



**CHILDREN & FAMILY SERVICES**

**POLICY AND PROCEDURES ON SAFEGUARDING/  
CHILD PROTECTION FOR SCHOOLS**



**Whole School Child Protection Policy**

**Oakfield Short Stay School  
September 2025**

This policy is reviewed at least annually by  
Oakfield Management Committee  
and was last reviewed on:.....

signed.....

Print.....

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	<p>Marcus Snook – Oakfield HBEP</p> <p>Simon Chetwyn – Oakfield LNCIP</p> <p>Adam Wheldon – Oakfield HBEP</p> <p>Martyn Pawley - Oakfield HBEP</p> <p>Ben Washbourne - Oakfield HBEP</p> <p>Johann Seager - Oakfield HBEP</p>	<p>01163058789 <a href="mailto:Simon.Chetwyn@leics.gov.uk">Simon.Chetwyn@leics.gov.uk</a></p> <p>07920522964</p> <p>07920522941</p> <p>07551694576</p> <p>07867413280</p>
Deputy Safeguarding Leads	<p>Michael Unwin - Oakfield LNCIP</p> <p>Caroline Spiers - Oakfield SLIP</p> <p>Sophie Jones - Oakfield HBEP</p> <p>Carla Harrison - Oakfield HBEP</p> <p>Rebecca Leigh – Oakfield MSCIP</p> <p>Lauren Belcher - Oakfield MSCIP</p>	<p><a href="mailto:michael.unwin@leics.gov.uk">michael.unwin@leics.gov.uk</a></p> <p>01163054575</p> <p>07379091044</p> <p>07350396057</p> <p>0770286 7328</p> <p>0770286 7328</p>
Names of additional Safeguarding Officers	<p>Andrea Davis Oakfield Secondary</p>	<p>07725 204 083</p> <p>01163053418</p> <p><a href="mailto:Andrea.Davis@leics.gov.uk">Andrea.Davis@leics.gov.uk</a></p>
<a href="#">Leicester and the Leicestershire and Rutland Safeguarding Children Partnerships Procedures Manual</a>	<a href="#">Report Your Concerns about a Child or Young Person</a>	<a href="#">LCC report neglect or abuse</a>

LA Safeguarding Children in Education Officer	Charlotte Davis	0116 3057750 <a href="mailto:Charlotte.Davis@leics.gov.uk">Charlotte.Davis@leics.gov.uk</a>
LA Child Protection Contact/LADO	<a href="mailto:CFS-LADO@leics.gov.uk">CFS-LADO@leics.gov.uk</a> LADO service is available office hours only: Monday-Thursday, 8.30am - 5.00 pm and Friday, 8.30am - 4.30pm	Link to LADO referral form: <a href="https://www.leicestershire.gov.uk/education-and-children/child-protection-and-safeguarding/report-a-childcare-worker-or-volunteer">https://www.leicestershire.gov.uk/education-and-children/child-protection-and-safeguarding/report-a-childcare-worker-or-volunteer</a>
First Response	For urgent concerns about a child who needs a social worker or police officer today	0116 305 0005
Police (to report a crime and immediate risk of harm or abuse to child)	101	In an emergency 999 (only)
NSPCC help/whistleblowing line	line is available 8.00am to 8.00pm Monday to Friday	0800 028 0285 email: <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>

## Oakfield Short Stay School

Our policy applies to all staff, management committee and volunteers working in the school and takes into account statutory guidance provided by the Department for Education and local guidance issued by the Leicestershire Safeguarding Children Partnership.

We will ensure that all parents/carers are made aware of our responsibilities regarding child protection procedures and how we will safeguard and promote the welfare of their children through the publication of this school child protection policy.

These duties and responsibilities, as set out within the Education Act 2002 sec175 and 157, DfE Statutory Guidance Keeping Children Safe in Education 2025 and HM Working Together to Safeguard Children 2023 (updated February 2024) are incorporated into this policy.

### 1. INTRODUCTION:

#### Policy statement, purpose & Aims

Oakfield Short Stay School is a diverse learning community that provides the best possible support in enabling pupils to achieve their maximum potential. Our broad, balanced and exciting curriculum effectively prepares children for the next stage of their education and life in modern Britain.

At Oakfield we are committed to ensuring that every child achieves his or her full potential in a safe, enjoyable, exciting, and happy environment. We have created a secure learning environment that is positive and inclusive for our pupils.

Safeguarding pupils, staff, volunteers, and visitors within our community is our priority at Oakfield. As such all members of staff and volunteers complete a range of safeguarding training annually, including updates to relevant policies and procedures.

All staff, and volunteers are aware of reporting systems, including the need to be persistent around the reporting and outcome of concerns, and of their duty to keep children safe. Staff are also aware that “Safeguarding is everyone’s business” and know what procedures are in place to report an immediate concern to social care.

Parents/carers are made aware of reporting systems, and who these reports should be made to through discussion at induction, home visits and pupil review meetings. Information is also available on our school website.

This Child Protection Policy will be reviewed by the Senior Designated Safeguarding Leads on a regular basis to ensure it remains current and incorporates all revisions made to local or national safeguarding guidance. This policy will be fully reviewed as a minimum once a year and provided to the Management Committee for approval and sign off at the first autumn term meeting.

Date of last review: September 2025

Date of next review: September 2026

## **2. Child Protection and Safeguarding Statement**

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We will endeavour to provide a safe and welcoming environment where children are

respected and valued. We will be alert to the signs of abuse, neglect and exploitation, and follow our procedures to ensure that children receive effective support, protection, and justice.

The procedures contained in this policy apply to all staff, supply staff, volunteers, and members of Oakfield Management Committee, and are consistent with those Leicester and the Leicestershire and Rutland Safeguarding Children Partnerships.

### **3. Maintaining a child centred and coordinated approach to safeguarding:**

Everyone who works at Oakfield understands that they are an important part of the wider safeguarding system for children and accepts safeguarding and promoting the welfare of children is everyone's responsibility and everyone who comes into contact with children and their families has a role to play. To fulfil this responsibility effectively, all our staff, volunteers will ensure their approach is child-centred and will be supported to consider, at all times, what is in the best interests of the child.

We recognise no single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information, and taking prompt action.

**Safeguarding children is defined as:** The actions we take to promote the welfare of children and protect them from harm are everyone's responsibility. Everyone who comes into contact with children and families has a role to play.

### **4. Safeguarding and promoting the welfare of children is defined as:**

- providing help and support to meet the needs of children as soon as problems emerge
  - protecting children from maltreatment, whether that is within or outside the home, including online
  - preventing impairment of children's mental and physical health or development
  - ensuring that children grow up in circumstances consistent with the provision of safe and effective care
  - taking action to enable all children to have the best outcomes.
- 
- **NB Definition:** Children includes everyone under the age of 18.

### **5. Whole school approach to safeguarding:**

- We understand the importance every member of our staff has through their contact with children in and outside of our school environment and the particular importance of the roles

and relationships they have which places them in a position to identify concerns early, provide help for children and promote children's welfare and prevent concerns from escalating.

- As a school we have a responsibility to provide a safe environment in which children can learn.
- We will make every effort to identify children who may benefit from early help and put in place support as soon as a problem emerges at any point in a child's life.
- **Any staff member** who has **any** concerns about a child's welfare should follow the processes set out in this child protection policy and raise concerns with the designated safeguarding lead or deputy without delay.
- All our staff should expect to support social workers and other agencies following any referral, especially if they were involved in being alert to or receiving a disclosure of risk, harm or abuse or harassment from a child.
- Our senior designated safeguarding leaders will provide support to staff to carry out their safeguarding duties and who will liaise closely with other services such as children's social care, police, early help, and health where required, as the designated safeguarding lead (and any deputies) are most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns.

## **6. Safeguarding is not just about protecting children from deliberate harm. It also relates to the broader aspects of care and education including:**

- Pupils' health and safety and emotional well-being, and their mental and physical health or development.
- Meeting the needs of children with special educational needs and/or disabilities.
- Meeting the legal duties on the school under the Equality act: will not unlawfully discriminate against pupils or students based protected characteristics; we will carefully consider how we support pupils/students regarding particular protected characteristics; we will take positive action to deal with particular disadvantages affecting pupils or students.
- Where a child receives elective home education and has an EHCP, the LA should review the plan working with parents and carers.
- The use of reasonable force.
- Meeting the needs of children with medical conditions.
- Providing first aid.
- Educational visits and off- site education.
- Intimate care and emotional wellbeing.
- On-line safety and associated issues including filtering and monitoring in accordance with DfE monitoring standards.
- Appropriate arrangements to ensure school security, considering the local context.
- Keeping children safe from risks, harm, exploitation and sexual violence and sexual harassment between children: KCSiE 2025 Annex A

## **7. Safeguarding can involve a range of potential issues such as:**

7.1 Such as:-

- Neglect, physical abuse, sexual abuse, and emotional abuse.
- Contextualised also known as extra-familial abuse.
- Bullying, including online bullying (by text message, on social networking sites, and prejudice-based bullying) and being aware of the ease of access to mobile phone networks.
- The approach to online safety, including appropriate filtering and monitoring on school devices and school networks for home use.
- Going frequently missing and who are 'absent from education' going 'missing from care or home' and the risks this poses on repeat occasions and for prolonged periods.
- Domestic Abuse including teenage relationship abuse.
- Domestic Abuse including where they see, hear or experience its effects.
- Racist, disability- based, homophobic, bi-phobic, or transphobic abuse.
- Gender based violence/violence against women and girls.
- Risk of extremist behaviour and/or radicalisation and susceptible to being at risk of being drawn into terrorism.
- Child sexual exploitation, human trafficking, modern slavery, sexual or criminal exploitation.
- A young carer.
- Has a mental health need and has an effect on school attendance and progress.
- Has special educational needs (whether or not they have a statutory Education Health and Care Plan (EHCP)).
- Privately fostered.
- Has returned home to their family from care.
- Has a family member in prison or is affected by parental offending.
- Child-on-Child Abuse (broadened by KCSiE 2025 to include children abusing other children, other varying form of bullying including online and sexually harmful behaviour, sexual violence, and sexual harassment (further defined in KCSiE 2025 Part Five).
- Harm outside the home extra familial harm.
- The impact of new technologies, including 'sexting' and accessing pornography.
- The impact of generative artificial intelligence
- Exposure to misinformation, disinformation (including fake news) and conspiracy files.
- Issues which may be specific to a local area or population, is showing signs of being drawn into anti-social or criminal behaviour, including gang activity or involvement and associations with organised crime groups or county lines.
- In possession of a knife and or involved in knife crime, youth violence, criminal child exploitation (CCE).
- Is in family circumstances which present challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse/harm.
- Is at risk of or from serious violence and violent crime.
- Persistent absence from education, including persistent absence for part of the school day.
- At risk of suspension or permanent exclusion
- Particular issues affecting children including domestic abuse and violence, female genital mutilation, and honour-based abuse.
- Being subject to any conduct where the purpose is to cause a child to marry before their eighteenth birthday, even if violence, threats, or another form of coercion are not used. As with the existing forced marriage law, this applies to non-binding, unofficial 'marriages' as well as legal marriages (Law change on Forced Marriage, February 2023).

- 'Upskirting'- The Voyeurism (Offences) Act, which is commonly known as Up-skirting Act, came into force on 12 April 2019. Upskirting is a criminal offence and reportable by all teachers (KCSiE 2025 Annex A).

7.2 All our staff and volunteers are aware of the indicators of abuse, neglect and exploitation and know what to look for is vital for the early identification so that support can be put in place. Our staff and volunteers are also aware of the specific safeguarding issues that indicate or inform of concerns or incidents linked to child criminal exploitation and child sexual exploitation and know to report concerns directly to the designated safeguarding or a member of the senior leadership team should the designated safeguarding lead not be available for children who may be in need of help or protection.

7.3 Our staff recognise that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. Children may also feel embarrassed, humiliated, or could be being threatened not to tell, so not feel able to share what is happening to them. Alternatively, we recognise children may not want to make a disclosure or talk about what is happening due to their vulnerability, disability and/or sexual orientation or language barriers. This should not prevent staff from having a professional curiosity and speaking to the DSL if they have concerns about a child and agree a way forward to support the child and determine how best to build trusted relationships with children and young people which facilitate good opportunities for communication.

**7.4 All staff should always** speak to the designated safeguarding lead, or deputy at the earliest opportunity.

7.5 As a school we are aware that abuse, neglect, and safeguarding issues are rarely standalone events and cannot be covered by one definition or one label alone. In most cases, multiple issues will overlap with one another, therefore all staff should always be vigilant and always raise any concerns with the designated safeguarding lead (or deputy).

**7.6 All** staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside of our school environment.

7.7 All our staff have received information and training regarding the risks that can take place outside the child's family. This is known as extra-familial harm and these can take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, sexual abuse, serious youth violence and county lines.

7.8 Our staff are aware that technology offers many opportunities but is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face. Children can also abuse their peers online, this can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography, to those who do not want to receive such content.

7.9 All our staff have 'an understanding of the expectations, applicable to their roles and responsibilities in relation to filtering and monitoring' of ICT systems and regular monitoring of school's equipment and networks.

## 8. Online Safety

8.1 Our school approach to online safety, including appropriate filtering and monitoring school devices and school networks is reflected in this Child Protection Policy including awareness of the ease of access to mobile phone networks. Links for further guidance to support schools to understand how to help keep pupils, students and staff safe whilst learning remotely can be found at [Safeguarding and remote education - GOV.UK \(www.gov.uk\)](http://www.gov.uk) and [Providing remote education: guidance for schools - GOV.UK \(www.gov.uk\)](http://www.gov.uk).

8.2 *Our Senior DSL and the DSL team has the lead responsibility in this area, which is overseen and regularly reviewed by the 'Management Committee, along with considering 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.'*

1.3 Our Management Committee will ensure they maintain oversight of the Online Safety Policy contained within our main child protection policy, and the arrangements put in place to ensure appropriate filtering and monitoring on school devices and school network. The appropriateness of any filtering and monitoring systems will in part be informed by the risk assessment required by the Prevent Duty as required by KCSiE 2025 paragraphs 140-150.

8.4 This will include:

- identify and assign roles and responsibilities to manage filtering and monitoring systems.
- review filtering and monitoring provision at least annually.
- block harmful and inappropriate content without unreasonably impacting teaching and learning.
- have effective monitoring strategies in place that meet the schools safeguarding need.
- review and discuss the standards with the leadership team, IT staff and service providers to ensure the school/college meets the standard published by the [Department for Education filtering and monitoring standards](#).

8.5 Oakfield IT systems are provided by and maintained by Leicestershire Authority IT department. Oakfield DSLs work with the IT department to ensure systems comply with DFE filtering & monitoring standards.

Usage of computers by pupils within the school environment is closely monitored, pupils are supported by an adult, they do not have individual access to computers, therefore all IT usage is supervised and supported by an appropriate adult. Oakfield have a school Online Policy.

8.6 Our Management Committee will ensure a review is maintained to ensure the standards and discuss with IT staff and service providers these standards and whether more needs to be done to support our school in meeting and maintaining this standard and communicating these to staff, our pupils, parents, carers and visitors to the school who provide teaching to children as part of the learning and educational opportunities we provide.

