

Noticeboard

Children and Young Peoples Services

In this week's edition

This electronic communications bulletin is
available on the North Somerset Website at
www.n-somerset.gov.uk/noticeboard

Vacancy Bulletins

The [Schools Vacancies Bulletin](#) for this week will be available on the website from
Wednesday 4 January 2012.

Information Security

All staff

3

Capital Funding Allocations 2012-13

Heads, Chairs of Governors and LA staff

3

Schools Funding 2012-13

Heads, Business Managers and Governors

4

Schools Support Finance Service

All school heads, business managers, bursars, administrators

4

Schools Financial Value Standard

Governors

5

Exclusion from Schools and Pupil Referral Units

All heads

5

Equalities Policy – Template and Toolkit

All heads

6

National Plan for Music Education: North Somerset Submission

Music co-ordinators, heads of music and headteachers

6

Payroll Deadlines for Schools 2012

Heads, bursars and administrators

7

Current Occupational Health Referral Form

All heads, all primary and special school administrators/business managers,
all secondary business managers, heads' PAs and HR officers

7

Revised Disciplinary Policy and New Protocol for Disciplinary Hearings

All heads, all primary and special school administrators/business managers,
all secondary business managers, heads' PAs and HR officers

8

Contents continued

Post for HR Service Centre	<u>8</u>
All staff	
Free School Meals, School Admissions and Transport	<u>9</u>
All school staff	
Application for Children due to Start School in September	<u>9</u>
All headteachers	
North Somerset Standing Advisory Council on Religious Education (SACRE) Newsletter for RE and Collective Worship	<u>9</u>
Heads, RE co-ordinators, chairs of governors, primary, secondary and special schools	
School Library Service	<u>10</u>
Literacy co-ordinators and school librarians	
Parenting Groups	<u>10</u>
All staff	
Sportivate	<u>10</u>
Secondary PE co-ordinators	
Player Development Football Centres	<u>11</u>
PE co-ordinators	
In2Hockey	<u>11</u>
Secondary schools	
St. Katherine's School Awarded Gold Travel Award	<u>11</u>
All staff	
Information Communication Sheets	<u>11</u>
A list of all communications with schools for this week and a link to the full document and attachments on the website	
Supportive Parents – Parent Partnership Service	<u>12</u>
All SENCOs (including special schools & PRUs)	
'Juice Your Way to Health and Learning Success'	<u>12</u>
All staff	
Dyslexia Network Support Group	<u>13</u>
Key staff working with pupils with dyslexia	
Safeguarding in Education Designated Teacher Training	
Reminder	<u>13</u>
All designated teachers	
Safeguarding in Education Basic Awareness (Targeted) Training	<u>14</u>
All new school staff who have not received Basic Awareness training in school	
Recognising and Preventing Abuse in your Organisation	<u>15</u>
Essential for headteachers, leaders and managers, designated teachers	
Invite to 22q Deletion Syndrome Meeting - Reminder	<u>15</u>
School staff and parents	

Information Security

As you may be aware from media reports a number of organisations, including North Somerset Council, have been fined by the Information Commissioner for not taking sufficient care of personal or confidential information. These breaches usually relate to shortcomings in routine communication and administration, such as sending documents to the wrong address or fax number, but the penalties can be very large with several councils already fined £100,000 or more. All schools and staff should be aware of the need to take information security very seriously and ensure that systems and processes minimise the risk of breaching our legal obligation to keep and share information safely.

There are some specific risks to be aware of which can be avoided by taking simple precautions:

- Avoid sending personal, sensitive or confidential information using email distribution lists unless you are absolutely sure that the list is accurate and up-to-date. Issues have included emails going to the wrong people because of small errors in addresses, home email addresses being used for work purposes and emails sent to staff who have left. Please make sure that **all** email distribution lists are checked and regularly updated to remove any names which are no longer relevant.
- Be careful when printing or copying documents. Problems identified by the Information Commissioner have included documents being left on printers, and parts of documents being muddled together and sent to the wrong people. Where possible the 'locked print' function should be used as a default setting.
- Avoid sending personal or confidential information by fax. If you have to, double-check the number, use a cover sheet and phone to make sure that someone will be there to collect the fax as it is printed. Check that the fax has been received.
- Raise awareness among staff and ensure that they take up available training.

