



Title	<b>Policy A7 – Safeguarding Policy</b>
Purpose	<b>To set out clear guidance and procedure for all staff and governors relating to child protection and safeguarding.</b>
Relevant to	<b>Governors, Staff</b>
Responsible Officer	<b>Pastoral Manager</b>
Introduced	<b>10/2010</b>
Modification History	<b>Nil</b>
Related Policies	<b>B11 Safer Recruitment Policy, A5 Bullying &amp; Harassment Policy, B4 Behaviour Policy, B2 Attendance Policy, A15 Health &amp; Safety Policy, B5 Drugs Policy, B9 Internet Access Policy, B6 Educational Visits Policy, A8 a&amp;b Complaints Procedure Policy, A11 Exclusion of Pupils Policy, B10 Use of Restrictive Physical Intervention, A9 Curriculum Policy, A18 Sex Education Policy, A12 Freedom of Information Policy. LBB - Whistle-blowing Policy</b>
Date due for review	<b>03/2015</b>
Relevant Governors' subcommittee for review	<b>Full Governing Body</b>
Agreed at full meeting of Governors on	<b>25/03/2014</b>
Signed by Chair of Governors	
Filed as	<b>Oak Lodge Policy A7 Safeguarding Policy 0314</b>

## **Introduction**

Safeguarding and Child Protection relates to the protection of children from maltreatment thus ensuring that children grow up in a provision of safe and effective care, optimising children's life chances and equipping them with the skills to enter adulthood successfully. At Oak Lodge school **all** staff have a duty of care to Safeguard and promote the welfare of children. Safeguarding is 'everybody's responsibility' (Lord Laming). All staff and volunteers must be alert to the signs of abuse (neglect, physical injury, emotional abuse and sexual abuse) and report any concerns to the Designated Safeguarding Officer for Child Protection. (DSO)

## **Policy Statement**

**The Governors recognize their statutory responsibility to make sure that appropriate arrangements are in place to safeguard and promote the welfare of children: Section 175 of the Education Act 2002.**

**This policy applies to all staff (teaching and non teaching) , governors and volunteers working in the school and will be reviewed annually by the Governing Body.**

We believe we are a school where 'Every Child Matters' and to achieve this we provide a positive, caring and stimulating environment in which students are encouraged to learn. We promote the social, physical and emotional wellbeing of each student.

## **Our Aims**

- To ensure we practice Safer Recruitment by checking the suitability of staff and volunteers to work with children.
- To raise awareness of Safeguarding and Child Protection equipping children with the skills needed to keep them safe.
- To provide training to enable staff to identify and report cases of concern or suspected abuse.
- To ensure that students feel they will be listened to and know they will receive appropriate support within a safe environment.
- To provide a systematic means of reporting and recording of concerns.
- To provide a framework for Inter-agency communication and effective liaison.
- To keep up to date with current guidelines and interventions recommended to support children at risk.

The Designated Safeguarding Officers for Child Protection are:-

Lynda Walker – Headteacher

Brenda Barker - The Pastoral Manager

Should both Lynda Walker and Brenda Barker be absent, the matter should then be referred to another member of the Senior Leadership Team.

## **Safeguarding and Child Protection Procedures**

If any member of Oak Lodge staff knows or suspects that a student is, has been or may be suffering from harm, They **must** share their **concerns** about a student with the Designated Safeguarding Officer promptly. If neither of the Designated

Safeguarding Officers are available, please inform a member of the Senior Leadership Team.

You do not need to be absolutely sure that what you have seen or heard is child abuse. If in doubt share your concern. It is important to remember that more than 70% of disclosures are made to non-teaching staff. It is important that we pass on information quickly to ensure prompt action.

### **Role of the Governing Body**

The Whole Governing Body (WGB) of Oak Lodge School, recognising it's duty of care to Oak Lodge students and staff and will ensure that it meets its statutory responsibilities by:

- Sanctioning a robust Safeguarding Policy.
- Reviewing the policy annually in all committees and at WGB meetings.
- Make Safeguarding an agenda item at all WGB meetings.

