

JTMAT School Specific Safeguarding Procedure

The Mosley Academy



Safeguarding Procedure

Implementation: September 2023

Procedure owner: Sarah Rowe

Next review date: September 2024

1. Key Safeguarding Contacts

Role in school	Name
Headteacher	Sarah Rowe
Designated Safeguarding Lead (DSL)	Sarah Rowe
Deputy Designated Safeguarding Leads (DDSL)	Amelia Hardwick
Nominated Governor for Safeguarding	James Gardner Liz Andrews
Chair of Governors	James Gardner
Designated teacher for Looked After Children	Sarah Rowe
Mental Health Lead	Chloe Twells

2. Links to other procedures and agencies.

This document has been devised to link in with the following school safeguarding procedures:

- The JTMAT Safeguarding policy
- The School Staff safeguarding Who is Who in school document
- School handbook for new school staff and volunteers
- The JTMAT Code of Conduct
- The JTMAT Whistleblowing policy
- Health and Safety and Wellbeing policy
- Antbullying procedure
- Online safety procedure

The school is signed up to the NSPCC safeguarding updates, part of the JTMAT safeguarding network group.

3. Role of staff

At The Mosley Academy, all staff are required to receive Level 1 safeguarding training. We do this by an annual refresher of the level one training in September of each academic year. This is led by the DSL within school. The

Staffordshire level one training powerpoint and information is delivered. Any updates to this throughout the year are communicated to staff also. This may be through email or face to face updates.

Staff sign to say that they have received and understood this training using the Local Policies area of our safeguarding portal, My Concern. A record of this is monitored and logged by the DSL's in school. All volunteers and students are expected to do this too, through the secure area of the school website. Following the training a Microsoft Forms safeguarding quiz is then completed by all. This is also monitored by the DSLs.

4. Roles and Responsibilities of the DSL/DDSL

The Designated safeguarding leads have a DSL job description that is held on their Personnel file and reviewed annually.

The DSL's are kept up to date through the following methods:

- Attending the JTMAT safeguarding network sessions and meeting other DSL's including the JTMST Safeguarding lead
- Reading safeguarding updates through the NSPCC, CASPAR, Learning Newsletter
- Keeping up to date through Twitter updates @NSPCCLearning
- Utilising the Staffordshire Children's Advice and Support Service Professionals helpline
- Attending regular training updates through the Staffordshire Safeguarding Children's Board training team and website

Record keeping of staff training

Safeguarding is everyone's responsibility at The Mosley Academy and this is made very clear to all in school, through a consistent message to all staff and volunteers. This includes having a positive and proactive safeguarding culture across the school for all.

A training log is held in school of all training received. Certificates of training received are held centrally. Staff must ensure that the school office receive copies of any training attended.

Relevant newsletters are shared to all staff where appropriate and updates are held face to face or via email, whichever is deemed most appropriate at the time.

All staff receive an induction process. This is in school, usually delivered by the Headteacher or Deputy Headteacher. This induction process is also delivered for volunteers, students, volunteers and governors.

We fully understand the importance of being aware of and having a knowledge of community-based issues and contextual safeguarding. The DSL's, and all staff ensure that where possible we engage positively, supportively and with integrity with all stakeholders. Knowledge of the local area and positive effective working relationships with our families is key to this.

5. Governing Body

We work effectively with our Governing Body at The Mosley Academy to ensure that they understand their roles and duties to assure themselves of safeguarding practices and procedures.

We have two safeguarding governors at the Mosley Academy. Their names and photos are displayed on the visitor information, the DSL safeguarding information and school website. The safeguarding Governors visit school each term as a minimum to conduct a safeguarding walk round, talk with the pupils and Headteacher and meet school staff. They also monitor the checks on the Single central record by the Headteacher. The safeguarding governors are also kept updated on any significant safeguarding issues that arise within school, supporting and challenging the Headteacher / DSL's effectively.

Both safeguarding governors are safer recruitment trained. Both receive the school level one safeguarding training along with the rest of the Governing Body, however both safeguarding governors are also skilled in safeguarding through their own employment responsibilities.

