



Oakleigh School
& The Early Years Centre
Child Protection Policy

2018-19

Designated Governor for Safeguarding: Jackie Silverman

Designated Safeguarding Lead (DSL): Ruth Harding

Deputy DSL: Sandra Down, Richard O Connell, Rachel Preston (Acorn), Asha Dave (Acorn Colindale), Sophie Preston (Family Support Worker), Debbie Holt (Family Support Worker), Jill Smith (Early Intervention Coordinator), Sue Bills (PSTT), Hilary Solomon (PSIT)

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 and responsibility.

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. Staff will use their professional judgement to identify pupils and members of their family who may be at risk of radicalisation immediately report it to the DSL or Deputy DSL's

- For staff to feel confident to report any staff behaviour they feel is a concern around safeguarding ‘whistleblowing’
- To raise staff awareness of Female Genital Mutilation (For the purpose of this policy, FGM is defined as the partial or total removal of the external female genitalia, or any other injury to the female genital organs) report any concerns to the DSL or phone Police on 101
- To raise staff awareness of Child Sexual Exploitation and Sexual Harassment (For the purpose of this policy, “**child sexual exploitation**” is defined as: a form of sexual abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person into sexual activity) , and to report any concerns to the DSL or deputy DSL’s
- To raise awareness of potential risks to our children and their extended family around sexting, gang culture and crossing county lines
- 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 ensure we practise 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)
 - **Abuse:** A form of maltreatment of a child which involves inflicting harm or failing to act to prevent harm. Children may be abused in a family, institutional or community setting by those known to them or, more rarely, by others, e.g. via the internet.
 - **Physical abuse:** A form of abuse which may involve actions such as hitting, throwing, burning, drowning and poisoning, or otherwise causing physical harm to a child. Physical abuse can also be caused when a parent fabricates the symptoms of, or deliberately induces, illness in a child.
 - **Emotional abuse:** A form of abuse which involves the emotional maltreatment of a child to cause severe and adverse effects on the child’s emotional development. This may involve telling a child they are worthless, unloved, inadequate, not giving them the opportunities to express their views, deliberately silencing them, or often making them feel as though they are in danger.
 - **Sexual abuse:** A form of abuse which involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, and whether or not the child is aware of what is happening. This may involve physical assault, such as penetrative assault and touching, or non-penetrative actions, such as looking at sexual images or encouraging children to behave in inappropriate ways.

- **Neglect:** A form of abuse which involves the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of a child's health or development. This may involve providing inadequate food, clothing or shelter, or the inability to protect a child from physical or emotional harm or ensure access to appropriate medical treatment.
- 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 Designated Safeguarding Lead or Deputy DSL's
- To develop, and then implement, procedures for identifying and reporting cases, or suspected cases, of abuse or concern.
- For staff to have knowledge of escalation of concern via MASH (02083594066), Prevent(Perryn Jasper 02083597371), staff allegations (Shrimatie Bissessar Local Authority Designated Officer 02083594528)
- 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

The Headteacher (DSL) has a duty to:

- Safeguard pupils' wellbeing and maintain public trust in the teaching pro
- Ensure that the policies and procedures adopted by the governing board, particularly concerning referrals of cases of suspected abuse and neglect, are followed by staff members
- Provide staff, upon induction, with the current Child Protection and Safeguarding Policy, Staff Code of Conduct, part one of the 'Keeping children safe in education' (KCSIE) guidance (2018), **Behavioural Policy**, the **Children Missing from Education Policy , Staff Code of Conduct**, online safety training, and the identity of the DSL and any deputy DSL.
- Liaise with the deputy DSL(s) to ensure effective safeguarding outcomes.
- Act as a source of support, advice and expertise to staff members on matters of safeguarding by liaising with relevant agencies
- Understand the assessment process for providing early help and intervention
- Support staff members in liaising with other agencies and setting up inter-agency assessment where early help is deemed appropriate

