



# Mayfield School Safeguarding NEWSLETTER

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## A message from the Designated Safeguarding Lead

Dear Parents and Carers,

At Mayfield School, safeguarding and promoting the welfare of children is everyone's responsibility and our top priority. All professionals who come in to contact with children and their families have a role to play.

This year we are launching our termly safeguarding newsletter informing you of up to date safeguarding news as well as providing you with important information on safeguarding issues throughout the year.

Issue 1 will focus on the role of the Designated Safeguarding Leads, Keeping Children Safe in Education 2021 and school attendance.

Keeping Children Safe in Education is a statutory Department for Education document which all schools must follow when carrying out their duties to safeguard and promote the welfare of children. It covers many aspects of safeguarding including different forms of abuse, early help processes, safer recruitment, how concerns must be reported and the role of the Designated Safeguarding Leads.

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

As stated in 'Keeping Children Safe in Education 2021', safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners 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.

Caroline Mace



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## What is a Designated Safeguarding Lead?

Governing bodies should ensure that the school or college designates an appropriate senior member of staff to take lead responsibility for child protection. Key aspects of the 'Designated Safeguarding Lead' role include:

- Making sure all staff are aware how to raise safeguarding concerns
- Ensuring all staff understand the symptoms of child abuse and neglect
- Referring any concerns to Children's Advice and Support Service
- Monitoring children who are the subject of child protection plans
- Maintaining accurate and secure child protection records
- Raising awareness of the school's safeguarding policies and procedures, and ensuring they are implemented and reviewed regularly

### Safeguarding Governor

Our Safeguarding Governor at Mayfield School is Mike Dunn

The safeguarding governor's responsibilities include:

- Behaviour and recruitment of both staff and volunteers, ensuring the school is following safe recruitment procedures
- Reviewing all activity and policy relating to the physical and emotional well-being of all children
- Seeking improvement to ensure the school follows best practice in creating a productive and safe environment for all

Mike Dunn can be contacted via the school office

## Useful Acronyms & Vocabulary

SPOC– Single Point of Contact

EP - Educational Psychologist

SENAR - Special Educational Needs Assessment and Review Service

DSL– Designated Safeguarding Lead

CASS- Children's Advice and Support Service

SEND – Special Educational Needs & Disabilities

MASH - Multi-Agency Safeguarding Hub

KCSIE– Keeping Children Safe in Education

EHCP- Education Health & Care Plan

DLA - Disability Living Allowance



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## Attendance

We are sure that like us, you as parents and carers realise the importance of attendance and punctuality. At Mayfield School we continue to work hard to try to raise attendance levels. The whole school's attendance for the Autumn Term is currently 87% which is above the special school national average and below the national average expectation of 96% and above.

Attendance facts:

- All schools must report their termly attendance percentages to the Local Authority
- If your child is not in school s/he does not reach his/her learning potential
- If your child's attendance falls below 92% they will be monitored by the Pastoral Team and the school will offer early help support for your family
- Parents have a legal responsibility to ensure that their child receives a full time education
- Parents can be issued with fixed penalty notices (fines) for failing to ensure that their child attends school regularly - this includes taking children out of school on holiday
- The local authority has the power to prosecute parents in the magistrate's court for the offence of failing to ensure their child attends school regularly

How can you help your child attend school regularly?

- Talk to your child about school
- Take a positive interest in your child's work
- Make sure your child understands why school is important
- Get everything ready for school the night before
- Arrange appointments before or after school or during the school holidays
- Bring your child to school for the time before or after an appointment wherever possible
- Take holidays during school holidays and not during term time
- Only grant days at home for genuine illness (you will know!)
- If your child is slightly under the weather, still send them into school- children often start feeling better as the day goes on and they get busy, and if the school is worried we will and can call if you request it
- Children can attend school if they are taking medicines - we can give children certain medications with your permission

Please also ensure that you:

- Keep in touch with school staff- we may be able to support you with advice
- Contact school on the first day of absence if your child is unable to attend for whatever reason and keep in contact with school on subsequent days of absence
- Give up to date contact details to school as and when they change including mobile phone numbers
- Attend attendance meetings if you are invited to do so - in these meetings we can agree an action plan so that school, parents and children can work together to improve attendance
- If your child is absent due to an appointment, please send in the appointment card or letter - clearly named and dated

How do I report an absence?

If your child is unwell and cannot attend, we ask that you call the school office before the start of the school day. Our office opens at 8am and can be contacted on 0121 809 2500 (option 1).



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## Who to contact if you have a concern about a child

If you are worried about a child's safety please do not hesitate to contact any of the Designated Safeguarding Leads straight away. The following members of staff are Designated Safeguarding Leads for Mayfield School:

Caroline Mace – Lead DSL

Deputy DSL's Wheeler Street – Theodora Papaspyrou, Charlotte Starkey

Deputy DSL's Heathfield Road – Hayley Tinsley, Jodie Fotheringham, Lucy Cornfield, Amanda Summers

They can be contacted via the school office ([enquiry@mayfield.eiat.org.uk](mailto:enquiry@mayfield.eiat.org.uk)), or by telephone on 0121 809 2500.

If you have any concerns about the safety and/or welfare of a child or young person telephone the Children's Advice & Support Service (CASS) on 0121 303 1888. Outside of normal office hours please call 0121 675 4806 for the Emergency Duty Team.

If a child is in immediate danger, call the Police immediately on 999

## Parent Information

**Workshops** - ASC parent workshops will begin at the Heathfield Road site during Autumn term 2. Look out for further information via the school website and letters home

Online courses available throughout October and November with Autism West Midlands. All further details are available at: [www.autismwestmidlands.org.uk](http://www.autismwestmidlands.org.uk)

**Community**- Acorns have lots of fund raising events for the whole family, The Glow Walk will be taking place at Walsall Arboretum on the 23rd October. (All further details on their website)

**Resources**- As a school we have links with local food banks in the local areas, please contact the Pastoral team for further details

**Are all your contact details up to date?** If you change your home phone, email, or mobile number, please let the school know, so that we have the most up-to-date contact details

## Useful Contacts

**School nursing team** - 0121 809 2500 Option 3 for Del at Heathfield Road, Option 4 for Shaf at Wheeler Street

**Physiotherapy team** - 0121 809 2500 Option 4 for Jacqui or Laverne

**Pastoral Team** - 0121 809 2500 Option 3 for Lucy at Heathfield Road, Option 4 for Charlotte at Wheeler Street

**Transport** - Who to contact in the event of:

**Late buses**

Route 101-114: Lawrences  
0121 554 3018

Route 1001-1012: Adult Services  
0121 303 2695

Route MF100-MF1200: AFJ  
0121 689 1000 (option 1)

Bus issue/guide issue: Travel Assist  
0121 303 4955