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Oxhey Early Years Centre

Safeguarding Statement

Updated Sept 16 for review Sept 17

Introduction

Oxhey Early Years Centre (OEYC) is always concerned about the welfare and safety of all its pupils, and aims to create an ethos in which all pupils can develop to their full potential. Safeguarding is paramount.

We follow the interagency guide called:

WORKING TOGETHER TO SAFEGUARD CHILDREN March 2015.

A copy of this can be found online, saved in the shared Policy drive on computer, or in the Head's office.

We also follow **KEEPING CHILDREN SAFE IN EDUCATION, STATUTORY GUIDANCE FOR SCHOOLS AND COLLEGES (May 2016)** which is replacing KEEPING CHILDREN SAFE IN EDUCATION, STATUTORY GUIDANCE FOR SCHOOLS AND COLLEGES (April 2014)

Key Principles:

As stated in the guidance, WE FOLLOW A CHILD CENTRED AND COORDINATED APPROACH TO SAFEGUARDING:

1. Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part
2. A child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

Ethos of the Centre

The Centre aims to develop an ethos in which children feel secure, their viewpoints are valued, they are encouraged to talk, and they are listened to. Our vision is central to our ethos: we are a place that is *welcoming, involving and evolving*, placing the highest priority to children's well-being and involvement.

In the best practice, our Centre will:

- have an ethos in which children feel secure, their viewpoints are valued, they are encouraged to talk, and are listened to
- provide suitable support and guidance so that pupils have a range of appropriate adults whom they feel confident to approach if they are in difficulties
- work with parents to build an understanding of the school's responsibility to ensure the welfare of all children and a recognition that this may occasionally require cases to be referred to other investigative agencies as a constructive and helpful measure
- be vigilant in cases of suspected child abuse, recognising the signs and symptoms, have clear procedures whereby teachers report such cases to the school's senior staff, and are aware of local procedures so that information is effectively passed on to relevant professionals such as social workers



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- monitor children who have been identified as at risk, keeping, in a secure location, clear records of pupils' progress, maintaining sound policies on confidentiality, providing information to other professionals, submitting reports to case conferences and attending case conferences
- provide child protection training regularly to school staff, and in particular to designated practitioners, to ensure that their skills and expertise are up to date
- contribute to an inter-agency approach to child protection by developing effective and supportive liaison with other agencies
- use the curriculum to raise pupils' awareness and build confidence so that pupils have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others
- Work alongside the Sunshine Children's Centre and other agencies to ensure promotion of Safeguarding Children across the community.

Taken from: *Effective Practice in Safeguarding Children in Schools* (from OFSTED Inspection Framework Paper 9 - Child Protection)

Procedures we take to ensure Safeguarding:

- All recommendations for safeguarding policies including Child Protection are followed and abided by, through rigorous and regularly reviewed policies
- Safer recruitment, including personal interviews and thorough checks
- Safer recruitment trained leaders
- Head is overall Designated Senior Person
- Central filing of all CP and incidents, needs, interventions for monitoring and tracking
- DSPs are trained across the Centre, in the event of the Head's absence, ensuring rigorous CP procedures and awareness
- CP log keeps a record of all staff trained and follows HCC requirements on training
- Inductions for all staff, students and volunteers
- Annual safeguarding audit completed by Head and CP Governor
- Sharing of information and joined up working through internal and external partnerships (half-termly DSP meetings)
- Briefing at SLT of all HCC Safeguarding updates
- Parent partnership agreements and clear policy information about safeguarding
- Website information published to promote safeguarding
- Single Central Record kept updated covering the whole Centre (OEYC school, day care)
- Staff training in Integrated Practice
- Safeguarding including CP & H&S is a standing item at team meetings
- All Staff have external safeguarding training (level 1) every 3 years and internal annual updates including Prevent.
- Staff sign an annual declaration covering safeguarding, child protection, safer working practices and e-safety and Prevent.

Safeguarding Documentation



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It is important that this policy statement is read in conjunction with all our **Safeguarding Policies**, which can all be found in our Policy Drive in the '**Safeguarding**' folder on the computer: under Policies (M) / Policies for Staff current / all SAFEGUARDING policies guidance VITAL

Up to date information from INSET training September 2016 is available on the Policy drive and website also

Documents in bold type are included in the Induction packs for all staff, students and volunteers. All others can be sourced on the computer.

Alcohol and Drugs at Work Policy

Animals (Pets) on Site

Annual Safeguarding Checklist – completed by Head and Governor

Attendance Policy (children)

Attendance Policy (staff)

Behaviour Management Policy

Bullying Definition

Child Protection Policy (including allegations against staff)

Code of Conduct

Communication across the Day

Complaints Policy and Procedures

Complaints Summary Statement (for parent info)

Disciplinary Procedures

Dress Code

Drop off and Collection guidance

Esafety: Acceptable Use agreements for staff, governors, visitors, students

E Safety Policy: ICT Acceptable Use (including mobile phones and devices)

Esafety staff professional responsibilities information poster

Equality Scheme (HCC School only) – published annually on website

Equality & Diversity Policy (OEYC Ltd)

First Aid

Harassment & Bullying Policy

Health & Safety Policy (this includes Lone Working, Risk Assessment, Home Visiting)

Intimate Care Policy

Lost Child Policy

Medicines Policy (including all forms and permission to administer Calpol in emergency)

Personal Care Log forms – for each room

Personal Safety & Lone Working Policy (also within Health & Safety Policy) + home visiting & outreach guidance

Physical Intervention Policy

Procedure for Administering Medicines

Prevent Bullying guidance

Restrictive Physical Intervention Policy

Safe Use of Images

Safeguarding in Schools – Ofsted Guidance

Safer Recruitment Policy

Safer Working Practice in Education – DCSF guidance

Safeguarding Statement (this one)

Staff Health & Attendance Policy



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Staff Leave of Absence Policy

Whistle Blowing Policy

Work Experience Policy

Other documents available:

Accident Forms and accident reporting

Attendance Policy (for parents)

CP training and reporting – role of practitioner

CP and DSP training log

Annual Safeguarding report to governors – reported by Head every Autumn Term

OEYC A5 booklets for parents – policy booklet, welcome booklet, about us booklet

Parent partnership agreement

Absence reporting and recording procedures – promoting good attendance

Risk Assessment

Risk Assessment files – central file and kept in rooms

Accident files – kept in rooms (adult reporting file kept in Admin office)

Fire evacuation log

Keeping Children Safe in Education (DfE / BIS)

Working Together to Safeguard Children

Medical forms

Safeguarding Schools Practical Tips