



Inspiring All to Excellence



Abridged Safeguarding Policy

Document Control

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Policy Owner	Regional Manager
Policy Approver	Board of Directors

Version Control

Version	Date	Amended by	Comments
V1	Spring 2020	Sharon Shilling	
V2	Spring 2021	Sharon Shilling	See below
V3	Spring 2022	Sharon Shilling	See below
V4	Autumn 2023	Sharon Shilling	See below

Section	Changes Made
Purpose and aims	Equality Statement added
Highlighted	Updated contact details for SCAS and KCSiE (Keeping Children Safe in Education) 2021
	Updated contact details for Chair of Directors and KCSiE 2023

Purpose and aims.

The purpose of Our Pride, Our Joy's safeguarding policy is to ensure we:

- **Are committed** – developing a robust culture of vigilance.
- **Build resilience** – raising awareness of safeguarding and child protection issues, and equipping children with the language and skills to keep themselves safe.
- **Establish a safe environment** – in which children can learn and develop within an ethos of openness and are taught to treat each other with respect, to feel safe, to have a voice and are listened to.
- **Support vulnerable pupils** – supporting pupils who have been abused, have witnessed violence towards others or may be vulnerable to abuse.
- **Prevent unsuitable people** – from working with children by ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with our children. And to maintain an active vigilance thereafter

The aim is to follow the procedures set out by Staffordshire Safeguarding Children's Board, Working Together to Safeguard Children 2018 and Keeping Children Safe in Education 2023 and the Statutory Framework for the Early Years Foundation Stage 2023:

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality across Our Pride, Our Joy in line with The Fierté Multi-Academy Trust.

Our Pride Our Joy have adopted the SSCB (Staffordshire Safeguarding Children's Board) Safeguarding policy which provides guidance to all adults working within OPOJ, whether paid or voluntary or directly employed by OPOJ or a third party.

- This policy is available on our website and is available on request from OPOJ office. We also inform parents/carers about this policy when their children join Our Pride, Our Joy.
- This policy will be reviewed in full by the Directors on an annual basis or sooner should legislation/guidance change.
- This policy sets out how the Directors discharge its statutory responsibilities relating to safeguarding and promoting the welfare of children within Our Pride, Our Joy. Our policy applies to all staff; paid and unpaid, working in OPOJ including Trustees and Directors.
- The policy is provided to all staff (including temporary staff and volunteers) at induction, alongside our Staff code of conduct. In addition, all staff are provided with Part One, Keeping Children Safe in Education 2023

- Our Pride, Our Joy follows the Staffordshire Safeguarding Children's Board policies and procedures. www.staffsscb.org.uk

Ethos

The child's welfare is of paramount importance; we are a child centred establishment.

We all have a statutory duty to safeguard and promote the welfare of children and to maintain a professional attitude of *it could happen here* where safeguarding is concerned.

Our Pride, Our Joy is committed to safeguarding children and promoting children's welfare and expects all staff, directors, volunteers, and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to **act without delay** to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. Our Pride, Our Joy seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.

"Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. To fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, always, what is in the best interests of the child." (Keeping Children Safe in Education 2023)

All staff are encouraged to report any concerns that they have and **not see these as insignificant**. On occasions, a referral is justified by a **single incident** such as an injury or disclosure of abuse. More often however, **concerns accumulate over a period** and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, **it is crucial that staff record and pass on concerns** in accordance with this policy to allow the Designated Safeguarding Lead to build up a picture and access support for the child at the earliest opportunity.

We maintain a professional attitude of '**it could happen here**' where safeguarding is concerned. When there are concerns about the welfare of a child, staff members will always act in the best interests of the child. This policy has been developed in-conjunction with our culture of prevention, protection and support and will be linked with all our policies and those of the Trust. Our Pride, Our Joy will continue to maintain an ethos where pupils feel secure, are encouraged to talk, are listened to, and feel safe. Children are encouraged to talk freely with any staff member if they are worried or concerned about something. We follow the [what to do if a child is being abused](#) guidance:

Key Principles

OPOJ recognises that scrutiny, challenge, and supervision are key to safeguarding children.

- OPOJ is committed to working with other agencies to provide **early help** for children before they become at risk of harm or require a 'child in need' statutory assessment.

- 'Early Help means providing support **as soon as a problem emerges**, at any point in a child's life, from the foundation years through to the teenage years.'
- OPOJ will work in **partnership with other agencies** to promote the welfare of children and protect them from harm, including the need to share information about a child to safeguard them.
- OPOJ will **work with other agencies** to ensure any actions that are part of a multi-agency coordinated plan are completed in a timely way.
- OPOJ will follow the Staffordshire Safeguarding Children's Board's procedures and provide them with information as required. www.staffsscb.org.uk
- Staff, children, and families will need support following child protection processes being followed.
- Children have a right to learn ways to keep themselves safe from harm and exploitation. We will provide opportunities for pupils to develop skills, concepts, attitudes, and knowledge that promote their safety and well-being.
- Safeguarding issues will be addressed through the PSED (Personal, Social and Emotional Development) area of learning, for example self-esteem and emotional literacy.
- Relevant issues will be addressed through all areas of learning.
- All Our Pride, Our Joy policies, which support our ethos of safeguarding, will be interlinked with this Safeguarding Policy and those of the Academy schools with whom we are affiliated.

