



Safeguarding and Child Protection Policy

Introduction

As a short course provider, Oxford Science Studies Ltd does not currently have any specific published safeguarding guidelines to follow. Direct contact was made with the Department for Education, who confirmed what procedures should be adhered to. Oxford Science Studies Ltd were directed towards certain aspects of 'Keeping Children Safe in Education' September 2016 and the Local Authority Safeguarding Children Board Child Protection Procedures.

Contact details

Oxfordshire Safeguarding Children Board
Oxfordshire County Council, County Hall – 3rd floor, New Road, Oxford, OX1 1ND
Report a new concern, Multi-Agency Safeguarding Hub (MASH) , Tel: 0345 0507666
Tel: 01865 810628
Fax: 0845 605 4165
Training: 01865 815843

Oxford Science Studies Ltd will ensure that they have appropriate procedures in place for responding where they believe that a child has been abused or is at risk of abuse. The procedures will cover circumstances in which a member of staff or tutor is accused of or suspected of abuse.

1. Aims of the policy

- To provide an environment and foster a community supportive of the aims of Oxford Science Studies Ltd
- To raise awareness of both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse
- To provide a systematic means of monitoring children known or thought to be at risk of harm
- To develop a structured procedure within Oxford Science Studies Ltd to be followed by all members of Oxford Science Studies Ltd community in cases of suspected abuse
- To develop and promote effective working relationships with other agencies, especially the police and other Social Care Services
- To ensure that all adults within Oxford Science Studies Ltd who have access to children have been checked as to their suitability
- To emphasise the need for good levels of communication between all members of staff



2. Procedures

Oxford Science Studies Ltd procedures for safeguarding children are in line with the guidance received by the Department for Education, and specifically parts of KCSIE September 2016. Oxford Science Studies Ltd will ensure that staff have a DBS.

Oxford Science Studies Ltd should follow guidance in part 3 of Keeping Children Safe in Education September 2016, statutory guidance for schools and colleges. Specifically, for staff:

- Verify ID
- Check they can do the job (mental and physical fitness)
- Check their right to work in the UK
- Check professional qualifications if appropriate
- Get references
- Any other checks deemed necessary if staff have lived/worked abroad
- Single central record

In addition to the specific guidance given to Oxford Science Studies Ltd, to safeguard students further, Oxford Science Studies Ltd will also:

- Have a Designated Safeguarding Lead on residential courses. Currently, depending on which course, this is either the Head Warden or the Accommodation and Welfare Officer. The DSL is level 3 trained in Safeguarding and will undergo regular training as required
- The members of staff who will act in the DSL's absence are the Operations and Course Director, the Course and Marketing Manager and the Course and HR Administrator
- The Designated Proprietor is the Company Founder and non-executive Director
- The staff are trained to develop their understanding of the signs and indicators of abuse
- The staff know how to respond to a student who discloses abuse
- Procedures are regularly reviewed and updated
- The Designated Proprietor is responsible for ensuring the annual review of this policy
- All new members of staff are given a copy of the child protection procedures as part of their induction into Oxford Science Studies Ltd. They are made aware of the role of the Designated Safeguarding Lead

3. Responsibilities

a. Responsibilities of Senior Leadership Team

It is the role of the Senior Leadership Team to take responsibility for safeguarding and promoting the welfare of children. This is a shared responsibility and requires:

- Having clear lines of responsibility
- Having effective recruitment and human resources procedures, including checking all new staff to make sure they are safe to work with young people



- Having procedures for dealing with allegations of abuse against members of staff
- Making sure that the staff have appropriate training
- Having clear understanding and working procedures on how to safeguard and promote welfare of young people
- Working with each child's parents/guardians/agents to support their child's needs
- Helping parents/guardians/agents to understand that Oxford Science Studies Ltd has a responsibility for the welfare of all students and has a duty to refer cases to Social Care in the interests of the child
- Any deficiencies or weaknesses regarding child protection arrangements to be remedied without delay
- Ensuring that children receive appropriate and timely preventative interventions when required
- Notifying the Independent Safeguarding Authority (ISA) of the name of any member of staff considered to be 'unsuitable to work' with children in accordance with statutory regulations

b. The Designated Safeguarding Lead (DSL) has the following responsibilities to:

- Ensure that Oxford Science Studies Ltd operates within the legislative framework and recommend guidance from the OSCB
- Ensure Oxford Science Studies Ltd effectively monitors children about whom there are concerns
- Keep written records of concerns about a child even when there is no need to make an immediate referral
- Ensure that all such records are stored confidentially and securely and are separate from student records
- Ensure the Managing Director is kept fully informed of any concerns
- Ensure all staff are aware of the Child Protection Procedures
- Ensure that the appropriate training and support is provided to all staff
- Develop effective working relationships with other agencies and services
- Liaise with Social Care teams over suspected cases of child abuse
- Provide guidance to parents/guardians/agents, children and staff about obtaining suitable support
- Make a commitment to develop productive, supportive relationships with parents/guardians/agents

c. Reporting

To ensure compliance with current legislation and to identify areas for improvement Oxford Science Studies Ltd will liaise with the local authority/ies in order that appropriate support can be given.

Where necessary, a Safeguarding Report will be given to the Senior Management Team. The Designated Safeguarding Lead will liaise with the Designated Proprietor for Safeguarding.



It is important to protect the anonymity of the children concerned and discretion should be used to avoid the identification of individuals.

4. Training

Summary of Child Protection Training:

- Designated Safeguarding Leads must undertake training every three years
- Teaching and other staff should have training updated every three years

All staff will receive updates relating to safeguarding as required, but at least annually.

5. Abuse and neglect and concerns

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scolding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or inciting a child or young person to take part in sexual activities, including prostitution, whether the child is aware of what is happening. The activities may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Child Sexual Exploitation

Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point. Some of the following signs may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or do not take part in education.

So-called 'honour-based' violence

So-called 'honour-based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so called HBV are abuse (regardless of the motivation) and should be handled and escalated as such. If in any doubt, staff should speak to the Designated Safeguarding Lead. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.

Radicalisation

Protecting children from the risk of radicalisation should be part of schools' and colleges' wider safeguarding duties and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation, it is possible to intervene to prevent vulnerable people being radicalised.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media has become a major factor in the radicalisation of young people.

As with other safeguarding risks, staff should be alert to changes in children's behaviour. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately, which may include making a referral to the Channel Programme.

All staff should be concerned about a child if they:

- Have any injury which is not typical of the bumps and scrapes normally associated with accidental injuries
- Regularly have unexplained injuries
- Frequently have some injuries (even when apparently reasonable explanations are given)
- Give confused or conflicting explanations about how injuries were sustained
- Exhibit significant changes in behaviour, performance or attitude
- Indulge in sexual behaviour which is unusually explicit and / or inappropriate to their age / stage of development
- Disclose an experience in which they may have been significantly harmed

If any member of the staff has cause for believing that a child may be suffering harm it should be reported.

6. Dealing with disclosure

If a child discloses that they have been abused in some way, the member of staff should:

- Listen to what is being said without displaying shock or disbelief
- Accept what is being said
- Allow the child to talk freely
- Reassure the child, but not make promises which it might not be possible to keep
- Not promise confidentiality – it might be necessary to refer to Social Care or other agencies
- Reassure them that what has happened is not their fault
- Stress that it was the right thing to tell
- Listen, rather than ask questions
- Not criticise the alleged perpetrator
- Explain what has to be done next and who has told who
- Make a written record (see record keeping section 7)
- Pass information to the Designated Safeguarding Lead without delay



- NOT allow the child to be interviewed a second time. Accept what the child says and report to the Designated Safeguarding Lead
- a. General points on how to respond to a child wanting to talk about abuse:
- Show acceptance of what the child says (however unlikely the story may sound)
 - Keep calm
 - Look at the child directly
 - Be honest
 - Tell the child you will need to let someone else know – **Don't promise confidentiality**
 - Even when a child has broken a rule, they are not to blame for the abuse
 - Be aware that the child may have been threatened or bribed not to tell
 - Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen
- b. Helpful things to say:
- I understand what you are saying
 - Thank you for telling me
 - It's not your fault
 - I will help you
- c. Things not to say:
- Why didn't you tell anyone before?
 - I can't believe it!
 - Are you sure this is true?
 - Why? How? When? Who? Where?
 - Never make false promises
 - Never make statements such as "I am shocked, don't tell anyone else"
- d. At the end of the conversation:
- Reassure the child that they were right to tell you and show acceptance
 - Let the child know what you are going to do next and that you will let them know what happens
 - Contact the appropriate senior member of staff or agency
 - Consider your own feelings and seek pastoral support if needed

