



## Child Protection Policy

2020-21

**Designated Governor for Safeguarding:** Jackie Silverman

**Designated Safeguarding Lead (DSL):** Ruth Harding

**Deputy DSL:** Sandra Down, Richard O Connell, Rachel Preston (Acorn), Claire Marsh (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.

This policy has been created with due regard to all relevant legislation including, but not limited to, the following:

### **Legislation**

- Children Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- Sexual Offences Act 2003
- The General Data Protection Regulation (GDPR)
- Data Protection Act 2018

- **[Schools providing education to pupils under the age of eight only]** The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- Voyeurism (Offences) Act 2019

### **Statutory guidance**

- HM Government (2013) 'Multi-agency practice guidelines: Handling cases of Forced Marriage'
- DfE (2018) 'Working Together to Safeguard Children'
- DfE (2015) 'The Prevent duty'
- **[Updated]** DfE (2020) 'Keeping children safe in education'
- DfE (2018) 'Disqualification under the Childcare Act 2006'

### **Non-statutory guidance**

- DfE (2015) 'What to do if you're worried a child is being abused'
- DfE (2018) 'Information sharing'
- DfE (2017) 'Child sexual exploitation'
- DfE (2018) 'Sexual violence and sexual harassment between children in schools and colleges'

### **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 (For the purpose of this policy, "**radicalisation**" refers to the process by which a person comes to support terrorism and extremist ideologies) 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. Staff will be alert to changes in pupils' behaviour which could indicate that they may be concerned or affected by issues going on in their family related to radicalisation
- 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. Teaching staff are **legally required** to report to the police any discovery, whether through disclosure by the victim or visual evidence, of FGM on a girl under the age of 18. Teachers failing to report such cases will face disciplinary action.
- 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 staff awareness of potential risks to our children and their extended family around Child criminal exploitation (CCE) ( for the purposes of this policy CCE is defined as: where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into criminal activity )
- To raise awareness of potential risks to our children and their extended family around sexting, gang culture and crossing county lines (For the purpose of this policy, “**County lines criminal activity**” refers to drug networks or gangs grooming and exploiting children to carry drugs and money from urban areas to suburban areas, rural areas and market and seaside towns)
- To raise staff awareness of serious violence and the risk this may have for our children and/or if a member of their family was involved in serious violence. Indicators may be a significant change in behaviour, signs of assault or unexplained injuries. Any concerns will be immediately reported to the DSL
- 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.
- All members of staff will be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be given a specific label and multiple issues often overlap one another.
- All staff, especially the DSL and their deputies, will be aware that pupils can be at risk of abuse or exploitation in situations outside their families (extra-familial harms).
- All staff members will be aware of the indicators of abuse and the appropriate action to take following a pupil being identified as at potential risk of abuse or neglect.
- When identifying pupils at risk of potential harm, staff members will look out for a number of indicators including, but not limited to, the following:
  - Injuries in unusual places, such as bite marks on the neck, that are also inconsistent with their age
  - Change in behaviour
  - Depression and low self-esteem

This needs to be reported to the DSL
- 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.
- Ensure the school has clear systems and processes in place for identifying possible mental health problems in pupils, including clear routes to escalate concerns and clear referral and accountability systems.
- 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 (Shrimati 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
- Guarantee that the school contributes to inter-agency working in line with the statutory guidance 'Working Together to Safeguard Children'.
- For staff to acknowledge that our pupils may have issues managing their emotional mental health in addition to their SEND.

- staff will be made aware that mental health problems can, in some cases, be an indicator that a pupil has suffered, or is at risk of suffering abuse, neglect or exploitation.
- Staff will be encouraged to identify pupils whose behaviour suggests they may be experiencing a mental health problem or may be at risk of developing one.
- Staff who have a mental health concern about a pupil that is also a safeguarding concern will act in line with this policy and speak to the DSL or a deputy.
- The school will access a range of advice to help them identify pupils in need of additional mental health support, including in house therapists and working with external agencies.
- The school's assessment and curriculum accounts for the impact of our actions in supporting emotional and mental health well-being for pupils