Ensure that either the Head Teacher or a Senior Leadership Team Member is the Designated Safeguarding Officer (DSO).

Ensure the DSO works together with a nominated governor for Safeguarding (DSG) to assess the school's compliance with the policy and to validate that safeguarding practices are in place.

Ensure that there are safe and effective recruitment policies and disciplinary procedures in place which adhere to The Education (Prohibition from Teaching or Working with Children) Regulations 2003 and the revised Procedures for Child Protection and Safer Recruitment 2006 and the Safeguarding Children and Safer Recruitment Guidelines (January 2007)

Monitor and evaluate the safe and effective recruitment policies and disciplinary procedures on an annual basis through a verbal report to the WGB from the DSO and the DSG.

Recognise the importance of the role of the DSO and support them, making certain that the training necessary for the DSO to be effective is undertaken.

Ensure cover is provided when needed and appreciate the additional duties taken on by the member of staff when carrying out this role especially when there are ongoing Safeguarding issues.

Recognise the contribution the school can make to helping students keep safe through the teaching of self protection skills and encouragement of responsible attitudes to adult life through the Personal, Social and Health Education/Citizenship curriculum and Life Skills Scheme of Work.

Ensure that there are targeted speech and language sessions to support students with language and communication difficulties.

The Governing Body should ensure that Governors have the appropriate CRB and vetting Checks in line with Barnet Local Authority Guidelines.

Manage the schools' responsibility to ensure compliance by those organisations providing extended schools activities and using school facilities. The Governing Body

has a statutory responsibility to ensure that these organisations follow vetting procedures and practice safer recruitment procedures.

## **THE ROLE OF THE NOMINATED GOVERNOR**

The nominated for Oak Lodge School is Siobhan Fairclough.

The nominated governor for Safeguarding (Designated Safeguarding Governor- DSG) will need to be familiar with Barnet's Safeguarding Children's Board (BSCB) procedures and guidance issued by the Department for Children, Families and Schools (DCFS).

They will work with the Designated Safeguarding Officer (DSO) to produce the Child Protection Policy.

The nominated governor will ensure that the Safeguarding Policy is reviewed on an annual basis and a report on its effectiveness is an annual agenda item for the Whole Governing Body (WGB).

Be responsible for the oversight of procedures relating to liaison with the Education Service, DCFS and the Police in relation to any allegations of child abuse made against the Head Teacher.

The Designated Safeguarding Governor (DSG) will undertake training in Safer Recruitment Procedures.

On an annual basis and at a WGB meeting, the (DSG) should ensure that the following are noted:

- Changes affecting the Safeguarding Policy and its procedures
- Training undertaken by designated teachers and other staff
- The number of incidents/cases (without names or details as this is strictly confidential)
- Confirm through review that all providers of extended school's activities have appropriate policies and procedures in place with regard to safeguarding children and child protection.
- Confirm to the WGB that these providers can demonstrate clear lines of accountability and written agreements setting out the responsibility for carrying out the recruitment and vetting of staff and volunteers.

## **Definitions of Child Abuse**

All staff must be aware of the main categories of abuse. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or more rarely, by a complete stranger.

**Neglect** - The persistent failure to meet a child's basic physical and or psychological needs, likely to result in the serious impairment of the child's health or development.

It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of or unresponsiveness to a child's basic emotional needs and also an absence of boundaries.

**Physical Abuse** – This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is described by the term fabricated induced illness.

**Sexual Abuse** - This involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (i.e. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or in the production of pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways, this includes activities or materials on-line.

**Emotional Abuse** -This is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

### **Other forms of Child Abuse**

Forced marriages and female genital mutilation are considered a form of child abuse, also domestic violence in the UK.

### **The Symptoms of Stress and Distress**

When a child is suffering from any one or more of the 'categories of abuse', or if the child is 'at risk', they will nearly always suffer from or display signs of stress and distress.

