

Phil Cooper and Nicola Noon

Safeguarding Matters

FAO Headteachers, Governors, Designated Safeguarding Leads and key professionals

Liverpool Schools

This coronavirus pandemic will have no doubt brought greater hardship to many families. Some children and their families will have experienced loss, separation, bereavement, anxiety and mental health difficulties. We know that some children will have experienced a greater degree of neglect, domestic abuse, online grooming, exploitation and sexual abuse. The overall impact of the pandemic will be increased levels of trauma amongst children and families. Colleagues may well want to read the government's [‘Hidden Harm’](#) summit briefing.

The pandemic has brought greater isolation for many children making it difficult for school staff and others to observe the indicators of harm that they would normally see through changes in children's behaviour or appearance. Some children may have been unable to disclose their concerns when they would have wanted to. Whilst many schools have remained open to support their most vulnerable cohort and maintained contact with many other children, it is likely that many safeguarding issues now exist that we are still unaware of. We are confident schools will want to revisit with their staff teams how to recognise indicators of abuse and trauma and how to refer any concerns to the Designated Safeguarding Lead and the safeguarding team.

As we begin to slowly recover, we appreciate that children will need opportunity to talk about their worries and feelings. More than ever, children and young people need opportunity to learn techniques to manage their stress and anxiety. We are confident schools will want to consider developing further opportunities for children to experience relaxation techniques, ‘mindfulness’ and some form of meditation. It is likely that we all, now more than ever, need quiet calm ‘spaces’ within our day when we can ‘decompress’.

This pandemic should lead to a renewed focus on improving everyone's well-being, mental health and workload. A priority should be further developing our understanding of effective therapeutic support for children who have experienced trauma.

We have been inspired by schools' resilience during these last few months. We have heard from countless colleagues who have ‘gone the extra mile and beyond’ to support children, families and other colleagues. Thank you!

This e-briefing aims to revisit and draw together some key guidance to support schools.

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Safeguarding support for schools

Phil Cooper and **Nicola Noon** continue to be available to support school staff and governors should they need safeguarding advice or support.

Email us at safeguarding@si.liverpool.gov.uk, ideally providing a mobile phone number and we will follow up your request.

In addition, the [Early Help Hubs](#) in Liverpool can provide guidance about safeguarding matters.

As always, [Children's Services \(Careline\)](#) should be contacted **directly and without delay** when there are child protection concerns.

School Improvement Liverpool has also produced [Safeguarding-Mate](#) to guide school safeguarding teams and school staff with safeguarding concerns.



Parenting through Covid-19

An excellent [blog](#) for parents providing good advice and sign-posting to key guidance and agencies.

Forthcoming online safeguarding training for schools and educational settings

The following sessions were originally planned for the forthcoming half term and have now moved to an online delivery.

New to the Role of Designated Safeguarding Lead and Deputy Designated Safeguarding Lead

22nd June 2020

Undertaking safer recruitment checks and maintaining the single central record for Business Managers and Admin Officers

19th June 2020

Managing allegations against adults working in schools and other educational settings

29th June 2020

We have also added the following online training:

Safer Recruitment Refresher training for school leaders and governors

7th July 2020

We are currently in the process of developing the arrangements for delivering our Autumn Term training programme and specifically the Headteachers' Safeguarding Briefings and Refresher Training for Designated Safeguarding Leads. We will share further details in the coming weeks.

School Improvement Liverpool's current online training offer can be found [here](#).

Delivering whole school safeguarding training

We have developed a set of resources to support schools to deliver their own in-house whole school safeguarding training. The materials have been revised and brought up to date for 2020. The resources come with the opportunity to engage in an online tutorial to discuss how to get the most out of them.

Delivering whole school safeguarding training

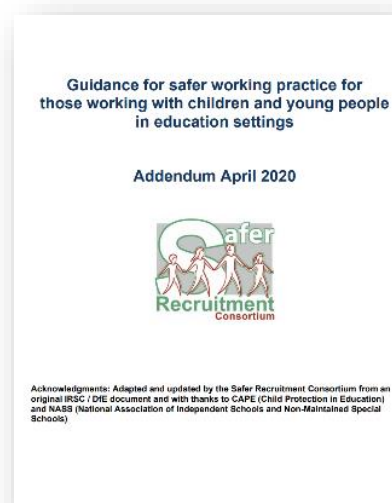
2nd July 2020

It is also possible for schools to purchase the resource without attending the online workshop. Please email safeguarding@si.liverpool.gov.uk for further details.