Making Referrals

Where a child is registered with Our Pride Our Joy, consultation must take place with the DSL (Designated Safeguarding Lead) (or named deputy) who will be the most appropriate person to initiate any referral. A written record of concerns should be made using the incident record form located on My Concern and then the DSL will make the decision whether a referral is needed to the Staffordshire Children's Advice and Support or the child's existing social worker or implement an Early Help Assessment. If the child lives outside of Staffordshire, the matter will be referred by the DSL to the relevant Children's Social Care team in the area where the child resides.

Consent: Whilst professionals should in general discuss any concerns with the child, their parents / carers and where possible and seek their agreement to making referrals to Staffordshire Children's Advice and Support (SCAS), **this should only be done where such discussion and agreement-seeking will not place the child or others at increased risk of suffering significant harm. Consent / agreement is not required for child protection referrals;** however, you, as the referring professional, would need to where possible, discuss with and inform parents or carers that you are making a referral as stated above, **unless** by alerting them you could be putting that child or others at risk.

Working with Parents/Carers

At Our Pride, Our Joy we are committed to working in partnership with parents/carers to safeguard and promote the welfare of children, and to support them to understand our statutory responsibilities in this area. OPOJ follows legislation that aims to act in the best interests of the child.

When new children join OPOJ, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is available on the website. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Families First Services or other agencies.

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 unless we have permission or if it is necessary to do so to safeguard a child from harm.

We will seek to share with parents any concerns we may have about their child before making a referral, unless to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns OPOJ has about a child will not prevent the Designated Safeguarding Lead making a referral to Families First in those circumstances where it is appropriate to do so.

To keep children safe and provide appropriate care for them, OPOJ requires parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives.
- Full names and contact details of all persons with parental responsibility (if different from above)
- Emergency contact details (if different from above)
- Full details of any other adult authorised by the parent to collect the child from school (if different from the above).
- Any legal or criminal changes which effects parental responsibility e.g., bail condition, court orders, Multi Agency Risk Assessment Conference (MARAC).

OPOJ will retain this information on the child's file. OPOJ will only share information about children with adults who have parental responsibility for a pupil or where a parent has given permission and OPOJ has been supplied with the adult's full details in writing.

Staffordshire Early Help

The Designated Safeguarding Lead will ensure staff are aware of the early help process and understand their role in it. This includes identifying emerging problems, liaising with the Designated Safeguarding Lead, sharing information with other professionals to support early

identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.

Every member of staff including volunteers working with children in our settings are advised to maintain an attitude of '**professional curiosity and respectful uncertainty**' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to act as outlined in this policy.

Early intervention is a key part of a wider continuum of services and will work alongside universal services. For early intervention to be successful each stage of the process must be carried out well and followed through by every person who works with children, young people and families and has an individual responsibility for early intervention.

Practitioners should complete the Staffordshire Early Help Assessment (EHA) when:

- Age-appropriate progress is not being made and the causes are unclear.
- The support of more than one additional agency is needed to meet the child's needs.
- Children do not meet threshold, yet concerns are emerging e.g., attendance, behavioural, academic progress, change in behaviour.

Managing Allegations against Staff and Volunteers

Directors ensure there are procedures in place to manage allegations of abuse against staff members, peer on peer and the Regional Manager.

Our aim is to provide a safe and supportive environment which secures the wellbeing and best outcomes for the children at Our Pride, Our Joy. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

We will take all steps to safeguard our children and to ensure that the adults in our settings are safe to work with children. We will always ensure that the procedures outlined in *Staffordshire Safeguarding Children's Board Protocol: Managing Allegations of abuse Against Persons who work with Children and role of LADO (Local Authority Designated Officer)* and Part 4 of '*Keeping Children Safe in Education*', DfE (Department for Education) (2023) are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). **The LADO can be contacted on 0300 111 8007.**

If an allegation is made or information is received about an adult who works at Our Pride, Our Joy which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the Regional Manager immediately. If it is about the sole proprietor (Our Pride Our Joy) then this needs to be raised with the Designated Officer. Should an allegation be made against the Regional Manager, this will be reported to the Chair of Directors. If neither the Regional Manager nor Chair of

Directors is contactable on that day, the information must be passed to and dealt with by the CEO of the Fierte Multi Academy Trust

Contact details.

Regional Manager Sharon Shilling 07398 210286 sshilling@opoj.fierte.org

Chair of Directors Joanne Smith j.smith@fierte.org

CEO Maria Hamblin ceo.@fierte.org

The Regional Manager or Chair of Directors will seek advice from the LADO within one working day. No member of staff or Board of Directors will undertake further investigations before receiving advice from the LADO.

