



# OAKFIELD ACADEMY

BELIEVE AND ACHIEVE

## Safeguarding & Child Protection Policy

This is a STATUTORY document  
Recommended for review by Safeguarding Link Governor every year

**Written/**

**Reviewed by:** Designated Safeguarding Lead/SLT

**Approved by:** Safeguarding Link Governor

**Ratified on:** January 2019

**By:** Full Governing Body

**Next review due:** January 2020

**Name of Head Teacher:** Emma Wilkes

**Name of Designated Lead:** Lesley Peat

**Names of Deputy Designated Lead:** Nicola Applegate

**Designated Governor:** Sarah Hynds

**Chair of Governors:** Kate Hellard

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## Introduction

Our Policy applies to all staff, governors and volunteers working in the academy and takes into account the current statutory guidance provided by the Department for Education (DfE) and local guidance issued by Somerset Local Safeguarding Children Board. These duties are set out in the Education Act 2002 Sec 175/157, Working Together to Safeguard Children 2015 and Keeping Children Safe in Education 2016; Advice on Academy Security: Access to, and barring of individuals from, academy premises (DfE); Dealing with Allegations of Abuse policy and the Prevent Strategy.

We will ensure that parents and visitors are made aware of our Safeguarding & Child Protection policy through its publication on our website.

The actions we take to promote the welfare of children and protect them from harm are everyone's responsibility. All staff, Governors and volunteers involved with children have a responsibility to be mindful of issues related to their safety and welfare and a duty to report any concerns.

### **There are five main elements to our Safeguarding & Child Protection Policy:**

1. Providing a safe environment and culture in which children can learn and develop and staff/volunteers feel able to report concerns.
2. Ensure we practice safer recruitment in checking the suitability of staff and volunteers to work with children, that all staff adhere to the academy's code of conduct and that all staff/volunteers are aware of the 'Whistleblowing' process to follow should they have concerns about the behaviour of a colleague.
3. Raise awareness of safeguarding children, child protection processes and equip children with the skills needed to keep them safe.
4. Follow the correct procedures for identifying and reporting cases of suspected abuse and work in partnership with other agencies.
5. Support pupils who have been harmed or abused or at risk of being harmed or abused.

## Academy Commitment

### **Never do Nothing!!**

**Make a referral following a disclosure or concern directly to Lesley Peat-Designated Lead or Nicola Applegate-Deputy Designated Lead**

**All staff need to complete their Annual safeguarding training and be alert to the signs of abuse (physical, sexual, emotional, neglect), self harm, pregnancy, potential 'forced' marriage, female genital mutilation and those at risk from extremism/radicalisation**

**All staff are responsible for staying aware of academy policy and procedure and government guidance**

Our staff are well placed to observe the outward signs of abuse because of the day to day contact with children. Oakfield Academy will therefore:

- Establish and maintain an ethos where children (and staff) feel secure, are encouraged to talk, and are listened to
- Ensure that children (and their parents) know that there are adults in the academy who they can approach if they are worried or are in difficulty
- Make every effort to establish effective working relationships with parents and colleagues from other agencies
- Include in the curriculum, opportunities for PSHE/Citizenship, which equip pupils with the skills they need to develop healthy relationships, support their peers and stay safe from abuse such as: E-safety; Sexual exploitation; Missing education; Domestic abuse; Bullying and abuse
- Recognise how pressure from others can affect their behaviour including awareness of the risks of radicalisation and extremist behaviour
- Recognise that children may be harmed by others and child protection procedures will apply
- Take all reasonable measures to minimise the risk of harm to children
- Address quickly and effectively, concerns about the welfare of a child, working in partnership with other agencies
- Ensure robust child protection arrangements are in place and part of the daily life of the academy