8.7 Our Senior DSL and the DSL team will always act in the 'best interest of the child' and remain mindful of the importance with parents and carers about safeguarding concerns held for children and in particular children's access to online sites when away from school.

8.8 We will support understanding of harmful online challenges and hoaxes and share information with parents and carers and where they can get help and support.

8.9 All forms of abuse or harassment will be reported in accordance with national safeguarding guidance, and we will take a 'zero tolerance' approach to harassment and abuse as informed in KCSiE 2025.

8.10 As a school should an incident or disclosure be made by a child, our staff will always reassure the child (victim) that they are being taken seriously and that they will be supported and kept safe, but we recognise that not every victim will view themselves as such. We will also be mindful of the use of other terminology such as '**alleged perpetrator(s)**' or '**perpetrator(s)**' as in some cases the abusive behaviour will have been harmful to the perpetrator as well.

8.11 We will do our best to ensure children understand the law on child-on-child abuse is there to protect them rather than criminalise them. In doing this we will discuss with relevant statutory safeguarding agencies to ensure all concerns or incidents are addressed fully, and where required different types of assessment and services are put in place where required and in accordance with the Pathway to Provision v 9.1.

## **9. Identifying Concerns**

9.1 All members of staff, volunteers and management committee members will be aware of indicators of abuse, neglect and exploitation and will know how to identify pupils who may be being harmed and then how to respond to a pupil who discloses abuse, or where others raise concerns about them. Our staff will be familiar with procedures to be followed and will receive safeguarding and child protection (including online safety) updates.

9.2 Staff understand that abuse, neglect, and safeguarding issues are rarely standalone events that can be covered by one definition, and that in most cases multiple issues will overlap with each other. Staff who regularly come into contact with children are aware of the DfE guidance [What to do if you're worried a child is being abused](#)

**9.3 The four main categories of child abuse are as follows:**

- 1. Physical Abuse**
- 2. Emotional Abuse**
- 3. Sexual Abuse**
- 4. Neglect**

## **10. Indicators of abuse, neglect and exploitation**

**10.1 Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by 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 others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects.

**10.2 Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical 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.

**10.3 Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectation being imposed on children. These may include interactions that are beyond a child's developmental capability as well as over protection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children 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, although it may occur alone.

**10.4 Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbations, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children to look at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue (also known as child-on-child abuse) in education and **all** staff should be aware of it and of their school or colleges policy and procedures for dealing with it.

**10.5 Neglect:** 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 occur during pregnancy, for example, because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to; provide adequate food, clothing, and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**10.6 Child Criminal Exploitation:** occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person

under the age of 18. The victim may have been criminally exploited even if the activity appears consensual.

Child Criminal Exploitation does not always involve physical contact: it can also occur through the use of technology. Criminal exploitation often happens alongside sexual or other forms of exploitation.

Child Criminal Exploitation is broader than just county lines and includes for instance children forced to work on cannabis farms, to commit theft, shoplift or pick pocket, or to threaten other young people.

**10.7 Child Sexual Exploitation(CSE)** is a type of sexual abuse. It happens when a child or young person is coerced, manipulated or deceived into sexual activity in exchange for things that they may need or want gifts, drugs, status and affection.

## **11. Safeguarding issues:**

11.1 All staff should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking and or alcohol misuse, deliberately missing education unexplainable and/or persistent absences from education and consensual and non-consensual sharing of nudes and semi-nude images and/or videos can be signs that children are at risk.

11.2 All staff, including Senior Leaders, DSL team, teachers, teaching assistants, and all those who receive regular school safeguarding training are aware of risks inside and outside of the home/school environments. ALL absences are followed up with parents/carers (including those pupils who are LAC). Family Support workers also have close links with families to further support those who may be in need of Early Help. Absences are confirmed with any social workers/key workers who may additionally be supporting families. Pupils are able to use their voice along the school bus journey and during 1:1 time with key adults in school. The DSL team are in receipt of regular local authority bulletins around local concerns and issues, these are shared at whole staff briefings. Additional information is available at regular briefings/updates via the violence reduction network.

11.3 In addition to pupils receiving Online Safety education, this is also followed up with parents/carers, in terms of threats and themes. This is by way of parent/carer focussed meetings, availability of fact sheets, links to resources, and direct support during home visits. Our regular parent questionnaire/feedback forms and discussions also focus in on parent/carer understanding of their child's interaction on-line, and the appropriateness of this.

All staff are aware of filtering and monitoring requirements, and although systems are in place to keep all members of the school community safe online, pupils within the short stay environment are very closely supervised and regular checks are made on system browsers.

11.4 All staff working with children are advised to maintain an attitude of '*it could happen here*', and this is especially important when considering child-on child abuse. In Oakfield there is a zero-tolerance approach to sexual violence and sexual harassment, that it is never acceptable, and it will not be tolerated. It should never be passed off as "banter", "just having

a laugh”, “a part of growing up” or “boys being boys”. Failure to do so can lead to a culture of unacceptable behaviour, an unsafe environment and in worst case scenarios a culture that normalises abuse, leading to children accepting it as normal and not coming forward to report it. recognising, acknowledging, and understanding the scale of harassment and abuse and that even if there are no reports it does not mean it is not happening. Sources of advice and support available include:-

- National Crime Agency’s CEOP Safety Centre aims to keep children and young people safe from online sexual abuse. Online sexual abuse can be reported on their website and a report made to one of its Child Protection Advisors.
- The NSPCC provides a helpline for professionals at 0808 800 5000 and [help@nspcc.org.uk](mailto:help@nspcc.org.uk). The helpline provides expert advice and support for school and college staff and will be especially useful for the designated safeguarding lead (and their deputies)
- Support from specialist sexual violence sector organisations such as Rape Crisis or The Survivors Trust
- The Anti-Bullying Alliance has developed guidance for schools about Sexual and sexist bullying. Online: Schools and colleges should recognise that sexual violence and sexual harassment occurring online (either in isolation or in connection with face-to-face incidents) can introduce a number of complex factors. Amongst other things, this can include widespread abuse or harm across a number of social media platforms that leads to repeat victimisation. Online concerns can be especially complicated and support is available from:
  - The UK Safer Internet Centre provides an online safety helpline for professionals at 0344 381 4772 and [helpline@saferinternet.org.uk](mailto:helpline@saferinternet.org.uk). The helpline provides expert advice and support for school and college staff with regard to online safety issues
  - Internet Watch Foundation: If the incident/report involves sexual images or videos that have been made and circulated online, the victim can be supported to get the images removed by the Internet Watch Foundation (IWF)
  - Childline/IWF: Report Remove is a free tool that allows children to report nude or sexual images and/or videos of themselves that they think might have been shared online
  - UKCIS Sharing nudes and semi-nudes advice: Advice for education settings working with children and young people on responding to reports of children sharing non-consensual nude and semi-nude images and/or videos (also known as sexting and youth produced sexual imagery). Please see footnote 8 for further 118 information
  - National Crime Agency’s CEOP Education Programme provides information for the children’s workforce and parents and carers on protecting children and young people from online child sexual abuse.
  - LGFL 'Undressed' provided schools advice about how to teach young children about being tricked into getting undressed online in a fun way without scaring them or explaining the motives of sex offenders.

Extreme risks are identified in pupil’s individual positive handling plans (PHPs), where individual risk assessments are conducted and shared with parents and relevant agencies to mitigate further risk.

At Oakfield all staff attend annual LA Safeguarding Training for secondary Schools, they also complete a range additional training including on-line safety, Prevent and FGM.

There is a strong team culture across the school settings to promote safety, well-being and positive mental health for all children. Staff are aware of the importance in noticing/having an awareness of known changes in the child's presentation or demeanour, including marks and bruising, tiredness, hunger; they are also aware of their duty to report such concerns promptly, and whom to.

Staff are aware who the DSLs are, how to alert them and how concerns are recorded.

Oakfield uses the CPOMS system for recording concerns, where/if this is not possible staff are aware that concerns must be logged confidentially on paper, which must be labelled "Cause for Concern" completed with required information of the concern, signed and dated and given to the DSL without delay.

All staff are aware that the code of conduct, and their duty as above, extends to all times of the school day, such as, on the school bus journey, and during school trips (including residential), as disclosures, awareness of risk to safety are as likely to occur within these environments as within the school building context.

Oakfield Lead DSLs have overall responsibility for filtering and monitoring standards. Oakfield staff are aware of their duty to remain vigilant when pupils have use of IT equipment, within our small class group setting pupils have a high level of pupil to adult support, engagement, and supervision/observation. As a further action all laptops/tablets used by the children are usage screened at the end of the session.

On our school buses pupils are not permitted access to the internet on handheld devices, parents and carers are aware of this via the school transport agreement, and the acceptable use agreement for school devices used within Oakfield learning environment.

Pupils access on-line safety lessons via the school curriculum. Parents have regular (minimum of termly) reminders of the importance of internet safety within the home/beyond the home/on-line context, they are given links to sources of advice. This information is also available on our website.

All Oakfield staff have access to KCSIE 2025, they have their own copy of part 5 and annex A. They are able to access, for their information, further links in KCSIE 2025. This is covered in our annual Oakfield safeguarding training.

Staff are aware that when reporting concerns these are labelled as 'child on child abuse,' DSLs are aware of their responsibility to act, and put into place procedures, actions, and risk assessments as required. Staff are aware of their duty to give support as detailed in the risk assessments. Parents/carers are informed of incidents and risk assessments. Risk assessments are reviewed and updated and signed by senior leaders and parent/carers.

11.5 Our school ethos demonstrates that the effective safeguarding of children can only be achieved by putting children at the centre of a system where we listen and hear what they say. Every individual within Oakfield Short Stay School will play their part, including working with professionals from other agencies, particularly social workers, to meet the needs of our most vulnerable children and keep them safe. We will take opportunities to teach children about important safeguarding issues in a way that is age appropriate.

Listening to and capturing the child's voice is implicit to the Oakfield School day. Pupil's views, comments, and concerns are listened to from the earliest point of the day, either on arrival or by our supervising member of staff on the school bus journey. Conversations about wellbeing or safeguarding concerns are logged via the CPOMS system, and directly to a DSL if there are immediate reports of concern.

11.6 Pupils have opportunities to give their voice during the school day, during both curriculum and nurturing activities, Team Time, during playtime and lunchtime (which are supported by members of the class team).

For pupil review purposes, pupils complete a pupil questionnaire. Additionally, to this there are worry monsters located within school.

11.7 Our school is led by senior members of staff who aim to provide a safe environment and vigilant culture where children and young people can learn and be safeguarded. If there are safeguarding concerns, we will respond with appropriate action in a timely manner for those children who may need help or who may be suffering, or likely to suffer, significant harm.

11.8 Where staff members have concerns about a child (as opposed to a child being in immediate danger) they will decide what action to take in conjunction with a DSL. Although we advocate that any staff member can make a referral to children's social care or First Response, especially where a child is identified as being in immediate danger, they should however ensure that the Designated Safeguarding Lead (DSL), or a member of the senior leadership team is informed as soon as possible.

11.9 We also ensure that all of our staff are clear that whilst they should discuss and agree with the DSL any actions to be taken, they are able to escalate their concerns and contact First Response, First Response Consultation Line or social care to seek support for the child if despite the discussion with the DSL their concerns remain. Staff are also informed of the school's whistle blowing procedures and the contact details for the Local Authority LADO and NSPCC helpline.

## **12. Alternative providers and other agencies**

12.1 A DSL is always available to attend conferences and reviews for pupils who are subject to a social care plan. DSLs report any safeguarding/wellbeing concerns, including attendance, to the pupil's social worker in addition to meeting dates.

A DSL with responsibility for children in care attends all meetings concerned with LAC at Oakfield.

Oakfield settings are able to offer facilities for meetings on site, or via TEAMS.

Additional school review meetings are also held, social workers/CFWS workers are invited to these.

DSL's and senior leaders have access to additional training additional to DSL/DSL refresher training, such as Domestic Violence, VRN (violence reduction network), Leicestershire Police, Mental Health, and training offered via the local authority.

12.2 Where a school places a pupil with an alternative provision provider, the school continues to be responsible for the safeguarding of that pupil and should be satisfied that the provider can meet the needs of the pupil.

12.3 Children who attend alternative education often have complex needs, it is important that the management committee and designated safeguarding leads ensure children are fully always supported, and the alternative setting is aware of any additional risks of harm that pupils may be vulnerable to. Information sharing for pupils who receive education provision outside of a mainstream setting is vital to support the child and ensure the learning environment where they are placed has all necessary information for the child before they access the provision. The working together principles are key to keep the child safe and understanding the vulnerabilities

needing to be supported. This should include up to date contact details for the professionals working with the child and family.

12.4 Schools should also obtain written confirmation from the alternative provision provider that appropriate safeguarding checks have been conducted on individuals working at the establishment, i.e., those checks that the school would otherwise perform in respect of its own staff.

12.5 In cases where Oakfield pupils attend Alternative Provision, a DSL and a senior leader attend the provision to perform a risk assessment and to view and discuss thoroughly, the provisions safeguarding procedures, risk assessments, and insurances.

The provider updates Oakfield to confirm attendance, they share any concerns, including safeguarding. A termly report for the pupil is generated from the Alternative Provider to review progress being made and to assess if the provision is still appropriate. Additionally Alternative Providers are asked to contribute to Oakfield School review meetings.

12.6 The DSL team who are familiar with national and local guidance, will share concerns, where appropriate, with the relevant agencies.

12.7 Serious concerns requiring immediate action are shared with First Response Central duty, the pupil's social worker or depending on circumstances both. Other agencies of support include Leicestershire Police, CAMHS, Youth Offending Service.

12.8 Schools should always know where a child is based during school hours, Oakfield has a record of all addresses of alternative providers, any subcontracted provision or satellite sites our pupils attend.

12.9 Oakfield Short Stay School premises at Shepshed are not used by any outside agencies or services for extra-curricular activities or community groups. At Earl Shilton site Oakfield pupils have access through the community primary school to facilities within the building and access to outside spaces used to enhance learning experiences. Oakfield pupils and the pupils of the community primary school are supervised at all times exclusively by their own school. School staff at both schools are aware of each other's DSL team and have clarification of each other's Child Protection Policies and procedures, including that all staff have safeguarding training, also including the responsibility to contact the LADO in the event that a concern is raised by a staff member or supervisor as per below. Oakfield Short Stay School has access to the small hall exclusively except one day a week when this is used by the community pre-school group. The community school is responsible for the hire and the safeguarding management of this. The community school is responsible for the hire and the safeguarding management of this. Oakfield Short Stay does not provide an afterschool club, tuition or lead on any community activities within the community school. The community school is responsible for the safeguarding management of any such activities they provide on the premises.

### **13. CPD, culture and ethos**

13.1 Volunteers attend an induction meeting before they commence engagement with school pupils. This includes the provision of the Safeguarding in Education Induction Leaflet. Volunteers sign to acknowledge receipt of attendance at this meeting and the induction leaflet.

Often volunteers have completed full safeguarding training externally, volunteers are required to show evidence of this. All volunteers are invited to “Safeguarding training for Primary Schools.”

13.2 Safer recruitment checks and procedures are applied to all staff (via LA HR as a direct service of the local Authority) and volunteers. All staff and volunteers are aware of whom to take their concerns to about adult members of the school community. Reporting systems are also in place via Staff Safe. Interviews are undertaken by a minimum of a Senior Leader and a member of the Management Committee who have undergone safer recruitment training, which is kept up to date, ensuring that pupils are able to thrive within a safe environment where they can take the maximum benefit from their education/learning experience.

