

# WSCB Schools, Learning and Education Sub-committee

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## MINUTES

15<sup>th</sup> January 2018

Pound Lane Learning Centre, Leamington Spa

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**Present:** Adrian Over, Education Safeguarding Manager (AO)  
Ann Seal, Taking Care Scheme Manager (AS)  
Beth Sharpe, Princethorpe College (BS)  
Cheryl Jones, Targeted Youth Support, North Manager (CJ)  
Chris Malone, Head of Service, Education & Learning (**Chair**) (CM)  
Cornelia Heaney, WSCB Development Officer (CH)  
Emma Walker, Int. Early Help Operations Manager (EW)  
Gordon Latham, HR Business Partner, Schools (GL)  
Jane Key, Warwickshire ICTDS (JK)  
Jo Howell, Polesworth School (JH)  
Julie Toal, Warks Consortium of Nursery Schools Governors (JT)  
Katherine Skudra, Warwickshire College Sub-committee (KS)  
Linda Fenn, Education Safeguarding (**Minutes**) (LF)  
Matthew Pike, Macintyre Academies/Special Schools (MP)  
Paul Fellows, Operations Manager North (Secondary) (PF)  
Sally Kaminski-Gaze, All Saints Primary School (SKG)  
Sara Haigh, Early Years Advisory Teacher (SH)  
Sarah Ovens, Educational Psychologist (SO)  
Vanessa Gilbert, Brooke School/Strategic Lead Team Teach (VG)

**Apologies:** Caroline Renton  
Hayley McDonagh  
Louise Mohacsi  
Phyllis Collins

**Visitors:** Jacqueline McGonagle  
Sean Macreavy

1. **“SELFie where’s the HARM” Presentation** – Jacqueline McGonagle and Sean Macreavy

Jacquie and Sean presented to the sub-committee the above mental health resource which is a film that is accompanied with lesson plans and worksheets. The key message of the film is about building resilience in young people, showing where they can go to seek help and support. Sean agreed to send the PowerPoint to LF for inclusion in the minutes.

CH noted that the slides presented referenced a discussion with the WSCB; this was deemed not to be correct and should therefore be removed; CH agreed to

contact Sean and Jacquie regarding this matter.

The sub-committee viewed the slide presentation and accompanying film and agreed not to follow through with this resource at this time. The reasons for that decision were:

- From past experience, this would involve a lot of planning and staffing input to implement in schools, i.e. organisation before and after plus supporting young people after the event; example given was the implementation of 'Chelsea's Choice' in Warwickshire.
- Possibility of pupils being traumatised by the film and not necessarily being able to speak to an adult about their feelings.
- Images of self-harm deemed not to be appropriate to show to young people - this is a very complex issue.
- Sub-committee would like to see feedback from schools that have already used this resource.



SELFie -  
Safeguarding present

#### **ACTIONS:**

**Sean to send PowerPoint to LF for inclusion in the minutes.**

**CH to contact Sean/Jacquie re removal of reference to WSCB in the slides.**

**CM to contact Sean/Jacquie and advise them of sub-committee decision.**

**CM to advise Izzy Seccombe of sub-committee decision.**

## 2. **Minutes of last meeting (19.10.17) and matters arising**

Page 2 'Signatures of Risk': CH advised this matter is currently on hold due to changes re: the transformation agenda.

Page 2 'Ofsted comments re: audit (letter to schools)': CH advised David Peplow's term of office has now ended and the sub-committee needs to decide who should be responsible for sending this letter out. After discussion, it was agreed that this should be sent out by CM as chair of this sub-committee - CH agreed to draft the response, i.e. post audit process, recognition of the importance, thank you for participating etc. Letter to be sent out to all Headteachers of Warwickshire schools.

