



Oxford Schools Chaplaincy Safeguarding Policy

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1 Introduction

1.1 The work of Oxford Schools Chaplaincy (OSC)

OSC's vision is for a lively, relevant and consistent witness to Christian truth and standards to be established and maintained in all the secondary schools in Oxford.

OSC's vision is to clearly communicate Christian beliefs to pupils in a relevant and clear way and to provide a recognised link between churches and schools.

To this end OSC offers schools a wide range of inputs, including taking lessons and assemblies. Lessons are interactive and many include innovative approaches to learning, including individual opportunities for personal reflection. OSC workers also come into schools to provide one-to-one and group pastoral and mental health support. Outside lesson times they run Christian Unions. Students may be invited to events outside school, such as a gathering of CUs in Oxford or a Year 6 Transition barbecue. Typically "drop in" youth clubs organised by local churches and café gatherings are organised by other local charities and not currently by OSC.

The OSC team comprises a small core staff including two Co-Directors and a part-time Office and Volunteers' Administrator. The front-line team of staff and volunteers is supported by the office team carrying out the essential administrative functions. Ultimate overall responsibility for every aspect of the work of OSC is taken by the Board of Trustees.

1.2 Recognition of responsibility on the part of OSC

OSC takes extremely seriously its responsibility to protect and keep from harm all the young people with whom it has contact. OSC understands that safeguarding and promoting the welfare of Young People is everyone's responsibility. Everyone who comes into contact with Young People has a role to play. OSC fully accepts and promotes the principles that the welfare of the child is paramount and commits to:

- Working with schools, churches, relevant statutory bodies and voluntary agencies to promote the safety and welfare of Young People
- Acting promptly whenever a concern is raised about a child or the behaviour of an adult
- Ensuring that a Designated Safeguarding Lead (DSL) is in place, together with a Nominated Trustee responsible for safeguarding, and that relevant contact details are available to all
- Implementing this policy thoroughly and consistently reviewing it regularly for effective operation.

This policy was drawn up with reference to the "Model Child Protection Policy for Groups in Hertfordshire" published by the Hertfordshire Safeguarding Children's Partnership (HSCP) and "Keeping Children Safe In Education 2025".

1.3 Purpose of policy

The purpose of this policy is to ensure that OSC furthers its responsibilities to safeguard the young people with whom it has contact by ensuring that its staff and workers are equipped to:

- Recognise when a young person is suffering or at risk of significant harm through abuse or neglect
- Promptly take appropriate action, correctly reported and recorded

A cause for concern on the part of OSC staff or volunteers regarding the welfare of a young person might arise in a number of ways, for example:

- From something said by a young person or someone else concerning another young person
- From something observed about a young person
- From something said by a young person directly to the OSC staff or volunteer.

These concerns might arise in a number of specific contexts, and this policy sets out responses that are appropriate to each.

1.4 Application of policy

This policy applies to all members of the OSC team who have any contact with young people in the context of any activity undertaken by, on behalf of, or in association with OSC. This will include the Co-Director, administrator, volunteers, support staff and trustees.

Personal responsibilities are as follows:

- The Director will act as the DSL and must ensure that:
 - All members of the team to whom the policy applies are issued with a copy at their induction
 - All staff and volunteers safeguarding knowledge is refreshed annually
 - Staff and volunteers are immediately informed when changes to policy or procedures occur
 - Annual up-to-date training is provided
 - All staff who come into unsupervised direct contact with students e.g. through listening ear, wellbeing support, C.U's, will have familiarised themselves with Part 1 and Annex A of Keeping Children Safe In Education 2025 (KCSIE). Staff and volunteers who have supervised contact with students e.g. lesson leaders, CU's should be familiar with Part 1 and Annex A and OSC staff and volunteers who do not come into direct contact with students will have read Annex A.
 - Records are kept in a secure place of all reported incidents and their outcomes, also of any breaches of this policy, all in accordance with the Data Protection Policy
- The trustees must:
 - Nominate a trustee as responsible for overseeing operation of the policy
 - Through the Nominated Trustee, satisfy themselves that the policy is being properly implemented
 - Maintain up to date awareness of the legal framework within which this policy operates
 - Ensure this policy reflects good practice recommended by the Oxfordshire Safeguarding Children Partnership (OSCP) and KCSIE 2025
 - Arrange for regular review of the policy, normally annually, or when the need arises
- All members of the team to whom the policy applies must:
 - Maintain personal familiarity with all its requirements
 - Be vigilant and promptly implement its procedures as needs arise.

This policy requires OSC staff and volunteers to report all incidents internally within OSC, in addition to any other actions that might be required. Such reports should go to the DSL; if the DSL cannot be contacted the report should go to the Nominated Trustee. For the sake of brevity the procedures in this policy refer simply to reporting “to the DSL” but in all cases this implies going up this hierarchy as necessary. The names of those in these roles and their contact details follow in section 2.

