

## **Child Protection and Safeguarding Policy**

**MARCH 2015**

Approved by Corporation 24 March 2015

## Child Protection and Safeguarding Policy 2015

**Governors' Committee Responsible:** Curriculum and Quality Committee

**Governor Lead:** Angela Gallagher-Brett

**Nominated Lead Member of Staff:** Carol Horlock

**Status & Review Cycle:** Statutory / Annual

**Next Review Date:** March 2016

### Terminology

Government publications use the term 'child' to refer to young people under the age of 18. We prefer to use this term 'young people' to refer to our students between the ages of 16 and 19. For the purposes of this document, the terms are interchangeable.

### 1.0 Introduction

- 1.1 This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: 'Working Together to Safeguard Young people' 2013, Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Young people in Need and their Families' 2000, 'What to do if You are Worried a Child is Being Abused' 2003. The guidance reflects, both 'Keeping Young people Safe in Education' 2014, and Surrey Safeguarding Young people Board SSCB Child Protection Procedures
- 1.2 The College takes seriously its responsibility to safeguard and promote the welfare of young people; and to work together with other agencies to ensure adequate arrangements within our college to identify, assess, and support those young people who are suffering harm.
- 1.3 We recognise that all adults have a full and active part to play in protecting our students from harm, and that the young person's welfare is our paramount concern.
- 1.4 All staff believe that our college should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual person.
- 1.5 The aims of this policy are:
  - 1.5.1 To support the young person's development in ways that will foster security, confidence and independence.
  - 1.5.2 To provide an environment in which young people feel safe, secure, valued, respected and confident, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.
  - 1.5.3 To raise the awareness of all teaching and non-teaching staff of the need to safeguard young people and of their responsibilities in identifying and reporting possible cases of abuse by ensuring that they have read the appropriate guidance.

- 1.5.4 To provide a systematic means of monitoring young people known or thought to be at risk of harm, and ensure we, the college, contribute to assessments of need and support packages for those young people.
- 1.5.5 To emphasise the need for good levels of communication between all members of staff.
- 1.5.6 To develop a structured procedure within the college which will be followed by all members of the college community in cases of suspected abuse.
- 1.5.7 To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
- 1.5.8 To ensure that all staff working within our college who have substantial access to young people have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS check (according to guidance), and a central record is kept for audit.

## **2.0 Safe College, Safe Staff**

### **2.1 We will ensure that:**

- 2.1.1 All members of the College understand and fulfil their responsibilities, namely to ensure that:
  - there is a Child Protection policy together with a staff Code of Conduct
  - the college operates safer recruitment procedures and has procedures for dealing with allegations of abuse against staff and volunteers and to make a referral to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have had they not resigned.
  - a senior leader has Lead Designated Child Protection Officer (DCPO) responsibility
  - on appointment, the DCPOs undertake interagency training (SSCB Modules 1&2) and also undertake DCPO 'New to Role' and the 'Update' Course every 2 years
  - all other staff have Safeguarding training updated as appropriate
  - any weaknesses in Child Protection are remedied immediately
  - a member of the Corporation is nominated to oversee child protection issues in general
  - the Chair of the Corporation is responsible for taking appropriate action in the event of an allegation of abuse made against the Principal
  - Child Protection policies and procedures are reviewed regularly by the College and at least on a three yearly cycle by the full Corporation
  - The Child Protection policy is available on the college website. Parents/carers are made aware of this policy and their entitlement to have a copy of it via the college handbook/newsletter/website
- 2.1.2 The Lead DCPO, Carol Horlock, is a member of the Senior Leadership Team. The Deputy Designated Child Protection Officers are Judith Smith and Jane Scott. These Officers have undertaken the compulsory training delivered through the SSCB (2 days), or by an approved external training provider, and, upon appointment will undertake 'DCPO New to Role' training followed by biannual updates.

