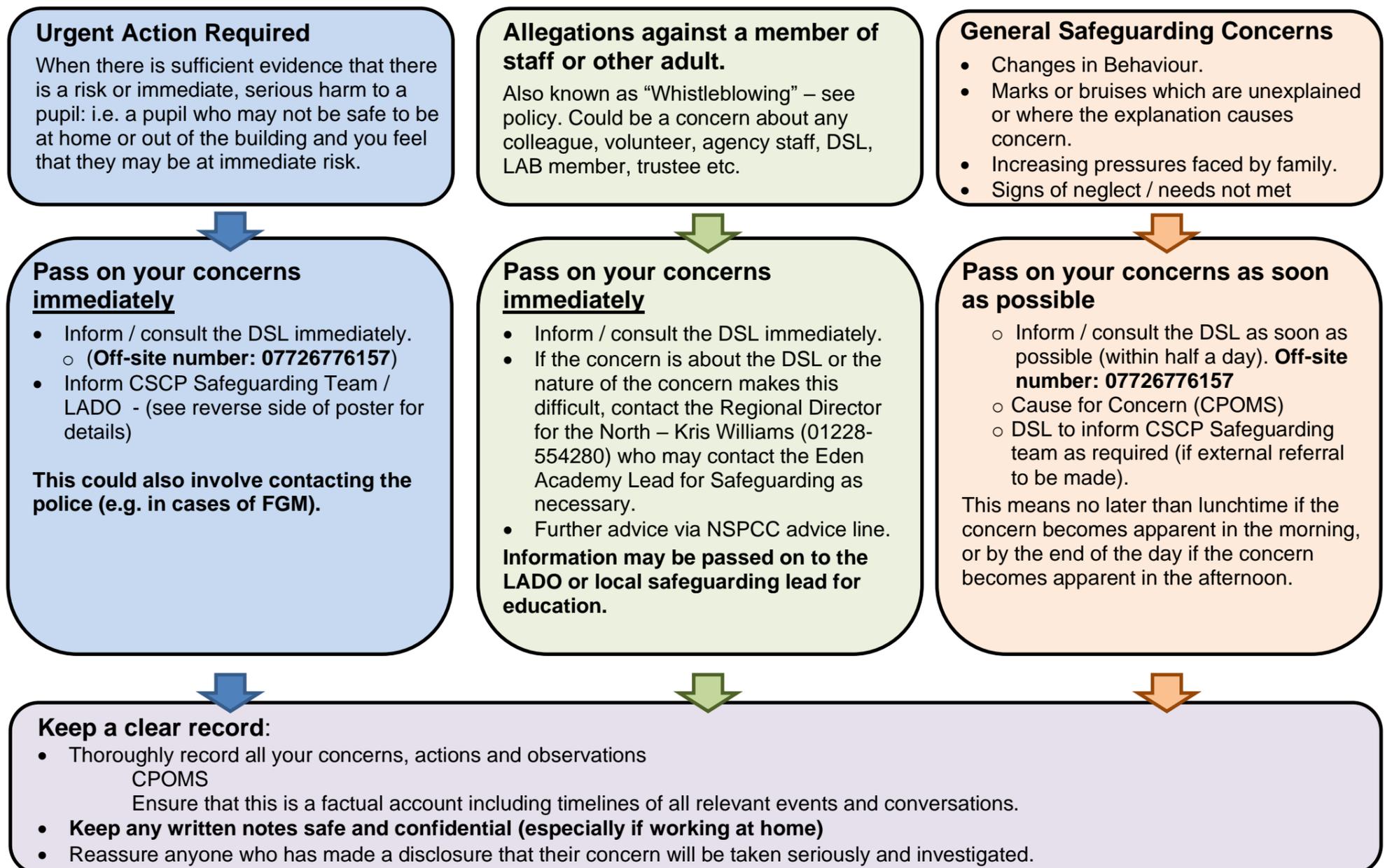


Safeguarding Arrangements at Cumbria Academy for Autism

This poster provides the key information needed to respond to a safeguarding concern at Cumbria Academy for Autism.