The detail of the reporting procedures depends to a significant degree on the context; they are summarised in Appendix 1, which must be read in conjunction with the detailed guidelines in Sections 4, 5 and 6 following.

2 Key contacts in OSC

The following are the key contact persons within OSC on child protection issues:

Designated Safeguarding Lead (DSL)	Paul Sparrey
Mobile phone number	07863 398325
Email	paul.sparrey@oxfordschoolschaplaincy.org
Trustee responsible for Safeguarding	Moira Dorey
Work telephone number	01865 311511
Mobile phone number	07951 381394
Email	moira@dorey5.com

Each school will have its own Child Protection or Safeguarding Policy which will name a senior member of staff as leading on child protection issues, referred to as the “**Designated Safeguarding Lead**” (DSL). They might have another, similar title but this policy uses only the term “DSL” when referring to a school.

3 Recognising abuse or neglect

An abused child is any person under the age of 18 who is suffering, has suffered from, or is believed to be at significant risk of physical injury, neglect, emotional abuse or sexual abuse. This applies regardless of the context of any maltreatment, which might be the home, the school or other setting. The perpetrator of the abuse might be an adult or another child or more than one individual. Abuse occurs not only when harm is inflicted but also by failure to prevent harm.

OSC recognises that some Young People can be additionally vulnerable because of the impact of discrimination, previous experiences and their levels of dependency.

Some of the key indicators that might be apparent in the course of OSC activities and lead OSC staff or volunteers to suspect abuse are set out below according to type of abuse. They do not necessarily mean that abuse has occurred, but the possibility should be followed up if the OSC staff or volunteer feels there are any grounds for concern. Follow-up is a duty, not an option.

Physical abuse:

- Injuries or burns that the child tries to cover up, for example insisting on wearing items of clothing not appropriate to the weather or the situation
- Reluctance to discuss injuries or burns and/or attempting to give implausible explanations
- Fear of particular person(s) being contacted
- Fear of physical contact – shrinking away

- Fear of medical help or examination
- Self-destructive tendencies
- Aggression.

Emotional abuse:

- Sudden speech disorders
- Continual self-deprecation (e.g. 'I'm stupid, ugly, worthless, etc')
- Overreaction to mistakes
- Extreme fear of any new situation
- Inappropriate response to pain (e.g. 'I deserve this')
- Neurotic behaviour (e.g. rocking, hair twisting, self-mutilation)
- Extremes of passivity or aggression.

Sexual abuse:

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age
- Personality changes (e.g. becoming insecure or clinging)
- Regressing to younger behaviour patterns (e.g. thumb sucking, a cuddly toy)
- Sudden loss of appetite or compulsive eating
- Being isolated or withdrawn
- Inability to concentrate
- Children who are high risk of Female Genital Mutilation (FGM) having planned long periods of time off

Disproportional responses to behaviours.

Neglect:

- Always being hungry or very tired
- Poor personal hygiene
- Poor state of clothing
- Untreated medical problems
- No social relationships
- Destructive tendencies
- Scavenging.

Spiritual Abuse:

Spiritual abuse is a form of psychological and emotional abuse that involves the misuse of religious or spiritual beliefs, practices, or authority to manipulate, control, or harm individuals. It often undermines a person's sense of identity, autonomy, and spiritual wellbeing, typically involving coercion, fear, or shame under the guise of religious instruction or leadership. This form of abuse can occur within religious organisations, families, or interpersonal relationships, and it distorts the positive and nurturing aspects of spirituality.

Indicators of Spiritual Abuse in Practice:

- Unquestioning Obedience: Individuals are discouraged from questioning or challenging the authority of a leader or organisation, even in the face of harm or discomfort.
- Excessive Control: Strict and unreasonable rules are imposed on personal behaviour, relationships, or lifestyle choices, often justified by religious teachings.
- Fear of Reprisal: Victims express anxiety or fear of punishment, ostracism, or divine retribution for non-compliance with the leader's expectations.
- Emotional Manipulation: Leaders or influencers use guilt, shame, or spiritual threats (e.g., "You'll lose favour with God") to enforce compliance.
- Secrecy and Isolation: A culture of secrecy is encouraged, with victims being isolated from supportive networks outside the group or community.

- **Loss of Personal Autonomy:** Individuals exhibit signs of reduced independence in decision-making, relying solely on the guidance or approval of the abuser or organisation.
- **Signs of Distress:** Victims display emotional, mental, or spiritual distress, such as depression, anxiety, or feelings of worthlessness, particularly in relation to their faith.
- **Exploitation of Resources:** Evidence that individuals are being pressured into excessive financial giving, unpaid labour, or other sacrifices that benefit the abuser.
- **Sudden Behavioural Changes:** Individuals who previously displayed confidence or independence become withdrawn, submissive, or fearful.
- **Alienation from Family and Friends:** Victims may reduce or cut off contact with loved ones, citing spiritual obligations or loyalty to the abuser.