## **Procedures/systems**

### **Child Protection**

#### **The DSL has a duty to :**

- 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
- Understand and keep up-to-date with local safeguarding arrangements
- Understand when they should consider calling the police, in line with the National Police Chiefs' Council (NPCC) guidance.
- Act as the main point of contact with three safeguarding partners **and the death review partner**
- 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
- Support staff members in liaising with other agencies and setting up inter-agency assessment where early help is deemed appropriate
- Understand the assessment process for providing early help and intervention
- 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.
- Ensure the best educational outcomes by identifying at-risk pupils to the school and its staff, so that the relevant personnel understand each pupil's educational and welfare needs.
- Support teaching staff to identify the challenges that at-risk pupils may face and the additional academic support and adjustments they can make to support these pupils.
- 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 2020 All staff will be level 1 trained including the updated Child protection Policy and related policy. Level 3 training will take place for Ruth Harding, Sandra Down and Rachel Preston 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 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 Headteacher has a duty to:**

- Safeguard pupils' wellbeing and maintain public trust in the teaching profession
- 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 (2020) **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.

### **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
- To ensure the whole school staff are aware of the emotional and mental well-being of pupils through training

### **The Designated Governor for Safeguarding**

- 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 Governor for Safeguarding will check the SCR annually  
Ensure Safeguarding is an agenda item at every Full Governing body meeting

### **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 (Shrimati 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), Claire Marsh and Debbie Holt ( Family Support Workers)
- To read keeping in children safe in Education 2020
- Staff to annually fill out Staff Disqualification Declaration

### **Inter-agency working**

- The school contributes to inter-agency working as part of its statutory duty.
- The school is aware of and will follow the local safeguarding arrangements.
- The school will work with CSCS, the police, health services and other services to protect the welfare of its pupils, through the early help process and by contributing to inter-agency plans to provide additional support.
- Where a need for early help is identified, the school will allow access for CSCS ( Children Social Care Services) from the host LA and, where appropriate, a placing LA, for that LA to conduct (or consider whether to conduct) a section 17 or 47 assessment.
- The school recognises the importance of proactive information sharing between professionals and local agencies in order to effectively meet pupils' needs and identify any need for early help.
- Staff members are aware that whilst the GDPR and the Data Protection Act 2018 place a duty on schools to process personal information fairly and lawfully, they also allow for information to be stored and shared for safeguarding purposes – data protection regulations do not act as a barrier to sharing information where failure to do so would result in the pupil being placed at risk of harm.
- Staff members will ensure that fear of sharing information does not stand in the way of their responsibility to promote the welfare and safety of pupils.
- If staff members are in doubt about sharing information, they will speak to the DSL or deputy DSL.
- The school also recognises the particular importance of inter-agency working in identifying and preventing child sexual exploitation (CSE).

### **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' 2019. Staff will sign to confirm they have done this

### **Allegations Against staff –'Whistleblowing'**

- When using an agency to access supply staff, the school will inform them of its processes for managing allegations, including any updates to the relevant policies, and liaise with the agency's human resources manager/provider where necessary.
- The school will ensure all allegations against staff, including those who are not employees of the school, are dealt with appropriately and that the school liaises with the relevant parties.
- When an allegation is made, an investigation will be carried out to gather enough evidence to establish whether it has a foundation, and the school will ensure there is sufficient information to meet the DBS referral criteria
- 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 Headteacher. If the concern is with regards to the Headteacher, it will be referred to the chair of governors.
- If a staff member feels unable to raise an issue with the SLT, they should access other whistleblowing channels such as the NSPCC whistleblowing helpline (0800 028 0285).

- In the case of an allegation against a member of agency staff the Headteacher will take the lead on this and inform the LADO
- Serious concerns will be reported to the LADO (Shrimati 02083594528)
- Staff 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.

## **APPENDIX A**

### **Additions to policy due to COVID -19**

**The role of the DSL and their deputies - In light of the current pandemic, the school will have additional measures in place to ensure the safety and wellbeing of its pupils – this approach will be led by the DSL.**

- The school will have a trained DSL or their deputy on site while all pupils attend school. Where a DSL or deputy are unavailable on site, e.g. due to illness, a member of the SLT will take responsibility for coordinating safeguarding within the school.

