



**Merstone and Forest Oak School**

# **Safeguarding policy**

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

**September 2024**

**Review date September 2025**

Version 04

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## **Get more information about this document**

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# Safeguarding policy

Forest Oak School and Merstone School

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**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	<b>12 10 2021</b>
Date of last update	<b>05/09/2024</b>
Date agreed and ratified by governing body or management committee	
Date of next full review	<b>Sept 2025</b>

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 <a href="mailto:S502dluck@merstone.solihull.sch.uk">S502dluck@merstone.solihull.sch.uk</a> <a href="mailto:S500dluck@forest-oak.solihull.sch.uk">S500dluck@forest-oak.solihull.sch.uk</a>

Designated safeguarding lead (DSL)	Kendrick Poxon	0121 717 1040 <a href="mailto:S502kpoxon@merstone.solihull.sch.uk">S502kpoxon@merstone.solihull.sch.uk</a>
Deputy designated Safeguarding lead	<p><b>Merstone:</b> Donna Luck Kieran Grealish Beverly Sharpe Joanne Russell Paula Morbey Katie Orohoe Georgia Travers Associate: Louise French</p> <p><b>Forest Oak:</b> Donna Luck Lyndsey Powers Jeremy Curzon Sam Pitt Helen Ellis Emma Byrne Emily Baroch</p>	<p>0121 717 1040 <a href="mailto:S502office@merstone.solihull.sch.uk">S502office@merstone.solihull.sch.uk</a></p> <p>0121 717 0088 <a href="mailto:S500office@forest-oak.solihull.sch.uk">S500office@forest-oak.solihull.sch.uk</a></p>
Senior mental health lead	<p>Kieran Grealish</p> <p>Isobel Jerrard</p>	<p>0121 717 1040 <a href="mailto:S502office@merstone.solihull.sch.uk">S502office@merstone.solihull.sch.uk</a></p> <p>0121 717 0088 <a href="mailto:S500office@forest-oak.solihull.sch.uk">S500office@forest-oak.solihull.sch.uk</a></p>
Safeguarding governor or equivalent	Antoinette Fisher	0121 717 1040 0121 717 0088
Other key staff	<p>The <b>Medicines in school lead</b> is Sharon Paterson</p> <p>The <b>First Aid</b> lead is Sharon Bicknell (FO) Michelle Price (M).</p> <p>The <b>Online safety</b> lead is Kendrick Poxon</p> <p>The <b>Preventing radicalisation</b> lead is Donna Luck</p>	

	<p>The <b>Behaviour and anti-bullying</b> lead is Lyndsay Powers (FO) Kieran Grealish (M)</p> <p>The <b>Equality and Diversity</b> lead is Donna Luck</p> <p>The <b>Health and Safety</b> lead is Michael Hadley / Donna Luck</p> <p>The <b>Environmental Health</b> (particularly food hygiene) lead is Michael Hadley / Donna Luck</p> <p>The <b>Educational Visits</b> lead is Helen Ellis (FO) Paula Morbey (M)</p> <p>The <b>Attendance</b> lead is Lyndsay Powers (FO) Kieran Grealish (FO)</p> <p>The <b>Whistleblowing</b> lead is Donna Luck</p> <p><b>Local police community support officer (PCSO)</b> Tony Deaves</p> <p>The <b>School Nurse</b> (or contact) is Sharon Patterson</p>
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# 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 2024 (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.

<b>Policies, procedures and requirements</b>	<b>Where you will find the policy/procedure</b>
Child protection*  Looked after and previously looked after children – designated teacher*  Pupil premium statement*  Mental health and wellbeing	School Websites
Equality information and objectives*  Special educational needs and disabilities*  Accessibility plan*	
Premises management documents*  Healthy and safety*  Risk assessments*  First aid*  Lettings	



<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>	
<p>Early years foundation stage*</p>	
<p>Relationships and sex education*</p> <p>Drug and alcohol education/managing substance related incidents</p>	
<p>Educational visits</p>	
<p>School complaints*</p> <p>Whistleblowing*</p>	
<p>Confidentiality</p>	