#### **14. Responsibilities of the DSLs/DSL team**

14.1 The Senior DSLs and deputies (DSL team) maintains a key role in raising awareness amongst staff about the needs of children who have or who have had a social worker and the barriers that those children might experience in respect of attendance, engagement and achievement at schools or college.

14.2 The Senior DSLs along with the Designated Teacher can inform the Management Committee and Headteacher the number of children in their cohort who have or who have had a social worker and appropriate information is shared with teachers and staff on individual children’s circumstances

14.3 The Designated Teacher and Senior Designated Safeguarding Lead maintain data for children who have looked after status and for children who have been involved in the care system.

14.4 The Designated Teacher maintains good links with the Virtual School Head to promote the educational achievement of previously looked after children. The role of virtual school heads was extended in June 2021, to include a non-statutory responsibility for the strategic oversight of the educational attendance, attainment, and progress of children with a social worker. The virtual school head should identify and engage with key professionals, helping them to understand the role they have in improving outcomes for children. This should include Designated Safeguarding Leads, social workers, headteachers, members of the management committee, Special Educational Needs Co-ordinators, mental health leads, other local authority officers.

14.5 At Oakfield there are 2 DSLs and 2/3 assistant DSLs at each base. There are also 2 additional DSLs, therefore staff are aware that there is always someone from the DSL team available, and that these can be accessed on each school site. Oakfield Short Stay School is a primary pupil referral unit, it is recognised that pupils attending our school are vulnerable, often there are concerns to follow up that are for more than one pupil simultaneously. DSLs are therefore able to support each other to unpick and discuss concerns promptly. All concerns requiring an immediate response are reported onto social care promptly.

14.6 There is a SENDco at each site who is also an assistant DSL. The SENDco’s work jointly with SENA, and support parents/carers via SENDIASS and Leicestershire’s local offer.

## **15. The seven main elements of our Child Protection Policy**

15.1 There are seven main elements to our policy:

- Providing a safe environment in which children can learn and develop.
- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases of abuse in and outside of school.
- Supporting pupils who have social care involvement in accordance with his/her child in need plan, child protection plan or are subject to Local Authority Care.
- Raising awareness of safeguarding children, child protection processes and equipping children with the skills needed to keep them safe in and outside of school.
- Working in partnership with agencies and safeguarding partners in the 'best interest of the child.'
- Ensuring we have appropriate policies and procedures to deal with child-on-child sexual violence and sexual harassment, including those that have happened outside of the school premises and/or online, forms of harassment and harmful sexual behaviour. Filtering and monitoring arrangements for online safety and harms are included within this policy and referenced within our school Online Policy.

### **16. Providing a safe environment**

16.1 We recognise that because of the day-to-day contact our school have with children they and we are well placed to observe the outward signs of abuse.

#### **16.2 The school will therefore:**

- 16.2.1 Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to and heard.
- 16.2.2 Ensure children know that there are trusted adults in the school who they can approach if they are worried.
- 16.2.3 Ensure that every effort is made to establish effective working relationships with parents, carers, and colleagues from other agencies.
- 16.2.4 Include opportunities in the RSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse by:
- 16.2.5 Recognise and managing risks including online safety, radicalisation and extremism, sexual exploitation, child on child sexual violence and sexual harassment, the sharing of nude and semi -nude images which has replaced what was termed as sexting.

- 16.2.6 Support the development of healthy relationships and awareness of domestic violence and abuse, recognising that Domestic Abuse can encompass a wide range of behaviours and may involve a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial, or emotional harm and children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.
- 16.2.7 Recognising how pressure from others and safeguarding vulnerabilities can affect their behaviour.
- 16.2.8 Recognising the link between mental health, school attendance and children 'absent from education' and the impact on learning, progress, and educational attainment.
- 16.2.9 Knowing that as a school we will act swiftly to address any concerns related to serious violence, gang and knife crime or child on child sexual violence or sexual harassment incidents.
- 16.2.10 Ensuring our behaviour policy includes measures to prevent bullying, including cyberbullying, harmful online challenges, hoaxes, prejudice-based and discriminatory bullying and use of social media platforms and networks also included within this policy.
- 16.2.11 Maintain an on-line safety policy which address statutory filtering and monitoring standards, which take into account remote learning, and use of mobile and smart technology and is reviewed regularly to take into account any new threats. See <https://www.gov.uk/government/publications/generative-artificial-intelligence-in-education/generative-artificial-intelligence-ai-in-education>
- 16.2.12 The response required by schools and safeguarding agencies to address any 'harm outside the home' also known as 'extra familial harm.' Schools are a place of protection and where children and young people can share concerns and seek support and are place of safety and where children and young people can form safe and trusted relationships. Through creating a whole school ethos and sharing excellent communication with safeguarding partners and services, children and young people can feel assured they will be listened to, heard, and offered support to enable them share sensitive information and strengthen their resilience.
- 16.2.13 Importance of our schools ethos of working together with parents, carers, and external services to form strong and trusted partnerships which can advocate trauma informed and trauma aware responses and where trusted relationships can be formed and go on to create safe places and spaces within the community, so children and young people know how to access a place of safety outside of the school environment if needed.
- 16.3 <http://www.childexploitationeastmidlands.org.uk> is available as a tool for support and advice & to additional agencies of support that may be of benefit to our vulnerable pupils and their families.

- 16.4 All Oakfield school staff have regular contact with parents/carers, this ranges from telephone calls home re the pupil's school day, to contact with a member of staff at pick up/drop off (school transport). Other opportunities to be vigilant are via multi agency meetings, school reviews, and Family Support Worker home visits. when parents/carers can raise awareness of concerns about their children.  
Oakfield share links regularly about keeping children safe in the community, including on-line safety. These links are also available on the Oakfield website. Parents/carers are made aware of the existence of the local authority family hubs, which offer a variety of useful information around safety/well-being/education/health/SEND needs.
- 16.5 Oakfield Short Stay School has a RSE policy which outlines the sequence of learning to support pupils understanding of keeping themselves safe.
- 16.6 We will take all reasonable measures to ensure any risk of harm to children's welfare is minimised inside and outside of the school environment.
- 16.7 Take all appropriate actions to address concerns about the welfare of a child, working to local policies and procedures in full working partnership with agencies.
- 16.8 Ensure robust child protection arrangements are in place and embedded in the daily life and practice of the school.
- 16.9 Promote pupil health and safety.
- 16.10 Promote safe practice, and challenge unsafe practice.
- 16.11 Ensure that procedures are in place to deal with allegations of abuse against teachers and other staff including volunteers, supply staff and contractors. KCSiE 2025 Part Four has two sections, the second section addresses low-level concerns.
- 16.12 Provide first aid and meet the health needs of children with medical condition
- 16.13 Ensure school site security.
- 16.14 Address drugs and substance misuse issues.
- 16.15 Support and plan for young people in custody and their resettlement back into the community.
- 16.16 Work with all agencies regarding missing children, anti-social behaviour/gang activity and violence in the community/knife crime and children at risk of sexual exploitation.
- 16.17 Everyone having a duty to safeguard children inside/outside the school environment including school trips, extended school activities, vocational placements, and alternative education packages.

## **17. Additional Measures**

Oakfield Short Stay School provides a nurturing environment within which children can thrive, pupil well-being is implicit to the school day, children have opportunities during the day to

'check in' with staff such as during one-to-one activities, during break times and team times. Advice and/or referrals can be supported via health – CAMHS Professionals Line, LEPs, Children & Family well-being Service. In addition to this pupils at both sites have access to a trained children's counsellor and Dog therapy. The counsellor and therapist adhere to Oakfield Safeguarding procedures, and raise concerns appropriately and promptly.

Oakfield Short Stay School have a responsibility to ensure children who may LGBT have trusted adults within school, who they can be open with. This form of discrimination will not be tolerated, it is widely covered in the PHSE curriculum.

Child abduction and community safety incidents – the majority of Oakfield pupils arrive and leave site by school bus, some by taxi and some transported by parents. Pupils, therefore, do not enter the communities local to Oakfield schools unsupervised. However as part of their social development there are planned, supervised, trips to local amenities, such as local parks, shops etc, so that the pupils can engage safely within the community. Road safety and stranger danger are also taught. Information such as <https://www.safe4me.co.uk/resources/> and 'Clever never goes' are shared with parents/carers.

A confidential front of house document is kept securely in the reception areas giving details of individuals that are not allowed access to pupils.

## **18. Procedures for identifying and reporting cases**

- 18.1 We will follow the procedures set out by the Leicestershire and Rutland Safeguarding Children Partnership (LRSCP) and take account of guidance issued by the DfE in Keeping Children Safe in Education 2025 to:
  - 18.1.1 Ensure we have a Senior Designated Safeguarding Lead (DSL), who is a member of the school/college leadership team, and a Deputy Safeguarding Lead for child protection/safeguarding who has received appropriate training and support for this role.
  - 18.1.2 The Designated Safeguarding Lead role is written into their job description and clarifies the role and responsibilities including as defined in KCSiE 2025 Annex C.
  - 18.1.3 Ensure we have a nominated member of the management committee responsible for child protection/safeguarding.
  - 18.1.4 Ensure that we have a Designated Teacher for Looked After Children (LAC).
  - 18.1.5 Ensure every member of staff (including temporary, supply staff and volunteers) and the governing body knows the name of the Senior Designated Safeguarding Lead, their deputies responsible for child protection, and their role.
  - 18.1.6 Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the Designated Safeguarding Lead, or to children's social care/police if a child is in immediate danger.
  - 18.1.7 Ensure all staff and volunteers are aware of the early help process and understand their role in making referrals or contributing to early help offers and arrangements.

- 18.1.8 Ensure that there is a whistleblowing policy and culture where staff can raise concerns about unsafe practice, and that these concerns will be taken seriously.
- 18.1.9 Ensure that there is a complaints system in place for children and families.
- 18.1.10 Ensure that parents understand the responsibility placed on the school and staff for child protection and safeguarding by setting out its obligations in the school prospectus and on the school's website.
- 18.1.11 Notify Children's Social Care if there is an unexplained absence for a child who is subject to a child protection plan and where no contact can be established with the child, or a parent or appropriate adult linked to the child.
- 18.1.12 Develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters, including attendance at child protection conferences.
- 18.1.13 Keep written records of concerns about children, even where there is no need to refer the matter immediately; documenting and collating information on individual children to support early identification, referral, and actions to safeguard.
- 18.1.14 Ensure all records are kept securely; our reporting system is CPOMS. All staff are aware that if CPOMS is unavailable to them a record should be made on paper, this record needs labelling 'Report of Concern' dating, signing, and completing with the details of the concern. Some pupils with social care involvement have paper files transferred from their mainstream, these are kept in locked cabinets, specific to purpose. Mainstream schools of the dual registered pupils (pupils at risk of permanent exclusion) share copies of safeguarding information with Oakfield, copies of these files are kept in the safeguarding cabinet as above.
- 18.1.15 Ensure that we follow robust processes to respond when children are missing from education or missing from home or care.
- 18.1.16 Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- 18.1.17 Ensure safe recruitment practices are always followed.
- 18.1.18 Apply confidentiality appropriately.
- 18.1.19 Apply the LLRSCB escalation procedures if there are any concerns about the actions or inaction of social care staff or staff from other agencies.

## **19. Supporting children and working in partnership**

19.1 We recognise that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. For example, children may feel embarrassed, humiliated, or being threatened. This could be due to their vulnerability, disability and/or sexual orientation or language barriers. We recognise that

children who are abused or who witness violence may find it difficult to develop a positive sense of self-worth. They may feel helplessness, humiliation, and some sense of blame. The school may be the only stable, secure, and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. This should not prevent staff from having a professional curiosity and speaking to the DSL if they have concerns about a child. It is also important that staff determine how best to build trusted relationships with children and young people which facilitate communication. We also recognise that there are children who are more vulnerable than others, which include children with special educational needs and or disabilities.

19.2 All staff including volunteers are advised to maintain the attitude of '**it could happen here**' where safeguarding is a concern, and when concerned about the welfare of the child should always act in the **best** interests of the child.

19.3 Our School will endeavour to support the pupil through:

19.3.1 Ensuring that they can access the content of the curriculum with regard to their age, developmental stage, and SEND need.

19.3.2 Maintaining a school ethos which promotes a positive, supportive, and secure environment, and which gives pupils a sense of them being valued.

19.3.3 The school behaviour policy, anti-bullying policy and child-on-child abuse policy which is kept up to date with national and local guidance and which is aimed at supporting vulnerable pupils in our school.

19.3.4 Our school will proactively ensure that all children know that some behaviours are unacceptable and will need to be addressed but as members of our school they are valued and will be supported through the time required to deal with any abuse or harm that has occurred, or outcomes from incidents.

19.3.5 At Oakfield pupils are aware of school expectations around their behaviours, this includes time in school, on school trips, and on the school bus journey. Oakfield is a short stay provision; it is acknowledged to children (and to their parents/carers) that we know that they have found past school experiences *tricky* and that all human beings have tricky times in their life. We are clear with them that we want to help them make the *right choices*. Pupils, parents and carers are made aware of systems in place to support positive engagement, behaviour and attendance. When pupils behaviour does not meet the high expectations of Oakfield this is reflected during the twice daily award of stars. The class team debrief the session to clarify why a reward has been missed, take pupil voice and discuss future expectations. More serious breaches of the behaviour code may include a discussion with parents/carers, a meeting in school with parents/carers (with a planned review). Social care or CFWS workers will also be invited to such meetings. If the behaviour is around Oakfield transport, the transport plan/risk assessment will be updated, also with a planned review. All pupils have a PHP (Positive Handling Plan). All staff are trained in TEAM TEACH, they are aware of their responsibilities in keeping children safe if/when they are placing themselves, or those around them at risk of harm. PHPs are updated termly as a minimum, or with immediate effect following a critical incident. All parties (senior leaders/classroom staff/parents/carers/social workers (if the pupil is LAC) sign PHPs, including at the point of updates.

