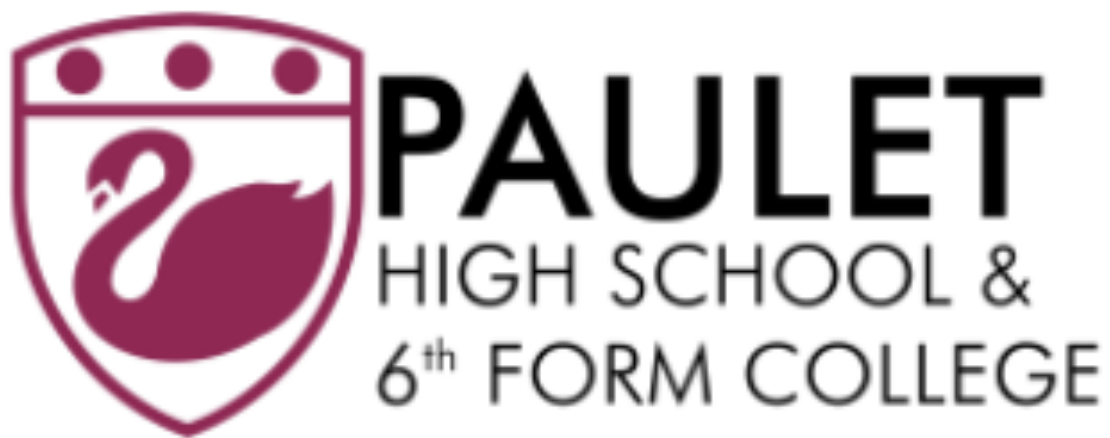


SAFEGUARDING PROCEDURE 2025/2026

Paulet High School



Implementation: September 2025

Procedure owner: Victoria Deer

Next review date: September 2026

Please ensure that you share your procedure with your governing body alongside the full JTMAT Policy.

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1.Key Contacts

Role in school	Name	Date and level of safeguarding training
Headteacher	Ian McArthur	Level 2 2024
Designated Safeguarding Lead (DSL)	Victoria Deer	Level 4 2024
Safeguarding Officer	Nicola Bradley	Level 4 2024
Deputy Designated Safeguarding Lead(s) (DDSL)	Stuart Green Claire McArthur Jo Smith Dave Deer	Level 3 – 2025 Level 2 – 2024 Level 2 – 2024 Level 2 – 2023
Nominated Governor for Safeguarding	Steve Jackson	
Chair of Governors	Steve Jackson	
Designated teacher for Looked After Children	Claire McArthur – KS3 Annet Johnson – SEND Stuart Green – KS4	
Prevent Lead	Victoria Deer	
Mental Health Lead	Nicola Bradley	

2.Links to other procedures and agencies

This procedure needs to be read in conjunction with the school's behaviour for learning procedure, attendance procedure and anti-bullying procedures.

As a school we received regular safeguarding information from:

NSPCC Caspar newsletters

The Key,

Andrew Hall

E-safety adviser

Safeguarding Network

ESAS

The procedure should also be read in conjunction with statutory guidance which includes;

- Attendance working together -DFE
- Keeping Children Safe in Education – 2025
- Working together - 2013

The purpose of Paulet High School's safeguarding procedure is to ensure we:

- Are committed – developing a robust culture of vigilance
- Build resilience – raising awareness of safeguarding and child protection issues, and equipping children with the language and skills to keep themselves safe
- Establish a safe environment – in which children can learn and develop within an ethos of openness and are taught to treat each other with respect, to feel safe, to have a voice and are listened to
- Support vulnerable students – supporting students who have been abused, have witnessed violence towards others or may be vulnerable to abuse
- Prevent unsuitable people – from working with children by ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with our children. And to maintain an active vigilance thereafter

All staff at Paulet High School will meet the purpose and aims set out by the JTMAT Safeguarding Policy and in addition will follow the procedures within this document.

3.Ethos and Culture

Paulet High School promotes a positive and proactive safeguarding culture. This is done through collaborative working with several external agencies as well as our in-house support offered through our Wellbeing HUB and Safeguarding Officer.

We all have a statutory duty to safeguard and promote the welfare of children and to maintain a professional attitude of it could happen here where safeguarding is concerned. We are committed to providing an environment to our students that empowers them to share any concerns and to seek guidance from staff around support available.

We also extend this out to our parents/carers through our parent engagement sessions alongside encouraging open communication to be able to share and safeguarding concerns.

All staff are:

- aware of our safeguarding policies and procedures
- have access to support from the safeguarding team
- are kept up to date with relevant support, local concerns and training relating to all aspects of safeguarding.

4.Safeguarding Training for Staff

At Paulet High School have a half termly programme of continual safeguarding professional development linked to safeguarding. This includes an annual update focused on KCSiE and

contextual safeguarding using information from the previous academic year and outcomes from the 175/157.

We ensure our safeguarding bite sizes address the needs of our local community and respond to safeguarding concerns raised.

To evidence staff engagement, staff must 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 three months of employment and renew within three years (our current cycle is two years) .

Staff also complete PREVENT training using the National College certificate in PREVENT materials every two years with additional information shared in the interim from local learning.

All staff are made aware of escalation processes in school via staff safeguarding training and briefings. This includes the ability to use the NSPCC whistleblowing policy. Designated Safeguarding Leads are also further trained on using the Staffordshire local authority escalation procedure for concerns with external agencies.