Refer to the EAT safeguarding policy on the school website for further information.

Reporting Safeguarding Concerns - Flowchart for staff



Designated Safeguarding Lead (DSL)

Kara Smallman	Head of School	01900 517632 Out of hours: 07726776157	k.smallman@cca.cumbria.sch.uk
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Deputy Designated Safeguarding Leads (DDSLs):

Kris Williams	Regional Director for the north	01228 554280 Out of hours: 07597385056	kris@jamesrennie.cumbria.sch.uk
Isabelle Evans	Deputy Headteacher	01900 517632	i.evans@caa.cumbria.sch.uk

Out of Hours

Kris Williams	Regional Director	07597385056	kris@jamesrennie.cumbria.sch.uk
Kara Smallman	Head of School	07726776157	k.smallman@cca.cumbria.sch.uk
If Kris or Kara cannot be contacted you should contact the emergency social care numbers or look on the Cumbria CSCP website			
Cumberland Multi Agency Safeguarding Hub	033302401727	https://www.cumbriasafeguardingchildren.co.uk/westmorlandfurness/westmorlandprofessionals/default.asp Email address is safeguarding.hub@cumberland.gov.uk	
Westmorland and Furness Multi Agency Safeguarding Hub	0300 373 2724	Email address is safeguarding.hub@westmorlandandfurness.gov.uk	
Adult’s Social Care Duty Team-Cumberland and Westmorland	Emergency Duty Team 01228 526690	https://legacy.cumberland.gov.uk/healthsocialcare/ccs/contact.asp	

Other Key Contacts for Safeguarding at James Rennie School

Andrew Sanders	Regional lead for the south – Eden Safeguarding Lead	01895 437 799	andrew.sanders@theedenacademy.co.uk
Paul Van Walwyk	Eden Director of Schools and Central Services	01923 822 538 (ext. 5602)	paul.vanwalwyk@theedenacademy.co.uk

National Support Services

Child Line	0800 1111	
NSPCC Helpline	0808 800 5000	help@nspcc.org.uk
NSPCC Whistleblowing Advice Line	0800 028 0285	

