

WSCB Schools, Learning and Education Sub-Committee

MINUTES

19th October 2017

Pound Lane Learning Centre, Leamington Spa

Present: Adrian Over, Education Safeguarding Manager (AO)
Ann Seal, Taking Care Scheme Manager (AS)
Chris Malone, Head of Service, Education & Learning (CM)
Cornelia Heaney, WSCB Development Officer (CH)
Emma Walker, Int. Early Help Operations Manager (EW)
Hayley McDonagh, Int. Service Mgr for Learning & Performance (HM)
Jane Key, Warwickshire ICTDS (JK)
Julie Toal, Warks Consortium of Nursery Schools Governors (JT)
Katherine Skudra, Warwickshire College Group (KS)
Linda Fenn, Education Safeguarding (**Minutes**) (LF)
Louise Mohacsi, Headteacher, St. Nicholas CE Primary (**Chair**) (LM)
Paul Fellows, Operations Manager North (Secondary) (PF)
Sally Kaminski-Gaze, All Saints Primary School (SKG)
Sara Haigh, Early Years Advisory Teacher (SH)
Vanessa Gilbert, Brooke School/Strategic Lead Team Teach (VG)

Apologies: Beth Sharpe
Caroline Renton
Cheryl Jones
Gordon Latham
Matthew Pike
Jane Sowter
Jo Howell
Stuart Gealy

Visitors: Steve Holley, ICTDS (SHI)

1. **Introductions and apologies:**

See above

2. **Minutes of last meeting (29.6.17) and matters arising:**

(AO reminded the Group that these Minutes are very comprehensive as they are sent out to all schools and settings in order to keep the education sector informed about WSCB issues and to facilitate a two-way flow of information, enabling schools and settings to raise any issues or concerns with WSCB).

- Page 2 – CH confirmed that the Thresholds document has now been circulated.

- Page 3 – ‘Signatures of Risk’ – LM has no further information about this; agreed clarification is required - **CH agreed to chase an update.**
- Page 7 – Ofsted comments re Audit – **Action: Dave Peplow to write to the Chair of this Group to advise that Ofsted saw the WSCB schools audit process as a strength - CH**
- Page 10 – Egress presentation – this was on the agenda for today but AO believes Charles Hunter has now left the Authority. **Action: This will need to be rearranged - JK**
- Page 10 – CAMHS re-design – HM advised that Andrew Sjurseth has a space on the agenda for the combined Heads Conference meeting taking place on 7th November.

No further matters arising. Minutes agreed as a true record.

3. **Updated Green and new Yellow forms for recording allegations and concerns about staff behaviour – AO/AS**

AO advised that he had received a very good response from schools in the consultation during the summer term and had received lots of suggestions, most of which it was possible to implement. Feedback to date from heads and DSLs has been that the Green Forms are now more user-friendly. A number of schools have adopted the new Yellow Forms.

There was a discussion about the relative merits of schools adopting electronic recording systems for safeguarding concerns, e.g. CPOMS. AO acknowledged that it is inevitable that all schools will eventually move to paperless recording systems. However, it is important that such systems provide the same prompts to staff as Green Forms currently do in terms of recording facts, professional opinions and analysis, making sure concerns are passed to DSL's and similar prompts to DSL's in responding to concerns raised. Some schools receiving transferred safeguarding records from other schools when pupils change schools have reported that what they receive is a pile of print-offs from CPOMS that do not provide a cogent account or analysis of the history of concerns.

KS reported that her college uses Green Forms but record them in pdf format; one college has created its own electronic form. AO noted that the key is ensuring accessibility of whatever system is used to all staff, i.e. how easy is it for cleaners and caretakers to record on CPOMS?

LM advised that her school has introduced a Vulnerable Pupil Transition Form, used for transition of information between primary and secondary schools, which is working very well. VG advised they have just moved over to CPOMS but are experiencing some issues. CM advised that in Oxfordshire schools use 'MyConcern' – see link below for more information. SHI advised they had evaluated a couple of alternative packages and the outcome was that they were either very complicated to use or very expensive; a simple spreadsheet such as the Green Form tracker could be used which may be just as effective without the cost.