- Have a working knowledge of how LA's conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do
- Ensure each member of staff has access to and understands the school's Child Protection and Safeguarding Policy and procedures – this will be discussed during the staff induction process
- Be alert to the specific requirements of children in need, including those with SEND and young carers
- Keep detailed, accurate and secure records of concerns and referrals
- Secure access to resources and attend any relevant training courses
- Encourage a culture of respecting the children's voice, noticing and reporting any changes of behaviour or appearance, taking account of their wishes and feelings
- Work with the governing board to ensure the school's Child Protection and Safeguarding Policy is reviewed annually and the procedures are updated regularly.
- Ensure the school's Child Protection and Safeguarding Policy is available publicly, and parents are aware that the school may make referrals for suspected cases of abuse or neglect, as well as the role the school plays in these referrals.
- Link with local safeguarding arrangements to make sure that staff members are aware of the training opportunities available and the latest local policies on safeguarding.
- Ensure that a pupil's child protection file is copied when transferring to a new school.
- Be available at all times during school hours to discuss any safeguarding concerns.
- Hold the details of the LA personal advisor and liaise with them as necessary.
- The DSL and Deputy DSL'S will attend the required training, as appropriate, attend Barnet run training (training records will be kept in the central training data-base and a copy retained by the designated Teacher). From September 2018 Ruth Harding, Sue Bills, Asha Dave, Sophie Preston and Debbie Holt have attended Level 3 Safeguarding training. . This training is updated every 2 years. Ruth Harding, Rachel Preston, Sophie Preston and Debbie Holt attended training on Safeguarding in Special Schools
- The DSL has a responsibility for promoting the educational achievement of LAC and previously LAC, and for children who have left care through adoption, special guardianship or child arrangement orders or who were adopted from state care outside England and Wales.
- 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 provides an annual report to governors detailing any changes to policy and procedures.
- The Designated Safeguarding Lead will complete the Annual Safeguarding Audit for the Local Authority
- The DSL and Deputy DSL's need to be aware of Homelessness and the impact this can have on children's well being

The Senior leadership Team have responsibility to:

- Ensure the curriculum assists the children to develop independence in all self help skills such as toileting, eating and dressing (See intimate care, policy)
- The induction of all new staff will include Level 1 training and information on this policy and all policies related to Safeguarding. The staff sign to say they have read and understood this
- To ensure every child has 2 Secure emergency phone numbers to contact in case of absence

Other staff members have a responsibility to:

- Safeguard pupils' wellbeing and maintain public trust in the teaching profession as part of their professional duties
- Provide a safe environment in which pupils can learn
- Act in accordance with school procedures with the aim of eliminating unlawful discrimination, harassment and victimisation, including those in relation to peer-on-peer abuse.
- Maintain an attitude of 'it could happen here' where safeguarding is concerned.
- Be aware of the signs of abuse and neglect.
- Be aware of the early help process and understand their role in it.
- Act as the lead professional in undertaking an early help assessment, where necessary.
- Be aware of and understand, where necessary, how to refer to MASH (0208 359 4066), Prevent (Jasper Perryn 0208 359 7371) or LADO for allegations (Shrimatie Bissessar), Police 101
- For staff to follow the school's GDPR Policy in line with handling sensitive data
- Be aware of and understand the procedure to follow in the event that a child confides or is showing signs of neglect or abuse
- Support social workers in making decisions about individual children, in collaboration with the DSL.
- Maintain appropriate levels of confidentiality when dealing with individual cases, and always act in the best interest of the child.
- Teacher's to do a home visit once a year. If this proves problematic report to DSL or deputy DSL's. Failure to get into the home will result in a phone call to MASH
- Follow the school's procedure for, and approach to, preventing radicalisation
- Challenge senior leaders over any safeguarding concerns, where necessary.
- To ensure every child has 2 Secure emergency phone numbers to contact in case of absence
- To log and record any concerns by using Tootoot. Key Lead mentors for this are Ruth Harding (Designated Safeguarding Lead), Sandra Down, Jill Smith (Early Intervention Coordinator), Sophie Preston and Debbie Holt (Family Support Workers)

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. The designated Governor for Safeguarding annually checks the CSR
- 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' 2018. Staff will sign to confirm they have done this

Allegations Against staff –‘Whistleblowing’

- Any member of staff who has a reason to suspect that a pupil may be being abused by another member of staff, either at school or elsewhere, must immediately inform the Designated Safeguarding Lead or Deputy DSL’s.
- If a member of staff has a concern around DSL or Headteacher they report this to the LADO (Shrimatie 02083594528)
- Staff in Early Years have termly supervision. This can be used as an outlet to discuss any staffing concerns around safeguarding.

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 trained in Paediatric First Aider
- A selection of staff are trained in 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
- Guidelines for Students and Volunteers
- Induction Pack
- Intimate Care Policy
- Missing Child Policy
- Lockdown Policy
- Keeping Children Safe in Education 2018 (part one)
- Staff 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 Designated Governor for Safeguarding and the Designated safeguarding Lead . They will report annually to the Full Governing Body.

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

Date:

Chair of Governors

Signature:**Name:**

Date:.....

Headteacher

See Also: [Briefing Note on Working Together to Safeguard Children 2018](#)