



OISE Bristol Safeguarding Policy

Introduction

This safeguarding policy applies to all paid staff, including senior managers, volunteers and sessional workers, agency staff, students or anyone working on behalf of OISE Bristol.

OISE Bristol recognises that:

- the welfare of the child is paramount, as enshrined in the Children Act 1989;
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse;
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect vulnerable adults and children, namely:

- United Convention of the Rights of Children 1991;
- Keeping Children safe in Education 2016;
- Data Protection Act 1998;
- The Children Act 2004;
- The Children Act 1989;
- Human Rights Act 1998;
- Sexual Offences Act 2003;
- Safeguarding Vulnerable Groups Act 2006;
- Protection of Freedoms Act 2012;
- Children & Families Act 2014;
- Education Act 2002 section 175 ;
- Local Authority Safeguarding Children Board(LSCB) child protection procedures;



- DfES guidance 'Safeguarding Children and Safer Recruitment in Education 2006';
- HM Government 'Working Together to Safeguard Children 2010';
- Special educational needs and disability (SEND) code of practice 0 to 25 years;
- Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities, HM Government 2014.

This policy should be read alongside our policies and procedures on:

- Anti-bullying policy
- Child Protection Policy
- E-safety Policy
- Social Media Policy
- Preventing Extremism and Radicalisation Policy
- Alcohol, Drug & Tobacco Policy
- Health & Safety policy
- Recruitment & selection policy (England & Wales)
- Guidelines for Recruitment of Homestay Providers
- DBS Policy on the recruitment of Ex-Offenders
- Policy Statement – Secure storage, handling, use, retention and disposal of Disclosure Information

These are also outlined in the Employee Handbook

Purpose of the Policy

OISE Bristol believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe while in our care. We are committed to practise in a way that protects children and young people and identifying those who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and at school.

This policy aims to:

- protect children and young people who receive OISE Bristol's educational services. This includes the children of adults who use our services;
- provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection;



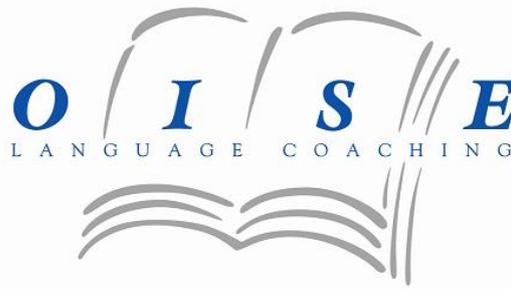
- provide a safe environment for children and young people to learn and develop;
- provide a caring environment where each pupil's welfare is of paramount importance;
- raise awareness in both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible causes of abuse;
- provide a systematic means of monitoring children known or thought to be at risk of harm;
- develop a structured procedure within the school to be followed by all members of the school community in cases of suspected abuse;
- develop and promote effective working relationships with other agencies, especially the police and social care services;
- ensure that all adults within the school who have access to children have undergone the necessary suitability checks;
- remedy any deficiencies or weaknesses in child protection without delay.

Procedures

OISE Bristol's procedures for safeguarding children will be in line with the Local Authority (LA) and the Local Safeguarding Children Board (LSCB) procedures.

OISE Bristol will seek to keep children and young people safe by:

- valuing children, listening to and respecting them;
- appointing a Designated Safeguarding Lead(DSL) for children and young people, a deputy and a lead board member for safeguarding;
- ensuring that the Designated Safeguarding Lead (DSL), Gwen Waller, is given regular training to the appropriate level and updates;
- developing and implementing an effective e-safety policy and related procedures;
- ensuring that all staff have completed basic safeguarding training as part of their induction and are trained to develop their understanding of the signs and indicators of abuse and know how to respond to a pupil who discloses abuse;
- adopting child protection and safeguarding practices through procedures and a code of conduct for staff and volunteers;



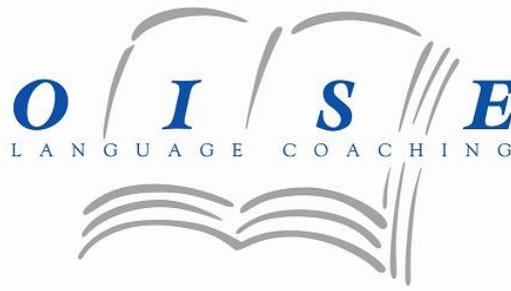
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures;
- recruiting staff and volunteers safely, ensuring all necessary checks are made before commencement of their roles;
- making parents aware of the responsibilities of staff members with regard to child protection procedures;
- ensuring that policies and procedures are systematically and periodically reviewed and updated in order to ensure that they current and fully implemented;
- ensuring that all members of staff have read and are given access to the safeguarding policy and child protection policy and are made aware of the role of the DSL;
- recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, one -to-one discussions;
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately;
- using our procedures to manage any allegations against staff and volunteers appropriately;
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise. ensuring that we have effective complaints and whistle-blowing measures in place;
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

