

Safeguarding Young People and Child Protection: Policy and Procedures

Dec 2009

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Section 1: The Policy Statement

- 1.1 At Carshalton College the safety and welfare of our students is of the utmost importance.
- 1.2 The College has a duty of care to all its students and a legal obligation to safeguard and promote the welfare of all its students and to respond immediately if there is a suspicion that any student under the age of 18 years old¹, or 'vulnerable adult'² student may be a victim of bullying, harassment, abuse (including physical, sexual, emotional) or neglect.
- 1.3 Everyone working or volunteering in the College must protect young learners from abuse and be aware that any young learner or vulnerable adult may be the victim of harm or abuse or at risk of harm or abuse.
- 1.4 The College recognises that all staff who work with children and young people need to have child protection training that equips them to recognise and respond to child welfare concerns. All staff, including the Principal will receive training adequate to familiarise them with child protection issues and responsibilities in addition to the College procedures and policies including updating every 3 years.

¹ *Student means those under 18 years old including all those up to their 18th Birthday –are designated a 'child' within the terms of the Children Act 1989.*

² *A 'vulnerable adult' is generally an adult who has a learning difficulty and/or disability, or is an international student (e.g. without English as a first language) or has health or mental health issues.*

Section 2: The Scope, Context, Definitions and Purpose of the Policy and Procedures

2.1 Scope of this Policy and these Procedures

This policy and these procedures apply to dealing with students under the age of 18 years or to vulnerable adults.

When a student, who is over 18, reports abuse or harm, the College should consider whether the following procedures should be applied with the appropriate adaptations to afford protection of vulnerable adults. It may be more appropriate that formal action is pursued by the student under criminal or civil law.

Please note that there are separate procedures that relate to the "safer recruitment of staff" These are to be found within the procedures for Human Resources (on the College Intranet).

2.2 Legal Context and Framework

This procedure supplements and accords with the ***London Child Protection Procedures (2007)*** adopted by the Sutton Local Safeguarding Children Board and should be used in conjunction with these. These can be found at <http://www.londoncouncils.gov.uk/>

This policy takes into consideration the following statutory provisions:

- Children Act 1989
- Children Act 2004
- Section 175 of the Education Act 2002 which came into force 1 June 2004 and requires LEAs and governing bodies of further education institutions to make arrangements to ensure that their functions are carried out with a view to safeguarding the welfare of children. In addition, the further education institutions must take note of any guidance issued by the Secretary of State in considering what arrangements they need to make.

As such, this policy and procedure also accords with the following guidance documents:

- DfES guidance - "Safeguarding Children and Recruitment in Education" (*DfES 2006*)
- "Working Together to Safeguard Children" (*HM Government, 2006*)
- "What To Do If You're Worried A Child Is Being Abused" (*Department of Health, 2006*)

The College has statutory duties to assist various agencies including Local Authorities with their enquiries where they reasonably suspect a child is suffering or is likely to suffer harm and with safeguarding or promoting the welfare of a child.

Additionally, the College has a pastoral responsibility towards students and to recognise they have a right to be protected from harm.

The College also has a duty to ensure that all of the services it provides are “*exercised with a view to safeguarding and promoting the welfare of children*” (Section 175, Education Act, 2002).

2.3 Definitions

Designated Governor:	Individual governor responsible for liaising with the Principal and Senior Designated Manager with lead responsibility for child protection.
Senior Designated Manager:	Individual who takes lead responsibility for child protection within the College.
The Child Protection Advisor:	Staff member with responsibility for child protection
Local Safeguarding Children Board:	The statutory body which, pursuant to the Children Act 2004 aims to ensure that the local area has a coherent approach to safeguarding children based on contributions from all key agencies.

2.4 The Purpose of the Policy and Procedures

The purposes of this policy and the related procedures are:

1. To confirm the College’s commitment and obligations in respect of Safeguarding and promoting the welfare of young people;
2. To ensure the College complies with the London Child Protection Procedures and other relevant Government guidance;
3. To provide clear guidance to staff about how to respond when a case of possible harm, abuse or neglect is identified or suspected;
4. To ensure staff are aware of their responsibilities in dealing with students
5. To ensure a prompt and effective response is taken when it appears a student may be at risk of abuse or neglect;
6. To ensure staff are briefed and trained in the implementation of the College’s Child Protection Policy and Procedures;
7. To ensure the roles and responsibilities of the Senior Designated Manager and other key staff for child protection are known and understood by staff.

