

Recognise, Respond, Refer

STAFF should allow the child to say what they need to say and not interrupt them.

RECOGNISE A CONCERN
(no matter how small it may be)

RESPOND

Inform a Designated Safeguarding Lead (DSL) without delay using the safeguarding software system, MyConcern

MAKE A REFERRAL

Using MyConcern, choose the relevant Year group. The referral will be acted upon immediately

What to do if the alleged abuser is a member of staff (Whistle-blowing)

Any concerns regarding a staff member or volunteer should be reported immediately to the DSL or to the Headteacher. The Headteacher will then inform the Local Authority Designated Officer (LADO).

LADO: 01908 254307

Duty Team: 01908 254300

For any issues with the outcome of the concern raised, please contact:

Mr I Tett (Secondary Headteacher)

Mr M Sim (Nursery & Primary Headteacher)

Mrs R Cooke (Secondary DSL)

Designated Safeguarding Leads at Oakgrove School

PRIMARY & NURSERY

Mrs R Mayglothling (Assistant Headteacher)

Mrs R Lewin (Deputy Headteacher)

SECONDARY

Mrs R Cooke (Senior Assistant Headteacher)

Ms S Coleridge-Smith (Assistant Headteacher)

Many of the Pastoral Leaders, Heads of Year and Deputy Heads of Year at the secondary and Key Stage Leaders at the Primary are DSL trained.

Please do not hesitate to contact the team for ANY safeguarding or child protection concerns raised regarding a child at Oakgrove School.

Although the information given may not be enough on its own for a referral to the Multi Agency Safeguarding Hub (MASH), it will assist the Designated Safeguarding Lead to make a decision about the risk of harm and how to proceed to protect and support the child.

MULTI AGENCY SAFEGUARDING HUB (MASH)

TEL: 01908 253169/70

OUT OF HOURS: 01908 265545

OAKGROVE SECONDARY SCHOOL
VENTURER GATE, MILTON KEYNES MK10 9JQ
01908 545300 • OAKGROVE@OAKGROVE.SCHOOL

OAKGROVE PRIMARY & NURSERY SCHOOL
ATLAS WAY, OAKGROVE, MILTON KEYNES MK10 9SG
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Oakgrove School is part of Kingsbridge Educational Trust



Safeguarding at Oakgrove School

It is everyone's business
and responsibility



www.oakgrove.school



Safeguarding & Child Protection

Everyone in Oakgrove School has a duty to help keep children and young people safe by:

- Providing a secure environment
- Identifying children and young people who are suffering, or likely to suffer significant harm
- Taking the appropriate action

This includes staff, parents/carers and all visitors to the school.

SAFEGUARDING is the action that is taken to promote the welfare of children and protect them from harm. It means protecting children from abuse and maltreatment; preventing harm to children's health or development; ensuring children grow up with the provision of safe and effective care and taking action to enable all children and young people to have the best outcomes. (NSPCC)

CHILD PROTECTION is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures, which detail how to respond to concerns about a child. (NSPCC)

Kingsbridge Educational Trust's Safeguarding and Child Protection Policy can be found on the Oakgrove School's website.

What to be concerned about

Concerns may arise at any time, which suggest a child is being neglected or is experiencing physical, emotional or sexual abuse. This can include female genital mutilation, radicalisation, extremism, child sexual or criminal exploitation.

There may be physical signs, changes in the child's behaviour or appearance, signs of emotional distress or the child could disclose information regarding a harmful experience.

Harm to a child can be caused by a:

- Parent/carer
- Family member/friend
- Child (peer-on-peer abuse)
- Stranger
- Member of staff/volunteer

What to do if a child discloses that they are being harmed

LISTEN carefully to what is being said
- do not interrupt.

REASSURE the child that it is not their fault. Stress that they did the right thing by telling. Be calm, attentive and non-judgemental.

Do not promise to keep what is said a secret. Ask non-leading questions (**TED**) to clarify if necessary:

TELL ME MORE...

EXPLAIN THAT TO ME...

DESCRIBE WHAT HAPPENED...