Responsibilities

Responsibilities of Senior Management

It is the role of the Senior Management to take responsibility for safeguarding and promoting the welfare of children. As required by the 'Safeguarding Children and Safer Recruitment in Education' (DfES2006) the reporting of safeguarding practice at OISE Bristol enables the Proprietor to ensure compliance with current legislation and to identify areas for improvement. This is a shared responsibility and requires:

- having clear lines of responsibility;



- having effective recruitment and human resources procedures, including checking all new staff and volunteers to make sure they are safe to work with children and young people;
- having procedures for dealing with allegations of abuse against members of staff and volunteers;
- Ensuring that each member of staff has access to and understands the school's child protection policy and procedures, especially new and part time staff;
- making sure that staff get appropriate training;
- ensuring the school's policies are known, understood and used appropriately;
- ensuring the school's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly;
- ensure the child protection is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this;
- linking with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- working with the child's parents to support their child's needs;
- helping parents understand that the school has a responsibility for the welfare of all pupils and has a duty to refer cases to Social Care in the interest of the child;
- ensuring that any deficiencies or weaknesses in regard to child protection arrangements be remedied without delay;
- ensuring that children receive appropriate and timely preventative interventions when required;
- notifying the Disclosure and Barring Service (DBS) of the name of any member of staff considered 'unsuitable to work' with children in accordance with statutory regulations.

These responsibilities also apply to all after school clubs and evening activities. The school will also ensure that it complies with Standard 14 of the National Minimum Standards (NMS) for boarding schools.

The Designated Safeguarding Lead (DSL) is expected to:

Manage referrals



- ensure that the school operates within the legislative framework and recommended guidance from the BSCB (Bristol Safeguarding Children Board) and LA (Bristol City Council);
- refer cases of suspected abuse to the local authority Children's Social Care as required;
- refer cases to the Channel programme where there is a radicalisation concern as required;
- refer cases where a person is dismissed or left due to risk/ harm to a child to the Disclosure and Barring Service as required;
- understand and support the school with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- refer cases where a crime may have been committed to the Police as required.
- be alert to the specific needs of children in need, those with special educational needs and young carers;
- effectively monitor children about whom there are concerns;
- be able to keep detailed, accurate, secure written records of concerns even if there is no need to make an immediate referral;
- ensure that all such records are stored confidentially and securely and are separate from pupil records;

Work with others

- liaise with the principal to inform him or her of issues especially on-going enquiries under section 47 of the Children Act 1989 and police investigations;
- liaise with the designated officers at the local authority (also known as local authority designated officer/LADO) for child protection concerns (all cases which concern a staff member);
- liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies;
- Act as a source of support, advice and expertise for staff;
- report to the Principal once a year and a report will then be given to the main board of directors. It is important to protect the anonymity of the children



concerned and discretion should be used to avoid the identification of individuals.

Undertake training

- The Designated Safeguarding Lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at every two years.
- The designated safeguarding lead should undertake Prevent awareness training.
- Obtain access to resources and attend any relevant or refresher training courses;

Abuse and Neglect

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or by another child or children.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.



It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or inciting a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may include non-contact activities, such as children looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development..

Neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter.
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision.
- Ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Concerns

All staff and volunteers should be concerned about a child if he or she:

- Has an injury which is not typical of the bumps and scrapes normally associated with an accidental injury.
- Regularly has unexplained injuries.
- Frequently has some injuries (even when apparently reasonable explanations are given).
- Gives confused or conflicting explanations about how injuries were sustained.
- Exhibits significant changes in behaviour, performance or attitude.



- Indulges in sexual behaviour which is unusually explicit and/or inappropriate to his or her age / stage of development.
- Discloses an experience in which he or she may have been significantly harmed.
- In addition, any other cause for believing that a child may be suffering harm should be reported.

Dealing with a Disclosure

If a child discloses that he or she has been abused in some way, the member of staff or volunteer should:

- Listen to what is being said without displaying shock or disbelief.
- Accept what is being said.
- Allow the child to talk freely.
- Reassure the child, but do not make promises which it might not be possible to keep.
- Not promise confidentiality – it might be necessary to refer to Social Care or other agencies.
- Reassure him or her that what has happened is not his or her fault.
- Stress that it was the right thing to tell.
- Listen, rather than ask direct questions.
- Not criticise the alleged perpetrator.
- Explain what has to be done next and who has to be told.
- Make a written record (see record keeping)
- Pass the information to the DSL without delay
- NOT allow the child to be interviewed a second time. Accept what the child says and report to the DSL

The DSL will contact welfare services within 24 hours should that be deemed necessary.

General points on how to respond to a child wanting to talk abuse:

- Show acceptance of what the child says (however unlikely the story may sound).
- Keep calm.
- Look at the child directly.



- Be honest.
- Tell the child you will need to let someone else know – don't promise confidentiality.
- Even when a child has broken a rule, they are not to blame for the abuse.
- Be aware that the child may have been threatened or bribed not to tell.
- Never push for information. If the child decided not to tell you after all, then accept that and let them know that you are always ready to listen.

Helpful things to say:

- I understand what you are saying.
- Thank you for telling me.
- It's not your fault.
- I will help you.

Things not to say:

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises.
- Never make statements such as 'I am shocked, don't tell anyone else'.

