



# CHILD PROTECTION POLICY

## September 2020

### **1. Introduction**

The Governors and staff of Oaktree School fully recognise the contribution it makes to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm.

All staff and governors believe that our school should provide a caring, positive safe and stimulating environment which promotes the social, physical and moral development of the individual child.

The aims of this policy are:

To support the child's development in ways that will foster security, confidence and independence

To raise the awareness of both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.

To provide a systematic means of monitoring children known or thought to be at risk of harm.

To emphasise the need for good levels of communication between all members of staff.

To maintain a structured procedure within the school which will be followed by all members of the school community, in cases of suspected abuse.

To continue to promote effective working relationships with other agencies, especially the Police and Social Services

To ensure that all adults within our school who have access to children have been checked as to their suitability as part of the recruitment and selection process.

### **2. Procedures**

Our school procedures for safeguarding children will comply with the Enfield Safeguarding Children Board (ESCB) procedures. The ESCB have adopted and follow the All London Child Protection Procedures.

We will ensure that:

We have designated members of staff who undertake regular training every 2 years.

All members of staff develop their understanding of the signs and indicators of abuse and refresh their training every 3 years.

All members of staff know how to respond to a pupil who discloses abuse.

All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures.

All staff will have read the Government Guidance Keeping children safe in education September 2020 and school Child Protection policy. All staff will be familiar with other school policies concerned with safe guarding children. (All kept in pink file in staff room)

Our procedures will be regularly reviewed and up-dated.

The induction of new members of staff will include safeguarding children procedures in the school. They should be given a copy of the school child protection policy and Part 1 of the Government Guidance Keeping children safe in education 2018 as part of their induction into the school.

### **3. Responsibilities**

The designated teacher is responsible for:

Adhering to the ECSB and school procedures with regard to referring a child if there are concerns about possible abuse

Keeping written records of concerns about a child even if there is no need to make an immediate referral (*see appendix 1 – School Concern Record*)

Ensuring that all such records are kept confidentially and securely and are separate from pupil records

Ensuring that an indication of further record-keeping is marked on the pupil records

Ensuring that any pupil currently the subject of a child protection plan who is absent without explanation for two days is referred to Social Care.

All members of staff (paid and unpaid) have the statutory responsibility to safeguard and promote the welfare of children

### **4. Supporting Children**

We recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self-worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self-blame.

We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.

We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

Our school will support all pupils by:

Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying

Promoting a caring, safe and positive environment within the school.

Liaising and working together with all other support services and those agencies involved in the safeguarding of children

Notifying Social Services as soon as there is a significant concern.

Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school.

## **5. Confidentiality**

We recognise that all matters relating to Child Protection are confidential. The Headteacher or Designated Teacher will disclose any information about a pupil to other members of staff on a need to know basis only. All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets.

## **6. Supporting Staff**

We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.

We will support such staff by providing an opportunity to talk through their anxieties with the designated staff and to seek further support as appropriate.

## **7. Allegations against staff**

We understand that a pupil may make an allegation against a member of staff/volunteer. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher. The Headteacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO). If the allegation made to a member of staff concerns the Headteacher, the designated teacher will immediately inform the Chair of Governors who will consult with the LAs Lead Officer for Child Protection. This complies with the SCB procedure for 'Managing allegation against staff & volunteers working with children & young people' (on SCB website).

The school will follow the All London Child Protection procedures for managing allegations against staff (*see Staff Code of Conduct Policy*).

## **8. Whistleblowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues (*see Whistleblowing Policy*).

## **9. Physical Intervention**

Our policy on physical intervention by staff is set out in a separate policy and acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person.

We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures (*see Positive Handling Policy*).

## **10. Behavioural Policy**

Our Behavioural policy is set out in a separate policy and acknowledges that to allow or condone bullying including cyber- bullying may lead consideration under child protection procedures.

## **11. Racist Incidents**

Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures (*see Behaviour & Anti-Bullying & Harassment Policy*).

## **12. Prevention**

We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The school community will therefore:

Ensure and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.

Ensure that all children know there are adults in the school whom they can approach if they are worried or in difficulty.