An abused child is likely to show signs of stress and distress as listed below:

- a lack of concentration and a fall-off in school performance
- aggressive or hostile behaviour
- moodiness, depression, irritability, listlessness, fearfulness, tiredness, temper tantrums, short concentration span, acting withdrawn or crying at minor occurrences
- difficulties in relationships with peers
- regression to more immature forms of behaviour, e.g. thumb sucking, soiling themselves
- self harming or suicidal behaviour
- low self esteem
- wariness, insecurity, running away or truancy - children who persistently run away from home may be escaping from sexual physical abuse

- disturbed sleep
- general personality changes such as unacceptable behaviour or severe attention seeking behaviour
- a sudden change in school performance

### **What to do if you are worried that a student is being abused or maybe at risk**

- Discuss your concerns with a Designated Safeguarding Officer  
DSO - Lynda Walker or Brenda Barker.
- Complete either the 'Child Concern Form' or Child Protection Form'

A 'Child Concern' form is usually completed following a concern regarding a noticeable change in the overall well being of the child.

The 'Child Protection' form must be completed following a disclosure.

These forms must be dated, timed and signed by the member of staff reporting the concern/disclosure.

They must be written as soon as possible after an event and given directly to LW/BB to allow for the appropriate action to be taken.

### **DEALING WITH DISCLOSURES OF ABUSE**

**Staff Must Not** question a student. However if a child makes a disclosure to a member of staff about possible abuse there are a number of things that should be done to support the child:

- React calmly and be available to listen
- Keep your responses short, simple, slow, quiet and calm.
- Inform the child that this information will now have to be passed on – Do Not promise confidentiality
- Let the child know that you understand how difficult it is to talk about such experiences and that she/he is brave to tell
- Reassure the student that she/he is not to blame
- Do not interrogate the student or put words into the child's mouth but note the main points carefully
- Make accurate notes asap about what you have been told, seen or heard
- Reassure the child and let them know they were right to inform us
- DO NOT remove a student's clothing to 'examine' him / her for any marks. Note marks that you have noticed or have been brought to your attention by the student
- Do not stop a student who is freely recalling significant events
- Do not judge the abuser
- Immediately inform the DSO.

Suggestions of what to say : 'You're very brave' – 'I believe you' – 'It's not your fault' – 'Well done' – 'In order to keep you safe I will need to talk to someone else about what to do next'.

**Safeguarding and Child protection issues are always treated as a priority. Failure to pass this information on could put the student at further risk.**

## **Respect Confidentiality**

Although you have a duty to pass on any information regarding your concerns about abuse or suspected abuse to the Designated Safeguarding Officer, please respect the individuals' right to confidentiality and do not pass on details of the disclosure unnecessarily to other staff unless you have been directed to do so by the DSO. It must only be shared on a **need to know basis**. Requests for information concerning Safeguarding and Child Protection issues by outside agencies should be referred to the DSO. Non school staff e.g. bus escorts, medical agencies who communicate concerns in school will be directed to pass on information to their section head for referral as specified in Barnet's procedures. Oak Lodge's DSO will check that the referral has been received and what action has been decided upon.

Having discussed concerns with you, the DSO will then take the appropriate action.

## **MONITORING AND RECORD KEEPING**

When there is suspicion of significant harm to a child and a referral is made as much information as possible should be given about the child and the family. Use of previous records (if available) may prove to be particularly useful in this respect.

**NB** All referrals made to the Multi-Agency Safeguarding Team (MASH) at Social Services by telephone, must then be followed up with the specified written form within 24 hours and a copy kept on the confidential safeguarding file.

A note must be made of the name of the Duty Social Worker and the time at which the call is made.

If parents have not been informed about the referral being made or they have agreed to it being made, this must be reported to Social Services.