Supporting schools' phased re-opening

Liverpool Local Authority (LCC) and School Improvement Liverpool have shared guidance to support schools to re-open: *Liverpool Educational Establishments' Reopening Support Document*.

As part of that there is a section on 'safeguarding considerations' to support colleagues. We have created a folder [here](#) with a number of key safeguarding documents that you will hopefully find useful. Drawing upon the guidance in these documents will support schools to develop their risk assessments and amend their policies and practice, in particular the addendum to the child protection policy.



School staff and volunteers should have access to the addendum ['Guidance for safer working practices for those working with children and young people in educational settings'](#)

Schools should continue to ensure all staff and volunteers know how to contact the Designated Safeguarding Lead or another member of the safeguarding team. Staff should also know the circumstances that could require them to personally make a referral to children's services. [Safeguarding-Mate](#) can support their decision making.

In addition, the Government continue to produce a range of guidance, including the following key resources:

[Covid-19: Education and Childcare](#)

[Support for the bereaved](#)

[Guidance for households with possible coronavirus infection](#)

[Guidance for secondary school provision from 15 June](#)

[Preparing for the wider opening of early years and childcare settings from 1 June](#)

[Staying alert and safe: Social distancing guide for young people](#)

[Adapting teaching practices to remote education](#)

[Supporting pupils' wellbeing](#)

[Safeguarding and remote education advice for teachers during coronavirus](#)

[Advice for parents and carers supporting the home learning of secondary school children \(year 7 to 11\)](#)

[Guidance for educational settings](#)

[Actions for educational and childcare settings to prepare to reopen on 1 June](#)

[Collection: Remote education during coronavirus](#)

[Adapting the curriculum for remote education](#)

[Keeping pupils motivated and engaged in remote education](#)

[Get help with technology for remote education during coronavirus](#)

[Support for victims of sexual violence and abuse during the coronavirus outbreak](#)

[Advice for teachers and leaders on remote education during Covid-19](#)

[Covid-19: Support for parents and carers to Keep children safe online](#)

[Covid-19: Support for victims of domestic abuse](#)

[Domestic abuse: How to get help for you or someone you know](#)

[Mental wellbeing while staying at home - top tips](#)

[Covid-19: List of online education resources for home learning](#)

[Guide for parents and carers on supporting children's MH and wellbeing](#)

[Covid-19: Staying safe online](#)

New Liverpool Safeguarding Children Partnership Engagement Officer

Liverpool welcomes Jane Woodward to the post of Liverpool Safeguarding Children Partnership Engagement Officer. Jane returns to Liverpool having taught in a number of Liverpool secondary schools during her career. Jane can be contacted at jane.woodward@liverpool.gov.uk

Liverpool Safeguarding Children Partnership Young Advisors' Questionnaire

Liverpool Safeguarding Children Partnership Young Advisors have asked if the following link to a questionnaire **can be shared with young people aged 11-24:**

[LiverpoolYA Covid Questionnaire](#)

Thinkuknow -Send me a pic?

[Thinkuknow](#) has created three sessions for 12-14 year olds on issues around nude image sharing:

'Send me a pic? is a brand new Thinkuknow education resource on the consensual and non-consensual sharing of nude images among young people.

Send me a pic? has been developed in response to learning from our Digital Romance (2017) research into young people's relationships online, and through extensive collaboration with young people across the UK.

The resource pack contains three sessions plans based on short film clips. Each clip shows a fictional online chat where young people request, receive and discuss issues related to nude images.'

Send me a pic? has been awarded the PSHE Association Quality Mark, demonstrating that it supports safe and effective teaching practice and meets the PSHE Association's 'Ten principles of effective PSHE education'.



Supporting and safeguarding LGBT+ children and young people

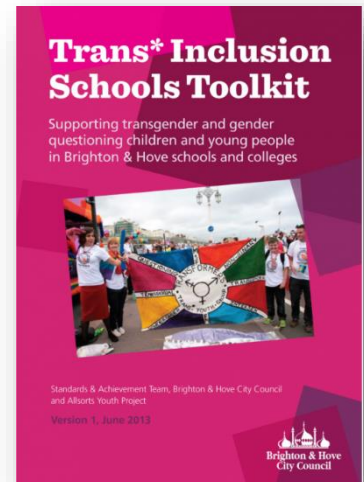
It is worth revisiting our collective need to support and safeguard LGBT+ children and young people, many of whom can experience a lack of understanding and bullying. Both of these can in turn lead to mental health issues.

