

# Safeguarding Structures at Parkside Community College

In general:



## Named persons involved in safeguarding

<p>Rachel Biltcliffe (DSL)</p>	<ul style="list-style-type: none"> <li>• Triage all cases on myconcern, allocate case owner, categories and add team members</li> <li>• Follow up and checking of incidents on MyConcern, including working with SBr on referrals</li> <li>• Respond to high level CP issues</li> <li>• CIN and CP student monitoring alongside DDSs &amp; HOYs</li> <li>• Attendance at strategy meetings</li> <li>• Add/remove students from vulnerable students tracker alongside DDSs &amp; HOYs</li> <li>• Work the Executive Principal if a referral to LADO has been made</li> <li>• Manage supervision meetings</li> <li>• Ensure all safeguarding elements are covered             <ul style="list-style-type: none"> <li>○ Online – Rachel Biltcliffe &amp; Mark Turner</li> <li>○ Prevent – Rachel Biltcliffe</li> <li>○ Mental Health – Tara Lazenby</li> <li>○ Exploitation – Rachel Biltcliffe</li> <li>○ Domestic Violence – Silvana Brownstone</li> <li>○ Young Carers – Beccy Talmy</li> </ul> </li> <li>• Check with Executive Principal and Governor that SCR is in compliance</li> <li>• Regular meetings with SG Governor</li> <li>• Increase visibility of SG throughout the school community: assemblies, posters, website, parent communications</li> </ul>
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	<ul style="list-style-type: none"> <li>• Work with AP in charge of PSHE to ensure sufficient coverage of key issues</li> </ul>
DDSLs Silvana Brownstone Natalie Evans Michael Holloway Zeenat Mujawar Katie Page Mark Turner Dee Wallace	<ul style="list-style-type: none"> <li>• Respond to concerns (low and mid level, occasionally high level)</li> <li>• Investigate safeguarding incidents</li> <li>• Record actions on MyConcern</li> <li>• Attendance at CIN/CP meetings if named person</li> </ul>
Dee Wallace (senior vice principal; LAC)	As for DDSLs plus: <ul style="list-style-type: none"> <li>• LAC monitoring monthly.</li> <li>• Termly update via PEP. Upload to MyConcern.</li> <li>• Track LAC PPG spending</li> <li>• Behavioural support</li> <li>• Target setting for PSP</li> <li>• Monitoring of bullying and harrassment trackers</li> <li>• Oversight of attendance and IAEPs</li> </ul>
Silvana Brownstone (DDSL, referrals and SC liaison)	As for DDSLs plus: <ul style="list-style-type: none"> <li>• Point of contact for social workers and support workers</li> <li>• Maintain trackers for categories of incidents and referrals</li> <li>• Write up and submit referrals (EHA, MASH)</li> </ul>
Mark Turner (assistant principal)	As for DDSLs plus: <ul style="list-style-type: none"> <li>• PSHE programme for all year groups</li> <li>• Extra-curricular provision</li> </ul>
Nicola Nevin (SENDCo) Tara Lazenby (Mental Health Lead)	<ul style="list-style-type: none"> <li>• CAMHS referrals</li> <li>• MHST referrals</li> <li>• Decide on in-house counselling for students</li> </ul>
HOYs 7 Natalie Evans 8 Katie Page 9 Elena Ward 10 Monty Mckeand 11 Ed Roberts-Rayne 12 Hannah Reed 13 Michael Holloway	<ul style="list-style-type: none"> <li>• Respond to reports on MyConcern</li> <li>• Investigate safeguarding incidents</li> <li>• Record all actions taken on MyConcern</li> <li>• Make referrals to MHST</li> <li>• Monitor attendance and behaviour</li> <li>• Action IAEPs</li> </ul>
Maria Weston-Dingle (Engage)	For students with Engage provision: <ul style="list-style-type: none"> <li>• Respond to reports on MyConcern</li> <li>• Investigate safeguarding incidents</li> <li>• Record all actions taken on MyConcern</li> <li>• Liaise with families</li> <li>• Action IAEPs</li> </ul>

<b>Key</b>	
DSL	Designated Safeguarding Lead
DDSL	Deputy Designated Safeguarding Lead
HOY	Head of Year
LAC	Looked After Children

<b>Classifications</b>	
Low-level	Inappropriate language, child feeling unwell, report of child not eating, hygiene issues, inappropriate searches online, medical issues, vulnerable student check in, low mood
Mid-level	Bullying, sexual harrassment, sexual misconduct, sexual or bullying online incidents, racism/sexism/homophobia, repeated incidents of low mood, eating disorder, mention of bruise/mark
High-level	Serious sexual misconduct, disclosure of abuse, self-harm, drug misuse, grooming/exploitation, Prevent, serious mental health concerns, allegations towards staff member

<b>Safeguarding meetings</b>		
Every 2 weeks	Designated Safeguarding Lead Deputy Designated Safeguarding Leads Heads of Year SENDCo Mental Health Lead	Review MyConcern for open cases Disucssion of the worrying ones Review vulnerable list as needed
Quarterly	DSL & DDSLs Craig Morrison Governor for Safeguarding Mental Health Lead Site Manager	Regular summary of safeguarding at Parkside (key areas of focus, how we are managing these) SG on site