



MOORFIELD SCHOOL AND NURSERY

SAFE, SEEN AND SUPPORTED

Safeguarding news for Moorfield families

CHILDREN ARE AT THE HEART OF EVERY SAFEGUARDING DECISION

Welcome to our first safeguarding newsletter of the school year. Safeguarding is the everyday work of noticing, listening and acting so that every child feels safe, known and ready to learn. Here are the people, changes and practical steps to know this autumn.

01 KNOW WHO TO CONTACT

You do not need proof - an early conversation is enough.



Mrs Nicola Minshall

DESIGNATED SAFEGUARDING LEAD

Head of Lower School · Head of Pastoral ·
Operation Encompass Key Adult · Head of
Allergies



Mrs Jessica Crossley

HEADTEACHER AND DEPUTY DSL

Provides safeguarding cover, escalation and
leadership oversight

SAFEGUARDING GOVERNOR

Mrs Helen Hesketh

ATTENDANCE CHAMPION

Mrs Debbie Firth

FIRST AID AND MEDICATION

Mr Simon Bardon

SAFEGUARDING EMAIL

safeguarding@moorfieldschool.co.uk

02 NEW THIS TERM

Operation Encompass helps us support a child before the next school day.

OPERATION ENCOMPASS

Police may send a confidential notification after attending a domestic abuse incident so the school can offer quiet, timely support.

Moorfield Key Adult: Mrs Minshall

[More information](#)

WHAT SUPPORT MAY LOOK LIKE:

- a gentle check-in, reassurance or a trusted adult
- flexibility around routines, learning or expectations
- a calm space and careful monitoring of wellbeing

Confidentiality

Information is shared only with staff who need it to protect and support the child. We do not question the child about the incident.

03 ATTENDANCE KEEPS CHILDREN SAFE

Knowing where every child is must be settled at the start of each day.

1	BY 8.45AM	Reception to Senior Six registers are taken in the playground when the bell rings at 8.45am, or in the dining hall in bad weather, and handed straight to Mrs Firth in the School Office.
2	ARRIVING LATE	Children from Reception to Senior Six enter through the School Office after registration so the correct attendance code is recorded.
3	NURSERY	Nursery registers reflect each child's expected session. Unexpected non-attendance is shared promptly with Mrs Firth and Mrs Minshall.
4	TELL US EARLY	Contact the School Office and your child's teacher before your child's expected start time whenever they will be absent or late, including for medical or allergy appointments.

UPDATE

Emergency contacts, collection permissions and medical information.

REPORT

Absence or lateness before your child's expected start time.

SPEAK UP

A change or concern early - even when you are not completely sure.

PLEASE TELL US

We will never discourage essential medical care. Tell us about medical or allergy appointments so the absence is recorded correctly and support can be arranged.

SCHOOL OFFICE
01943 607285



MOORFIELD SCHOOL AND NURSERY

SAFEGUARDING AT HOME

Practical conversations and routines that make a real difference

CHILDREN ARE AT THE HEART OF EVERY SAFEGUARDING DECISION

04 A DIGITAL RESET

Five practical questions - asked calmly before there is a problem.

TALK ABOUT THESE THIS WEEK:

- 1 Which apps and games do you use and what are their age limits? Are they suitable for you?
- 2 Who can contact you, add you to groups or see what you share? Let's check your privacy settings together.
- 3 Is location sharing switched off on your apps, camera and device? Who can see where you are?
- 4 What should you do before sharing a photo or video of yourself or someone else? Who could copy, change or pass it on?
- 5 What will you do if someone asks for personal information, money, an image, a secret or a private chat? Which trusted adult will you tell?

IF A CHILD TELLS YOU:

- ✓ Stay calm, listen and reassure them.
- ✓ Do not blame, interrogate or promise secrecy.
- ✓ Do not ask them to resend an indecent image or copy, save or circulate it.
- ✓ Tell Moorfield if it affects wellbeing, friendships, attendance or learning.

Concern about online sexual abuse or grooming?
[Report to CEOP](#)

WHATSAPP

Its UK terms require users to be at least 13 unless a parent-managed account is available. Younger children using an adult's device still need close supervision.

[Read the UK terms](#)

IMAGES AND AI

Treat every image as permanent, shareable and alterable. Ask before posting images of children and never forward a concerning or indecent image.

DEVICES AT SCHOOL

Any mobile phone or smart watch brought into school must be handed to the School Office at the start of the day and collected at the end of the day.

WHAT MOORFIELD WILL DO WHEN YOU SHARE A CONCERN

1 LISTEN

to what has been said

2 RECORD

the concern accurately

3 ASSESS

immediate safety and need

4 SUPPORT

or make a referral

05 BEHIND THE SCENES

A very busy summer - all focused on safer, more consistent practice.

✓ KCSIE 2026

Whole-school training prepared for the guidance taking effect on 1 September.

✓ ATTENDANCE

First-day response and late-arrival procedures strengthened.

✓ ENCOMPASS

The school has joined the scheme and trained its Key Adult.

✓ RECORDING

Mental health, pastoral and CPOMS arrangements refreshed.

✓ HEALTH AND CARE

Allergy, healthcare, food, safer-sleep, toileting and physical-intervention procedures updated.

✓ THE PRINCIPLE

Every change asks the same question: what keeps the child safest?

06 EVERYDAY ESSENTIALS

Keep us updated - small details can shape the support a child needs.

HEALTH, ALLERGIES AND MEDICATION

Tell us promptly about a new diagnosis, medication change or updated clinical advice. Individual healthcare plans and emergency medication arrangements are reviewed so staff know what to do.

Mrs Minshall · Head of Allergies

Mr Bardon · First Aid and Medication Lead

OUR IMAGE PROMISE

Moorfield checks current consent and will aim to use crops, side or back views and group shots where appropriate. At school events, please avoid posting images that include other pupils without family permission.

We will respond promptly to a reasonable request to remove an image.

PHYSICAL WORRY BOX

Children can use the worry box in school to let an adult know that they would like to start a conversation.

VIRTUAL WORRY BOX

Children and families can also use the Virtual Worry Box on the school website alongside our policies.

[Open the Virtual Worry Box](#)

ONE CONCERN IS ENOUGH

You do not need proof and you do not need to decide whether something 'counts'. Share the concern and let us help decide what happens next.

safeguarding@moorfieldschool.co.uk

01943 607285

Immediate danger? Call 999.

[Operation Encompass](#) · [KCSIE 2026](#) · [CEOP Safety Centre](#)