Who's who

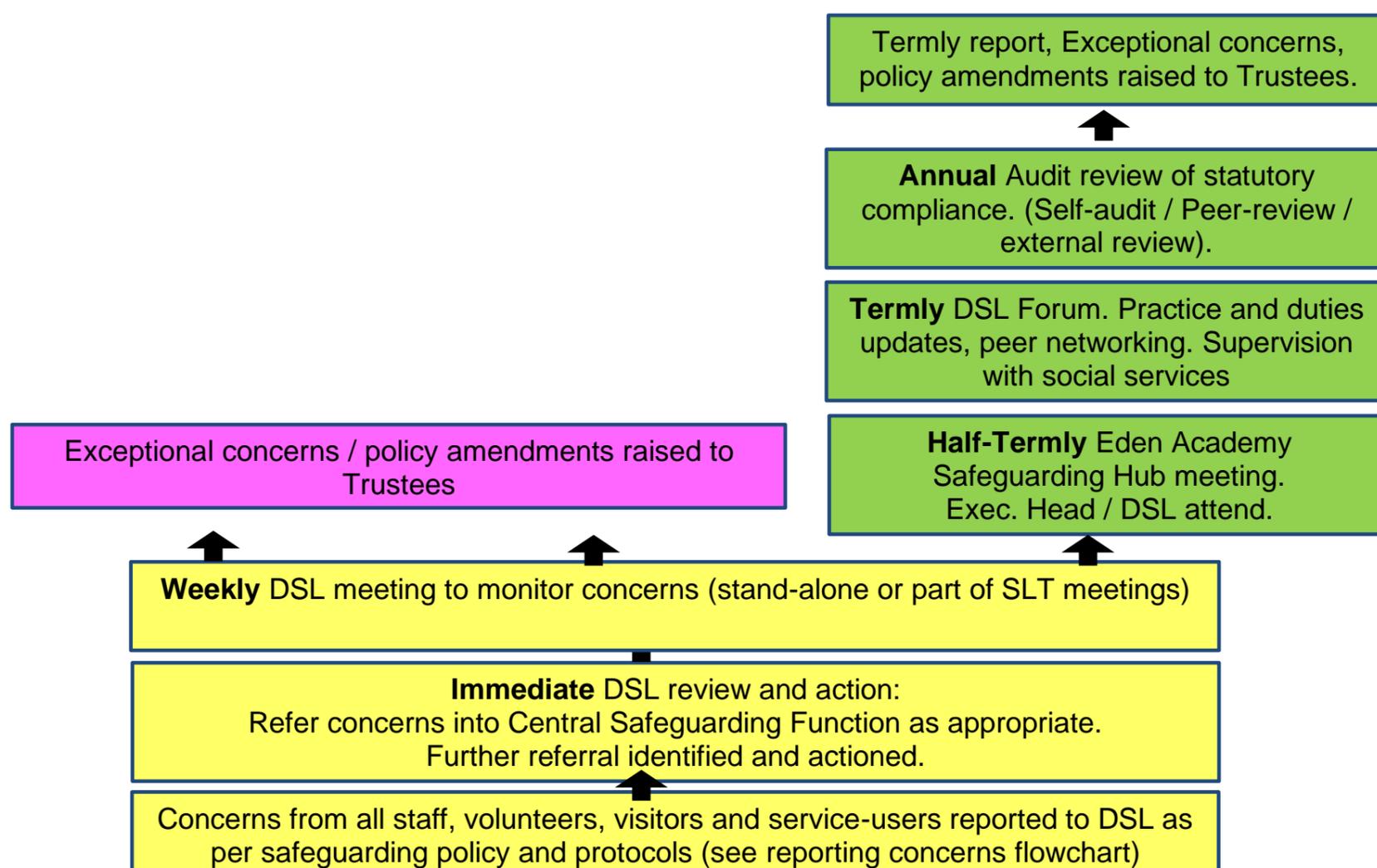
Senior Leadership Team

 Kris Williams Regional Director for the north Deputy DSL	 Kara Smallman Head of School DSL	 Isabelle Evans Assistant Head Teacher Deputy DSL
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Important contacts (not school-based)

 Paul Van Walwyk Eden Director for Schools and Central Services Level 3 Trained	 Andrew Sanders Regional Director for the South Level 3 Trained			
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Regular Safeguarding Reporting and monitoring arrangements



Advice Area	Contact
Out of Hours Emergency Duty Team	<p>0333 240 1727-Cumberland</p> <p>0300 373 2724-Westmorland</p>
Allegations against adults working with children	<p>LADO - 03003 033892 (Cumberland & Westmorland) lado@cumberland.gov.uk</p> <p>(Monday to Thursday 9am to 5pm and Friday 9am to 4.30pm)</p>
Safeguarding adults at risk (a Cumbria partnership)	<p>0300 373 3732</p> <p>01228 526690 (out of hours)</p>
The Prevent programme- Cumberland And Westmorland	<p>prevent@cumbria.police.uk</p> <p>Cumbria Prevent Referral Form </p> <p>If it is an emergency, dial 999 or the Anti-Terror Hotline - 0800 789 321.</p>

Recording on CPOMS

- What does CPOMS do?

CPOMS allows us to record safeguarding concerns, the follow ups to safeguarding concerns, track the outcomes of safeguarding conferences and behaviour incidents. Importantly if you have a concern that you log you can see the actions that have taken by safeguarding officers.