2.5 Categories of abuse

The duties placed on schools and colleges relating to safeguarding and promoting the welfare of children refer to any child or young person (i.e. under 18 years of age) who has suffered from, or **may be at risk of**, physical abuse, neglect, emotional abuse or sexual abuse. Staff should also be aware these may also relate to vulnerable adults.

What is meant by each of these terms is set out as follows:

2.5.1 What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

2.5.2 Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

2.5.3 Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

2.5.4 Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child

participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

2.5.5 Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment,

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

The notion of 'abuse' includes bullying and other intimidating behaviour and racial abuse or harassment. Such behaviour can also be an element of any of the above categories of abuse.

Section 3: Responsibilities of the College

3.1 The Role of the Governing Body

The governing body is required to ensure that the College:

- raises awareness of issues relating to safeguarding and promoting the welfare of children and young people in the College;
- provides a safe environment in which children and young people learn;
- identifies children and young people who are suffering, or at risk of suffering, significant harm and takes appropriate action to see that such children and young people are kept safe at the College;
- has procedures for reporting and dealing with allegations of abuse against members of staff and volunteers;
- operates safe recruitment procedures;
- designates a member of staff with sufficient authority to take lead responsibility for child protection;
- remedies any deficiencies in or weaknesses in regard to child protection arrangements that are brought to the Governing Body's attention;
- The Governing Body will approve and annually review College policies and procedures.

3.2 The Designated Governor

3.2.1 The Governing Body has nominated Mrs Mavis Peart as the Designated Governor until further notice.

3.2.2 The Designated Governor is responsible for liaising with the Principal and Senior Designated Manager over matters regarding child protection, including:

- ensuring that the College has procedures and policies which are consistent with the Local Safeguarding Children Board's (LSCB) procedures
- ensuring that the Governing Body considers the College Policy on Child Protection each year

3.2.3 The Designated Governor is responsible for overseeing the liaison with external agencies such as the police and/or social services in connection with allegations against the Principal or the Senior Designated Manager. This will not involve undertaking any form of investigation, but will ensure good communication between the parties and provide information to assist enquiries.

3.2.4 The Designated Governor shall receive appropriate training in line with LSCB

procedures.

3.3 The Senior Designated Manager

- 3.3.1 The Senior Designated Manager shall be the senior College manager who is designated with the overall responsibility for Child Protection. The current Senior Designated Manager is Janet Sherborne Vice Principal.
- 3.3.2 The Senior Designated Manager is responsible for the management of the College's overall policy and procedures that relate to child protection issues. The Senior Designated Manager will have received training in child protection issues and inter-agency working, as required by the LSCB, and will receive refresher training at least every 2 years. The Senior Designated Manager will keep up to date with developments in child protection issues. The Senior Designated manager is a member of London Borough of Sutton's Safeguarding Board

More specifically she has the responsibility to/for:

- Liaising with the Designated Governor, the Local Education Authority, Children's Social Services, the Local Safeguarding Children's Board, Police, Sutton Adult Services (for cases relating to vulnerable adults) and other agencies to refer individual cases of suspected or identified abuse, neglect or such allegations;
- Acting as the key contact person within the College;
- Being responsible for co-ordinating action within the College on child protection issues;
- Where appropriate, liaising with staff to share information, but only on a "need to know basis", to protect rights of young people to confidentiality;
- Overseeing the planning of any curricular or other provision – e.g. ensuring an effective approach to dealing with bullying;
- Representing the College at child protection meetings and being a member of a Sutton "Core Group" if required;
- Raising awareness about child protection and ensure all staff are familiar with this Policy and Procedure and receive training in child protection issues,
- Ensuring that specific staff are trained in the London Child Protection Procedures, and the LEA and DCSF guidelines.
- Providing advice and support to other staff on issues relating to child protection
- Maintaining a proper record of any child protection referral, complaint or concern

(even where that concern does not lead to a referral)

- Ensuring that parents of children and young people within the College are aware of the College's child protection policy by publishing the Policy on the College's website and student intranet.
- Liaising with agencies as appropriate
- Liaising with schools which send pupils to the College to ensure that appropriate arrangements are made for the pupils
- Where an inter-agency child protection plan is in place, ensuring the College is involved in, if necessary, the preparation of the plan and ensuring the College's role is clearly defined. Ensuring that there are effective arrangements for liaising with employers and training organisations that receive children or young people from the College on placements to ensure that appropriate safeguards are put in place;
- Ensuring that staff receive basic training in child protection issues and are aware of the College's procedures.
- Reporting annually to the governing body of the College on how the College has discharged its duties. The designated staff member is responsible for reporting deficiencies (which may be identified internally or by outside agencies) in procedure to the governing body at the earliest opportunity.