[The Proud Trust](#) share a number of educational resources that will support schools to develop effective support strategies.

Children and young people who identify as transgender, in particular, should have their needs understood as they move schools.

[The Trans Inclusion Toolkit](#) is a key recommended resource that will enable schools to effectively support children and young people who identify as transgender.

A young teenager in Liverpool recently reached out to say that she had established an LGBT+ club in her own secondary school. It was her hope that more schools could facilitate this opportunity for LGBT+ children and young people to enable them to be more effectively supported.

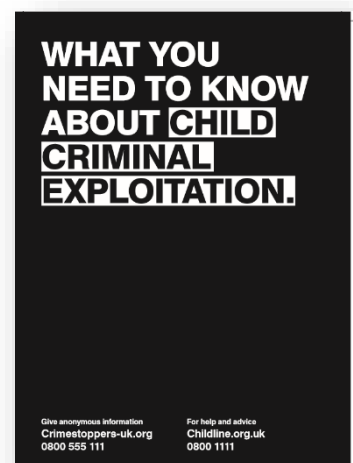


Merseyside Violence Reduction Partnership 'Eyes Open' Criminal Exploitation Campaign

'Eyes Open' is a new pan-Merseyside campaign to raise awareness in the community of the signs, indicators and impact of criminal exploitation.

The Eyes Open campaign website, www.eyes-open.co.uk, has a downloadable educational resource written for young people and some posters to display in schools and settings. There are two videos giving a [parents'](#) and [young person's](#) perspective.

A recent [BBC article](#) stated 'drug gangs have been on a recruitment drive during lockdown, targeting vulnerable children and increasingly girls' citing social media and an 'unsafe' outdoors being used to groom children who are currently unknown to police.



NSPCC virtual 'Speak out, Stay Safe' Assembly – 5th June

NSPCC who are holding a virtual 'Speak out, Stay Safe' assembly this Friday (5th June) at 9.30am on their Facebook page:



Listening to children's concerns and holding difficult conversations

The NSPCC has produced resources to help us all plan and hold difficult conversations with young people. Alongside this the NSPCC provides guidance as to how best to listen to children and young people:

[NSPCC: How to have difficult conversations with children](#)

[NSPCC: Let children know you're listening](#) including a [video](#) explanation

Restorative Thinking and Positive Relationships: preventing and managing conflict

The [Anti-Bullying Alliance](#) has shared an information and advice tool for families, parents and carers

'With COVID-19 keeping us all at home, there may be times when we feel worried and stressed and this can lead to family tension, arguments and conflict. When children see parents/carers communicating well and staying calm, it can help them cope with their own big emotions. These four short learning sequences are an introduction to restorative and relational thinking - a few techniques that can help us to better manage emotions and stay calm, and to keep communicating with each other in positive ways.'

Transition – Transferring safeguarding information and files

It is vital to share key safeguarding information in advance of a child transferring to a new setting and to ensure the child protection (safeguarding) file is forwarded as soon as the child begins their new setting.

A **protocol** to support colleagues to maintain effective transition practices can be found [here](#). It **sets out key dates** to ensure the following take place in a timely way:

- Confirming the safeguarding status of all children before they transfer to a new setting so it is clear whether they are/are not safeguarding concerns
- Arranging (**by the 25th June**) a handover meeting/conversation with the new setting before a child who has safeguarding needs actually transfers at the end of the summer term
- Transferring the child protection (safeguarding file) within 5 days of the child starting their new placement (**by 8th September**)

The attached guidance covers the following key transition points and should be shared with each setting's safeguarding team:

- Transition from an early-years setting to a primary school
- Transition from an infant school to a junior school
- Transition from a primary school to a secondary school
- Transition from a secondary school to a post 16 provider
- Transition to an alternative education provider or PRU
- In-year transfers
- Consideration also needs to be given to how safeguarding information is shared and child protection records collated when children are on 'managed moves' or at a part-time educational placement.

Importantly the guidance sets out how to **escalate** your concerns when the guidance isn't adhered to by another setting.

For colleagues preparing for the transfer of information ahead of the Autumn term, including Year 6 to Year 7 and Year 11 to Year 12 transfer, please ensure you adhere to the key dates set out in the attached document moving forwards.

