



Oakleigh School
& The Early Years Centre
Child Protection Policy

Designated Governor for Safeguarding: Jackie Silverman

Designated Safeguarding Leads : Ruth Harding and Jenny Gridley

Rationale

The Safeguarding of all children who attend Oakleigh School and The Early Years Centre is a key role and responsibility of all staff who work here, and an issue which is treated with the utmost seriousness. It is our collective responsibility to keep the children safe from harm, and potential harm, at all times and to report any activity which may threaten or affect the children's physical and emotional well being

Due to the complex needs of most of the children, and their difficulties in communicating with adults, the staffs vigilance and observation with regards to changes in children's behaviour or physical well being is crucial in recognising when children may be at risk.

At Oakleigh School and the early Years Centre we recognise and stress the importance that safeguarding is everyone's business.

Our policy applies to all staff, governors, students on placement and volunteers working in the school.

Aims

- For staff to understand that safeguarding does not just mean child protection and that it incorporates issues such as pupil health and safety; bullying; racist abuse; harassment and discrimination; use of physical intervention; meeting the needs of pupils with medical conditions, providing first aid, drug and substance misuse; educational visits; intimate care; internet safety and school security.
- To raise Staff's awareness and knowledge of the Prevent Duty in order for the children at Oakleigh School to not only feel safe in school and their local community but also in modern Britain
- To raise staffs awareness of Female Genital Mutilation and Child Sexual Exploitation and to report any concerns
- To establish a safe environment in which children can learn and develop.
- To establish and maintain an environment where children feel secure and are listened to.
- To ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- For staff to have the highest standards of professional conduct and to ensure their behaviour is not open to misinterpretation.

- For staff to be well informed and aware of all procedures regarding the safeguarding of pupils within the school/centre with specific regard for the signs and symptoms of the four kinds of abuse and neglect (Physical, Emotional, Sexual and Neglect)
- For staff to follow the school's ethos in promoting a positive, supportive and secure environment for all pupils and to be alert and report any concerns regarding safeguarding.
- For staff to recognise it is their responsibility to be alert to changes in children's behaviour and well being and to report this to the Safeguarding Designated Lead.
- To develop, and then implement, procedures for identifying and reporting cases, or suspected cases, of abuse or concern.
- To equip children with the skills needed to keep them safe. To ensure our practice provides the child with a safe and secure model of how they should be treated and cared for.
- To support children who have been abused in accordance with his/her agreed child protection plan.
- For staff to ensure that children grow up in circumstances consistent with the provision of safe and effective care

Procedures/systems

Child Protection

- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the Designated Safeguarding Lead. This information is in the induction pack and on the photo board and staff will regularly be reminded.
- Staff to report any safeguarding concerns to Designated Safeguarding Lead or Headteacher.
- Staff to inform Designated Safeguarding Lead and Head teacher to of any Private Fostering arrangement e.g. a parent devolves care to extended family member or family friend for an extended period
- The Headteacher will ensure that the Designated Safeguarding Lead attends the required training and the Leadership Team will, as appropriate, attend Barnet run training (training records will be kept in the central training database and a copy retained by the designated Teacher). From September 2016 Ruth Harding, Jenny Gridley and Maria Kurth are Level 3 trained. This training is updated every 3 years
- In January 2017 all staff in the school will be trained in safeguarding Level 1
- Staff will participate in regular training from the Designated Safeguarding Lead to inform them of policy and procedures in safeguarding (training records kept centrally and by Designated safeguarding Lead).
- Tootoot (A safeguarding Log) is used within the school to record incidents and concerns around child protection and safeguarding. Key Lead mentors for this are Ruth Harding (Designated Safeguarding Lead), Jill Smith (Family Support Worker) and Claire Marsh (Family Support Worker)
- The designated Governor for Safeguarding will meet annually, with the Designated Safeguarding Lead to check policy and procedures are in place and being followed, and more regularly if required.