- 2.1.3 All members of staff and volunteers are provided with child protection awareness information at induction, and the college safeguarding statement so that they know who to discuss a concern with.
  - 2.1.4 All members of staff are trained in and receive regular updates in e-safety and reporting concerns
  - 2.1.5 All other staff and governors have child protection awareness training, updated by the DCPO as appropriate, to maintain their understanding of the signs and indicators of abuse.
  - 2.1.6 All members of staff and volunteers know how to respond to a student who discloses abuse through delivery of appropriate guidance and training.
  - 2.1.7 All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the college's Child Protection Policy
  - 2.1.8 Our terms and conditions of hire by external organisations will seek to ensure the suitability of adults working with young people on college sites at any time.
  - 2.1.9 Our contractors who are on site on a daily or regular basis (to carry out catering, cleaning and grounds maintenance services) are required to ensure that their staff have suitable DBS checks and are aware of the college child protection and safeguarding policy.
  - 2.1.10 We will ensure that child protection type concerns or allegations against adults working in the college are referred to the LADO for advice, and that any member of staff found not suitable to work with young people will be notified to the Disclosure and Barring Service (DBS) for consideration for barring, following resignation, dismissal, or when we cease to use their service as a result of a substantiated allegation, in the case of a volunteer.
  - 2.1.11 All staff are aware of college guidance for their use of mobile and online technology and have discussed safeguarding issues around their use and their associated risks.
- 2.2 The name of the designated members of staff for Child Protection, the Designated Child Protection Officers, will be clearly advertised in the college, with a statement explaining the college's role in referring and monitoring cases of suspected abuse.
- 2.3 All new members of staff will be given a copy of our safeguarding statement, and child protection policy, with the DCPOs' names clearly displayed, as part of their induction into the college.

### **3.0 Responsibilities**

3.1 The Designated Child Protection Officer is responsible for:

- 3.1.1 Referring a young person if there are concerns about possible abuse, to the Children's Services Area Team, and acting as a focal point for staff to discuss concerns. Referrals should be made in writing, following a telephone call using the Multi Agency Referral Form (MARF)
- 3.1.2 Keeping written records of concerns about a young person even if there is no need to make an immediate referral.
- 3.1.3 Ensuring that all such records are kept confidentially and securely and are separate from student records, until the child's 25<sup>th</sup> birthday.
- 3.1.4 Ensuring that an indication of the existence of the additional file in 3.1.3 above is marked on the student records.

- 3.1.5 Liaising with other agencies and professionals.
- 3.1.6 Ensuring that either they or the staff member attend case conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report which has been shared with the parents.
- 3.1.7 Ensuring that any student currently with a child protection plan who is absent in the educational setting without explanation for two days is referred to their key worker's Social Care Team.
- 3.1.8 Organising child protection induction, and update training every 3 years, for all college staff.
- 3.1.9 Providing the principal with reports on training, incidents and all matters relating to child protection

#### **4.0 Supporting Young People**

- 4.1. Our college will support all young people by:
  - 4.1.1 Working to establish and maintain an ethos where young people feel secure and are encouraged to talk and are always listened to.
  - 4.1.2 Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.
  - 4.1.3 Promoting a caring, safe and positive environment within the college.
  - 4.1.4 Liaising and working together with all other support services and those agencies involved in the safeguarding of young people.
  - 4.1.5 Notifying Social Care as soon as there is a significant concern.
  - 4.1.6 Providing continuing support to a young person about whom there have been concerns who leaves the college by ensuring that appropriate information is copied under confidential cover to the Local Authority.

#### **5.0 Confidentiality**

- 5.1 We recognise that all matters relating to child protection are confidential.
- 5.2 The Principal or DCPOs will disclose any information about a young person to other members of staff on a need to know basis only.
- 5.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard young people.
- 5.4 All staff must be aware that they cannot promise a young person confidentiality which might compromise the young person's safety or wellbeing.
- 5.5 We will always undertake to share our intention to refer a young person to Social Care with their parents /carers unless to do so could put the young person at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with an Assistant Team Manager at the Young people's Services Area Team on this point.

#### **6.0 Supporting Staff**

- 6.1 We recognise that staff working in the college who have become involved with a young person who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.

- 6.2 We will support such staff by providing an opportunity to talk through their anxieties with the DCPOs and to seek further support as appropriate.

## **7.0 Allegations against staff**

- 7.1 All college staff should take care not to place themselves in a vulnerable position with a young person. It is always advisable for interviews or work with individual young people or parents to be conducted in view of other adults.
- 7.2 All Staff should be aware of the College Code of Conduct
- 7.3 Guidance about conduct and safe practice, including safe use of mobile phones by staff and volunteers will be given at induction
- 7.4 We understand that a student may make an allegation against a member of staff.
- 7.5 If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with young people, the member of staff receiving the allegation or aware of the information, will immediately inform the Principal.
- 7.6 The Principal on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO)
- 7.7 If the allegation made to a member of staff concerns the Principal, the person receiving the allegation will immediately inform the Chair of Governors who will consult as in 7.6 above, without notifying the Principal first.
- 7.8 The college will follow the Surrey procedures for managing allegations against staff. Under no circumstances will we send a young person home, pending such an investigation, unless this advice is given exceptionally, as a result of a consultation with the LADO.
- 7.9 Suspension of the member of staff, excluding the Principal, against whom an allegation has been made, needs careful consideration, and the Principal will seek the advice of the LADO and Personnel Consultant in making this decision.
- 7.10 In the event of an allegation against the Principal, the decision to suspend will be made by the Chair of Governors with advice as in 7.8 above.
- 7.11 We have a procedure for managing the suspension of a contract for building, maintenance or others works or services and for hire of college facilities by an external organisation in the event of an allegation arising in that context.

