

# Oakthorpe Primary School



## Safeguarding and Child Protection Policy and Procedures

**Updated for KCSIE September 2023**

<b>Approved by:</b>	Governing Body	<b>Date:</b> November 23
<b>Last reviewed on:</b>	February 24	
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<b>Version update history</b>	To meet requirements of September 2023 KCSIE	

## 1. Key Contacts

Post	Postholder	Contact details
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<b>Designated Safeguarding Lead (DSL)</b>	Sandra Sefer	Tel No 0208 887 7386 <a href="mailto:ssefer@oakthorpe.enfield.sch.uk">ssefer@oakthorpe.enfield.sch.uk</a>
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<b>Chair of Governors and Link Governor for Safeguarding</b>	Christopher Binns Reeha Patel	<a href="mailto:office@oakthorpe.enfield.sch.uk">office@oakthorpe.enfield.sch.uk</a> Att: Chair of governors
<b>Local Authority Designated Officer (LADO)</b>	Bruno Capela	<a href="mailto:Bruno.capela@enfield.gov.uk">Bruno.capela@enfield.gov.uk</a>
<b>Channel Helpline</b>		020 7340 7264
Enfield Local Safeguarding Children Board		<a href="https://www.enfield.gov.uk/safeguardingenfield">https://www.enfield.gov.uk/safeguardingenfield</a>
<b>Enfield Council's Children's Services</b>		<a href="https://cp.childrensportal.enfield.gov.uk/web/portal/pages/home">https://cp.childrensportal.enfield.gov.uk/web/portal/pages/home</a> Enfield MASH on 0208 379 5555. <b>Do not use this number if a child needs immediate assistance from the Police or Ambulance Services. In these cases, call 999</b>
<b>Making a MASH referral</b>		<a href="https://cp.childrensportal.enfield.gov.uk/web/portal/pages/home">https://cp.childrensportal.enfield.gov.uk/web/portal/pages/home</a> Enfield MASH on 0208 379 5555.

## 2. Online safety

- It is recognised by Oakthorpe that the use of technology presents challenges and risks to children and adults both inside and outside of school. As a school we will empower, protect and educate the community in their use of technology and establish mechanisms to identify, intervene in, and escalate any incident where appropriate. The school sees technology and its use permeating all aspects of school. Our integrated approach to online safety is set out in detail in:
  - The online safety policy
  - Mobile phone and social media policy
  - Use of images policy
  - Remote learning policy
  - Threaded through other policies, including policies for the curriculum, subject teaching, behaviour, child-on-child abuse and RSE/PSHE.
  - Role and responsibilities of the DSL
  - Parental engagement policy
- The school identifies that the breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk as set out in KCSIE:
  - **content:** being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views;
  - **contact:** being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults; and
  - **conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying.
  - **commerce:** risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the Anti-Phishing Working Group.
- The DSL supported by the computing lead and team, have overall responsibility for online safeguarding within the school but will liaise as necessary with other members of staff.
- Oakthorpe uses a wide range of technology. This includes computers, laptops, tablets, Chromebooks, the internet, our learning platform, intranet, email systems, messaging systems and other digital devices and systems. All school owned devices and systems will be used in accordance with our acceptable use policies and with school's appropriate safety and security measures in place. All devices owned by staff, pupils and visitors will also be used in accordance with our acceptable use policies and the appropriate safety and security measures.
- Oakthorpe recognises the specific risks that can be posed by mobile technology, including mobile phones and cameras. In accordance with KCSIE 2023 and EYFS 2021 has appropriate policies in place that are shared and understood by all members of the community. Further information regarding the specific approaches relating to this can be found in our online safety and acceptable use and image use policies which can be found in the staff room/ office/ server and school website.
- Oakthorpe will do all we reasonably can to limit children's exposure to online risks through our school IT systems and will ensure that appropriate filtering and monitoring systems are in place and that these meet the DfE [standards for filtering and monitoring](#) (March 2023). These are:
  1. identify and assign roles and responsibilities to manage filtering and monitoring systems.
  2. review filtering and monitoring provision at least annually.
  3. block harmful and inappropriate content without unreasonably impacting teaching and learning.
  4. have effective monitoring strategies in place that meet their safeguarding needs
- To ensure we meet the standards for filtering and monitoring, we will:
  - consider the number of and age range of their children, those who are potentially at greater risk of harm and how often they access the IT system along with the proportionality of costs versus safeguarding risks
  - be informed in part, by the risk assessment required by the Prevent Duty
  - ensure the leadership team and relevant staff have an awareness and understanding of the provisions in place and manage them effectively and know how to escalate concerns when identified

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- inform all users that use of our systems can be monitored, and that monitoring will be in line with data protection, human rights and privacy legislation.
- require pupils, staff and visitors if they discover unsuitable sites or material,
  - to follow the school procedures to turn off monitor/screen
  - report the concern immediately to a member of staff
  - report the URL of the site to technical staff/services
- record and report to the DSL and Mr. Goddard any filtering breaches or concerns identified through our monitoring approaches
- immediately report any access to material believed to be illegal to the appropriate agencies, such as the [Internet Watch Foundation](#) and the Police.
- ensure that in implementing appropriate filtering and monitoring - “over blocking” does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding
- regularly checks on the effectiveness of the filtering and monitoring systems used by LGFL
- review the standards and discuss with IT staff and service providers what more needs to be done to support schools and colleges in meeting this standard.