<https://www.myconcern.co.uk/>

4. **Filtering and Monitoring – SHI**

Digital Safeguarding: A new name for a service which has been provided in Warwickshire for the past 10 years. The service has been re-branded to encompass lots of new features and to take on board new statutory requirements for a higher degree of filtering and monitoring. The system is now not just available for Warwickshire schools but for any school across the country. It uses Cloud based software and provides monthly reports to Headteachers on individual activity within their school.

Monitoring (Windows based) - Future Digital supply the software; provides more accurate detection of safeguarding issues. It automatically analyses desktop words and phrases and allocates a risk grading; and provides information based on risk. A monthly report is then sent out from JK.

Filtering (Smoothwall) – web filtering system; automatically analyses all web traffic and looks at websites visited and web searches conducted by users. There are 7 categories of concern, e.g. abuse, suicide, substance abuse, radicalisation, bullying etc. This provides analysis of all web traffic from any device including iPads accessing the school's internet connection. Automatically sends alert e-mail or SMS for 'danger' alerts to SMI for him to action.

Desktop safeguarding and internet safeguarding come together for incident reports and support advice. There is a defined process for the way incidents are handled. Some issues do not necessarily automatically go to the Headteacher. A report would go to SHI's SLT.

The service is only available to those schools that buy into it; anyone wishing to see how this works should contact Steve Holley (steveholley@warwickshire.gov.uk) for a demonstration at Saltisford.

If an individual is using a Warwickshire device, it will pick up captures wherever they are working.

Every Capture is graded:

Grade 1 – false alarm, nothing serious

Grade 2 – some strange activity; logged on a spreadsheet but no report raised

Grade 3 – start to raise reports - bad behaviour, swearing, bullying, Prevent issues

Grade 4 – user repeats activity within 7 days, gets elevated to grade 4.

Grade 5 - most serious, i.e. threat to life, illegal activities, access to adult material.

Statistics:

186 primary schools subscribe with 17,000 users;

16 secondary schools subscribe with 12,000 users.

Schools need to be aware that there is a statutory requirement to have effective filtering and monitoring arrangements and therefore all schools should have something in place to provide evidence of those arrangements.

SHI/JK to provide CM/AO with a list of the schools that are not currently subscribing.

JK advised that some NQT's in Warwickshire are not aware they are being monitored when using WCC devices; all pupils in schools should be aware that they are being monitored when using ICT equipment.

AO/HM: Headteachers' conference in November would be a good platform to raise awareness of the service via literature displayed around the room.

ACTION:

SHI/JK to provide CM and AO with a list of the schools that do not currently subscribe to the service.

HM/JK: to arrange for awareness raising literature to be available for Heads' conference in November.

5. WSCB update and multi-agency training workshops – CH

- New WSCB website is now live but there are still some documents to be uploaded. Web address is safeguardingwarwickshire.co.uk. JK has also shared that information on the WCC 'Staying Safe Online' Facebook page.
- WSCB has jointly commissioned new inter-agency procedures with Coventry LSCB, developed by Tri-X. These are due to go live 26th October. There are some changes in content.

However, the referral process is the same MASH process that is currently in place. The child protection content is the current Warwickshire content. CH advises schools to have a look at the new procedures – there will be a notification by e-mail when they go live.

The main thing that is different is a much clearer separation between procedure and guidance – users will notice differences in the guidance. A lot of the manual is shared material with Coventry but it should be clear from the way it is laid out what is WCC content or new shared content. The aim of this is to work with Coventry in order to bring more content in line so it is the same information.

- WSCB has adopted Early Help as an additional immediate priority for this year. WSCB is using the Partnership Transformation Board, chaired by the County Council, with CH sitting on this group.

6. Updates from Schools' consortia – LM/SKG/HM

HM: No specific issues identified by any consortia but HM provided an update about schools' experiences of Ofsted this term. Several schools have already had visits.

Ofsted now make a judgement on the culture of safeguarding within a school and it would appear the approach and 'feel' of this has been very different in inspections this term, i.e. a much broader approach is being taken. Inspectors have been looking at safeguarding training records with some very thorough probing. Schools therefore need to ensure their training records are robust, to include attendance sheets, evidence of content. Schools need to be prepared for this very different approach.

