

Coaley C of E Primary Academy

If you are a parent short of time we have created an 'At A Glance' list of helpful websites, following on from these you will find a more detailed Offer of Early Help.

'At A Glance' websites to support you and your family:

NSPCC: <http://www.nspcc.org.uk/>

Childline: <http://www.childline.org.uk/pages/home.aspx>

CEOPS Thinkuknow: <https://www.thinkuknow.co.uk/>

Anti-Bullying Alliance: <http://anti-bullyingalliance.org.uk/>

Beat Bullying: <http://www.beatbullying.org/>

Childnet International –making the internet a great and safe place for children - includes resources for professionals and parents <http://www.childnet.com/>

Thinkuknow - includes resources for professionals and parents <https://www.thinkuknow.co.uk/>

Safer Internet Centre <http://www.saferinternet.org.uk/>

Family Information Service

<http://www.glosfamiliesdirectory.org.uk/kb5/gloucs/glosfamilies/home.page>

Internet Safety

Need Help with Online Safety?

If your child comes to you with an online safety concern and you're not sure how best to respond, the Childnet website is full of helpful information and advice: [http://www.childnet.com/parents-and-carers/need-help.](http://www.childnet.com/parents-and-carers/need-help)

National Online Safety web page: www.nationalonlinesafety.com

PEGI Website

<http://www.pegi.info/en/index/id/952>

This website is full of really useful information and guidance about buying computer games. It features pages such as:

Tips for parents

Parental control tools

Games and health

Plus a whole host of other useful information

Click the link to see a copy of their Good Gaming Guide

Social Networking

What social networks are children using?

Click on the web link below to be directed to a website which gives you lots of helpful information about how to keep your children safe on social media, information about age restrictions on these platforms and lots more helpful advice.

<https://www.net-aware.org.uk/>

Safer Internet Day

For further information about Safer Internet Day **<http://www.saferinternet.org.uk/safer-internet-day>**

Websites for Kids

Here are some child friendly web links to pages with lots of information and games linked to e-Safety:

<http://www.safetynetkids.org.uk/personal-safety/>

<http://www.kidsmart.org.uk/>

<http://www.bbc.co.uk/cbbc/curations/stay-safe>

<https://www.thinkuknow.co.uk/>

<http://www.childnet.com/resources/the-adventures-of-kara-winston-and-the-smart-crew>

SEND Guide for Parents and Carers

<https://www.gov.uk/government/publications/send-guide-for-parents-and-carers>

Offer of Early Help

At Coaley C of E Primary Academy, we aim to ensure that every pupil is kept safe and secure. Whenever we have concerns that some additional interventions may be needed we use a range of internal and external agencies to support these pupils. This may include use involvement of our Headteacher, Senco or individual support.

All staff are available in a pastoral capacity should parents have a concern about anything at all. Staff may not have the answer but will try to find out the answer or sign-post parents/other professionals in the right direction. Parents can either talk directly with the staff or telephone the Head. Staff are available within office hours (9am – 5pm on weekdays during term-time).

General office number: 01453 890358 (to contact all staff).

Mrs Russell is our Senco and is here to support families who have children with special educational needs.

Mrs Russell is also our CAF Co-ordinator and is there to help families with access to services including through Gloucestershire Early Help team. Parents and Staff can access the Gloucester Early Help partnership team at gloucesterearlyhelp@gloucestershire.gov.uk tel:01452 328076;

All staff are there to support children who have additional needs either with the curriculum or with social and emotional issues.

Breakfast and After School Club

Coaley C of E Academy operates Breakfast Club from Monday to Thursday. For further details contact the school office on 01453 890358

Home-school support

All of our Early Help is offered in partnership with parents / carers. Our pastoral team can help and support with a myriad of issues including support with home situations, signposting to support with housing, debt and bereavement etc. Please do contact them on the numbers above should you need any support. Our doors are always open.

