



SCHOOL BASED SAFEGUARDING PROCESS

Date Last Reviewed: November 2025

Date of Next Review: November 2026

School Based Safeguarding Process

Pencalenick School works with the Special Partnership Trust Safeguarding and Child Protection Policy, Special Partnership Trust - Safeguarding and Health & Safety Policies and the Safeguarding Adults Policy.

In Pencalenick School this is how this policy is put into practice:

- We are committed to safeguarding and promoting the welfare of our pupils. We recognise that everyone who comes into contact with children has a duty to safeguard and promote children's welfare.
- We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult, including governors and volunteers. All members of staff therefore, whether paid or voluntary, are required to have an enhanced DBS check.
- The school shares a purpose with parents to educate, keep children safe from harm and have their welfare promoted. We are committed to working with parents positively, openly and honestly. We always encourage parents to discuss any concerns they may have with the school as soon as possible.
- We make sure that all staff understand their role in Keeping Children Safe in Education – this includes always reporting any concerns to the DSL/DDSL.
- The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet (e-safety). Please see E-safety policy. The Trust has developed an Acceptable Use Policy (AUP); the aim of this policy is to ensure that pupils/students benefit from learning opportunities offered by the school's Internet and Computing resources in a safe and effective manner. We ask parents/carers of the school to sign this policy which outlines ways they can encourage their child to use the Internet in a safe way when they are at home.
- The school has identified the Head Teacher as the Designated Safeguarding Lead with responsibility for child protection. The school has additionally identified 2 other members of the Senior Leadership Team as DSL and Deputy Safeguarding Leads; this is to ensure the safety and welfare of our

learners remains paramount over the school's split site. All members of the Senior Leadership Team have undertaken specific child protection training which includes how to fulfil their role. Refresher and Multi agency training by the Senior Leadership Team is undertaken at two yearly intervals.

- All other school staff, including non-teaching staff, volunteers and governors undertake appropriate in- house training to equip them to carry out their responsibilities for child protection effectively. This is kept up to date by annual refresher training and safeguarding updates throughout the academic year. There are robust arrangements which ensure all staff know how to raise any concern in relation to the welfare of our pupils.
- Pencalenick School has a designated Safeguarding and Whistleblowing governor (Joe Martin); additionally at least one of the governors have undertaken 'safer recruitment training' alongside the head teacher, and our office manager. This training is updated every two years to keep the school in line with all statutory guidance. Safeguarding is an established agenda item at each full governor meeting and each staff meeting.
- The school has established a health and well-being group which meets on a termly basis and reports back to the Local Governing Body & Trustees.
- The school is part of the Trust wider Safeguarding Learning community where all aspects of child protection and safeguarding are developed – including Behaviour, Attendance, Health and Safety and Moving and Handling.
- Pencalenick School gives equal priority to keeping all children and young people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation".
- Adults in our school who work with children and young people with SEND are be aware of the additional needs children may have that could mean they are more vulnerable to abuse and/or less able to speak out if something isn't right. They know that some children may be vulnerable because they:
 - have additional communication needs
 - they do not understand that what is happening to them is abuse
 - need intimate care or are isolated from others
 - are dependent on adults for care.
- Our school ensures all staff access CPD to support their understanding and knowledge to meet pupil need – including importance of communication and AAC, pupil centred behaviour support/ medical and intimate care procedures.

- We recognise the importance of listening to the thoughts and feelings of deaf and non-verbal children and children who have disabilities and taking time to understand their unique lived experience is an important part of promoting their welfare.

We make sure the child's voice is heard through a range of different approaches. Where there are safeguarding concerns, we speak to children alone and don't use parents or carers as sign-language interpreters or spoken language translators. If a child's disability means talking about their abuse is difficult or impossible, we make every attempt to communicate by other means.

- We consider how a child may communicate through their actions and whether distressed or disruptive behaviour is due to the child's disability or if the child is upset for another reason.
- We tailor tools and resources to the child's needs and check that the child has understood what we have told them and is able to apply it – we do not make assumptions about what they have understood.
- We work with children to empower them and help them feel able to speak out if they have any worries.

We are developing a Keeping Safe curriculum which will run alongside our PSHE curriculum.

Sight or Sound

We use our Sight or Sound system to ensure we have current knowledge of children's wellbeing and safety when they are not in school. This process is managed by the DSL and office staff. We use Sight or Sound for known pupils who are not attending school or for any pupil when a reason for absence is not known. Failure to obtain sight or sound of a child may result in a home visit or police welfare check.

Our Reporting System

CPOMs is a vital part of how we report safeguarding concerns and log the resulting actions taken. It is important to remember that making an entry on CPOMs does not necessarily mean that it has been read immediately and actioned. If a concern ever relates to a child's safety at home or on transport, the DSL must be informed in person as soon as possible and always before the child has gone home.

When using CPOMs always remember:

- Safeguarding concerns are highly confidential and reports should normally only be shared with the DSL and DDSLs. A member of staff may need to be informed but not necessarily of the full details. Information should be shared on a need-to-know basis. For example, a member of staff may need to know to let a DSL

know if a pupil says anything about mum's partner. S/he does not need to know the full details of the concern that has been raised.