OSC staff and volunteers should also have an awareness of safeguarding issues that may arise within a classroom or other work environment that may put Young People at risk of harm. It is important OSC staff and volunteers understand and recognise the indicators and signs child-on-child abuse and know how to identify it and respond appropriately:

Child-on- Child abuse and Sexual Abuse

- Child-on-Child abuse may involve contact and non-contact and may include bullying, physical abuse, sexual violence, sexual harassment- including comments, remarks, jokes which may be standalone-consensual and non-consensual sharing of nude and semi-nude images, or upskirting.
- Downplaying certain behaviours as ‘just banter’ or ‘harmless fun’ can lead to a culture that normalises abuse and an unsafe environment for Young People.

4 Procedure to be followed when concerns arise in a class

The procedure below for acting on a concern applies when OSC staff or volunteers teaching or helping in a class or participating in an activity at which at least one member of the school’s teaching staff is present. For quick reference, the key steps are set out in Chart 1 in Appendix 1.

It is unlikely that any signs of abuse observed by OSC staff or volunteers in these circumstances have not already become apparent to school staff and followed up accordingly. Nevertheless, at the end of the lesson or activity the OSC staff or volunteer must express their concern and the reasons for it to the staff member present. In the event that firm assurances are given that the situation is known and is in hand no further action need be taken. However, it should be reported as soon as possible to the OSC DSL, who will confirm to the school that the matter was raised and assurances given, and that OSC would be taking no further action unless requested.

If the possibility of abuse appears to be new or the member of staff cannot confirm that action is being taken, the OSC staff or volunteer should inform the school’s DSL or deputy as soon as possible, preferably by speaking directly or failing that by phone. Email should be used as a last resort at the end of the school day. Relevant contact details should be available from the member of staff or, if not, from Reception. Again, the matter should be reported as soon as possible, if necessary, outside normal working hours, to the OSC DSL who will confirm to the school that the matter was reported to them and that OSC would be taking no further action unless requested.

In all cases the OSC staff or volunteer should make a note as soon as possible of the circumstances, the observations made and any related conversations, formally recording the event using OSC’s **‘Incident Record Form’**; this is shown in [Appendix 2](#) and can be downloaded separately from the OSC system for completion on screen. Notes made in the interim should be destroyed. The formal record should be given to OSC’s DSL for issue to the school in their preferred manner, or who will report this concern to the police or Local Authority Designated Officer LADO in accordance with OSC’s GDPR

policy all information will be securely stored and other electronic copies should be deleted and any paper copies destroyed.

It is relatively unlikely that a student will choose and/or find the opportunity to confide in the OSC staff or volunteer in a classroom context, but if this occurs the guidelines in [Section 7](#) below should be followed in conducting the conversation and the matter referred to the school and recorded as above.

5 Procedure to be followed when concerns arise outside a class

The procedure below for acting on a concern applies when OSC staff or volunteers are in school but not engaged in a class or organised activity, for example when doing 'relational' work, mentoring or any activity involving informal interaction with students. For quick reference the key steps are set out in Chart 2 in Appendix 1.

If the OSC staff or volunteer recognises what appear to be signs of abuse and/or the student confides in the OSC staff or volunteer, this must be reported to the school's DSL or deputy as soon as possible, preferably by speaking directly or failing that by phone. Email should be used as a last resort at the end of the school day. Relevant contact details will be available at the school's Reception. If the student confides in the OSC staff or volunteer the guidelines in [Section 7](#) below should be followed in conducting the conversation.

The matter should be reported as soon as possible, if necessary, outside normal working hours, to the OSC DSL who will confirm to the school that the matter was reported to them and that OSC would be taking no further action unless requested.

In all cases the OSC staff or volunteer worker should make a note as soon as possible of the circumstances, the observations made and any related conversations, formally recording the event on an Incident Record Form. Notes made in the interim should be destroyed. The formal record should be passed to the OSC DSL for issue to the school in their preferred manner and secure internal filing. Other electronic copies should be deleted and any paper copies destroyed.

6 Procedure to be followed when concerns arise outside school

The procedure to be followed when OSC staff or volunteers finds cause for concern outside of school regarding a young person known to them from school depends on the context of the meeting. Potential scenarios are discussed below; for quick reference the key steps in each are set out in Charts 3,4,5 and 6 in Appendix 1.

If it is **an event run by a body other than OSC and the OSC staff or volunteer is acting on its behalf (Chart 3)**, the procedure laid down by that body must be followed, not that of OSC. A likely example might be an after-school 'drop in' run by a church and the staff or volunteer, while a volunteer for OSC, is engaged in the church's ministry. Notwithstanding that initial contact with the young person might have been through OSC in a school, OSC as a body should not become involved.

The context might again be **an event run by another body but with the staff or volunteer present primarily on behalf of OSC in furtherance of its objectives (Chart 4)**. Likely examples might be 'Fuel' or 'Haven'. In such cases, if the staff or volunteer observes signs of abuse and/or a young person confides in them it must be reported as soon as possible, if necessary, outside normal working hours. Firstly, this should be to the named responsible person in the body running the event; if not already known the name and contact details should be sought from the senior person from that body present.