All Governors are kept up to date through the termly Headteacher report to governors of the numbers of safeguarding referrals, categories, and training. These reports are communicated using the reporting tool on My Concern.

6. Working with parents and carers

At The Mosley Academy, we update parents about safeguarding through newsletters, the school website and the notice board in the foyer. we will also notify parents of any relevant reminders through our messaging service, WEDUC and weekly newsletters.

7. Safer School Culture

Mrs Rebecca Carlton, is responsible for ensuring that the Single Central Record is kept up to date. The JTMAT guidance provided by HR in relation to the SCR is

followed. This is checked by the Headteacher and by the Safeguarding Governor. Records are held in school of those checks. The date of the check is also provided to the Governing Body.

Safer recruitment checks are completed in line with expectations to ensure that all staff and volunteers in school adhere to legislation and expectations.

8. Site security

Site security is an important part of keeping our school safe. The following procedures are in place :

- Gates are kept closed during the school day; visitors gain access through the main entrance.
- 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. This is either through prior booked admission, tickets for visitors for appropriate school events or by signing in via the main entrance.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Empty classrooms should have closed windows and doors.
- 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 office to do this and signed out.
- Two members of staff are on duty at break 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.

9. Safeguarding Induction

Safeguarding Induction for new or supply staff and regular visitors or volunteers at The Mosley Academy

We all have a statutory duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously.

If you have any concerns about a child or young person in our school, you must share this information immediately with our Designated Safeguarding Lead Mrs Sarah Rowe or Deputy Designated Safeguarding Lead Miss Amelia Hardwick.

Do not think that your worry is insignificant if it is about hygiene, appearance, or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the Designated Safeguarding Leads and provide them with a written/electronic record of your concern. A copy of the form to complete is attached to this and others can be obtained from the school Office. Please ensure you complete all sections as described.

If you are unable to locate them, ask a member of the school office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Head teacher. If an allegation is made about the Head teacher, you should pass this information to the Chair of the Governing Body. Alternatively, you can contact the Local Authority Designated Officer on 0300 111 8007.

The people you should talk to in school are:

- Designated Safeguarding Lead: Sarah Rowe/ Headteacher
Location of office: Opposite main school office
Contact Number: 01283 247465
- Deputy Designated Safeguarding Lead: Amelia Hardwick
Location in school: Class 3 or via the office and they will notify her
Contact Number: 01283 247465
- Chair of Governing Body: James Gardner
Contact Number: Through main school office

Safeguarding Induction Checklist

Name:

Date:

	<u>Criteria</u>	<u>Comments</u>	<u>Signature</u>
DAY 1	Welcome		
	Employment Checks Complete		
	School Background information: Pupils, Ofsted, Community/Special		
	School Structure, Governance arrangement		
	Keeping Children Safe in Education, Part 1 issued and explained		
	School Ethos explained		
	Role & Responsibility: reporting structure, Safeguarding role in school		
	Name of DSL, role described and contact details		
	Role of the Governing Body-members		
	Staff Conduct of Code Policy Behaviour Policy Children Missing from education process		
	Confidentiality and breaches		
	General Data Protection Act		
	Health & Safety: Fire procedures and Fire officers (review date)		
WEEK 1	Meet with Head teacher & DSL		
	Physical Intervention Leads Other leads: CSE/Prevent/LAC/SENCO/IT lead		

	Named Governors Safeguarding- James Gardner/ Liz Andrews Chair- James Gardner		
	Pastoral Support Officers/ behaviour/ attendance		
	Alternatives to reporting in school in an emergency		
	Signs and types of Abuse		
	Where to find safeguarding policy		
	What to do regarding disclosure – reporting systems		
	Policies to read: Health & Safety Complaints Safeguarding Peer on peer abuse policy Code of Conduct Whistle Blowing KCSIE (part 1 or 2) Online Safety Prevent Site Security Behaviour Other: Other:		
WEEK 2	Training needs identified		
	Training needs scheduled		
	Any other issues		
	Review date:		

Date Induction carried out on:

By:

Signed by Employee:

Date of Completion:

Areas to follow up:

Training needs identified

10. Specific Safeguarding Issues

Child on Child Abuse

At the Mosley Academy, we take child on child abuse very seriously. Through our policies, procedures, systems and expectations in school we ensure that children feel safe and listened to.