- All entries on CPOMs could be used in a court of law and should always be written with that in mind
- Full names should be used and the person's role should be in brackets i.e. Jane Smith (Teaching Assistant) John Smith (Pupil) Mary Smith (Pupil's Mother). Initials should never be used.
- Spoken words should be recorded as reported speech i.e. I asked him if he was okay and he said, 'Not really...but I can't tell you'.
- Facts should be clearly differentiated from opinion i.e. The injury consisted of four small and one larger bruise which were spaced around the left wrist. In my opinion, these marks could have been caused by a hand gripping his wrist. Not, the bruises were in the shape of mum's handprint.

Sarah appeared tired and looked pale. She stated that her parents had been fighting. It appeared as if she'd had little sleep. Not, Sarah hadn't slept the night before because her parents were arguing

- CPOMs should record the actions taken and not be used as a message system between staff
- If a planned action is entered, the outcome must always be entered as soon as possible. This should be a separate entry and not added to the original entry.
- Entries on CPOMs should rarely be edited.
- Any concerns/allegations about an adult working with children in the school must be taken in person to the headteacher (DHT if the head is not available). A CPOMs entry should be made but this is not the first action to take when any concerns or allegations about adults working with children arise. Such concerns are not 'low level concerns' which are reported on CPOMs per the school's Low Level Concerns policy.
- Sexualised behaviour should always be reported as a safeguarding concern and not as a pupil behaviour.
- CPOMs should only be used for safeguarding concerns.

If you are concerned about the welfare of a child at Pencalenick School, please contact:

Name:	Jodie Watkins-Young
Role:	DSL, Deputy Headteacher

Phone: 01872 520385
Email: jwatkins-young@pencalenick.org

Name: Joe McGovern
Role: DSL
Phone: 07494 096671
Email: jmcgovern@penclenick.org

Name: Hannah Tame
Role: Operational DSL
Phone: 07494 096671
Email: hatme@penclenick.org

Name: Lorraine Faulkner
Role: Deputy DSL, Head of Care
Phone: 07494 096658
Email: lfaulkner@pencalenick.org

Name: Joseph Martin
Role: Safeguarding governor
Phone: 07722096730
Email: jomartin@pencalenick.org

Name: Guy Chappell
Role: DSL, CEO, Special Partnership Trust
Phone: 07807 495402
Email: ceo@specialpartnership.org

**Concerned about a member of staff?
Speak to the head teacher - if it is about
the head teacher contact:**

Name: Guy Chappell
Role: DSL. CEO, Special Partnership Trust
Phone: 07807 495402
Email: ceo@specialpartnership.org
Name: Steward Defriend
Role: Chair of governors
Phone: 07889 288878
Email: sdefriend@pencalenick.org

Whistleblowing and Safeguarding Governor: Joe Martin – 01872 520385

SPT Safeguarding/ Whistleblowing Trustee: Alison Cook – 01872 520385.

NSPCC Whistleblowing helpline: 0800 0280285

If you are worried about any child or adult you can also contact the following:

South West Child Protection Procedures [Cornwall & Isles of Scilly Safeguarding Children Partnership Procedure \(proceduresonline.com\)](http://proceduresonline.com)

Local Safeguarding Children Board Website [Cornwall and the Isles of Scilly Safeguarding Children Partnership - Home page \(ciossafeguarding.org.uk\)](http://ciossafeguarding.org.uk)

Emergency Services	999
Devon and Cornwall Police	101
Children's Multi-Agency Referral Unit	0300 1231 116
Children's Multi-Agency - out of hours	01208 251300
If you have concerns about a professional or volunteer working with a child	01872 326536

contact the Local Authority
Designated Officer (LADO)
for Cornwall

Domestic Abuse Help

National Domestic Abuse Helpline Refuge runs the National Domestic Abuse Helpline, which can be called free of charge and in confidence, 24 hours a day on 0808 2000 247. Its website provides guidance and support for potential victims, as well as those who are worried about friends and loved ones. It also has a form through which a safe time from the team for a call can be booked.

Operation Encompass

We are a trained Operation Encompass school.

Operation Encompass ensures there is a simple phone call or notification, to a trained member of school staff, before a child arrives in school. The call or notification is triggered by police recently attending the child's home or being involved in a domestic abuse incident, that the child has experienced.

Operation Encompass is a police and education early information sharing partnership enabling schools to offer immediate support for children and young people experiencing domestic abuse. Information is shared by the police with a school's trained Key Adult (DSL) prior to the start of the next school day after officers have attended a domestic abuse incident thus enabling appropriate support to be given, dependent upon the needs and wishes of the child.

Useful Links

- **School safeguarding website links for further information** [Pencalenick School - Safeguarding](#)
- <https://www.nspcc.org.uk/preventing-abuse/safeguarding/schools-protecting-children-abuse-neglect/>
- <https://thecpsu.org.uk/>
- <https://www.tes.com/articles/safeguarding-teaching-resources>
- <https://childline.org.uk/>
- <https://www.ceopeducation.co.uk/>
- <https://www.cornwall.gov.uk/health-and-social-care/childrens-services/child-protection-and-safeguarding/>