The OSC staff or volunteer should then notify the OSC DSL who will liaise with the body concerned to agree follow-up action. In the meantime the OSC staff or volunteer should **not**:

- Personally seek to investigate further or otherwise take responsibility for a situation
- Discuss the matter with colleagues or others.

The OSC staff or volunteer should make a note at the time of the circumstances, the observations made and any related conversations and as soon as possible complete an Incident Record Form. The formal record should be passed to the OSC DSL for issue to the other body in their preferred manner and secure internal filing. The notes made by the staff or volunteer and any other copies of the formal record should be deleted/destroyed.

If the context is an **event directly organised by OSC or for which OSC has overall responsibility (Chart 5)** similar procedures apply, reporting initially to the senior OSC person present followed through, if possible, by reporting to the OSC DSL to agree and implement action to be taken.

Finally, the context might be a one-to-one meeting with a student outside school hours (Chart 6). While the latter is not ideal, a student suffering abuse might find it easier to confide outside school. Such conversations are likely to be sensitive and it is essential that policy guidelines set out in [Section 7](#) below are followed. Great care must also be taken to protect the staff or volunteer's own position – see [Section 9](#) following.

In all cases the OSC staff or volunteer should again make careful note at the time of all relevant details and record them on an Incident Record Form for transmission to the OSC DSL.

If it appears that the young person is suffering or at risk of significant harm the OSC DSL must take immediate action to seek advice from and/or refer the case to an appropriate agency, as in the table below, also to notify the Nominated Trustee. The DSL and Nominated Trustee should consider whether and at what point the student's school should be informed.

Suspected abuse should be referred to:		
MASH	Multi-Agency Safeguarding Hub (MASH)	0345 050 7666 (Mon-Thurs: 8.30am-5pm. Fri: 8.30am-4pm) / 0800 833 408 (out of hours Emergency Duty Team)
Emergency Duty Team (MASH)	Outside office hours: Emergency Duty Team EDT	0800 833 408
Police (if there's urgent concern for a child)		999 or 101
LADO	Local Authority Designated Officer (concerns or allegations about a professional or volunteer who works with children)	01865 810 603

Further advice and clarity about a situation beginning to raise concern may be obtained from:		
LCSS	Locality Community Support Service (LCSS)	
	LCSS North	0345 2412703

		Email: LCSS.North@oxfordshire.gov.uk (Mon-Thurs: 8.30am-5pm. Fri: 8.30am-4pm)
	LCSS South	0345 2412608 Email: LCSS.South@oxfordshire.gov.uk (Mon-Thurs: 8.30am-5pm. Fri: 8.30am-4pm)
	LCSS Central	0345 2412705 Email: LCSS.Central@oxfordshire.gov.uk (Mon-Thurs: 8.30am-5pm. Fri: 8.30am-4pm)
NSPCC Child Protection Helpline	Providing expert advice & support for adults concerned about a child.	0808 800 5000 (10am-4pm Mon to Fri) Email: help@NSPCC.org.uk (any time)
Thirtyone:eight (formerly CCPAS)	- If you're concerned about a person or situation - You work with children or adults and need safeguarding advice - You're a safeguarding lead or professional and need information or support	www.thirtyoneeight.org 0303 003 1111 (9am-5pm Mon to Fri) Email: helpline@thirtyoneeight.org

7 Guidelines to be followed when a student confides

7.1 Opening a conversation

A student might spontaneously open up to the OSC staff or volunteer, perhaps particularly where there has been prior contact. Alternatively, the OSC staff or volunteer might feel it right to gently prompt the student to divulge the root causes of issues that are clearly troubling them. It is essential that this is done with extreme sensitivity. In particular the OSC staff or volunteer:

- Should initially talk about what can be clearly observed or which follows on naturally from what the student says
- Should ask only those questions arising naturally in the course of conversation. You might wish to use the acronym 'TED' as a reminder that the child can be encouraged to 'Tell', 'Explain' and 'Describe' the concern.
- Should not overtly seek to steer the conversation in any direction or seek to investigate a particular area.

7.2 Conducting the conversation

In all cases, whether confidences are unprompted or emerge from a conversation as above, the OSC staff or volunteer:

- Must let the young person know that confidentiality cannot be guaranteed as soon as any possibility emerges that there is a question of safeguarding
- Must stay calm, approachable and open to what they have to say
- Must listen carefully without interrupting, making it clear that it is all being taken seriously
- Should let the student know that they understand how difficult it might be to talk in this way. Follow the TED method during conversation and must never ask leading questions or try to probe beyond the boundary of where the student seems comfortable to talk
- Should reassure them that they have done the right thing in telling somebody about their situation
- Must not show shock, disgust or other extreme emotion, or make comments about the alleged perpetrator of the abuse

7.3 Following up the conversation

As soon as possible the OSC staff or volunteer must follow up any allegation of abuse according to the circumstances of the conversation, as set out in sections 4, 5 and 6 above, in particular **not** investigating further, rather reporting and recording through the appropriate channels.

