

## MEETING OF THE FYLDE COAST ACADEMY TRUST SAFEGUARDING BOARD

### Meeting No 7.

Date: Thursday 15<sup>th</sup> October 2015  
Venue: Montgomery High School  
Room: Q and A Training Room  
Time: 4.15pm

**Present:** Dr David. Sanders (Chair)

Ms Nicola Anderson (Lead Case Worker, Deputy Safeguarding Lead, Unity Academy)  
Dr P Anderton (Safeguarding Governor, Blackpool Sixth Form College)  
Ms F Bate (SENCO and Leader of Student Services, Hodgson Academy)  
Ms Alana Frith (Safeguarding Governor, Aspire Academy)  
Mrs Gail Neale (Safeguarding Governor, Montgomery High School)  
Mr Neill Oldham (Acting Headteacher: Safeguarding and Child Protection, Aspire Academy)  
Mr Stuart Ormson (Designated Safeguarding Officer, Blackpool Sixth Form College)  
Ms Lisa Shuttleworth-Brown (Vice Principal, Aspire Academy)  
Ms G Smith (Assistant Principal: Personal Development and Welfare, Montgomery High School)

Mrs Kath Buddle (FCAT Governance Administrator – minutes)

**Apologies:** Apologies were received and accepted from Simon Brennand and Gail Yeadon.

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**1. Preliminaries**

The Chair welcomed everyone to the meeting, and especially new members of the group. Introductions were made.

Apologies from Simon Brennand and Gail Yeadon were noted.

**2. Declarations of interest**

None.

**3. Consideration of any items of urgent business**

None.

**4. Minutes of the meeting held on 6<sup>th</sup> May 2015**

The minutes of the meeting were approved.

**5. Matters arising from the minutes not covered elsewhere on the agenda**

**5.1 Review of full FCAT Risk Register** (Item 5.4 from the previous minutes)  
– the Clerk reported that the current FCAT Risk Register was in the process of being updated onto a new software system and that it had not yet been possible to bring reports to the meeting. A report should be available for review at the next meeting.

Clerk

**5.2 Strengthening support for children and young people at risk outside school/college hours** (Item 5.5 from the previous minutes) – Colleagues acknowledged the procedure for providing support out of hours which was

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<p>to circulate the emergency number (01253 477299) to staff and students prior to holiday periods.</p>	
<p><b>5.3 Safeguarding Policy</b> (Item 5.7 from the previous minutes) – the Clerk confirmed that the Policy had been approved by Directors at the June 2015 meeting and communicated across the FCAT academies for implementation.</p>	
<p><b>5.4 2<sup>nd</sup> Report to FCAT Board of Directors</b> (Item 9 from the previous minutes) – the Clerk confirmed that the second report had been amended as agreed at the previous FCAT Safeguarding Board meeting and presented to the FCAT Board of Directors.</p>	
<p><b>5.5 Lancashire County Council and Blackpool Council escalation processes</b> (Item 11 from the previous minutes) – the Chair reported that he was working with both organisations to address issues raised by the FCAT Safeguarding Board and would report back on progress as it developed.</p>	
<p><b>5.6 Level 1 Safeguarding Training Programme</b> (Item 15.2 from the previous minutes) – the Clerk reported that a task group including representatives from each of the three FCAT academies was in the process of developing a Level 1 training programme for use by staff and governors. LSB had developed a draft programme and this would be discussed further at the next meeting of the group on 21<sup>st</sup> October 2015 in time for roll out to Aspire Academy staff in early November 2015. The programme and feedback from the training session would be brought back to the next meeting.</p>	<p>Clerk (agenda)</p>
<p><b>5.7 Safeguarding peer reviews</b> (Item 7 from the previous minutes) – the group briefly discussed the establishment of peer reviews to impartially assess safeguarding practices across FCAT family organisations. The Chair asked that a template to support the process be developed in time for the next meeting. LSB volunteered Aspire Academy to be the first organisation to be reviewed and Blackpool Sixth Form College and Montgomery High School agreed to carry out the review once the template had been finalised.</p>	<p>GY</p>
<p>The Clerk was asked to include peer reviews on the agenda for the next meeting.</p>	<p>Clerk (agenda)</p>
<p><b>6. Terms of Reference</b> The terms of reference for the FCAT Safeguarding Board (Paper 6) were reviewed and approved as at Appendix A.</p>	
<p><b>7. Feedback on Prevent Training</b> Members of the Board reported back on successful training on the Prevent Strategy that had taken place at Blackpool Sixth Form College towards the end of the previous academic year. SO reported that training had been cascaded to Sixth Form College staff. NA explained that Unity staff had also completed an online Prevent Strategy programme at <a href="http://course.ncalt.com/Channel_General_Awareness">http://course.ncalt.com/Channel_General_Awareness</a> which had been well received. GS informed the group that a training session on Prevent had been scheduled in November 2015 for Montgomery staff and governors.</p>	
<p>The Chair informed the group that Paul Turner had been appointed to a new position as Safeguarding Advisor at the Blackpool Local Safeguarding Children Board (LSCB) and might be able to provide further training on Prevent in</p>	

