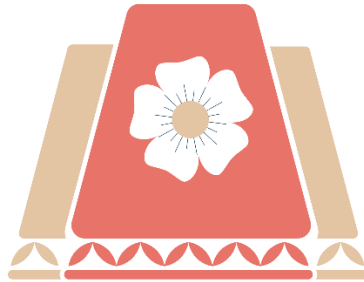


Rugeley John Taylor Safeguarding Procedure



**Rugeley
John Taylor
School**

Implementation: September 2025
Procedure owner: Sara Goscombe
Next review date: September 2026

Please ensure that you share your procedure with your governing body alongside the full JTMT Policy.

Version Control

Version	Author	Date	Changes made
1.0	SG	06.06.2025	First Edition
1.1	SG	10.07.2025	Contact Details and staff leads
1.2	SG	19.11.2025	Update of staffing and procedures in section 16

1. Key Contacts

Role in school	Name	Date and Level of safeguarding training
Executive Headteacher	CLAIRE POWELL	December 2024
Designated Safeguarding Lead (DSL)	SARA GOSCOMBE	July 2025
Deputy Designated Safeguarding Lead(s) (DDSL)	BEN NOVIS LILY STARKEY CLAIRE POWELL	November 2025 December 2025 December 2024
Nominated Governor for Safeguarding	PAULINE BROWN	TBC
Chair of Governors	AMANDA LEE	TBC
Designated teacher for Looked After Children	SARA GOSCOMBE	July 2025 – Level 2
Prevent and Operation Encompass Lead	SARA GOSCOMBE	July 2025 – Level 2
Mental Health Lead	TBC	TBC

2. Links to other procedures and agencies.

This policy should be read in conjunction with:

- JTMAT Whistleblowing Policy
- JTMAT Attendance Policy
- RJTS Attendance Procedure
- JTMAT SEND Policy
- JTMAT Anti-Bullying Policy
- JTMAT Safeguarding Policy
- JTMAT Child on Child Abuse Policy
- RJTS Positive Conduct Policy

Link to JTMAT Policies: <https://jtmata.co.uk/privacy/policies/>

Link to [Guidance for Out of school settings: safeguarding for providers](#)

3. Purpose of this procedure

The purpose of Rugeley John Taylor School's safeguarding procedure is to ensure we:

- **Are committed** – developing a robust culture of vigilance
- **Build resilience** – raising awareness of safeguarding and child protection issues, and equipping students with the language and skills to keep themselves safe
- **Establish a safe environment** – in which children can learn and develop within an ethos of openness and are taught to treat each other with respect, to feel safe, to have a voice and are listened to
- **Support vulnerable students** – supporting students who have been abused, have witnessed violence towards others or may be vulnerable to abuse
- **Prevent unsuitable people** – from working with children by ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with our children. And to maintain an active vigilance thereafter

All staff at Rugeley John Taylor School will meet the purpose and aims set out by the JTMT Safeguarding Policy and in addition will follow the procedures within this document.

4. Ethos and Culture

Each child's welfare is of paramount importance: we are a child centred school and make all efforts possible to capture the voice of the child and try to understand what their daily lived experiences are like.

We all have a statutory duty to safeguard and promote the welfare of children and to maintain a professional attitude *of it could happen here* where safeguarding is concerned.

Our school is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to **act without delay** to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. The school seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.

***'Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.'* (Keeping Children Safe in Education 2023)**

This is underpinned by;

- Clear policies and procedures
- Effective staff training, development and deployment
- Risk assessment and prevention
- Student awareness and support
- Partnership with parents, carers and relevant external agencies

All staff are encouraged to report any concerns that they have and **not see these as insignificant**. On occasions, a referral is justified by a **single incident** such as an injury or disclosure of abuse. More often however, **concerns accumulate over a period** and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, **it is crucial that staff record and pass on concerns** in accordance with this policy to allow the Designated Safeguarding Lead to build up a picture and access support for the child at the earliest opportunity.

We are aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected and/or they may not recognise their experiences as harmful. They may feel embarrassed, humiliated or being threatened. This could be due to vulnerability, disability and/or sexual orientation or language barriers. This does not prevent **ALL staff** from having professional curiosity and speaking to the DSL if they have concerns about a child and our staff determine how best to build trusted relationships with children which facilitate this communication.

We maintain a professional attitude of **'it could happen here'** where safeguarding is concerned. When there are concerns about the welfare of a child, staff members will always act in the best interests of the child. Our procedures have been developed in-conjunction with our school culture of prevention, protection, and support.