**Reports may be needed for Child Protection Case conferences or the criminal/civil courts. Consequently records and reports should be:**

- **factual (no opinions)**
- **non-judgemental (no assumptions)**
- **clear**
- **accurate**
- **relevant**

**It is essential that accurate records be kept where there are concerns about the welfare of a child. These records are kept in secure, confidential files, which are separate from the child's school records**  
**Child Concern Forms (Lower levels of Concern)**

Staff must keep the Safeguarding and Child Protection Manager informed of:

- poor attendance & punctuality
- concerns about appearance and dress
- changed or unusual behaviour
- concerns about health and emotional well being
- deterioration in educational progress
- discussions with parents about concerns relating to their child

- concerns about home conditions or situations
- concerns about pupil on pupil abuse (including serious bullying)

### **The role of the School Safeguarding and Child Protection Officer in responding to an Allegation of Abuse**

#### **Child Protection Form (Disclosures or At Risk of Significant Harm)**

The Designated Safeguarding Officers have a duty to coordinate the school's response to child abuse.

It is their responsibility to make an immediate telephone referral to the Multi-Agency Safeguarding Hub (MASH) duty line on 0208-359-4066. The DSO must follow up this telephone call within 24 hours with a written referral.

- Ensure that all staff receive appropriate Safeguarding and child protection training yearly.
- Develop effective working relationships with Social Care agencies.
- Receive and take action on concerns from members of staff.
- Inform the Headteacher of concerns from staff.
- Record the details of conversations and actions taken in connection with all Safeguarding matters.
- To liaise with Social Care teams, once referrals have been made.
- To liaise with the assigned Social Worker during the investigation.
- To ensure that accurate records relating to safeguarding and child protection concerns are kept in a secure place.
- To attend strategy meetings and or case conferences when requested.
- To ensure that if a child has a Child Protection plan, the Social Worker is informed of any changes school maybe made aware of.
- To ensure that a student who has been identified as being at risk are effectively monitored.
- To ensure that the Safeguarding and Child Protection Policy is communicated to staff, governors and parents.
- To offer support and act as a source of advice within the school.

### **Support for the Student**

The school will support students in accordance with his/her agreed Child Protection Plan. The school will notify any concerns about a student who has a Child Protection Plan or is known to have an allocated social worker to the child's social worker or in her/his absence the manager or a duty officer in the team. We recognize that children who are abused or who witness violence may experience difficulties, which impact on their sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school maybe the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the student through the content of the curriculum and the school ethos of valuing the student.

### **Supporting The Staff**

Caring for yourself is important

Child abuse is a painful subject. It tends to evoke strong reactions in us, reactions which we need to recognise. It is ok to feel distress, anger or disgust when faced

with a child who may have been abused, although it is vital that you do not let the student become aware of how you feel. Discussing your feelings is important and should you need to seek support, your Designated Safeguarding Officer can advise you how this can be achieved.

## **Complaints and Allegations Against Staff**

Responsibilities and procedures are laid out in the Complaints Policy. Report allegations made about a member of staff directly to the Headteacher. If an allegation is made about the Headteacher, this must be reported to the Deputy Headteacher or a designated alternative. The chair of Governors is nominated to be responsible in the event of an allegation being made against the Headteacher. Reports must go via the Local Authority Designated Officer (LADO)

## **Children in Care or Looked after Children**

The Designated Safeguarding Officer is the designated person responsible for the CIC or LAC students. They must attend regular training. Keep a register of all CIC or LAC students in school. They must liaise with the relevant social worker involved and attend the LAC review meetings held bi-annually.

## **Training of Staff in Safeguarding and Child Protection**

- The Designated Safeguarding Officer will receive Local Authority training every two years.
- All newly appointed staff will receive prompt training delivered as part of their induction training.
- The DSO will give refresher training every year at Oak Lodge School.
- The Headteacher, Chair of Governors and the Senior Leadership Team involved in appointing staff will be accredited with 'Safer Recruitment Practices' Training.

## **Awareness Raising for Students**

We recognise that it is important to make the students aware of behaviour towards them that is not acceptable and how they can help to keep themselves safe. Opportunities for students to learn about keeping safe, who to ask for help if their safety is threatened and how to develop a healthy safer lifestyle will be provided through the following curriculum.

