



Safeguarding Children Policy

November 2013 Vs. 1.

The term safeguarding children has been defined as *'The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.'* (i)

Purpose and Aims

The Oxford Academy whole-school safeguarding policy aims to provide clear direction to all adults and others about expected codes of behaviour in dealing with child protection issues. The policy also aims to make explicit the school's commitment to the development of good practice and sound procedures. It aims to address child protection concerns and provide a framework for dealing with these concerns in a sensitive, professional manner and ensure that each and every child is supported and their needs met.

The purpose of this safeguarding policy is to provide a secure framework for the school in safeguarding pupils who attend the school. The policy aims to ensure that:

- All pupils are safe and protected from harm
- All pupils health and development is not impaired
- All of the schools stake holders, staff, pupils, parents and visitors to the school are aware of the expected behaviours and the school's responsibility to safeguarding and promoting the well-being of all pupils.
- All adults who have contact with children in school are suitable and able to effectively support children in their care. The school is planning to introduce an identity card for each Parent / guardian confirming they are a member of the Oxford school community.



- All adults who have contact with children in school have been appropriately briefed to undertake their safeguarding responsibilities effectively, this includes attending bespoke workshops and one-to-one mentoring.

NB. Please note that where we use the term 'parents' this should be understood to refer to parents, carers and guardians with primary care responsibility for the child.

Ethos

Safeguarding in Oxford Academy is considered everyone's responsibility and as such our school aims to create the safest environment within which every pupil feels safe and secure. Oxford recognises the contribution it can make in ensuring that all pupils registered or who use our school feel that they will be listened to and appropriate action taken. We will do this by endeavouring to establish effective working relationships with parents, carers and other agencies to develop and provide activities and opportunities throughout our curriculum that will help to equip our children with the skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

Oxford recognises that it has a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children. This duty will be carried out through:

- teaching and learning
- pastoral care
- extended school activities

Policies

Safeguarding is not just about protecting children from deliberate harm.



At Oxford it includes such things as pupil safety – including physical factors such as building safety, bullying, racist abuse and harassment, educational visits, intimate care, children missing education and internet safety etc.

Therefore this safeguarding policy links to other school policies relating to:

- Behaviour
- Pastoral
- Health and Safety including physical and emotional welfare
- Anti-bullying /cyber bullying
- Internet
- Confidentiality

Safeguarding Information for Pupils

All pupils at Oxford are aware that all staff, including the school counsellor are available to talk to regarding safeguarding issues. Pupils are taught about their right to be listened to and how to express their emotions through Personal, Social and Health Education (PSHE). When an issue becomes a serious concern for the welfare of the child, the staff member involved will encourage the child to talk to the school counsellor - Mrs Basma, if the child refuses the staff member will make the child aware that what the child says must be passed on to the relevant Head teacher for investigation.

Safeguarding Information for Parents

The school shares a purpose with parents to educate, keep children safe from harm and have their welfare promoted. At Oxford we are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information about their child or home life until we have permission to do so. We encourage parents to discuss any concerns they may have with the school. We make parents aware of our Safeguarding policy and policies related to this, by making the policy available on the school website and making reference to it through written Parent communications.



Safeguarding Information for Staff

We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting. We will support such staff by providing an opportunity to talk through their anxieties with the school counsellor as appropriate.

Allegations against staff

We are aware of the possibility of allegations being made against members of staff or volunteers that are working with or come into contact with pupils, whilst they are in the care of the school. Allegations can be made by the pupils themselves or other concerned adults and are made for a variety of reasons.

If an allegation is made against an adult in a position of trust whether they are members of staff or visitors, trades people or workmen, this should be brought to the immediate attention of the relevant Head teacher. This will result in an initial evaluation meeting or a strategy discussion; all allegations will be taken very seriously.

Child Protection

At Oxford it is everyone's responsibility to ensure that the safety and care of the children in our school is our highest priority. As at October 2013, the Kuwaiti government is debating to consider if there is a need to set up a Ministry taskforce to oversee the issue of Child Protection.

Site Security

Oxford aims to provide a secure school site but recognises that the site is only as secure as the people who use it. Therefore, all of the school's stakeholders and visitors to the school must adhere to the rules, which govern it. It is imperative for the safety of not only the pupils of the school but all stakeholders and visitors, that the policies and procedures outlined are adhered to, in order to prevent potential problems to safeguarding.



Therefore, the school ensures that:

- school gates are opened at 06.30 am rather than have pupils wait unsupervised in the busy school access road. Early morning the yard will be supervised by staff from 06.45 am, before that time children are in the care of the guard.
- security gates are kept closed at all other times to prevent intrusion

The information below relates to further procedures that must be adhered to:

- Pupils of any age will not be permitted to leave the school site during the school working hours, unless permitted to do so by the relevant Head teacher, otherwise security staff will not allow them to leave the premises. A parent wishing to take a child out of school must complete a **'Taking Child Out of Class Request Form'** giving a reason and attaching evidence to the Form. A child that leaves the school premises without the relevant Head teachers permission will be considered a very serious offence and face formal disciplinary action.
- At the beginning of the school year, parents of pupils years 3 and above may complete a **'Walk Home Pass'** which must bear a passport size photograph of their son/daughter and signature of the relevant Head teacher. The identification pass will allow the pupil to Leave the Premises un-accompanied which alleviates some of the traffic congestion from 13.30 onwards, bearing in mind there are 4 schools within 2 blocks of each other.
- Parents must make an appointment if they wish to speak to a member of staff through the school Receptionist and must wait in the parent waiting room until staff members are available.
- Visitors and volunteers to the school may only enter through the main entrance and must sign in. They will also be asked to hand over their



'Civil ID' as proof of identification and receive a visitor's pass (this will be returned on exiting the school site).