Also, inspectors are checking on arrangements to ensure the wellbeing of children with medical needs, checking that there is a plan in place for individual children and looking into the plan to see how effective it is for the individual child. Inspectors have also been speaking to the child concerned and looking for evidence that the school is doing what it says it is and should be doing. This is a very specific inspection strand now and will be raised during inspections. AO advised that Jane Carter and her team can offer excellent support and advice in relation to such issues.

Curriculum - for the spring term Headteachers' conference, there will be a focus on curriculum, PSHE and where this sits in the curriculum plan for schools. AS advised that safeguarding in the curriculum is raised in DSL training and, if helpful, AS is happy to liaise with HM about what is covered in this training. By the spring term there should be more information available centrally about the SRE requirements.

AO highlighted that the Education Safeguarding service is currently running a series of workshops for DSLs using the new Home Office online programme (WRAP 3) for delivering Prevent training to staff in schools. WRAP 3 is a much more accessible programme than the original WRAP package.

AO reported that there are also more opportunities for schools to attend sessions to view the curriculum resource 'ZAK', presented by the University of Kent and developed by them in conjunction with Kent Police. The resource is a simulation of a young person's social media page and takes users through his journey of being radicalised via his social media platform and related activity. Zak is also available to primary schools now, recommended for use with years 5 and 6 pupils.

HM: Operation Encompass – planned launch later on 19/10/17 at Bedworth Civic Hall. This is a multi-agency programme, led by the Police re supporting children and young people where there is domestic violence in the household. This is being piloted in Nuneaton and Bedworth this term, with a view to rolling it out countywide later in the academic year. AO: **Schools will need to sign up to be part of the scheme proactively. There is also a requirement for schools to inform parents that the school are taking part in the scheme and rules around consent. Schools will need to identify 2 DSLs who are SLT members to be the recipients of any such information, which will be sent out by the MASH after notifications from the Police.**

SKG: Prevent training – is there any advice or guidance about refresher courses? AO advised that there is nothing in the guidance that requires staff to undertake periodic Prevent refresher or retraining. However, the new WRAP programme is more user-friendly and AO advised it may be helpful to take all including new staff through this programme. AS: **Prevent training should be part of individuals' safeguarding induction. Consortia might like to consider shared arrangements whereby each school hosts a safeguarding training event including Prevent periodically but there is one every half term somewhere in the Consortium so that all new staff can attend training**

asap. This would spread the workload, i.e. one DSL has to do it once a year and schools would know that everyone has been trained.

7. LGA Early Help Review – EW

The Local Authority buy into the Local Government Association (LGA) which allows it to have a number of peer reviews as part of that subscription. The choice of the next peer review is Early Help due to there being evidence of confusion within Warwickshire around Early Help since the demise of CAF. Since Early Help merged with Social Care and became one team, a narrative has been circulating that if it isn't Social Care then it is Early Help. This is causing considerable confusion.

During the peer review, external experienced early help officers from other local authorities will come in and review our early help procedures; they will then advise us of their findings, what they believe early help is and offer some ways in which we could possibly do this better. Early help is all about partnership and multi-agency working and intervening early.

There is an accompanying questionnaire which will partly inform the process and findings. As many DSL's as want to can respond to that. EW and AO will also send the information to chairs of schools' consortia for them to chase uptake of the questionnaire. Feedback from the questionnaire will feed back into the LA's ongoing transformation process.

An e-mail has recently been sent out to all Heads and DSLs in schools (via Education Safeguarding/AO); can this group via their networks please request schools complete the questionnaire, as their feedback is vital in taking this review further. Deadline for completing questionnaire was 6th October 2017. However late submissions are likely to be accepted.

Bulletins: AO confirmed that ESS send out regular safeguarding bulletins to Heads/DSLs in schools in order to keep them up to date. CM advised that her previous Local Authority used the equivalent to the WSCB Education sub-committee to send out bulletins to schools and colleges about items that had been discussed at these meetings. AO advised that all Heads/DSLs receive a copy of the minutes of this meeting for that purpose; query was raised however as to whether it was thought Heads actually read the minutes.

It was agreed that communicating within Warwickshire is a very important issue but there can be information overload at times which means that things can sometimes get missed.

8. 2017 WSCB Schools safeguarding audit – update – AO

The audit was sent out in June and a good response was received. However, AO reported a slight disappointment because - having listened to all the comments from last year about the need to give schools more time to submit their audit returns and facilitate saving work so that the submission could be completed in more than one session - there were still 70+ schools who at the deadline date of 22/09/17 had not submitted a return.

