



Mont Nicolle School's Safeguarding Ethos

Children maximise their potential in an environment which is safe, secure and supportive of all their needs. Mont Nicolle School is committed to promoting the welfare of all children by working in partnership with a wide range of groups. This includes parents and carers, Children and Families Hub, the Safeguarding Partnership Board and other external organisations such as NSPCC – ensuring children and families get the right help at the right time,

Our Safeguarding Policy and Child Protection Policy applies to members of the school community in its widest sense. Thus, this includes children and young people, their parents/carers, school staff, visitors, peripatetic teaching staff, and the local and wider community where they interface with our school. The policies outline entitlements and responsibilities in securing the protection of children who attend our school.

To emphasise the caring ethos of our school, our staff are committed to the following principles:-

- The welfare and well-being of each child is of paramount importance.
- Our policy works on the premise that abuse takes place in all communities and that school staff are particularly well-placed to identify and refer concerns and also to act to prevent children and young people from being abused.
- We respect and value each child as an individual.
- We are a listening school, and encourage an environment where children feel free to talk, knowing that they will be listened to.
- The protection of children from abuse is a whole-school issue, and the responsibility therefore of the entire school community.
- Our policy should be accessible in terms of understanding and availability. Regular training will ensure all adults in school are aware of indicators of concern or abuse and the designated safeguarding leads that such information should be promptly passed on to.
- Our policy will be developed and kept up to date with information from our relevant partners in early help and child protection as well as documentation issued by the Education Department (CYPES) and the Safeguarding Partnership Board.
- We will use the school curriculum to resource our children to protect themselves from abuse, both as victims and as potential perpetrators.
- The school runs in an open, transparent way.

Safeguarding within our school and throughout school life

Everyone who comes into contact with children and their families have a role to play in safeguarding children. School staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating. Schools and their staff form part of the wider safeguarding system for children working with Children's Services, the Police and Health both to promote the welfare of children and protect them from harm.

Safeguarding children permeates all aspects of our work as a school and underpins every decision we make on a day to day basis. Safeguarding takes many forms including the recruitment of new staff, risk assessments for trips, health care plans for children, site security, regular child protection training, e-safety lessons for children and staff with accredited first aid and medications training. Designated safeguarding leads take responsibility for child protection, including support for staff, developing policies and training and information sharing with other agencies.

Our safeguarding policies cover all areas of school life and include:

- staff and visitors – ensuring they are vetted, informed and trained
- children's behaviour – promoting safer and happier lifestyles
- parents and carers – promoting links and supporting families
- premises – keeping our school site safe, pleasant and fit for purpose
- curriculum – providing positive, life affirming learning experiences
- outside school – ensuring safer activities and environments outside school

We aim to create and maintain **a caring ethos** where all children and adults feel safe, secure and valued. If children feel happy and enjoy school this will encourage good attendance and then create conditions in which they can do their best in every area of school life. Our school operates as a listening school where children are able to approach adults with concerns. These will be taken seriously and relevant Child Protection procedures followed without delay if there is a risk/likelihood of, or actual **significant harm**.

We ensure that arrangements are in place to safeguard and promote the welfare of pupils by:

- Providing a safe, healthy learning environment that allows children to develop to their full potential
- Identifying children who are suffering, or likely to suffer significant harm, taking appropriate action to safeguard their welfare, particularly those pupils who are most disadvantaged, with the aim of ensuring they are kept safe at home and school
- Providing pupils with opportunities to discuss issues and report problems affecting their safety and welfare

- Ensuring safe recruitment practices
- Ensuring robust procedures for recognition and referral where there are welfare or child protection concerns
- Monitoring and supporting pupils who are subject to child protection plans and contributing to the implementation of their plan
- Raising awareness amongst staff of child protection issues and ensuring staff are equipped to deal with concerns
- Teaching children to keep themselves safe and ensuring they know who to approach for help
- Promoting partnership working with parents/carers and professionals

Mont Nicolle School's Safeguarding Procedures

Designated Safeguarding Lead (DSL): Lisa Paul

Deputy DSL: Rebecca Harrison

System used to log safeguarding concerns: *My Concern*. This is an online system that the Senior Leadership Team log into to report concerns. When the concern has been reported, the DSL receives an email who will then log in to review the concern and action anything that is required.

