

Safeguarding and Child Protection Policy 2009



Rawlins aspires to be

- An inspirational centre of learning where all excel
- A safe, healthy and fulfilling place to work and learn
- A respectful and successful community to which all are proud to belong

Effective safeguarding procedures which are understood and implemented by all staff are essential if Rawlins is to be a safe, healthy and fulfilling place to work and learn.

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Named staff with specific child protection responsibilities during 2007/8 and other contacts

- Designated Senior Person for Child Protection: Andy Heafford (Assistant Principal – Inclusion and Intervention)
- Other staff with Child Protection responsibilities: Stephen Thorne (Director of Post-16), Sarah Corrick (SENCO) and Rosie Hutton (Coordinator of STRIDE), Joy Geary (Student Manager) and Stella Thornton (Student Manager)
- Nominated Governor: Anne-Maria Olphert
- LA Access & Welfare Service contacts for advice and guidance:
 - ~ Team Leader Welfare: 0116 265 6584
 - ~ Deputy Service Manager: 0116 265 8162
 - ~ Child Protection Development Officer: 0116 265 7349
 - ~ Service Manager: 0116 265 6324
- Local Social Services Office: 01509 266641
Pennine House, 2 Lemyngton Street,
Loughborough, LE11 1UH

Introduction

1. Rawlins fully recognises the contribution it can make to protect students and support students in college. The aim of the policy is to safeguard and promote our students' welfare, safety and health by fostering an honest, open, caring and supportive climate. The students' welfare is of paramount importance.
2. This policy is consistent with:
 - the legal duty to safeguard and promote the welfare of children, as described in section 175 of the Education Act 2002 and the DCSF guidance *Safeguarding Children in Education* September 2004; and with
 - the Area Child Protection Committee's Procedures, a copy of which is kept in college, and which contain the inter-agency processes, protocols and expectations for safeguarding children.
3. There are four main elements to our Child Protection Policy:
 - Prevention (e.g. positive college atmosphere, teaching and pastoral support to students);
 - Protection (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns);
 - Support (to students and college staff and to students who may have been abused);
 - Working with parents (to ensure appropriate communications and actions are undertaken).
4. This policy applies to all staff, governors and visitors to the college. We recognise that Child Protection is the responsibility of all staff within our college. We will ensure that all parents and other working partners are aware of our Child Protection Policy by mentioning it in our college prospectus, displaying appropriate information in our Reception and by raising awareness at initial meetings with parents of new students as well as at regular parent-teacher meetings.
5. Where the Governing Body provides services or activities directly under the supervision or management of college staff, the college's arrangements for Child Protection will apply. Where services or activities are provided separately by another body, the Governing Body should seek assurance in writing that the body concerned has appropriate policies and procedures in place to safeguard and protect students and there are arrangements to liaise with the college on these matters where appropriate.

College Commitment

6. The college adopts an open and accepting attitude towards students as part of its responsibility for pastoral care. Staff hope that students and parents will feel free to talk about any concerns and will see college as a safe place when there are difficulties. Student's worries and fears will be taken seriously and students are encouraged to seek help from members of staff.
7. Our college will therefore:
 - Establish and maintain an ethos where students feel secure and are encouraged to talk, and are listened to;
 - Ensure that students know that there are adults in the college whom they can approach if they are worried or are in difficulty;

- Include in the curriculum activities and opportunities for PSHE/Citizenship which equip students with the skills they need to stay safe from abuse, and which will help students develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills;
- Ensure every effort is made to establish effective working relationships with parents and colleagues from other agencies;
- Operate safe recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with students, including references and Criminal Record Bureau and List 99 checks.

Roles and Responsibilities – General

8. All adults working with or on behalf of students have a responsibility to safeguard and promote the welfare of students. This includes a responsibility to be alert to possible abuse and to record and report concerns to staff identified with Child Protection responsibilities within the college.
9. There are, however, key people within the college and the LA who have specific responsibilities. The names of those carrying these responsibilities for the current year are listed at the start of this document.