8 Safer staffing

Young people with whom OSC has contact are further safeguarded by appropriate procedures for the appointment, induction and training of all OSC staff and volunteers.

OSC's policy and procedures for appointment are followed for all those seeking to work with OSC on a regular basis, whether as a paid member of staff, a volunteer, or an intern. The policy requires OSC to:

- Allow sufficient time for the process to be effectively implemented in relation to the role to be filled
- Obtain an Enhanced Certificate from the Disclosure and Barring Service.
- Not appoint any applicant regarding whom there are any substantive questions or concerns.

Induction of all new staff and volunteers is overseen by the Director and as part of the process they are issued with a copy of this policy and asked to familiarise themselves with it. Initially they are always accompanied into schools or other situations by an experienced staff or volunteer to gain first hand insights into the disciplines of dealing with students. Further training is arranged as required and no OSC staff or volunteer is assigned to go into school unless the Director is satisfied, they are fully competent to do so. Updates of the policy are issued to all staff and volunteers by email once the policy is agreed by the trustees.

9 Safeguarding the OSC staff or volunteer's own position

OSC staff and volunteers must take extreme care not to place themselves in a position where they would have no defence against an allegation of impropriety, other than their own account of events. Basic precautions include:

- Not doing or saying anything either face to face or online which might be misunderstood and lead to misinterpretation of their intentions
- Holding one-to-one conversations in places where they remained within sight and/or sound of others
- Avoiding close physical contact, even if this goes against natural caring instincts.

While a school provides a relatively safe place to hold a conversation, good opportunities to do so might be limited, for example by time constraints. A student might want more privacy in the conversation, or not to be seen to be talking to the OSC staff or volunteer. In such cases opportunities to talk should be sought outside school, ideally at a venue such as a church "drop in" centre or failing that in a public place, such as a coffee shop. In the latter case the Director must first be informed of the arrangement. If the Director cannot be contacted, or is personally the staff or volunteer involved, another senior OSC staff or a trustee must be informed.

In arranging to meet outside school the OSC staff or volunteer must consider how the young person will travel to and from the arranged meeting place. If at all possible, and safe, they should make their own way; a lift should be offered only if there is no reasonable alternative. A brief assessment of the risk should be performed. It is worth considering if the staff or volunteer is insured to drive the young person. If a lift is given, the Director must be informed and the most appropriate third party contacted at the time of both leaving and arriving on each journey.

The same procedures should be followed in every instance when a young person might need transport in connection with OSC, for example when spending time with OSC on Work Experience

10 Managing allegations against - OSC staff or volunteer

This procedure is based on that set out in the Hertfordshire Safeguarding Children's Partnership (HSCP) "Safe Staffing Handbook".

OSC recognises that there is always the possibility, however remote, that an allegation might be made that a OSC staff or volunteer has:

- Behaved in a way that may have harmed a child or put them at risk of harm
- Committed a criminal offence against or related to a child
- Behaved in a way that indicates that they are unsuitable to work with Young People.

On this being brought to the notice of OSC, the person receiving the allegation will take it seriously but not personally seek to determine its validity. Rather, the Director and DSL should be informed as soon as possible, ideally immediately, and a note made recording:

- Whether the informant was a witness and, if not, the basis on which the allegation was being made
- What is alleged to have happened, as far as possible using the informant's own words
- The time(s), date(s) and place(s)

- Who else was (said to be) present at the time

This record should be signed, dated and given to the Director who will not take further written or detailed statements or otherwise investigate but will rather immediately contact the Local Authority Designated Officer (LADO) to assess how the matter should be dealt with. If it is decided that action through formal Safeguarding procedures must be activated the LADO will make the referral and the Director will forthwith suspend the OSC staff or volunteer concerned. If not, other appropriate action will be agreed and following a briefing from the LADO the Director will inform the subject of the allegation.

Contact details for the LADO and Assistant LADO's
Jo Lloyd – Local Authority Designated Officer (LADO)
Tel: 01865 810603
Email: lado.safeguardingchildren@oxfordshire.gov.uk

A similar process of reporting and recording should be followed if a OSC staff or volunteer has concerns or suspicions regarding a staff or volunteer. If the staff member under suspicion is the Director or the Director is otherwise implicated, the matter should immediately be taken to the Nominated Trustee who will assume all responsibility for the case in place of the Director. If the perception is of failure by OSC as an organisation properly to safeguard students, a concerned OSC staff or volunteer should refer directly to the Local Authority Designated Officer and ask to speak to someone about an allegation about staff.

11 Liaison with schools

The OSC DSL should establish and maintain regular communication with the DSLs of all local schools, with a particular focus on those schools where OSC provides more intensive support through mentoring or courses. This collaboration aims to build mutual understanding, streamline safeguarding practices, and enhance the quality of support provided to students. Regular engagement will ensure that safeguarding procedures align closely with each school's policies and allow for prompt and effective responses to any concerns.

