



Oasis Academy Boulton

**Appendix to Oasis Academies  
Safeguarding and Child Protection  
Policy  
2018**

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Deputy DSL: Gagandeep Vadukul

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## **Safeguarding and Child Protection**

### ***Experiences, Nurture, Success!***

Oasis Academy Boulton is committed to providing a safe and secure environment for children, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others. We aim to safeguard and promote the welfare of children by protecting them from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

### **Our Culture of Vigilance**

#### **Here at Oasis Boulton we:**

1. Believe safeguarding and protecting children is everyone's responsibility
2. Identify signs of concerns immediately
3. Train all our staff to the highest level
4. Keep all staff updated on guidance and policies
5. Monitor attendance meticulously
6. Have rigorous monitoring of vulnerable children
7. Communicate regularly with external agencies
8. Listen to our children
9. Care for each other
10. Have an open culture
11. Support children and their families
12. Teach our children to keep safe at all time

## Signing in and out of the academy

Everyone is expected to sign in and out of the academy including visitors and students. All staff must sign in and out every time they leave the academy e.g. lunchtimes, going on trips or courses etc.

- Staff must not sign anyone in except themselves.
- All visitors will be given a lanyard with the following safeguarding information on:

**Our First Aiders Paediatric Trained Staff**  
Mrs Sidhu, Miss Narhar, Miss Bizzari  
Miss Rai, Miss Powell, Miss Lea  
Miss Narhar, Ms Lilly, Miss Hussain  
Lunchtime Supervisors

If there is a child requiring first aid please locate one of the following member of staff.

**The Oasis 9 Habits**

Patent	Forgiving	Self-controlled
Humble	Honest	Compassionate
Kind	Hopeful	Compassionate

**Our Fire Zone Plan**

**Our Fire Marshals**  
Ms Lilly & Mr Kumar

**Have you got your CARROT Tokens?**  
Please ask at the Main Office.

**The Oasis Safeguarding Team**

Mrs. Rathore  
Designated Safeguarding Lead

Mrs. Vaidya  
Deputy DSL

Mrs. Sidhu  
LAC Teacher SENCO

Mr. Storey

Miss. Whorrie  
Attendance officer

Ms. Lilly

If you have a concern that a child is being harmed, is at risk of harm, or you receive a disclosure (Intentionally or Unintentionally) you must contact a member of the safeguarding team as quickly as possible.

If a member of the safeguarding Team is not available or contactable then please call MASH on 0121 303 1888.

Speak to us - Here child protection officers who are here to listen to you.

Insert Visitor Badge here  
(Do NOT stick down)

There are 3 different coloured lanyards:

1. Red – Not DBS Checked
  2. Green – DBS Checked (Visitor, Student, Supply etc)
  3. Blue – DBS Checked (Oasis Boulton Permanent Staff)
- National and Regional staff will be wearing Orange Oasis lanyards.
  - All ID badges must be worn by all staff at all times.
  - A declaration must be signed by a permanent staff member if there is anyone in the academy without a DBS (Wearing a red lanyard).
  - All ID badges include a DBS Number
  - All lost ID badges must be reported to the office immediately

## **Registers**

- Registers must be completed by the teacher and only cover supervisors in the absence of a teacher
- Completion of registers by 9.05am and 1.10pm (EYFS/KS1) / 1.40pm (KS2)
- Children must answer the teacher when their names are called and the teacher needs to make eye contact with them to ensure the correct child has responded

## **Home Visits**

- Home visits are done by 2 members of staff from the academy
- Staff conducting a home visit must fill out a log in the office (Name of child, address, what time they will be expected back)
- A mobile must be carried on the home visits
- A password is left at the office in case of an emergency
- When entering a house staff must sit near the door wherever possible
- If a home visit is deemed a concern then the police will be requested to assist
- Home visits are conducted on the 3<sup>rd</sup> day of absence unless the child is vulnerable
- Phone calls are made on the first day of absence

## **Dealing with Behaviour**

- Shouting can seriously affect a child emotionally
- No member of staff is to shout at a child, control a situation with a firm voice
- If there is a situation that arises where a word needs to be had with a child then that must be done outside the classroom and not in front of other children
- Humiliating or putting children down will not be accepted in the academy

## **Mobile Phones/Laptops**

- Mobile phones can only be used in the staffroom or the offices and should not be used anywhere where children are present
- Staff must ensure phones are on silent before they lock their phones away in a lockable cupboard
- If there is an emergency situation e.g. waiting for hospital to call then please ensure they have the academy contact number, inform the office
- Photo's must not be taken on your personal phones, laptops or ipads, please use the children's ipads to take photo's
- Mobile spot check will take place once a half term
- Laptops will be spot checked once half termly for photographs of children

## **Futures Cloud**

- Futures cloud is an effective cloud-based online safeguarding software
- It uses the latest in cloud technology to ensure that the safeguarding team can instantaneously and easily identify potentially concerning incidents in the e-learning environment and take action immediately.