Oakthorpe acknowledges that whilst filtering and monitoring is an important part of school online safety responsibilities, it is only one part of our approach to online safety

- Pupils will use appropriate search tools, apps and online resources as identified following an informed risk assessment.
  - Pupils’ internet use will be supervised by staff according to their age and ability.
  - Pupils will be directed to use age-appropriate online resources and tools by staff.
- Oakthorpe will ensure a comprehensive whole school curriculum response is in place to enable all learners to learn about and manage online risks effectively as part of providing a broad and balanced curriculum.
  - Oakthorpe will build a partnership approach to online safety and will support parents/carers to become aware and alert by:
    - providing information on our school website and through existing communication channels
    - offering specific online safety events for parents/carers or highlighting online safety at existing parent events.
  - Oakthorpe will ensure that online safety training for all staff is integrated, aligned and considered as part of our overarching safeguarding approach. This will include amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring.
  - The DSL will respond to online safety concerns in line with the child protection and other associated policies such as child-on-child abuse and behaviour.
    - Internal sanctions and/or support will be implemented as appropriate.
    - Where necessary, concerns will be escalated and reported to relevant partner agencies in line with local policies and procedures.
  - Oakthorpe will carry out an annual review of our approach to online safety, supported by an annual risk assessment that considers and reflects the risks their children face. We will adopt the following approach and make use of the SWGfL 360 audit tool.

### 3. Remote Learning

- Oakthorpe will ensure any remote sharing of information, communication and use of online learning tools and systems will be in line with privacy and data protection requirements.
- All communication with learners and parents/carers will take place using school provided or approved communication channels; for example, school provided email accounts and phone numbers and/or agreed systems e.g. Google Classroom, Microsoft 365 or equivalent. Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.

- Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our school staff behaviour policy/code of conduct and Acceptable Use/online safety policies. When delivering remote learning, staff will follow our policy and guidance for remote learning.
- Staff and learners will be encouraged to report issues experienced at home and concerns will be responded to in line with our child protection and other relevant policies.
- Parents/carers will be made aware of what their children are being asked to do online, including the sites they will be asked to access. Parents /carers will be informed who from the school their child is going to be interacting with online and who they contact in case they need help and/or support.
- Parents/carers will be encouraged to ensure children are appropriately supervised online and that appropriate parental controls are implemented at home.

#### **4. Safeguarding Children with Special Educational Needs and Disabilities or Health Issues**

- Oakthorpe acknowledges that children with special educational needs or disabilities (SEND) or certain medical or physical health conditions can face additional safeguarding challenges both online and offline. These children may have an impaired capacity to resist or avoid abuse both offline and online and face additional barriers in recognising abuse and neglect. These can include:
  - assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration
  - these children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children
  - the potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs, and
  - communication barriers and difficulties in managing or reporting these challenges.
  - cognitive understanding – being unable to understand the difference between fact and fiction in online content and then repeating the content/behaviours in schools or colleges or the consequences of doing so.
- Members of staff are encouraged to be aware that children with SEN and disabilities can be disproportionately impacted by safeguarding concerns, such as bullying and exploitation.
- Children with communication difficulties will be supported to ensure that their voice is heard and acted upon.
- All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the child's disability and be aware that children with SEN and disabilities may not always outwardly display indicators of abuse. To address these additional challenges, our school will always consider extra pastoral support for children with SEN and disabilities. Details of support and provision can be found in the school's SEND policy and annual report.
- The DSL is the school SENCo and as such is responsible for support and monitoring as required.

#### **5. Mental health and children requiring mental health support**

- All staff will be made aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Staff are made aware of how children's experiences, can impact on their mental health, behaviour, attendance and progress in school. Staff will be given regular training in mental health issues and how to recognise when child's mental health may be at risk.
- Oakthorpe have a child welfare team which includes two leads for mental health, who have been trained to have the knowledge and skills to promote and lead on wellbeing and mental health across the school.
- Staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. Staff are expected to be vigilant at all times and if they have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by speaking to the DSL or a deputy.
- The school is proactive in promoting the mental health and well-being of pupils. This includes links to the school's approach for preventing and tackling bullying.
- The school has in place a range of ways to support children's mental health both within and beyond the school. This includes routes to escalate and clear referral and accountability systems. There is access to

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training for staff, mental health first aiders, senior mental health lead, ELSA training, safe spaces and Learning Mentors. Oakthorpe is part of the NHS program MHIST and also the Inclusive Nurturing School program.