



	<p>Designated Safeguarding Lead and Lead for Looked After Children</p> <p>Name: Louise Needham</p> <p>Extension: 260</p> <p>Email: Ineedham@ashmanorschool.com</p> <p>Mobile: 07776 849 736</p>
	<p>Deputy Designated Safeguarding Lead</p> <p>Name: Jacqui Allman-Talbot</p> <p>Extension: 370/288</p> <p>Email: jat@ashmanorschool.com</p> <p>Mobile: 07443 727 449</p>
	<p>Safeguarding Team member</p> <p>Name: Agnes Bailey</p> <p>Extension: 415</p> <p>Email: abailey@ashmanorschool.com</p> <p>Mobile: 07342 882 672</p>
	<p>Safeguarding Team member (Deputy Designated Safeguarding Lead Trained)</p> <p>Name: Chiara Bettis</p> <p>Extension: 263</p> <p>Email: cbettis@ashmanorschool.com</p> <p>Mobile: 07342 882 581</p>
	<p>Safeguarding Team member (Deputy Designated Safeguarding Lead Trained)</p> <p>Name: Catherine Nicholls</p> <p>Extension: 331</p> <p>Email: cnicholls@ashmanorschool.com</p> <p>Mobile: 07776 525 943</p>



Safeguarding Team Member

Name: Tom Fishwick

Extension: 412/362

Email: tfishwick@ashmanorschool.com

Mobile: 07342 882 667



Safeguarding Team Member

Name: Lucy Hill

Extension: 259

Email: lhill@ashmanorschool.com

Mobile:



Nominated Governors for Child Protection

Name: Nikki Elvin

Email: safeguardinggovernor@ashmanorschool.com

What school staff should look out for

All school and college staff members should be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

Staff members working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child. All adults working with or on behalf children have a responsibility to protect them. There are however, key people within this school who have a direct responsibility for ensuring that procedures are in place to protect children and to make a referral if a child is deemed to be 'at significant harm'.

During your time here at Ash Manor School it is possible that you will be alerted to a situation where you think a child may be 'at significant harm'.

Child abuse may take the form of:

- **Physical Abuse**, which may involve, hitting, shaking, throwing, burning, scalding, poisoning, drowning, suffocating or otherwise causing physical harm to a child.
- **Emotional Abuse** involves conveying to children that they are worthless, inadequate and unloved resulting in poor self-esteem and little self-respect.
- **Neglect**, may involve failure to provide for basic needs such as shelter, adequate clothing, medical treatment and protection from danger.
- **Sexual Abuse**, involves forcing or encouraging a child to behave in sexually inappropriate ways. This may include physical contact or non-physical contact such as watching child pornography or sexual acts.

Dealing with Disclosures

Children are more likely to tell when school feels a safe place to be. If a child discloses anything to you:

- **DO NOT promise confidentiality**
- Make brief notes
- Do not ask leading questions
- Use the child's own words – do not paraphrase
- **Report the concern on CPOMS (see below)**
- Get statements from anyone else who may have overheard
- **Do nothing else**

Indicators that a child may be at risk of significant harm:

<p><u>Direct disclosure</u></p> <ul style="list-style-type: none"> • Student • Family member • Friend of the student • Other sources 	<p><u>Indirect indicators</u></p> <ul style="list-style-type: none"> • Poor attendance or punctuality • Signs of injury • Response to interactions with adults • Patterns of behaviour (i.e. attendance) • Guidance – What to do if a student discloses
<p>Do</p> <ul style="list-style-type: none"> • Listen carefully • Reassure they are right to tell • Explain that what they are about to tell you may need to be passed on for reasons of safety • Record the conversation in the child's words • Take it seriously 	<p>Don't</p> <ul style="list-style-type: none"> • Promise confidentiality • Jump to conclusions • Speculate or accuse anybody • Put yourself in a vulnerable position when talking to a student • Ask leading questions • Investigate • Discuss out of context

