

The full version of this policy can be found on the school website.

Overview

Each year the school reviews and agrees an updated safeguarding policy based on the model policy from the Leeds safeguarding team.

This policy sets out:

- The duties and expectations for all staff in school including those of the Designated Safeguarding Leads (DSLs)
- How to identify safeguarding concerns and the different forms concerns can take
- The processes we follow to safeguard our pupils

The aim of this policy is to protect and promote the welfare of the pupils of Manston Primary

Key Messages

- The school DSLs are: **Mr. Clay, Mrs. Joul and Miss Thorpe.**
- Any safeguarding concerns about a pupil are shared with a DSL
- Any safeguarding concerns about a member of staff are shared only with the headteacher— **Mr. Clay**
- Any safeguarding concerns about the headteacher are shared directly with the chair of governors—**Mrs. S Wishart** (sarah.wishart@manston.leeds.sch.uk)
- All staff, visitors and volunteers are jointly responsible for safeguarding pupils
- Our school follows statutory guidance and the law in relation to safeguarding with this built into our school policy

Dealing with safeguarding concerns

- Where school has a safeguarding concern we will normally ring the child's parent/carer to discuss this as the first step.
- School is required to record details of all concerns and will make parents/carers aware of this
- School holds its safeguarding records on a secure electronic system called CPOMS
- Only the DSLs can access these records
- Safeguarding records move schools with pupils
- Parents/carers who have safeguarding concerns can report these directly to social services

Useful Links

Leeds Safeguarding Children Partnership

<https://www.leedsscp.org.uk/Home>



Leeds Safeguarding
Children Partnership

Report a child protection concern

<https://www.leeds.gov.uk/residents/health-and-social-care/keeping-children-safe/report-a-child-protection-concern>

LEEDS.GOV.UK

NSPCC

<https://www.nspcc.org.uk/>

NSPCC

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Overview

Attendance is a corner stone of a good education

Attendance + Effort = Achievement

- Our attendance policy is designed to promote good attendance for all of our pupils.
- Manston Primary want to help parents and carers remove any barriers to attendance and reach our whole school target of 96%.
- School has a duty of care to follow up on absences and discuss attendance issues

Key Messages

- We monitor attendance of pupils twice daily—this means each day counts as 2 sessions
- If a pupil's attendance drops below 90% they are classed as a persistent absentee
- School will communicate any concerns with parents/carers and monitor pupils attendance
- School cannot authorise holidays in term time unless there are exceptional circumstances. This must be applied for in advance by filling in an exceptional leave form. These are available online from LCC or through the school office.
- School follows Leeds City Council's procedures for issuing fines for pupils taking holiday in term time (Please note while we communicate this information we are not currently informed when fines are issued.).

Dealing with attendance

- Pupils with good attendance will have this recognised in school termly
- Pupils with improved attendance will have this recognised with letters sent home
- Whenever attendance is of a concern parents/carers will be informed of a period of monitoring that will aim to improve attendance and focus any support required
- Where attendance is of a serious concern school will invite parents/carers to a meeting to discuss this
- If there are continued attendance concerns school will liaise with other agencies and if necessary take legal action

Useful Links

Leeds Council Attendance Information

<https://www.leeds.gov.uk/residents/children-families-and-carers/schools-and-learning/the-importance-of-regular-school-attendance>

LEEDS.GOV.UK

DFE guidance linking poor attainment to poor attendance

<https://www.gov.uk/government/publications/absence-and-attainment-at-key-stages-2-and-4-2013-to-2014>



Department
for Education

Seacroft Manston Cluster

<http://seacroftmanston.co.uk/>



Seacroft Manston
Partnership

Policy Summary— Mental Health and Wellbeing



The full version of this policy can be found on the school website.

Overview

Mental health is a state of well-being

- Our mental health and wellbeing policy is designed to promote good wellbeing for all of our pupils, staff and parents/carers.
- Manston Primary want to help all members of our school community parents and carers to remove any barriers to them reaching their full potential, and being in a positive state of well-being.
- School has a duty of care to follow up on concerns around mental health.

Key Messages

- We monitor the emotional wellbeing of all our pupils every half term (and assess these earlier if needed)
- We have trained mental health leads in school who have overall responsibility to promote and support the mental health of pupils—they are James Clay and Kirsty Thorpe
- School will communicate any concerns with parents/carers and monitor pupils wellbeing
- School provides ample opportunities for our pupils and other stakeholders to voice how they are feeling. It is staff's duty to refer any concerns to the above named personnel.
- School have access to a wealth of resources and agency support to ensure that our pupils wellbeing needs are supported, so that they are happy, safe and can reach their full potential.

Supporting Wellbeing

- Referral pathways are utilised when a student progresses beyond the universal offer which a school has in place.
- Referral pathways are used to ensure that young people receive the correct support as quickly as possible.
- From these referrals, the SENDCo and SGWO identify and triage pupils based on their needs, using a variety of screening tools to identify areas of needs.
- Pupils will be offered support via their class learning support assistant, the learning mentor or other wellbeing support the Seacroft and Manston Cluster.
- All wellbeing support is quality assured regularly to ensure support is effective.

Useful Links



Leeds Mental Wellbeing Service

<https://www.nhs.uk/Services/clinics/Overview/>



Mindmate Single Point of Access

<https://www.mindmate.org.uk/>



Seacroft Manston
Partnership

Seacroft Manston Cluster

<http://seacroftmanston.co.uk/>

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Overview

Attendance is a corner stone of a good education

Attendance + Effort = Achievement

- Our SEND policy is designed to promote good attendance for all of our pupils.
- Manston Primary want to help parents and carers remove any barriers to learning, and to ensure all pupils with any SEND need can achieve their full potential.
- School has a duty of care to ensure reasonable adjustments are made to a child's learning, so their SEND need isn't a barrier to them developing.

Key Messages

- At Manston Primary School, we work hard with staff, governors and parents/carers to meet the needs of all our pupils, as we recognise that each child is an important member of our school community.
- Support is implemented through universal quality first teaching, and targeted and specialist support (if needed).
- The school carefully monitors children's progress in order to ensure that individuals receive the appropriate curriculum support when they need it. This is monitored through regular pupil progress reviews, as well as half termly reviews with the SENDCo, Safeguarding and Welfare Officer and class teachers.

Identifying and Supporting SEND Need

- If your child is identified as having special educational needs or a disability (SEND), you will be invited to talk to the class teacher, the SENDCo and SGWO.
- If you have concerns, you can discuss these with your child's class teacher. You may also wish to contact our SENDCo or SGWO.
- School can gain additional support or advice from external agencies such as Educational Psychology, the Seacroft Manston Cluster Support Team, Complex Needs Team, SENSAP (Special Educational Needs Statutory Assessment and Provision), Speech and Language Therapy, Behaviour Support Workers, Educational Psychologists, Visual or Hearing Impairment Team or the Area Inclusion Partnership.

Useful Links

LEEDS.GOV.UK

Leeds SEND Local Offer

<https://leedslocaloffer.org.uk/#!/model/page/service/33312>



SEND Code of Practice 2015

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf



<http://seacroftmanston.co.uk/>