

Safeguarding Procedure



Partner school

John Taylor Multi Academy Trust

Implementation: September 2023

Procedure owner: Mrs D Thombs

Next review date: September 2024

The aim of this procedure is to provide a school specific context to support the implementation of the JTMAT Safeguarding policy.

1. Key Safeguarding Contacts

Role in school	Name
Headteacher	Mrs N Mason
Designated Safeguarding Lead (DSL)	Mrs D Thombs
Deputy Designated Safeguarding Leads (DDSL)	Mrs C Woodhouse Mr J Cain Mr D Inman Mrs E Cotton
Nominated Governor for Safeguarding	
Chair of Governors	Mr A Stewart
Designated teacher for Looked After Children	Mrs D Thombs
Mental Health Lead	Miss L Roach

2. Links to other procedures and agencies.

This procedure should be read in conjunction to the JTMAT Safeguarding policy. This can be accessed via this link:

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

<https://jtmata.co.uk/wp-content/uploads/2022/09/JTMAT-Safeguarding-Policy.pdf>

This procedure follows the legislation in Keeping Children Safe in Education and should be read in conjunction with the following procedures: attendance and punctuality policy and behaviour procedure.

We keep up to date with safeguarding information by attending local youth harm reduction hubs, MACE panels, meetings with local PCSOs, having access to weekly newsletters from Andy Hall (safeguarding briefings) and Casper weekly safeguarding updates from the NSPCC, and National Online Safety. We are also able to access National College for additional training in addition to the Staffordshire DSL briefings.

3. Role of staff

To ensure that all of our staff are trained in effective safeguarding of our students we have an annual update on any changes to KCSIE alongside our Level 1 training for all staff (renewed every 2 years). We include contextual safeguarding within these updates to support our staff's understanding of local issues and to maintain a professional attitude of 'it could happen here'. All staff confirm that they have read relevant policies and documents and complete quizzes to ensure understanding. Pastoral staff receive additional training to support their role. Staff also complete the PREVENT training online every 2 years.

We use our 175/157 Staffordshire annual safeguarding audit to inform the additional regular training across the academic year. This occurs in bitesize sessions.

Staff are given clear guidelines of how to report concerns and how to gain advice or support as required. Staff are also encouraged to challenge if they feel that outcomes are not improving.

4. Roles and Responsibilities of the DSL/DDSL

Chase Terrace Academy uses MyConcern as its electronic safeguarding system. This is the system that all staff use to report safeguarding concerns. The DSL/DDSL are responsible for monitoring and triaging all concerns raised. They are responsible for making assessments and referrals where appropriate. They are responsible for the recording and storing of safeguarding information. They are responsible for the transferring and receiving of confidential safeguarding records to new settings.

The DSL/DDSL receive Staffordshire safeguarding training, will attend DSL termly briefings and have access to the National College for additional training.

Staff training is recorded on School IP and in addition the Level 1 safeguarding training and Prevent training record is kept centrally alongside the Single Central Record.

The Senior Leadership team all complete Safer Recruitment training and renew every 3 years.

Chase Terrace Academy has a thorough induction programme which includes ensuring that safeguarding training has occurred. ECT and new staff to the school have a session with the DSL to ensure full understanding of all policies, procedures and safe ways of working.

5. Governing Body

The governing body ensure that all governors and trustees receive appropriate safeguarding training at induction. Safeguarding is a standing agenda item on all Governing Body agendas.

Each governing body receives the Headteachers report which provides an overview of referral data to the governing body.

Each half term the Safeguarding Link Governor and the DSL have a meeting to review actions and the 175/157 audit action plan and any next steps.

The DSL will provide the governing body with information on contextual safeguarding, new legislation and policy and procedure updates.

6. Working with parents and carers

At Chase Terrace Academy we update parents about safeguarding through newsletters and information on our website. Urgent safeguarding information is sent through to parents via MCAS.

7. Safer School Culture

At Chase Terrace Academy the Business Manager is responsible for the Single Central Record. It is maintained in line with guidance from the JTMA central team.

Termly audits are made by the Governor responsible for safeguarding, the Business Manager and the DSL.

8. Site security

At Chase Terrace Academy we maintain site security using the following strategies.

- 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, 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 attendance desk to do this.
- Multiple 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.

9. Safeguarding Induction

All staff have a thorough safeguarding induction. All staff undertake level 1 training within 6 weeks of joining Chase Terrace Academy.

All visitors receive a safeguarding leaflet and are able to make safeguarding concerns via our 'Think Pink' form.

Safeguarding information is included in all staff planners.

10. Specific safeguarding issues

Child on child abuse

At Chase Terrace Academy all incidents of Child on child abuse are recorded on MyConcern. All staff have access to MyConcern to report concerns and visitors are able to use the 'Think Pink' forms that are available in main reception and should be handed to a member of the safeguarding team.

We have a very experienced safeguarding team who work closely with the pastoral year teams when it comes to responding to Child on Child Abuse issues. The safeguarding and pastoral teams work together to resolve issues and ensure student wellbeing. Sanctions are issued in accordance with our behaviour policy. Risk assessments or formal safety plans are completed when required and issues such as travelling to/from school, social times, seating in classrooms are reviewed. Staff ensure that the child has a trusted adult in school to speak to and any external referrals are completed.