- The Designated Safeguarding Lead and Headteacher provide an annual report to governors detailing any changes to policy and procedures.
- The curriculum ensures children are assisted to develop independence in all self help skills such as toileting, eating and dressing (See intimate care, policy)
- The Designated Safeguarding Lead will inform staff of any procedure that include informing outside agencies e.g. MASH
- The induction of all new staff will include training and information on this policy and all policies related to Safeguarding

Intimate Care

- The school provides an environment that respects the dignity and personal needs of the children and are respectful of this at all times.
- The Intimate Care Policy provides guidelines on supporting children during these times.
- Staff are trained in appropriate behaviour during intimate care

Physical intervention

- Risk assessments are in place for moving and handling children
- Behaviour policies are in place to assist children with developing positive and appropriate behaviour. The policy instructs staff to appropriate behaviour strategies
- All staff are trained in manual handling of children and this is refreshed annually
- All staff are trained in TEAM TEACCH and this is refreshed every 2 years

Staff and recruitment

- All staff including Governors are DBS (enhanced disclosure) checked.
- All staff will be given information about the Childcare (Disqualification) Regulations, and must comply, including the disqualification by association.
- The leadership team are trained in safe recruitment (see Safer Recruitment Checklist)
- All staff receive training appropriate to their needs, as identified formally through performance management and appraisal or informally through observation of their needs.
- We expect all adults to be conscious of their own behaviour in relation to children and the people they work with, particularly in modelling 'expected' behaviour, so the children begin to develop an understanding of expected behaviour and unexpected behaviour.
- The leadership team provide support to staff and pupils and are alert to all changing needs in children
- Staff need to alert the Leadership Team of concerns over school absence for children
- The Designated Safeguarding Lead and Head teacher will follow the Barnet procedures where an allegation is made against a member of staff or volunteer.
- All staff who work with children out of school sign an annual declaration form
- The single Central Register will keep information on the prohibition checks
- All school staff members should be aware of the signs of abuse and neglect so they are able to identify cases of children who may need protection

- All staff will read ,agree and sign the child protection policy annually
- All staff to read and understand Part one of 'Keeping Children Safe' 2016. Staff will sign to confirm they have done this

Health and Safety

- Health Care Plans are written in conjunction with the school nurse and staff are fully informed and trained on procedures required for each child's needs.
- LSAs are either a trained Paediatric First Aider or First Aid at Work.
- The school building is regularly assessed by the caretaker, Head teacher and the governors Premises Committee to ensure it is safe and well maintained. There is a staff Health and Safety Representative who supports this agenda and all staff know it is their responsibility to bring health and safety matters to the attention of the Representative/Leadership Team/ and or Caretaker.
- The school provide support for families in order to enhance family well-being and in turn the child's well-being. The school has a large family Support Team including Family support workers.
- The school offer an extended day provision and holiday play schemes to provide families with respite support.

Supporting Policies and Guidelines for safeguarding

Oakleigh and the Early Years Centre recognises that a number of other policies and procedures developed and operated by the school form a wider agenda of safeguarding and promoting children's welfare and this policy should be read in conjunction with the following policies

- Safer Recruitment Checklist
- Health and Safety Policy
- Safe use of internet policy
- Behaviour Policy
- Risk Assessment Policy
- Guidelines for toileting and dressing children
- Anti bullying Policy
- Guidelines for Students and Volunteers
- Induction Pack
- Intimate Care Policy
- Missing Child Policy
- Lockdown Policy
- Whistleblowing Policy
- Keeping Children Safe in Education 2016 (part one)
- Code of Conduct

Monitoring

It will be the responsibility of the Governing Body, to monitor the effective and consistent delivery and review this policy annually. The Governing Body delegates this responsibility to the Governor and Teacher responsible for Safeguarding. The Governor will report annually to the Full Governing Body.

Signature:.....**Name:**

Date:

Chair of Governors

Signature:**Name:**

Date:.....

Headteacher