

Safeguarding Policy

The Designated Safeguarding Lead (DSL) for the school: Mrs Erika Anders

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Mayfield School fully recognises its responsibilities for safeguarding and child protection.

Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of safeguarding (including online safety) and child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting children who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse early, provide help for children and prevent concerns from escalating. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.
- Ensure that all staff are aware of the Early Help procedure and the referral process into the Multi Agency Safeguarding Hub (MASH).
- Ensure that all staff are aware that there is a legal duty on teachers to report any acts of Female Genital Mutilation (FGM) on girls under the age of 18 to the Police.

We will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the Department for Education and Skills: Keeping children safe in education- Statutory guidance for schools and colleges (September 2018) to:

- Ensure we have a designated safeguarding lead for safeguarding who is a senior member of staff and is on the school leadership team. The DSL has received appropriate training and support for this role.
- Ensure other staff have the appropriate training to support the designated officer when needed.
- Ensure we have a nominated governor responsible for safeguarding and that they are aware of their obligations.

- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated safeguarding lead responsible for safeguarding and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated safeguarding lead responsible for safeguarding.
- Ensure that all staff in school have read section 1 of KCSIE 2018.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for safeguarding by setting out its obligations in the school prospectus.
- Notify Children's Social Care if there is an unexplained absence on the day of a child who has a Child Protection Plan.
- Notify MASH should information suggest that a child is being privately fostered.
- Have robust attendance procedures to ensure that children are, when necessary, reported as a 'Child Missing Education'.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records, both on the school network or written documents, are kept securely, separate from the main pupil file, and in locked locations.
- Ensure that staff are working in line with Information Sharing, Data Protection Act 2018 and GDPR.
- Continue to review and follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.
- Ensure that where a child and family would benefit from co-ordinated support from more than one agency there will be an inter-agency assessment, led by a trained lead professional.
- Ensure that when an alternative provision provider is used that relevant safeguarding checks have been carried out.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school also recognises that it has a responsibility to support children who have SEND, are Looked After Children or Post LAC who may need extra support. The school will endeavour to support the child through:

- The content of the curriculum.
- The school ethos which promotes a positive, supportive and secure environment and gives children a sense of being valued.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which they may have experienced. Risk assessments will be carried out when necessary.
- Liaison with other agencies that support the child such as social care, Child and Adult Mental Health Service, Educational Psychology Service, etc.

- Ensuring that, when a child who has a Child Protection Plan leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

This policy should be read alongside our policies and procedures on:

- Anti-Bullying Policy
- Behaviour, Exclusions and Attendance Policy
- Complaints Procedure
- Data Protection Policy
- Equality Policy
- E-Safety and the Use of Social Media Policy
- Freedom of Information Policy
- Health and Safety Policy
- Mayfield Local Offer 2017
- Prevent Duty
- Sex and Relationships Policy
- Whistleblowing Policy
- Managing Allegations against other pupils
- Children Missing Education

We are committed to reviewing our policy and good practice annually.

A link to safeguarding procedures can be found [here](#)

This policy was last reviewed on Wednesday 28th November 2018