



## SAFEGUARDING POLICY 2010

### Policy Statement

Priestley College is committed to Safeguarding and Promoting the Welfare of all of its students and to sustaining an open and supportive culture where:

- Students can thrive and achieve
- Staff, Governors, volunteers and visitors can feel secure
- Everyone is assured that their welfare is a high priority

### Definitions:

**\*Safeguarding and promoting the welfare of children:**

Protecting children from maltreatment;

Preventing impairment of children's health or development;

Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;

and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully

**\*Child protection:** A part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

**Children and young people:** Those who have not reached their 18<sup>th</sup> birthday

**Duty of Care:** The duty which rests upon the college and every employee, volunteer and contractor to ensure that all reasonable steps are taken to ensure the safety of a child, young person or vulnerable adult in our care. Any person in charge of, or working with children, young people or vulnerable adults, in any capacity is considered, both legally and morally to owe them a duty of care.

**Vulnerable Adult:** A person who may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself, or unable to protect him or herself against harm or exploitation.

\*Working Together to Safeguard Children March 2010

## Background

### **Education Act 2002**

Section 175 places on the College the duty to carry out our function with a view to safeguarding and promoting the welfare of children and young people.

### **The Children's Act 2004**

Section 10 places a duty on the College to cooperate with relevant agencies to improve the wellbeing of children in line with the arrangements put in place by the Local Authority.

Section 11 places on the College the duty to ensure that our functions are discharged with regard to the need to safeguard and promote the welfare of children.

Section 12A was inserted by section 194 of the Apprenticeships, Skills Children and Learning Act 2009 and requires the cooperation arrangements made under section 10 to include the establishment of a Children's Trust Board.

### **Safeguarding Vulnerable Groups Act 2006**

This provides the legislative framework for the introduction of the new vetting and barring scheme for those working with children and vulnerable adults. The scheme is the Government's response to recommendation 19 of the Bichard enquiry 2004. The primary aim of the scheme is to bar individuals from working in situations where evidence suggests that they present a risk of harm, to children or vulnerable adults.

## 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 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. It can involve one or more of the following:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

## Safer Recruitment and Selection

Priestley College pays full regard to the current Department of Education guidance as published in “Safeguarding Children and Safer Recruitment in Education” January 2007. We ensure that all appropriate measures are applied in relation to everyone who works in the College who is likely to be perceived as a safe and trustworthy adult including: Governors, volunteers and staff employed by contractors.

Safer recruitment practice includes:

- Job descriptions and person specifications which include reference to safeguarding responsibility
- Advertising for all temporary and permanent posts
- Advertisements which include the safeguarding statement
- Application forms which include a section on criminal record self-disclosure
- Application information packs which include information about safeguarding policies, procedures and the suitability checks that will be conducted
- Scrutiny of applications via robust short listing procedures
- Verifying identity documents, qualifications and professional registration (as appropriate) at interview
- Obtaining professional references
- Checking previous employment history and investigating any gaps
- Ensuring that a candidate has the health and physical capacity for the job
- Undertaking interviews and asking questions that will test attitudes to safeguarding
- Obtaining a CRB Enhanced Disclosure
- Independent Safeguarding Authority (ISA) Registration (For new appointments from October 2010 and current employees/volunteers/contractors from 2011)
- Induction and Professional Development to include safeguarding awareness training

In addition the College:

- Keeps an up-to-date central single register detailing the range of checks made for all staff, governors, volunteers and contractors
- Ensures all supply staff have undergone the necessary checks
- Ensures that nominated staff have undertaken appropriate Safeguarding Children and Safer Recruitment training

## Safe Practice

The College recognises that it is important that all adults working with children understand that the nature of their work and responsibilities related to it, place them in a position of trust. To this end the College has developed a code of practice for working with children and vulnerable adults based on DCSF guidance published in March 2009.

The underpinning principles of safe practice are:

- The welfare of the child is paramount
- It is the responsibility of all adults to safeguard and promote the welfare of pupils. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with those under 18.
- Adults who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Adults should work and be seen to work, in an open and transparent way.
- The same professional standards should always be applied regardless of culture, disability, gender, language, race, ethnicity, religious belief and/or sexual identity.
- Adults should continually monitor and review their practice and ensure they follow the guidance.