Allegations of child-on child abuse will be recorded, investigated, and dealt swiftly in school. The anti bullying lead for the school is Miss Beth Fryer, supported by both the Headteacher and Deputy head teacher.

The voice of the child is always listened to and respected. We use a restorative practice approach to behaviour management across the school. Please see the relational behaviour procedure for more information.

The use of assemblies and PSHE lessons are also used to ensure that children understand the expectations in school. Our Mosley 4 R's and whole school values are also key in supporting our culture of safeguarding in school. We run regular HOPE sessions in school through our specially trained HOPE TA. In addition to this every class has a worry tin that is checked weekly and any concerns are actioned and supported.

Working with parents is also crucial in ensuring that any issues are dealt with effectively and information is shared.

Children Missing Education

Every class completes a class register at the morning and afternoon registration sessions. These are completed online using Bromcom and are monitored daily by the school office. Our school attendance policy is followed for all absences with children's attendance being closely monitored by the Headteacher and school attendance intervention manager. If children leave school early they must be collected by a parent/ carer and sign out via the school office.

Child Sexual Exploitation and Child Criminal Exploitation

Where we have concerns that a child may be at risk of Child Sexual Exploitation or Child Criminal Exploitation, we use the Risk Factor Matrix as the proforma to identify strengths and protective factors for the child. This is a proactive tool that is used to measure risk at the earliest opportunity and can be used as an early indicator of potential exploitation.

Domestic Abuse

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

Mental Health

At the Mosley Academy, we have two mental health first Aiders who are trained through the Mental Health Association (MHA). Mrs Sarah Rowe and Miss Chloe Twells are the mental health first aiders in school.

Miss Twells is currently completing her DFE Senior Mental Health Leads training this year.

We take children's mental health and wellbeing very seriously and take a co-ordinated and evidence based approach to supporting children.

We have a number of strategies that we implement to support children's mental health and wellbeing. These include check ins through the use of the class worry tins, a relational and restorative approach to behaviour management, a focus on outdoor play and learning through the OPAL lunchtime project and access to HOPE sessions in school. We also access the School Nursing team, CAMHS and other external support agencies where appropriate and with parent's consent.

Online Safety

We update our online safety school procedure each year. This is available via the school website. It is shared with staff on an annual basis or where updates are made.

The online safety procedure includes the use of mobile and smart technology, which also reflects the fact many children have unlimited and unrestricted access to the internet via mobile phone networks (i.e., 3G, 4G and 5G). This access means some children may harass, bully, and control others via their mobile and smart technology, share inappropriate images consensually and non-consensually (often via large chat groups)

We have a mobile phone procedure that reflects the expectations around mobile phone usage. The JTMAT Safeguarding policy and this safeguarding procedure, also covers the following aspects:

- 1) The effective approach to online safety we have in the setting
- 2) Systems we use.
- 2) How we protect and educate the whole school community in their use of technology and establishes mechanisms to identify, intervene in, and escalate any incident where appropriate
- 3) How we ensure that online safety is a running and interrelated theme whilst devising and implementing policies and procedures
- 4) Links to other policies where online safety is considered I.e Staff Code of Conduct/Behaviour Procedure /Use of mobile and smart technology.
- 5) Curriculum planning/RHSE/Off timetable days

- 6) Engaging parents-information evenings/newsletter/social media
- 7) How we keep up to date with online safety and national guidance

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 Sarah Rowe.

We complete a PREVENT risk assessment that is shared with staff and governors. This is based on the risk assessment provided by the DFE. Annual refresher training on PREVENT is completed alongside the safeguarding level 1 refresher each year.

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.