	<u>Action</u>
<p>schools. Paul had previously worked at Salford City Council which had an excellent reputation in safeguarding. It was Paul's intention to visit all Blackpool schools to offer advice and support. The Chair pointed out that Paul's role was not to replace headteachers on the LSCB. Primary and secondary school gaps on the LSCB had been filled but, during recent school visits, a further gap of a representative from an early years setting had been identified.</p>	
<p>In response to a question about the completion of Prevent safeguarding risk assessments, SO confirmed that this was a requirement for schools under anti-terrorism legislation and that Ofsted also considered this a priority area. He recommended the Prevent for FE and Training website at <a href="http://www.preventforfeandtraining.org.uk">www.preventforfeandtraining.org.uk</a> which provided templates for Prevent risk assessments. The Clerk agreed to circulate the link to members of the FCAT Safeguarding Board.</p>	Clerk
<p><b>8. Counselling for Case Managers</b> The Clerk provided feedback from the FCAT HR Business Partner on support for managers dealing with difficult safeguarding cases. Quick access to counselling was being made available through Pauline Howard, a governor at Hambleton Primary Academy and a former police officer, who was training as a counsellor. The Clerk agreed to obtain contact details for Pauline.</p>	Clerk
<p>The group discussed the matter in detail and raised concern about line management/supervisory support for staff with difficult caseloads, highlighting the fact that we could not assume that staff were making the decision that they needed, and were actually accessing, counselling. A discussion about best practice in this area took place and it was agreed to consider examples of different supervision structures at the next meeting.</p>	Clerk (agenda)
<p><b>9. Keeping Children Safe in Education – revised documents</b> The Chair reported recent changes to the Keeping Children Safe in Education (KCSIE) document including the increased focus on female genital mutilation (FGM) and the new duty to report suspected cases to the Police.</p>	
<p>It was acknowledged, that, due to the demographic profile of the Fylde Coast area, there was a risk that FGM was not considered to be a relevant issue and that we needed to be mindful of this.</p>	
<p>Following a discussion, it was agreed to review the revised KCSIE document and bring key changes to the next meeting in order to inform developments to the FCAT Safeguarding Policy and associated policies and procedures as follows:</p>	Clerk (agenda)
<ul style="list-style-type: none"> <li>• Unity Academy and Aspire Academy representatives to review Part 1 of the document.</li> <li>• Montgomery High School representative to review Part 2.</li> <li>• Blackpool Sixth Form College and Hodgson Academy representatives to review Parts 3 and 4.</li> </ul>	NA/LSB  GS SO/FB
<p><b>10. E-safety information for parents</b> LSB updated the group on information being provided by Aspire Academy to promote e-safety to parents via newsletters and the Academy's website. The Academy would be applying for E-Safety Mark accreditation by December 2015. The other FCAT academies would submit applications for the same by the end of the academic year.</p>	
<p>The Chair provided information about a presentation that had been delivered at one of the twilight sessions arranged by the Blackpool LSCB and the potential to</p>	

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invite the presenter to this group was discussed. Members of the group were reminded that the LSCB meetings were open to all safeguarding children practitioners and not to be dissuaded from attending even if other representatives from their academy/college were already attending. The Clerk agreed to circulate the website details to members of the Board. There were five meetings per year; the next one being Monday 30<sup>th</sup> November 2015 at 4.15pm at the Blackpool City Learning Centre.

**Clerk**

**11. Arrangements for involving children and young people in future meetings**

The group discussed the format for future meetings and arrangements for involving students in part of them. It was agreed that the next meeting (1<sup>st</sup> December 2015) would be held at Aspire Academy and that two students each from Aspire Academy, Hodgson Academy and Blackpool Sixth Form College would attend the first part of the meeting to put forward their points of view and issues in respect of safeguarding. Students and teachers would meet at Aspire at 3.30pm to prepare for the meeting in advance.

**LSB,  
NO,FB,  
SO**

Students from Unity Academy and Montgomery High School would attend the first part of the 11<sup>th</sup> February 2016 meeting which would be held at Unity Academy. For the meeting after that (25<sup>th</sup> April 2015), it might be possible to involve a larger group of students from across all FCAT family organisations to discuss a particular safeguarding theme.