Pastoral staff and/or safeguarding staff will work with parents to ensure that they are kept informed with regards to outcomes 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 that additional support is required, above and beyond what can be provided by school staff.

Children Missing Education

All staff have a responsibility to complete registers accurately. The attendance policy is then followed regarding students who cannot be accounted for.

If a child has not arrived at school then attendance officer will contact home via text or phone call as part of our first day absence.

Where children are not accounted for in lessons the attendance staff will follow the pathway below:

Pathway for missing or absconding students	
Child missing from a lesson	<ul style="list-style-type: none"> • Notification via member of staff to reception/SLT that a child has not arrived at lesson • Year teams/SLT to check if the child has a valid reason for being absent (medical/appointment/visitor) • Year teams/SLT to check cameras and do a walk round to try to locate the child • Year team makes contact home to inform them that the child is missing • Where it is believed that the child has absconded from school, see below—sanctions may be issued as appropriate.
Child absconded from school	<ul style="list-style-type: none"> • Initial check made that the child has left site if not witnessed leaving—where the child has been seen to leave site, staff will not follow. • Year team contact home and S Jones/D&L to contact the police simultaneously • Police to be informed of any vulnerability/known risks for the child • School to continue liaison with home and police until the child is located—sanctions may be issued as appropriate • Log on MyConcern
Child not arrived at school where parent states they left as normal.	<ul style="list-style-type: none"> • Initial check made that the child is not on site via cameras/walk round/communication with known friends • Advise parents to contact the police • School to continue liaison with home and police until the child is located—Sanctions may be issued as appropriate • Log on MyConcern
Child absconds from parent upon collection or from home/Child missing	<ul style="list-style-type: none"> • Advise parents to contact the police • School to continue liaison with home and police until the child is located • Log on MyConcern—Check that a referral has been made from the Police to Catch 22

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE).

At Chase Terrace Academy we utilise the Risk Factor Matrix where concerns arise that a child may be vulnerable to exploitation. The safeguarding team will work closely with the child to fully understand their vulnerabilities. We will also work with parents, attend the MACE panel meetings and complete ongoing follow up work.

Attendance at MACE panels also ensure that the school understands any local exploitation risks.

Domestic Abuse

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

Mental Health

Our mental health lead is Miss Roach.

At Chase Terrace Academy, we aspire to promote positive mental health for every member of our school community, to enable our students to become tenacious and resilient individuals. All staff are trained to recognise early warning signs of mental ill health and specially trained Mental Health First Aiders are able to provide targeted guidance to individuals.

Pupil mental health is also advocated for by our team of pupil Wellbeing Ambassadors who offer a safe space for their peers to access support and reassurance. Our ambassadors champion the wellbeing of their peers by providing practical strategies to cope with the stresses of school life, a compassionate ear to listen to concerns and a voice to express their needs.

Through our mental health and wellbeing initiative THRIVE we endorse opportunities for both staff and pupils to be recognised, listened to and valued ensuring mental health and wellbeing are a visible part of our everyday conversation and community.

We also utilise external support for our students through online resources such as Sandbox, the school nurse, Action for Children and CAMHS. We support families with referrals. All referrals and disclosures are recorded on MyConcern.

Mental Health Roadmap

Mental health is the state of wellbeing in which the **individual realises their own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make contribution to their community.**

How are you really feeling?

I need support

This is perfectly normal and we encourage you to speak up. School or your GP can help and support you access additional support through organisations such as Action for Children and CAMHS. There is also online support such as  www.youngminds.org  www.mind.org.uk or www.sandbox.mindler.co.uk

I'm having a hard time.

If you're starting to struggle, can you identify why? It's not always possible to know what's getting us down, but recognising you're not right is a step in the right direction.

There are lots of people in school who can help you talk through your concerns. You can visit the Wellbeing Ambassadors in the Safe Space, speak to your form tutor or HOY team, or arrange to see one of trained Mental Health First Aiders. Think about the things that make you feel happy and try and make some time to fit these things in.

I'm starting to struggle.

It's okay, to just be okay. We can't be really happy all the time.

I'm okay, I guess.

I'm pretty good.

Think about what you have done in the last week that has helped support your mental health and remember this if things start to get tough. You might have done more physical activity, spent time with friends and family, got a good amount of sleep or taken a tech break.

I'm great!

This is really good news. Remember positive mental health **IS** mental health and should be recognised and celebrated.

Only appropriately trained professionals will attempt to make a diagnosis of a mental health problem. Education staff, however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following their child protection policy, and by speaking to the designated safeguarding lead or a deputy.

Online Safety

Please refer to our online safety procedure.

Prevent

Our school has a 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 D Thombs (DSL).

Our school will monitor online activity within the school to ensure that appropriate sites are not accessed by students or staff. This is best done using our specialist online monitoring software, we use RM SafetyNet and Net Support DNA.