- Promote pupil health and safety both in and outside academy
  - Promote safe working practice for staff and volunteers and challenge unsafe practice whenever it arises
  - Ensure that the procedures are in place to deal with allegations of abuse against all staff including volunteers and that all staff are aware of these (see DfE Keeping Children Safe in Education September 2018 and Somerset LSCB local inter-agency procedures)
  - Meet the medical and health needs of children with medical conditions where applicable
  - Take all reasonable measures to ensure academy site security and monitor who accesses the site
  - Address drugs and substance misuse issues and other relevant local issues that may arise
  - Reinforce that everyone has a duty to safeguard children inside and outside the academy environment including academy trips, extended academies, activities and vocational placements.
- <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- We will follow the procedures set out by the Somerset Local Safeguarding Children Board (LSCB) and take into account guidance issued by the DfE in Keeping Children Safe in Education September 2018 and Working Together to Safeguard Children 2015.**
- Ensure we have a designated safeguarding lead and deputy lead person for child protection who has received and maintained appropriate training and support for this role; training should include the 'Prevent' training in respect of radicalisation and extremist behaviour
  - Ensure we have a nominated governor responsible for child protection.
  - Ensure each member of staff, (including temporary and supply staff and volunteers) and the governing body knows the name of the current Designated Safeguarding Lead and their role
  - Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated safeguarding lead
  - Exercise our duties under the Counter-Terrorism and Security Act 2015 by ensuring that all staff are appropriately trained to identify vulnerable children and refer them appropriately
  - Ensure that parents have an understanding of the responsibilities placed on the academy and staff for child protection by setting out its obligations, contained in this policy and on our website
  - Notify Children's Social Care if a pupil in receipt of a child protection plan, is absent from academy for more than 2 days when this absence is unexplained
  - Develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters, including attendance at child protection conferences, and strategy meetings if required
  - Respond appropriately when children are missing education
  - Apply the Somerset Local Safeguarding Board multi-agency [Escalation Policy](#) if there is any concern about the actions or inactions of social care staff or staff from other agencies
  - Maintain secure [child protection records](#) separate from the main pupil file and in locked locations
  - Ensure that there are clear procedures, known to all staff, which are followed where an allegation is made against a member of staff or volunteer. The LSCB website provides information on [allegations management](#).
  - Ensure safer recruitment practices are always followed which includes having a trained person on every recruitment panel
  - Apply confidentiality appropriately and in line with HM Gov. [Information Sharing Guidance 2015](#)

### Supporting children

We recognise that children who are abused, or who witness violence or domestic abuse, may find it difficult to develop a sense of self-worth. They can feel helpless, humiliated and feel a sense of blame. Academy may be the only stable, secure and predictable element in their lives. When at academy their behaviour may be challenging and defiant or they may be withdrawn. The academy will endeavour to support the pupil through:

- The content of the curriculum
- An academy ethos which provides a positive, supportive and secure environment which gives pupils a sense of being valued
- Application of the academy behaviour policy which will ensure that the pupil knows that some behaviour is unacceptable but they remain valued and not to be blamed for any abuse which has occurred
- Effective liaison with other services that support the pupil such as [Children's Social Care](#) and [Somerset Education Support Services](#)
- Ensuring that when a pupil who is subject to a child protection plan or where there are other safeguarding concerns, transfers to a new academy, their child protection file is transferred to the new academy immediately and securely (see record keeping) and inform child's social worker.

## Supporting Staff/Safe Practice

- Safer Recruitment processes will be followed at all times in accordance with DfE <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Effective checks and references are an essential element of safer recruitment
- All staff will be given the academy's Staff Code of Conduct guidance so will have access to advice and guidance on the boundaries of appropriate behaviour
- In the event of any complaint or allegation against a staff member or volunteer, the head teacher should be notified immediately. If it relates to the head teacher, the chair of governors should be informed without delay
- Staff may find issues relating to child protection upsetting and may need support which should be either provided directly by the academy or sourced elsewhere by them.
- Staff are entitled to feel safe and secure. Any actions that leave staff feeling threatened should be reported to a member of the Senior Leadership Team, Lesley Peat-Designated Lead or Nicola Applegate-Deputy Designated Lead. The academy will adopt DfE advice and guidance when taking any actions to safeguard pupils and staff.

## Links to other policies

This policy should be read in conjunction with other policies and the Staff Handbook regarding the safety and welfare of children. Together these make up the suite of policies to safeguard and promote the welfare of children in this academy :

### Staff Handbook:

- Anti-bullying
- Absence
- Attendance
- Induction
- Recruitment and Selection
- Safeguarding
- Whistleblowing

### Policies:

- Accessibility plan
- Central record of recruitment and vetting checks
- Complaints procedure
- Data protection
- Dealing with Allegations of Abuse Against Staff
- Equalities
- Freedom of Information
- Health and Safety
- Behaviour policy
- Sex and Relationships Education policy
- SEND policy
- Staff Discipline, Conduct and Grievance
- Supporting Pupils with Medical Conditions

Policies, procedures and guidance are available on Somerset Local Safeguarding Children Board website [www.somersetlscb.org.uk](http://www.somersetlscb.org.uk)

South West Child Protection Procedures  
[www.swcpp.org.uk](http://www.swcpp.org.uk)

**Direct and immediate child protection concerns should be made to the Police by dialling 999 and/or Somerset Direct/First Response on: 0300 123 2224**