife crime web page: Reading BoroughCouncil's knife crime web page The link includes a moving video from a local parent who has been affected by knife crime and shares their poignant views on knives,knife crime and how it has affected their lives forever: https://youtu.be/jmOjwC2BTMo

"Knife crime is clearly a difficult and frightening subject to address but in order to protectour children it is imperative that we spread the word to all in our community that knives ruin lives. Informing students and parents that any knives and bladed articles can now be disposed of safely, with no questions asked."

Prevent Referral Pathway

PREVENT REFERRAL PATHWAY

WEST BERKSHIRE

COUNTER TERRORISM POLICING

THAMES VALLEY POLICE

Prevent is 1 of the 4 elements of CONTEST, the Government's counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism.

Prevent is about safeguarding children, adults and communities and providing early intervention to protect and divert people away from being drawn into terrorist activity.

It is important to remember that safeguarding vulnerable people from radicalisation is no different to safeguarding them from other forms of potential harm.

Useful Links and Resources:

Let's Talk About It – working together to prevent terrorism (https://www.ltai.info)

Educate Against Hate – (https://educateagainsthate.com)

Counter Terrorism Policing – (https://www.counterterrorism.police.uk)

Training:

Prevent Awareness (free) - https://www.elearning.prevent.homeoffice.gov.uk

Channel Awareness (free) - https://www.elearning.prevent.homeoffice.gov.uk/channelawareness

Prevent Referrals (free) - https://www.elearning.prevent.homeoffice.gov.uk/preventreferrals

Concern is raised regarding an individual and concerns are of an extremist/radicalisation nature

→ Inform and discuss with your Safeguarding Lead. Consider the following:

- Are there reasons for the change in behaviour?
- What is the context of the behaviour?

→ Have you identified risk of radicalisation and safeguarding concerns?

YES → Complete a Prevent referral:

(Form)

Contact: preventreferrals@thamesvalley.pnn.police.uk

→ Is the individual under 18?

YES → Contact the Contact, Advice and Assessment Service (CAAS):

01635 503090

NO → Consider contact with Safeguarding Adults if you have concerns that the individual may be at risk of harm or neglect:

01635 519056

NO → NFA - Consider implementing internal support or signposting to appropriate support services

Review West Berkshire Directory: https://directory.westberks.gov.uk

If you've seen or heard something that could suggest a terrorist threat to the UK please report it:

If your information relates to an imminent threat to life or property, please contact the police on 999 or the Anti-Terrorist Hotline on 0800 789 321.

For a non-emergency please contact the police on 101.

You can also report suspicious activity online: https://act.campaign.gov.uk

Appendix 1 – Key Website Links

The Government Website www.gov.uk provides a wide range of guidance which is easily accessed from the search box.

The following are particularly useful for schools: -

- Keeping Children Safe in Education 2023
- **Working together to safeguard children**
- **Working Together to Improve School Attendance**
- **What to do if you're worried a child is being abused**
- **The Education Inspection Framework**
- **The Independent Schools standards**
- **Ofsted safeguarding policy - Safeguarding children and young people and young vulnerable adults**
- **The Children Act 2004 - Section 11 of the Children Act 2004**
- **The Education Act 2011 - Section 175 of The Education Act 2011**
- **Education and Training (Welfare of Children) Act 2021**
  - **Full-time enrolment of 14 to 16-year-olds in further education and sixth-form colleges - GOV.UK (www.gov.uk)**
- **Meeting digital and Technological Standards in Schools and Colleges**
- **Criminal Exploitation of Children and Vulnerable Adults**
- **Preventing youth violence and gang involvement - Serious Violence**
- **Missing Children and Adults**
- **GDPR https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/711097/guide-to-the-general-data-protection-regulation-gdpr-1-0.pdf**
- **NSPCC helpline to support victims of sexual harassment and abuse in education settings - 0800 136 663**