Page 2 'Egress Presentation': JK advised that her service is unable to action this point as their recommendation to schools is to use WeLearn365 which is a secure route of communication between schools and the LA. AO advised a number of schools are choosing not to use WeLearn with some academies having their own e-mail format. Information should be made available to any new schools or academies in Warwickshire to ensure they are aware of the WeLearn account (i.e. who to contact to get access, how to use it etc.) as it would appear there may be some new settings which are unaware that they have access to WeLearn. This message should also be included on the agenda for new Headteacher induction events to get the message across to any new settings/Headteachers, as well as in Heads Up – CM to speak to Hayley McDonagh regarding spreading this message.

The sub-committee endorses the use of WeLearn accounts by all schools and academies as a secure route of communication between the LA and schools. However, for those schools choosing not to use WeLearn, there are alternative products available to facilitate secure exchange of sensitive information, e.g. Egress. Schools are provided with two WeLearn accounts, i.e. one for the Headteacher and one for admin. It is the responsibility of all schools to ensure they are using a secure system for receiving and sending sensitive safeguarding information/e-mails; if a school is not using WeLearn, it needs to ensure it has an appropriate alternative in place (e.g. Egress).

Page 3 Filtering and Monitoring: SKG and AO made comment on how well this system works in highlighting inappropriate activity.

Page 4 Subscription list: JK advised she had to do some checks before providing this list. However she will now forward this on to CM and AO. AO will then contact those schools that do not subscribe in order to remind them that they need to have robust monitoring in place to comply with statutory guidance.

Page 5 Ofsted/medical needs: SKG commented that the section at the top of the page does not say anything about photographs of children with medical conditions; lots of discussion in schools about this and new data protection rules coming in on 24<sup>th</sup> May with Heads not having a clear understanding. Schools need to have awareness of the risks of using images of children both for medical reasons and on a more general basis too. Promoting awareness of the child's known medical condition is the priority – schools need to do that as safely as possible.

AO advised parental consent is the key regarding images of children and schools need to be able to provide evidence that written consent has been obtained. For children with medical needs, schools needs to explain to parents that their child's photograph may be displayed in the staff room in order to promote the child's best interests/ medical needs.

Page 6 LGA Early Help Review: Discussion about the implications for this sub-committee of the action plan arising from the review; AO advised that the reviewers identified the huge amount of early help and safeguarding work that schools undertake in Warwickshire. This item to go on the agenda for the next meeting but any relevant information will in the meantime be circulated to the sub-committee.

Page 7 Representation at full WSCB meetings: discussed and JH agreed to attend the next meeting on 1<sup>st</sup> February 2018, 2.00 to 5.00 p.m. LF to obtain the dates of future meetings and advise the sub-committee of these.

Page 10 Respect Yourself: CH advised this is still to be arranged. We are waiting for the young people's project board to agree. Some other young people's forums have also been identified as possible alternatives if the need should arise. CH will update the sub-committee when she has more information.

Page 10 Speech therapist matter: SKG advised she is still working on this matter and will provide an update at the next meeting. CH confirmed she had contacted Swift (Named Nurse Team) and they are aware and following this matter up.

### **Terms of reference for the sub-committee**

This matter was raised by CM at the last meeting. A draft document had been circulated to the sub-committee in advance to facilitate discussion. The function of facilitating two-way communication between WSCB and the wider education

sector needs to be reflected in the ToR. Schools' Consortia meetings should have safeguarding as a regular agenda item for Heads to be able to raise safeguarding issues with the WSCB by Consortia chairs writing to this sub-committee.

There was a discussion about similar communication between WSCB and the FE college sector. KS advised there is only a forum for colleges to come together at Principal level but does not believe that safeguarding is discussed at those meetings. There is no other forum. KS recalled that the Education Safeguarding Service used to convene a safeguarding forum for FE colleges and it was suggested that this could possibly be resurrected. KS will discuss this possibility with her colleagues.

SH advised that in the early years sector there are locality meetings led by nursery schools which take place meet regularly, both face to face and electronically.

CM advised the sub-committee that a new education strategy for Warwickshire is being planned and will go out for consultation in March. However, there needs to be more safeguarding content so the two-way communication mechanisms discussed in this meeting would be a good way of flagging this strategically. CM will ensure that safeguarding is incorporated into the education strategy and check the wording of this with AO.