- 19.3.6 Liaison with other agencies that support the pupil such as Children's Social Care (in line with the [Thresholds for access to services](#), updated in September 2021); [Leicestershire Inclusion Service](#) and [Education Psychology Service](#), and the [Children and Family Wellbeing Service](#), etc.
- 19.3.7 Ensuring that, where a pupil leaves and is subject to a child protection plan, child in need plan or where there have been wider safeguarding concerns, their information is transferred to the new school immediately or within **5 working days** and that the child's social worker is informed.
- 19.3.8 Ensuring that the vulnerability of children with special educational needs and or disabilities is recognised and fully supported by the use of pupil individual education plans, SEND support information, EHCPs, and PHPs.
- 19.3.9 Where a child discloses a concern or informs of an incident that has involved them in an incident involving sexual violence and or sexual harassment the staff member will ensure the child (victim) is taken seriously, kept safe and never be made to feel like they are creating a problem for reporting abuse, sexual violence, or sexual harassment.
- 19.3.10 The lead Oakfield DSL will be informed immediately, and actions taken in accordance with the school/college child-on -child/ sexual violence and sexual harassment between children in school policy.
- 19.3.11 As part of this policy and our procedures, if after investigation, a risk assessment is actioned, staff are aware that if they are included in this plan and that they have a duty to follow their required actions.  
Senior Leaders and the DSL team have access to [https://consult.education.gov.uk/safeguarding-in-schools-team/keeping-children-safe-in-education-schools-and-col/supporting\\_documents/Proposed%20advice%20for%20sexual%20violence%20and%20sexual%20harassment%20%20for%20consultation.pdf](https://consult.education.gov.uk/safeguarding-in-schools-team/keeping-children-safe-in-education-schools-and-col/supporting_documents/Proposed%20advice%20for%20sexual%20violence%20and%20sexual%20harassment%20%20for%20consultation.pdf)

## **20. Safe Staff and Safe Recruitment**

- 20.1 The leadership team and management committee of the school will ensure that all safer working practices and recruitment procedures are followed in accordance with the guidance set out in KCSiE 2025 Part Three.
- 20.2 School leaders, staff and members of the will be appropriately trained in safer working practices and access safer recruitment training.
- 20.3 Statutory pre-employment checks and references from previous employers are an essential part of the recruitment process. We will ensure we adopt the appropriate necessary procedures to carry out the checks required and where any concerns arise, we will seek advice and act in accordance with national guidance.
- 20.4 The school has in place recruitment, selection, and vetting procedures in accordance with KCSiE 2025 Part Three and maintains a Single Central Record (SCR), which is reviewed regularly and updated in accordance with KCSiE 2025 Part Three paragraphs 208 to 351.

- 20.5 Staff will have access to advice on the boundaries of appropriate behaviour and will be aware of the School Employee Code of Conduct, which includes contact between staff and pupils outside the work context. Concerns regarding low-level concerns will be included in our Code of Conduct from 1 September 2024 in line with KCSiE 2025 Part Four Section two. Staff can access a copy of this through on the school staff shared drive. Additional information is detailed in the Oakfield Staff Handbook.
- 20.6 Newly appointed staff and volunteers will be informed of our arrangements for safer working practices in their Oakfield Induction meeting before beginning working and having contact with pupils. They also have access to the LA 'New Staff Induction' safeguarding training.
- 20.7 In the event of any complaint or allegation against a member of staff, the headteacher (or the Designated Safeguarding Lead) if the headteacher is not present, will be notified immediately. If it relates to the headteacher, the chair of the management committee will be informed without delay. We will respond to all allegations robustly and appropriately in collaboration with the Local Authority Designated Officer (LADO), LADO Allegation Officers or HR Service.
- 20.8 Staff may find some of the issues relating to child protection and the broader areas of safeguarding upsetting and may need support which is be provided by the school and their Human Resources Team.
- 20.9 A wellbeing referral to the LA service can be made for members of staff who have indicated that additional support may be appropriate and beneficial. Staff and volunteers are aware of debrief opportunities
- 20.10 Advice and support will be made available by the Safeguarding and Compliance Lead (SCL), LADO and LCC HR where appropriate to the leadership team.
- 20.11 If an Oakfield pupil is engaging with additional support via an Alternative Provider, Oakfield school, as part of its safeguarding procedures, obtains written confirmation with the provider that all appropriate checks have been made on individuals working within their establishment prior to our pupil accessing the provision.

## **21. Links to other Local Authority policies**

21.1 This policy, together with the following, should be read alongside and in conjunction with other policies and statutory guidance regarding the safety and welfare of children, including those adopted from Leicestershire County Council and the Leicestershire and Rutland Safeguarding Children Partnership (LRSCP).

21.2 These together will make up the suite of policies to safeguard and promote the welfare of children in this school.

- *LA - Health & Safety Policy*
- *LA -Complaints Procedure*

- *LA -Equality Policy*
- *LA – GDPR Policy*
- *Oakfield – Accessibility Plan*
- *Oakfield – Absconding Policies – North & South sites*
- *Oakfield – Relationships & Sex Education Policy*
- *Oakfield – Behaviour for Learning Policy*
- *Oakfield - Attendance Policy*
- *Oakfield – Anti-bullying Policy*
- *Oakfield – On-line Safety Policy*
- *Oakfield – Looked After Children Policy*

21.3 Staff report disclosures and concerns of sexual violence and child sexual harassment via CPOMS selecting the tab 'Cause for Concern' and then highlighting sexual related incident and/or Child on Child abuse.

Leicestershire and Rutland Safeguarding Children Partnership Policy, Procedures and Practice Guidance link: <https://lrs cb.proceduresonline.com/index.htm>

## **22. Roles and Responsibilities**

22.1 All staff and volunteers: Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone in our school who comes into contact with children and their families have a role to play in safeguarding children. All staff in our school consider, always, what is in the best interests of children.

22.2 At Oakfield there is a Senior Leadership Team, 2 Designated Safeguarding Leads, 3 Deputy Designated Safeguarding Leads and an additional Designated Safeguarding Lead, who appropriately take the lead for following up on concerns raised relating to the safety & well-being of the pupils, this includes follow up with parents/carers, relevant social workers, keyworkers or other appropriate agencies. Oakfield employs class teachers, teaching assistants, LSA/transport assistants, 2 family support workers, and 2 admin staff. There is a high ratio of staff support to pupils, pupils build good relationships with staff members, who support them throughout the day (including lunchtime, transport between home & school, and key transition times throughout the school day). All staff are aware of their responsibility to report any concerns to DSLs immediately if they become aware that a pupil is at risk of harm. They are aware that in addition to disclosures being made within the school environment, this may also happen during school transport – where safeguarding procedures are still applied and adhered to, as is the code of conduct.

22.3 All staff within our school are particularly important as they are able to identify concerns early and provide help to children to prevent concerns from escalating.

22.4 All staff contribute to providing a safe environment in which children can learn by being aware of each child's previous experiences within a learning environment and within the home and community environment. This is done by listening to the voices of the child, the parent/carers, previous school setting, additional agencies involved at the point of induction. Information from pupil EHCPs and their PHPs (Positive Handling Plans) contributes to maintaining a safe learning environment. Post incident debriefs (particularly after a traumatic incident) are held with staff and pupils. All staff are trained in Team Teach.

22.5 All staff are aware of their safeguarding commitments within and outside of the school environment. The above documentation is used in school and on school trips. All staff are aware that school all safeguarding procedures are to be adhered to at all times, including on any trips outside of school – this includes the code of conduct, a safeguarding debrief is held before a trip is undertaken, and the destination risk assessment is read and signed by all members of staff involved in the trip.

22.6 All our staff are aware of the early help process and understand their role in this. This includes being able to identify emerging problems to recognise children who may benefit from early help. Staff know in the first instance to discuss their concerns with the Designated Safeguarding Lead and understand they may be required to support other agencies and professionals in assessments for early help.

22.7 Oakfield has Family Support Workers who work outside of the classroom who engage regularly with pupils, families, and partner agencies, to encourage early intervention when issues of concern arise. Both workers attend safeguarding training. The Senior Family Support Worker is a DDSL.

22.8 Oakfield Short Stay School is a Primary Pupil Referral Unit for the county of Leicestershire. The majority of pupils travel between school and home via school transport, therefore few parents/carers have physical daily contact with the school. Staff at Oakfield are aware that parents/carers will not get the same element of 'school gate contact' that would be in place at the local community primary school. Therefore the Family Support Workers are often their first point of contact in terms of support and advice. Family Support Workers carry out regular home visits, speak regularly on the telephone and have a Family Support inbox. Classroom staff are also in regular contact with parents/carers via telephone.

22.9 Social Workers/keyworkers/and workers from other agencies involved with pupil families come onto site to engage in voice work or support with pupils. DSLs will be aware of these arrangements and ensure that any actions put into place via a child protection or child in need plan to keep the children safe are shared with relevant staff. These plans are confidential and are either filed away in a locked 'safeguarding filing cabinet' if paper plans, or put onto the CPOMS system if they are electronic. Only DSLs and Senior Leaders are aware of how to access the safeguarding filing cabinets.

22.10 All parents/carers are invited into school for regular school review meetings (termly), and there are regular family events, often topic related, such as internet safety etc. Regular updates, advice about wellbeing is sent out via email and hand held posters going home with the children. Parents/carers are also signposted to the school website which has relevant useful information, including links to food banks, family hubs, and the family lives website.

## **23. Safeguarding Training**

23.1 All our staff are aware of systems within Oakfield and these are explained to them as part of staff induction, which include our child protection policy; the employee code of conduct and the role of the Designated Safeguarding Lead and Keeping Children Safe in Education 2025.

23.2 Our school utilises an induction checklist when staff are inducted which includes the above, but also other policy and procedural information which is highlighted in the Oakfield Staff handbook. There is an induction checklist for volunteers/school counsellors so that everyone is clear about how to recognise, respond and report concerns

23.3 All our staff receive safeguarding and child protection training, which is updated every year, facilitated by a school DSL.

23.4 In addition, to this training all staff members receive child protection and safeguarding updates when required, this includes Termly Briefings and any updates to KCSIE 2025 or other safeguarding publications.

23.5 All our staff are aware of the process for making referrals to children's social care and for statutory assessments under the Children Act (1989) and understand the role they may have in these assessments.

23.6 Through regular training and additional briefings staff are aware of the importance of their role in keeping children safe. They are updated on briefings and are clear that "safeguarding is everyone's business," and therefore have the requirement to challenge a DSL if they have reported a concern that appears to be on-going, and they have contact details for the member of the management committee responsible for safeguarding, and the telephone number for reporting a serious concern to First Response Central Duty. They access regular training are aware of advice and support available via NSPCC, including online threats.

23.7 All our staff know what to do if a child is raising concerns or makes a disclosure of abuse and/or neglect. Staff will maintain a level of confidentiality whilst liaising with the Designated Safeguarding Lead and children's social care. Our staff will never promise a child that they will not tell anyone about a disclosure or allegation, recognising this may not be in the best interest of the child.

## **24. Staff responsibilities**

24.1.1 All staff have a key role to play in identifying concerns and provide early help for children. To achieve this, they will:

24.1.2 Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.

24.1.3 Ensure children know that there are adults in the school who they can approach if they are worried or have concerns.

24.1.4 Plan opportunities within the curriculum for children to develop the skills they need to assess and manage risk appropriately and keep themselves safe.

24.1.5 Lead and ensure robust arrangements and procedures are in place to effectively manage and regularly monitor the school online safety, and specifically appropriate filtering and monitoring on school devices and school networks which are reflected in this Child Protection Policy, including awareness of ease of access to mobile phone networks. In agreement with the Management Committee.

24.1.6 Attend training to be aware of and alert to the signs of abuse.

- 24.1.7 Maintain an attitude of “it could happen here” with regards to safeguarding.
- 24.1.8 Record their concerns if they are worried that a child is being abused and report these to the DSL as soon as practical that day. If the DSL is not contactable immediately a Deputy DSL should be informed.
- 24.1.9 Be prepared to refer directly to social care, and the police if appropriate, if there is a risk of significant harm and the DSL or their Deputy is not available.
- 24.1.10 Follow the allegations procedures if the disclosure is an allegation against a member of staff.
- 24.1.11 Follow the procedures set out by the LRSCP and take account of guidance issued by the DfE KCSiE 2025.
- 24.1.12 Support pupils in line with their child protection plan, child in need plan, LAC Care Plan.
- 24.1.13 Treat information with confidentiality but never promising to “keep a secret.”
- 24.1.14 Notify the DSL or their Deputy of any child on a child protection plan or child in need plan who has unexplained absence.
- 24.1.15 Understand early help and be prepared to identify and support children who may benefit from early help, to include children who are frequently missing/goes missing from education, home, or care, has experienced multiple suspensions, is at risk of being permanently excluded from schools, colleges and in an alternative provision or a pupil referral unit, has a parent or carer in custody or is affected by parental offending.
- 24.1.16 Liaise with other agencies that support pupils and provide early help.
- 24.1.17 Ensure they know who the DSL and Deputy DSLs are and know how to contact them.
- 24.1.18 Have an awareness of the Child Protection Policy, the Behaviour Policy, the Staff Behaviour Policy (or Code of Conduct), procedures relating to the safeguarding response for children who go missing from education and the role of the DSL.
- 24.2 Via the Headteacher and safeguarding briefings Senior Leaders are aware of opportunities for all members of staff to extend their knowledge of safeguarding or well-being issues, via the local authority learning pool, NSPCC, and Health. A school counsellor and a Therapet practitioner come into school on a regular basis.

## **25. Senior Leadership/Management Team responsibilities:**

- 25.1 Contribute to inter-agency working in line with HM Working Together to Safeguard Children 2023 (updated February 2024) guidance.

- 25.2 Provide a co-ordinated offer of early help when additional needs of children are identified.
- 25.3 Ensure all staff, supply staff and volunteers are alert to the definitions of abuse and indicators, and through access to regular training opportunities and updates.
- 25.4 Ensure staff are alert to the various factors that can increase the need for early help.
- 25.5 Working with Children's Social Care, support their assessment and planning processes including the school's attendance at conference and core group meetings as appropriate.
- 25.6 Carry out tasks delegated by the management committee such as training of staff and volunteers, safer recruitment and maintaining of a single central register.
- 25.7 Provide support and advice on all matters pertaining to safeguarding and child protection to all staff regardless of their position within the school.
- 25.8 Treat any information shared by staff or pupils with respect and follow agreed policies and procedures.
- 25.9 Ensure that allegations or concerns against staff including low-level concerns are dealt with in accordance with guidance from Department for Education (DfE KCSiE 2025 Part Four 'Allegations made against/Concerns raised in relation teachers including supply teachers, other staff, volunteers, and contractors in Sections One and Two.
- 25.10 Leicestershire and Rutland Safeguarding Children Partnership (LRSCP) and Leicestershire County Council (LCC).
- 25.11 Children who attend Oakfield are either permanently excluded, or at risk of permanent exclusion from their community primary school. These pupils are vulnerable, it is vital that senior leaders and DSLs work closely with social care, where necessary, to address safeguarding and child protection concerns.

## **26. Teachers (including ECTs) and Headteachers – Professional Duty**

26.1 The Teachers Standards 2012 (updated 13 December 2021) remind us that teachers, newly qualified teachers and headteachers should safeguard children and maintain public trust in the teaching profession as part of our professional duties.

26.2 The Children and Social Work Act of 2017, places responsibilities for Designated Teachers to have responsibility for promoting the educational achievement of children who have left care through adoption, special guardianship, or child arrangement orders or who were adopted from state care outside England and Wales.

26.3 The Designated Teacher at Oakfield attends all required LAC & PEP meetings to give and receive updates for actions. The Designated Teacher is also responsible for capturing the pupil's 'school voice' to contribute to the meeting.

## **27. Designated Safeguarding Lead**

27.1 We have a 2 Senior Designated Safeguarding Leads who take lead responsibility for safeguarding children and child protection who has received appropriate training and support for this role. The Designated Safeguarding Leads are senior member of the school leadership team, and their responsibilities are explicit in their job description.

27.2 We also have 3 Deputy Safeguarding Leads (and 1 additional DSLs), who will provide cover for the Senior Designated Safeguarding Lead when they are not available. Our Deputy Safeguarding Leads and Additional DSLs have received the same training as our Senior Designated Safeguarding Leads. They will provide additional support to ensure the responsibilities for child protection and safeguarding children are fully embedded within the school ethos and that specific duties are discharged. They will assist the Senior Designated Safeguarding Lead in managing referrals, attending child protection conferences, reviews, core group meetings and other meetings of a safeguarding and protection nature to support the child/children.