At the end of the conversation:

- Reassure the child that they were right to tell you and show acceptance.
- Let the child know what you are going to do next and that you will let them know what happens.
- Contact the appropriate senior member of staff.
- Consider your own feelings and seek pastoral support if needed.

Record Keeping

When a child has made a disclosure, the member of staff or volunteer should:

- Make brief notes as soon as possible after the conversation.
- Not destroy the original notes in case they are needed by a court.



- Record the date, time and place and any noticeable non-verbal behaviour and the words used by the child.
- Draw a diagram to indicate the position of any bruising or other injury.
- Record statements and observations rather than interpretations or assumptions.
- Give all records to the DSL promptly. No copies should be retained by the member of staff or volunteer.

Confidentiality

All matters relating to Safeguarding are confidential:

- The Principal or DSL will disclose any information about a pupil to other members of staff on a need to know basis only.
- The Principal and safeguarding team 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.

Whistle-blowing

It is recognised that children cannot be expected to raise concerns in an environment where staff fail to do so. As a school we will ensure that all staff are made aware of their duty to raise concerns about the attitude and actions of colleagues. If necessary they should speak to their line manager, the DSL or the Principal.

Appointment of Staff

School procedures for appointing staff are in line with the 'Child Protection: Essential Guidance for Education staff'; 'Safeguarding Children': 'Safer Recruitment and Selection in Education Settings' (DfES 2005) and 'Safeguarding Children and Safer Recruitment in Education - 2010'. These will be reviewed regularly in the light of new legislation and guidance.

Procedures will include;

- x2 References are taken up in advance, and interviews include questions regarding child protection issues.
- All applicants who are offered employment in posts involving access to children (whether teacher or support staff) will be subject to a Disclosure and Barring



Service (DBS) check before the appointment is confirmed. Other adults who may come into direct contact with pupils as part of their business with the school or on an infrequent basis (parents helping on trips, coach drivers etc) will be subject to an appropriate check which may include a DBS check.

- Any member of staff found not suitable to work with children will be notified to the appropriate bodies, including the DBS. In line with current guidance, any serious concern raised, whether proven or not, will be reported in staff references.

Allegations involving school staff

- All school staff should take care not to place themselves in a vulnerable position with a child.
- All staff should be aware of the school's behaviour management policy, Staff Protection Policy and professional standards in the staff handbook.
- If a pupil or parent makes a complaint of abuse against a member of staff, the person receiving the complaint must take it seriously and immediately inform the Principal. He or she should also make a record of the concerns including details of anyone else who witnessed the incident or allegation.
- Careful consideration needs to be given to the suspension of the member of staff against whom an allegation has been made. Any suspension is seen as a neutral action and does not predict the outcome of any disciplinary process. The proprietor will be consulted before a final decision is made.
- If the Principal decides that the allegation warrants further action through Safeguarding procedures he will make a referral direct to the local social care team. If the allegation constitutes a serious criminal offence, it will be necessary to contact social care before informing the member of staff.
- If it is decided that a referral is not necessary the Principal will investigate following the school's disciplinary procedures.
- If the allegation made to a member of staff concerns the Principal, the person receiving the complaint will inform the proprietor who will follow the procedures above without first notifying the Principal.

Inappropriate relationships

Under no circumstances should inappropriate relationships be encouraged between adults and children. Staff should be aware that the Sexual Offences Act 2003 created a new criminal offence of abuse of trust and a new offence of meeting a child following sexual grooming.



Where a member of staff is concerned that a pupil has developed a crush or attachment to them, they should report this to the DSL and should discourage social exchanges with them that are in any way different from those of the rest of their peers.

Staff should at all times have regard for their professional responsibilities and for their conduct to ensure that they uphold the letter and spirit of this policy in safeguarding children.

Lone Working

Lone working with individual children should be avoided if at all possible. However, it is recognised that there will be occasions when there is no alternative. The following guidelines should be considered by staff:

- Let another member of staff know that they are alone with a child.
- Keep the door open to the room that they are in or ensure they are in a room with an uncovered glass panel in the door.
- If this is a regular occurrence (such as regular music or learning support lessons) the parents should be aware of the situation.
- Should anything happen during the session that makes the staff member uncomfortable, this should be reported to the DSL immediately.
- Children should only be given lifts in cars with the express permission of a member of the management team.

Curriculum Links

The school will provide;

- A pastoral care system, tutor system, PSHE curriculum and other pastoral activities.
- A strong ethos where children feel secure and are encouraged to talk.
- An environment where all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
- Curriculum opportunities are included which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help both whilst at school and in the future.

Contact details



Designated Safeguarding Officer (DSL)

Name: Gwen Waller

Phone/email: +44 (0)1179297667 / gwen.waller@oise.com

Deputy DSL(s)

Name(s): Helen Herrera-Folley

Phone/email: +44 (0)1179297667 / helen.herrera-folley@oise.com

Senior lead for safeguarding:

Name: Jozef Windsor

Phone/email: 01865258328 / jozef.windsor@oise.com

CEOP www.ceop.police.uk

NSPCC Helpline 0808 800 5000

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 5 January 2017 by Jozef Windsor, Senior Designated Lead.