JTMAT School-Specific Safeguarding Procedure

**Winshill Village Primary School**

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**Safeguarding Procedure**

**Implementation: September 2023**

**Procedure owner: Chris Gaffiney**

**Next review date: September 2024**

*This procedure must be read in conjunction with the JT MAT Safeguarding Policy 2023.*

**Key Safeguarding Contacts**

|  |  |
| --- | --- |
| **Role in school** | **Name** |
| Headteacher | Chris Gaffiney |
| Designated Safeguarding Lead (DSL) | Chris Gaffiney |
| Deputy Designated Safeguarding Leads (DDSL) | Lydia Gallagher |
| Nominated Governor for Safeguarding | Fae-Allison Tipper |
| Chair of Governors | Chrissy Hakes |
| Designated teacher for Looked After Children | Chris Gaffiney |
| Mental Health Lead | Chris Gaffiney |

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

This procedure should be read in conjunction with other related school-specific procedures, such as:

* Anti-Bullying
* Extremism and Radicalisation
* Online Safety

The latest versions of all of our school procedures may be found on our school website

1. **Role of staff**

All staff take an active role in safeguarding. Safeguarding is everyone’s responsibility. Each year all staff are required to:

* Complete a Level 1 refresher with Keeping Children Safe in Education updates
* Complete Prevent awareness or refresher courses
* Read and sign to say understood at least Keping Children Safe in Education (Parts 1 and 5)

New staff receive this input as part of their induction process. Our robust induction process ensures that all new staff have received the above training and know who the relevant team members are for safeguarding support.

A programme of continued professional development is offered throughout the year to all staff to ensure that they are fully up to date.

Further bespoke training is available to DSL and DDSLs.

All training is logged in our Safeguarding Training Matrix and copies of certificates are kept.

1. **Roles and Responsibilities of the DSL/DDSL**

Our DSL and DDSL play a really important role in safeguarding within school. Our DSL team is responsible for staff compliance to statutory duties, staff training, recording and reporting concerns and acting as support source for staff.

The DSL Team are kept up to date through:

* Reading all statutory guidance
* Attending JT MAT Safeguarding network meetings
* Regular staff briefings
* Regular training/ CPD opportunities

Safeguarding is a standing agenda item for all staff meetings. Important information is cascaded to staff through staff meetings or emails.

The DSL team maintains an understanding of community-based issues through regular liaison with other feeder schools, liaison with other agencies (such as the Police through our PCSO) and updates from local authorities. Relevant local issues are communicated to parents through our weekly newsletter.

1. **Governing Body**

Our Local Governing Board is committed to supporting the school to achieve the highest possible standards in safeguarding. As such, we ensure that:

* All governors receive Level 1 refresher training annually.
* New governors as well as Safeguarding Governors complete the NSPCC course for governors
* All governors give their assurance that they have read and understood the whole of Keeping Children Safe in Education.

The Safeguarding Governor visits once per term (at least) to complete a Single Central Record Check. During this meeting, they will also check the Training Matrix and seek assurances from the DSL Team of full compliance to statutory duties.

Safeguarding is a standing agenda item on all Headteacher Reports to Governors meaning that the Local Governing Board are appraised on strengths and areas for development in safeguarding every half-term.

1. **Working with parents and carers**

At Winshill Village Primary School, we update parents about safeguarding through our dedicated website page and regular newsletter items. We have an open-door policy for all of our families and encourage them to speak openly with us about any concerns they may have. By working in partnership, we are able to provide early help to our families when they need it most.

1. **Safer School Culture**

Our Single Centre Record is maintained by Tina Shakles, Office. The record is password protected with only Tina, Shakles, Lydia Gallagher and Chris Gaffiney (Head/ DSL) having access. Chris Gaffiney, Tina Shakles and Fae Tipper (Safeguarding Governor) have also received training on how to maintain and check the SCR. JTMAT guidance, provided by HR, is also used when any check of the SCR is undertaken.

The SCR is checked every half-term. At least once a term, a Safeguarding Governor will be part of that check. This is reported to governors half-termly in the Headteacher’s Report.

1. **Site security**

Site security is an important part of our safeguarding measures. We ensure the tightest possible site security through:

* Gates which are locked during the school day. Visitors gain access through the main entrance which is protected by screened entry.
* 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.
* 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.
* At least three members of staff are always 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.

1. **Safeguarding Induction**

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**Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers at Winshill Village Primary School**

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, Chris Gaffiney, or Deputy Designated Safeguarding Lead, Lydia Gallagher

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 staff room or 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 in Staffordshire

The people you should talk to in school are:

* Designated Safeguarding Lead: Chris Gaffiney

Location of office: Leadership Office

Contact Number: 01283 247570

* Deputy Designated Safeguarding Lead: Lydia Gallagher

Location of office: leadership Office

Contact Number: 01283 247570

* Chair of Governing Body: Chrissy Hakes

Contact Number: 01283 247570

A personal contact number for Chrissy Hakes may be also be found by contacting the school There you will also find the details for the NSPCC whistleblowing line.

**Safeguarding Induction Checklist**

**Name: Date:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Criteria** | **Comments** | **Signature** |
| **WEEK 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- Fae Tipper  Chair- Chrissy Hakes |  |  |
| 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  Code of Conduct  Whistle Blowing  KCSIE (parts 1 and 5)  Online Safety  Prevent  Site Security  Behaviour |  |  |
| **WEEK 2** | Training needs identified |  |  |
| Training needs scheduled |  |  |
| Any other issues |  |  |
| Review date: |  |  |

Date Induction carried out on: By:

1. **Specific Safeguarding Issues**

**Child on Child Abuse**

Child on child abuse is not tolerated at Winshill Village Primary. We ensure that all staff are aware of child on child abuse and how to act when reported. Any concerns are logged on our safeguarding platform, My Concern. The DSL team will then investigate and put supportive measures in place for all children involved, including any witnesses. We work closely with families.