27.3 Oakfield Short Stay School has 2 school sites, there is always a minimum of 1 DSL per site, however, if this DSL is already engaged in a safeguarding matter, all members of staff are aware that a DSL can be alerted at the other site, and would make contact with them as a matter of urgency. This is made clear at safeguarding training events.

27.4 All DSLs & DDSLs complete all required training for the roll. Senior DSLs monitor regularly that training is up to date. They also ensure that they share any alerts/briefings made available to them so that all DSLs can fulfil child protection responsibilities to meet the need of pupils on Oakfield roll.

27.5 We acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding pupils. Our Designated Safeguarding Lead will ensure there is a structured procedure within the school, which will be followed by all the members of the school community in cases of suspected abuse.

## **28 The Senior Designated Safeguarding Leads are expected to:**

28.1 Manage Referrals

28.1.1 Refer cases of suspected abuse or allegations to the relevant investigating agencies.

28.1.2 Support staff who make referrals to children's social care and other referral pathways.

28.1.3 Refer cases where a person is dismissed or left due to risk/harm to a child and will make a referral to the Disclosure and Barring Service. Procedures are in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns or would have been had they not resigned. This is a legal duty and failure to do so when the criteria are met is a criminal offence.

28.2 Ensure arrangements are in place year-round for all staff and volunteers to seek advice, support and inform of safeguarding concerns, or incidents and disclosures that inform children are at risk of harm, or abuse, harm or bullying or sexual harm or harassment has occurred.

- 28.3 Ensure appropriate systems are in place to manage and address online safety, access to mobile phone networks, especially for those children who are potentially at greater risk of harm, abuse, and exploitation and refer concerns where required linked to the PREVENT duty.
- 28.4 Senior DSLs and DDSLs at Oakfield liaise in person at least once a day, all DSLs are alerted to safeguarding (including serious) concerns instantly through CPOMS systems. Outcomes from child protection conferences, CIN meetings, and core groups are discussed between the DSL team, including Oakfield actions and planning for the next meeting. These plans are also transferred electronically to CPOMS.
- 28.5 All members of staff have access to KCSIE 2025 part one and Annex A, they are, through annual training and regular safeguarding updates, aware of specific areas of safeguarding vulnerabilities, particularly for vulnerable children in our school. They are vigilant, to risks that can be within the home, school, and community environments. They are confident to come forward to DSLs with their thoughts and concerns. Staff have good relationships with the pupils and support them appropriately when disclosures are made.
- 28.6 Work with others
- 28.6.1 Liaise with the headteacher/principal (where the Senior Designated Safeguarding Lead role is not carried out by the headteacher) to inform him/her of any issues and ongoing investigations.
- 28.6.2 As required, liaise with the 'case manager' (as per Part Four of KCSiE 2025) and the LADO where there are child protection concerns/allegations that relate to a member of staff.
- 28.6.3 Liaise with the case manager and the LADO/LADO Allegation Officer where there are concerns about a staff member.
- 28.6.4 Liaise with staff on matters of safety and safeguarding and deciding when to make a referral by liaising with other agencies and acts as a source of support, advice, and expertise for other staff.
- 28.6.5 Take part in strategy discussions or attend inter-agency meetings and/or support other staff to do so and to contribute to the assessment of children.
- 28.6.6 Liaise with the local authority and other agencies in line with Working Together to Safeguard Children 2023 (updated February 2024) and the local Leicestershire Safeguarding Children Partnership procedures and practice guidance.
- 28.6.7 The headteacher, designated safeguarding leads and governing body/trust are aware of the local arrangements put in place by Leicestershire and Rutland Safeguarding Children Partnership (LRSCP) and know how to access the LRSCP website and training.
- 28.7 The DSL team feedback to all member of staff all bulletins and briefings that immerge as current threats to Oakfield pupils.

28.8 These may be from agencies, charities, local authority, the police or headteacher briefings. The school also works with Youth Workers, when appropriate to pupil need, and with charities such as knife crime prevention (whilst also engaging about this with parents/carers).

### 28.9 **Undertake training**

28.9.1 Formal Designated Safeguarding Lead training will be undertaken at least every two years. Informal training and updating of knowledge and skills will be at regular intervals, undertaken at least annually.

28.9.2 The Senior Designated Safeguarding Lead is responsible for their own training and should obtain access to resources or any relevant refresher training.

28.9.3 The Senior Designated Safeguarding Lead is also responsible for ensuring all other staff with designated safeguarding responsibilities access up to date and timely safeguarding training and maintains a register or data base to evidence the training.

28.10 In addition to annual whole school safeguarding awareness training for primary schools, all staff complete training focussing exclusively on a range of topics including - Prevent, FGM, ACES, Online threats, Harmful Sexualised Behaviours, CSE, County Lines.

### **28.11 The training undertaken should enable the Designated Safeguarding Lead to:**

28.11.1 Understand the assessment process for providing early help and intervention through the Thresholds to access to services.

28.11.2 Have a working knowledge of how the Leicestershire and Rutland Safeguarding Children Partnership operates, the conduct of a child protection conference, and be able to attend and contribute to these effectively when required to do so.

28.11.3 Ensure that each member of staff has access to the child protection policy and procedures.

28.11.4 Understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational outcomes

28.11.5 Be alert to the specific needs of children in need, including those with special educational needs and or disabilities and young carers.

28.11.6 Be able to keep detailed, accurate, secure written records of concerns, decisions and referrals.

28.11.7 Understand the Prevent Duty and provide advice and support to staff on protecting and preventing children from the risk of radicalisation and being grooming into extremist behaviours and attitudes (KCSiE 2025 Annex A and B).

28.11.8 Understand the reporting requirements for FGM.

28.11.9 Understand and support children to keep safe when online and when they are learning at home (KCSiE 2025 Part Two – The Management of Safeguarding and paragraph 134-143)

28.11.10 Encourage a culture of protecting children, listening to children and their wishes and feelings.

### **28.12 Raise awareness**

28.12.1 Ensure that the child protection policies are known, understood, and used appropriately.

28.12.2 Ensure that the child protection policy is reviewed annually in consultation with staff members, and procedures are updated and reviewed regularly and implemented, and that the governing body is kept up to date and actively involved.

28.12.3 Work strategically to ensure policies and procedures are up to date and drive and support development work within the school.

28.12.4 Ensure that the child protection policy is available to parents and carers and uploaded to the school website and make parents/carers aware that referrals may be made about suspected abuse or neglect.

28.12.5 Ensure all staff receive induction training covering child protection before working with children and can recognise and report any concerns immediately as they arise.

### **29. Child Protection file - The Senior Designated Safeguarding Lead is responsible:**

29.1 for ensuring that when a child leaves the school or college their 'child protection,' 'child in need' file or 'confidential' file is transferred to the new school or college at the same time the child goes on roll of its new school or education provision.

29.2 A record of the number of children open and subject to CP, CiN and LAC concerns is maintained and shared with the governing body annually.

29.3 A record or data on the cohort of children having or have had a social worker and social care involvement will be maintained on the archived section of CPOMS.

29.4 Our school will maintain, keep and storing records, where a concern about a child has been identified in accordance with statutory guidance in KCSiE 2025. Records and files are transferred securely and confidentially when pupils move onto next school placement, alternative provision or elective home education.

29.5 Oakfield Short Stay School uses CPOMS, it also keeps paper files as transferred on from sending schools who do not have an electronic system in place. Staff are aware of systems in place to write a paper record if CPOMS is unavailable, e.g. on a school trip.

29.6 Availability - During term time the Senior Designated Safeguarding Lead or a deputy will always be available (during school hours) for staff in the school or college to discuss any safeguarding concerns. In the absence of the Designated Safeguarding Leads a member of the senior leadership team will be nominated to provide cover. Appropriate arrangements will also need to be in place all year round for any out of school hours' activities in line with the guidance contained in DfE KCSiE 2025 Part Two and Annex C. Parents/carers are made aware of these contacts via school email notifications and signposting to the Oakfield website. The school has a generic email address for contact with agencies.

## **30. Headteacher**

### **30.1 The Headteacher of the school will ensure that:**

- 30.1.1 The policies and procedures adopted by the management committee (particularly those concerning referrals of cases of suspected abuse, neglect and exploitation), are understood, and followed by **all** staff.
- 30.1.2 The school maintains an up-to-date Single Central Record (SCR) which is reviewed regularly and is compliant with statutory guidance.
- 30.1.3 Sufficient resources and time are allocated to enable the Designated Safeguarding Lead and other staff to discharge their responsibilities, including taking part in strategy discussions and inter-agency meetings, and contributing to the assessment of children.
- 30.1.4 All staff and volunteers feel able to raise concerns about poor or unsafe practice with regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies.
- 30.1.5 The Headteacher will ensure all staff including supply teachers and volunteers have access to and read and understand the requirements placed on them through: - the school Child Protection Policy; the staff handbook/Code of Conduct.
- 30.1.6 The Headteacher will ensure there are mechanisms in place to assist staff to fully understand and discharge their role and responsibilities as set out in KCSiE 2025.
- 30.1.7 Where there is an allegation made against a member of staff (either paid or unpaid, including volunteers) that meets the criteria for a referral to the LADO, then the headteacher or principal will discuss the allegation immediately with the LADO (within 24 hours) and ensure that cases are managed as per Part Four: Allegations made against/Concerns raised in relation to teachers, including supply teachers, other staff, volunteers, and contractors in KCSiE 2025. If the allegation is against the Headteacher/Principal, then the Chair of the Management Committee will manage the allegation – see below.

## **31. Management Committee**

31.1 We recognise our Management Committee has a strategic leadership responsibility for our *school's* safeguarding arrangements and must ensure they comply with their duties under legislation

and must have regarding to KCSiE 2025, ensuring policies, procedures and training in our school are effective and always comply with the law.

31.2 The management committee will be collectively responsible for ensuring that safeguarding arrangements are fully embedded within the school's ethos and reflected in the school's day to day safeguarding practices by:

31.2.1 Ensuring there is an individual member of the governing body to take leadership responsibility for safeguarding and champion child protection issues in the school.

31.2.2 Ensuring that the school has effective policies and procedures in line with statutory guidance (Working Together to Safeguard Children 2023, updated February 2024) as well as with local LRSCP guidance and monitors the school's compliance with them.

31.2.3 Ensuring that safeguarding policies and procedures are in place for appropriate action to be taken in a timely manner to promote a child's welfare.

31.2.4 Recognising the importance of information sharing between agencies through the statutory guidance provided within KCSiE 2025 Annex C page 172 to 173 and paragraphs 56 to 57, 115 to 121, 375, to 390, 476, 540 and 544 and page 158, the additional clarification about GDPR and withholding information. Including guidance/procedures put in place by our school/college, which can be found on the school shared drive, school office

31.2.5 Ensuring cooperation with the local authority and other safeguarding partners.

31.2.6 Appointing a Senior Designated Safeguarding Lead from the leadership team to take lead responsibility for child protection/safeguarding and that a Designated Teacher for Looked After Children is appointed and appropriately trained.

31.2.7 Ensuring that all staff, supply teachers and members of the management committee read and fully understand at least KCSiE 2025 Part One and or Annex A as a minimum and ensure that there are mechanisms in place to assist staff to understand and discharge their role and responsibilities as required within the guidance.

31.2.8 Ensuring that the management committee understands it is collectively responsible for the school's safeguarding arrangements, even though a member will be nominated as the 'Safeguarding Member' and person who will champion all safeguarding requirements.'

31.2.9 All members of the management committee undertake safeguarding training to ensure they have the knowledge and information needed to equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place are effective and support the delivery of robust 'safeguarding arrangements and act as the 'critical friend'. This training must focus on their strategic role and not on operational procedures.

31.2.10 The Chair of Management Committee and named Safeguarding member will access role specific training to enable them to comply and discharge their child protection/safeguarding responsibilities including should any allegations be made against the Headteacher/ Principal.

- 31.2.11 The Management Committee will collectively ensure there is a training strategy in place for all staff, including the headteacher, so that child protection training is undertaken and refreshed in line with KCSiE 2025 and LRSCP guidance.
- 31.2.12 Ensuring that staff undergo safeguarding child protection training at induction and that there are arrangements in place for staff to be regularly updated to ensure that safeguarding remains a priority.
- 31.2.13 Ensuring that temporary staff and volunteers who work with children are made aware of the school's arrangements for child protection and their responsibilities.
- 31.2.14 Ensuring there are procedures in place to manage allegations against staff and exercise disciplinary functions in respect of dealing with a complaint KCSiE 2025 Part Four Section One.
- 31.2.15 Ensuring that arrangements/procedures are in place to manage and provide clarity on the process for sharing 'low level' concerns, which should be referred to within the school/college Staff Code of Conduct, (Allegations and concerns about a staff member that after initial consideration by the 'case manager' do not meet the criteria for a referral to LADO).
- 31.2.16 Ensuring a response if there is an allegation against the headteacher by liaising with the LADO or other appropriate officers within the local authority.
- 31.2.17 Ensuring appropriate responses to children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse, including child sexual exploitation and going missing in future.
- 31.2.18 Be aware of the issues involving the complexity of serious violence and sexual violence and sexual harassment between children and ensure the school has policy, procedures and staff are trained (including the DSL and Senior Leadership) to recognise and respond to incidents and resources to manage actions and support for those involved.
- 31.2.19 Be alert and respond to harmful online challenges and hoaxes, including providing information and advice to parents and carer and informing where to get help and support.
- 31.2.20 Be alert to the growing concerns involving knife crime and ensure the school works closely with the police and safeguarding partners to raise awareness of the impact of such crime and adopt proactive practice to address concerns locally and within the community.
- 31.2.21 Ensuring appropriate filters and monitoring systems are in place to protect children online and children are taught about keeping safe online through the curriculum.
- 31.2.22 Giving staff the opportunities to contribute and shape safeguarding arrangements and child protection policy.
- 31.2.23 Currently school premises are not used for non-school activities and this is unlikely to be the case in the future. The management committee are aware that if this should be the case in the future then they will seek assurances that the body concerned has appropriate safeguarding and child protection policies and procedures in place, and inspect them as

needed, including liaising with the Headteacher. This will apply regardless of whether or not children who attend the provision are on the school or college roll.

- 31.2.24 Any safeguarding concerns involving outside organisations will be addressed through our school/college safeguarding policies and procedures and in line with Leicestershire Safeguarding Children Partnership procedures (KCSiE 2025 paragraph 377).
- 31.2.25 Prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, making decisions about additional checks and ensuring volunteers are supervised as required.
- 31.2.26 Ensure at least one person on an interview panel has completed safer recruitment training.
- 31.2.27 Inform any new prospective employees' candidate that our school will carry out online checks (KCSiE 2025 Part Three Safer Recruitment).
- 31.2.28 Recognising that certain children are more vulnerable than others, such as looked after children and children with special educational needs and disabilities.
- 31.2.29 Be open to accepting that child abuse and incidents can happen within the school and be available to act decisively upon them.