[Sheila Smith](#), Director of Children and Young People's Services

Capital Funding Allocations 2012-13

Local Authority capital funding announcements for the 2012/13 financial year (one year only) were made on Tuesday 13 December 2011.

Funding for North Somerset is as follows:

- Devolved Formula - £634,964 for LA and £85,703 (90%) for VA schools in 2011/12 **down to £449,238 and £86,735 (90%)** for VA schools. The decrease reflects the Devolved Capital retained by the DfE to reallocate to academies.
- Basic Need - £1,811,675 in 2011/12 **up to £2,327,419** in 2012/13.
- Maintenance - £3,761,144 in 2011/12 **down to £2,406,640** for 2012/13. The decrease reflects the maintenance retained by the DfE to reallocate to academies.

- LCVAP - £423,883 (or £470,981 at full 100%) down to **£395,911 (or £439,901 at full 100%)**.

In addition, we have the **£1,326,206** extra basic need allocated last month to resolve the need for more school places, especially in Weston-super-Mare.

Overall we have a local authority capital programme (excluding VA schools and devolved capital) of **£6,060,265** for 2012/13, compared to £5,572,819 last year. Details of the provisional capital programme for 2012-13 will follow in due course.

Sally Varley, Service Manager - CYPS Planning & Access Service

Schools Funding 2012-13

The DfE issued the schools funding settlement for 2012-13 on 13 December. The key points for the settlement are:

- The Dedicated Schools Grant (DSG) is the same amount per pupil as in 2011-12. There is no allowance for inflationary pressures.
- For Devolved Capital funding the lump sum and amount per pupil that make up the allocation remain the same as in 2011-12.
- The Minimum Funding Guarantee will be set at -1.5% as in 2011-12.
- The Pupil Premium for Free School Meals (FSM) and Looked After Children (LAC) will increase to £600 per pupil and for Service Children £250 per pupil. For FSM the eligibility for Pupil Premium in 2012-13 will be extended to pupils who have been eligible for Free School Meals (FSM) at any point in the last 6 years. For more information including a provisional allocation for your school for the FSM Pupil Premium based on January 2011 data, click [here](#).

The Strategic Schools Forum will be considering the draft schools budget and changes to the formula for 2012-13 at their meeting on 18 January and a further Noticeboard article will be issued to schools with the outcome. The final schools budget will be set on 29 February and allocations for schools will follow during mid-March.

If you have any questions regarding schools funding please feel free to contact the CYPS Resources Service.

Louise Malik, Service Manager (Resources)

Schools Support Finance Service

Travelling Bursar Service

With the approach of the new financial year we are in the process of planning staffing levels for the Schools Finance Support Team Travelling Bursar service. Existing users of the service will be contacted by letter to check their requirements for the coming year. If there are any other

schools who would be interested in using the service please contact me for details of the services we can provide.

Additional finance support and training

Just to remind schools that as well as our contracted services under the SLA, we also offer a range of ad hoc services delivered by our Finance Officers. These include:

- Training for school staff and governors
- Support with staff appointment
- Assistance with preparation of financial reports for governing bodies.
- Assistance with personnel systems

If you would like information on any of the above services or wish to discuss any specific requirements please contact the team on 01275 888314 or email me at pippa.cooke@n-somerset.gov.uk.

Pippa Cooke, Schools Support Finance Officer

Schools Financial Value Standard (SFVS)

The SFVS replaces the Financial Management Standard in Schools (FMSiS), which was withdrawn by the Secretary of State with effect from 15 November 2010. The SFVS has been designed in conjunction with schools to assist them in managing their finances and to give assurance that they have secure financial management in place. Governing bodies have formal responsibility for the financial management of their schools, and so the standard is primarily aimed at governors.