Their role will include:

- Managing any child protection issues and recording on tootoot
- Liaising with the offsite DSL or deputy.
- Liaising with children's social care services where required.

During the pandemic, the DSL and their deputy will be responsible for:

- Sharing their time and resources with other schools, where necessary.
- Ensuring staff are kept up-to-date with the latest safeguarding information and developments, including via the safeguarding partners, newsletters and professional advice groups.
- Being responsible for amending Appendix A (this section) in line with the continual changes to education policy released by the DfE and communicating all changes to staff and volunteers.
- Working with the VSH and wider LA to protect vulnerable children.

- Providing support to teachers and pastoral staff to ensure that contact is maintained with pupils at home and their families.
- Ensuring staff are aware of reporting channels for safeguarding concerns.
- Ensuring there is a consistent approach to safeguarding children throughout the coronavirus pandemic.
- Being vigilant about any changes to Childrens behaviour that may be a cause for concern
- Providing all volunteers and volunteer staff with copies of this policy.
- Identifying a suitable member of the SLT to assume the role of temporary DSL should both themselves and their deputies become unable to work, e.g. due to illness.
- Sharing their contact information with the school community.
- Identifying vulnerable children and communicating additional safeguarding provisions to pupils and their families.
- The DSL will report back to the governing board on all relevant safeguarding concerns.
- The DSL will work with the local safeguarding partners to ensure pupils remain safe during full opening.
- All online or telephone communication will be made using school accounts or telephone numbers. If any staff need to use their personal number, this is withheld.

## Attendance

- From the start of the Autumn term, attendance will be mandatory.
- The school will have the power to issue fines for unauthorised absence; however, this will only be used as a last resort.
- The school will resume its regular attendance register to record attendance after fully opening.
- The school will report attendance figures to the DfE using the educational setting status form. This form will be submitted by 12:00pm each weekday.
- Parents will not be penalised if their child does not attend school due to following clinical or public health advice to stay at home, e.g. if they are self-isolating, or their child has significant health needs
- In circumstances where pupils cannot attend school for reasons related to coronavirus, the school will use the following category of non-attendance: 'not attending in circumstances related to coronavirus (COVID-19)'. This category will only be used in the 2020/2021 academic year in specific circumstances, where a pupil does not attend school because their attendance at school, or travel to school, would go against:
  - Guidance from Public Health England (PHE) or the Department of Health and Social Care related to coronavirus.
  - Legislation or instruments, e.g. statutory directions, related to coronavirus.

This category of non-attendance will not count as an absence (authorised or unauthorised) and will be recorded using code X. This non-attendance category will be used for the following:

- Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus

- Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus
- Pupils who are required by legislation to self-isolate as part of a period of quarantine (such as those returning from certain countries)
- Pupils who are clinically extremely vulnerable in a future local lockdown scenario only
- Pupils not eligible to attend school in certain local lockdown tiers of restriction, e.g. where attendance is limited to vulnerable pupils and the children of critical workers.
  - If a pupil is self-isolating due to having symptoms of coronavirus, but subsequently tests negative, code X will only be used up until the time of the negative result. The school will then use code I (illness) if the pupil remains unwell and stays at home, but will not retroactively amend the previous attendance registers because of the negative result.
  - The school will record and investigate any absences where a pupil who was expected to attend school did not, or where parents have arranged care for their child who subsequently did not attend. Where relevant, the school will report to social workers any pupil absence.
  - The school will ensure that all pupils' emergency contact information is correct and encourage parents to provide as many contact numbers as possible.

