



# Oakfield School

## 10. Pupil Access to a Person Independent of the School Staff Group

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| Review Date: | February 2019 |
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## **POLICY STATEMENT**

Oakfield School strives to provide a high quality provision to pupils that is transparent and open to external inspection. The school has in place robust quality monitoring systems including visits by individuals who are external to the school staff team or Governing Body.

## **PROCEDURE**

Oakfield School has an independent person who visits the school on a regular basis and children are made aware of these visits so they can speak privately should they wish to. There are posters around the school with a photograph of the independent person with a brief description of their role.

If a child/young person has an urgent concern or issue and would like to speak to the independent person before his/her next visit they can contact him on the mobile number that is provided on the posters in the residential houses. If the phone is not answered a message should be left and the independent person will contact the child/young person within 24 hours. If appropriate the independent visitor may telephone staff to arrange a time to discuss the concerns/issues with that child/young person. The independent person will check the phone at least twice daily (during term time) and inform the Head of Care or Headteacher of any calls received.

The Independent person will raise any safeguarding issues with the Senior Manager on site during their visit. For other matters of concern that are not considered urgent the independent person will contact the Headteacher or Residential Head of Care the following day.

The Independent person will keep brief notes of visits and will at the end of each half term provide a report for the Residential Head of Care.

The Independent person will also attend Governors meetings if required.

In addition to the role of the Independent person a representative of the school Governing Body or someone suitably qualified and independent of the staff team, undertakes a half termly monitoring visit, as required in Standard 20 of the National Minimum Standards for Residential Special Schools, which includes:

- Checks on the schools record of attendance, complaints, sanctions, use of physical interventions, risk assessments and individual care plans for children
- Assessment of the physical condition of the building, furniture and equipment of the school
- Opportunities for any child or member of staff who wishes to meet with them (in private if they prefer)

Written reports of all monitoring visits are provided to the Headteacher, Residential Head of Care and the rest of the School Governing body.

This Policy was reviewed March 2017.

Signed: .....

Lee Morfitt (Chair of Governors)