Students at Rugeley John Taylor School are reassured that they have a voice, they are listened to and what they say taken seriously. They know that they will be supported and kept safe. They are never be given the impression that they are creating a problem by reporting abuse, sexual violence, or sexual harassment. Children at our school are encouraged to talk freely with staff if they are worried or concerned about something and our staff understand that a victim of any type of abuse should never be made to feel ashamed for making a report.

We are a 'telling school' and encourage students to speak up.

5. The role of all staff

At Rugeley John Taylor School we have a termly programme of continual safeguarding professional development. This includes an annual update focused on KCSiE and contextual safeguarding using information from the previous academic year and outcomes from the 175/157 audit and staff knowledge audit where training needs are identified.

Each half term there are identified briefings for staff to engage with. Some of these are produced internally by safeguarding staff whilst others use materials available from recognised organisations or authorities.

To evidence staff engagement, a log is kept via MyConcern to evidence that they have read the key information to support keeping children and young people safe. Appropriate CPD and training is provided in house and or by external providers for specific roles to ensure staff are appropriately trained to support our students.

In addition to this, staff complete the required Level 1 Training within 3 months of employment and renew within 3 years. Staff also complete PREVENT training using the Home Office materials every 2 years with additional information shared in the interim from local learning.

Key messages are shared through internal platforms such as email, newsletters, bulletins, briefings and staff meetings to ensure safeguarding is at the forefront and our staff body are trained around escalation processes internally and in line with local safeguarding board procedures. Staff are made aware of the NSPCC Whistleblowing Advice Line as part of the annual training.

6. Roles and Responsibilities of the DSL/DDSL.

The DSL/DDSLs will always engage with the Staffordshire DSL Briefings that typically take place on a termly basis. Whoever attends these courses within the safeguarding team will disseminate information to the wider team.

The DSL/DDSLs have access to training information and resources from the Safeguarding Network and for local context information all have access to the Staffordshire Learning Net.

Identified staff complete Safer Recruitment training and renew every 3 years.

All staff training is recorded with completion dates and expiry dates. This allows effective communication with staff when refresher training is required.

Rugeley John Taylor School has a thorough Safeguarding Induction Process for all staff, volunteers and governors including recorded safeguarding training for new staff that covers the requirements of KCSiE, the induction process also includes a meeting with a DSL/DDSL as well as a reading list to ensure that new staff are aware of policies, procedures, and legislation. All new staff have to complete an induction checklist and return this to a DSL/DDSL with any further training needs to be identified before a copy is placed on the staff personnel file.

The DSL/DDSLs engage with local stakeholders including but not limited to:

- Local PCSO
- Harm Reduction Hub
- MACE Panels
- Locality Management Meetings
- PREVENT Synergy events

Out of term time a member of SLT is on call for trips, we utilise out of office signposting emails during school closure periods, information to parents and students for signposting at the end of each term. Information is also available on the school website.

7. Trips and Visits

All trips and visits are logged via the Evolve portal for approval by the Educational Visits Co-ordinator and the Executive Headteacher. Prior to the approval of any trip or visit a thorough assessment of the appropriateness of the visit, its location and related safeguarding procedures are established to ensure all students and staff remain safe and risk is minimised.

Please refer to the following documents in conjunction to the following documents;

- JTMAT Trips and Visits Policy
- RJT Trips and Visits Procedure

8. Local Governing Body

At Rugeley John Taylor School our Governing Body has a strategic leadership responsibility for safeguarding arrangements, and they must ensure that we comply with our duties under legislation. They must have regard to this guidance in ensuring policies, procedures and training are effective and always comply with the law. See Part 2 KCSiE 2023.

The Executive Headteacher ensures that the policies and procedures, adopted by the governing body (particularly those concerning referrals of cases of suspected abuse and neglect), are understood, and followed by all staff. These policies are transparent, clear, and easy to understand for staff, children and their parents/carers.

The Governing Body ensure that all governors and trustees receive appropriate safeguarding (including online) training at induction. This will equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place here are effective and support the delivery of a robust whole school approach to safeguarding and this training is regularly updated. At Rugeley John Taylor School, Governors are included on the main school training register that includes review/refresher dates.