Maintained schools are required to complete the SFVS once a year. Those schools which never attained FMSiS will be expected to complete and submit the SFVS to their local authority by 31 March 2012 and these schools have already been contacted by the Council's Audit, Risk and Information Service to advise them of this requirement.

For all other maintained schools, the first run through is required by March 2013. An annual review is required thereafter.

SFVS will not be externally assessed like FMSiS. Local authorities should use schools' SFVS returns to inform their programme of financial assessment and audit. Please visit the [DfE website](#) for more information. Alternatively, you can contact the DfE directly with any queries:

Financial management helpline 020 7340 7775
Email: financial.management@education.gsi.gov.uk

Peter Cann, Senior Auditor

Exclusion from Schools and Pupil Referral Units

Please note that the Department for Education are consulting regarding changes to the guidance on "Exclusion from schools and pupil referral units". The consultation document

can be found via this [link](#) and your response would be valuable. The final version of the guidance is due to be published in the summer of 2012 with new regulations to commence from September 2012.

[Geoff Flynn](#) , Assistant Locality Leader - Learning Support (Central)

Equalities Policy - Template and Toolkit

School staff will be aware that following changes and simplification to equalities legislation there is now one Equalities Act to cover all equality groups. In line with this schools are expected to have an over-arching Equalities Policy rather than a collection of different policies, such as race, disability etc.

Schools may wish to use the guidance provided by the Children and Young People's Services Equalities Network and the DfE on the [January 2012](#) web page. This provides background information, a template to customise for your school, briefing sheets e.g. for parents/carers and guidance about data and monitoring.

Your local authority contacts for equalities are [Louise Roberts](#) (Equality and Diversity Manager) or me in the Vulnerable Learners Service.

[Jenny Maxwell](#), Educational Psychologist

National Plan for Music Education: North Somerset Submission

There are enormous changes regarding the funding and potential delivery of music education ahead, with major decisions and a submission needing to be made by the 17 February 2012.

All Music Co-ordinators, Heads of Music, Primary School Headteachers and Special School Headteachers, along with a selection of independent music providers have received a summary of the National Plan for Music Education in the penultimate week of the autumn term. In the final week a Discussion Paper was circulated with a draft proposal for implementing the plan in North Somerset. If you have not received the two documents mentioned above, and would like to contribute to the development of the North Somerset model, please email music.service@n-somerset.gov.uk and the documents will be sent to you.

It is vital that everyone with an interest in music delivery has input into the model that we submit to the Arts Council in February, otherwise the application will be based only on the views of those who have contributed.

At the end of the discussion paper already distributed, is a hyperlink to an online feedback form for those who wish to respond in this way. For those who wish to have their say in person, a series of meetings have been arranged which we hope many will attend.

Ensembles Discussion Workshop

Thursday 5 January, 4.15 – 5.45pm at St Nicholas Chantry School

Although the other 'General' workshops will include discussion of ensemble provision this session will focus exclusively on the infrastructure of ensembles and how they contribute to a

strategic offer with a clear progression path, as well as funding implications and access issues. To book your place please email mandy.dobson@n-somerset.gov.uk stating that you will be attending the Ensemble workshop.

General Hub Development Workshops

Tuesday 10 January 4.15pm-6pm @ Grove Junior School or,
 Wednesday 11 January 4.15pm-6pm @ St Martin's School

To book your place please email mandy.dobson@n-somerset.gov.uk stating which workshop you will be attending.

Understanding the National Music Plan

19 January 4-5.30pm

In this session we will provide an overview of the implications of the NPME for North Somerset children, young people and schools. We will share the outcomes of the three earlier workshops and of meetings with potential partners. Please book your place via [CPD Online](#).

After the session on the 19 January a huge amount of work needs to take place to implement on paper at least, what has been decided, develop a three year business plan including budgets, collate the evidence needed to support the application, formulate the agreed governance structure, agree contracts in principal and develop memoranda of understanding.