## **8.0 Whistle-blowing**

- 8.1 We recognise that young people cannot be expected to raise concerns in an environment where staff fail to do so.
- 8.2 All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of

colleagues. If it becomes necessary to consult outside the college, they should speak in the first instance, to the Area Education Officer/LADO following the College Whistleblowing Policy.

8.3 Whistle-blowing re the Principal should be made to the Chair of the Governing Body.

## **9.0 Physical Intervention**

9.1 We acknowledge that staff must only ever use physical intervention as a last resort, when a young person is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.

9.2 Such events should be recorded and signed by a witness.

9.3 We understand that physical intervention of a nature which causes injury or distress to a young person may be considered under child protection or disciplinary procedures.

9.4 'Safe Practice' guidance is available to staff to ensure they are clear about their professional boundaries.

## **10.0 Anti-Bullying**

10.1 Bullying of any kind whether physical, verbal including by means of social media is unacceptable and constitutes a form of abuse which if allowed or condoned in any way may lead to consideration under child protection procedures. The college policy on anti-bullying is set out in the Student Contract. We keep a record of known bullying incidents. All staff are aware that young people with SEND and / or differences/perceived differences are more susceptible to being bullied / victims of child abuse.

## **11.0 Health & Safety**

11.1 Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our young people both physically within the college environment, and for example in relation to internet use, and when away from the college and when undertaking college trips and visits.

## **12.0 Fitness to study**

12.1 We recognise the importance of a student's health and wellbeing in relation to their academic progress. We have a duty of care to all students and to staff to support students in distress, causing significant concern or presenting a risk to themselves and / or to others. This will include, for instance, situations where students show visible signs of illness, mental health difficulties or emotional and behavioural disorders that may have a negative impact on the health, safety, learning and wellbeing of themselves and others.

12.2 Whilst each student's case will vary depending on condition and circumstance, returning to study may be dependent upon evidence of 'fitness to study'. Evidence submitted must be from a recognised health worker such as a mental health

professional, doctor or psychiatrist with sufficient knowledge of the student, the condition and the demands of education, and refer directly to the student's capacity to return to study safely.

### **13.0 Prevention of Extremism and Exploitation**

- 13.1 The College takes seriously its responsibilities to foster a community where young people can safely explore controversial issues through real, open and honest debate, where diversity is respected and where behaviours which harm the ability of individuals and groups to work together are challenged.
- 13.2 The DCPO (Carol Horlock) is the point of contact for staff or external organisations who may be concerned about students or staff with regard to extremism or radicalisation.
- 13.3 Appropriate curriculum and pastoral support will be provided to help students understand how to keep themselves safe from risks.
- 13.4 The College takes seriously its responsibilities to promote democratic values as demonstrated through staff and student codes of conduct as well as the educational activities through the curriculum and enrichment activities which are an integral part of the College community.

### **14.0 Monitoring and Evaluation**

Our Child Protection Policy and Procedures will be monitored and evaluated by:

- SMT 'drop ins' and discussions with young people and staff
- Student surveys and questionnaires
- Scrutiny of attendance data
- Scrutiny of range of risk assessments
- Scrutiny of Corporation minutes
- Logs of bullying/racist/behaviour incidents for SMT to monitor
- Review of parental concerns and parent questionnaires
- Monitoring of contracts for goods and services provided by external organisations that involve representatives attending the college site.
- Checking that any external person or organisation hiring college facilities has suitable 'child protection' procedures in place.

***This policy also links to our policies on:***

*Staff Code of Conduct*

*Whistleblowing*

*Student Contract*

*Health & Safety*

*Complaints Procedure*

*Attendance*

*Curriculum*

*Social Media*

*Risk Assessment*

*Recruitment and Selection*

***Links to relevant guidance can be found on the appropriate area of the staff portal.***