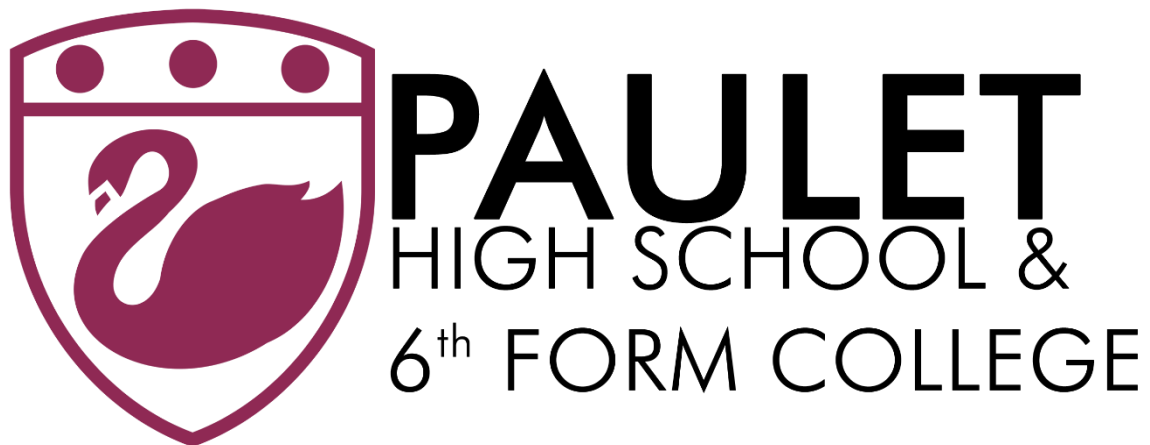


# JTMAT School Specific Safeguarding Procedure

## Paulet High School



## Safeguarding Procedure

Implementation: September 2023

Procedure owner: Victoria Deer

Next review date: September 2024

## 1. Key Safeguarding Contacts

Role in school	Name
Headteacher	Ian McArthur
Designated Safeguarding Lead (DSL)	Mrs. V. Deer Safeguarding officer- Mrs. N. Bradley
Deputy Designated Safeguarding Leads (DDSL)	Mr. S Green – Assistant headteacher Ms. E Ashforth – SENDCo Mr. D. Deer – Wellbeing Hub manager Mrs. J. Smith – Home School Link Worker
Nominated Governor for Safeguarding	Steve Jackson
Chair of Governors	Steve Jackson
Designated teacher for Looked After Children	Ms. E. Ashforth - SENDCo
Mental Health Lead	Mrs. N. Bradley – Safeguarding Officer

### 1. Links to other procedures and agencies.

This procedure should be read in conjunction with the JTMAT Safeguarding Policy.

The JTMAT Safeguarding Policy can be accessed using the link below:

[Policies – John Taylor Multi-Academy Trust \(jtmat.co.uk\)](http://jtmat.co.uk)

As outlined in the JTMAT Safeguarding Policy, the key legislation that underpins the safeguarding work of all JTMAT Schools is Keeping Children Safe in Education which can be accessed here.

[Keeping children safe in education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

This procedure should be read in conjunction with the following Paulet High School Procedures:

- Attendance Procedure
- Climate for Learning
- Online Safety Procedure

John Taylor High School also use other sources of information and advice to support effective safeguarding, education, and staff training.

These include, but are not limited to:

- Safeguarding Network Subscription
- National College Subscription
- Weekly Safeguarding Newsletters- Andy Hall
- Weekly Online Safety Updates- National Online Safety
- Weekly Updated- NSPCC

## **2. Role of staff**

At Paulet High School we have a three-weekly programme of continual safeguarding professional development. This includes an annual update focused on KCSiE and contextual safeguarding using information from the previous academic year and outcomes from the 175/157 audit and staff knowledge audit where training needs are identified.