6.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 Page5 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

7. Local Governing Body

Safeguarding is a standing item on all Governing Body agendas and is itemised in the standardised trust report. 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 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.

8. Working with Parents/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 run three parental wellbeing and safeguarding engagement events throughout the year on key safeguarding messages and support available to parents. Our safeguarding team are always shared to parents and carers at key school events including the start of the year meetings

9. Specific Safeguarding Risks Training

Safeguarding training and updates within the school lead by our safeguarding officer are reflective of the ongoing pattern of safeguarding concerns raised as well as the changing external safeguarding risks.

10. Site Security

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.

Other site safety measures include:

- 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 6th 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

- We have 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 or when confirmation of leaving the school site has been granted by parents/carers and safeguards are in place.
- We have an extensive duty rota for social times
- A health and safety audit is 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.

11.Safeguarding Induction Checklist

We have a robust induction checklist for all staff members volunteers. This includes safeguarding, key policies and procedures and health and safety.

12. Specific Safeguarding Risks

12.1 Domestic Abuse- Operation Encompass

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

12.2 Mental Health and Wellbeing

Mental Health Mental Health Lead- Mrs N Bradley Safeguarding Officer

At Paulet High School we have a range of support mechanisms internally as well as drawing on external services. This starts with our curriculum offer through Personal Development, assemblies and themes of the Week where we educate students about mental health and the services available to our students. 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. Within school students have access to the pastoral team which includes our Wellbeing HUB where they can access information and self-help resources including Sandbox/Mindler. Where it is felt that the need is greater than what can be met with self-help, we support a young person through internal support such as emotional regulation and resilience through the wellbeing HUB will be explored or

referrals to our school counsellor, listening service or school nurse drop in. We also have a Mental Health in Schools Team practitioner. If specialist agency support is needed, we will assist in making these referrals, we work with an extensive list service and can advise on best routes for support. All students open to any level of support will be allocated a member of staff to oversee this and ensure the students' needs are being met by that intervention. If there are concerns around self-harm or suicidal thoughts it might be advised that a risk assessment is completed for that student. This will be overseen by one of the safeguarding team.

12.3 Online Safety

Online Safety We have an Online Safety policy which can be found on our website, we follow all safeguarding procedures monitoring student and staff access to specific websites. This is all monitored with online safety packages.

12.4 Radicalisation and Extremism

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 Victoria Deer (DSL). We annually review our PREVENT Risk Assessment and share this with staff. We also use the PREVENT Self-Assessment tool to establish what we can continue to do to ensure that we protect our children and young people from radicalisation and extremism. 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 Securus.

12.5 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 form, available from Main Reception and hand this to a member of the Safeguarding Team. Our Safeguarding Team work closely with the year leaders and pastoral team when it comes to responding to Child-on-Child Abuse issues. Some incidents may well be investigated by Pastoral Support and/or Year Leads 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 in response to incidents of child-on-child abuse. 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. 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

12.6 Children Missing from Education

All staff at Paulet High School have a responsibility to complete the register for their lessons in an accurate and timely manner. This is the first part of identifying children who are missing education. Where children are not accounted for in lessons the following will take place to ascertain a child's location: Attendance Officer will check the lesson and other areas they might be located such as the Wellbeing HUB or pastoral offices, 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. If a member of staff is concerned that a student has left a lesson without permission or not returned to a lesson, they must notify the pastoral team.

12.7 Child Sexual and Criminal Exploitation

At Paulet High School, DSLs/DDSs may utilise the Risk Factor Matrix (RFM) to support in understanding the level of risk that a child or young person is exposed to. The RFM aims to help professional understand what life is like for the young person and what level of exploitation they may be experiencing. DSL/DDSs and Heads of Year may also seek additional information from parents who may also hold information about concerns around exploitation. With consent from parents and the young person, school may use the RFM as a tool to refer to appropriate agencies to access additional support for the young person. This could include the school being provided with materials to complete targeted Page8 work or could involve an allocated worker providing direct support from an external service. Where the school completes the RFM, the student might be discussed at the MACE panel. Where students from Paulet High School are discussed a member of the safeguarding team will attend the meetings. Members of the safeguarding team may also attend the meetings even if a child is not present on the panel list to obtain contextual information about local exploitation risks.

13.Opportunities to Teach Safeguarding

Safeguarding education is interwoven into the fabric of the school and its wider curriculum this includes but is not exclusive to:

- A planned PHSE curriculum – age appropriate
- Drop down days with external speakers and agencies
- Form time programme responding to safeguarding trends
- Assemblies
- Mental health ambassadors
- School student leadership
- Access to additional materials and resources throughout the school

The SENCo works closely with the safeguarding and PHSE leads to ensure that the curriculum is tailored to specific needs and vulnerabilities.

14.Responsibilities of all Staff

Safeguarding is everyone's responsibility. Staff must act in a vigilant manner showing professional curiosity based on the idea 'it could happen here'

All school staff are expected to:

- Recognise signs of abuse, neglect, exploitation, and mental health concerns.
- Respond appropriately to disclosures from children.
- Report concerns to the **Designated Safeguarding Lead (DSL)**.
- Maintain accurate records of concerns and actions taken