

# July 2022

## Safeguarding and SEND updates for colleagues



*This month's newsletter should be shared with principals, DSLs (and their deputies), SENCOs (and deputy / assistant SENCOs), senior leaders and governors.*

We have intentionally held this month's newsletter back until now in order to allow the Government to publish the new legislation in order that detail may be shared with leaders in our settings.

- Arrangements for the end of term
- Transferring records to new settings
- Behaviour guidance from the DfE
- New suspensions and exclusions guidance from the DfE
- New screening, searching and confiscation guidance from the DfE

As we approach the end of the first full academic year of Three Spires Trust, thank you for all that you and your teams have done and continue to do for the wonderful children and young people entrusted into our care. As we seek to EMBRACE 'life in all its fullness' for all of those in our school families and to protect those who need protecting. Your work is truly life changing and has impacts beyond the classroom and beyond the school day and, on many occasions, beyond a child's school career – thank you so much!



What does 'life in all its fullness' mean to you and to our children and their families? Take a moment as we move into the summer break to reflect. Three Spires Trust isn't just about flourishing children and our children living life in all its fullness, but it is also about the adults in our school communities; in order for our children to flourish, our adults must too. Have you taken time for **you**?



As Andy Wolfe (Executive Director of Education for the Church of England) says *"the flourishing of educators needs a deeper purpose and more ambitiously expansive vision of education to really bring it to life ... flourishing together demands that we lift our eyes and pursue broader, deeper and wider outcomes for students and their communities ... the time [our children and young people] are with us, before they're gone, is infinitely significant"*.

Our vision is one of deeper and wider outcomes for our students and all of our academies offer phenomenal opportunities to the children in our care; to that end, the care and support for our adults is equally important. Clinical supervision for DSLs and SENCOs commences in the Autumn half-term as part of our commitment to ensuring that our adults can flourish, alongside an invitational CPD offer from the Trust – delivered by nationally recognised leaders in education in some cases!

## Recording and Reporting in MyConcern

To improve the reporting mechanism for DSLs, we will streamline the “categories” available to schools over the summer break. This will be done centrally during the school summer holidays. On your return in September, all categories in KCSIE 2022 will be available and a select further group of categories. Furthermore, from September 2022, please use only **one** category per concern – this will make it easier to track the greatest risks in your setting. In the event that there are several categories of concern and these need tracking, please open a further concern to record those details.

A “Three Spires Trust approach to MyConcern” will be available as a pdf to support colleagues, and a DSL/DDSL 30 minute briefing on Zoom in the new academic year on Friday 9<sup>th</sup> September at 11am. A calendar invitation will be sent out to DSLs/DDSLs during the final week of term.

One of our schools has recently invested in the MyConcern Ofsted reporting dashboard and has reported that this was a useful investment - this information is always helpful to know.

Many colleagues will note that MyConcern are offering an ‘end of year’ training session at the moment – if this is your first ‘end of year’ as DSL, then you may wish to exploit this session.

## FIVE days to transfer files in September

Last month’s newsletter centred on this detail, please refer back to [June’s newsletter](#) in the event that you missed it.

You will note that paragraphs 121 and 122 of KCSIE 2022 give more detail about the specifics of transferring files and that this has now been pinned down to a **five days** process. To that end, the DSL will need to be clear that the detail from paragraph 122 is shared in advance.

We all hear the “but we haven’t received any information” comments year-on-year. Paragraph 121 empowers schools to chase those who have not shared information by day 4 of term and also mandates us to ensure that our files are not lingering until day 5 in our own settings. Please ensure that arrangements for the transfer of files are in place at the end of term, in order that your team is prepared for the file transfers in September.

121. Where children leave the school or college, the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term to allow the new school or college to have support in place for when the child arrives. The designated safeguarding lead should ensure secure transit, and confirmation of receipt should be obtained. For schools, this should be transferred separately from the main pupil file. Receiving schools and colleges should ensure key staff such as designated safeguarding leads and special educational needs co-ordinators (SENCO’s) or the named persons with oversight for special educational needs and disability (SEND) in a college, are aware as required.

122. In addition to the child protection file, the designated safeguarding lead should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting children who have had a social worker and been victims of abuse, or those who are currently receiving support through the ‘Channel’ programme and can have that support in place for when the child arrives. More information on the child protection file is in Annex C.

## PSHE and RSE networking sessions

Thank you to those who joined the PSHE / RSE networking session this term – it was well received and we are looking forward to continuing and to building on their success. All future dates are in the CPD offer for next year and are now communicated separately to this newsletter. The session was worthwhile and, based on feedback received, was good CPD as well as networking opportunity. From September, these groups will meet as Professional Learning Networks.



## Policy updates – preparation for 2022-23

Further to the detail shared last month, the policies are all moving forwards and academies will receive these in time for the new academic year. Our core member schools use the trust-wide policies; our associate member schools may wish to request unbranded versions of the policies for their own settings.

## DfE updates July 2022

Over the past three days, we have received several updates from the DfE. In the first instance we received sun safety and heatwave advice and recommendations. These have been pulled together into a trust-wide policy which was shared late in the evening of Friday 15<sup>th</sup> July – within 4 hours of the DfE publishing their advice and recommendations to schools and academies.

In addition to the national heatwave risk management planning, the DfE have finally published the following important documents:

- [Behaviour in schools](#) – this document was summarised for principals, DSLs and behaviour leads by the trust the day after it was published. This document has implications for schools and academies on some of the content of the behaviour policy, on the way that 'removal' facilities are used in school and the value / purpose / management of a pupil support unit in a setting. A reminder to all that the 'behaviour policy' is a *local* policy, ie there is not a trust-wide policy for behaviour.
- [Suspensions and permanent exclusions statutory guidance](#) – this is being used by the trust to ensure that the content of the trust-wide exclusions policy is reviewed in line with this new legislation. **Of note**, any exclusions issued prior to 1<sup>st</sup> September 2022 must be issued (and reviewed) in line with the [2017 statutory guidance](#).
- [Searching, screening and confiscating advice](#) – this has also been updated. Schools and academies do need to be aware of this advice; however, in advance of it coming into force on 1<sup>st</sup> September 2022, the trust-wide policy about this matter will be shared with all settings.

[Behaviour and discipline guidance for governors](#) – this was due for review in 2017, but has not yet been reviewed; however, it is referenced in the new behaviour guidance to schools and academies.



# WELLBEING



- Did you know that you can access our Employee Assistance Programme **CONFIDENTIALLY**?
- Did you know that the counselling service is **24 hours a day, 7 days of the week**?
- Did you know that you can access **legal advice** between 9am and 9pm Monday – Friday?
- Did you know that you can access **domestic abuse counselling**?
- Did you know that there is **an app** with physical health programmes for you?
- Did you know that you can seek support for **alcohol and substance matters**?
- Did you know that **bereavement** support is available?
- Did you know that you can have **CBT** programmes – face to face or over the phone?
- Did you know that you have access to **financial advisors**?
- Did you know that up until 5pm, you can call and **request a call back** from a qualified counsellor on the same day ... ANY day of the week.

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