*Di Marini, Assistant Principal: Learning Intervention and Additional Needs, Montgomery High School joined the meeting for the next item.*

**12. Recent Safeguarding Case Study**

The group considered a recent case study presented by one of the academies where problems had been exacerbated due to the lack of timely intervention from external agencies. The importance of ensuring the voice of the child is heard in cases such as this and the need to escalate reporting when necessary were acknowledged.

The Chair mentioned the potential for Paul Turner to visit Blackpool schools to identify common issues in respect of links with external agencies and to take matters forward at a Blackpool wide level.

*Di Marini left the meeting.*

**13. Blackpool LSCB Shadow Board update**

NA reported that she had been unable to attend the last meeting of the Shadow Board but was due to attend the next in December 2015. Issues discussed were very relevant to the academies and included opportunities to link into Multi Agency Risk Assessment Conferences (MARAC) and Multi Agency Safeguarding Hubs (MASH).

The Chair explained that the Shadow Board provided the Board with a summary report of its work on a regular basis and that this included the impact of strategic decisions on frontline staff.

In response to a question about when Blackpool LSCB might receive an Ofsted inspection, the Chair explained that the LSCB's notice to improve had been lifted and that an inspection was likely to be deferred to the end of 2016.

**14. Identification of any new risk areas**

The group reviewed the latest version of the FCAT Safeguarding Risk Register (Paper 14) and proposed amends. The Clerk agreed to revise the document in partnership with the Chair.

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Clerk/  
Chair

**15. Any other business**

SO drew attention to the dangers of the Yik Yak app which was an issue of concern for the Sixth Form College as it allowed students to send and receive abusive messages and was a vehicle for potential perpetrators. The site had been blocked as far as possible but the College did not have the opportunity to install geofencing (a virtual barrier) due to the fact that students were over the age of 16. LSB confirmed that Aspire Academy would be installing geofencing.

The group discussed other potentially dangerous sites including Kik (a chat site) and the danger of virtual private networks (VPNs) which extend private networks across shared and public sites. The Clerk agreed to share group members' concerns with the FCAT Strategic Lead in IT.

Clerk

PA offered to provide a presentation on Attention Deficit Hyperactivity Disorder (ADHD) issues at a future meeting.

**16. Date and time of next meeting**

Tuesday 1<sup>st</sup> December 2015 at 4.15pm  
Blackpool Sixth Form College Committee Room.

Signed: \_\_\_\_\_(Chair)

Date: \_\_\_\_\_

## Appendix A

### Safeguarding Board

The terms of reference of the Fylde Coast Academy Trust **Safeguarding Board** are as follows:

- to provide assurance to the FCAT Board of Directors in matters of safeguarding
- to monitor the progress of current Safeguarding Plans and development plans in each institution
- to monitor staff training
- to undertake detailed reviews into a range of safeguarding cases, two or three per institution throughout the year selected by the Safeguarding Board with the aim of:
  - 1) establishing best practice
  - 2) identifying opportunities to improve processes and procedures
  - 3) working collaboratively with Senior Leadership Teams to implement enhanced safeguarding processes
  - 4) proposing additional linkages to external agencies to improve each institution's responses
- to advise each institution's Corporation/Academy Council on matters concerning the quality and effectiveness of safeguarding activities, including new policy and training initiatives
- to recommend to each institution's Corporation/Academy Council appropriate targets for improvement in safeguarding activities
- to consider matters referred by the FCAT Board of Directors or each institution's Corporation/Academy Council in the area of safeguarding
- to prepare a biannual report on its work and outcomes to the FCAT Board of Directors. This report will also be reviewed by the local Academy Council or Corporation

In order to operate effectively, the Fylde Coast Academy Trust Safeguarding Board will:

- normally consist of three members from each of the participating Fylde Coast Academy Trust (FCAT) institutions, one of whom should be the most senior Designated Member of Staff for Safeguarding (DMSS), one of whom should be a Governor plus another Governor or appropriate member of staff
- invite the appropriate DMSS from the institution whose case study is being audited
- be able to invite one additional member of staff, should the agenda require their presence
- ensure there is an appropriate link with the Student Council in each institution
- involve members of external agencies as necessary
- meet five times each academic year
- use the services of an independent chair with experience of a broad range of safeguarding issues

These institutions are Blackpool Sixth Form College, Hodgson Academy, Aspire Academy, Unity Academy and Montgomery High School.

*Reviewed 15<sup>th</sup> October 2015.*