

# Safeguarding Newsletter

## September 2020

**Issue 1: September 2020**

### Safeguarding Team

We have a dedicated team of staff that work with our learners to ensure that help and support can be accessed when needed throughout their time at Fir Tree CIC. However, there are certain members of staff who have special responsibility and have received additional training for safeguarding issues.

These are Suzanne Fletcher (Designated Safeguarding Lead) and Darren Fletcher/Daniel Bowman (Deputy Safeguarding Leads)

### Reporting a concern

If you are concerned about the welfare, safety or rights of a learner at Fir Tree CIC, or a child you know, then you should contact a member of the colleges safeguarding team without delay on [01257 251502](tel:01257251502) or send a message to [safeguarding@firtreecic.co.uk](mailto:safeguarding@firtreecic.co.uk).

If you have concerns about a learner when the college is not open, please contact one of the relevant numbers below:

- Children's Social Care [01942 828300](tel:01942828300)
- Adults Social Care [01942 828777](tel:01942828777)
- Wigan Safeguarding Children's Board [01942 486025](tel:01942486025)
- Early Help Hub [01942 486262](tel:01942486262)
- NSPCC helpline [0808 800 5000](tel:08088005000)

**If you feel a learner is at immediate risk of harm to themselves or others, please contact the emergency services on [999](tel:999)**

**Fir Tree CIC**

[www.firtreecic.co.uk](http://www.firtreecic.co.uk)



Suzanne Fletcher



Darren Fletcher



Daniel Bowman

## **Information Sharing**

If a concern is raised regarding the safety or welfare of one of our learners, information regarding this concern may need to be shared with external agencies such as the Police or the local Social Care Team. Although we will inform parents and carers of our requirement to share information regarding their child wherever possible, there may be certain circumstances where this is not possible or appropriate, and the welfare and best interests of the child/young person will be paramount.



## **Policies and Procedures**

Fir Tree CIC have numerous policies in place to safeguard our learners. Examples of these policies include Safeguarding and Child Protection Policy, Attendance Policy and Health and Safety Policy. Fir Tree CIC policies are available either via the college website or by request.

## **Learner Welfare and Mental Health**

At Fir Tree CIC we recognise that some of our learners may experience periods of difficulty, including difficulties with their emotional or mental health. All learners are encouraged to identify a staff member to whom they can share any concerns or difficulties and we actively encourage learners to tell us if something is wrong.

At Fir Tree CIC we have a comprehensive whole college approach to mental health which includes a Designated Mental Health Lead, on-site counsellor, calm zone and links with external sources of support.

## **Staff Recruitment**

All staff working at Fir Tree CIC have undergone statutory checks to ensure their suitability to work with children and vulnerable adults.

## **Risk Assessments**

Fir Tree CIC have completed a range of risk assessments to ensure the creation of a safe and healthy place to learn. Copies of risk assessments are available upon request.

## **Staff Training**

All staff undertake regular training to equip them with the skills and knowledge to recognise and respond to learner welfare concerns. Details of this training are available upon request.

## **Attendance and Punctuality**

Our attendance policy is available on our web site. We monitor attendance as part of our safeguarding duty. It is important that you or your child contact us before the start of the day if your child will not be in college. If we do not hear from you there are a number of steps we follow which include: texting you, phoning you and making contact with emergency numbers you have provided. If your child is absent for three days and we have not heard from you we will undertake a home visit to discuss reasons for absence and, where appropriate, to put plans in place to support a return to college.



## **Complaints**

Complaints regarding any aspect of Fir Tree CIC can be made by requesting a complaints form or booking an appointment with a staff member.

## **Contact Details**

Please let us know if you change your contact details as soon as possible or if your emergency contact details change.

## **Curriculum**

As part of the curriculum, your child will take part in regular sessions on topics to help keep themselves safe and healthy. Examples of topics covered include drug and alcohol awareness, staying safe online, sex and relationships, mental and physical health and radicalisation.