7. Record keeping

When a child has made a disclosure, the member of staff should:

- Make brief notes
- Do not destroy the original notes in case they are needed by a court
- Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child
- Record statements and observations rather than interpretations or assumptions



- Give all records to the Designated Safeguarding Lead promptly. No copies should be retained by the member of staff

8. Support following a disclosure

a. Supporting Staff

Dealing with a disclosure from a child, and a child protection case is likely to be a stressful experience. The member of staff should consider seeking support for themselves and discuss this with the Designated Safeguarding Lead who can seek support from the appropriate proprietor or from the OSCB if required.

b. Supporting Children

Oxford Science Studies Ltd will endeavour to support all children by:

- Encouraging self-esteem and self-confidence whilst not condoning aggression or bullying
- Promoting a caring, safe and positive environment within Oxford Science Studies Ltd
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children

9. Confidentiality

All matters relating to Safeguarding are confidential.

- The Managing Director or Designated Safeguarding Lead will disclose any information about a student to other members of staff on a need to know basis only
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children
- All staff must be aware that they cannot promise a child to keep secrets

It is recognised that children cannot be expected to raise concerns in an environment where staff fail to do so. Oxford Science Studies Ltd will ensure that all staff are made aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary they should speak to the Designated Safeguarding Lead, Managing Director or the Designated Proprietor.

10. Appointment of staff

Oxford Science Studies Ltd procedures for appointing staff are in line with 'Keeping Children Safe in Education September 2016'. These will be reviewed regularly in the light of new legislation and guidance.

Safeguarding issues will be at the forefront in the recruitment processes for both teaching and non-teaching staff.

The appointment process is designed to deter potential offenders from applying.



All applicants who are offered employment in posts involving access to children will be subject to an Enhanced Disclosure and Barring Service check (DBS).

Any member of staff found not suitable to work with children will be notified to the appropriate bodies, including the ISA. In line with current guidance, any serious concern raised, whether proven or not, will be reported in staff references.

11. Allegations involving Oxford Science Studies Ltd Staff

- All staff should take care not to place themselves in a vulnerable position with a child
- All staff should be aware of Oxford Science Studies Ltd's behaviour/discipline policy
- If a student or parent makes a complaint of abuse against a member of staff, the person receiving the complaint must take it seriously and immediately inform the Managing Director. They should also make a record of the concerns including details of anyone else who witnessed the incident or allegation
- The Managing Director and Designated Proprietor will not investigate the allegation itself or take written or detailed statements but assess whether it is necessary to refer the matter to Social Care in accordance with the safeguarding procedures. In doing so, they will consult with relevant agencies
- If the Managing Director/Designated Proprietor decides that the allegation warrants further action through Safeguarding procedures they must make a referral direct to the local Social Care team. If the allegation constitutes a serious criminal offence, it will be necessary to contact Social Care before informing the member of staff
- Careful consideration needs to be given to the suspension of the member of staff against whom an allegation has been made. Any suspension is seen as a neutral action and does not predict the outcome of any disciplinary process
- If it is decided that this is not necessary to refer the matter to Social Care the Managing Director/Designated Proprietor will consider whether there needs to be an internal investigation
- If the complaint made to a member of staff concerns the Managing Director, the person receiving the complaint will immediately inform the Designated Proprietor

12. Bullying

Oxford Science Studies Ltd has a separate Anti-Bullying Policy. It acknowledges that to allow or condone bullying may lead to issues under safeguarding procedures.

13. Racist comments

Racist comments will not be tolerated and repeated racist incidents or a single serious incident may lead to consideration under safeguarding procedures.

14. Inappropriate relationships

Under no circumstances should inappropriate relationships be encouraged between adults and children. Staff should be aware that the Sexual Offences Act 2003 created a



new criminal offence of abuse of trust and a new offence of meeting a child following sexual grooming.

Where a member of staff is concerned that a student has developed a crush or attachment to them, they should report this to the Designated Safeguarding Lead and should discourage social exchanges with them that are in any way different from those of the rest of their peers.

