



Wright Robinson College

Wright Robinson College Emergency Safeguarding Procedures

These procedures will be used and followed in the event of a closure or partial closure, they will not be followed during scheduled school holidays.

Every member of staff will be provided with a list of names and contact details who will monitor vulnerable pupils in the event of a closure. This will support all staff in sharing any safeguarding information. (Telephone numbers removed for the website version of policy)

Mr A Mason - Assistant Headteacher -
Ms A Bowker - Head of Student Services -
Ms P Medley – LAC-
Ms H Thomson - Director of Year 7 –
Ms D Duckworth - Assistant Director of Year 7-
Mr S Heaton - Director of Year 8 –
Ms S Smith - Assistant Director of Year 8 -
Mr S Dean - Director of Year 9 -
Mrs V Lomax – Assistant Director of Year 9 -
Mr N Tayo - Director of Year 10 -
Ms A Wilde - Assistant Director of Year 10 -
Mrs A Smith - Director of Year 11 –
Ms C Hopkinson - Assistant Director of Year 11-
PC D Harrison – School Based Police Officer –

In addition to this every staff member will be provided with the contact number for Manchester Children's Services, advice and guidance service 0161 234 5001.

In the event of an emergency or a threat to life please contact 999.

Objectives

Ensure contact is maintained by the college with all pupils via our communication systems.
Ensure you have planned for how staff will monitor communication from home to college.
Ensure that plans are in place for home learning to take place.
Provide guidance to parents/carers outlining how they can support their children to continue learning whilst at home.
Vulnerable families should have additional contact and support with any concerns reported and recorded.
All vulnerable children and families should be provided with a contact number/email for the school.

Our College – Our Community – Our Future

A place of excellence where teamwork ensures learners are confident of success and proud of their College and Community

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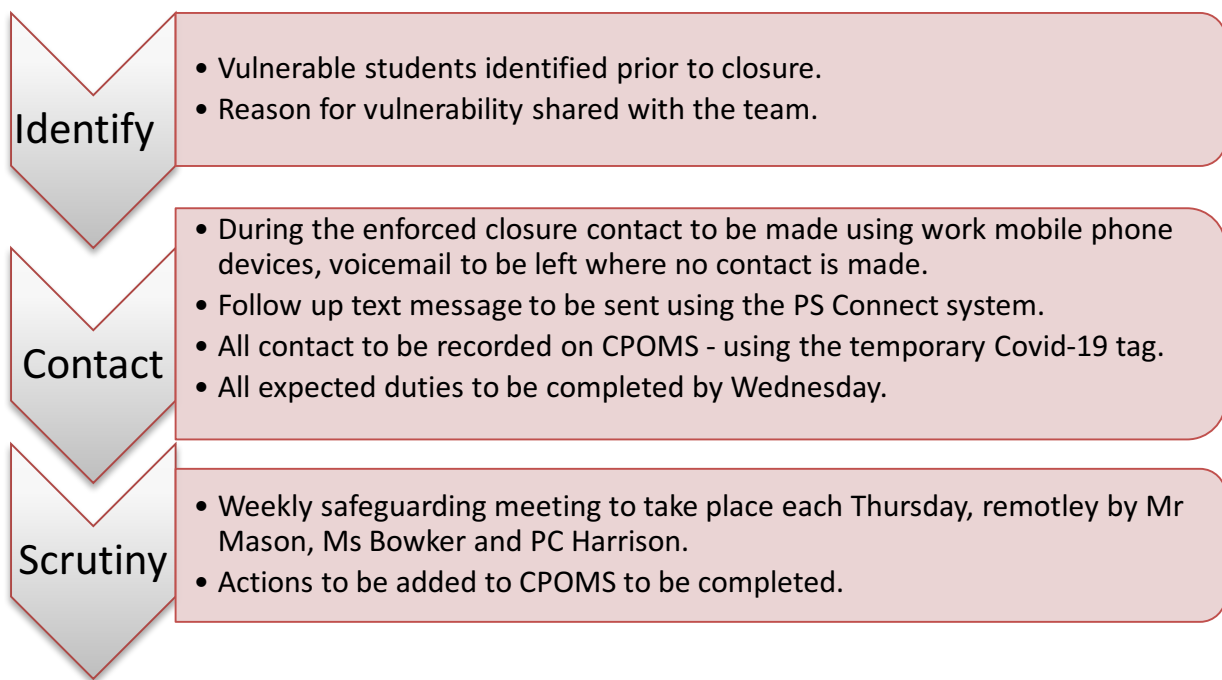
Registered Charity under the Charities Act 2011. Abbey Hey Lane, Manchester, M18 8RL.