Retention of safeguarding records

The child's original records should be kept securely until the child reaches the age of at least 25 unless they are transferred securely to another setting. It is expected practice to discuss the child's needs with the new setting at the point at which records are transferred. If a referral was made to children's services or there is children's services involvement or

multi-agency involvement, then the file should be retained for 35 years from date the child left the school. Even when the main child protection/safeguarding file has been transferred to a new setting, schools are able to retain a copy of the chronology of events.

The school should retain evidence of how the records were transferred (signed receipt). The School Improvement Liverpool Schools' Safeguarding Handbook provides a template for this purpose. For some schools the use of 'CPOMs' or 'My Safeguarding' or similar software provides opportunity to evidence electronic transfer and storage.

Summary guidance (Extract from Schools' Safeguarding Handbook):

Where a child leaves school and does not transfer to a new school / FE setting	
If the concerns were at low level and below the threshold for referral to children's services or there was no multi-agency involvement.	The file should be retained until child's 25th birthday.
If a referral was made to children's services or children's services involvement or multi-agency involvement.	The file should be retained for 35 years from date the child left the school.
Where a child leaves school and moves to another school / FE setting	
The chronology of events / incidents / actions.	Should be kept for at least the periods stated above.
Safeguarding file has been posted to a new setting.	A copy of the entire file should be kept until the new setting confirms safe receipt. The copy should then be shredded.
Records relating to allegation against staff, visitor or volunteer	
Usually retirement age or 10 years, whichever is longer BUT for duration of IICSA (independent inquiry into child sexual abuse) it is a criminal offence to destroy any records that could be called as evidence so retain appropriate files.	

Safeguarding Supervision

Safeguarding supervision remains critically important during the coronavirus pandemic. We often say that effective supervision is the backbone of effective safeguarding practice.

Schools should continue to ensure:

- safeguarding supervision is regularly timetabled and provides opportunity for everyone in the safeguarding team to contribute, even if everyone isn't on site
- there is opportunity to review all 'open' cases (early help, child in need, child protection, looked after) and any further safeguarding concerns raised about any child
- problematic cases are discussed to ensure barriers to progress are removed
- there is a discussion about children who suddenly stop attending school or families who you are unable to make contact with
- there is a discussion about the children who you feel you need to physically talk to and see regularly to confirm their welfare

- there is a discussion about how to escalate your concerns when you are unable to establish if a child is 'safe and well'
- colleagues have opportunity to reflect on their own well-being and consider individual and collective training needs
- that the decisions and actions arising from each supervision meeting are captured in a 'rolling note'
- that each new supervision meeting begins by revisiting the previous action-points

If during your supervision meeting or during safeguarding conversation in school you feel you would like to discuss further your concerns then please email us at safeguarding@si.liverpool.gov.uk

Keeping Safe Online

Even prior to Covid-19 the [NSPCC](#) had stated that online sexual grooming has risen by a third, with 1 in 5 victims aged just 11 or younger. Sadly since lockdown the [BBC report](#) that there has been an significant increase in online child abuse. Positively, the Government provided summarising guidance for parents and carers to help them [keep children safe online](#). This signposts to a number of key websites including:

- [Thinkuknow](#)
- [Childnet](#) which has developed [guidance for parents and carers](#) to begin a conversation about online safety, as well as [guidance on keeping under-fives safe online](#)
- [Parent Info](#)
- NSPCC has produced [guidance for parents and carers](#) to help keep children safe online
- [UK Safer Internet Centre](#) provides tips and advice for parents and carers to keep children safe online - you can also [report any harmful content found online through the UK Safer Internet Centre](#)

The NSPCC has since created an [online news page](#) and an [online safety in lockdown hub](#) to support parents, carers and young people. This includes a range of advice including [8 online tips for lockdown](#). Additional NSPCC guidance about online safety during the coronavirus pandemic can be found [here](#).

The [BBC Own IT website](#) is a brilliant website for children and young people which has a range of content to support young people online including how to [seek support](#) and [report online sexual abuse or concerns](#), [dealing with 'mean' online comments](#) and the new [Own IT App](#).

The government has also provided broader guidance for everyone about [staying safe online](#).