Staff should at all times have regard for their professional responsibilities and for their conduct to ensure that they uphold the letter and spirit of this policy in safeguarding children.

15. Curriculum Links / Prevention

- Oxford Science Studies Ltd facilitate a supportive community
- There is a strong ethos where children feel secure and are encouraged to talk and are always listened to
- All children know there is an adult in Oxford Science Studies Ltd whom they can approach if they are worried or in difficulty

16. Health and Safety and Educational Visits

Oxford Science Studies Ltd places great significance on the protection of children within Oxford Science Studies Ltd environment as reflected in the Health and Safety Policy. This is extended when students are away from Oxford Science Studies Ltd undertaking off site visits by specific policies. All trips are reviewed to see if there are any changes necessary.

17. Review and Verification

This policy is reviewed annually.

Date	Version	Name of reviewer	Date of next review

The Self-Review Tool for Safeguarding and Child Protection in Schools published by The National Network of Investigations and Referral Support Co-ordinators will form part (IRSC Network October 2009) of the review.

As part of the Safeguarding and Child Protection Procedures an annual Safeguarding report will be tabled to the Senior Leadership Team by the DSL for consideration and review (appendix 1 & 2).

The Senior Leadership Team will respond to the report identifying any weaknesses or deficiencies and the strategy / action plan to deal with them (appendix 3).



A confidential register of child protection concerns is kept in a confidential secure filing cabinet (appendix 4).

18. Photography and Video

Prior consent will be given by parents/guardians of the students during the booking process. If permission is not given, images/videos taken will not be used in any way. The only exception to this is for under 16s on residential courses who will be photographed during their induction to ensure the safety of such students. These photos will not be used for any other purpose. Please refer to the Photography and Video Policy.

19. Recruitment of staff

All staff will be appropriately checked to their suitability to work with children and young adults. For tutors, this includes a lesson given to the interviewer to ensure their subject knowledge is up to scratch, along with 2 references and an enhanced DBS check. Please refer to our Recruitment and Selection Procedure.

Policy Reviewed Annually
Review Date: September 2018



Appendix 1

Annual Safeguarding Report

The purpose of the annual safeguarding report is to enable the designated member of staff with responsibility for safeguarding to provide the Senior Leadership Team a standardised report for consideration at relevant meetings.

The expectation should be that this report is completed annually and submitted for consideration to the Senior Leadership Team.

This document serves two purposes:

1. To provide a clear report to the Senior Leadership Team Safeguarding practice
2. To identify areas for improvement

Name and position of person completing report	
Date of Presentation to Senior Leadership Team	

Appendix 2

Annual Safeguarding Report for

A	Policy & Procedures	Yes	No
	Has your Child Protection Policy been reviewed and updated in the last 12 months		
	Is your Safeguarding Children Policy copied into a folder and made available for parents and others to access?		
	Have you had any allegations/incidents that fall within the remit of these procedures in the last year?		
	if Yes, have all appropriate allegations/incidents been reported to the Local Authority Designated Officer (LADO)		
B	Recruitment	Yes	No
	Has relevant staff completed the Safer Recruitment Training? (now available through CWDC website)		
	Do you maintain a single central record of DBS and other recruitment checks?		
C	Basic Training	Yes	No
	Have staff who have regular contact with children in your company completed: Introductory training when they started at your company?		
	Is staff safeguarding training, recorded and regularly monitored?		
D	Child Protection	Yes	No
	Does your Designated Safeguarding Lead (DSL) attend Senior Leadership Team Meetings to discuss any strategy safeguarding issues?		
	Has the Designated Safeguarding Lead attended specialist training in the last 2 years		
	Does your Designated Safeguarding Lead receive appropriate support / supervision		
E	General Safeguarding Issues	Yes	No
	Is the general issue of safeguarding children a regular staff meeting agenda item?		



Appendix 3

Senior Leadership Team response to Safeguarding Annual Report

What is the name of your nominated Child Protection / Designated Safeguarding Lead		
How will the Senior Leadership Team remedy any weaknesses or deficiencies that are included in the attached Safeguarding Annual Report?		
Actions:		

Appendix 4

Register of CP Concerns

CONFIDENTIAL

	Name of Child	DoB	Date of Referral	Outcome of Referral	Date subject to a plan	Date removed from CP register
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