The Governing body is aware of their obligations under [the Human Rights Act 1998](#), the [Equality Act 2010](#), (including the [Technical Guidance on the Public Sector Equality Duty](#)), and their local multi-agency safeguarding arrangements. Further guidance is found in Pg 24-26 Para 82-93 [KCSiE 2023](#) & [Equality Act 2010-Advice for schools](#)

The Governing body facilitate a whole school approach to safeguarding involving everyone in school, ensuring that safeguarding is at the forefront and underpins all relevant aspects of process and procedure development. These systems, processes and policies operate with the best interests of our children at their heart of what we do.

The Governing body has appointed the Designated Safeguarding Lead (DSL) who takes lead responsibility for safeguarding and child protection (including online safety). This is explicit in the JTMAT DSL job description, and they ensure that the DSL understands their responsibility in leading safeguarding across the school. They also ensure that the DSL is given additional time, funding, training, resources, and support needed to carry out the role effectively.

The Governing body and proprietors ensure that children are taught about how to keep themselves and others safe, including online. It is recognised that effective education will be tailored to the specific needs and vulnerabilities of individual children, including children who are victims of abuse, and children with special educational needs or disabilities. There is an

expectation that all teachers manage behaviour effectively to ensure a good and safe educational environment and requires teachers to have a clear understanding of the needs of all students.

The following is a resource: - [Teaching about relationships, sex and health](#) and there are more listed in Annex B KCSIE including [Harmful online challenges and online hoaxes](#)

Our Governing Body, whilst considering their responsibility to safeguard and promote the welfare of children and provide them with a safe environment in which to learn, are doing all that they reasonably can to limit children's exposure to the online risks from the school's IT system. As part of this process, our governing body ensure that our school has appropriate filters and monitoring systems in place and regularly review their effectiveness, at Rugeley John Taylor School we use SECURUS to monitor all computer activity in the school building. They ensure that the leadership team and relevant staff have an awareness and understanding of the provisions in place and manage them effectively and know how to escalate concerns when identified. Governing bodies and proprietors consider the age range of our children, the number of children, how often they access the IT system and the proportionality of costs verses safeguarding risks.

The Governing Body will ensure compliance with the completion of the Section 175/157 audit return, via the designated platform, to the Local Authority and that any areas of concern in safeguarding are identified and a safeguarding action plan is developed. Our school also completes a trust wide safeguarding audit however this audit works in conjunction and does not replace the statutory return to the local safeguarding partnership.

They also ensure that the school contributes to inter-agency practice in line with Working Together to Safeguard Children 2018.

The Governing Body ensure that those involved with the recruitment and employment of staff to work with children have received safer recruitment training and are compliant with safer recruitment procedures. This includes the requirement for appropriate checks to be carried out in line with national guidance. See Part 3 Safer Recruitment [KCSiE 2023](#).

Our Governing Body/ Executive Headteacher have ensured that there is a current whistleblowing policy and staff are aware of this procedure and understand its content. We have a culture where staff can raise concerns about poor or unsafe practice and such concerns are addressed professionally and sensitively in accordance with agreed whistleblowing procedures <https://jtmat.co.uk/privacy/policies/>

Further guidance on [whistleblowing](#) is available here and the NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding safeguarding failures internally. Staff can call on 0800 028 0285 and the line is available from 8am to 8pm, Monday to Friday. Email: help@nspcc.org.uk

9. Working with Parents/Carers

At Rugeley John Taylor School we update parents about safeguarding through our website.

We also use newsletters and MCAS (My Child at School) to communicate more frequently with parents about contextual safeguarding and community issues. We also include Safeguarding information for parents at our appropriate school events.

10. Specific Safeguarding Issues

10.1 Child on Child Abuse

At Rugeley John Taylor School all incidents of Child on Child abuse are recorded on MyConcern. All staff have access to MyConcern. Visitors who have a concern can record this on the visitor concern form, available from Main Reception and hand this to a member of the Safeguarding Team.

At Rugeley John Taylor School we have an experienced Safeguarding Team who work closely with the pastoral offices when it comes to responding to Child on Child Abuse issues. Some incidents may well be investigated by Pastoral Support and/or form tutors who will liaise with Safeguarding staff for advice and guidance. Working collaboratively, pastoral and safeguarding staff will work to reduce risk and will consider where a formal safety plan and/or risk assessment (please see Appendix A for the Safety Plan Template) is required in response to incidents of child-on-child abuse. Where required, staff in school will seek to minimise the risk of ongoing concerns by using the following strategies where appropriate:

- Changes to seating plans
- Social time restrictions
- Changes to teaching groups/classes (where possible)
- Alternative working spaces
- Offer of 'safe spaces'
- Nominated adult in school to speak to for support
- Off-site education (where required/possible)
- Referral to external agencies

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

10.2 Children Missing Education

All staff at Rugeley John Taylor School have a responsibility to complete the register for their lessons in an accurate and timely manner. This is the first part of identifying children who are missing education.