## **32. Looked After Children – The Role of Designated Teacher and the Designated Safeguarding Lead**

- 32.1 A teacher is appointed who has responsibility for promoting the educational achievement of children who are looked after. They have the appropriate training. The Designated Teacher will work with the Virtual School to ensure that the progress of the child is supported.
- 32.2 The Designated Safeguarding Lead will also have details of the child's social worker and the name of the Assistant Head of the Virtual School. The Designated Safeguarding Lead will work closely with the Designated Teacher, as we recognise that children may have been abused or neglected before becoming looked after. We will ensure their ongoing safety and wellbeing as well as supporting their education, through linking with their social worker, carers, and parents where appropriate.
- 32.3 We also recognise those children who were previously Looked-After potentially remain vulnerable and all staff will be informed of the importance of maintaining support for them through our school. As a school we will continue to recognise the importance of working with agencies and take prompt actions where necessary to safeguard these children, who may remain vulnerable.
- 32.4 The Head of the Virtual school includes responsibility for promoting the education achievement of children in kinship care. Therefore, our school recognises that these children may require additional support to be successful in school. This will be in accordance with Local LRSCP procedures and KCSiE 2025 paragraphs 189 to 200.

### **33. Children with Special Educational Needs**

33.1 We recognise that children with special educational needs (SEN) and or disabilities can face additional safeguarding challenges on and offline. Children with SEN and or disabilities are especially vulnerable when identifying concerns due to their impaired capacity to resist or avoid abuse. They may have speech, language and communication needs which may make it difficult to tell others what is happening.

33.2 All staff are aware that additional barriers can exist when recognising abuse, neglect and exploitation for children with SEND and be more prone to peer group isolation or bullying (including prejudice-based bullying) than other children. They may not always show outward signs and may have communications barriers and difficulties in reporting challenges, especially involving exploitation or incidents involving child- on -child harm, abuse, or harassment and particularly where that harassment or harm is of a sexual nature. Our staff's vigilance will be a supporting factor to keeping all children safe.

33.3 Staff should consider extra pastoral support and attention for these children, along with ensuring any appropriate support for communication is in place. More guidance can be found at **SEND Code of Practice 0 – 25** and **Supporting Pupils at School with Medical Conditions**.

33.4 Our policy reflects the fact that additional barriers can exist when recognising abuse, neglect and exploitation in this group of children which include:

3 assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration.

33.4.1 children with SEN and disabilities can be disproportionately impacted by things like bullying, without outwardly showing any signs; and communication barriers and difficulties in overcoming their ability to disclose incidents or the risk of harm they feel subject to,

33.4.2 addressing individual behaviour concerns and incidents considering the child's SEN and disabilities.

33.4.3 recognising and having in place additional support for example to teach, advise, mentor and support children with SEND from online harms, hoaxes, bullying, grooming and radicalisation and enable them to have confidence and the ability to stay safe online, either in schools or outside the school environment.

All pupils at Oakfield have SEND needs, all staff are aware that our children have additional vulnerabilities within the school/home/community environments. Additional sources of information to support the pupils needs are contained in their Individual Health Care Plans, PHPs (positive handling plans), Transport plans, and any SEND Support/EHC plans.

### **34. Acting where concerns are identified**

34.1 Our staff recognise the difference between concerns about a child and a child in immediate danger.

34.2 If staff have concerns about a child, they will need to decide what action to take. A discussion should take place with the Senior Designated Safeguarding Lead or a member of the DSL team, to agree a course of action.

34.3 If a child is in immediate danger or risk of harm a referral will be made immediately to First Response and/or immediately to the police if at imminent risk of harm by the member of staff if required, with the Designated Safeguarding Lead being informed of the referral.

34.4 If a child chooses to tell a member of staff about alleged abuse, there are several actions that staff will undertake to support the child:

34.4.1 The key facts will be established in language that the child understands, and the child's words will be used in clarifying/expanding what has been said.

34.4.2 No promises will be made to the child, e.g., to keep secrets.

34.4.3 Staff will stay calm and be available to listen.

34.4.4 Staff will actively listen with the utmost care to what the child is saying.

34.4.5 Where questions are asked, this should be done without pressurising, and only using open questions.

34.4.6 Leading questions should be avoided as much as possible

34.4.7 Questioning should not be extensive or repetitive

34.4.8 Staff will not/ should not put words in the child's mouth but will subsequently note the main points carefully.

34.4.9 A full written record will be kept by the staff duly signed and dated, including the time the conversation with the child took place, outline what was said, comment on the child's body language etc.

34.4.10 It is not appropriate for staff to make children write statements about abuse that may have happened to them or get them to sign the staff record.

34.4.11 Staff will reassure the child and let them know that they were right to inform them and inform the child that this information will now have to be passed on.

34.4.12 The Designated Safeguarding Lead will be immediately informed unless the disclosure has been made to them.

34.4.13 Information should be shared with children's social care without delay, either to the child's own social worker or to First Response. Children's Social Care will liaise with the police where required, which will ensure an appropriate police officer response rather than a uniformed response.

34.4.14 The Police would only therefore be contacted directly in an emergency or if a child is in immediate risk of harm, abuse, or danger.

**Staff should never attempt to carry out an investigation of suspected child abuse by interviewing the child or any others involved especially if a criminal act is thought to have occurred. The only people who should investigate child abuse and harm are Social Care, Police, or the NSPCC.**

## **35. Confidentiality**

35.1 We recognise that all matters relating to child protection are confidential; however, a member of staff must never guarantee confidentiality to children; children will not be given promises that any information about an allegation will not be shared.

35.2 Where there is a child protection concern it will be passed immediately to the Designated Safeguarding Lead/a member of the DSL team and/or to children's social care. When a child is in immediate danger children's social care/the police will be contacted.

35.2 The Headteacher or Senior Designated Safeguarding Lead/member of the DSL team will disclose personal information about a pupil to other members of staff, including the level of involvement of other agencies, only on a 'need to know' basis.

35.4 All staff are aware that they have a professional responsibility to share information with other agencies in order to safeguard children. They are aware that the Data Protection Act 1998 should not be a barrier to sharing of information where failure to do so would result in a child being placed at risk of harm. (Dfe Data Protection guidance for schools Dfe 2024b)

35.5 We acknowledge further guidance can be found by visiting Leicestershire and Rutland Safeguarding Children Partnership website: <https://lrsb.org.uk/>

## **36. Information Sharing**

36.1 Effective sharing of information between practitioners and local organisations and agencies is essential for early identification of need, assessment, and service provision to keep children safe. Serious Case Reviews (SCRs) now known as Rapid Reviews (RRs) have highlighted that missed opportunities to record and thereby understand the significance of sharing information in a timely manner can have severe consequences for the safety and welfare and well-being of children (Working Together to Safeguard Children 2023, updated February 2024).

36.2 We will adopt the information sharing principles detailed in statutory safeguarding guidance contained within

*36.2.1 DfE KCSiE 2025 has several sections which provide clarity on information sharing processes and GDPR including within Annex C which makes clear the powers to hold and use information when promoting children's welfare.*

*36.2.2 Working Together to Safeguard Children 2024 Paragraph 28 to 32 and on pages 18 - 22.*

36.2.3 *Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents, and carers (which has been updated to reflect the General Data Protection Regulation (GPDR) and Data Protection Act 2018.*

36.2.4 *Leicestershire and Rutland Safeguarding Children Partnership (NSCP) Policy and Practice Guidance.*

36.2.5 Staff and members of the Management Committee annually undertake GDPR awareness training accessed on the learning hub for LCC.

## **37. Records and Monitoring** (KCSiE 2025 paragraphs 66 to 68, Part Four, Part Five, Annex C)

37.1 Oakfield uses the CPOMS system for recording concerns, where/if this is not possible staff are aware that concerns must be logged confidentially on paper, which must be labelled "Cause for Concern" completed with required information of the concern, signed and dated and given to the DSL without delay.

37.2 Any concerns about a child will be recorded in writing within 24 hours. All records will provide a factual and evidence-based account and there will be accurate recording of any actions. Records will be signed, dated and, where appropriate, witnessed. Where an opinion or professional judgement is recorded this should be clearly stated as such. As well as keeping records of concerns, discussions and decisions, designated safeguarding leads should keep record of the rationale for any decisions made.

37.3 At no time should an individual teacher/member of staff or school be asked to or consider taking photographic evidence of any injuries or marks to a child's person; this type of behaviour could lead to the staff member being taken into managing allegations procedures. The body maps should be used in accordance with recording guidance and to support clarity for example of areas of injury, marks and bruising and or touching.

37.4 Any concerns should be reported and recorded without delay to the appropriate safeguarding services e.g., First Response or the child's social worker if already an open case to social care.

37.5 A chronology will be kept in CPOMS. Staff, particularly pastoral staff, will record any minor concerns on the chronology and will take responsibility for alerting the Designated Safeguarding Lead should the number of concerns rise or, in their professional judgement, become significant. At the point at which a concern file (see below) is commenced then the chronology can be transferred to the concern file.

37.6 Safeguarding, child protection and welfare concerns will be recorded and kept in a separate secure file known as a 'concern' file (formerly referred to as a child protection file), which will be securely stored and away from the main pupil file. Any existing safeguarding file from sending schools should have a **red C** in the top right-hand corner to denote a separate file exists

37.7 Our school will ensure all our files will be available for external scrutiny for example by a regulatory agency or because of a serious case review or audit.

## **38. Why recording is important**

38.1 Our staff will be encouraged to understand why it is important that recording is comprehensive and accurate and what the messages from serious case reviews are in terms of recording and sharing information. It is often when a chronology of information is pieced together that the level of concern escalates or the whole or wider picture becomes known.

38.2 Oakfield Short Stay School maintains Uses CPOMs.

38.3 We acknowledge without information being recorded it can be lost. This could be crucial information, the importance of which is not always necessarily apparent at the time. On occasions, this information could be crucial evidence to safeguard a child or be evidence in future criminal prosecutions.

## **39. The Child Protection (CP), Child in Need (CiN) or Confidential file**

(KCSiE 2025 Annex C pages 166 to 170 and paragraphs 68,102,122, 123, 540 and 543).

The establishment of a Child Protection, CIN or Confidential Safeguarding file, which is separate from the child's main school file, is an important principle in terms of storing and collating information about children which relates to either a child protection or safeguarding concern or an accumulation of concerns about a child's welfare which are outside of the usual range of concerns which relate to ordinary life events. It should be borne in mind that what constitutes a 'concern' for one child may not be a 'concern' for another and the child's particular circumstances will need to be taken into account for example if a child is subject to a child protection plan, CIN plan or has looked after status (LAC). Professional judgement will therefore be an important factor when making this decision and will need clear links between pastoral staff and those with Designated Safeguarding Lead responsibilities in school.

39.1 A 'child protection' or 'confidential' file should be commenced in the event of:-

- A referral to social services.
- A number of minor concerns on the child's main school file.
- Any child open to social care.

39.2 All 'child protection' or 'confidential' information is logged/obtained on CPOMS:-

- A referral to First Response/Children's Social Care.
- A number of minor concerns on the child's main school file.
- Any child open to social care.
- A front sheet.
- A chronology.
- A record of concern in more detail and body map, where appropriate.
- A record of concerns and issues shared by others.

39.3 The school will keep electronic reports on CPOMS of concerns about children even where there is no need to refer the matter to First Response/Children's Social Care (or similar) immediately, but these records will be kept within the separate concerns file.

39.4 Records will be kept up to date and reviewed regularly by the Snr Designated Safeguarding Lead, to evidence and support actions taken by staff in discharging their safeguarding arrangements. Original notes will be retained (but clearly identified as such) as this is a contemporaneous account;

they may be important in any criminal proceedings arising from current or historical allegations of abuse or neglect.

All members of staff have reporting access to CPOMS to enter 'Cause for Concern' 'Safeguarding' 'Child Protection' 'Child in Need' they do this via secure email/password access. DSLs have reporting, viewing, editing, and actioning permissions via secure email/password and 2 factor authentication security.

Safeguarding logs are also kept securely (passworded) for immediate access to each pupils safeguarding status including last conference and plan review dates.

39.5 The 'confidential' file can be active or non-active in terms of monitoring i.e., a child is no longer LAC, subject to a child protection plan or EHAF and this level of activity can be recorded on the front sheet as a start and end date. If future concerns arise, they can be re-activated and indicated as such on the front sheet and on the chronology as new information arises.

#### **40. Transfer of child's child protection file, child in need, LAC, or confidential file (statutory requirement):**

40.1 Our school file transfer guidance contained in KCSiE 2025 and ensure when a child moves school/education provision their child protection/confidential file is sent securely to their new educational setting when the child starts/ leaves the school.

40.2 For those children subject of social care and safeguarding agency involvement will ensure the file is able to evidence the child's journey and include key information as described in KCSiE 2025 Should a child subject to social care involvement transfer schools, college, or education provider we will ensure the child's child protection or confidential file move is transferred within 5 days as required by KCSiE.

40.3 Our Senior DSLs will liaise directly with the receiving school, college or alternative placement and hold a discussion to share important information to support the child's transfer to ensure the child remains safeguarded, has any 'reasonable adjustments' agreed, and put in place and to ensure the changes experienced by the child are as smooth as possible to enable a positive integration experience and engagement with new staff and learning.

40.4 In accordance with KCSiE 2025 we will maintain information on cohorts of children who have been open to social care, have had a social worker or who are closed to social care and may have returned to the family home. This information will only be considered for sharing 'if appropriate' with the new school or provider in advance of the child leaving to allow for the new school to continue supporting the children who have had a social worker or been victims of abuse, including those who are currently receiving support through the 'Channel' programme.

40.5 When a child attends Alternative Provision the safeguarding file will remain with the child's school. The DSL must share relevant information to allow the Alternative Provision to safeguard the child. (KCSiE 2025 Annex C)

#### **41. Recording Practice**

41.1 Timely and accurate recording will take place when there are any issues regarding a child.

41.2 A recording of each and every incident or concern for the child will be made, including any telephone calls to other professionals. These will also be recorded on the CPOMS chronology and kept within the child protection file for that child, as over time they are likely to help identify any patterns or emerging risks and needs. This will include any contact from other agencies who may wish to discuss concerns relating to a child. Actions will be agreed, and roles and responsibility of each agency will be clarified, and outcomes recorded.

41.3 The chronology will be brief and log activity; the full recording will be on the record of concern.

41.4 Further detailed recording will be added to the record of concern and will be signed and dated. Records will include an analysis of the event or concerns and will take account of the holistic needs of the child, and any historical information held on the child's file.

41.5 Support and advice will be sought from social care, or early help whenever necessary. In this way a picture can emerge, and this will assist in promoting an evidence-based assessment and determining any action(s) that needs to be taken.

41.6 This may include no further action, whether an Early Help Assessment should be undertaken, or whether a referral should be made to First Response/Children's Social Care in-line with the Threshold for access to services published September 2021, or any later edition made available by Leicestershire and Rutland Safeguarding Children Partnership.

41.7 Such robust practice across child protection and in safeguarding and promoting the welfare of children will assist the school and DSL team in the early identification of any concerns which may require addressing further and the prevention of future harm, risk, or abuse.

41.8  
The Designated Safeguarding Lead will have a systematic means of monitoring children known or thought to be at risk of harm (through the concern file and through an ongoing dialogue with pastoral staff). They will ensure that we contribute to assessments of need and support multi-agency plans for those children.