Collection of Children

To ensure the safety of the children, it is Oxford Academy's policy that children can be collected only by adults/carers with parental responsibility or when confirmed permission has been received in advance.

Attendance

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone. If there is no notification, Oxford follows a policy of phoning home to ascertain each child's whereabouts (First Day Callout). The school must inform the Ministry if absences of more than 15 days are recorded. Positive measures are in place to encourage children to attend regularly and punctually. More information regarding this can be found in the Pastoral Care Policy.

School Buses

At Oxford we use a private bus company to take children to and from school. The buses at the end of the day have a 'maid' on board, who is there to ensure the safety of the children. Children must listen to both the bus driver and maid on board the bus, if children put their own or other's safety at risk when on the bus they will be immediately suspended from using the bus facility. Responsible children are asked to act as 'Bus Monitors' to report any misbehaviour to their teachers that may arise on the bus.

Designated personnel will be assigned to take a register of all bus children that are absent each day. This information will then be handed to the person on duty at the end of the day. Staff members from the Foundation stage, Primary and Secondary departments will be on bus duty, it will be their responsibility to ensure that only the children who should be on the bus are, and that they are sat down appropriately secured using a safety belt if fitted.



All buses carry first aid boxes and the driver carries details of each child's parent contact numbers in the event of the bus being delayed or breaking down.

Medicine and Allergies

At the beginning of the school year, parents will be given a Health Form for each child, they have in school. The form should notify the school of any pre-existing health problems or allergies. If this is not completed or returned to school then the school shall not be held responsible.

At the beginning of each academic year and at specific points through-out the year all staff members will be given an updated copy of pupils with medical issues or allergies, for example, diabetes, asthma or nut allergies. All staff members will be made aware of where this information can be found if an incident occurs or how to access the information before taking children out of school on trips.

Medicine will only be administered by the school nurse. Parents are responsible for ensuring the nurse is briefed re:

- The time the medicine must be taken
- The dosage that needs to be administered.

First Aid

At Oxford the school nurse and various other members of staff are trained to oversee first aid. First aid kits are situated around the school in various locations and staff on the Emergency response team are required to attend refresher courses in emergency First aid.

Below is a brief overview of first aid procedures:

When a child is unwell or has suffered a serious accident in school or on the school grounds, the following steps are followed:

1: A trained first aider is immediately called to provide assistance and advice.
Cf the Emergency Response Team list



2: The incident/accident is logged in the incident/accident books located in the nurse's room.

3: The parent is notified of the incident/accident as soon as necessary.

Use of Photographs/Video images

All staff members at Oxford understand that no images of children at the school may be published on personal internet media sites and that if this occurs, it will be dealt with accordingly. Staff members are also responsible for informing their line managers if they are aware of other members of staff publishing images. All pupils sign an Acceptable Use Policy at the start of the academic year which clearly outlines the expectations of pupils in the use of technology. Mobile phone use is banned through-out the school by pupils and regular checks are made to ensure compliance.

The Design of the Curriculum

The curriculum deals with safeguarding in a variety of ways:

Firstly, in subjects such as PSHE, children are able to discuss issues such as healthy living, bullying and how to show feelings appropriately. Children are taught about their right to be listened to and also who to talk to if they have concerns of issues they would like to discuss confidentially.

Secondly, the curriculum is designed so that safety issues within the subject are discussed and safe practices explained, such as using equipment properly in PE and Science. Children are also taught about playground safety and why it is important to follow the school rules.

When the curriculum is being delivered outside of the school site, for example, during school trips, appropriate and agreed pupil/adult ratios are always maintained. The lead adult is responsible for taking into consideration risk assessments during visits and trips to ensure children are safeguarded and protected from harm. The school must get authorisation from the Ministry of education before the visit/trip can take place.



Visiting speakers are always welcome into school so that they can give specialist knowledge to the children, there will always be constant supervision from school staff members.

Home - School Partnership Agreement Years 4 to 11

Students and Parents from Years 4 to 11 sign a Home-School partnership agreement at the start of each academic year which outlines the expectations the parents and pupils can have of the school and vice versa and serves to clarify responsibilities and accountabilities on both sides.

Accessibility of policies

Parents and carers are welcome to ask for further information about any policy matter. Copies of all current School policies are available for parents and carers to read. The School will try to arrange for the translation or summary of a document when this is requested by a parent or carer whose first language is not English. Copies of key documents are also available on the schools website.

Policy Review

This policy document will be reviewed by the schools Health and Safety Committee on a regular basis, to ensure it is up to date with current legislation and best practice.

The above information is not exhaustive and as new policy guidance and legislation develops within the remit of Safeguarding we will review and update our policy as appropriate to ensure Oxford Academy is a safe place to learn and work.

References:

(i) [Safeguarding Children / Ofsted - Safeguardingchildren.org.uk](http://SafeguardingChildren.org.uk).

Policy review date 01.02. 2014 by the Health and Safety committee.