3.4 The Child Protection Advisor

Sarah Weller, is the College Advisor on Child Protection. The Child Protection Advisor is responsible for:

- Reporting to the Senior Designated Manager on matters relating to Safeguarding Young People and Child Protection;
- Providing first-line advice to staff and students on child protection matters;
- Knowing how to make an appropriate referral and then to liaising with child protection officers in local authorities to seek advice on how best to deal with a specific case;
- Dealing with individual cases, including attending case conferences and review meetings as appropriate;
- Liaising with the Senior Designated Manager to agree and implement actions relating to individual child protection cases;
- Advising on any improvements that should be introduced to improve the procedures relating to child protection;
- Supporting the processes of briefing and training of staff on matters relating to

child protection;

- Undertaking training in child protection issues and inter-agency working, as required by the LSCB.

3.5 The roles and responsibilities of all staff

Everyone in the College must be aware that any young person or vulnerable adult may be the victim of abuse or ***may be at risk of***, physical abuse, neglect, emotional abuse or sexual abuse.

It is the responsibility of all members of staff to act immediately if they become aware of an actual case of abuse/neglect or become suspicious that there may be a risk of abuse/neglect.

Section 4: Dealing with Disclosure of Abuse and Procedure for Reporting Concerns

These procedures must be followed by all members of staff

4.1 Confidentiality

- 4.1.1 Confidentiality is an issue which requires discussion and understanding by all those working with children particularly in the context of child protection. Normally, personal information should only be disclosed to third parties with the consent of the subject of that information.
- 4.1.2 Wherever possible, consent should be obtained before sharing personal information with third parties. In some circumstances, consent may not be possible or desirable but the safety and welfare of the child dictates that the information should be shared.
- 4.1.3 Clear boundaries of confidentiality will be communicated. Staff have a professional responsibility to share relevant information about the protection of children with other professionals.
- 4.1.4 If a child confides in a member of staff and requests the information is kept secret, it is important the member of staff tells the child in an appropriately sensitive way that he or she has a responsibility to refer cases of alleged abuse to the appropriate people in the College and the child should be assured the matter will be disclosed only to people who need to know.
- 4.1.5 All personal information regarding a child or young person will be kept confidential except when:
- (a) it is suspected that a child or young person under 18 years is the victim of abuse;
 - (b) it is suspected that other young people under 18 years are at risk from abuse;
 - (c) it is suspected that an adult with learning difficulties is at risk from abuse. (This would include any student whose limited understanding of relationships meant they could not protect themselves from abuse).
- 4.1.6 The Senior Designated Manager and the Child Protection Advisor will liaise with the student, if appropriate, in respect of disclosure to Agencies.

4.2 Disclosure of Abuse

4.2.1 If a child or young person discloses abuse, or if abuse is suspected, staff should:

- Listen carefully and stay calm;
- Question normally and without pressure, in order to be sure that what the young person or child is saying is fully understood by the member of staff;
- Reassure the child throughout that by telling a member of staff they have done the right thing;
- Inform the young person or child that the information must be passed on but that only those who need to know about it will be told. Inform the young person or child to whom the matter will be reported (having regard to Section 4.3).
- Note the main points carefully, be factual using the young person's or child's own words;
- Make a detailed note of the date, time, place where the alleged abuse took place, what the child or young person said, did and the questions asked by the member of staff. Include a description of any injuries observed, the member of staff's name and those of any other present.

4.2.2 For students in the College who have disabilities and difficulties in communicating, extra care should be taken to enable the child to express themselves to a member of staff with appropriate communication skills.

4.2.3 Staff should not:

- Put words into the child's mouth or ask leading questions;
- Investigate concerns or allegations, the College has no investigative role, but should report them immediately to the **Senior Designated Manager** or the **Child Protection Advisor** ;
- Promise confidentiality (refer to section 4.1);
- Forget to record what you have been told;
- Fail to pass on the information to the correct person;
- Assume someone else will take the necessary action.