To evidence staff engagement, staff have to complete a Microsoft form with audit to show they have read and understood key safeguarding documentation including KCSiE. Staff complete knowledge checks and the safeguarding team centrally track staff completion. There are also additional courses and webinars that are signposted to pastoral, wellbeing and safeguarding staff from the National College training website for these specific roles. In addition to this, staff complete the required Level 1 Training within 3 months of employment and renew within 3 years. Staff also complete PREVENT training using the National College certificate in PREVENT materials every 2 years with additional information shared in the interim from local learning.

## **3. Roles and Responsibilities of the DSL/DDSL**

The DSL/safeguarding lead officer and DSLs will always engage with the Staffordshire DSL Briefings that typically take place on a termly basis. Whoever attends these courses within the safeguarding team will disseminate information to the wider team.

The DSL is signed up to weekly e-newsletters from Alan Mackenzie (Online Safety), The National Online Safety weekly newsletter and the NSPCC weekly newsletter.

The DSL/DDSLs have access to training information and resources from the Safeguarding Network and for local context information all have access to the Staffordshire Learning Net.

The DSL/DDSLs all have access to certified courses provided by the National College as a continued source of professional development.

All staff training is recorded in SchoolIP and the single central record for level 1 training, with completion dates and expiry dates. This allows effective communication with staff when refresher training is required.

Paulet High School has a thorough Safeguarding Induction Process for all staff, volunteers and governors including recorded safeguarding training for new staff that covers the requirements of KCSiE, the induction process also includes a meeting with a DSL/DDSL as well as a reading list to ensure that new staff are aware of policies, procedures, and legislation.

The DSL/safeguarding lead officer and DDSLs engage with local stakeholders including but not limited to:

- Local PCSO
- Harm Reduction Hub
- MACE Panels
- Locality Management Meetings
- PREVENT Synergy events
- Mental Health in Schools
- CAMHS
- 0-19 schools' health service

#### **4. Governing Body**

Safeguarding is a standing item on all Governing Body agendas.

Each Governing Body meeting receives the Headteacher's report which provides an overview of referral data to the Governing Body. The safeguarding governor and DSL meet each half term prior to the Governing Body meeting.

The DSL will utilise Governing Body meetings to provide training and information on contextual safeguarding, new legislation and policy and procedure updates.

#### **5. Working with parents and carers**

At Paulet High School we update parents about safeguarding through our website.

We also include Safeguarding information for parents at our start of year events for key year groups, including our year ahead meetings.

We also run three parental wellbeing and safeguarding engagement events throughout the year on key safeguarding messages and support available to parents.

#### **6. Safer School Culture**

Single Central Record (SCR)

The Business Manager is responsible for maintaining the SCR in line with guidance from the JTMAT Central Team.

We use the JTMAT Guidance to complete checks on the SCR. These checks are completed on a termly basis and involve the Business Manager, DSL and/or Headteacher.

#### **7. Site security**

- Gates are kept closed during the school day once students have arrived at school, they are then opened at the end of the day to allow safe exit from site; visitors gain access through

the main entrances and pedestrian gates which are released remotely via the main reception or premises team.

- All staff members can open and close the gates via their issued fob, there is also an ANPR system in place for regular visitors and staff cars.
- Main Entrance to school is via fob access as is the 6<sup>th</sup> form building and lower ground floor access to gym club and sensory room.
- Visitors, volunteers, and students must only enter through the main entrance and after signing in at the office will be issued with a school lanyard or visitor's pass. School has a clear system of ensuring staff are accompanied / supervised by regulated staff member. Any visitor on site who is not identifiable by a visitor's pass will be challenged by any staff member and this will be reported to a member of the Senior Leadership Team.
- Parents, carers, and grandparents attending functions have access only through the designated and supervised entrances, with tickets for visitors for appropriate school events.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Children should never be allowed to leave school alone during school hours unless collected by an adult such as a parent who is doing so for a valid reason. They should report to the reception to do this.
- A minimum of two members of staff are always on duty at break times.
- A health and safety audit are completed annually with risk assessment/safety planning and forms part of the Governors annual report. This will include a fire evacuation and Prevent risk assessment.
- The risk management of site security is managed by senior leaders/governance, and we have a clear system of risk assessments and review timescales of these.