Roles and Responsibilities of the Governing Body

10. In accordance with the DCSF document *Safeguarding Children in Education*, the Governing Body will ensure the following.
 - 10.1 The college has a Child Protection Policy and procedures in place, and the policy is made available to parents on request.
 - 10.2 The college operates safe recruitment practices, including appropriate use of references and checks on new staff and volunteers.
 - 10.3 There are procedures for dealing with allegations of abuse against members of staff and volunteers (see Appendix 2).
 - 10.4 There is a senior member of the college's leadership team who is designated to take lead responsibility for dealing with Child Protection (the "Designated Senior Person for Child Protection").
 - 10.5 The Designated Senior Person for Child Protection undertakes training, in addition to basic Child Protection training, in inter-agency working that is provided by, or to standards agreed by, the ACPC, and has refresher training at two-yearly intervals.
 - 10.6 The Principal, and all other staff and volunteers who work with students, undertake appropriate training which is kept up-to-date by refresher training at three-yearly intervals; and temporary staff and volunteers who work with students are made aware of the college's arrangements for Child Protection and their responsibilities.
 - 10.7 Any deficiencies or weaknesses brought to the attention of the Governing Body are rectified.

- 10.8 The Chair of Governors (or, in the absence of a Chair, the Vice Chair) deals with any allegations of abuse made against the Principal, in liaison with the LA.
- 10.9 Policies and procedures are reviewed annually, and information is provided to the LA on how the Governing Body discharges its duties regarding Safeguarding and Child Protection.
- 10.10 There is an individual member of the Governing Body who will champion issues to do with Safeguarding Children and Child Protection within the college, liaise with the Designated Senior Person for Child Protection, and provide information and reports to the Governing Body.

Roles and Responsibilities of the Principal

11. The Principal of the college will ensure that:
- the policies and procedures adopted by the Governing Body are fully implemented, and followed by all staff;
 - sufficient resources and time are allocated to enable the Designated Senior Person for Child Protection and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of students;
 - all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to students, and such concerns are addressed sensitively and effectively in a timely manner.

Roles and Responsibilities of the Designated Senior Person for Child Protection

12. The Designated Senior Person for Child Protection is the first point of contact for liaison with and the provision of information to the LA, to fulfil the duty of the Governing Body in this regard. The role of the Designated Senior Person for Child Protection includes:

12.1 Provision of information to the LA and associated matters

- be the first point of contact with the LA;
- provide information to the LA on how the Governing Body discharges its duties regarding Safeguarding and Child Protection (see section on Roles and Responsibilities of the Governing Body above);
- liaise with the Governing Body and the LA on any deficiencies brought to attention of the Governing Body and how these should be rectified.

12.2 Referrals

- refer cases of suspected abuse or allegations to the relevant investigating agencies, involving in particular close liaison with the local Social Services Department;
- act as a source of support, advice and expertise within the educational establishment when deciding whether to make a referral by liaising with relevant agencies;
- liaise with Principal to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.

12.3 Training

- recognise how to identify signs of abuse and when it is appropriate to make a referral;

- have a working knowledge of how ACPCs operate, the conduct of a child protection case conference, and be able to attend and contribute to these effectively when required to do so;
- ensure each member of staff has access to and understands the college's Child Protection Policy especially new or part-time staff who may work with different educational establishments;
- ensure all staff have induction training covering Child Protection and are able to recognise and report any concerns immediately they arise;
- be able to keep detailed, accurate and secure written records of referrals/concerns;
- obtain access to resources and attend any relevant or refresher training courses every two years.

12.4 Raising Awareness

- ensure the college's Child Protection Policy is updated and reviewed annually, and work with the Governing Body regarding this;
- ensure that parents can see a copy of the Child Protection Policy, and that they are alerted to the Policy and the fact that referrals may be made, for example by text in the college's prospectus (see Appendix 3);
- where students leave the establishment, ensure their Child Protection file is copied for new establishment as soon as possible, but transferred separately from main student file.

12.5 Records of concerns and complaints

- maintain and monitor Child Protection records, including monitoring and acting upon individual and patterns of concerns or complaints, in accordance with section on "Records and Monitoring" below.

12.6 Area Child Protection Committee (ACPC) Procedures, LA Safeguarding Policy and other related local and national documents

- maintain these in good order, e.g. according to any updates issued;
- ensure that relevant staff are aware that these procedures are also available on the ACPC website: www.acpc_llr.org.uk

Records and Monitoring

13. Well-kept records are essential to good Child Protection practice. All staff are clear about the need to record and report concerns about a student or students within our college. The Designated Senior Person for Child Protection is responsible for such records and for deciding at what point these records should be passed over to other agencies.
14. Records relating to actual or alleged abuse or neglect are stored apart from normal student or staff records. Normal records have markers to show that there is sensitive material stored elsewhere. This is to protect individuals from accidental access to sensitive material by those who do not need to know.
15. Child Protection records are stored securely, with access confined to specific staff, i.e. the Designated Senior Person for Child Protection, the Principal and the Vice Principals. Records are kept for all time.