- **How do I log onto the system?**

Go to the CPOMS website <https://cumbriaacademy.cpoms.net/>

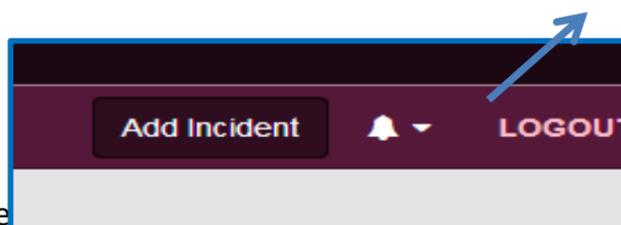
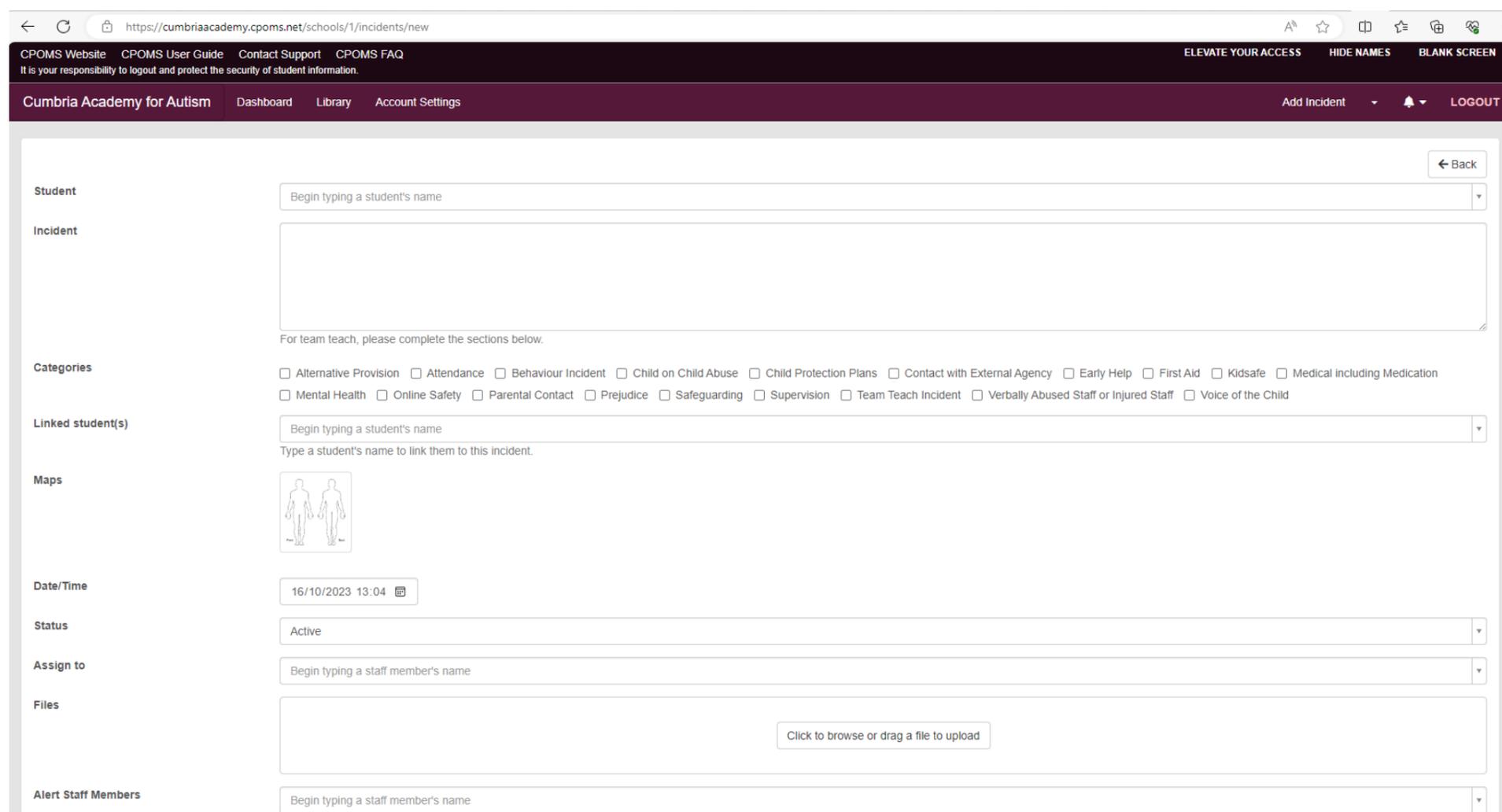
You will need to contact Kara Smallman in order to have an account created if you do not already have one.