## **42 Educating Young People – Opportunities to teach safeguarding**

(KCSiE 2025 paragraphs 124 to 139, Annex A & Annex C Online Safety paragraph 140 to 150).

42.1 As a school we will teach children in an age-appropriate way about youth produced imagery, on-line risks associated with social networking to prevent harm by providing them with the skills, attributes, and knowledge to help them navigate risks, including covering online safety, remote learning, filters and monitoring, information security, cyber-crime, fake news, disinformation and conspiracy theories, reviewing online safety platforms and use of mobile technology. We will ensure appropriate filters and monitoring systems in place and regularly review their effectiveness

42.2 The education we provide for online safety will take into account the need for children to learn using online technologies to include generative artificial intelligence in a safe environment whether that be in school in the home or in a community environment. This will also be taught as part of a wider RSHE programme, as well as through other subject areas and ICT.

42.3 We will ensure a whole school approach is in place to promote giving children the space to explore key issues in a sensitive way and the confidence to seek the support of adults should they encounter problems or online harms, hoaxes or harassment including involving incidents of sexual violence and sexual harassment between children.

42.4 We will carefully consider mobile phone use and the new filtering and monitoring standard required by DfE and how this is managed in school and ensure it is reflected in our mobile and smart technology policy. This will include where children have unlimited and unrestricted access to the internet via mobile phone networks (i.e., 3G, 4G and 5G).

42.5 Our arrangements will be regularly reviewed to address this additional area of safeguarding as technologies change on a regular basis and having access to smart technology could mean some children, whilst at school/college, sexually harass, bully, and control others via their mobile and smart technology, share indecent images consensually and non-consensually (via large chat groups) and view and share pornography and other harmful content.

42.6 Oakfield have a policy on RSHE, she will be reflected in lesson planning over the academic year during curriculum planning. This planning will be thematic or used to support issues arising with the needs to individual pupils at a particular time as necessary.

42.7 IT arrangements are discussed with parents/carers initially at the point of induction (including the school transport plan which bans access to data whilst pupils are on the school journey). Parents/carers sign the school IT agreement. Links to online safety are sent regularly to all parent/carers, there are also links on our school website. At home visits and during pupil review meetings discussions are had with parent/carers around online safety.

42.8 Any online access between school and home currently is the school Dojo secure system.

42.9 Oakfield pupils come onto roll at various times of the academic year, therefore it is often necessary to complete either RSHE or Online learning that may have been missed, or may need to be re-introduced, or extended upon, so that no opportunities are missed to ensure that pupils are aware of how to keep themselves safe.

### **43. Helplines and reporting**

43.1 Children can talk to a Child Line counsellor 24 hours a day about anything that is worrying them by ringing 0800 11 11 or in an online chat at <https://www.childline.org.uk/get-support/1-2-1-counsellor-chat/>

43.2 Where staff members feel unable to raise an issue with their employer, or feel they have a genuine concern that is not being addressed we acknowledge they may wish to consider whistleblowing channels. Likewise, if parents and carers are concerned about their child, they can contact the NSPCC Helpline by ringing 0800 028 028 0295, or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

43.3 Advice and information for parents including weblinks:

- Childrens Social Care:- 0116 3050005
- Children & Family Well-being Service:- 0116 3058727
- Family Information Service:- 0116 3056545
- CEOPS (child exploration and on-line protection) <https://ceop.police.uk/safety-centre>
- <https://www.leicestershireautisticsociety.org.uk/>
- <https://www.adhdsolutions.org/>
- [www.healthforkids.co.uk](http://www.healthforkids.co.uk)
- [www.myselfreferral-llr.nhs.uk](http://www.myselfreferral-llr.nhs.uk)
- Mental health support <https://youngminds.org.uk/find-help/for-parents/parents-helpline/>
- Thinkuknow - Advice for keeping children safe on-line <https://www.thinkuknow.co.uk/> and
- <https://www.nspcc.org.uk/keeping-children-safe/>

43.4 Parents can also find information, including the above on the Oakfield School website <https://www.oakfield.leics.sch.uk/useful-information-1/>,

43.5 parents/carers are regularly signposted to the NSPCC and Young Minds websites in particular, as well as PANTSaurus & Clever Never Go's. This signposting might be in response to a topic or concern, it may be by a post going home, email, text message, or discussion raised by a parent around a concern raised during a home visit.

**The following appendices are a part of this policy (delete or amend as appropriate):**

*Appendix 1 - LCC LA Flow Chart 2024-2025 'What to do if you are worried a child is being abused or at risk of harm, neglect, or online harm*

*Appendix 2 -Template: Case Record and Chronology form **Available on CPOMS***

*Appendix 3 -Template: Logging a concern about a child's safety and welfare **Available on CPOMS***

*Appendix 4 -Template: Body Maps Guidance and Body Maps - **Body maps available on CPOMS***

*Appendix 5 - Policy and procedures to manage with child-on-child abuse and sexual violence and sexual harassment from September 2024 to 2025 (add here to policy as an appendix if not in main body of the school/college Child Protection Policy for 2024-2025).*

*Appendix 6 – Existing Injuries Form – Tool to support reflection*

## Appendix 1

### Name of School/Academy/AP Child Protection & Safeguarding Flow Chart 'What to do if you are worried a child is being abused, at risk of harm or neglect'

#### Actions where there are concerns about a child's welfare in and outside of school

- Be alert to signs of abuse, question unusual behaviour or changes to presentation.

#### Where a child discloses abuse, neglect, sexual violence, sexual harassment, online harm

- Listen to what they say, keep calm, reassure they are right to tell, and you will take action to help keep them safe.
- Inform them you need to share the information and what you are going to do next
- Do not promise confidentiality, you will need to share/ report the information to appropriate services.
- **DO NOT DELAY, take any immediate necessary action to protect the child and ensure the Designated Safeguarding Lead is informed or member of SLT in the DSL's absence.**

#### Discuss concerns with the Designated/Named Safeguarding Lead

- The DSL will consider further actions including consultation with First Response (if a new concern).
- Concerns and discussion, decisions and reasons for decision should be recorded in writing and a 'confidential concerns' or a 'child protection' file should be opened, stored in line with the school child protection policy.
- At all stages the child's circumstances should be kept under review and re-refer if concerned to ensure the child's circumstances improve – **the child's best interests must come first.**

#### Still have concerns - Refer to First Response (MARF)

Have child/families' personal details to hand and be clear about concern/allegations. Complete referral form.

#### Safeguarding concern Resolved /no longer held

Support has been agreed, record decisions and any follow up needed. actions.

#### First Response 0116 305 0005

Where safe consider **Early Help Service**

#### If the child is at immediate risk dial 101 and ask for assistance

Record all decisions and actions, working to agreed outcomes and within timescales. Escalate any emerging threats/concerns by adopting Leicestershire and Rutland Safeguarding Children Partnership procedures.

<https://lrsccb.proceduresonline.com/index.htm>

**NSPCC Whistle blowing**  
Tel: 0800 028 0285  
**Police Tel:101**

**Unmet needs identified**  
Decide what actions are needed to support the child.

#### Consult with the child young person, family, and relevant agencies:

Agree support, refer to LRSCP guidance  
Thresholds for access to services (September 2021)

**Contacts:** For any allegations/concerns regarding an adult who works with (in either paid/voluntarily) employment with children contact the LA Designated Officer (LADO) [CFS-LADO@leics.gov.uk](mailto:CFS-LADO@leics.gov.uk) Allegations Line: 0116 305 4141 Monday-Thursday, 8.30am - 5.00 pm and Friday, 8.30am - 4.30pm Outside of office hours, contact the First Response Children's Duty Team: 0116 305 0005  
LA Safeguarding and Compliance Lead [Charlotte.Davis@leics.gov.uk](mailto:Charlotte.Davis@leics.gov.uk) 0116 305 6314

**This flow chart is a brief guide - Please refer to our School Child Protection Policy.**

## Appendix 2

### Case Record/Chronology

**CONFIDENTIAL**

#### Sheet Number:

Complete for all incidents of concern including where a 'logging the concern' sheet has not been completed. If one has been completed, then add a note to this chronology to cross reference (significant information may also be added).

<b>Name:</b>		
<b>DOB:</b>		<b>Form:</b>
<b>Date</b>	<b>Information/Details of concerns or contact</b>	<b>Print Name and Signature</b>

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**Appendix 3**

**Logging a concern about a child’s safety and welfare**

**Part 1 (for use by any staff)**

<b>Pupil’s Name:</b>	<b>Date of Birth:</b>	<b>FORM:</b>
<b>Date and Time of Incident:</b>	<b>Date and Time (of writing):</b>	

<b>Name:</b>	
<b>Print</b>	<b>Signature</b>
<b>Job Title:</b>	
<b>Note the reason(s) for recording the incident.</b>	
<b>Record the following factually: Who? What (if recording a verbal disclosure by a child use their words)? Where? When (date and time of incident)? Any witnesses?</b>	
<b>Professional opinion where relevant (how and why might this have happened?)</b>	
<b>Note actions, including names of anyone to whom your information was passed.</b>	
<b>Any other relevant information (distinguish between fact and opinion).</b>	

Check to make sure your report is clear to someone else reading it.  
**Please give this form to your Senior Designated Safeguarding Lead**

**Part 2 (for use by the Senior Designated Safeguarding Lead (DSL))**

Time and date information received by DSL, and from whom.		
Any advice sought by DSL (date, time, name, role, organisation, and advice given).		
Action taken (referral to First Response (MARF completed)/children's social care/monitoring advice given to appropriate staff/EHAF etc. with reasons.  Note time, date, names, who information shared with and when etc.		
Parent's informed Y/N and reasons.		
Outcome  Record names of individuals/agencies who have given information regarding outcome of any referral (if made).		
Where can additional information regarding child/incident be found (e.g. Pupil file, serious incident book)?		
Should a concern/ confidential file be commenced if there is not already one? Why?		
Signed		
Printed Name		

## Appendix 4

### Body Map Guidance for Schools

**Medical assistance should be sought where appropriate.**

Body Maps should be used to document and illustrate visible signs of harm and physical injuries.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

**\*At no time should an individual teacher/member of staff or school be asked to or consider taking photographic evidence of any injuries or marks to a child's person, this type of behaviour could lead to the staff member being taken into managing allegations procedures, the body map below should be used in accordance with recording guidance. Any concerns should be reported and recorded without delay to the appropriate safeguarding services, e.g., First Response or the child's social worker if already an open case to social care.**

**When you notice an injury to a child, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds, and burns:**

- Exact site of injury on the body, e.g., upper outer arm/left cheek.
- Size of injury - in appropriate centimetres or inches.
- Approximate shape of injury, e.g. round/square or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?
- Has the child's body shape changed/are they holding themselves differently?

Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

**Ensure First Aid is provided where required and record**

A copy of the body map should be kept on the child's child protection file.



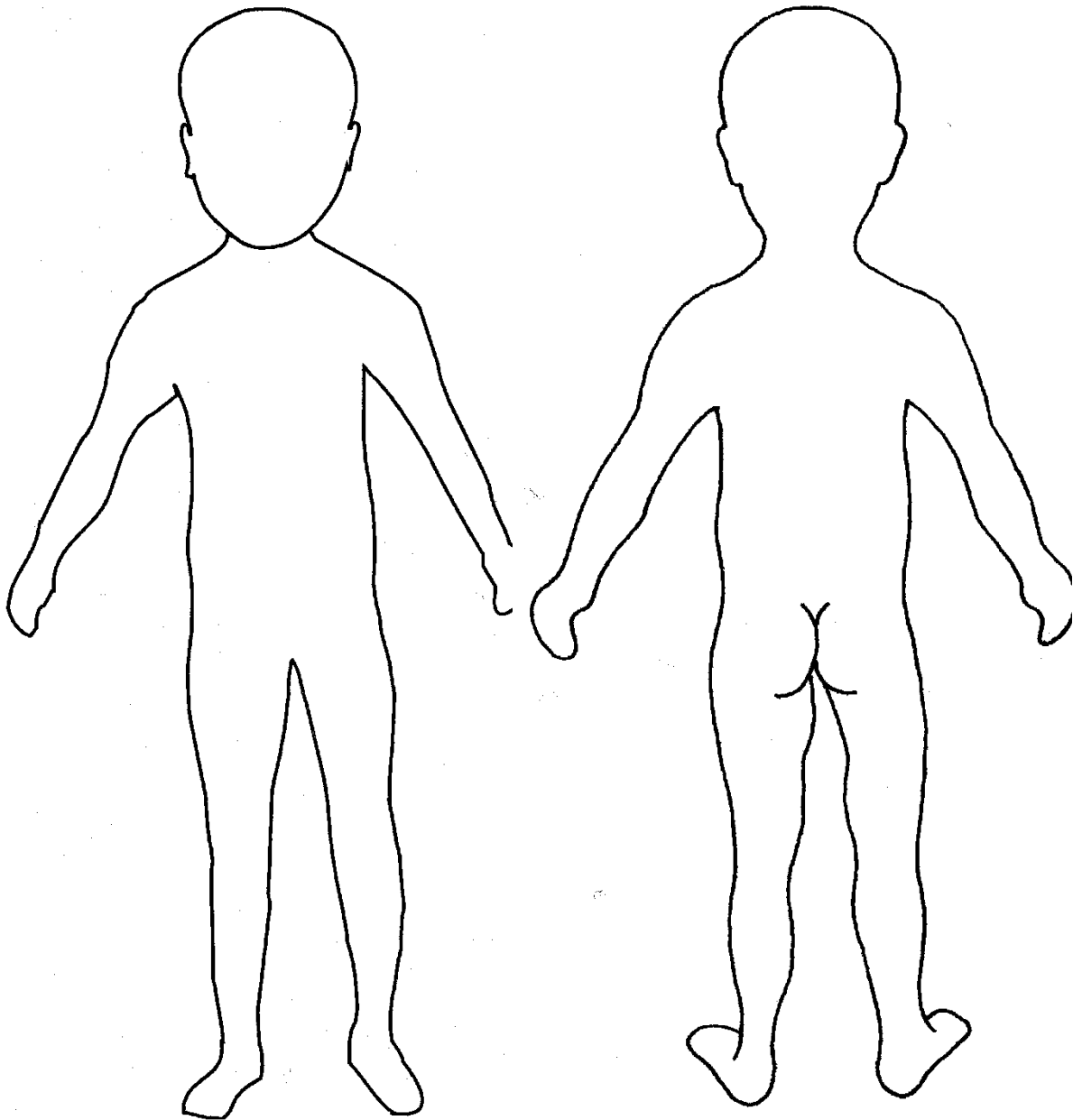
# BODYMAP

(This must be completed at time of observation)

