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## Safeguarding/Child Protection

Version and Date		Action/Notes
V1.0		Original document
V2.0	WOL August 2018	Updated contact and revise document information and names of safeguarding leadership in school
Review Date August 2019		This document should be reviewed annually or more frequently if DfE or OCC guidance requires it.

### Safeguarding Policy of Europa School UK

Latest version on website: 15th November 2015 update

Adopted by the Governing Body: 10th December 2015

To be implemented and maintained by the Principal

This document should be reviewed annually or more frequently if DfE or OCC guidance requires it.

The Europa School UK brings together pupils and staff from different traditions. We do so the positive intent to enrich learning and cultural experience. It is important that each pupil feels secure in their own identity and within the social interaction of the school. Staff implementation of safeguarding procedures creates such security and serves to protect pupils from harm.

An important element of safeguarding is to recognise the competence of all involved in the school to raise concerns and to encourage them to do so. This aspect is covered in the “whistle-blowing” policy (applicable to employees and not to volunteers of any type including governors) as well as more broadly in the curriculum.

Europa School UK recognises its statutory and moral duty to safeguard children at the school. The aim of the policy is to safeguard and promote our pupils’ welfare, safety and health by fostering an honest, open, caring and supportive climate. The pupils’ welfare is of paramount importance.

This policy is based on the legal duty to safeguard and promote the welfare of children, as described in section 157 of the Education Act 2002, and the Statutory guidance listed in Annex 1, along with the procedures and guidance issued by the Oxfordshire Safeguarding Children Board.

The key elements of the policy are:

- **Prevention:** positive school atmosphere, teaching and pastoral support to pupils, safer recruitment procedures;
- **Protection** by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns;
- **Support** to pupils and school staff and to children who may have been abused;
- **Cooperation** to ensure appropriate communications and actions are undertaken with parents and agencies.

This policy applies to all staff, governors and visitors to the school. We recognise that child protection is the responsibility of all staff. We will ensure that all parents and other working partners are aware of our child protection policy by mentioning it in our school prospectus, displaying appropriate information in our reception and by raising awareness at meetings with parents. The school adopts an open and accepting attitude towards children as part of its responsibility for pastoral care. Staff encourage children to feel free to talk about any concerns and to see school as a safe place.

Equipping children with the skills they need to stay safe from abuse (including online), and to know to whom they can turn for help is built into the curriculum. The school operates safer recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children, including references, DBS checks (enhanced) and prohibition from teaching checks. All adults working with or on behalf of children have a responsibility to safeguard and promote their welfare. This includes a responsibility to be alert to possible abuse and to record and report concerns to staff identified with child protection responsibilities within the school. "Child Protection Initial Concern" forms are made available to staff on the server and hard copy in the staffroom.

The form contains the following advice

Follow this procedure if a child makes a disclosure:

REASSURE: Stay calm, no judgements, empathise

Allow child to talk. Use **T.E.D** - **T**ell me, **E**xplain to me, **D**escribe to me

REACT: Limit questions to: What happened? When did it happen? Who did it? Where were you?

Explain what you will do next - inform designated teacher, keep in contact

RECORD: Details on initial concern form as soon as possible

REPORT: The incident to the designated safeguarding member of staff and do not tell any other adults or students what you have been told.

Once completed these are filed confidentially in the Head of School's office and the Designated Safeguarding Lead is informed. The Designated Safeguarding Lead will determine further action after discussion with senior leadership, the SENCO, class teachers, counsellors, teaching assistants and school nurse as appropriate. Where concerns implicate the Designated Safeguarding Lead, they should be referred directly to the Local Authority Safeguarding Officer.

To ensure child protection ESUK will:

- Communicate to all staff their legal and moral responsibility to protect children and young people from harm, abuse and exploitation
- Ensure that all staff are clear about the need to record and report concerns about a child or children within the school. The Designated Safeguarding Lead is responsible for such records and for deciding at what point these records should be passed over to other agencies.
- Communicate to all staff their responsibility to work at all times towards maintaining high standards of practice in protection of children.
- Ensure that all staff have undertaken basic child protection training provided by recognised providers with appropriate experience and confirm with individual staff their duty to report concerns that arise about a child or young person, or a member of staff's conduct towards a child/young person, to the school's designated safeguarding lead. Training to include, at the designated intervals, Prevent, FGM and CSE awareness. A completed training database is kept by the HR Manager.
- Ensure that the School follows the statutory guidelines for safe recruitment of all staff. Statutory guidance: Safeguarding Children and Safer Recruitment in Education.
- Ensure that the safeguarding lead has undertaken basic and higher-level training and that he/she understand his/her responsibility to refer any child protection concerns to the statutory child protection agencies as specified by the Oxfordshire Safeguarding Children Board: <http://www.oscb.org.uk/reporting-concerns/>
- Ensure that any procedures relating to the conduct of staff are implemented in a consistent and equitable manner
- Provide opportunities for all staff to further develop their skills and knowledge particularly in relation to the welfare and protection of children and young people
- Facilitate opportunities for children and young people to express their ideas and views on a wide range of issues in connection with the school and to have access to the school's Complaints Procedure.
- Facilitate involvement of parents or carers in the work of the organisation and to make child protection policies and procedures available to them
- Keep up-to-date with national developments relating to the welfare and protection of children and young people.
- Ensure that all staff and volunteers are aware that conversations with pupils should leave open referral to the relevant authority, in general the Designated Safeguarding Lead.
- Make child protection and safeguarding regular items on staff-meeting agendas, CPD and professional review meetings.
- Take a positive and enabling approach to the whistle-blowing policy.
- Ensure that all staff are aware of the Europa Visitor policy. It is the responsibility of all staff and governors to report any unrecognised adult without a visitor's badge to the school reception.

**Europa School UK recognises that it is an agent of referral and not of investigation and that Safeguarding issues can include one or more of the following:**

- Neglect
- Physical Abuse

- Sexual Abuse
- Emotional Abuse
- Bullying or harassment (including peer-on-peer and e-safety)
- Child sexual exploitation
- Forced Marriage
- Radicalisation
- Female Genital Mutilation
- Domestic Abuse
- Children missing from education
- Children missing from home or care

### **Radicalisation**

This school recognises:-

- the positive contribution it can make towards protecting its pupils from radicalisation to violent extremism and strives to build pupils' resilience to radicalisation by promoting British and European values and enabling them to challenge extremist views.
- its role in protecting the wellbeing of particular children who may be vulnerable to being drawn into violent extremism or crime

As with managing other safeguarding risks, if a member of school staff (including regular volunteers) has concerns about a pupil, they should follow the school safeguarding procedures (see below) and discuss with the designated safeguarding lead.

The school will ensure that all staff adopt the "Notice, Check and Share" routine which is part of the Police "Prevent" campaign.

### **Annex I**

#### **Working together to safeguard children**

The DfE's statutory guidance, "Working together to safeguard children" requires school to have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children, including:

- a clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children;
- a senior board level lead to take leadership responsibility for the organisation's safeguarding arrangements;
- a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
- clear whistleblowing procedures, which reflect the principles in Sir Robert Francis's Freedom to Speak Up review and are suitably referenced in staff training and codes of conduct, and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed;
- arrangements which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Children Board (LSCB);
- a designated professional lead (or, for health provider organisations, named professionals) for safeguarding. Their role is to support other professionals in their agencies to recognise the needs of children, including rescue from possible abuse or

neglect. Designated professional roles should always be explicitly defined in job descriptions. Professionals should be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively;

- safe recruitment practices for individuals whom the organisation will permit to work regularly with children, including policies on when to obtain a criminal record check;
- appropriate supervision and support for staff, including undertaking safeguarding training: employers are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role;
- staff should be given a mandatory induction, which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare; and
- all professionals should have regular reviews of their own practice to ensure they improve over time.
- clear policies in line with those from the Local safeguarding children Board (LSCB) for dealing with allegations against people who work with children. Such policies should make a clear distinction between an allegation, a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children who has:
  - behaved in a way that has harmed a child, or may have harmed a child;
  - possibly committed a criminal offence against or related to a child; or
  - behaved towards a child or children in a way that indicates they may pose a risk of
  - harm to children.