Universal help for all families

Gloucestershire Family Information Service (FIS) advisors give impartial information on childcare, finances, parenting and education. FIS are a useful source of information for parents and professionals. They support families, children and young people aged 0-19 years of age (25 for young people with additional needs) and professionals working with these families. They can help link parents up with other organisations that might be able to help or provide the information themselves e.g. parents could ask them about holiday clubs for your children across Gloucestershire.

Contact the FIS by emailing: familyinfo@gloucestershire.gov.uk Or telephone: (0800) 542 0202 or (01452) 427362. FIS also have a website which has a wealth of information to support many issues such as childcare and support for children with disabilities.
www.glofamilies.org

For information for Children and Young People with Special Education Needs and Disabilities (SEND) go to the SEN and Disability 'Local Offer' website: www.glofamilies.org.uk/localoffer

Gloucestershire Children's Safeguarding Board <http://www.gscb.org.uk>
Important information for parents and professionals across Gloucestershire in relation to keeping children safe and avenues of support including early help options.

Food Bank Vouchers

Sometimes for many different reasons, families require additional help and support which may include receiving some help with food. We have close relationships with our local foodbanks. Should you feel that you would benefit from some additional help, please do talk to your child's class teacher who can point you in the right direction.

Early Help

Gloucestershire Early Help Partnership (co-ordinated by Families First Plus) provide multi-agency support for children and families. A phone call to discuss a possible referral is helpful before making written referral. Parents must consent to a referral. School actively refer to the Early Help team when appropriate. Referrals go to the Early Help Partnership (representation from Education, health, social care etc.) and referring agencies are encouraged to attend. All agencies should view themselves as part of this Early Help Partnership. The referral meeting is a multi-agency discussion to decide the best way forward. Contact details: gloucesterearlyhelp@gloucestershire.gov.uk tel:01452 328076.

Transition

Entry to EYFS

We work hard with our pupils whatever their age or stage to ensure that their transition to the next stage of learning is appropriately supported so that they are in the best possible position to succeed.

On entry to primary school we will work closely with our feeder providers to ensure that we have all the necessary information about individual children possible. This may include our Inclusion lead meeting with setting's SENCo as well as attending additional meetings with other professionals such as Advisory Teachers or the Children's Centre, should a child have a specific need. Any parent who has a child with medical conditions is also offered a separate time to meet with EYFS staff so that all possible knowledge about care for the child is in place and specialist training arranged if required.

A range of sessions will be offered to children to come into school so that all children feel relaxed and familiar with their new surroundings. In addition to this sessions for parents are held to understand the routines and procedures of the EYFS setting, as well as an opportunity whilst the children are having story time to meet and bond with other parents joining the school in the next academic year.

In the beginning of the Summer term, the EYFS staff will visit each child in their home setting to further develop their own knowledge of the child. A well planned gradual introduction to the school is then put into place so that children have a positive start to their school life. EYFS staff will then, throughout the Autumn term, run a series of meetings for parents to help ensure that the curriculum knowledge, such as phonics is understood.

End of year transitions

At the end of every year a significant amount of time is given for staff to share their knowledge and information about each pupil in their class with the receiving teacher. Similarly, TA also share their knowledge and understanding with the receiving TA. In this way, all staff are confident about the children they are having in the Autumn term and the way in which they can best support them to achieve to their fullest potential. Every class has a full morning working with their new teacher in the summer term so that they can begin to familiarise themselves with their new classroom and their new teachers.

Entry to Secondary School

During Year 6, teachers and leaders will begin the transition process with the next setting for pupils so that key knowledge and information is shared and in place for each child. Staff from receiving schools will come into the school to meet with teachers and Inclusion Leads as appropriate and key information will be shared.

Visits to the new settings will occur in the summer term and will normally be for a period of 2 – 3 days. However, for some pupils this will not be sufficient and it may be that ahead of the normal induction period, some additional visits are made. This may include a child's one to one teaching assistant accompanying them to the new school, or it may be that parents have time with the child in the new school. It may also include some additional liaison with specialist teaching staff in the new school so that key information about individual learning needs are fully understood. Records and information about each child is then shared with the Head of Year.