PSHE

Citizenship activities

SRE in Science

Safe use of Digital Technology in ICT, E-Safety, including mobiles

Health and Safety training in practical subjects

Assemblies

Daily contact with their form tutor

The five outcomes of 'Every Child Matters' will be delivered and coordinated across every part of the curriculum.

## **Legislative Framework and Guidance**

In order to protect children from harm the school will act in accordance with the following legislation and guidance.

The Children Act 1989 Significant Harm  
Human Rights Act (1998)  
Data Protection Act (1998)  
DoH 'Framework for the Assessment of Children in Need and their Families (2000)  
Education Act (2002), section 175  
The Children Act (2004) Every Child Matters  
HM Govt/DCSF 'Working Together to Safeguard Children (2006)  
HM Govt/DfES 'What to do if you're Worried a Child is Being Abused (2006)  
HM Govt/DfES 'Information Sharing: Practitioners Guide (2006)  
DfES guidance 'Safeguarding Children and Safer Recruitment in Education (2007)  
London Child Protection Procedures (2007)  
HM Govt/DCSF 'The Protection of Children in England: Action Plan (2009)  
DCSF 'Handling Allegations of Abuse made against Adults who work with Children and Young People (2009)  
Barnet LA 'Briefing note for School Staff – Current Safeguarding Issues and Concerns' (2009)  
HM Govt/DCSF 'Working Together to Safeguard Children' (March 2013)  
HM Govt/DCSF 'Staying Put' Guidance (May 2013)

## **Safeguarding Policy Information for Parents and Carers**

### **Training**

All staff are provided with Safeguarding Training every year.  
The school's Designated Safeguarding Officers are trained every two years.  
Governors are given updates on their Safeguarding responsibilities every two years.

### **Disclosure**

Following a disclosure from a student, staff are required to:

- a. make time for students to talk privately, take seriously any disclosures and reassure the student making them.
- b. Listen to the students, but do not make promises about keeping information confidential as a referral may need to be made.
- c. Refrain from asking leading questions.
- d. Record information.
- e. Report information to the school DSO immediately.
- f. Ensure confidentiality is kept.

### **Responding**

Following a report the DSO will take the appropriate action in accordance with guidelines. This may involve an initial discussion with the parent carer. However, there may be times when, as part of our safeguarding role we have a duty to report concerns to the Multi-Agency Safeguarding Hub (MASH).

### **Supporting the Pupil**

We acknowledge disclosing sensitive information can be difficult and very stressful for students. Support will be given in the context of his/her agreed Child Protection Plan. Ongoing support will also be given through the curriculum and the school ethos of valuing students.

The staff and governors of Oak Lodge School are committed to establishing and maintaining an environment where children feel secure, are happy to talk, and are listened to. To achieve this we work closely with Parents, Carers, Students and Social Services. Our Safeguarding Policy is written with support from the LA and reviewed annually. The key points of our policy are below; should you wish to receive a full copy please contact the school office.

If you have any Safeguarding concerns please ask to speak to one of our Designated Safeguarding Officers(DSO)

***These are: Lynda Walker (Head Teacher) and Brenda Barker (Pastoral Manager)***

# **Safeguarding Policy Information for External Professionals/ Supply Staff/ Volunteers**

## **DISCLOSURE**

Should a child make a disclosure, say something that concerns you, or if should you see any suspicious marks, do the following

- Listen to the student.
- Take seriously any disclosures and re-assure the student making them.
- Listen and do not ask leading questions.
- Record and Report the information to the DSO.
- Ensure confidentiality is kept at all times by not discussing these issues/concerns out of school.

## **Use of physical intervention**

Due to the nature of our students it is occasionally necessary to physically intervene with a student. Oak Lodge Staff follow an accredited training programme of Positive Handling. We understand that if you have not witnessed physical intervention before it can be confusing and sometimes distressing. If you are unsure about any incidents, please discuss this with a member of the Senior Leadership Team. Please do not physically intervene yourself.

## **E-safety**

- Whilst working at our school you have a duty of care to protect our students. Please be vigilant when students are using the computers.
- No person should give out personal email addresses or accept students on any social networking site such as Facebook or MSN.