Gold Form: If staff have any concerns about the safety of a child in school or out of school, they will:

- 1) Complete a Welfare Concern form (**GOLD FORM**). This is passed immediately on to the Designated Safeguarding Lead or Deputy DSL or if neither are available – a member of the Senior Leadership Team.
- 2) To follow on from this, the DSL will contact MASH for advice (449217). Out of hours, we will contact Police Headquarters on 612612 and ask for the duty Social Worker.
- 3) Following advice and if necessary, the DSL will complete a MASH Enquiry Form, send this to MASH and await their assessment/response to the concern.
- 4) The DSL will log the concern on My Concern.

Informal and less serious concerns should be logged on a blue form and handed to the Headteacher. This will potentially inform us in building a welfare/safeguarding picture, or at least help us to better understand a child. These forms should be logged on SIMs and then filed in the pupil's personal record folder.

Policies: We have a Mont Nicolle Safeguarding Portfolio which includes a range of policies and procedures all relevant to safeguarding in our school. We also have a Health & Safety Portfolio which includes a wide range of policies and procedures relevant to Health & Safety in our school.

Training: All staff receive an annual refresher delivered at the beginning of the new calendar year. This training session recaps the following:

- What safeguarding is, why it is important and whose responsibility it is.
- The 4 main types of abuse.
- How to spot the signs of abuse/neglect.
- What to do if we have a safeguarding concern.

At the beginning of the academic year, all staff are required to read and understand our policies and procedures set out within the Safeguarding Portfolio and the Health & Safety Portfolio.

Safer Recruitment: Lisa Paul has completed the Safer Recruitment training. Further staff training is planned so that one or more trained staff are always present in interviews. During interviews, safeguarding questions are asked, usually in the format of a scenario.

Visibility: Throughout the school site there are safeguarding posters which indicate who to report safeguarding concerns too. All staff wear blue lanyards.

Visitors: We have a robust DBS procedure in place. The office staff take photocopies of DBS and photo ID. All visitors sign in at the office using PassTab and wear IDs around the school site. Regular volunteers have an initial meeting with a member of SLT.

Mobile Phones: All children who bring a mobile phone into school must hand their mobiles phones in at the beginning of the school day to the school office.

Forms: Every staff member has access to blue and gold recording sheets to use as and when required. These are kept in the school office.

Multi Agency Safeguarding Hub (MASH): When necessary, we refer safeguarding concerns to the MASH team. We do this either over the phone or using the online form. If it is urgent we use the phone method. If our concern links in any way to FGM, we will ring the policy immediately. Parents are informed when we make a referral to the MASH team unless we feel this would put the child at further risk of harm.

Information Sharing

We have an obligation to obtain necessary information from parents/carers in advance of a child being admitted to school, including:

- emergency contact numbers;
- the child's special dietary requirements, preferences or food allergies the child may have;
- the child's special health requirements;
- Information about who has legal contact with the child; and who has parental responsibility for the child;
- Written permission is requested, at the time of the child's admission to our school, to the seeking of any necessary emergency medical advice or treatment in the future.

Staff at our school are aware of the need to share information appropriately. Our school takes care to ensure that information about a child is only given to the appropriate external people or agencies. All staff within school will be aware of the confidential nature of personal information about a child and the need for maintaining confidentiality. They will seek advice about parental responsibility issues if unsure.

Please see our Data Protection Policy re: Information Sharing.

Review of Policy and Practice

In order to ensure the best practice is maintained, our policies are reviewed regularly to incorporate the latest statutory guidance. If you would like further information on safeguarding, please contact the school or view our policies section on our website.