16. Child Protection records are reviewed regularly to check whether any action or updating is needed. This includes monitoring patterns of complaints or concerns about any individuals and ensuring these are acted upon.
17. Transfer: When students transfer college their records are transferred. If there is Child Protection material, this is transferred separately and direct to the relevant member of staff in the receiving college, with any necessary discussion or explanation. A record is kept of the date of such transfer of sensitive files and of the person to whom they are transferred.

Vulnerable Students - Supporting Students at Risk

18. Our college recognises that students who are abused or who witness violence may find it difficult to develop a sense of self-worth and view the world in a positive way. For such students college may be one of the few stable, secure and predictable components of their lives. Other students may be vulnerable because, for instance, they have a disability, are in care, or are experiencing some form of neglect. We will seek to provide such students with the necessary support and to build their self-esteem and confidence.

Support for Staff

19. The LA recognises that staff as part of their duty to safeguard and promote the welfare of students and young people may hear information, either from the student as part of a disclosure or from another adult that will be emotionally upsetting.
20. Where a member of staff is emotionally disturbed as a result of dealing with a Child Protection concern, he/she should in the first instance speak to the Designated Senior Person for Child Protection about the support he/she requires.
21. The Designated Senior Person for Child Protection for should seek to arrange support for the member of staff via the Employee Welfare Service. Alternatively, the Designated Senior person for Child Protection can refer the member of staff to Victim Support, a national charity which helps people affected by crime and which provides free and confidential support.

Other Relevant Policies

22. The Governing Body's legal responsibility for safeguarding the welfare of students goes beyond pure Child Protection. The duty is now to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies, for instance:
 - Behaviour Management
 - Anti-Bullying
 - Physical Interventions/Restraint
 - Special Educational Needs
 - Trips and visits
 - Work experience and extended work placements
 - First aid and the administration of medicines
 - Health and Safety
 - Sex Education
 - Site Security

- Equal Opportunities
- Toileting/Intimate care
- ICT and access to the internet
- Extended college activities.

The above list is not exclusive but when undertaking development or planning of any kind the college needs to consider safeguarding aspects.

Complaints or Concerns Expressed by Students

23. Rawlins Community College recognises that listening to young people is an important and essential part of safeguarding them against abuse and neglect. To this end any expression of dissatisfaction or disquiet in relation to an individual young person will be listened to and acted upon to in order to safeguard his/her welfare. We will also seek to ensure that the individual young person who makes a complaint is informed not only about the action the college will take but also the length of time that will be required to resolve the complaint. The college will also endeavour to keep the young person regularly informed as to the progress of his/her complaint.

Recruitment and Selection of Staff

24. The college's processes conform to the DCSF Guidance "*Safeguarding Children: Safer Recruitment and Selection in Education Settings*" (June 2005). If the college is asked to provide references for a member of staff about whom there have been concerns about Child Protection/inappropriate conduct, then advice will be sought from the LA's Access & Welfare Service. Gaps in an applicant's employment history will be followed up and also if the applicant's last college is not given as a point for references.

APPENDIX 1

PROCEDURE TO FOLLOW IN CASES OF POSSIBLE, ALLEGED OR SUSPECTED ABUSE, OR SERIOUS CAUSE FOR CONCERN ABOUT A STUDENT

Contents

A	General	
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A. General

- 1) The Area Child Protection Committee's Procedures are in college and maintained by the Designated Senior Person for Child Protection. These contain the inter-agency processes, protocols and expectations for safeguarding children. (Available on ACPC website www.acpc_llr.org.uk)
- 2) It is important that all parties act swiftly and avoid delay.
- 3) Any person may seek advice and guidance from the LA's Access & Welfare Service, particularly if there is doubt about how to proceed (see contacts at the start of this policy document). Any adult, whatever their role, can take action in his/her own right to ensure that an allegation or concern is investigated and can report to the investigating agencies.
- 4) Written records, dated and attributed, must be made of what has been alleged, noticed and reported, and kept securely and confidentially.
- 5) In many cases of concern there will be an expectation that there have already been positive steps taken to work with parents and relevant parties to help alleviate the concerns and effect an improvement for the student. This is appropriate where it is thought a student may be in need in some way, and require assessment to see whether additional support or services are required. An example might be where it is suspected a student may be the subject of neglect. In most cases the parents' knowledge and consent to the referral are expected, unless there is reason for this not being in the student's interest. However, there will be circumstances when informing the parent/carer of a referral might put the student at risk, and in individual cases advice from the Social Services Department will need to be taken.