Entry midway through the year

Sometimes for variety of reasons such as families moving, children enter the school mid-way through the year. We always try to ensure that visits are held for each child prior to starting at the new school, so that the child feels secure and comfortable with the new setting. Occasionally a phased introduction is put into place to ensure the best possible start is secured. Always a conversation with the previous setting is held to ensure that all

the relevant key information about these children is known and understood. Records are requested so that all possible information is held.

Coaley C of E Primary Academy PSHCE / SMSC curriculum

Our comprehensive PSHCE/ Science/ SMSC curriculum covers many aspects of keeping young people safe, healthy, resilient and aware of the world around them so that they can make informed decisions. Where pupils have specific issues that need discussing or addressing we will make their wellbeing curriculum bespoke to them.

As the school grows and new year groups are taught other specific topics helping pupils stay safe will be covered within the curriculum including (age appropriate content): Sex education: Children in Y4, Y5 and 6 have formal Sex education – discussing puberty, changes, personal hygiene. (Gloucestershire health living and learning team (GHLL) resource).

Gender, identity and tolerance: preventing homophobic and transphobic bullying; preventing bullying of pupils from different types of families (e.g. same sex parents); avoiding anti-gay derogatory language; Gender identity - there isn't such thing as a typical girl or a typical boy. Understanding and acceptance of others different than us, including those with different religions. Drugs: Alcohol, Smoking and illegal drugs. Keeping Safe: E-safety (facebook and internet); personal safety (out and about); How to respond to an emergency. Learning around keeping safe online, including outside visitors to support understanding. Plans include IN THE NET production for Y4. Emotional well-being: Where to go for help if you, your friend or family member is struggling with emotional well-being/mental health problems? What are the signs someone is struggling? What makes you feel good; How to look after you own emotional well-being; Personal strength and self esteem; Being happy! Relationships: How to make and maintain friendship; family relationships; different types of families; (SEAL) Healthy Living: Taking responsibility for managing your own health; Importance of sleep; The main components of healthy living (diet, exercise and wellbeing); Focus on breakfast; Managing health and wellbeing when you are unwell (making sure you take your medicine when you should, have the right perspective, doing what you can do within the limitations of your health condition. The Local Authorities Online Survey will be completed every 2 years by pupils in KS2.

Pupils missing education

Anyone concerned that a child is missing education (CME) can make a referral to the Education, Entitlement and Inclusion team. At Gloucestershire County Council on 01452 426960/427360.

Children Missing Education (CME) refers to 'any child of compulsory school age who is not registered at any formally approved education activity e.g. school, alternative provision, elective home education, and has been out of education provision for at least 4 weeks'. CME also includes those children who are missing (family whereabouts unknown), and are usually children who are registered on a school roll / alternative provision. This might be a child who is not at their last known address and either: has not taken up an allocated school place as expected, or has 10 or more days of continuous absence from school without explanation, or left school suddenly and the destination is unknown. It is the responsibility of the Education Entitlement and Inclusion team, on behalf of the Local Authority (LA), to: Collate information on all reported cases of CME of statutory school aged children in Gloucestershire maintained schools, academies, free schools, alternative provision academies and Alternative Provision Schools (APS). The EEI Team will also

liaise with partner agencies and other LAs and schools across Britain to track pupils who may be missing education and ensure each child missing education is offered full time education within 2 weeks of the date the LA was informed.

Our school business manager, Mrs. Astley has been fully trained in the children missing education routines and policies. We operate a first day calling policy to ensure we make contact with the parent or carer at the earliest moment possible and that there is a valid reason for the pupil's absence. We monitor this situation carefully. If a pupil is absent for ten days, we use the Missing Children in Education procedure and notify the Local Authority. However, if we have a strong concern before this time, we would notify the LA. Additionally, should the school believe that a pupil's absence may relate to trafficking then we will follow the guidance/procedures signposted through the DFE and Keeping Children Safe in Education.