[Mark Trego](#), Music Service Manager

Payroll Deadlines for Schools 2012

Please find below a list of payroll deadlines for 2012:

Monday 9 January	Tuesday 8 May	Friday 7 September
Wednesday 8 February	Friday 8 June	Monday 8 October
Thursday 8 March	Monday 9 July	Wednesday 7 November
Monday 9 April	Wednesday 8 August	Wednesday 5 December

Please ensure that your paperwork is sent to the HR Service Centre in time. Any paperwork received after the deadline is not guaranteed to be processed.

[Andrea Rogers](#) / [Kelly Weeks](#), HR Service Centre

Current Occupational Health Referral Form

A while back, BUPA introduced a new Occupational Health Referral Form. It has come to our attention that some of the old BUPA forms (dating from 2006) are still being submitted. Using the old form will cause a delay in the referral process and in employees being seen by BUPA as old forms are not being accepted by BUPA. Schools submitting old forms are being required by BUPA to re-submit on the correct form. The up-to-date BUPA Referral Form is on the [January 2012](#) web page.

Please contact me on 01275 884742 or at piers.hartridge@n-somerset.gov.uk if you have any queries.

[Piers Hartridge](#), Schools Human Resources

Revised Disciplinary Policy and New Protocol for Disciplinary Hearings

Due to the introduction of a new *Policy on Employment Costs for Schools Employees Suspended from Duty* recently approved by SSF and the new *Dealing with Allegations of Abuse Against Teachers and Other Staff* Guidance from the DfE, we have needed to update our Disciplinary Policy. The relevant paragraphs in the updated Policy are 6.5 and 6.6.

We have also updated Appendix 2 of the Policy: the existing *Guidance on the Conduct of Hearing and Appeals* has been replaced with a new *Protocol for Disciplinary Hearings*.

For convenience the complete set of Disciplinary Policy documents is on the [January 2012](#) web page. They can also be found on our website along with all our other current Policies and Procedures.

Policy Adoption

We would like to take this opportunity to recommend to schools the adoption of our model Policies. We would recommend that schools adopted our model Policies as they have been put together by practitioners with school-related HR experience and have been consulted on with the recognised Trade Unions.

Policy Changes following Adoption

From time to time (due to changes in the law or regulations or as a result of feedback, for example) we are obliged to make relatively minor changes to our Policies after they have been adopted by schools. What we would suggest therefore is that the Governing Body agrees (and it is minuted) that once a model Local Authority Policy is adopted, any subsequent amendments made to it are automatically adopted by the Governing Body. This will mean the school will not need to go through any formal re-adoption procedure when changes are made to any of our model Policies.

Please contact me on 01275 884742 or at piers.hartridge@n-somerset.gov.uk if you have any queries.

[Piers Hartridge](#), Schools Human Resources

Post for HR Service Centre

Due to the bank holiday on Monday 2 January 2012, there was no post collection for the HRSC that day. An additional collection has been arranged for Thursday 5 January 2012. There will be no change for schools with collections on Wednesdays.

[Leanne Bridges](#), HR Operations Lead

Free School Meals, School Admissions and Transport

We have been reminded by our Auditors that applications for free school meals, school places and school transport contain sensitive and confidential information. It is therefore important that this information is transferred as securely as possible. Please post all forms to North Somerset Council, School Admissions and Transport Team, Town Hall, Weston-super-Mare, BS23 1UJ or by email to the [School Admissions and Transport Team](#).

As a last resort, applications may be sent by fax on 01275 882747. If a form is sent by fax, please contact the School Admissions and Transport Team by telephone on 01275 884078 or 884014 to ensure that the fax can be picked up at the time of receipt.

Many thanks for your co-operation.

[Rhiannon Jones](#), School Admissions Assistant

Applications for Children due to Start School in September

The closing date for applications for children due to start school in September is nearly here and we are anxious that parents apply on-time. As you know, late applicants have less chance of being offered their preferred school – even if they have an older sibling at the school. **Please would you therefore kindly include in your next newsletter to parents a reminder about the need to apply.**

Children who were born between 1 September 2007 and 31 August 2008 can start at a primary or infant/first school from September 2012. The closing date for the submission of applications is midnight on Sunday 15 January 2012.

