

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.

2. Safer Recruitment

- Oakthorpe is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers, this includes agency staff, contractors and third party staff who are safe to work with our learners and staff.
- Oakthorpe will follow the guidance in Keeping Children Safe in Education 2023 (Part Three 'Safer Recruitment') and from The Disclosure and Barring Service (DBS).
- The governing body and leadership team are responsible for ensuring that the school follows safe recruitment processes outlined within guidance.
- The school maintains an accurate Single Central Record (SCR) in line with statutory guidance.
- The governing body will ensure that at least one of the persons who conducts an interview has completed safer recruitment training.
- Oakthorpe are committed to supporting the statutory guidance from the Department for Education on the application of the Childcare (Disqualification) Regulations 2009 and related obligations under the Childcare Act 2006 in schools.
- We expect all staff to disclose any reason that may affect their suitability to work with children including convictions, cautions, court orders, cautions, reprimands and warnings. Any staff member failing to make accurate declarations or misrepresenting themselves in any way will be subject to the school's disciplinary policy.
- We will ensure that all staff and volunteers have read the behaviour policy/code of conduct and understand that their behaviour and practice must be in line with it.
- The full policy is provided to staff.

3. Concerns and allegations against members of staff and adults in the school

- Oakthorpe recognises that it is possible for any member of staff or adult working on behalf of the school, including volunteers, governors, contractors, agency and third party staff (including supply teachers), visitors and contractors, to behave in a way that:
 - indicates they have harmed a child, or may have harmed a child;
 - means they have committed a criminal offence against or related to a child;
 - behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
 - behaved or may have behaved in a way that indicates they may not be suitable to work with children.
- At Oakthorpe we have processes in place for continuous vigilance, so we can maintain environment that deters and prevents abuse and challenges inappropriate behaviour. To do this we aim to create the right culture and environment so that staff feel comfortable to discuss matters both within and, where it is appropriate, outside the workplace (including online) which may have implications for the safeguarding of children. All staff and volunteers should feel able to raise concerns about poor or unsafe practice (including online) and potential failures in the Oakthorpe safeguarding regime. The leadership team takes all concerns or allegations received seriously. If a member of staff, volunteer or other adult is concerned at the lack of response or feels their concerns will not be taken seriously then they should consider Whistle blowing - see section below.
- Allegations should be referred immediately to the Headteacher who will contact the Local Authority Designated Officer (LADO) to agree further action to be taken in respect of the child and staff member.
- In the event of allegations of abuse being made against the Headteacher, staff are advised that allegations should be reported to the chair of governors who will contact the LADO.
- The school's procedures are consistent with local safeguarding procedures and practice guidance. In line with KCSIE 2023, we have policy and procedures in place that covers:
 - Allegations that may meet the harms threshold
 - Concerns that do not meet the harm threshold

Duty to refer to the Disclosure and Barring Service

- Oakthorpe has a legal requirement to refer to the Disclosure and Barring Service (DBS) where they remove an individual from regulated activity (or would have removed an individual had they not left), and they believe the individual has:
 - engaged in relevant conduct in relation to children and/or adults,
 - satisfied the harm test in relation to children and/or vulnerable adults; or
 - been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence.
- Referrals will be made as soon as possible, when an individual has been removed from regulated activity. This could include when an individual is suspended, redeployed into work in an activity that is not regulated, dismissed or resigned. The school will provide the DBS with full information.
- When an allegation is made, an investigation will be carried out to gather evidence to establish if it has foundation, and the school will ensure they have sufficient information to meet the referral duty criteria in the DBS referral guidance.
- The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or Schools Personnel Service.

Duty to consider referral to the Teaching Regulation Agency

- If the school or teacher's employer, including an agency, dismisses or ceases to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first, consideration will **be** given to referring the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002.
- The Secretary of State may investigate the case, and if s/he finds there is a case to answer, must then decide whether to make a prohibition order in respect of the person.

4. Whistle blowing

- All staff and volunteers should feel able to raise concerns about poor or unsafe practice or other wrongdoing and be secure that such concerns will always be taken seriously by the leadership team. Wrongdoing covered by this 'public interest disclosure' includes:
 - someone's health and safety is in danger;
 - damage to the environment
 - a criminal offence (e.g. fraud)
 - not obeying the law;
 - covering up wrong-doing
 - misusing public funds
 - actions that negatively affect the welfare of children
- All members of staff are made aware of the Oakthorpe Whistleblowing procedure and sign to say they know the location and purpose of the policy. It is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. Making allegations about a colleague that is later proven to be unsubstantiated, may be considered a disciplinary offence.
- The DfE provides advice to staff who feel they need to raise concerns: Whistleblowing procedure for maintained schools [Whistleblowing procedure for maintained schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/whistleblowing-procedure-for-maintained-schools) and Whistleblowing [Whistleblowing for employees - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/whistleblowing-for-employees).
- Staff should raise concerns with
 - Line Manager
 - Specified person (or governor) in school such as the head teacher or DSL
 - Local Authority
 - Union or Professional Association
- Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email help@nspcc.org.uk.