Children Sexual Exploitation including Sexting

Through our safeguarding training, all of our teaching staff are aware of the signs and signals that could indicate a pupil is at risk from CSE. Should they believe that any pupil is demonstrating any concerning signs, then they will refer to the DSL who will then refer to the local referral team. Our children's understanding of how to protect and keep themselves safe has been further enhanced by NSPCC. Additionally, our local community police have come into school to lead assemblies to further develop and enhance children's awareness. CSE screening tool (can be located on the GSCB website:

www.gscb.org.uk/article/113294/Gloucestershire-procedures-and-protocols) This should be completed if CSE suspected. Clear information about referrals should be made to Gloucestershire social care and the Gloucestershire Police.

Gloucestershire Police CSE Team:

The CSE team sits within the Public Protection Bureau Single agency team (Police) DS Nigel Hatten Emma Woodward (Missing persons Coordinator) 01242 276846

All referrals to go to the Central Referral Unit

- Further information: National Working Group (Network tackling Child Sexual Exploitation) www.nationalworkinggroup.org and PACE UK (Parents Against Child Sexual Exploitation) www.paceuk.info

<http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/sexting> (NSPCC website). Gloucestershire Police have a small sexual exploitation team. Contact Sgt. Nigel Hatton.

Prevention: 'So, you got naked online' (sexting information leaflet produced for pupils by south west grid for learning) included in the Wellbeing (PSHE/SMSC) curriculum. Also shared with parents. Pupils informed that sexting is illegal but the police have stated that young people should be treated as victims in the first place and not usually face prosecution. The police's priority is those who profit from sexual images of young people.... not the victims.

Online Safety

Our E Safety lessons ensure that all pupils understand how to keep themselves safe online, in and out of school. These are supported by regular discussions with class teachers. All pupils sign an acceptable user policy that is reviewed at the beginning of every year with their class teachers through their e- safety lessons. All children know that if they see something on the computer that concerns them that they should tell a grown up immediately. Outside visitors such as the police, NSPCC and CEOP's further support this development so that children are aware of the issues and ways in which they can safeguard themselves. Links on the school website direct parents to our school policies, additional support and guidance for this through CEOP's useful links to support include <https://www.thinkuknow.co.uk> and <https://ceop.police.uk> should you want advice and guidance or to report a concern.

Bullying including Cyber bullying

All Gloucestershire Schools are committed to tackling bullying, including peer on peer abuse and hate crime. We want to know immediately if there any issues with bullying at school so that it can be addressed. School can also offer bespoke lessons on anti-bullying for anyone who has suffered bullying to encourage behaviours that might avert it in the future (e.g. assertiveness) or to boost self esteem. We have a series of teaching resources produced by the Gloucestershire healthy living and Learning Team (www.ghll.org.uk) to support this. Other sources of help and advice are: www.gsrb.org.uk (Gloucestershire Safeguarding children's board) <http://www.bullying.co.uk> . Gloucestershire Healthy Living and Learning team provide alerts and resources in relation to supporting young people being bullied. Education about bullying is an integral part of the Coaley C of E Primary Academy Wellbeing programme www.ghll.org.uk.

Further information can be found at www.onyourmindglos.nhs.uk – A Gloucestershire website which also covers bullying as a topic and where to go for help.

For further information regarding hate crime please refer to the section Preventing Radicalisation Including Hate Abuse towards the end of this document.

All our staff are aware of the signs of bullying and if they believe that a child is being bullied in whatever form, they will use the clear procedures that the school has in place. Bullying will not be tolerated for any pupil regardless of race, religion or sexuality. Please see the school's Anti Bullying policy on the website. Advice and support can also be given to resolve friendships in groups.

Domestic Violence

Should a child disclose to a member of staff that they or a family member are experiencing domestic violence, then the staff will listen to the pupil, ensure that they do not make any promises and then refer to the DSL. The GSCB (Gloucestershire Safeguarding Children's board) have published a Domestic Abuse pathway for educational settings which is on the GSCB website. If a child or young person is suspected of living at home with a domestically abusive parent or if a young person has domestic abuse in their own relationship then the usual procedures should be followed and a referral made to the children's helpdesk (tel: 01452 426565). The response will vary according to the age of the young person so that the appropriate agencies are involved. Gloucestershire Domestic Abuse Support Service (GDASS) www.gdass.org.uk

MARAC Gloucestershire Constabulary: Multi Agency Risk Assessment Conferences (MARACs) prioritise the safety of victims who have been risk assessed at high or very high risk of harm. The MARAC is an integral part of the Specialist Domestic Violence Court Programme, and information will be shared between the MARAC and the Courts, in high and very high-risk cases, as part of the process of risk management.