Any member of staff, parent or volunteer who does not feel confident to raise their concerns with the Regional Manager or Chair of Directors should contact *the LADO directly on 0300 111 8007*.

Vulnerable Children

We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate responses are in place for children who are **absent** or **who go missing from education**. We will inform the local authority of any pupil who fails to attend regularly, or who has been absent without OPOJ permission for a continuous period of **20 days or more** in line with the Staffordshire Attendance Policy 2020/2021

Our Pride, Our Joy are aware of the potential for children with SEN-D (Special Educational Needs and Disabilities) to have **additional barriers when it comes to safeguarding**, OPOJ recognises that this group can be more vulnerable to abuse and neglect. Disabled children may be **especially vulnerable to abuse** because they may have an 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.

Communication – Confidentiality/Information Sharing

At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers, and colleagues from other agencies in line with Working Together to Safeguard Children (2018). Our Pride, Our Joy works closely with Staffordshire Children's Social Care and, where appropriate from a placing local authority.

OPOJ recognises the importance of information sharing between professionals and local agencies. We follow [best practice guidance](#)

The General Data Protection Act places a duty on organisations and individuals with regards to processing personal information fairly and lawfully. OPOJ **adhere to data protection**, yet we **do not allow this to stand in our way** in the need to promote the welfare and protect the safety of our children in our care.

Managing Complaints

Our Pride, Our Joy encourages children and families to raise with us compliments, concerns or comments and have a robust internal investigation process.

The compliment, comment, or complaint policy states clearly the stages of complaints and where to escalate concerns following completion of process either through Ofsted or EFA. Our complaints policy is on our setting website for parents/carers to access.

Safeguarding concerns should be raised with OPOJ immediately. If a concern or a child is **at immediate risk, then the individual needs to contact Staffordshire Children's Advice and Support (0300 111 8007).**

Early Years Foundation Stage

This framework is **mandatory for all early years' providers** (Statutory framework for the Early Years Foundation Stage): maintained schools; non-maintained schools; independent schools; all providers on the Early Years Register.

Every child deserves the **best possible start in life** and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences **between birth and age five** have a major impact on their future life chances. A secure, safe, and happy childhood is important. Good parenting and high-quality early learning together provide the foundation children need to **make the most of their abilities and talents as they grow up.**

The Early Years Foundation Stage (EYFS) sets the standards that all early years' providers must meet to ensure that children learn and develop well and are kept **healthy and safe.** It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

All our staff and directors are aware there is an expectation to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting). Providers must not allow people whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for.

[Disqualification under the Childcare Act 2006: effective 31 August 2018](#)

Our Pride, Our Joy ensure at least one person who has a current paediatric first aid certificate must be always on the premises and available when children are present and must accompany children on outings.

There is a clear policy use of mobile phones on the premises as well as reporting and storing of medication. Parents are not allowed to use their mobile phones on site and must leave phones at the school office when volunteering in the main building. At all settings mobile

phones must be kept in a locked cupboard and not accessed in rooms where children are present.

Our Pride, Our Joy Policies

All Our Pride Our Joy policies and procedures are available in full on the website. The full Trust Safeguarding Policy document is also available.

Contact Details

Ofsted – General enquiries: 0300 123 1231 e-mail: enquiries@ofsted.gov.uk

Regional Manager Sharon Shilling sshilling@opoj.fierte.org

Chair of Directors Joanne Smith j.smith@fierte.org

CEO Maria Hamblin ceo@fierte.org

Staffordshire Children's Advice and Support 0300 111 8007

8.30am – 5.00pm Monday to Thursday

8.30am- 4.30pm Friday

- Emergency Duty Services (out of hours safeguarding concerns) 0345 604 2886 or email eds.team.manager@staffordshire.gov.uk
- Education Safeguarding Advice Service (ESAS) 01785 895836 or email esas@staffordshire.gov.uk
- Staffordshire Police Prevent Team 01785 232054, 01785 233109 or email prevent@staffordshire.pnn.police.uk

Useful websites

- Staffordshire Safeguarding Children Board <http://www.staffsscb.org.uk>
- Stoke-on-Trent Safeguarding Children Board <http://www.safeguardingchildren.stoke-on-trent.gov.uk/trent.gov.uk>
- Child Exploitation and Online Protection Centre (CEOP) – www.ceop.police.uk & www.knowaboutcse.co.uk
- NSPCC – 24-hour Child Protection Helpline 0808 800 5000 <https://www.nspcc.org.uk/>
- WOMENS AID - 24 Hour Helpline: **0870 2700 123**
http://www.staffordshirewomensaid.org/contact_us/
- UNICEF – Support Care Team 0300 330 5580 (Mon – Fri 8am-6pm). If you think a child is in immediate danger, please call 999.
www.unicef.org.uk

Links with other Policies:

This abridged safeguarding policy is linked to the Trust's,
Data Protection Policy
Mobile Device and Camera Policy

Safeguarding Policy