Parents can apply online at www.n-somerset.gov.uk/admissions. Paper application forms are available from School Admissions and Transport Team. Parents can telephone the team on 01275 884 078 or email schooladmissionsandtransport@n-somerset.gov.uk.

Paper forms can be posted to North Somerset Council, School Admissions and Transport Team, Town Hall, Weston-super-Mare BS23 1UJ.

Thanks very much for your assistance.

[Bill McEntee](#), Senior Admissions Adviser

North Somerset Standing Advisory Council on Religious Education (SACRE) Newsletter for RE and Collective Worship

North Somerset's Standing Advisory Council on Religious Education [SACRE] produces the locally agreed syllabus for RE and advises the local authority on matters relating to RE and collective worship in schools. It is made up of representatives from the council, and local religious and teachers' organisations. SACRE produces three newsletters per year, intended to

support schools' provision of religious education and collective worship. The latest edition has been published and is available on our [Religious Education page](#).

[Dave Francis](#), Associate Consultant, North Somerset (SACRE)

School Library Service

Please see the latest newsletter on the [January 2012](#) web page from your School Library Service including our upcoming special discounted book-buying trip, round-up of recent SLS events, book suggestions and news on the Summer Reading Challenge 2012. Please circulate to all colleagues with responsibility for literacy and/or the school library.

[Meg Humphries](#), Schools' Liaison Officer, Bristol Libraries

Parenting Groups

A list of all North Somerset evidence-based parenting groups may be found on the [January 2012](#) web page or on the Family Information Service website www.n-somersetcsd.org.uk. Facilitators will be happy to give you more information about the content of the course and to discuss any referrals. For more general queries about parenting groups, please call me (01934 426396) or send me an email.

[Kate Wilcox](#), Strategic Commissioning Officer (Family Support)

Sportivate

Sportivate is a nationwide campaign that will capture the excitement of the London 2012 Games. It provides opportunities for 'semi sporty' teenagers and young adults (aged 14-25) to receive coaching in a sport of their choice and guide them into regular participation within their community.

Activities must be new, or build on and extend current provision. Projects need to last 6 weeks and each session needs to be a minimum of 1 hour. You must have evidence of demand and demonstrate sustainability and have a clear exit route.

Projects can run all year round, with no constraints on holiday periods. Activities run by schools/colleges on their own sites must be delivered by community providers and be open to the wider community. Activity can take place at anytime of the day, **except** if the activity is based at a school where curriculum time activity is ineligible.

Projects must take place between April 2012 and March 2013 and the **deadline is Monday 16 January 2011**.

For more information please contact me: 01275 882 732 or Lisa.Perryman@n-somerset.gov.uk

[Lisa Perryman](#), Active Lifestyles Development Officer

Player Development Football Centres

Bristol City Development Centres provide an environment for children already playing in clubs to enhance their skills and develop ball mastery, as well as giving children who are not playing in a club and league structure a chance to fall in love with the game without the pressure of competitive weekly fixtures. The sessions are fun and progressive. Our coaches will signpost talented young players into Bristol City Academy if it is in the best interests of the individual. Please see the Booking Form on the [January 2012](#) web page for details about venues, dates and costs. Please contact [Vicky Barlow](#), Development Officer, Bristol City Community Trust, if you have any questions.

[Shane German](#), North Somerset School Sports Partnership Manager

In2Hockey

To celebrate the launch of In₂Hockey, hockey's new game for 10-14 year olds, the England Hockey Board is offering secondary schools across England the opportunity to receive a visit from a star of the Great Britain men's and women's hockey team, just a few months ahead of the 2012 London Olympics! The aim is to provide secondary schools with a unique opportunity to increase interest in the sport, and to inspire more pupils than ever before to give hockey a go.

For further details on how the visits will work, and a list of the 6 dates on which visits are available, please see <http://in2hockey.englandhockey.co.uk/playervisit.aspx>

If you happen to have any In₂Hockey activity planned on one of the dates identified and would like a GB Player to come along, or if you would like to use one of the dates to bring a group of secondary schools together with the aim of generating interest in hockey ahead of the next school year, then please let the England Hockey Board know by submitting an application to receive a visit now!