**Children Missing Education**

**ALL** staff are aware of the processes and the role that they **ALL** play in this area. Completing class registers is a priority at the start of the day and after lunch. This is always followed up by the office, using our robust attendance policy.

**Child Sexual Exploitation and Child Criminal Exploitation**

All staff are trained in recognising signs that children may be at risk of CSE or CCE. The DSL team are aware of the Risk Factor Matrix and that this is a proactive tool used to measure risk at the earliest opportunity/early indicator of potential exploitation. When needed we would at MACE panels.

**Domestic Abuse**

We are an Operation Encompass (Staffordshire)/ Stopping Domestic Abuse Together (Derbyshire) school and act appropriately when we receive an alert to support the children in our school. We do not investigate but are ready to offer support to our pupils should they need it.

**Mental Health**

Our Mental health Lead is Chris Gaffiney. We also have a trained Mental Health First Aiders for adult and children (Chris Gaffiney, Lydia Gallagher, Sam Cox, Emma Ohene and Gemma Claxton), as well as an ELSA lead who regularly (both formally and informally) supports both staff and pupils.

Mental Health education forms part of our PSHE curriculum, our collective worship programme as well our general school ethos. Children presenting with difficulties with their wellbeing and well supported either in school or through referral to external agencies.

**Online Safety**

This procedure should be read in conjunction with our Online Safety Procedure which can be found on our school website. We continually strive to refine and improve our online safety provision within a rapidly-evolving sector.

Your online safety policy includes the use of mobile and smart technology, which will also reflect 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, whilst at school or college, sexually harass, bully, and control others via their mobile and smart technology, share indecent images consensually and non-consensually (often via large chat groups) and view and share pornography and other harmful content.

**TheMAT and Local Authority IT** service is responsible for ensuring that:

* they are aware of and follow the school Online Safety Policy and Technical Security Policy to carry out their work effectively in line with school policy
* the school technical infrastructure is secure and is not open to misuse or malicious attack
* the schoolmeets (as a minimum) the required online safety technical requirements as identified by the local authority/MAT or other relevant body
* there is clear, safe, and managed control of user access to networks and devices
* they keep up to date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant
* the use of technology is regularly and effectively monitored in order that any misuse/attempted misuse can be reported to the school headteacher for investigation and action, using IMPERO monitoring and filtering system.
* the filtering policy is applied and updated on a regular basis and its implementation is not the sole responsibility of any single person
* monitoring software/systems are implemented and regularly updated as agreed in school policies

**Learners**

* are responsible for using the school digital technology systems in accordance with the learner acceptable use agreement and Online Safety Policy
* should understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
* should know what to do if they or someone they know feels vulnerable when using online technology
* should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school’sOnline Safety Policy covers their actions out of school, if related to their membership of the school.

**Parents and carers**

Parents and carers play a crucial role in ensuring that their children understand the need to use the online services and devices in an appropriate way.

The school will take every opportunity to help parents and carers understand these issues through:

* publishing the school Online Safety Policy on the school website
* providing them with a copy of the learners’ acceptable use agreement
* publish information about appropriate use of social media relating to posts concerning the school
* seeking their permissions concerning digital images, cloud services etc
* parents’/carers’ evenings, newsletters, website, social media and information about national/local online safety campaigns and literature.

**Community users**

Community users who access school systems/website/learning platform as part of the wider school provision will be expected to sign a community user AUA before being provided with access to school systems.

*The school encourages the engagement of agencies/members of the community who can provide valuable contributions to the online safety provision and actively seeks to share its knowledge and good practice with other schools and the community.*

Online safety is embedded throughout the curriculum; however, it is particularly addressed in the following subjects:

• RSE and Health Education

• PSHE

• Computing

Online safety teaching is always appropriate to pupils’ ages and developmental stages. Pupils are taught the underpinning knowledge and behaviours that can help them to navigate the online world safely and confidently regardless of the device, platform or app they are using.

The underpinning knowledge and behaviours pupils learn through the curriculum include the following:

• How to evaluate what they see online

• How to recognise techniques used for persuasion

• What healthy and respectful relationships, including friendships, look like

• Body confidence and self-esteem

• Consent, e.g. with relation to the sharing of indecent imagery or online coercion to perform sexual acts

• Acceptable and unacceptable online behaviour

• How to identify online risks

• How and when to seek support

• How to identify when something is deliberately deceitful or harmful

• How to recognise when something they are being asked to do puts them at risk or is age-inappropriate.

The online risks pupils may face online are always considered when developing the curriculum.

In addition, we meet the Cyber security standards for schools and colleges.GOV.UK through annual staff training.

**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 Chris Gaffiney.

We have our own procedure for Extremism and Radicalisation which can be found on our school website along with our Prevent Risk Assessment. These help us to ensure that we are regularly reviewing risks in our setting and taking steps to mitigate them.

Our School will monitor online activity within the school to ensure that inappropriate sites are not accessed by students or staff. This is done using specialist online monitoring software. Governors will receive a report on filtering and monitoring as least half-termly as part of the Headteacher’s Report.