### **Staff training and safeguarding induction**

- The school will ensure that all existing school staff have read part one of the most up-to-date version 'Keeping children safe in education' (KCSIE) and are suitably trained in this policy and any local safeguarding arrangements.
- During this period the school will reduce students and have no volunteers. On the rare occasion a student will be placed at the school, the school will follow policy on checks
- The school will follow safer recruitment processes, in line with the relevant policies, when acquiring new staff.
- The school will carry out a check on any existing staff who cause a concern.
- All staff will receive updates from the DSL regarding confirmation of local safeguarding processes and confirmation of the DSL and their deputy's arrangements, e.g. working schedule and contact information.
- The school will report individuals who they consider a safeguarding risk to the Teaching Regulation Agency (TRA) by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk) – all referrals received by the TRA will continue to be considered but hearings may not be scheduled for the current time.
- Where required, e.g. during certain tiers of restriction in a local lockdown, the school will have a **rota system** which allows the **headteacher** to be aware of who will be in school at any one given time.
- The school will ensure the SCR is kept up-to-date in line with KCSIE. The SCR will be used as a record of attendance for staff and volunteers as well as a log of any risk assessments carried out on volunteers and staff on loan from other schools.

## **Mental health and pastoral care**

- The school understands how the coronavirus pandemic can cause pupils and staff to feel anxious and concerned and will offer any essential support required to those in need.
- The **Headteacher** will do weekly updates and LT will be make themselves available at all times
- The school will make sure their therapy team are available to families and staff where needed
- For pupils who are receiving education at home, e.g. pupils who are self-isolating, the school will help parents and pupils make The school will encourage families to attend lessons online

## **Remote education**

- Teachers will contact parents weekly to ensure the family are okay
- Teachers will offer a variety of online learning in discussion with parents as to what works best for them and their child
- The DSL will ensure every parent/carer has their contact information so they know how they can contact them about any safeguarding concern.
- When communicating online, staff will:
  - Communicate within school hours as much as possible.
  - Communicate through the school channels approved by the SLT.
  - Use school email accounts over personal accounts wherever possible.
  - Use school devices over personal devices wherever possible.
  - Not share personal information.

## **Monitoring and review**

The DSL will be responsible for continually monitoring DfE updates and updating this appendix in line with any government guidance changes and up-to-date guidance from the local safeguarding partners.

Any changes to this appendix will be communicated to all staff, parents and relevant stakeholders.

## 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
- E safety 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
- Whistleblowing Policy
- Lockdown Policy
- Keeping Children Safe in Education 2020 (part one)
- Staff Code of Conduct
- GDPR Policy

### Monitoring

#### Monitoring and Review

- This policy is reviewed annually by the DSL, Headteacher and Governor DSL
- Any changes made to this policy by the Headteacher and DSL will be communicated to all members of staff.
- All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme
- The next scheduled review date for this policy is September 2020.

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

**Date:** .....

**Chair of Governors**

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

**Date:**.....

**Headteacher**

## Staff Disqualification Declaration

Name of school:		
Name of staff member:	Position:	
Orders and other restrictions		Yes/No
Have any orders or other determinations related to childcare been made in respect of you?		
Have any orders or other determinations related to childcare been made in respect of a child in your care?		
Have any orders or other determinations been made which prevent you from being registered in relation to childcare, children's homes or fostering?		
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in Schedule 1 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018?		
Are you barred from working with children by the DBS?		
Are you prohibited from teaching?		
Specified and statutory offences		
Have you ever been cautioned, reprimanded, given a warning for or convicted of:		
• Any offence against or involving a child?		
• Any violent or sexual offence against an adult?		
• Any offence under The Sexual Offences Act 2003?		
• Any other relevant offence?		
Have you ever been cautioned, reprimanded for or convicted of a similar offence in another country?		
Provision of information		
If you have answered yes to any of the questions above, provide details below. You may provide this information separately, but you must do so without delay.		
Details of the order restriction, conviction or caution:		
The date(s) of the above:		
The relevant court(s) or body/bodies:		
<b>You should also provide a copy of the relevant order, caution, conviction, etc. In relation to cautions/convictions, a DBS Certificate may be provided.</b>		
Declaration		

In signing this form, I confirm that the information provided is true to the best of my knowledge and that:

- I understand my responsibilities to safeguard children.
- I understand that I must notify my headteacher immediately of anything that affects my suitability to work within the school. This includes any cautions, warnings, convictions, orders or other determinations made in respect of me that would render me disqualified from working with children.

Signed:	
Print name:	
Date:	

Once a referral has been made, a social worker from CSCS will notify the referrer that a decision has been made and one of the following responses will be actioned.