4.3 Act Immediately!

4.3.1 Any member of staff who has any concern about a young person or vulnerable adult, must discuss the case with the **Senior Designated Manager** or the **Child Protection Advisor** (see above for details) immediately (at least within the same working day) so that, if necessary, a referral can be made to the relevant agency/local authority without delay.

4.3.2 If the **Senior Designated Manager** or the **Child Protection Advisor** cannot be

contacted the staff member should contact the Deputy Principal or the Principal.

For further guidance see the “Safeguarding Young People and Child Protection Quick Guide” (see Appendix A) which is also available on the College Intranet and from any of the Office Managers.

4.3.3 Reporting to the Principal

The Senior Designated Manager, the Child Protection Advisor or Deputy Principal must notify the Principal as soon as practicable and in any event within 24 hours of the disclosure or suspicion being raised.

4.4 Action by the Senior Designated Manager

4.4.1 The Senior Designated Manager, will collate relevant information about the case and at the earliest opportunity (normally within the same day), will take a decision about whether the case should be referred to the relevant external agency/Local Authority. The Senior Designated Manager or the Child Protection Advisor may discuss the case with relevant people/officers in the relevant agency/ Local Authority to seek advice as to the appropriate action to be taken.

4.4.2 Where the Senior Designated Manager is not available, the Child Protection Advisor will collate the relevant information and discuss the case with the Principal or Deputy Principal who will take responsibility for referring the case to the Local Authority.

4.5 Contact with Children’s Services

4.5.1 The Senior Designated Manager, the Child Protection Advisor, the Principal or Deputy Principal must report the matter by telephone as soon as possible and within 48 hours to social workers in the Children’s Services department for the Local Authority where the child lives. A referral form should be requested from the social worker.

4.5.2 A written record of the date and time of the report should be made and the report must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing, using the appropriate referral form where possible, to the Children’s Services department within 48 hours. Staff should be aware that well-kept records are essential for good child protection practice.

4.5.3 The Senior Designated Manager, the Child Protection Advisor, the Deputy Principal or the Principal should discuss with the social worker:

- what action will be taken to inform the parents of the child/young person. A note of that conversation should be made.
- the process for keeping the College informed of further action taken.

4.6 Investigation of a Case

4.6.1 Individual members of staff **must not investigate** child abuse concerns. This will be carried out if necessary by the appropriate agency and usually by the Children's Social Services (in Sutton, the Children and Family Service) and/or the Police.

4.7 School Link Students

4.7.1 In the case of a school link student, the Senior Designated Manager and/or Child Protection Advisor should liaise closely with the school's designated member of staff.

4.8 Making Written Notes

4.8.1 A member of staff must make a written record of their concerns at the earliest opportunity – recording relevant facts accurately and clearly. Do not make any assumptions or confuse fact with opinion.

4.8.2 When recording discussions that took place regarding the case (e.g. with the young person), members of staff should try to record accurately what was said. Where possible, the actual words that were said should be recorded.

Any notes must be given to the Child Protection Advisor and/or Senior Designated Manager as soon as possible and will help to ensure accuracy in recalling events later. Such notes should be stored safely.

4.9 Written Records

The Senior Designated Manager and Child Protection Advisor shall retain a copy of:

- the report
- any notes or correspondence dealing with the matter
- any other relevant material
- Copies of reports, notes and all documents should be kept securely locked at all times and access to records will be confined to designated staff.

4.10 Record Keeping

- a) All records relating to the welfare and/or child protection concerns for any student will be kept in locked filing cabinets which are maintained by an administrator.
- b) For any student who has been the subject of a welfare or child protection matter, a note will be placed on their MIS (EBS) record. The note will state that “This student has been the subject of a child protection concern. For further information refer to the Senior Designated Manager or Child Protection Advisor”.
- c) Records will be kept for any student who is subject to a Child Protection Plan for any local authority. The Senior Designated Manager will ensure that relevant course tutors are advised about the Child Protection Plan for any such student.
- d) Where a course tutor has a student in their group who is subject to a Child Protection Plan, she/he will advise the Child Protection Advisor of any significant changes in behaviour or of any other concerns.
- e) Records relating to the welfare of a student will remain on file for a period of one year from the date that the student leaves the College.