- Based on word and phrase capture, Futures Cloud features an intuitive and visual user interface that displays problematic activity or behaviour. In addition, Futures Cloud utilises auto pre-grading capability that reduces the chance of potential risk being missed.
- Futures Cloud helps to safeguard your pupils from exposure to inappropriate web content, peer-to-peer cyberbullying, instances of grooming including radicalisation & sexual threats, inappropriate or harmful behaviour and alerts to real world issues such as domestic violence, neglect etc...
- Futures cloud is checked on weekly basis and any concerns are passed on to our E-Safety lead to investigate and dealt with accordingly referring to our E-Safety incident flow chart and incident and sanction matrices.
- This software monitors the device/internet usage of pupils and staff using any Oasis devices.
- Only members of the senior safeguarding team and E-Safety lead has access to this system.

(See E-Safety policy)

### **Students/Volunteers**

- All students and volunteers must read and sign the agreement in the main office
- References are required for all students/volunteers and will be kept on file in the main office
- An induction must take place with the student/Volunteer lead and Deputy DSL
- ID badges must be worn at all times
- Students/Volunteers must not be left on their own anywhere in the academy with children
- Students/volunteers must not carry out first aid on children

(See Volunteers Policy)

### **First Aid**

- There are 9 first aiders in the academy and all are Pediatric first aiders
- All classes have green first aid boxes with a green cross on. Each class also has a green box to store children's medication that needs to be accessible, such as inhalers.
- Inhalers are kept in the medical boxes within the classrooms. Emergency inhaler is kept in the staffroom
- Medication is also kept in a lockable cabinet in the staffroom
- Lunch time supervisors / staff on duty at playtimes and lunchtimes to ensure the first aid kits are taken out. There are an additional three Pediatric first aiders, whom are lunchtime supervisors.
- A first aider is always present outside at play times and lunchtimes
- A first aid area is identified by a board on the KS1 playground
- Children must not be sent in to have first aid administered to them
- Bumped heads (Please see medical policy and flow charts)
- First aid kits are replenished by the medical team once a half term

- Medicines/Inhalers are checked half-termly and this is logged in the main office by the medical team.

### **Transfer of Confidential Records**

- All safeguarding personal files must follow the child
- All records are kept on CPOMS
- A transfer of records document must be filled in and the school receiving the file must sign and date the form. This is kept in the Principals office and must be returned
- A call/meeting must be made to the DSL/DDSL 3 days after the file has been handed over to discuss the child/family
- Any communication or referral with sensitive information must be password protected or sent through a secure site

### **House Keeping**

- Hot drinks must not be carried around the academy in mugs or glasses, only safety flasks should be used (Except in the staffroom and the offices where children are not present)
- Children are not allowed in the resource room without an adult due to H&S
- Laminators and guillotines must not be removed from the resources room

### **Curriculum**

- All teachers to follow the safeguarding links in the curriculum overviews and evidence this in the safeguarding portfolios so that safeguarding runs through the curriculum where ever possible rather than standalone lesson
- E-Safety display in every classroom
- Children to be made aware of E-Safety rules whenever technology is being used  
(See E-Safety Policy)

### **Early help**

- Due to complex needs of the students, parents and the community, Early Help has been fundamental in meeting their needs.
- Staff have a good understanding of recognising initial concerns and how to report these effectively, ensuring all needs are met.
- The pastoral team will take action to support a child, young person or their family early in the life of a problem, as soon as it emerges. This may be required at any age and applies to any problem or need that the family cannot deal with or meet on their own.
- The pastoral team are fully trained to support any child, young person or family and to offer Early Help.
- The pastoral team will ensure the relevant documentation are completed as soon as a problem emerges, hearing the family and child voice (Signs of safety and wellbeing framework, 3 houses, Early Help assessment and our family plan).

- Referring to the right help, right time guidance the pastoral team will ensure all relevant agencies are involved and working together.
- Our aim is to meet the need early and avoid the problem escalating or the need increasing.
- Early help is provided to prevent or reduce the need for specialist interventions unless they are appropriate.
- The team responds promptly if a child is at immediate risk of harm (or has other significant or complex needs – referring to CASS if needed)
- Early help panels are available to offer advice if needed

