



# Odyssey House School

## **SAFEGUARDING POLICY**

### **Our Safeguarding Intentions**

Odyssey House School is committed to providing a safe and secure environment for children, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns that they may have about their own safety or the well-being of others. Staff at Odyssey House School work with the attitude of 'it could happen here' to ensure a vigilant safeguarding procedure.

For the purposes of this policy, Odyssey House School defines safeguarding and protecting the welfare of children as:

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

### **All our staff are trained in safeguarding and are responsible for:**

- Having the attitude of 'it could happen here' to ensure a vigilant safeguarding procedure.
- Educating pupils on how to keep safe and to recognise behaviour that is unacceptable.
- Identifying and making provision for any child that has been subject to abuse.
- Ensuring that members of the Odyssey House School Governing Body, the Head teacher and staff members understand their responsibility, under safeguarding legislation and statutory guidance, and to be alert to the signs of child abuse and to refer concerns to the designated safeguarding lead.
- All adults working in and visiting this School (including visiting staff, volunteers and students on placement) are required to report instances of actual or suspected child abuse or neglect to the Senior Designated Member of staff for Child Protection.
- Being vigilant that any new staff members and volunteers are only appointed when all the appropriate checks have been satisfactorily completed.
- Being vigilant with visitors to our school, ensuring they have been signed in, and are wearing a Safeguarding Visitor badge. They must always be accompanied by a staff member whilst on Odyssey premises. We have the right to challenge and refuse entry if we suspect their legitimacy. We also have the right to check their DBS record before approving entry

- Being vigilant with any carers, friends, and relatives with whom we are unfamiliar with in drop-off and pick-up times. We have the responsibility to contact the main parent/s or carer/s of a child as detailed in our Single Central Register, to confirm that the person collecting their child has that parent's/carer's permission.

**Our staff are recruited by our Senior Leadership Team, headed by Henrietta Jordan, where the priority is to create a culture of safe recruitment for all at Odyssey, by adopting procedures that help deter, reject or identify people who might pose a risk to children.**

**The designated safeguarding lead has a duty to:**

- Refer all cases of suspected abuse to children's social care, the LA designated officer (LADO) for child protection concerns, the DBS, and the police in cases where a crime has been committed.
- Liaising with the Governing Body and Deputy Safeguarding Lead to inform her of safeguarding issues, especially ongoing enquiries under section 47 of the Children's Act 1989 and police investigations.
- Act as a source of support, advice and expertise to staff members on matters of safeguarding by liaising with relevant agencies.
- Understand the assessment process for providing early help and intervention.
- Have a working knowledge of how LAs conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of Odyssey House School staff has access to and understands the school's Child Protection Policy and procedures, especially new and part-time staff members.
- Be alert to the specific needs of children in need, including those with special educational needs and/or disabilities and young carers.
- Be able to keep detailed, accurate and secure records of concerns and referrals.
- Obtain access to resources and attend any relevant training courses.
- Encourage a culture of listening to children and taking account of their wishes and feelings.
- Ensure the school's Child Protection Policy is reviewed annually and the procedures are updated and reviewed regularly, and work with the Governing Body regarding this duty.
- Ensure the school's Child Protection Policy is available publicly and parents are aware of the fact that referrals regarding suspected abuse or neglect may be made and the role of the school in this.
- Ensure that the pupil's child protection file is copied when transferring to a new school.

**All teaching staff members should:**

- Work with the attitude of 'it could happen here' to ensure a vigilant safeguarding procedure.
- Safeguard children's wellbeing and maintain their vigilance as part of their professional duties.
- Provide a safe environment in which Odyssey children can learn.
- Identify children who may be in need of extra help or who are suffering, or likely to suffer, significant harm.
- Take appropriate action, working with other services as required.
- Support social workers to take decisions about individual children, in collaboration with the designated safeguarding lead.
- If at any point there is a risk of immediate serious harm to any child, make a referral to children's social care immediately.

- Support social workers in making decisions about individual children, in collaboration with the designated safeguarding lead.
- Odyssey House School works in partnership with the LA's Channel Panel to assess the extent to which individual pupils are at risk of being drawn into terrorism.
- Ensure that their class register is taken by 9.15am and passed to the Administrator. The Administrator will contact any parent/carer as necessary at 9.30am regarding an absent pupil.

If you have any concerns regarding the safety of any child or adult, please immediately contact one or more of the following Designated Safeguarding Leads:

**Senior Designated Safeguarding Lead for Child Protection:**

**Dave Malachi      020 8348 8009**  
[dave@odysseyeducation.org.uk](mailto:dave@odysseyeducation.org.uk)

In his absence, discuss with:

**The Deputy Designated Safeguarding Lead:**

**Sean Canaii    sean@odysseyeducation.org.uk**

**If staff members have concerns about the Headteacher then they can contact:**

- Judith Charlesworth – [judith@odysseyeducation.org.uk](mailto:judith@odysseyeducation.org.uk)
- Charu Kashyap – [charu@odysseyeducation.org.uk](mailto:charu@odysseyeducation.org.uk)

**PLEASE REFER TO OUR CHILD PROTECTION POLICY FOR REFERRAL DETAILS TO OUTSIDE AGENCIES SUCH AS THE POLICE, MASH AND LADO.**

The following policies and procedures set out our practice in relation to safeguarding and are available for viewing from the school office, on request. Those with asterisks (\*) are viewable by the public on our website – [www.odysseyeducation.org.uk](http://www.odysseyeducation.org.uk)

- Accessibility Plan
- Accident and Incident Reporting Sheet
- Administration of Medicine and Advice for Illness
- Admissions Policy \*
- Anti-Discrimination and Equality Policy \*
- Anti-Bullying Policy\*
- Behaviour Management Policy \*
- Child Protection Policy \*
- Complaints Procedure \*
- Curriculum Policy \*
- Data Protection Policy
- E-Safety (and Acceptable Use) Policy
- Fire Policy and Plan

*Safeguarding Policy*

*To be reviewed: September 2021*

- First Aid Policy
- Health & Safety Policy
- Mobile Phones Policy
- Photography Policy
- Risk Assessment Policy
- Safeguarding Policy \*
- SEN Policy
- Safer Recruitment Policy
- School Outings
- School Security
- SMSC
- Teacher Appraisal
- Whistleblowing Procedure\*

## Legal framework

This policy will have consideration for, and be in compliance with, the following legislation and statutory guidance:

- Children Act 1989
- Children Act 2004
- The Children's and Families Act 2014
- S157 Education Act 2002
- Education (Health Standards) (England) Regulations 2003
- Safeguarding Vulnerable Groups Act 2006
- Education (Pupil Referral Units) (Application of Enactments) (England)(Amendment)Regulations 2012
- School Staffing (England) Regulations 2009, as amended
- Education (Independent School Standards) (England) Regulations 2014
- Equality Act 2010
- Education (Non-Maintained Special Schools) (England) Regulations 2011, as amended
- Protection of Freedoms Act 2012
- DfE (2018) 'Working Together to Safeguard Children 2018'
- DfE (2020) 'Keeping Children Safe in Education 2020'
- DfE (2015) 'What to do if you're worried a child is being abused'
- DfE (2015) 'Information sharing'
- DfE (2015) 'Disqualification under the Childcare Act 1006
- DfE (2015) 'The Prevent duty'
- Ofsted – Inspecting Safeguarding in the Early Years – August 2016
- The Education (School Teachers' Appraisal) (England) Regulations 2012
- The Sexual Offences Act 2003
- The Prevent Duty – Updated July 2015