The closing date for applications is **29 January 2012**. Please contact [Jane Cornelius](#), England Hockey Board (EHB), with any queries.

[Shane German](#), North Somerset School Sports Partnership Manager

St. Katherine's School Awarded Gold Travel Award

St. Katherine's School has been awarded the Gold School Travel Plan award. The School Travel Plan is a national initiative set up through the Department of Transport to encourage students to travel to school in a sustainable and safe way. Please see the press release and photo on the [January 2012](#) web page for more details.

Caroline Blake-Symes, St. Katherine's School

Information Communication Sheets

Full copies of these documents and any attachments for the month of January can be accessed on our website at January 2012. Copies of Information Communication Sheets from

previous months can be downloaded from the website at <http://www.n-somerset.gov.uk/Education/Staff/communicationwithschools>.

Reference	Subject	Target audience
1112/0015	School Census Guidance for Primary Schools 2012	School Administrators Headteachers
1112/0016	School Census Guidance for Secondary Schools 2012	
1112/0017	School Census Guidance for Special Schools 2012	
1112/0018	SACRE Newsletter for RE and Collective Worship No. 41, January 2012	Headteachers, RE Co-ordinators, Chairs of Governors, Primary, Secondary & Special Schools

Supportive Parents - Parent Partnership Service

I would like to request that SENCOs pass this information on to parents please.

Providing information and support for parents & carers of children with special educational needs. Support Group Meeting:

Date: Tuesday 10 January

Time: 7.30 pm - 9.30 pm

Venue: The Firs Resource Centre, 89a Drove Road, Weston Super Mare, BS23 3NX

Please note the change of address for future support group meetings.

Jane Routledge, Interim Lead for the Vulnerable Learners Service, will be coming to the support group to talk about the redesign of Children and Young People's Services and the newly established Family Community Teams and Hubs.

[Jackie Oxley](#), Co-ordinator, Supportive Parents

'Juice Your Way to Health and Learning Success'

As part of the Clevedon Cluster group's commitment to Healthy Schools, Clevedon School will be hosting a 'Juice Your Way to Health and Learning Success' on **11 January** hosted by Jason Vale, the Juice Master.

Jason will be juicing fruit and vegetables to make smoothies that will fire up your neurons and tickle your taste buds. So if you ever wondered how to do something different with your 5-a-day then this 60 minute interactive presentation is for you.

Jason Vale is an entertaining, inspiring and creative presenter who works all over the world. His new focus for 2012 is to educate children and young people as to how their 5-a-day can really work for them and boost their performance in school. You are invited to join the staff and students of Clevedon School and attend one of his talks free of charge at either 9.15am or 11.15am.

Please email me to confirm your place and for further details.

[Jim Smith](#), Assistant Headteacher, Clevedon School

Dyslexia Network Support Group

Date: 18 January 2012
Venue: Please note venue has been changed recently to Yeo Valley Outreach and Children's Centre
Cost: No charge - except for academies and non LA subscribers
Target audience: Schools - SENCo / Support Staff / Teaching and Learning

A support group for key staff working with pupils with dyslexia. The focus for this meeting will be effective communication and working with parents. Jackie Oxley, from Supportive Parents will be joining us to talk about this aspect of her work between schools and parents.

[Josie Finnegan](#), Administrative Assistant

Safeguarding in Education Designated Teacher Training - Reminder

Message from Sheila Smith, Director of Children and Young People's Services:

I would like to endorse this important training offer for Designated Teachers. I would ask that all Designated Teachers attend one of these sessions.

This training is for all colleagues who are fulfilling the role of the named Designated Teacher within their school. The half day course will be facilitated by Sarah Mellor, Safeguarding in Education Officer. There will also be input from Dawn Newton, Quality and Assurance Team, Children's Social Care and practicing Designated Teachers. This is to ensure that delegates are receiving all the relevant information to equip them to be confident in their role.