The sub-committee agreed that the word 'Draft' can now be removed from the Terms of Reference document circulated, subject to the above amendments being made. The Terms of Reference will be a 'living' document and can be amended at future meetings if the sub-committee identifies that this is necessary.

#### **ACTIONS:**

- **CH to draft Audit letter for CM. Letter to be circulated to Headteachers of all Warwickshire schools.**
- **CM to speak to Hayley McDonagh re: message about WeLearn365 being highlighted at new Headteacher induction events; and also via Heads Up newsletter.**
- **JK to send subscription list to CM and AO. AO to write to non-subscribing schools to remind them of the importance of compliance with statutory guidance in relation to ensuring they have robust arrangements for monitoring the use of the school's internet connection.**
- **LF to put LGA Early Help Review on the next meeting agenda.**
- **JH agreed to attend the next full WSCB meeting on 1<sup>st</sup> February 2018.**
- **LF to obtain dates of full WSCB meetings and advise the sub-committee.**
- **KS to enquire about resurrecting the FE college safeguarding forum.**
- **CM to incorporate the need for two-way communication between the education sector and WSCB into the Education Strategy document.**
- **CM to remove 'Draft' from the Terms of Reference after amendments have been incorporated; CM also to check wording in the document in relation to safeguarding with AO.**

### 3. **Warwickshire Safeguarding Children Board (WSCB) update**

- CH advised that there has been a change of Chair as David Peplow's term of office has now ended. Mike Taylor (Chair of Adult Safeguarding Board) will be chairing WSCB as an interim measure. Work is currently underway to identify any processes where there may be the potential to align the Adult and Children Safeguarding Boards so that some meetings can take place on the same day to reduce travel and meeting time for some members of both boards.
- WSCB has recently completed another Serious Case Review, which was triggered by inter-agency child protection processes out of normal working hours when a small baby sustained a serious head injury. The review highlighted two key messages: (1) questions regarding the new Police child protection arrangements (i.e. the disbanding of the Specialist Protecting Vulnerable People Unit integrated into CID) and whether these new arrangements were fulfilling needs for Child Protection; the lack of multi-agency training for CID Police; the use of Working Agreements and the need to have arrangements in place for out of hours - schools may need to be included in these arrangements. (2) If a Working Agreement is relying on other adults to provide safety to the children, they need to be more actively engaged in drawing up the plan.
- The Department for Education has now published a draft of an updated Working Together to safeguard Children, with proposals for how the Children's Social Work Act will come into effect. There is very little change proposed in terms of day to day child protection practice. There is a significant change in relation to the intention to replace Local Safeguarding Children Boards with Local Safeguarding Partnerships – the main difference is that the LA, Police and Health will be equal partners in local safeguarding arrangements but will be able to call on other relevant agencies to assist them.

A lot of concern has been expressed that the education sector is not included in the list as a fourth partner. In the proposed local arrangements however, the three partners can choose to include education in the new arrangements; and there will be discussions about what that partnership will look like in Warwickshire.

### 4. **Keeping Children Safe in Education consultation (KCSiE)**

AO informed the sub-committee that the Department for Education announced a further consultation about proposed updates to KCSiE with a view to implementation in September 2018.

The sub-committee encourages all professionals in schools and education settings to access, consider and respond to the consultation, even if only to submit a response on specific sections which may give rise to particular interest, concern or uncertainty.

AO highlighted key areas in the proposed new guidance, subject to consultation, as follows:

- Further changes to Part 1, which all staff are required to read. There appears to be more proposed emphasis on individual responsibility to make referrals and undertake early help assessments when staff are concerned about a child; as opposed to consulting with and taking advice from the Designated Safeguarding Lead.
- AO's view is that because all staff including ancillary and support staff have to read Part 1, it would be much more effective if that focused on the fundamental message to all staff that if they see something that worries them about a child, they should speak to a Designated Safeguarding Lead (DSL) at the earliest opportunity and make an appropriate record using the school/setting's chosen mechanism for recording of safeguarding concerns. Detail about specific safeguarding issues and subtleties such as the difference between child protection and child in need potentially reduces the impact of that key message.
- There is substantial new material linked to the new guidance in respect of sexual violence and sexual harassment in schools; and a question about whether this is best addressed as standalone guidance or whether it should be addressed as fully as in the consultation version of KCSiE. AO expressed a view that this should be standalone guidance with a summary of the key principles in KCSiE, directing readers to the standalone guidance. This would be consistent with how CSE, HBV and preventing radicalisation are currently addressed.
- It was suggested that FE colleges and secondary schools in particular should review this section and respond to the consultation.
- Various tweaks to Parts 3 and 4 are proposed. AO's view is that Part 3 is the weakest part of KCSiE and he expressed concern that the revised version fails to address the current inadequacies and lack of clarity in this section in respect of safer recruitment.
- There is some confusion about the closing date of the consultation – both 18<sup>th</sup> and 22<sup>nd</sup> February are mentioned in different places.
- Respondents can but do not have to respond online.

CM enquired as to whether the sub-committee should respond. The general consensus was that **schools/colleges/settings/agencies and individual professionals should be encouraged to respond separately as they deem appropriate given the time constraints for responding to this particular consultation.**

<https://consult.education.gov.uk/safeguarding-in-schools-team/keeping-children-safe-in-education/>

**ACTION:**

**The WSCB Education sub-committee encourages people working in education settings to look at and respond to the consultation, even if only to submit a response for specific sections of the consultation that concern/interest them.**

5. **Supervision skills training** – AO advised he had received a small number of responses from some Consortia chairs, with the general response being that Headteachers would value some input around supervision skills. AO recently attended some training about reflective supervision as a delegate and discussed with the trainer whether he would be interested in designing a training course for education based professionals.

AO requested that if anyone on the sub-committee attends a Consortium meeting, they ask the Consortium chair whether they have responded to AO so that whatever is planned and offered by way of support meets the requirements of as many Heads and schools as possible.

**ACTION:**

**Sub-committee members who attend local Consortium meetings to ask the Chair whether they have responded to AO re: reflective supervision preferences/requirements.**

6. **Audit process (early years, further education and other providers)**  
CM asked what happens in other areas in respect of auditing. SH advised that Early Years have a Google docs audit that was launched at the end of last year for the first time with responses due back at the end of January. Completion is compulsory for all funded providers but it is open to all early years providers and quite a lot who are not drawing down government funding have already completed it. A plan is still to be formalised in terms of what happens to the results once they are all in. SH agreed to provide the sub-committee with a summary report of the outcomes of this audit at the next meeting (April).

AO confirmed that FE providers are included within the schools audit process as sent out by Education Safeguarding; 265 responses were received and all FE providers responded. AO also advised that this year's schools audit required a lot of chasing of schools who had not responded by the deadline date. This is very time consuming and it was noted that as SH does not have any dedicated back up to chase non-responders in the Early Years sector so ensuring a full response will be a challenging task. CM made the sub-committee aware of a potential risk, i.e. there is now only one person to conduct the audit for the stringent monitoring of the very diverse and vulnerable Early Years sector; so there is less support and rigor for the safeguarding auditing process within that sector.

CH commented that historically reports went to the WSCB Performance Monitoring sub-committee but the board has now set up an Audit sub-committee which exists to undertake multi-agency audits of cases - the vision being that that sub-committee would also maintain an oversight of single agency audits. The relationship between what the Audit sub-committee does and what the Performance Monitoring sub-committee does is still to be decided but CH confirmed that one or other of them will take the reports. That will apply to both the schools and Early Years audits.

CM asked whether the Education sub-committee monitors the safeguarding element of Ofsted inspections of schools. CH advised there have only been a small number of safeguarding issues that the Serious Cases sub-committee has

asked to look into. AO confirmed that those cases have been very few in number and that if there were any specific safeguarding issues regarding a school that these would be discussed with CM and then if necessary brought to this sub-committee. AS advised that ESS collect feedback from schools about the safeguarding element of Ofsted inspections and this is then included in DSL and whole school training.