Reporting a Concern using CPOMS

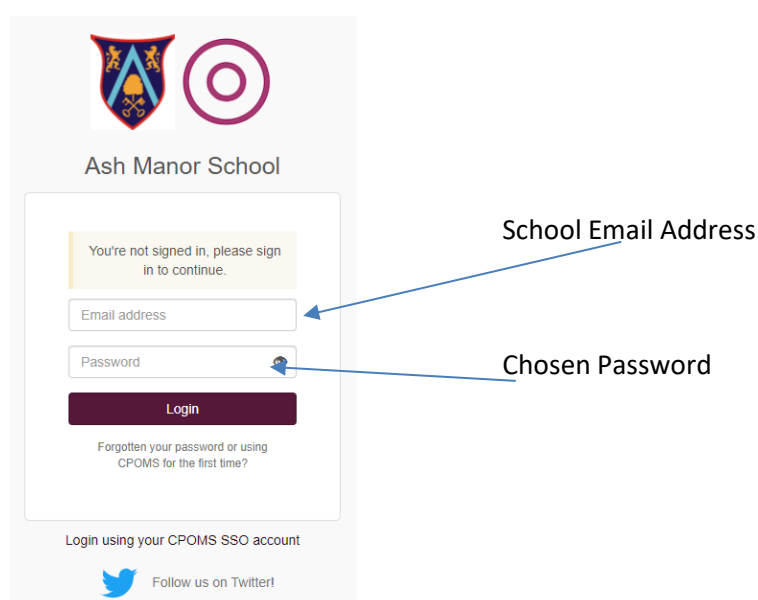
CPOMS is the schools safeguarding and child protection software. It allows staff to record any safeguarding concerns or welfare issues they have in a central repository and have all relevant people alerted immediately. This allows for the safeguarding team to build a chronology around a student and identify quickly vulnerable individuals.

Staff can access CPOMS via their desktop link. Staff can also log on to CPOMS remotely using the web link: <https://ashmanor.cpoms.net/auth/identity?origin=https://ashmanor.cpoms.net>

All staff have a login which is their school email and a password which you will have been invited to change via a CPOMS invite.

To log a concern staff should follow the steps below; simply log in to CPOMS, click on 'Add Incident' on the main home screen, complete the details and click 'Add Incident' at the bottom (see images below).

Log in Page:



Click to add an incident

The screenshot shows the top navigation bar with links for 'CPOMS Website', 'CPOMS User Guide', 'Contact Support', and 'CPOMS FAQ'. Below this is the school name 'Ash Manor School' and navigation links for 'Dashboard' and 'Account Settings'. On the right side, there are links for 'Add Incident', a notification bell, and 'LOGOUT'. The main content area is titled 'Dashboard' and contains three sections: 'Alert' (You have no alerts), 'My Assigned' (You are not assigned any open cases), and 'My History' (You have not logged any incidents or actions in the last 7 days). An 'Import status: Failing' indicator is visible in the top right corner.

The screenshot shows the 'Add Incident' form. It includes a 'Student' dropdown menu, a large text area for the 'Incident' description, and a 'Categories' section with checkboxes for 'Attendance', 'COVID call', 'Medical', 'Medication', and 'Watch List'. There is a 'Linked student(s)' dropdown and a 'Body map' dropdown. The 'Date/Time' section has a date picker set to 'Thu 20 August 2020' and a time picker set to '3:47PM'. The 'Status' dropdown is set to 'Active'. The 'Assign to' dropdown is for selecting a staff member. There is a file upload area with a 'Click to browse or drag a file to upload' button. The 'Alert Staff Members' dropdown is for selecting staff to be alerted. At the bottom, there is an 'Agency Involved' dropdown and a red 'Add Incident' button. A watermark for 'Activate Windows' is visible in the bottom right corner.

Please ensure you include:

1. Time, date, place and any witnesses.
2. Example of children's work (if part of incident) should be scanned and attached to CPOMS and the original copy/s must be kept on file please pass them to Jacqui Allman-Talbot.
3. If you are referring to something a student has said please put their exact words in capitals as this makes it easier to pick out when looking through an incident.
4. When referring to a person please use their full name and not initials this includes staff.

Staff signing sheets:

All staff will be issued with a signing sheet at the start of the academic year or if they start mid-year. This will include a list of all the documents staff **must** read. When they have been read and any clarification asked for then the sheet must be signed dated and returned to the DDSL.