OSC seeks to ensure that schools can be satisfied that OSC operates effective safeguarding procedures and to comply with schools' own policies. Measures include notifying the schools of any 'information' on the DBS of any individual that OSC is considering sending into the school to give the school the opportunity to discuss the posting and if they wish to decline it. OSC should seek to explain the appointment of the staff member and why they believe they are safe to undertake the specific piece of work. OSC should ensure the individual remains anonymous and also that the specifics of the 'information' remain undisclosed.

As part of this practice OSC keeps the schools up to date regarding the individuals likely to be working in the school.

12 Working with other agencies

OSC is committed to collaborating only with organisations that uphold the highest safeguarding standards. When partnering with other agencies, OSC will assess any public history of safeguarding negligence and evaluate current policies and practices to ensure alignment with OSC's expectations. Local branches of national organisations will be considered on their own merit to account for variations in safeguarding rigor.

All individuals working in schools alongside OSC must be made aware of OSC's reporting structure for suspected abuse, including how to raise concerns and who to report to. This ensures consistent and effective responses to safeguarding issues while maintaining accountability across partnerships.

Appendix 1: Summary Flow Chart

The safeguarding procedure to be followed depends on the context in which concerns arise; see the series of questions below. The appropriate procedures for each situation are summarised in Charts 1 to 6. If the OSC DSL cannot be contacted, reference should be made to the Nominated Trustee. These are just a summary providing a convenient aide memoire and it is important to stay familiar with the full policy.