Online/Remote Teaching

Over the last few months everyone has become more comfortable in using online platforms to host meetings or teaching. Providers have also looked to refine their security features. As schools review their practices and the guidance they share with parents/carers they may want to draw upon the following:

[SWGfL guidance for schools re-opening](#)

[Safeguarding and remote education advice for teachers during coronavirus](#)

[London Grid for Learning](#)

[Covid-19: Support for parents and carers to Keep children safe online](#)

[NSPCC- Netware guidance around Zoom and other Apps](#)

[Advice for teachers and leaders on remote education during Covid-19](#)

[Get help with technology for remote education during coronavirus](#)

[SWGfL – Safeguarding and privacy online](#)

[NSPCC: Online safety during the coronavirus](#)

[NSPCC: Undertaking remote teaching safely](#)

Also from the SWGfL:

[‘Whisper’](#) the online software for schools enabling children to disclose concerns.

[Swiggle](#) a ‘child friendly’ search engine

The Children’s Commissioner has issued advice on keeping [virtual classrooms safe online](#), with specific guidance in relation to the use of Zoom.

The PSHE Association has produced a guide to [delivering PSHE remotely](#).

The [TES](#) has produced 10 tips for teachers working from home.

Other key government guidance:

[Collection: Remote education during coronavirus](#)

[Adapting the curriculum for remote education](#)

[Keeping pupils motivated and engaged in remote education](#)

[Get help with technology for remote education during coronavirus](#)

[Keeping pupils motivated and engaged in remote education](#)

[Covid-19: List of online education resources for home learning](#)

[Advice for teachers and leaders on remote education during Covid-19](#)



Domestic Abuse

Sadly, the coronavirus pandemic has led to an [increase](#) in domestic abuse.

Schools should revisit with staff and volunteers the nature of domestic abuse and the impact on children and families, drawing upon the guidance provided by the [NSPCC](#), [Royal College of Psychiatrists](#) and [Women's Aid](#).

The Children's Commissioner has produced a briefing paper on [children, domestic abuse and coronavirus](#)

This follows an earlier report highlighting the impact on ['children living in households with the 'toxic trio' – mental health issues, parental substance misuse and domestic abuse'](#)

The [NHS website](#) provides useful guidance for parents/carers whilst also helping to develop staff and volunteers' awareness.

Similarly the [NSPCC website](#) provides summary guidance and signposts to national support agencies for adults and children, including those who are worried about their behaviour.

The government has provided the following key guidance:

[Covid-19: Support for victims of domestic abuse](#)

[Domestic abuse: How to get help for you or someone you know](#)

The charity [Save Lives](#) has produced guidance for victims of domestic abuse which helps people consider safety planning. Safe Lives also produces a [knowledge hub](#) with videos exploring different forms of domestic abuse.

A number of pharmacies have teamed up to ensure their consultation rooms also sign post people to domestic abuse support services, providing ['safe spaces'](#).

The [Social Care Institute for Excellence](#) also provides comprehensive guidance.

The [Liverpool Early help Directory](#) provides a list of local domestic abuse services.

[Covid-19: Support for victims of domestic abuse](#)

[Domestic abuse: How to get help for you or someone you know](#)

[What to do if you need urgent police help through the 999 service, but can't speak](#)



Operation Encompass

[Operation Encompass](#) is a national programme adopted by many police authorities including Merseyside Police. Emails are now sent to schools to highlight domestic abuse incidents with family homes. Having received an Operation Encompass contact, Designated Safeguarding Leads should:

- review any concerns/historic safeguarding information they hold about the child and family
- speak to the child to consider the impact on their well-being. This is more problematic when the child is not in school as the conversation may be heard by others. However, schools should still make contact and give the child opportunity to talk about anything that is worrying them.
- consider when an early help assessment or referral to children's services is needed
- consider opportunities to sign post the victim of the domestic abuse to local and national support services

Schools should email Merseyside Police's Operation Encompass email address safeguarding.referrals@merseyside.police.uk in the following circumstances:

- if they receive an Operation Encompass email about a child that does not attend their school
- if the Operation Encompass email provides very little information
- school has been notified by a parent/social worker/other about an incident of domestic abuse which Police attended but did not generate an Operation Encompass email to the school. This will enable the police to consider if there is a training or system issue.

New National Operation Encompass Helpline

Received an Operation Encompass call about a child in your school?

