

Updates to Sheffield education settings policies and procedures, 20-21



This year we have made some changes to the way we publish our policies, procedures and guidance templates:

- We have combined some documents with similar information to reduce the total number of policies
- We have taken some documents out of 'policies and procedures' and created a 'guidance' section (more information to follow)
- All new documents are now in a format accessible to people who use screen readers i.e. Sept 20A (A=accessible)
- We have added the changes from [Keeping Children Safe in Education, DfE 2020](#) and other national and local guidance

To access the **2020-21** documents below visit either [Education policies & procedures](#) or [Education guidance](#) on the [Safeguarding Sheffield Children](#) website

2019-20 Policy:	Changes:	2020-21 policy title:
A Good Practice Guide to Safeguarding in Education, Sept 19	Combined with 'How our education setting safeguards students' (see below)	
Abuse & Neglect, Sept 19	No significant changes	Abuse & Neglect, Sept 20A
Abuse of Trust, Sept 19	Combined with 'Behaviour Guidelines' as 'Behaviour Guidance & Positions of Trust' (see below)	
Adult Safeguarding, Sept 19	Now in 'guidance'	
Allegations of Abuse against Staff in Education Settings, Sept 19	New criteria added and LADO phone number amended	Allegations of Abuse against Staff & Volunteers in Education Settings, Sept 20A
Alternative Education Provision, Sept 19	No significant changes	Alternative Education Provision, Sept 20A
Behaviour Guidelines, Sept 19	Combined with 'Abuse of Trust'; added use of personal electronic devices & personal relationships with students	Behaviour Guidance & Positions of Trust, Sept 20
Bullying, April 20	No significant changes	Bullying, Sept 20A
Child Criminal Exploitation, Jan 20	Combined with the 'Child Sexual Exploitation' as 'Child Criminal & Sexual Exploitation'	Child Criminal & Sexual Exploitation, Sept 20A
Child Safeguarding File, Sept 19	Name changed to emphasise information about access requests; information sharing process - pupils who have left the setting; amended Governors Service details	Safeguarding files & access requests, Sept 20A
Child Sexual Exploitation, Sept 19	Combined with 'Child Criminal Exploitation' as 'Child Criminal & Sexual Exploitation' (see above)	
Children Missing From Education, Sept 19	Information re children missing from home or care added; name changed	Children missing from education, home or care, Sept 20A
Conferences, Plans and Core Groups, Sept 19	Now in 'guidance'	
Designated Safeguarding Lead & Deputy Role, Sept 19	No significant changes	Designated Safeguarding Lead & Deputy Role, Sept 20A
Domestic Abuse, Sept 19	Adult social care name change	Domestic Abuse, Sept 20A

2019-20 Policy:	Changes:	2020-21 policy title:
Early Help - new	New policy	Early Help, Sept 20A
Educational Visits, Sept 19	Now in 'guidance'	
Female Genital Mutilation, Sept 19	Created new document: 'Abuse linked to faith & cultural practice' including Female genital mutilation, honour-based abuse, forced marriage, breast-ironing, faith abuse	Abuse linked to faith & cultural practice, Sept 20A
First Aid, Sept 19	Combined with 'Medical Conditions & Support' as 'First Aid & Medical conditions'	First aid & medical conditions, Sept 20A
Governing Body Safeguarding Role, Sept 19	Added clarity re withholding information & delivering statutory Relationships, Sex & Health education	Governing Body Role, Sept 20A
How Education Settings Safeguard Children, Sept 19	Combined with ' A Good Practice Guide to Safeguarding in Education'	How our education setting safeguards students, Sept 20A
Information Sharing, Sept 19	No significant changes	Information Sharing, Sept 20A
Medical Conditions & Support, Sept 19	Combined into 'First Aid & Medical conditions' (see above)	
Mobile Devices, Sept 19	Deleted – see information in 'Online Safety' & 'Behaviour Guidance & Positions of Trust'	
New Staff, Governors & Volunteers, Sept 19	Now in 'guidance'	
One-to-One Working, Sept 19	Now in 'guidance'	
Online Safety, Sept 19	Information on mobile devices added	Online Safety, Sept 20A
Parental Mental Ill-Health, April 20	Added some information about child mental health issues	Mental Ill-Health, Sept 20A
Parental Responsibility, Jan 2020	Now in 'guidance'	
Peer Abuse Risk Assessment and Safety Planning, Dec 19	Combined with 'Peer abuse' as 'Peer Abuse & Assessment'	Peer abuse & assessment, Sept 20A
Peer Abuse, Sept 19	Combined with 'Peer Abuse risk assessment & safety planning' as 'Peer abuse & assessment' (see above)	
Personal Care, Sept 19	Now in 'guidance'	
Photographs, Videos & other Images, Sept 19	No significant changes	Photographs, video's & images, Sept 20A
Preventing Extremism Radicalisation, Sept 19	Prevent contact number changed	Preventing extremism & radicalisation, Sept 20A
Private Fostering, Sept 19	Info about host families added, name changed	Private fostering & host families, Sept 20A
Pupil Transitions, Sept 19	Added need for process for sharing information received about a pupil after they have left the setting	Pupil Transitions, Sept 20A

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Reasonable Force, Sept 19	Searching and screening section developed & added to title	Reasonable force, searching & screening, Sept 20A
Referring your safeguarding concerns, Sept 19	MAST details replaced with Safeguarding Hub as single point of contact	Referring your safeguarding concerns, Sept 20A
Sexualised Behaviour, Sept 19	Added links	Sexualised behaviour, Sept 20A
SFX User Guide for Education Settings, Sept 19	Now in 'guidance'	
Showers and Changing Rooms, Sept 19	Now in 'guidance'	
Special Education Needs and Disability, Sept 19	Updated information re military service PIPs; added link re covid-19 changes	Special Education Needs & Disability (SEND), Sept 20A
Staff Safeguarding Supervision, Sept 19	No significant changes	Staff Safeguarding Supervision, Sept 20A
Substance Misuse, April 20	No significant changes	Substance misuse, Sept 20A
Training Pathway - Safeguarding, Sept 19	Added pathways for Online-Safety Coordinator & LAC Designated Teacher	Training Pathway - Safeguarding in Education Settings, Sept 20A
Transgender Students, Jan 20	Now in 'guidance'	
Transporting Pupils, Sept 19	Now in 'guidance'	
Uncollected Children, Sept 19	Now in 'guidance'	
Under 5's in Schools, Sept 19	Link to Covid-19 disapplication's added	Under 5's in Schools, Sept 20A
Vetting, Barring and Recruitment, Sept 19	Renamed 'Safer Recruitment'; added further information re section 128 check	Safer Recruitment, Sept 20A
Visiting Professionals, Sept 19	Now in 'guidance'	
Work and Study Placements, Sept 19	Now in 'guidance'	
Whistleblowing, Sept 19	Helplines & links updated	Whistleblowing, Sept 20A