Where children are not accounted for in lessons the following will take place to ascertain a child's location.

- Attendance Officer will check with Pastoral Officer and Reception to see if they know the location of a child.
- Attendance Officer will complete a lesson check.

- Pastoral Staff may be required to speak to other students to ascertain the location of a missing child.
- If the child is still not located on school site the Attendance Officer will call home to speak to a parent/carer to ask that they contact their child to provide an up to date location.
- If the child has left school site without permission the pastoral team will be required to follow up and issue a suitable sanction.
- If a student has left the school site and cannot be located, and the parents/carers are unable to be contacted or they do not know the location of the child a call will be made to the police to report the child as missing.
- If a member of staff sees a child in Y7-Y11 leaving school site without an adult they are responsible for notifying the attendance team in school. The attendance team will then liaise with the relevant pastoral office.
- If a member of staff is concerned that a student has left a lesson without permission or not returned to a lesson, they must notify the attendance team.

10.3 Child Sexual Exploitation and Child Criminal Exploitation

At Rugeley John Taylor School, DSLs/DDSLs may utilise risk assessments to better understand the level of risk that a child or young person is exposed to. The RFM aims to help professional understand what life is like for the young person and what level of exploitation they may be experiencing.

DSL/DDSLs may also seek additional information from parents who may also hold information about concerns around exploitation. With consent from parents and the young person, school may use the information gathered to refer to appropriate agencies to access additional support for the young person. This could include the school being provided with materials to complete targeted work or could involve an allocated worker providing direct support from an external service.

10.4 Domestic Abuse

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

10.5 Mental Health

Mental Health Lead- **TBC**

Student Support- Wellbeing- L Starkey

At Rugeley John Taylor School we have a graduated response to Mental Health. This starts with our curriculum offer through Personal Development, Assemblies and Themes of the Week where we educate students about Mental Health.

The Safeguarding page of the school website signposts children, young people and parents to additional information around mental health and what external agencies can do to support.

There will be opportunity for students to access the School Nurse drop-in service and be signposted other online mental health support platforms.

The information below outlines our Wellbeing Graduated Response.

Phase 1

All students at Rugeley John Taylor School have a form tutor. This member of staff will see students each morning and is the first port of call for supporting students with their wellbeing through our strong pastoral system. Students should speak to their form tutor if they have any concerns initially. This might not mean a referral on to another professional in school or other agency and the form tutor may lead on supporting the student with how they are feeling at that time. If a form tutor is concerned about risk to a student, the form tutor would log this on MyConcern.

Phase 2

All students are assigned to a year group at Rugeley John Taylor School. Students are supported by a Pastoral Support member of staff. Where form tutors feel that a student may need more support than can be offered by the form tutor, a referral would be made to determine the next steps. This may mean Pastoral Support leads on supporting the student. If they are concerned about risk to a student, they would log this on MyConcern. If Pastoral Support felt that a student needed more specific Wellbeing support in school, they may also complete a referral to other colleagues or external agencies.

Phase 3

The Wellbeing support officer's caseload will be students who have been identified by Safeguarding staff (DSL/DDSLs) or Pastoral Support where the student's needs can be supported by interventions led in school. The Wellbeing officer will use appropriate methods to assess the students level of need. The Wellbeing Officer will decide, in conjunction with the relevant staff the type of intervention appropriate. The Wellbeing Support Officer will record all assessments and planned interventions on MyConcern and keep up to date records of direct work with students throughout their intervention. This will be reviewed in line with the timeline of the intervention.

11 Site security

At Rugeley John Taylor School we provide a secure site which is controlled by precise management directives, but the site is only as secure as the people who use it. All people on our site must adhere to the rules which govern it. Laxity can cause potential problems with safeguarding, therefore:

- Gates are kept closed during the school day; visitors gain access through the main entrance.
- Main Entrance – access to the school site is through a series of access-controlled gates and doors which are active at all times in the school day.
- Visitors, volunteers, and students must only enter through the main entrance.
- After signing in at the office Visitors will be issued with a school lanyard or visitor's pass.
- Visitors who have not gone through our DBS compliance procedure will be given a red lanyard and staff are accompanied / supervised by regulated staff member.
- Visitors who have passed our DBS compliance procedure will be given a green lanyard these are named on the SCR.
- 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 immediately.
- 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 main reception and signed out appropriately with a date and time recorded.
- A minimum of four members of staff are always on duty at break times.
- Health and Safety audits are completed annually with risk assessment/safety planning and forms part of the Governors annual report. This will include a Fire Evacuation and Lockdown Procedure.
- The risk management of site security is managed by senior leaders/governance.