- **How do I log a concern?**

Once you have logged on you will see this screen – the dashboard, you need to click on the add incident button.



Once you have clicked on the add incident button, this will take

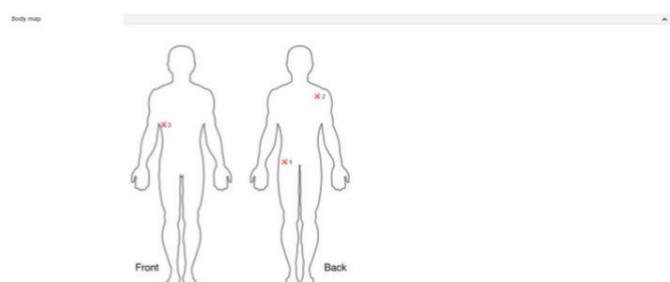



The screenshot shows the 'New Incident' form in CPOMS. The form is titled 'https://cumbriaacademy.cpoms.net/schools/1/incidents/new'. It has a dark purple header with the same navigation as the dashboard. The form fields include:

- Student:** A dropdown menu with the placeholder text 'Begin typing a student's name'.
- Incident:** A large text area for describing the incident.
- Categories:** A list of checkboxes for incident types: Alternative Provision, Attendance, Behaviour Incident, Child on Child Abuse, Child Protection Plans, Contact with External Agency, Early Help, First Aid, Kidsafe, Medical including Medication, Mental Health, Online Safety, Parental Contact, Prejudice, Safeguarding, Supervision, Team Teach Incident, Verbally Abused Staff or Injured Staff, and Voice of the Child.
- Linked student(s):** A dropdown menu with the placeholder text 'Begin typing a student's name'.
- Maps:** A section with an icon of two people and a text input field with the placeholder 'Type a student's name to link them to this incident.'
- Date/Time:** A date and time picker showing '16/10/2023 13:04'.
- Status:** A dropdown menu with 'Active' selected.
- Assign to:** A dropdown menu with the placeholder text 'Begin typing a staff member's name'.
- Files:** A file upload area with a button that says 'Click to browse or drag a file to upload'.
- Alert Staff Members:** A dropdown menu with the placeholder text 'Begin typing a staff member's name'.

- **Body Maps**

If you click on the body map option the body map below is shown, you can click on any part of the body and the program will allot a number to it. This can then be referred to in your description of the concern.



In order to make the Safeguarding Team aware in School you should assign your concern to the Team, you do this by clicking in the Assign to box and type in the first 2 letters of each of the safeguarding team members name (Kara, Kris, and Isabelle) and then clicking on their names.

Date/Time: 16/10/2023 13:04

Status: Active

Assign to: Begin typing a staff member's name

Files: Kara Smallman (admin)

Note: A blue arrow points to the 'Assign to' dropdown menu.

- **Adding files**

We can add files of any kind to a concern form; this could be a screenshot from a tablet, a photograph of a diary entry, a word document etc. Either click on the browse button to find the file on your tablet, camera or PC or identify the file you wish to add then drag and drop onto the file box.

Date/Time: 16/10/2023 13:04

Status: Active

Assign to: Begin typing a staff member's name

Files:

Note: A blue box highlights the file upload area.

- **Who else should I alert and when should I alert them?**

You can see a section called Alert Staff Members towards the bottom of the page.

We need to keep safeguarding information as confidential as possible, if you are a teaching assistant or midday supervisor you may alert the class teacher, but if you feel the matter needs to be kept very confidential you should make the judgement and just inform the safeguarding team.

Alert Staff Members:

Type a colleague's name or select an alert group to alert them to this incident. Colleagues highlighted in red would not normally be able to view this incident.

Agency Involved:

Add to planner:

Note: A blue arrow points to the 'Alert Staff Members' dropdown menu.