4.11 Contact with the Family

- 4.11.1 Contact with the family should first be discussed with the College's Child Protection Advisor and/or Senior Designated Manager, who will consult relevant staff within the appropriate external agency/local authority.
- 4.11.2 In cases where a minor physical injury causes concern, it is usual to discuss this with the parent or carer. If the explanation suggests a non-accidental cause for the injury (or a failure to protect the young person from harm), the parent or carer should be advised that the matter may be referred to an agency and most likely to the Children's Services of the relevant local authority.
- 4.11.3 In cases of possible neglect or emotional abuse, the concern is likely to have built up over a period of time. There may have been discussion between College staff and the family about sources of help (e.g. the Children and Family Service), but if concerns persist, the Senior Designated Manager will need to refer to the Children and Family Service and will normally advise the family of this.

In cases where there are suspicions of sexual abuse, where there is fabricated or induced illness or where to do so would place the young person in greater risk, the Senior Designated Manager will seek immediate advice from the Children and Family Service staff before discussing the matter with the family, to determine whether it is appropriate for the Senior Designated Manager to speak with the family or whether instead an external agency may liaise with the family.

4.12 Children who are subject to a Child Protection Plan

- a) The College will normally be told by the relevant Children's Social Services when a student is subject to a Child Protection Plan whether in the London Borough of Sutton or within another local authority. The College will periodically check with the relevant local authorities to request that they inform us if any young person who is subject to a Child Protection Plan is currently attending the College.
- b) The name and contact details of the key social worker **must** be obtained and clearly recorded on the relevant student's record.
- c) The College will participate fully in the work of relevant professionals who are responsible for these students and will assist with the objectives of the Child Protection Plan for the student.
- d) When a student is subject to a Child Protection Plan the Child Protection Advisor for the College will liaise with the group tutor and concerns to the key social worker.

- e) When a student who is subject to a Child Protection Plan leaves the College, the relevant Office Manager at the College will send the information and records relating to child protection to the designated child protection officer at any educational institution to which the student progresses (if known).

4.13 Sharing Information and requests for assistance by other agencies

- a) The College has a legal duty to assist other agencies including the appropriate department within a local authority (in Sutton: Children's Services) or the Police, when they are making enquiries about the welfare of children or vulnerable adults.
- b) It is therefore appropriate that information about a child or vulnerable adult is shared with other agencies but such information must only be shared on a "need to know" basis with other agencies.
- c) When telephone requests for information are received, the relevant member of staff should **always** contact the Child Protection Advisor or the Senior Designated Manager who will deal with the request in a manner consistent with (d) below.
- d) Where a written request for information is received by a member of staff, the member of staff should always advise the Child Protection Advisor or the Senior Designated Manager and they should handle the information request or expressly authorise that member of staff to deal with the enquiry. If the staff member does not receive this authorisation they should not engage in detailed dialogue.
- e) Requests for attendance at meetings about individual students (e.g. child protection conferences) should be notified to the Child Protection Advisor or the Senior Designated Manager who will arrange the preparation of a report and attendance at the meeting.
- f) Reports on students should contain information about the student's:
- academic progress
 - attendance
 - behaviour
 - relationships with young people and adults
 - family
 - any other relevant matter
- g) Reports should be objective and distinguish between fact, observation, allegation and opinion.
- h) Any Report shall remain confidential for the purposes of any child protection investigation.

Section 5: Allegations or concern about a staff member, carer, volunteer or a student

- 5.1 The College recognises that an allegation of child abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. The College recognises that the Children Act 1989 states that the welfare of the child is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, allegations of abuse by a member of staff shall be handled with sensitivity.
- 5.2 It is essential that any allegation of abuse made against a member of staff is dealt with fairly, quickly and consistently. The College has a procedure that applies to all staff, whether teaching, administrative, management or support and volunteers. This procedure is called "**Safeguarding Children - Dealing with Allegations of Abuse against Staff**" and can be found on the staff intranet.
- 5.3 In the event that there is an allegation of abuse made against a member of staff, then the matter should be discussed immediately with Senior Designated Manager who will discuss the matter with the Principal and Head of Human Resources and determine what action(s) to take. The following will inform the decisions:
- taking such steps s/he considers necessary to ensure the safety of the student/child in question and any other student/child who may be at risk;
 - reporting the matter to the local Children's Services Department in accordance with the College procedure;
 - ensuring that the person who reported the concern completes a written report.