Telephone: 0161 370 5121 Fax: 0161 371 8287

Headteacher: M E Haworth BA (Hons) QTS CEO: N L Beischer Bed (Hons) MA

Chair of Governors: C Brierley MBE

Web: wrightrobinson.co.uk Twitter: @wrightrobinson



College provision for students currently supported by statutory services at CIN level or currently subject to a child protection plan.

Director to make weekly contact via the telephone and school text message service. All contact attempts and contact must be recorded on CPOMS. Where no contact is made, social worker to be informed and updated, contact with social worker to be recorded on CPOMS. Offer advice and guidance, signpost families to the services and support available through the Help and Support Manchester website.

Liaising and updating all relevant professionals as usual.

Directors and Assistant Directors to record all interaction and any additional concerns via CPOMS.

Directors and Assistant Directors to share or escalate any concerns in line with usual safeguarding procedures and pathways.

College provision for students classed as vulnerable - see vulnerable students list.

Director to make weekly contact via the telephone and school text message service. All contact attempts and contact must be recorded on CPOMS.

Offer advice and guidance, signpost families to the services and support available through the Help and Support Manchester website.

Liaising and updating all relevant professionals as usual.

Directors and Assistant Directors to record all interaction and any additional concerns via CPOMS.

Liaise with relevant agencies, including Early Help, Complex Safeguarding, Greater Manchester Police, School Health.

Directors and Assistant Directors to share or escalate any concerns in line with usual safeguarding procedures and pathways.

College provision for Young Carers

Young carers meeting to be held prior to the closure, students to be provided with a contact number where they can contact Mr Mason to raise any concerns.

Contact number to be provided to students identified as a Young Carer 07538246487

Support and guidance is only available on this line from 8am until 3pm.

Offer advice and guidance, signpost families to the services and support available through the Help and Support Manchester website.

Directors and Assistant Directors to record all interaction and any additional concerns via CPOMS.

If support and guidance is require contact Young Carers Team

Kelly Hockaday k.hockaday@manchester.gov.uk

Or

Maureen Howell m.howell@manchester.gov.uk

School Designated Teacher provision for Our Manchester Children and Young People - in the care of Manchester.

Ms P Medley to make weekly contact via the telephone and school text message service. All contact attempts and contact to be recorded on CPOMS.

Liaising and updating all relevant professionals as usual.

Ms P Medley to record all interaction and any additional concerns via CPOMS.

Ms P Medley to share or escalate any concerns in line with usual safeguarding procedures and pathways.

Ms P Medley is to update each young person's ePEP, recording the temporary change to educational placement - this will be recorded as - Home learning was provided during the period of enforced closure.

If support is required contact the Virtual School Team on 0161 234 4160 virtual school.education@manchester.gov.uk

School Designated Teacher provision Children and Young People - in the care of other local authorities.

Ms P Medley to make weekly contact via the telephone and school text message service. All contact attempts and contact to be recorded on CPOMS.

Liaising and updating all relevant professionals as usual.

Ms P Medley to record all interaction and any additional concerns via CPOMS.

Ms P Medley to share or escalate any concerns in line with usual safeguarding procedures and pathways.

Ms P Medley is to update each young person's ePEP, recording the temporary change to educational placement - this will be recorded as - Home learning was provided during the period of enforced closure.

If support is required contact the Virtual School Team for the relevant local authority.

If any difficulties occur please contact the Manchester Virtual Schools Team who will offer support and guidance.

on 0161 234 4160 virtual school.education@manchester.gov.uk

Additional Safeguarding Guidance

Directors, Assistant Directors and Ms Medley to inform Mr Mason and Ms Bowker daily if they are unwell and not able to complete the duties outlined in this policy.

If capacity is reduced duties will be allocated and covered by other members of the pastoral team.

Safeguarding overview to be completed weekly by Mr Mason, Ms Bowker, any actions are to be recorded and allocated on CPOMS, professional conversations will take place when required to discuss cases and form action plans should concerns arise.

Home Visits

The college will carry out home visits to those pupils identified as vulnerable.

The home visits will be in addition to the telephone calls outlined earlier in this policy.

These students will be identified at the pastoral meeting which will be held fortnightly, via Zoom.

A central spreadsheet will be created for the team to access to allow for all visits to be tracked and recorded centrally. Outcome of the visit will be recorded both on the spreadsheet and on CPOMS.

If any concerns arise during the home visit then normal safeguarding procedures will be completed and any appropriate referrals made.

A safeguarding email has been set up should there be any immediate concerns from parents/carers/students- emergencysafeguarding@wrightrobinson.co.uk.

This email account will be checked daily and information passed to directors and relevant agencies with appropriate action taken. Information will also be added to our CPOMS system.
