Oakthorpe Primary School



Safeguarding and Child Protection Policy and Procedures

Updated for KCSIE September 2023

Approved by:	Governing Body	Date: November 23	
Last reviewed on:	February 24		
Next review due by:	November 24		
Version update history	To meet requirements of September 2023 KCSIE		

1. Key Contacts

Post	Postholder	Contact details
Head teacher / Head of School	Judith Garrad	Tel No 0208 8074689 office@oakthorpe.enfield.sch.uk
Designated Safeguarding Lead (DSL)	Sandra Sefer	Tel No 0208 887 7386 ssefer@oakthorpe.enfield.sch.uk
Deputy on-site Safeguarding Lead (DDSL)	Michelle Wood	Tel No 0208 8074689 mwood@oakthorpe.enfield.sch.uk
Deputy off-site Safeguarding Lead (DDSL)	Michelle Wood	Tel No as above Email address
Chair of Governors and Link Governor for Safeguarding	Christopher Binns Reeha Patel	office@oakthorpe.enfield.sch.uk Att: Chair of governors
Local Authority Designated Officer (LADO)	Bruno Capela	Bruno.capela@enfield.gov.uk
Channel Helpline		020 7340 7264
Enfield Local Safeguarding Children Board		https://www.enfield.gov.uk/safeguardingenfield
Enfield Council's Children's Services		https://cp.childrensportal.enfield.gov.uk/web/portal/pages/home Enfield MASH on 0208 379 5555. Do not use this number if a child needs immediate assistance from the Police or Ambulance Services. In these cases, call 999
Making a MASH referral		https://cp.childrensportal.enfield.gov.uk/web/portal/pages/home Enfield MASH on 0208 379 5555.

Safeguarding and Child Protection Policy & Procedures (Model policy updated for September 2023)

2. What to do if you have a welfare concern in Oakthorpe

Why are you concerned?

For example

Something a child has said – e.g. allegation of harm

o Child's appearance - may include unexplained marks as well as dress

- o Behaviour change
- Witnessed concerning behaviour

Act immediately and record your concerns. If urgent, speak to a DSL first. If it is out of hours & the DSL is NOT available then make a direct referral to social services – see key contacts table • Follow the school procedure Log on Safeguard • Reassure the child • Clarify concerns if necessary (TED: Tell, Explain, Describe) • Use child's own words • Sign and date your records

ssefer@oakthorpe.enfield.sch.uk 0208 887 7386/0208 807 4689)

Designated Safeguarding Lead

- Consider whether the child is at immediate risk of harm e.g. unsafe to go home
- Refer to other agencies as appropriate e.g. Internal or community services, early help open access, LADO, Police or Request for Support for integrated children's services
- If unsure then consult with Area Education Safeguarding Advisor or Local Authority Social Worker at the Enfield's Safeguarding Team.

If you are unhappy with the response

Staff:

- Follow local escalation procedures
- Follow Whistleblowing procedures

Learners and Parents:

Follow school complaints procedures (information on school website)

Record decision making and action taken in the learner's child protection/safeguarding file

Monitor

Be clear about:

- What you are monitoring e.g. behaviour trends, appearance etc.
- How long you will monitor
- Where, how and to whom you will feedback and how you will record

Review and request further support (if necessary)

At all stages, the child's circumstances will be kept under review

The DSL/Staff will request further support if required to ensure the child's safety is paramount