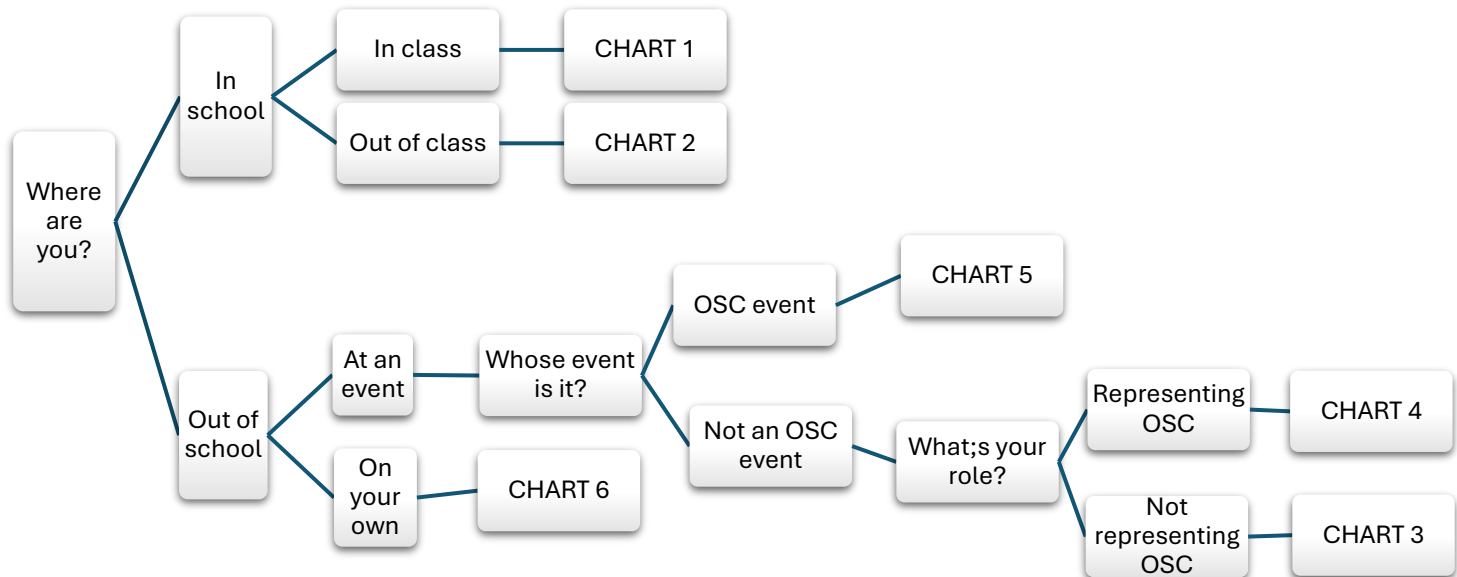


Chart 1: You are in school, in a class

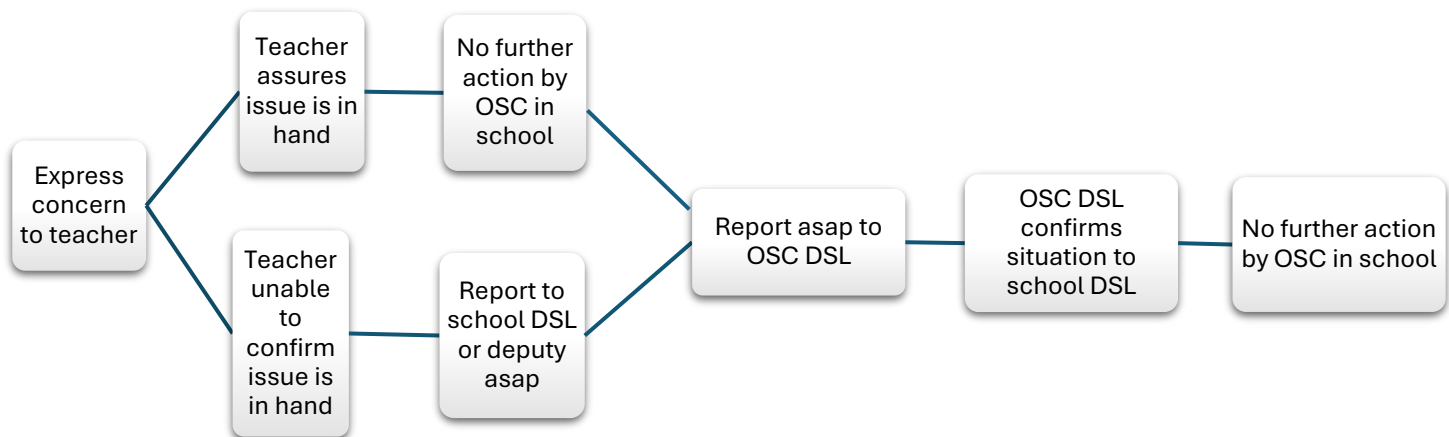


Chart 2: You are in school, outside class



Chart 3: you are outside school, at an event organised by an organisation other than OSC and where you are NOT present on behalf of OSC



Chart 4: You are outside school, at an event organised primarily by an organisation other than OSC but you are present on behalf of OSC

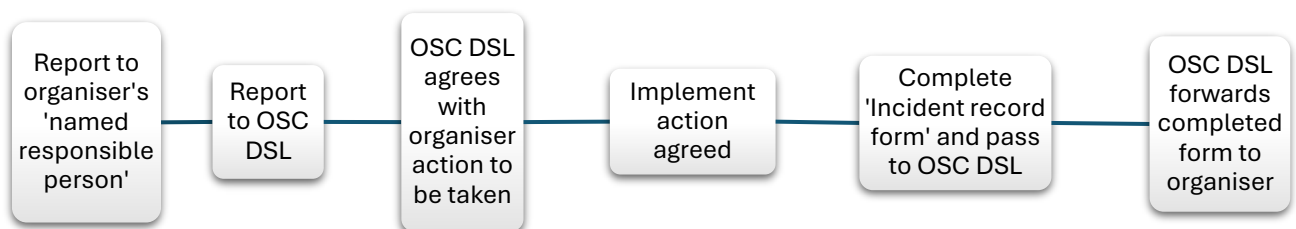


Chart 5: You are outside school, at an event where OSC has overall responsibility for safeguarding

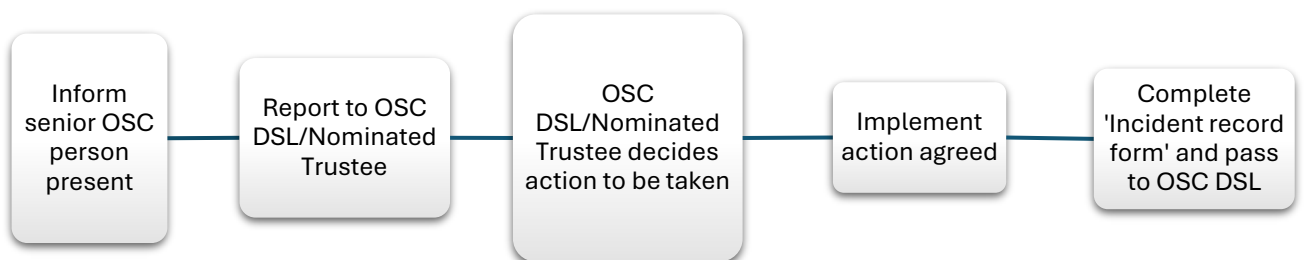
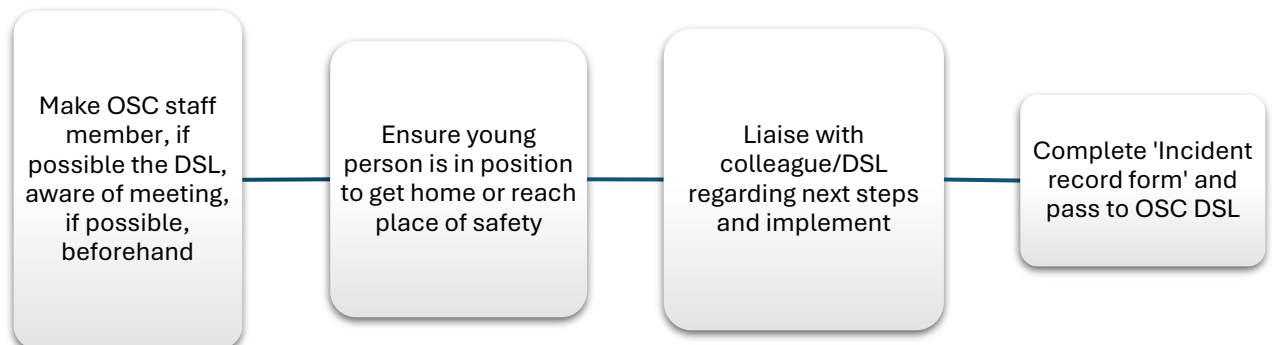


