



Merstone and Forest Oak School

Safeguarding policy

**Modified and adapted form Solihull
Metropolitan Borough Council**

September 2023

Review date September 2024

Version 04

Get more information about this document

Name	Kendrick Poxon
Email	s502kpoxon@Merstone.solihull.sch.uk
Telephone	0121 717 1040

Version control – Safeguarding-policy-template.docx

Version	Date	Owner	Notes
V01	12/10/21	NC	Final
V02	16/01/23	K Poxon	Final
V03	5/9/23	K Poxon	Final



Safeguarding policy

Forest Oak School and Merstone School

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

Date written	12 10 2021
Date of last update	05/09/2023
Date agreed and ratified by governing body or management committee	
Date of next full review	Sept 2024

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

Key contacts

	Name	Contact details
Principal	Donna Luck	0121 717 1040 S502dluck@merstone.solihull.sch.uk S500dluck@forest-oak.solihull.sch.uk

Designated safeguarding lead (DSL)	Kendrick Poxon	0121 717 1040 S502kpoxon@merstone.solihull.sch.uk
Deputy designated Safeguarding lead	Merstone: Donna Luck Beverly Sharpe Joanne Russell Paula Morbey Forest Oak: Donna Luck Lyndsey Powers Jeremy Curzon Sam Pitt Helen Ellis Emma Byrne	0121 717 1040 S502office@merstone.solihull.sch.uk 0121 717 0088 S500office@forest-oak.solihull.sch.uk
Senior mental health lead	Georgia Travers Isobel Jerrard	0121 717 1040 S502office@merstone.solihull.sch.uk 0121 717 0088 S500office@forest-oak.solihull.sch.uk
Safeguarding governor or equivalent	Antoinette Fisher	0121 717 1040 0121 717 0088
Other key staff	The Medicines in school lead is Sharon Paterson The First Aid lead is Sharon Bicknell (FO) Michelle Price (M). The Online safety lead is Daniel Clarke The Preventing radicalisation lead is Donna Luck The Behaviour and anti-bullying lead is Lyndsay Powers (FO) Kieran Grealish (M) The Equality and Diversity lead is Donna Luck The Health and Safety lead is Tony Rogers / Donna Luck	

	<p>The Environmental Health (particularly food hygiene) lead is Tony Rogers / Donna Luck</p> <p>The Educational Visits lead is Helen Ellis (FO) Kendrick Poxon (M)</p> <p>The Attendance lead is Lyndsay Powers (FO) Kieran Grealish (FO)</p> <p>The Whistleblowing lead is Donna Luck</p> <p>The schools have an allocated local police community support officer (PCSO)</p> <p>The School Nurse (or contact) is Sharon Patterson</p>
--	--

Contents

Safeguarding policy template for schools and colleges 2021-22	1
Safeguarding policy	2
Key contacts	2
Child-focused approach to safeguarding	6
Introduction	6
Policy context	6
Safeguarding statement	6
Safeguarding policies and procedures	8

Child-focused approach to safeguarding

Introduction

The purpose of this policy statement is:

- to protect children and young people who attend Forest Oak / Merstone Schools from harm;
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to safeguarding.

This policy applies to everyone.

Policy context

This policy is derived from a variety of legislative provisions and statutory guidance. In particular, it is based upon the requirements and best practice outlined in:

- ✦ Keeping Children Safe in Education 2023 (KCSIE)
- ✦ Working Together to Safeguard Children 2018 (WTSC)
- ✦ Ofsted: Education Inspection Framework' 2021
- ✦ Framework for the Assessment of Children in Need and their Families 2000
- ✦ Solihull MBC Safeguarding Children Procedures
- ✦ Early Years and Foundation Stage Framework 2021 (EYFS)

Section 175 of the Education Act 2002 requires school governing bodies, local education authorities and further education institutions to make arrangements to safeguard and promote the welfare of all children who are pupils at a school, or who are students under 18 years of age. Such arrangements will have to have regard to any guidance issued by the Secretary of State.

Forest Oak / Merstone School's policy reflects these duties and complies with our funding agreement and articles of association.

Safeguarding statement

Forest Oak / Merstone Schools recognise our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

Forest Oak / Merstone School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of

age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Forest Oak / Merstone School recognises the importance of providing an ethos and environment within School that will help children to be safe and to feel safe. In our School children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Our core safeguarding principles are:

Prevention: positive, supportive, safe culture, curriculum and pastoral opportunities for children, safer recruitment procedures.

Protection: following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns.

Support: for all learners, parents and staff, and where appropriate specific interventions are required for those who may be at risk of harm.

Working with parents and other agencies: to ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise.

Safeguarding policies and procedures

We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our child protection policy which can be viewed in the policies section on our website.

Policies, procedures and requirements	Where you will find the policy/procedure
Child protection* Looked after and previously looked after children – designated teacher* Pupil premium statement* Mental health and wellbeing	School Websites

<p>Equality information and objectives*</p> <p>Special educational needs and disabilities*</p> <p>Accessibility plan*</p>	
<p>Premises management documents*</p> <p>Healthy and safety*</p> <p>Risk assessments*</p> <p>First aid*</p> <p>Lettings</p>	
<p>Attendance</p> <p>Behaviour management and use of physical intervention*</p> <p>Behaviour principles written statement*</p> <p>Exclusions*</p> <p>Anti-bullying</p>	
<p>Online safety</p> <p>Acceptable use of social media</p> <p>Mobile and smart technology</p> <p>Data protection and information sharing*</p> <p>Protection of biometric information*</p>	
<p>Children with health needs who cannot attend school*</p> <p>Medicines in school*</p> <p>Personal and intimate care</p>	

<p>Staff discipline, conduct and grievance (procedures for addressing)*</p> <p>Staff behaviour/code of conduct</p> <p>Statement of procedures for dealing with allegations of abuse against staff*</p> <p>Safer recruitment</p> <p>Single central record of recruitment and vetting checks*</p> <p>Visitors' protocol</p> <p>Governor code of conduct</p>	
Early years foundation stage*	
<p>Relationships and sex education*</p> <p>Drug and alcohol education/managing substance related incidents</p>	
Educational visits	
<p>School complaints*</p> <p>Whistleblowing*</p>	
Confidentiality	