For FREE advice from an Education Psychologist about how best to support them, call the OE Teachers' National Helpline on 0204 513 9990 or Find out more [here](#)

Monday to Friday, 8-11.00am

Domestic Abuse Helplines/Services:

National

[Women's Aid](#) provides support for victims of domestic abuse

[Respect](#) Domestic Abuse Charity Helpline 0800 2000 247

[Galop](#) (LGBT+ anti-violence charity) 0800 999 5428

[Chayn](#) provides support for victims of domestic abuse in a variety of languages

Karma Nirvana provides support for honour based abuse	0800 5999 247
Refuge	0800 2000 247
Victim Support	0808 16 89 111
LGBT Foundation	0345 330 30 30
Forced Marriage Unit	020 7008 0151
Freedom Charity works to combat forced marriage	0845 607 0133
The Freedom Programme free information for victims	01942 262 270
Rights of Women provides free legal advice for women	020 7251 6577
RCJ Advice provides free legal advice for women	0203 745 7707
Domestic Abuse Organisations	
Citizens Advice	03444 111 444
GOV.UK (Covid-19 Guidance)	
GOV.UK Domestic Abuse	
NSPCC	
Barnardo's	
NHS	

Liverpool

RASA Rape and sexual abuse support	0151 666 1392
Victim Care Merseyside local support for victims	
Liverpool Domestic Abuse Services	0151 263 7474
Merseyside Domestic Violence Service	0780 272 2703
South Liverpool Domestic Abuse Services	0151 494 2222
Ruby Project (Royal Liverpool Hospital)	0771 428 9180
Savera UK (honour based abuse & harmful practice specialist)	0800 107 0726
Worst Kept Secret (Merseyside helpline)	0800 028 3398
Amadudu Women's Refuge	07801 597 066
	0151 734 0083

Support for children:

Young Persons Advisory Service (YPAS Liverpool)	0151 707 1025
Childline (NSPCC)	0800 1111
The Hideout support for children who experience domestic abuse	
Love Respect advice about abusive relationships	

Support for men:

Men's Advice Line (Freephone)	0808 801 0327
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Mental Health

The [NHS](#) has produced guidance and helplines on a range of mental health issues.

[Liverpool CAMHS](#) provides guidance for when people need mental health support or are in crisis.

[Liverpool Learning Partnerships](#) has also developed a bank of key resources.



Government guidance in response to mental health Covid-19 can be found [here](#).

[Samaritans](#)

[Childline](#) (NSPCC) 0800 1111

[Kooth](#) an online community providing support for mental wellbeing for adolescents

[CAMHS](#) child and adolescent mental health services

[Beacon Counselling Trust](#) local counselling charity

[Chasing the Stigma](#) mental health charity to normalise and humanise mental health issues

[Education Support](#) charity to support the mental health of professionals

[Mind Ed](#) advice and resources for professionals and all adults

[Papyrus](#) charity dedicated to the prevention of suicide amongst young people

[Place 2 Be](#) school-based support and counselling; also provides advice for under 18s

[Hub of Hope](#) mental health guidance

[Association for Young People's Health](#) resources and information for both adults and children

[Young Minds](#) advice and guidance for both adults and children

[We are with you](#) support for adults and young people

Further reading:

[Five ways to help children when schools re-open](#)

[Supporting post-lockdown education using the six principles of nature](#)

Bereavement

The government has provided practical advice to support anyone in the community who is bereaved: [Support for the bereaved](#)

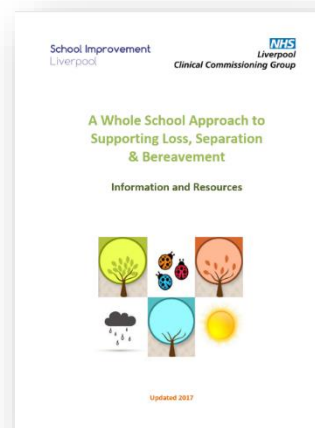
If schools need advice or support around bereavement they should contact Sonia Cross at School Improvement Liverpool:

Sonia.cross@si.liverpool.gov.uk

Judith.boyce@si.liverpool.gov.uk

safeguarding@si.liverpool.gov.uk

The Liverpool Whole School Approach to Supporting Loss, Separation and Bereavement can be found [here](#).



[CBUK](#) Child Bereavement UK provides nationwide support for families when a child dies or is dying or when a child is facing bereavement

[Compassionate Friends](#) Nationwide support groups for bereaved parents

[Grief Encounter](#) A nationwide charity supporting bereaved children and their families.

[Winston's Wish](#) nationwide support for bereaved children

[The Childhood Bereavement Network](#) A hub for those supporting bereaved children

[Hope Again](#) Youth support for 12-25 year olds that have experienced bereavement

[CRUSE](#) A national charity offering grief counselling and support when someone dies

[Mind](#) This mental health charity offers support guides to help the bereaved

[Samaritans](#) Emotional support for anyone in emotional distress