Section 6: Recruitment and Selection Procedures

- 6.1 In the recruitment and selection of staff and volunteers the College will at all times adhere to the appropriate guidance which followed the Bichard Enquiry Report ("*Safeguarding Children and Safer Recruitment in Education*", DfES 2006)
- 6.2 In particular the College will ensure that interviewers are appropriately trained and that specific references from employers for the last five years are followed up and that for all posts, paid and voluntary, the appropriate Criminal Record Bureau (CRB) disclosure and (*in future*) Independent Safeguarding Authority (ISA) Registration checks are conducted.

The recruitment procedures will include the following:

- Identity check
- The post or role will be clearly defined.
- The key selection criteria for the post or role will be identified.
- The requirement to produce documentary evidence of academic/vocational qualifications.
- Obtaining professional and character references
- Verification of previous employment history
- Criminal Records Bureau disclosure
- Enhanced CRB check where necessary
- Use of a variety of selection techniques (e.g. qualifications, previous experience, interview, reference checks).

6.3 The College keeps a central record of all staff with the date and outcome of their CRB and, in future ISA checks.

6.4 **Contractors and Outside Services**

The college expects all contractors providing services within the establishment whose staff have access to the College to comply with this policy and the attached procedure.

In particular the College requires any contractor or organisation delivering a service on behalf of the College or the Local Authority to provide evidence they adhere to the above requirements in terms of recruitment, selection, training and supervision of their staff and any volunteers, in particular CRB disclosure and in future ISA registration checks.

Section 7: Implementation, Review and Evaluation of the Policy and Procedures

All College staff should be aware of and must observe the above policy and procedure at all times.

7.1 How the policy and the procedures are implemented and monitored?

- a) The Senior Designated Manager is responsible for implementing the policy and procedures;
- b) The Senior Designated Manager is responsible for advising, updating and informing governors, managers and members of staff on child protection matters.
- c) All staff will have access to the Child Protection Policy and Procedures and Safeguarding Children and Dealing with Allegations of Abuse against Staff. All new staff will be given information about this during their induction session.
- d) The Director of Human Resources with the Senior Designated Manager will ensure that all staff are trained and regularly updated (with refresher training at least every 3 years) on matters relating to Child Protection and ensure that they are familiar with this policy and procedures.

7.2 How the policy and procedures will be reviewed and evaluated?

The Senior Designated Manager will ensure that the policy and the procedures are reviewed and evaluated on an annual basis.

In reviewing and evaluating the policy and procedures, particular attention will be paid to ensuring that:

- the requirements of relevant legal frameworks and guidance are being met;
- the processes and procedures are clearly described and are still relevant;
- the arrangements for briefing and training staff are being implemented and are effective;
- the cases relating to child protection have been effectively managed or that lessons have been learnt where they have not been effectively managed and any necessary changes have been implemented.
- the Senior Designated Manager will keep the Designated Governor updated in terms of the above

Section 8: Other Relevant Policies and Procedures

The following policies are relevant to this policy and procedure:

- Safeguarding Children - Dealing with Allegations of Abuse against Staff
- Student Support Policies

Section 9: Distribution and Communication

A copy of the policy is to be posted on the College Intranet and Website.

A separate wall chart “The Safeguarding Young People and Child Protection Quick Guide” which summarise the Child Protection Policy and Procedures and which provides more detailed guidance to members of staff will be posted within staff working areas.

Title: Safeguarding Young People and Child Protection Policy and Procedures		
Date of Approval:		
Date of Issue: January 2004		Author: Tim Lyth
Revised: June 2007		
Revised: July 2008		
Next Review Date: June 2008		Vice Principal: Tim Lyth
Next Review Date: Dec 2009		Vice Principal: Janet Sherborne
Next Review Date Dec 2010		

Appendix A: Safeguarding Young People and Child Protection – A Quick Guide

All staff should be aware of the College's Policy and Procedures on Safeguarding Young People. These are available on the College's Intranet. If you suspect that a young person has suffered from, or may be at risk, of physical injury, neglect, emotional abuse or sexual abuse, **do not delay. Never do nothing!** You may be the first person to identify a concern about that young person. Always act immediately (on the same day) that you become aware of situation. The flow chart below sets out the course of action that should be taken.

RECOGNISE THE SIGNS OF ABUSE OR NEGLECT – There are many possible indications of abuse or neglect:

- Bruises or marks on the body of the young person
- Remarks made by the young person, another student, friend, parent or adult
- Observations of the young person's behaviour or reactions, including self harm
- Unexplained changes in the young person's behaviour or personality
- Evidence of disturbance through the behaviour or work of the young person
- Neglect, poor nutrition, continuing poor health, excessive fatigue or exposure to unnecessary risks

WHO CAN I TALK TO?