Names for \_\_\_\_\_ Date of  
Child: \_\_\_\_\_ Birth: \_\_\_\_\_

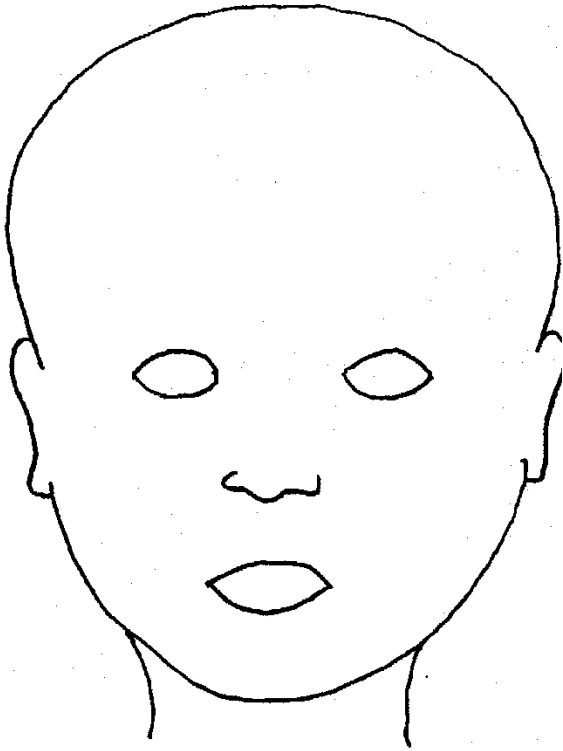
Name of \_\_\_\_\_ Agency: \_\_\_\_\_  
Worker: \_\_\_\_\_

Date and time of  
observation: \_\_\_\_\_

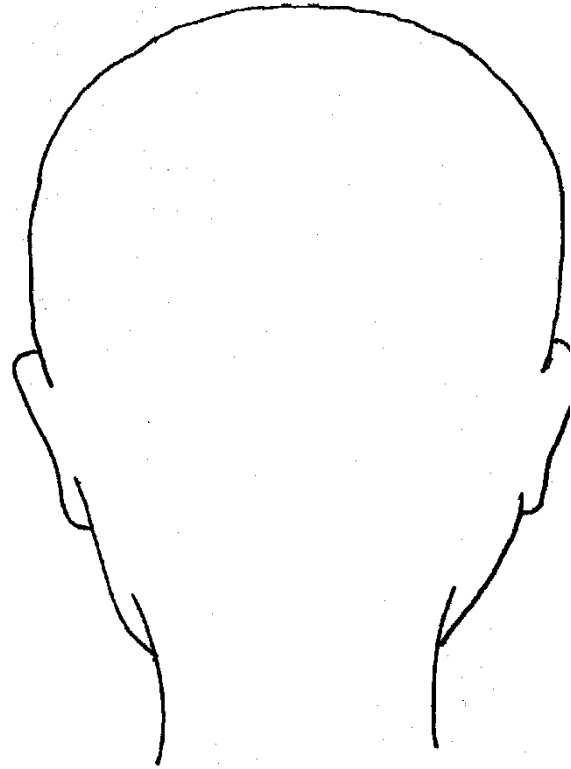


Name of  
Child: \_\_\_\_\_

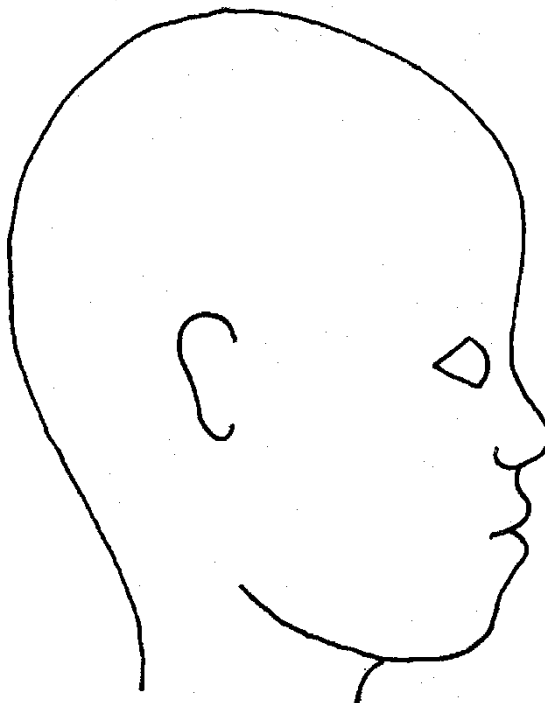
Date of  
observation: \_\_\_\_\_



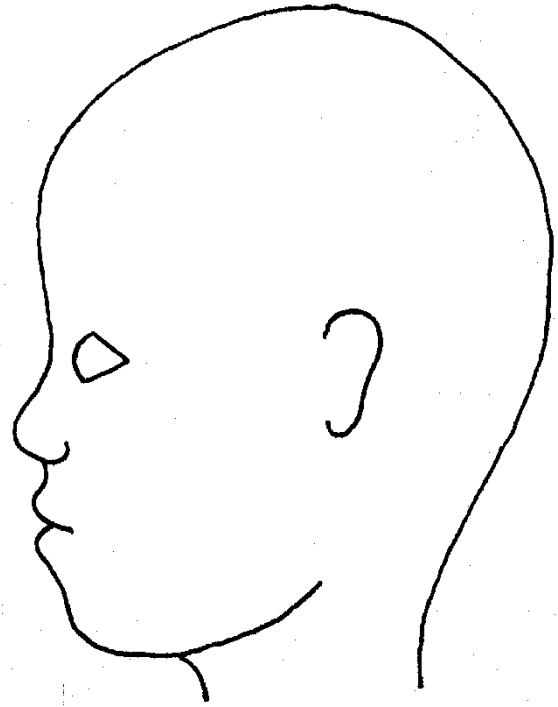
**FRONT**



**BACK**



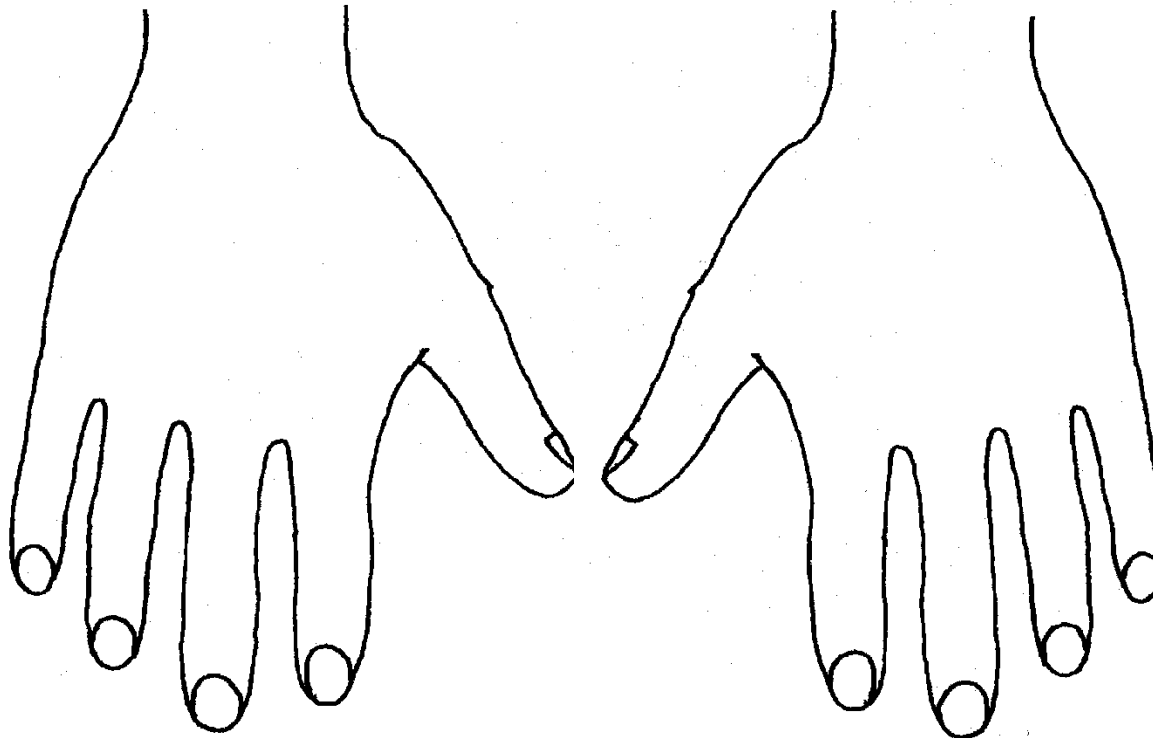
**RIGHT**



**LEFT**

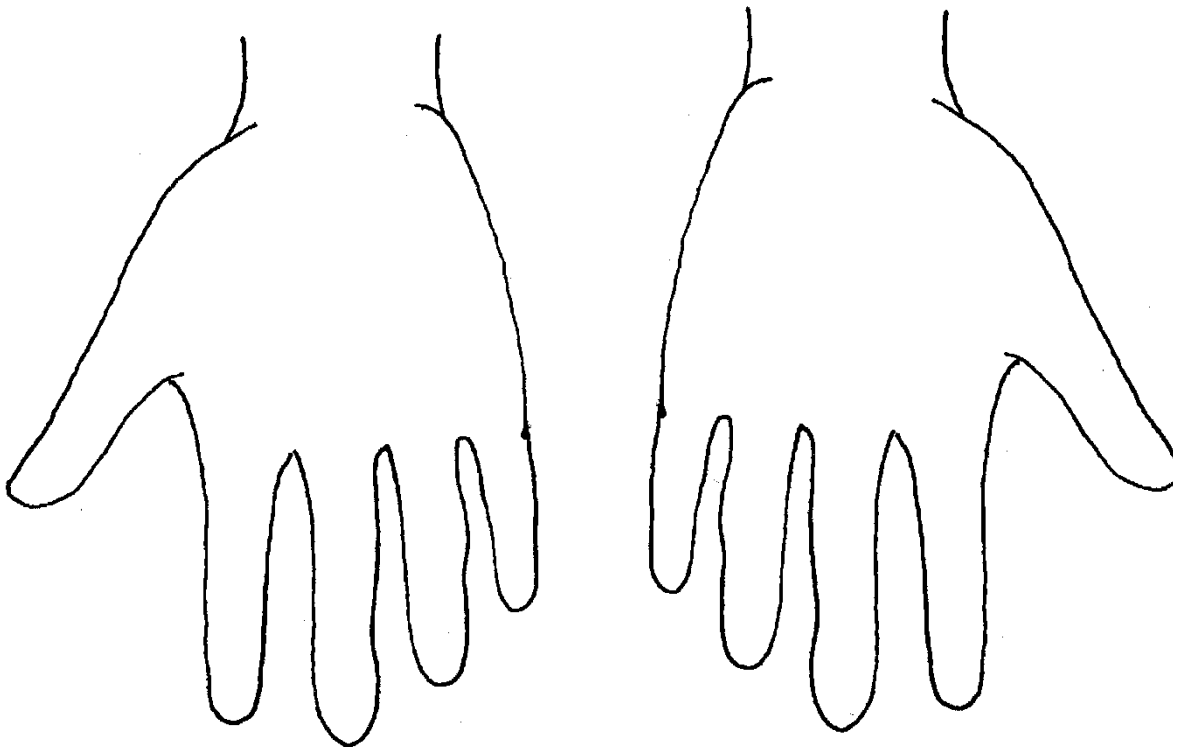
Name of Child: \_\_\_\_\_

Date of  
observation: \_\_\_\_\_



**R**  
**BACK**

**L**

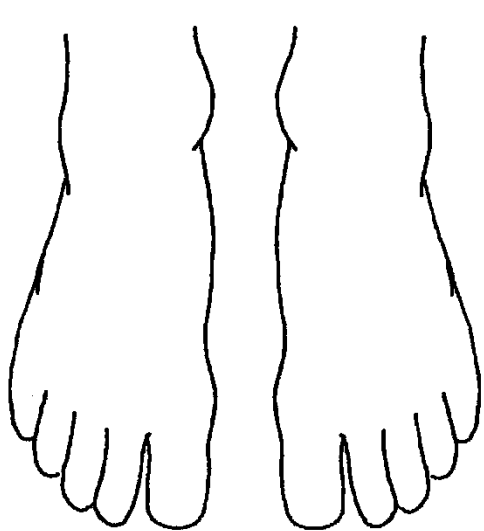


**R**  
**PALM**

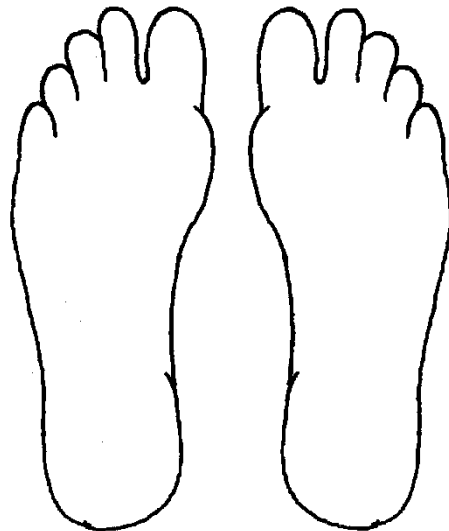
**L**

Name of Child: \_\_\_\_\_

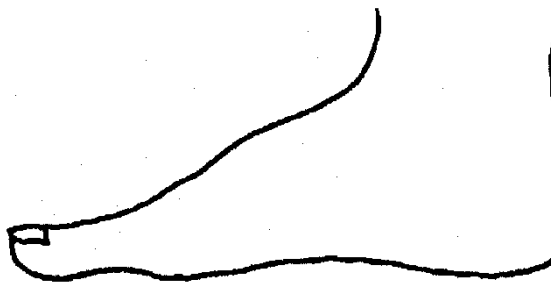
Date observation: \_\_\_\_\_ of \_\_\_\_\_



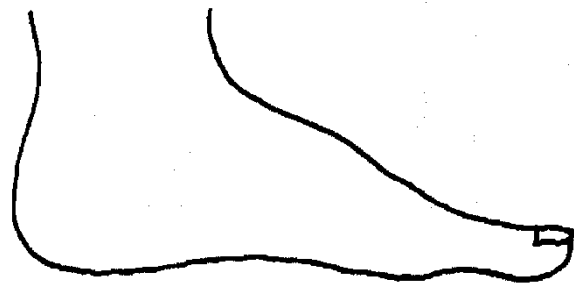
**R TOP L**



**R BOTTOM L**



**R  
INNER**



**L**



**R  
OUTER**



**L**

Printed Name and  
Signature of worker:

Date:

Time:

Role of Worker

Other information:

## Appendix 5

### Existing Injuries Form – Tool to support reflection

The recording of injuries which children have sustained outside of a care or education setting, including the explanation given by the child, their parent or carer, plays a key role in identifying safeguarding concerns. Lessons from Child Safeguarding Practice Reviews tell us that the reflection which takes place alongside the recording is also key, particularly in identifying patterns to injuries.

This tool has been co-designed by practitioners who are dealing with these issues on a day-to-day basis. Whilst it is for each setting to determine how they discharge their safeguarding responsibilities, this tool is being made available to support you in the difficult work you do, with the aim of keeping our children safe.

Are there existing safeguarding concerns or Children’s Social Care current or past involvement?	Yes / No Comments:
When was the last injury(yes)?	Date(s) and injury(yes)
Is this part of a pattern?	Yes / No Comments:
Is the explanation consistent with the injury?	Yes / No Comments:
Is the explanation concerning or are there conflicting explanations?	Yes / No Comments:

Interpretation of level of risk	Low Medium High
Actions to be taken, either in response to the injury, or to reduce further risk. What, By who, By when	
Referral to First Response Y/N	
Signed by....	Reviewed by (e.g., DSL) ....
Role....	Date....
Date	