## **8. Safeguarding Induction**

All staff have a thorough safeguarding induction by the DSL or Safeguarding officer. All staff undertake level 1 training within 8 weeks of being a member of staff at Paulet.

## **9. Specific Safeguarding Issues**

### **Child on Child Abuse**

At Paulet High School all incidents of Child-on-Child abuse are recorded on MyConcern. All staff have access to MyConcern. Visitors who have a concern can record this on the visitor concern yellow form, available from reprographics and hand this to a member of the Safeguarding Team.

We have a very experienced Safeguarding Team who work closely with the pastoral offices when it comes to responding to Child-on-Child Abuse issues. Some incidents may well be investigated by Pastoral Support and/or Heads of Year who will liaise with Safeguarding staff for advice and guidance. Working collaboratively, pastoral and safeguarding staff will work to reduce risk and will consider where a formal safety plan and/or risk assessment.

Where required, staff in school will seek to minimise the risk of ongoing concerns by using the following strategies where appropriate:

- Changes to seating plans
- Social time restrictions
- Changes to teaching groups/classes (where possible)
- Alternative working spaces
- Offer of 'safe spaces'
- Nominated adult in school to speak to for support
- Off-site education (where required/possible)
- Referral to external agencies

Pastoral and/or Safeguarding staff will work with parents to ensure that they are kept informed with regards to the outcome of investigations and further strategies that may be required moving forward. Pastoral/Safeguarding staff will seek consent from parents/carers for referrals to external agencies where the school feel additional support is required, above and beyond what can be provided by school staff.

### **Children Missing Education**

If a child is absent from school our home school link worker and attendance officer will contact home either via phone call or text as part of our first day procedure. Staff members are instructed to completed registers of go4schools within the first ten minutes of lessons, this information is used to support the safeguarding of students whilst in school.

Where children are not accounted for in lessons the following will take place to ascertain a child's location. If the child is still not located on school site, the Attendance team will call home to speak to a parent/carer to ask that they contact their child to provide an up-to-date location. If the child has left school site without permission the pastoral team will be required to follow up and issue a suitable sanction. If a student has left the school site and cannot be located, and the parents/carers are unable to be contacted or they do not know the location of the child a call will be made to the police to report the child as missing.

### **Child Sexual Exploitation and Child Criminal Exploitation**

All members of the safeguarding team are trained in the completion of risk factor matrix and use this tool as an early indicator of possible harm or risks. CSE/ CCE are part of the character education curriculum as well as bespoke sessions delivered by SARAC. The DSL or safeguarding officer attend MACE panels when requested to attend.

### **Domestic Abuse**

We are an Operation Encompass school and act appropriately when we receive an alert to support the children in our school. All Operation Encompass notifications we receive are recorded on MyConcern.

### **Mental Health**

At Paulet High School we have a graduated response to Mental Health. This starts with our curriculum offer through Character Development, Assemblies and Themes of the Week where we

educate students about Mental Health. The Safeguarding page of the school website signposts children, young people and parents to additional information around mental health and what external agencies can do to support as well as pathways of support available through our Wellbeing Hub. We also have wellbeing and mental health information in the student toilets as well as key areas around the school which signpost for mental health services.

### **Online Safety**

Please refer to our online safety procedure

### **PREVENT**

Our school has a Prevent Single Point of Contact (SPOC) who is the lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism: this will normally be the DSL.

The SPOC for our school is Mrs. V. Deer (DSL)

Our School will monitor online activity within the school to ensure that inappropriate sites are not accessed by students or staff. This is best done using specialist online monitoring software, which in this school is called Smoothwall.