Discuss the situation with the Senior Designated Manager or the Child Protection Adviser as soon as you can and at least within the same working day.

Senior Designated Manager:

Janet Sherborne, Vice Principal Tel: 020 8544 4425

Child Protection Adviser (Acting):

Sarah Weller Tel: 020 8544 3011

MAKE WRITTEN NOTES

At the earliest opportunity make a written record of your concern and any record the details of any conversations.

Give your notes to the Child Protection Adviser

REMEMBER

Whilst everyone must be aware that any young person could be a victim of abuse and must be familiar with these procedures, your concern must be discussed with the designated officers above. Individual members of staff should not investigate child abuse concerns. Any investigation will be undertaken by the Children's Social Care or the Police.

Action to take if, as a member of Carshalton College staff, you receive an allegation of, or yourself suspect, abuse of a child, young person or vulnerable adult

- **Stop and listen to what you are being told.** Responding to an allegation or suspicion of abuse of a child, young person or vulnerable adult immediately takes priority.
- **Take notes of what is said**, as it is being said – if it is not possible to take notes at the time, make notes immediately afterwards. Keep the notes taken at the time, without amendment, omission or addition, whatever subsequent reports may be written.
- **Do not promise confidentiality** or agree to “keep it a secret”. Action will have to be taken if you believe that person is suffering, or is likely to suffer, significant harm. Try to be clear to the person about what you think will happen next. You can assure them, or anyone else giving you information, that you will only tell those you have to tell to try to get the matter dealt with. You can and should express support for them, or person giving you information in getting the matter sorted out.
- **Avoid asking leading questions** like “Did he do X to you?” but open questions like “Can you tell me what happened?” Ask only what you need to know to ascertain whether abuse may have taken place. You do not need full details. Avoid expressing opinions beyond the facts. Leading questions and anything likely to suggest ideas or interpretations could damage subsequent investigations or criminal proceedings.
- **Consider whether a young person now needs immediate protection** – consider both the person who has told you of concerns, and any other child, young person or vulnerable adult, in the light of what you have been told or suspect. If you feel they need immediate protection, initiate or take the necessary temporary protective action – e.g. by staying with them on site until satisfactory arrangements are made. You can ask and take into account the person’s wishes about any immediate protection. You should aim to transfer protection of any young person into the normally expected arrangements in the setting concerned, as soon as you are satisfied that these are safe.
- **Consider whether the allegation or suspicion indicates that a child, young person or vulnerable adult is suffering, or is likely to suffer, significant harm** (the trigger for children’s social care services, child protection and/or subsequent police enquiries). Consider whether:
 - ◆ the allegation or suspicion appears to you to be seriously meant;
 - ◆ if true, it would constitute, or seriously risk, them suffering or being likely to suffer significant harm (whether or not you personally believe it to be true – that assessment is for children’s social care services enquiries and or police investigations);
 - ◆ the actual or likely harm is of a sexual, physical, emotional or neglect nature, sufficient to affect the young person's normal physical, sexual, emotional, educational or social development.

Remember, even if you have any doubts and whether or not you personally believe it - the benefit of the doubt must always be in favour of making the report.

- **Do not tell the person who is the subject of an allegation or suspicion** what you have been told or what you suspect – that may put a young person at further risk and/or damage any subsequent children’s social care service or criminal investigation.

Do not investigate the case yourself. Discuss the allegation or suspicion immediately with the Senior Designated Manager or the Child Protection Advisor.

- **If you receive fax, email or letter** reporting actual or suspected abuse, inform the Senior Designated Manager or the Advisor for Safeguarding Young People immediately, including forwarding the documentation to them as soon as possible. Take no further action.

Action to take if, as a member of Carshalton College staff, you observe abuse whilst it is taking place in the College

You must do all you can to stop the abuse immediately without putting yourself or the person being physically, sexually or emotionally abused at further risk. Inform the perpetrator of your concerns. Advise them to stop the action immediately. Ask them to remove themselves from the area and to one without contact with children and young people. Advise them that you will immediately be informing the College's Senior Designated Manager for Safeguarding Young People or the Advisor on Safeguarding Young People.

- If they fail to desist – ring the police.
- If they do desist, accompany the victim to a place of safety away from the perpetrator and leave them in the care of a responsible adult.