

Oakfield School

17. Pupil Access to Staff Policy



To be Reviewed:	December 2019
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1. POLICY STATEMENT

Safeguarding and the welfare of the children and young people who attend Oakfield is a key part of the schools function. In order to achieve this, an ethos and culture needs to develop to enable children to feel safe enough to discuss with staff any problems or concerns they may have.

2. PROCEDURE

All staff at Oakfield must work with children and young people in a way that promotes and develops openness, trust and builds relationships.

As part of the induction process for any young person coming to the school it is important that it is emphasised to children and young people that they can talk in confidence, if necessary, to any member of staff.

As part of relationship building opportunities should be found each day to talk with young people, to listen to what they are saying and to check on how they are doing. This work should be a key element of key worker sessions. It is also important to recognise that such opportunities are not wholly the responsibility of the key worker relationship; children should be encouraged to talk to all staff in the school.

If a child wants to talk in confidence to any member of staff an opportunity must be given for them to do so, finding a private place for the conversation to take place. It is important that staff take any issue raised seriously no matter how insignificant it might appear from an adult perspective. For the child the issue might be of great importance and it is important that it is not dismissed summarily without giving due consideration to its importance from the child's perspective.

Where a child or young person raises anything of concern, staff must share this information as soon as possible with the relevant people. A Cause for Concern Form should also be completed and sent through the appropriate procedures. Please refer to Policy No 15 - **'Requirement for Staff to Report Concerns or Allegations of Risk of Harm to Pupils'** and Policy No. 2 **'Child Protection'**.

Oakfield also has, as required in National Minimum Standards, an Independent Person who visits the school once a week for children to talk to about any issues or problems they may have. They will also check:

- If pupils feel safe at Oakfield?
- Pupils are able to talk to any member of the staff team?
- And if a pupil has talked about a problem with a member of staff was the matter resolved?

Any concerns raised will be passed to either the Headteacher, Head of Care or a Senior Member of staff.

This Policy was reviewed November 2017.

Signed:

Mr Lee Morfitt (Chair of Governors)