Chart 6: You are outside school, in a one-to-one meeting with a young person in your role as a OSC volunteer



Designated Safeguarding Lead (DSL)	Paul Sparrey
Mobile phone number	07863 398325
Email	paul.sparrey@oxfordschoolschaplaincy.org
Trustee responsible for Safeguarding	Moira Dorey
Work telephone number	01865 311511
Mobile phone number	07951 381394
Email	moira@dorey5.com

Appendix 2: Incident Record Form

This form should be completed by the OSC staff or volunteer concerned as soon as possible after any incident giving rise to safeguarding questions. It should be completed electronically and must be kept strictly confidential to those directly involved. It should be filed securely by the Director or the nominated trustee and other copies deleted. It should not be necessary to print out hard copies but any made should be destroyed together with any manuscript notes.

The young person:

This to be completed as far as known. It might not be appropriate to make full enquiries prior to referral.

Name:	Date of birth:
Address:	
Name(s) of parent(s), carer(s):	

The person completing the form:

Name:	Date:	Time:
Role within OSC (e.g. Volunteer):		
Role at time of incident (e.g. assisting in lesson):		
Home address:	Phone:	

Details of incident:

Location:	Date:	Time:
Activity taking place (e.g. RE lesson):		
Others present and their involvement, if any:		
Details of observations and/or conversation(s) – as far as possible use actual words spoken if a child made an allegation, together with response(s) by OSC staff or volunteer:		

Any prior reporting of the incident:

Please include any explanation where needed (e.g. for delay in reporting)

To whom (e.g. class teacher; OSC DSL):
How (e.g. face to face; phone):
When (e.g. end of lesson; immediately after an allegation – include date and time):

Any further action(s) by OSC Staff or volunteer following reporting and outcome(s):

Action(s):	Date:	Time:
1:		

Actions to be numbered, add further lines as required

Action(s) taken by Director as DSL / Nominated Trustee and outcome(s):

Action by:	Action(s):	Date:	Time:
	1:		

Actions to be numbered, add further lines as required

Advice from:	Contact person, any advice given:	Date:	Time:
LCSS			
NSPCC			
Thirtyone:eight			
Other			

Referred to:	Contact person:	Date:	Time:
LCSS			
Police			

Issued to:	Date:	Time:
School		

Note any other if relevant:

Key Service Contacts:

Local Community Support Services (LCSS)

- South LCSS – 0345 241 2608 LCSS.South@oxfordshire.gov.uk
- Central LCSS – 0345 241 2705 LCSS.Central@oxfordshire.gov.uk
- North LCSS – 0345 241 2703 LCSS.North@oxfordshire.gov.uk

(Opening hours: 8.30am-5pm (Mon-Thurs) 8.30am-4pm (Fri))

Contact details for Local Authority Designated Officer (LADO) and Assistant LADO's

Jo Lloyd – Local authority Designated Officer (LADO)

Tel: 01865 810603

Email: lado.safeguardingchildren@oxfordshire.gov.uk

Police

If someone is in immediate danger, then call 999

Non-emergency contact: 101

Oxfordshire Safeguarding Children Board

County Hall

4th Floor

New Road

Oxford OX1 1ND

Main Number: 01865 815843

Email: oscb@oxfordshire.gov.uk

To report a new concern

Immediate Concerns about a Child

The Multi-Agency Safeguarding Hub (MASH) is the front door to Children's Social Care for all child protection and immediate safeguarding concerns. If there is an immediate safeguarding concern, for example:

- A child or young person discloses physical abuse
- If there are signs of physical abuse e.g. injury
- A child or young person discloses sexual abuse
- A child presents as very different/scared to go home anxious and you are aware home could be risky.

You should call the MASH immediately **Tel: 0345 050 7666** (Mon-Thurs: 8.30am-5pm. Fri: 8.30am-4pm) / **0800 833 408 (out of hours Emergency Duty Team)** or you can email an [enquiry form](#) to MASH.

If you are unsure whether to make a referral you can contact the Locality and Community Support Service (LCSS) you can discuss the situation with them and they will advise you on what to do next. If a referral needs to be made they will advise you of this.

- **LCSS Central : 0345 241 2705**
- **LCSS North (including Banbury, Witney, Bicester, Carterton and Woodstock): 0345 241 2703**
- **LCSS South (including Abingdon, Faringdon, Wantage, Thame, Didcot and Henley): 0345 241 2608**