Gloucestershire Unborn Baby Protocol:

Research indicates that young babies are particularly vulnerable to abuse but that work carried out in the antenatal period can help minimise harm if there is an early assessment, intervention and support. Working Together (2015) specifically identifies the need of the Unborn Child. Professionals should read and act upon the unborn baby protocol if there is suspected domestic violence and a pregnancy. The unborn baby protocol can be found at www.gscb.org

Drugs

We use our PSHCE curriculum to ensure that we educate pupils thoroughly on the danger and awareness of using drugs. Should any member of the school staff have a concern about a pupil and use of drugs, their parents and use of drugs or families vulnerable to dangerous drug networking then they would refer to the DSL who would follow the Department for Education's 2012 guidelines and talk to the pupil's parents and try to resolve this issue. If necessary, the matter would be referred to the Police. It may also be necessary to refer on to Social Care helpline and referral desk so that the relevant steps are put in place to safeguard the pupil.

A referral will be made using this link <http://www.gscb.org.uk/media/13799/substance-misuse-screening-tool.pdf>

www.infobuzz.co.uk/:

Info Buzz provides individual targeted support around drugs & emotional health issues, development of personal & social skills, and information & support around substance misuse. Drugs education is covered in the school curriculum. PSHE/SMSC) curriculum as a preventative measure.

www.onyourmind.nhs.uk – advice on drug/alcohol misuse

Forced and Fabricated Illness

Should the school believe that a pupil is suffering from a 'forced or fabricated illness' then they would use the guidance set down by the DFE and notify the school's DSL who will make a referral to children's Social Care. Social Care will then determine whether an initial assessment is necessary and put into place the relevant steps to safeguard the pupil.

<http://www.nhs.uk/Conditions/Fabricated-or-induced-illness> for information on behaviours and motivation behind FII.

Faith Based Abuse

Assessed at Low Risk

Should any member of the staff believe that a pupil is suffering from faith based abuse, they would follow our general safeguarding policy and refer to the DSL. The DSL will then make a decision about whether or not to refer to Social Care or to the Families First Team depending on the severity of the allegation. Should the allegation concern an Anglican church then the DSL can refer onto the Diocese Safeguarding Officer and the LADO; Diocese of Gloucester Head of Safeguarding/faith abuse contact: jknight@glosdioc.org.uk. For other faith groups contact Jane Bee (GCC LADO)

FGM

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal or the external female genitalia. **FGM is illegal in the UK and as of October 2015 mandatory reporting commenced. If education staff or other professionals discovers that an act of FGM appears to have been carried out on a girl under 18 years old there is a statutory duty for them PERSONALLY to report it to the police.**

<http://www.nhs.uk/Conditions/female-genital-mutilation>

for NHS information and signs of FGM. Any suspicion of FGM should be referred to the Police and social care.

The Headteacher has completed the online home office training, 'Female Genital Mutilation: Recognising and Preventing FGM'

Gangs and Youth Violence

Assessed at Low Risk

Should we believe that a pupil or pupils are at risk from becoming involved with gangs or violent criminal behaviour then the DSL will discuss with the local PCSO and Families First Early Help team about what programmes were currently available. A range of programmes are available to help. The school will follow the Home Offices 2010 guidance on dealing with these issues.

Contact the Avenger Task Force/Inspector Neil Smith (Gloucestershire Police tel: 101). A task force set up to identify potential gang members as vulnerable individuals and potential victims and aims to help them. Prevention: wellbeing curriculum – self-esteem & identity, law & order and considering impact of violence on communities.

Mental Health

Our PSHCE curriculum covers many aspects of dealing with Mental Health issues.