**Related School Policies**

‘.....safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety and bullying.....and a range of other issues, for example, arrangements for meeting the medical needs of children ....providing first aid, school security, drugs and substance misuse, positive behaviour etc. There may also be other safeguarding issues that are specific to the local area or population’

Safeguarding Children and Safer Recruitment in Education DfES 2007

Europa Child Protection Policy  
Europa Health and Safety Policy  
Europa Anti-Bullying Policy  
Europa Whistleblowing Policy  
Europa Special Needs Policy  
Europa Complaints Policy  
Europa Medical Guidance  
Europa Accident reporting Policy  
Europa Behaviour Policy  
Europa Trip Policy  
Europa Fire Action  
Europa Visitor Policy  
Europa Science health and Safety policy  
Europa Risk Assessments  
Europa Use of mobile phones and devices Policy  
Europa policy on Email communication  
Europa E-safety Policy

## Annex II

### Contacts and Information

Designated Safeguarding Lead:

Sarah Kynoch, SENCO  
01235 524060, [s.kynoch@europaschool.uk](mailto:s.kynoch@europaschool.uk)

Lynn Wood, Interim Principal from September 2018  
01235 524060, [l.wood@europaschool.uk](mailto:l.wood@europaschool.uk)

Local Authority Designated Officer: To contact within 24 hours in the event of an allegation made against a staff member.

Alison Beasley - Area Service Manager and Schools LADO  
01865 815956  
[alison.beasley@oxfordshire.gov.uk](mailto:alison.beasley@oxfordshire.gov.uk)

Pastoral Lead:  
Pascal Maréchau, Head of Primary  
01235 524060, [p.marechau@europaschooluk.uk](mailto:p.marechau@europaschooluk.uk)

Pastoral Responsibility:  
class teachers

SEN Coordinator:  
Sarah Kynoch (primary), Francis Corrie (secondary)

Designated Governor:  
Jackie Holderness - (subject to change in new academic year)

Reporting concerns about a child:

- To report a concern of abuse or neglect, please contact the Multi-Agency Safeguarding Hub (MASH) on 0345 050 7666 (outside office hours - 0800 833 405).
- Or you can email an [enquiry form](#) to the MASH on [mashchildrens@oxfordshire.gcsx.gov.uk](mailto:mashchildrens@oxfordshire.gcsx.gov.uk) (if your email included client data then use the egress switch system)
- If you want to speak to someone about an already open case, contact the relevant Children's Social Care Team in South Oxfordshire: **01865 323041**
- If you are unsure whether to make a referral you can contact your Locality and Community Support Services (LCSS) and request a 'no names' consultation (meaning you don't give the child's name). You will either be referred directly to a Social Worker or will be called back by one when they are available, and you can then discuss the situation with them and they will advise you on what to do next. If a referral needs to be made, they will advise you of this. South Oxfordshire: 0345 241 2603 or email [LCCC.South@oxfordshire.gov.uk](mailto:LCCC.South@oxfordshire.gov.uk)
- Further details on reporting: [Reporting Concerns](#)

Helpline numbers – Speak to a local social worker:

- Emergency Duty Team 0800 833 408
- Abingdon (South) 01865 897983

NSPCC helpline

for adults with concerns: 0808 800 5000

ChildLine: 0800 1111

advice and support for E-safety, cyber bullying

Jo Brown, Anti-Bullying Coordinator for Oxfordshire

jo.brown@oxfordshire.gov.uk

Oxfordshire Safeguarding Children Board (OSCB)

Oxfordshire County Council

County Hall - 3rd floor

New Road

Oxford

OX1 1ND

Tel: 01865 815843

[oscb@oxfordshire.gov.uk](mailto:oscb@oxfordshire.gov.uk)

The Oxfordshire Safeguarding Children Board Procedures Manual is available online. It is frequently updated, so please consult for the latest version:

<http://oxfordshirechildcare.proceduresonline.com/>

### **Statutory Reference documents**

Keeping children safe in education, September 2016

Working together to safeguard children, March 2015

### **Oxfordshire Websites**

<http://schools.oxfordshire.gov.uk/cms/content/safeguarding>

<http://www.oscb.org.uk>

### **Required Policies**

- Safeguarding/Child Protection (including dealing with allegations against staff and specific reference to allegations, child sexual exploitation (CSE), female genital mutilation (FGM) and Prevent)
- Code of Conduct within Staff Handbook – signed form
- Whistleblowing
- Use of ICT/Social Media

### **Training**

All Staff and Governors:

- should sign to acknowledge they have read **Part 1** of Keeping children safe in education please circulate to governors and collect signatures
- should complete generalist safeguarding training every three years DSL:
  - o Safer Recruitment
  - o Specialist safeguarding training refreshed every two years
  - o FGM, CSE, prevent – may be delegated to designated member of staff;