Visitor Safeguarding Information



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 or a Deputy Designated Safeguarding Lead

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 can be obtained from reception. 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 Executive Head teacher. If an allegation is made about the Executive 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:



Mrs Goscombe

DSL



Mr Novis

Deputy DSL



Mrs Starkey

Deputy DSL

13 Domestic Abuse- Operation Encompass.

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

14 Online Safety

The use of technology has become a significant component of many safeguarding issues. Child Criminal Exploitation, Child Sexual Exploitation, radicalisation, sexual predation, and technology often provides the platform that facilitates harm.

At Rugeley John Taylor School we realise that it is essential for our children to be safeguarded from potentially harmful and inappropriate online material. We have an effective whole school/college approach to online safety which empowers us to protect and educate students, and staff in their use of technology and establishes mechanisms for us to identify, intervene in, and escalate any concerns where appropriate.

The breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:

Content: being exposed to illegal, inappropriate, or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, and extremism.

Contact: being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.

Conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g. consensual and nonconsensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying; and

Commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your students or staff are at risk, please report it to the Anti-Phishing Working Group (<https://apwg.org/>).

We ensure that online safety is a running and interrelated theme whilst devising and implementing policies and procedures. We consider online safety in other relevant policies, when planning curriculum, teacher training, the role and responsibilities of the DSL and parental engagement. We have filters and monitoring systems in place, and these are regulated, and risk assessed as part of the prevent duty.

We have an online safety procedure which identifies the usage and expected behaviour of children/students. As a school we appreciate the value of technology and that appropriate filters are in place, yet this does not lead to unreasonable restrictions which would limit online teaching and safeguarding.

Other relevant guidance and policy is as follows;

- Children's Commissioner-Online Safety
- Teaching online safety in education settings
- Appropriate Filtering and Monitoring
- CEOP-Safety Centre
- National Cyber Security Centre
- NSPCC-Undertaking remote teaching safely
- 360 Degree Safe - Online Safety Review Tool
- UKCCIS-UK Council for Child Internet Safety

Students take part in online safety lessons as part of our curriculum in addition to being embedded within the personal development curriculum. Areas of study include; use of social media, keeping yourself online, how to report a concern, sharing information online. This is reviewed periodically and in line with national and local need and emerging contextual need.

School devices are monitored by SECURAS software which reports concerns directly to the designated member of staff and investigated in line with the safeguarding procedure. Students are not allowed to connect personal devices to the school network and are not permitted to use personal devices on site.

More detail can be found in the relevant documentation;

- JTMAT Safeguarding Policy
- RJTS Safeguarding Procedure
- JTMAT Online Safety Policy
- JTMAT Staff Code of Conduct Policy
- JTMAT ICT Security Policy (multiple)
- JTMAT Behaviour Policy
- RJTS Positive Conduct Policy

15 Prevent

The SPOC (Single Point of Contact) for our school is Mrs S Goscombe.

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 Rugeley John Taylor is called 'Securus'.

16 Child on Child Abuse

In the event of a child-on-child abuse allegation Rugeley John Taylor School will refer to the trust policy for managing such cases.

All incidents of this nature or recorded centrally and where appropriate a risk assessment is written in collaboration with the affected children and families. An example of this is below:



Rugeley John Taylor School

RISK ASSESSMENT FORM

CHILD/YOUNG PERSONS NAME:

ACTIVITY:

LOCATION: Rugeley John Taylor School

COMPLETED BY (Staff initials):

A RATING	B LIKELIHOOD	C RISK RATING
1=MINOR EFFECT	2=UNLIKELY	2 - 4 = LOW
3=MAJOR EFFECT	4=POSSIBLE	6 - 9=MEDIUM
	6=PROBABLE	12-18=HIGH

RISK	MEASURES OF CONTROL	CONTINGENCY PLAN	A RATING	B LIKLIHOOD	C A x B = RISK (A multiplied by B equals Risk score)

SENIOR MANAGER COMMENTS:

SIGNATURE