B. Individual Staff/Volunteers/Other Adults - main procedural steps

- 1) When a student makes a disclosure, or when concerns are received from other sources, do not investigate, ask leading questions, examine students, or promise confidentiality. Students making disclosures should be reassured, and if possible at this stage should be informed what action will be taken next.
- 2) As soon as possible write a dated and timed note of what has been disclosed or noticed, said or done.

- 3) Report to the Designated Senior Person for Child Protection in the college, even if the concern involves the conduct of a member of staff or volunteer, a visitor, a governor, a trainee or another young person or student. Pass on the written record.
- 4) If this has not already been done, inform the student (or other party who has raised the concern) what action you have taken.

C. Designated Senior Person for Child Protection – main procedural steps

- 1) Begin a case file which will hold a record of communications and actions in a coherent order, to be stored securely (see Section on Records and Monitoring).
- 2) Where initial enquiries do not justify a referral to the investigating agencies inform the initiating adult and monitor the situation. If in doubt, seek advice from the Access & Welfare Service or Social Services.
- 3) Where the initial information reveals a cause for concern about a child in need (s17, Children Act 1989) and a decision has been made to refer the student to Social Services, the Inter-agency Referral Proforma must be completed (see the LA's Guidance Notes for the Inter-agency Referral Proforma for Children in Need and their Families). Alternatively, if the initial information reveals a cause for concern that equates to Child Protection (s47, Children Act 1989), contact must be made immediately with Social Services, and then the Inter-agency Referral Proforma completed **within 24 hours**.
- 4) Make the necessary communications with the Social Services Department.
- 5) If the concern is about students using sexually abusive behaviour, refer to the separate LA guidance. (The LA contact is the Child Protection Development Officer.)
- 6) If it appears that urgent medical attention is required arrange for the student to be taken to hospital (normally this means calling an ambulance) accompanied by a member of staff who must inform medical staff that non-accidental injury is suspected. Parents must be informed that the student has been taken to hospital.
- 7) Exceptional circumstances: If it is feared that the student might be at immediate risk on leaving college, take advice from Social Services (for instance about difficulties if the college day has ended, or on whether to contact the police). Remain with the student until the Social Worker takes responsibility. If in these circumstances a parent arrives to collect the student, the member of staff has no right to withhold the student. If there are clear signs of physical risk or threat, the Social Services Department should be updated and the Police should be contacted immediately.

APPENDIX 2

Procedure for allegations against staff (including the Principal) and volunteers

1) Individual Staff/Volunteers/Other Adults:

- i. Write a dated and timed note of what has been disclosed or noticed, said or done.
- ii. Report immediately to the Designated Senior Person for Child Protection in the college.
- iii. Pass on the written record.
- iv. If the allegation concerns the conduct of the Designated Senior Person for Child Protection:
 - report immediately to the Principal; or
 - if the Designated Senior Person for Child Protection is the Principal, report to the Chair of Governors. (If there is difficulty reporting to the Chair of Governors, contact the LA Access & Welfare Service as soon as possible.)Pass on the written record.

2) Designated Senior Person for Child Protection:

- i. If there is no written record, write a dated and timed note of what has been disclosed or noticed, said or done.
- ii. Report immediately to the Principal. Pass on the written record.
- iii. If the allegation is about the Principal, report immediately to the Chair of Governors. Pass on the written record.
- iv. If there is difficulty reporting to the Chair of Governors, as in iii contact the LA Access & Welfare Service as soon as possible.

3) Principal (if the Principal is not the Designated Senior Person for Child Protection)

- i. If there is no written record, write a dated and timed note of what has been disclosed or noticed, said or done.
- ii. Notify the LA Access & Welfare Service ideally the same day but in any case **within 1 working day**.
- iii. The Principal may be asked to clarify details or the circumstances of the allegation, but this must not amount to an investigation.
- iv. Copies of the documents concerning the allegation must be sent to the Access & Welfare Service on the same day, ideally by facsimile.
- v. Report to the Social Service Department in relevant cases, on LA advice.
- vi. Ongoing involvement in cases: liaison with the Access & Welfare Service and cooperation with the Police/SSD enquiries as appropriate; consideration of

employment issues and possible disciplinary action where the Police/SSD take no further action.