The outcomes of the course are for all delegates to:

- Have a clear understanding of the roles and responsibilities of the Designated Teacher
- Be clear about the procedures to follow relating to safeguarding concerns
- Be aware of what happens once you have made a referral to Social Care and your role in further assessment/investigation
- Know the procedures to follow in relation to an allegation against a teacher or another member of staff
- Be clear about safer recruitment procedures and your role in these
- Have an understanding of how to safeguard yourself, your staff and volunteers in school

- Be aware of the responsibilities of the Governing Body
- Understand the requirement to work with the Governing Body to review policies and procedures and report annually to them and the Local Authority
- Know where to access further guidance and advice

Colleagues only need to attend one of the three sessions that are available. Future dates will be published for Deputy Designated Teachers to attend this training later in the year.

Tuesday 31 January	13.00pm – 17.00pm	The For All Healthy Living Centre
Thursday 23 February	09.00am – 13:00pm	The Campus
Thursday 8 March	09.00am – 13.00pm	Nailsea School

Please book places using the [CPD Online](#) booking system. For more information please contact me (telephone 01275 885507).

[Sarah Mellor](#), Education Safeguarding Officer

Safeguarding in Education Basic Awareness (Targeted) Training

Date:	25 January	Date:	16 March
Venue:	Nailsea School	Venue:	North Somerset Courthouse
Time:	9.00am – 12.00pm	Time:	9.30am -12.30pm

This course is being provided for school staff who are new to post or who missed 'whole school' Basic Awareness training in their own school. Staff are only required to attend one session. This training is funded by SSF and is free for all school staff. To book a place, please use the [CPD Online](#) booking system.

Event Description:

This is a targeted course for all new school staff who have not received Basic Awareness training in school. This is an interactive session and participants will receive some formal input, take part in small group activities and contribute to whole group work.

Event Outcomes:

By the end of the session you should be able to:

- Demonstrate an understanding of what constitutes child abuse
- Demonstrate an awareness of some signs that might indicate abuse
- Demonstrate an awareness of what to do if you think a child is being abused
- Be aware of your role and responsibilities
- Be aware of the role and responsibilities of the Designated teacher
- Understand the necessity for information sharing
- Know where to find further guidance

If you have any questions regarding the training please contact: me (telephone 01275 885507).

[Sarah Mellor](#), Education Safeguarding Officer

Recognising and Preventing Abuse in your Organisation

This workshop is part of North Somerset Safeguarding Children Board's (NSSCB) Inter Agency Training programme, and is **essential** for leaders from all agencies who have a responsibility for Child Protection.

This workshop is designed to assist managers or leaders of organisations, designated and head teachers to safeguard children. It is suitable ONLY for those who have management responsibility for the behaviour of staff and volunteers in respect of safeguarding children in the setting.

Wednesday 1 February 1.00pm - 4.30pm
Wednesday 14 March 1pm - 4.30pm

Places should be booked via [CPD Online](#) and further information is available from me on 01934 426349 or sarah.taylor@n-somerset.gov.uk.

(NB: This course has previously been advertised as 'Professional Perpetrators' and 'Professionals who Abuse').

[Sarah Taylor](#), Multi-Agency Safeguarding Training and Support Officer

Invite to 22q Deletion Syndrome Meeting

Date: 2 February 2012
Time: 13:15 - 14:45
Venue: Castlewood, room G9/10

22q11.2 deletion syndrome is a condition affecting a number of children in North Somerset mainstream and special schools. The syndrome, also known as velo-cardio-facial or DiGeorge syndrome, is associated with a wide range of difficulties affecting learning, social and emotional development and physical health.

If you would like to meet up with other members of staff in schools teaching a child with 22q deletion, and with parents with a child with the condition, please feel free to come along to the meeting. The meeting will focus on sharing good practice generally and will look specifically at supporting children's numeracy development. Everyone welcome.

Please book a place on [CPD Online](#) and pass on the invite to parents.

[Gabrielle Stacey](#), Professional Lead Educational Psychologist