Those schools have now been contacted and the list has reduced to 35 schools still to submit. One school submitted their audit anonymously, and there were other schools with specific issues making it difficult for them to respond. Submission levels on deadline day were worse than for last year; it was suggested it might be better to keep the deadline date right at the end of the school year instead of extending it through the holiday period into September.

HM advised that no complaints and no negative feedback had been received this year, which was positive. AO will commence analysing all the information once the missing returns have been submitted, most likely to be in January 2018.

9. **Reflective supervision in education – update – AO**

AO queried with the primary school consortia members in the sub-committee whether this matter had been discussed at their meetings as planned at the summer Heads' conference. LM has put together SENCO support meetings. HM advised it was raised at the School Improvement Board. There are still some concerns about capacity for Headteachers personally to manage supervision if they happen also to be the senior DSL. However, everyone recognised the benefit of it.

The plan was to talk to Angela Stanton regarding the approach she takes in the North Leamington Cluster as they actively engage in some external supervision – to find out how they make it work in practice.

AO: The other possibility that was discussed was the possibility of developing some supervision skills training which Heads can access or they can send other DSLs on if they choose to do so. AO is waiting to hear whether schools wish him to do this. KS advised they would possibly be interested in this if it was made available. AO advised this is a possibility if the uptake/interest was enough to make it cost effective.

Action: AO/LF to put this on the agenda again for the next meeting.

10. **Representation of education sector at WSCB full board meetings – CH**

LM: Advised she had written to and met with David Peplow and talked about the various issues including membership of the sub-committee and the expectations of the Chair to sit on the WSCB Business Group and full board and to take forward the voice of the whole education sector. LM also advised that, unfortunately due to capacity reasons, she is not in a position to continue as Chair. It was acknowledged that capacity issues are a growing problem for all Headteachers and LM felt that this model is not one that is sustainable.

Subsequent meetings were held between David Peplow / Nigel Minns / John Dixon and LM was eventually advised that a recommendation was to be made that Chris Malone would be invited to chair the sub-committee in her new role as Head of Service for Education and Learning in the LA. CM confirmed that Nigel Minns had also advised her of this and as she had chaired the equivalent of this sub-committee in Oxfordshire, she felt she could take this on with some relative experience. CM understood that she would also sit on the Business Group and Full Board.

CH confirmed that this was Nigel Minns' proposal. The way that the WSCB constitution is currently worded means that any changes made would mean changing the constitution. The constitution currently says that there will be a Schools and Learning sub-committee, that it will be chaired by a Headteacher and that this Headteacher will be the schools' representative on the Full Board; the reason that role holder also sits on the Business Group is that that group is for the chairs of the sub-committees.

Therefore, this sub-committee could make the proposal that CM chairs this sub-committee and sits on the business group. The role automatically has a place on the Full Board anyway, however there is nothing to stop the sub-committee also making the proposal that we would want some Headteachers/DSL's to sit on the Full Board as well, separately from chairing the sub-committee. As there would need to be changes to the constitution, the sub-committee could make proposals on how these changes are implemented. CH/CM/AO could then take this proposal back for consideration. CH felt it would be a shame to lose the concept of people directly involved in schools attending and speaking at Full Board meetings.

LM queried whether, as previously agreed by the sub-committee, the arrangement could be that Headteacher/DSL attendance would be via a rolling pool of representatives, i.e. not the same Headteacher/DSL attending all the time as there is no opportunity for back-fill.

AO: Queried which organisation is responsible for paying for an individual's travel costs to a meeting, e.g. if you work for Health and travel to a meeting, Health pays for travel and time whereas if you work for a school, it is the school's budget that gets hit for this time and expense. LM responded that she felt generally it is only the time factor that affects the school as travel expenses are rarely submitted. CM advised that if the meeting is worthwhile for a school to attend due to the intelligence the school would get from it as a result, e.g. being ahead of the game, getting the latest procedures etc., then the payoff makes it worthwhile.

CM agreed that what is being proposed seems very sensible. CM will ensure that the appropriate frontline Headteacher/DSL is identified at sub-committee meetings for attendance at the next Full Board meeting. CM felt this picked up the issues expressed today. SKG felt this proposal makes sense but raised concerns as to whether this would work in practice. CH advised that new Full Board meeting dates are yet to be arranged but there are 4 scheduled Full Board meetings held each year.