**ACTION:**

**SH to provide the sub-committee with a summary report of the Early Years audit at the April meeting.**

**7. Draft Transgender Toolkit**

AO advised that he has received a few queries from schools asking for help and guidance regarding transgender issues. The Toolkit was circulated to the sub-committee for discussion. It does raise some contentious issues and so AO has already obtained very helpful legal advice. There was a discussion focused on some of the more contentious issues relating to use of toilets, changing rooms and accommodation on residential trips in view of the emphasis in the Toolkit about respecting the wishes of young people who are transitioning.

KS advised that Warwickshire College has seen an increase of such cases. There is a system in place to handle them including writing to parents. MP felt it is useful to have all the information about the subject in one place. AO advised that the possibility of launch events to introduce the Toolkit to schools has already been discussed. If such events were arranged, it would be necessary for somebody with specialist knowledge and expertise, e.g. someone from Stonewall, to attend in order to address any complex issues/questions that may arise and to talk confidently about the subject and all related issues.

SO advised that the Educational Psychology service is about to adopt the Brighton toolkit. AO stated that Warwickshire is adopting this particular Toolkit, as many other neighbouring LA's have already done. It is based on the Brighton version, which was its prototype. SO to take that information back to EPS.

The relative merits of launch events as opposed to circulating the Toolkit with explanatory notes were discussed. **The sub-committee unanimously agreed that the most effective way of introducing and circulating the Toolkit to schools and FE colleges was by way of a link with explanatory notes, to include the advice received from Legal Services. The sub-committee also agreed that schools and FE colleges would need to deal with these matters on a case by case basis.**



R0566 Trans  
Inclusion Toolkit for S

**ACTION:**

**SO to advise EPS that the recommendation is to use this national Toolkit as opposed to the Brighton Toolkit.**

**LF to include the link with the minutes.**

**AO/CM to provide suitable wording to accompany the link with the minutes. This wording should also include the legal advice received.**



## 8. Any Other Business

- CM highlighted the live consultation about proposals for teaching about relationships and sex education/PHSE. CM wanted to ensure the sub-committee and schools are aware of this consultation. The link to the consultation is attached below for ease of reference. Public Health are working on a response so this is for awareness at this stage.

Schools/settings/colleagues are asked to note that the consultation closes on 12/02/18.

<http://www.stonewall.org.uk/our-work/campaigns/relationships-and-sex-education-have-your-say>

- CM asked if the sub-committee could discuss the safeguarding implications for children without a school place due to her concerns about a number of children in Warwickshire who do not currently have a school place, e.g. through exclusion. This issue to be placed on the agenda for the next meeting.
- AO highlighted the current consultation on restraint and the use of physical intervention in special schools. This item to be discussed under 'Matters arising' at the next meeting. Link attached below.  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/663453/Reducing\\_the\\_Need\\_for\\_Restraint\\_and\\_Restrictive\\_Intervention.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/663453/Reducing_the_Need_for_Restraint_and_Restrictive_Intervention.pdf)
- AO informed the sub-committee about the upcoming Respect Yourself youth conference – this is the third such conference and is taking place on the 16<sup>th</sup> March 2018. The conferences have all focused on issues broadly connected with CSE. This year's topic is social media. Schools are invited to take small groups of students to this event. Details attached below.



CSE Youth  
Conference 16.3.18.]

### **ACTION:**

**ALL – Please note the PHSE consultation closes on the 12<sup>th</sup> February 2018.**  
**LF to add children without a school place as an agenda item for the next meeting.**  
**LF to add Restraint consultation as a 'Matters arising' item for the next meeting.**  
**LF to put GDPR on Agenda for next meeting (JK).**

## 10. Dates/times of next meetings

(All at Pound Lane Training Centre, Red Room – 9.30 a.m. to 12.00p.m.):

23<sup>rd</sup> April 2018

18<sup>th</sup> June 2018

15<sup>th</sup> October 2018