Should any member of staff be concerned about a pupil who may be suffering from mental health issues, then close liaison with parents will be essential to fully support the pupil and ensure that all possible help is made available for this pupil. This could be via 1 to 1 support sessions with a Parent Support Advisor and the School Nurse or referral to external agencies such as CYPS or Families First.

www.onyourmindglos.nhs.uk – a newly launched website by Gloucestershire as part of the Future in Mind Programme. This website is good for young people, parents and professionals in terms of help with mental health issues and where to go for help.

- Referral to school nurses may be appropriate.
- Referral to CYPS (Gloucestershire's mental health services) via your own GP.
- For children/young people/adults with existing mental health difficulties concerns should be discussed with the existing medical professionals (consultant psychiatrists). In an emergency call 999.

CYPS* Practitioner advice line (for professionals to call) tel: 01452 894272.

Private Fostering

<http://www.gloucestershire.gov.uk/privatefostering>

Gloucestershire County council website information on private fostering. Refer to Gloucestershire Children & Families Helpdesk on 01452 426565 or Gloucestershire Private Fostering Social Worker 01452 427874.

A private fostering arrangement is essentially one that is made without the involvement of a local authority. Private fostering is defined in the Children Act 1989 and occurs when a child or young person under the age of 16 (under 18 if disabled) is cared for and provided with accommodation, for 28 days or more, by someone who is not their parent, guardian or a close relative. (Close relatives are defined as; step-parents, siblings, brothers or sisters of parents or grandparents).

When a pupil is placed into a private fostering arrangement, the school's DSL will work closely with Social Care to ensure that all the relevant checks and procedures are put into place so that the full safeguarding procedures are in place to protect and support the child. The School will refer to the DFE guidance for guidance and procedures.

Preventing Radicalisation including Hate abuse

The 'Advice on the Prevent duty' written by the Department for Education explains what governors and staff can do if they have any concerns relating to extremism. The Department for Education has also set up a telephone helpline (020 7340 7264) to enable people to raise concerns directly. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk. See Appendix 2 for more information on radicalisation.

Prevention: Coaley C of E Primary Academy teaches traditional British values through our broad and balanced curriculum. This includes teaching about democracy, rule of law, respect for others, liberty, tolerance of those with different faiths and beliefs and promotion of 'Britishness'. E-safety is an important aspect of the curriculum to keep pupils' safe from radicalisation. Pupils need to understand that radicalisation can be a form of grooming online and understand the notion of propaganda. They need to be taught to be discerning about what they read on the internet as well as the dangers of speaking to strangers online.

Coaley C of E Primary Academy also seeks to equip parents with the knowledge of how to safeguard their children from radicalisation. 'Let's talk about it' is an excellent website for parents www.ltai.info/.

While it remains very rare for school age children to become involved in extremist activity to the point of committing criminal acts, young people can be exposed to extremist influences or prejudiced views, including via the internet, from an early age. As with other forms of criminality or risk of harm, early intervention is always preferable. Schools, working with other local partners, families and communities, can help support pupils who may be vulnerable as part of wider safeguarding responsibilities.

DSL has undertaken the Home Office face to face training programme. All other staff have been trained using the Home Office online training materials. Should any member of the school staff believe that a child is at risk of being radicalised then they will refer to the DSL who will make the decision whether to refer to Channel team locally.

Gloucestershire Safeguarding Children's Board

www.gscb.org. There is a new GSCB PREVENT referral pathway

www.educateagainsthate.com is the government website providing information and practical advice for parents, teachers and schools leaders on protecting children from radicalisation and extremism.

Gloucestershire Safeguarding Children's Board have published a PREVENT pathway for professionals to refer to.

Key contacts: PC Adam Large, Gloucestershire

Constabulary PREVENT officer: tel 101

Anti-Terrorist Hotline: tel 0800 789 32

Honour based violence (HBV)

The police have made it a high priority to help communities fight back to tackle both honour based violence and hate crime. The 'Honour Network Help line': 0800 5 999 247
Inspector Fay Komarah is the Gloucestershire Police contact for honour based violence.