

Chiron OEP Local Safeguarding Policy

Policy implemented: June 2023

Last reviewed: New Policy

Next review due: June 2025

1. Summary

The aim of this local policy is to highlight information about Chiron OEP and to demonstrate how the corporate policy must be implemented locally.

- Safeguarding and protecting the people we support effectively is central to all of Ambito Education's work and supports Ambito Education's strategy to maximise the life opportunities and the health and wellbeing of disabled people. All staff and volunteers recognise that safeguarding is everyone's responsibility irrespective of the role they undertake or whether their role has direct contact or responsibility for our customers or not.
- has rigorous safeguarding procedures to which all staff are trained in and adhere to. We meet all statutory duties and ensure all staff and volunteers provide high quality support and vigilance. The strong home school partnership ensures a consistent approach to promote welfare and wellbeing. We have 2 Designated Safeguarding Officers (DSOs)

2. Document Control

Initial purpose and scope of the new policy/procedure agreed by:	Ayesha Allen, Virtual School Head
Technical review carried out:	Michael Alberro, March 2023
Final quality check carried out:	Luke Laville, June 2023
Date implemented:	June 2023
Version Number:	1.0
Date of the next review:	June 2025
Department responsible:	Education
Job Title of Lead Person:	Ayesha Allen, Virtual School Head
Author / Main Contact, including their job title (if different from above):	-

In addition to this policy, local authorities and other commissioners may have their own policies, procedures and guidance which Services must comply with. These policies should complement this policy.

However, there may be additional requirements put in place by local authorities and other commissioners and these must be adhered to. Changes must not be made to Salutem's policies and procedures without corporate approval but, where needed, local procedures should be developed to accompany these.

EQUALITY AND DIVERSITY STATEMENT

The Salutem Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any such factors and all will be treated with dignity and respect.

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This policy must be brought to the attention of all employees.

The controlled version of this policy and its associated documents are available on the Blink Hub. Printed or downloaded copies are uncontrolled and may not be up to date.

4. Definitions

We support children/young people from a variety of different local authorities, contact numbers for the relevant local authorities can be found in Appendix A.

5. Content

Ambito Education has an overarching Safeguarding and Child Protection Policy that covers both children and adults. This is accessible in paper format within the document store on CPOMS, it is also featured on the school website.

Records are stored confidentially on our CPOMS system and are only accessible to Designated Safeguarding Leads (DSLs). Alerts are brought to DSLs via CPOMS. DSLs meet weekly to discuss raised concerns, unless, upon receipt the Lead DSL decides an immediate response is required, in which case a meeting will be convened.

A DSL is on duty during core hours (9am – 4pm).

Full risk assessments are in place for all in-person activity. Staff can contact the DSL or deputy by telephone if not on site.

Parents' and Carers' Emergency Contact details

- We recognise the importance of maintaining our parent/carers' contact details and ensuring that these are the most recent and up to date. For each children or young person, we ensure details are held for more than one individual in the event of an emergency where one person may not be contactable or if there is a safeguarding concern.
- To maintain the most up to date information we will review all emergency contact and consent forms at least annually.
- Information is stored on Nourish and is only accessible to approved users.
- Relevant information is only accessible to those staff who need it. All staff have an enhanced DBS.
- We are also aware that for children looked after by the local authority there may be specific guidance around contact and we will adhere to advice obtained from their allocated social worker. The confidentiality of these records is maintained by DSLs with information shared at a local level where appropriate.

Online Safety Measures

- We recognise the positive aspects that information technology and the Internet have on the lives of our students and we promote the safe use for educational purposes when appropriate. We are aware however, that the nature of the Internet may pose risks towards children and students. In accordance with the Keeping Children Safe in Education (2023), the OEP has taken measures to reduce risk which are outlined in our Online Safety Policy available to view here.
- Students access our lessons using laptops which have been provided by Ambito and are pre-loaded with the necessary filters, anti-virus software, monitoring software and restrictions.
- Students receive lessons outlining how to stay safe online and, where necessary (e.g. the care plan suggests they need additional support with technology) their online activity is monitored by an appropriate adult.
- Corporate guidance and training on online safety is available on the organisation's database.

6. Areas of Governance

This policy has been written with expert contribution from appropriate stakeholders. The Information Governance team will monitor, reflect on and gain organisational learning from the implementation of this policy. This policy will be reviewed and updated two years from implementation unless legal changes demand a more timely amendment.

The application of this policy and its associated documents is mandatory for all services staff, volunteers, agency staff and all other Salutem representatives. Staff understanding of this policy and associated documents will be assured through training, assessment of competency and supervision.

Staff understanding of this policy will be assured through training and the delivery of awareness raising workshops as deemed necessary by Divisional Management. The people we support will be involved in the review to ensure it captures the important issues for them.

7. Areas of Responsibility

At Chiron OEP the following staff provide key duties related to Safeguarding:

Name	Contact Details	Responsibilities
Principal: Ayesha Allen	ayesha.allen@salutemcare.com	Lead DSO Designated Child Looked After Liaison
DSO: TBC		
Any other relevant staff	N/A	

8. Learning and Development

Salutem is committed to ensuring that all staff are aware of what is expected of them so that everyone is appropriately supported. Staff should speak to their line manager in relation to their learning needs using supervision and through the appraisal process.

Ambito Education is committed to ensuring that all staff are aware of what is expected of them so that everyone is appropriately supported. Staff should speak to their line manager in relation to their learning needs using supervision and the Performance and Development Process (PDP).

All new staff and volunteers must complete thorough face to face safeguarding training, plus have further access to the online safety course provided by eLfY. All staff within schools must also read Part 1, 5 and Annex A of Keeping Children Safe in Education (2023).

The Principal has enhanced (L4) safeguarding training. All DSOs complete Ambito Education refresher training bi-annually.

9. Associated Documents

- Safeguarding and Child Protection Policy and Procedure
- Safeguarding Adults Policy and Procedure

10. Useful Links

- Anti-bullying Policy and Procedure
- Whistle blowing Policy and Procedure
- Online Safety Guidance

11. Appendix A

We support children and young people from a variety of different local authorities, contact numbers for the relevant local authorities can be found below.

Wolverhampton Telephone

01902 555392

Out of hours Emergency Duty Team: 01902 552999

Website

[Wolverhampton Safeguarding](#)

Essex**Telephone**

0345 603 7627

Out of hours Emergency Duty Team: 0345 606 1212.

Website

[Essex Safeguarding](#)

12. Version Control

This is a controlled document. As a controlled document, any printed copies of this document, or saved onto local or network drives should be actively monitored to ensure the latest version is always available.

Version Number	Date	Status	Changes
V1.0	June 2023	New	New policy