4) Chair of Governors (only relevant in the case of an allegation against the Principal)

- i. If there is no written record, write a dated and timed note of what has been disclosed or noticed, said or done.
- ii. Notify the LA Access & Welfare Service ideally the same day but in any case **within 1 working day**.
- iii. The Chair may be asked to clarify details or the circumstances of the allegation, but this must not amount to an investigation.
- iv. Copies of the documents concerning the allegation must be sent to the Access & Welfare Service on the same day, ideally by facsimile.
- v. Report to the Social Services Department in relevant cases, on LA advice; in cases concerning Principals, the report to Social Services is sometimes undertaken by the Access & Welfare Service on behalf of the Chair of Governors, following discussion.
- vi. Ongoing involvement in cases: liaison with the Access & Welfare Service and cooperation with the Police/SSD enquiries as appropriate; consideration of employment issues and possible disciplinary action where the Police/SSD take no further action.

5) Access & Welfare Service (LA):

- i. Identifies an officer to liaise further the Principal (or Chair of Governors if the allegation concerns the Principal), in consultation with the relevant Assistant Director of Education, and provides advice on how to proceed.
- ii. Monitors cases through its Casework monitoring Group.
- iii. Keeps written records.
- iv. Liaises with the Social Services Department and the Police in relevant cases.
- v. Makes summary reports to the DCSF annually on the number and sorts of allegations which have occurred.

APPENDIX 3

Information for Parents

Child Protection: Safeguarding Children – Information for Parents

Our college feels it is of the utmost importance to have good systems for protecting students and safeguarding their welfare, throughout all the activities which the college undertakes. This means that staff and volunteers must be alert to possible concerns about every student, and to report these in a proper fashion. The college has a Safeguarding and Child Protection Policy: parents may request a copy of this.

It is important for parents to be aware that:

- Staff and volunteers in the college have a duty to report concerns about a student, whether this means the student may be in need of additional support or help of some kind or whether it is thought that a student may have been abused or be at risk of abuse.*
- There are four categories of abuse: physical, sexual, emotional, neglect.*
- In some cases the college is obliged to refer students to the Social Services Department, for students to be assessed for their needs or if an investigation into possible child abuse is required. In many cases there will already have been discussions between college staff and the parents of the student, and the situation and concerns will not be a surprise to the parents. However, parents may not be told that the college has referred their child to the Social Services Department if it is thought that this might put the student at risk.*
- The Social Services Department tries to carry out its enquiries in a sensitive fashion. It has to gather information and generally it can be open with parents about the steps being taken.*
- If you think your child may have been abused you can contact the Social Services Department or the LA's Access & Welfare Service direct. If you think the abuse may have happened in college, contact the Principal or the Designated Senior Person for Child Protection, who is Andy Heafford. If you think your child has been hurt, arrange to visit your doctor. Comfort and reassure your child.*
- If college staff need to express concerns about a student or refer a student to the Social Services Department, it is understood that this can cause distress or anger for the student's parents. It is important that all parties – parents and college staff – try to discuss these matters as calmly and sensibly as possible.*

For parents' enquiries please contact: Andy Heafford

APPENDIX 4

STUDENT PROTECTION - CASE INCIDENT FORM

Student's name _____

Coaching Group _____

Date of incident _____

How Suspicions/Evidence of Possible Abuse Obtained

Nature of possible abuse

Evidence of abuse

Student's explanation of possible abuse

Name of member of staff _____

Signature _____

STUDENT PROTECTION – BASIC CASE DETAILS FORM

Full name of student _____

Case Status _____

On at risk register _____

Key Worker _____ Telephone number _____

Student's Home Address _____

Telephone number _____

Mother/Guardian _____

Marital status _____ Occupation _____

Work Address _____

Telephone number _____

Father/Guardian _____

Marital status _____ Occupation _____

Work Address _____

Telephone number _____

Other children in Household _____

Name of GP/Consultant _____

Name of EWO _____

Is s/he involved?

Are Social Services involved?

Name of Social Worker

Other agencies involved

STUDENT PROTECTION – CASE ACTION FORM

Student's Name _____

Date of Incident _____

Assessment of the Student's explanation

Other Evidence? Student's pattern/level of attendance, appearance, attitude:

Action Plan

Agreed with member of staff reporting concerns YES/NO

Action taken

Action taken & outcome feedback to staff reporting concerns YES/NO

If action is to refer case to Social Services, have parents been informed of referral?
YES/NO

Signature of Designated Person _____

Date _____