Include in the curriculum opportunities for PSHE which equip children with the skills they need to stay safe from harm in the real and digital world and to know to whom they should turn for help.

## **13. Health & Safety**

Our Health & Safety policy, set out in a separate document reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits (*see Health & Safety Policy*).

## **14. Prevent Duty**

The aim of the Prevent Duty is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. The Prevent Duty has three specific strategic objectives: • respond to the ideological challenge of terrorism and the threat we face from those who promote it; • prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support; and • work with sectors and institutions where there are risks of radicalisation that we need to address.

Any student who may cause us concern regarding these duties will be reported to the Designated Child Protection following the same procedures as if a child protection concern.

Our British values policy outlines how we support positive character development in order that our students are able to understand and have conversations around these issues. This policy sets out the framework in which Oaktree School will ensure that it actively promotes the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. (*see British Values Policy*)

## **15. Child Sexual Exploitation (CSE)**

As a local issue of particular concern in Enfield, all staff are trained in CSE awareness and where concerns exist, follow our usual child protection procedures

## **16. Female Genitalia Mutilation (FGM)**

Should any member of staff have concerns that a student has been subject to, or risks being subject to FGM, they should call the police immediately before informing the Lead DT. All further actions will be advised by the police.

## **17. E-Safety**

Our E Safety policy is a separate document which recognises the need to have strategies to protect children in the digital world. (*see E-Safety Policy & Video and Digital Imaging Policy*).

## 18. 1:1 Working

Our 1:1 Working policy is for the protection of both children and staff, outlining the importance of not being alone in a room wherever possible.

## 19. Intimate Care

Staff are committed to being both professional and caring and treating children in a dignified manner at all times (*see Intimate Care Policy*).

## 20. Named Officers

Lead officer: Russell Davey  
Designated officers: Loraine Stock  
Louis Wells  
Kyriacos Nicholas  
Ricardo Morais  
Designated governor: Alex Bussandri

*Appendix 1*

If anyone is unsure as to what form to record an incident or event on, please come and ask either Louis or Loraine

## Pastoral/Incident sheet Significant Conversation record keeping

So that we can keep clear accounts of what significant conversations, incidents and any concerns about our pupils in records that are easy to file and draw upon, we are going to move to using three separate forms. These forms are:

**Incident reports:** used to record and report a specific incident or series of incidents

**School Concerns reports:** used to record and report concerns around pupils' health and wellbeing and safeguarding concerns. All staff have training in My Concerns (and this is the way forward), but in a transition year and lockdown, any staff in doubt can use the old paper method or ask for help using the new programme.

**Significant Conversations record:** used to record, in note form or verbatim, what was said in a conversation with a parent, other professional or someone involved in a pupils life

With all of these forms, it is best practice to record events and concerns as close to the event as possible so that it is as accurate and clear as possible. It is also important that all adults who were present sign the form

The templates for the forms can be found in **shared>INCIDENT SHEETS, PASTORAL, SIGNIFICANT CONVERSATION templates** or a shard copies in the staffroom

All forms should be either typed or handwritten and then brought to either Louis or Loraine to be actioned. Incident sheets and significant conversation can be saved on shared but must be printed and given to Louis or Loraine

**Further reading and DfE advice can be found in:**

Working together to Safeguard Children September 2018

Keeping Children Safe in Education 2020

What to do if you are worried a child is being abused 2015

The Prevent Duty 2011

Safeguarding young people and children from sexual exploitation August 2020

Guidance for Safer Working Practice for those working with children and young people in educational settings April 2020

Safeguarding children and young vulnerable adults 2018

## Oaktree School Concern Record



**Please hand to a member of the Designated Safeguarding Team on completion**

Name of Child:	Class/Tutor Group
Date and Time of Concern/Incident	
Your account of concern/incident including who was there/what was said/observed/reported and by whom	
What was your response to the child/adult	
Your name:	Signature
Your Job Title	Date and Time of this record
<b>The following to be completed By the Designated Safeguarding Staff Member</b>	
<i>Report received by:</i>	<i>Date and Time</i>
<i>Action taken on receipt:</i>	
<i>Feedback to referrer</i>	<i>Date and Time</i>