CM queried whether there are Terms of Reference for the sub-committee its purpose, who should attend etc? AO advised that the purpose of the sub-committee is to provide an opportunity for education representatives and those involved in the education system to talk about safeguarding issues that they may wish to bring to the attention of the Full Board and to be a place where the Full Board can take a sounding from the education sector about the implications of the Board's business for the education sector.

CH: Terms of Reference have been updated whilst CH has been in post. However this would be a good opportunity to review them again.

The sub-committee agreed that the above proposal is a plan they wish to proceed with.

11. Any Other Business

AS: Conference:

AS would like to organise a conference in the summer term as part of her work in Protective Behaviours, protective education, supporting the culture of safeguarding in schools etc. in order to challenge the practice of using public displays and ritual humiliation of children as part of a behaviour management policy and strategy. AS is increasingly concerned and alarmed about the practice and the fact that it doesn't sit alongside Protective Behaviours, which is the core of safeguarding practice. AS feels there is a huge gap in the knowledge of education professionals about the impact and effects of attachment trauma on children and how many children that would affect in their schools.

AS contrasted the way children's behaviour is sometimes managed with how staff are treated, i.e. ritual/public humiliation of colleagues whose performance/behaviour causes concern would be considered intolerable. AS has a few people in mind that she would like to invite who are national voices on the subject and who have done practical work with children. The conference would be about education but also to spark people's will and desire to move forward in a safer way for children. Attendees would need to be Headteachers, the impetus on this issue needs to come from the top. AS requested views from the sub-committee.

LM advised that EPS do very good bespoke training on attachment etc. and are very experienced and embedded in schools.

JT: EPS should be advised of the concerns around public displays etc.

SKG: Advised that her school buys into the Quaker Peace Project for 10 weeks every year and Year 4 pupils have a Peacemakers Project; alongside this Quaker Peace Project have produced a book which is around spirituality (PHSE type book) which SKG advised she can circulate; this is the message that adults need to have, all the content is around the way you should treat each other. This content could be lifted out and shared in a way that is appropriate; also some of the activities can be adapted for adult participation too.

HM: At end of the Headteachers' Conference on the 7th November, the proposal is to have some Looked After Children speak – this has an impact and is a powerful voice; within this there will be a mention of attachment awareness training.

AO advised that the Model Staff Behaviour Policy was amended and sent out on the basis of updated Safer Working Practice guidance. In the longer term, the WSCB objective is to develop a Young People's Charter, with a clear message to young people on how they should expect adults to behave and

how to report inappropriate adult behaviour etc. CH advised that WSCB has asked Respect Yourself if one of the young people's project boards would want to take this up. However CH had not had a response as yet. CH to chase this up to ensure they were asked. If they are not able to help, other ways to do this will need to be identified but hoping they will find this an attractive project.

ACTION: CH to chase Respect Yourself

SKG:

(1)Crashing Event – went to see this – a very good and powerful presentation.
(2)SKG has some concerns from a conversation with a speech therapist who advised she uses her iPad to film children speaking; AO advised this is OK if it is a company owned device that they are using and consent of parents has been received. CH advised there is a policy on Images of Children which a company would need to be confident they are complying with; SKG to go back to the speech therapist and ask them this question. SKG to advise CH who the employer is in order that CH can write to them and refer them to the policy on Images of Children.

ACTIONS:

SKG to locate Images Policy and check with the Speech Therapist that they are complying;

SKG to find out details of who their employer is and advise CH.

CH to write to the employer and advise them re WSCB policy on Images of Children and Speech Therapy to be aware

EW: Update on questionnaire for Peer Review:

Reminder that if anyone has not submitted they can still do so, 85 received so far; possible extension to the deadline will be arranged. AO suggested an urgent e-mail to be sent out from the sub-committee; possibly sent via WSCB Inbox. EW/CH/AO to draft and send to LM for approval.

ACTION:

EW/CH/AO to draft e-mail and LM to approve

Thanks were extended to LM for her past commitment as Chair of the sub-committee.

12. Dates/Times of Next Meetings

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

15th January 2018

23rd April 2018

18th June 2018

15th October 2018