## Responsibilities

The Governing Body should ensure that:

- The College has an appropriate Safeguarding/Child Protection Policy and Child Protection procedure
- The College operates safe recruitment and vetting procedures
- The College has procedures for dealing with allegations of abuse against members of staff and volunteers
- There is a Designated Senior Manager to lead responsibility for dealing with child protection issues.
- The Designated Senior Manager undertakes Local Safeguarding Children's Board inter-agency training which should be up dated every two years.
- The Principal and all other staff who work with children, undertake training to equip them to carry out their responsibilities for child protection effectively and that they attend refresher training every three years
- All temporary staff and volunteers who work with children are made aware of the institutions arrangements for child protection and their responsibilities.
- It remedies without delay any deficiencies or weaknesses in regard to child protection that are brought to its attention
- It undertakes an annual review of its policies and procedures relating to safeguarding and how the above duties have been discharged

The nominated Governor with specific responsibilities in relation to Child Protection is Mr George Hill

Senior Managers 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 person and other staff to discharge their responsibilities
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

Senior Staff with Designated Responsibility for Child Protection will:

- Refer cases of suspected abuse or allegations to the relevant investigating agencies
- Keep appropriate records
- Act as a source of support, advice and expertise within the College
- Undertake appropriate training to ensure they are able to undertake their role effectively
- Ensure all staff have access to and understand the College's Safeguarding/Child Protection Policy
- Ensure that all staff have appropriate training in line with their roles and responsibilities
- Provide reports to the Governing Body and review the policy on an annual basis
- Ensure all students are aware of the Safeguarding/Child Protection Policy and of their responsibilities with regards to Safeguarding

The Designated Senior Manager with responsibility for Safeguarding/Child Protection is the Deputy Principal. The nominated Child Protection Officer is the Director of Student Services.

For College Childcare provision the responsibilities have been delegated to the Curriculum Manager for Early Years.

If the Child Protection Officer cannot be contacted the Deputy Principal will deputise.

Each member of staff and every volunteer:

- Has a legal responsibility to safeguard all students

**This policy has been reviewed against equal opportunities legislation with regard to race, gender, disability, age, sexual orientation and religion and has no identified adverse impact on minority groups.**

- Must fully comply with the College's policies, procedures, systems and guidance
- Must attend training appropriate to their roles and responsibilities
- Must be vigilant and report any concerns as appropriate
- Must help to create a listening culture and help to ensure that students know that they can come to them to be listened to
- Should promote safeguarding awareness amongst all students

## Students on Extended Work Experience

All staff who arrange, vet, and monitor work placements will have appropriate Child Protection training.

Those who supervise students under 18 or vulnerable adults on extended placements will, in accordance with Department of Education guidance, be deemed to be appropriate to work with children/vulnerable adults. This will include CRB, ISA and other appropriate checks being undertaken by their employer prior to the placement commencing.

Students will be given details of appropriate steps to take if they are worried or uncomfortable about their surroundings or if they suffer abuse on placement.

## Publicity

The College Prospectus and College Website will contain a Safeguarding/Child Protection statement.

The Student Handbook will contain details of the Safeguarding/Child Protection Policy.

Student Induction will include an introduction to the Safeguarding/Child Protection Policy and related issues.

The Staff Handbook will include details of the Safeguarding/Child Protection Policy and Procedure.

All temporary employees will be given details of the Safeguarding Policy and Child Protection Procedure.

## Other Policies and Documents Supporting the Principles of Safeguarding

### Single Equality Scheme

**This policy has been reviewed against equal opportunities legislation with regard to race, gender, disability, age, sexual orientation and religion and has no identified adverse impact on minority groups.**

Race Equality Policy  
Code of Conduct for Staff  
Guidance for Safer Working  
Anti Bullying Policy  
Drugs Policy  
Computer Usage Policy  
e-Safety Policy  
Guide for Organising a Residential Visit  
Guide for Organising a Non-residential Visit  
Accident and Incident Reporting Code of Practice  
Tutorial Policy  
Tutorial and Induction Programmes  
Learning Support Protocol  
Care Plan Guidance  
Emergency Evacuation Procedures  
Administration of First Aid Policy  
Health and Safety Policy  
Community Use Policy

Matthew Grant  
Deputy Principal  
May 2010

## **CHILD PROTECTION PROCEDURE FOR DEALING WITH SUSPICIONS OR ALLEGATIONS OF CHILD ABUSE**

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### **1) Introduction**

- 1.1 It is important that children (those under 18) are protected from abuse. All complaints, allegations or suspicions must be taken seriously.
- 1.2 The College has established different procedures for dealing with incidents related to students and those related to children placed in our childcare provision.
- 1.3 The procedures must be followed whenever an allegation is made that a child has been abused or when there is a suspicion that a child has been abused.
- 1.4 Promises of confidentiality should not be given as the matter may develop in such a way that these cannot be honoured.
- 1.5 If the complainant is the student or child, questions should be kept to the minimum necessary to understand what is being alleged and leading questions should be avoided.
- 1.6 A full record shall be made as soon as possible of the nature of the allegation and any other relevant information on form CP1 including where relevant details of:
  - The date
  - The time
  - The place where the alleged abuse happened
  - Your name and the names of others present
  - The name of the complainant, and where different, the name of the child who has allegedly been abused
  - The nature of the alleged abuse
  - A description of any injuries observed
  - The account which has been given of the allegation
- 1.7 Some students/children with Special Educational Needs (SEN) may need different treatment as their physical/mental condition may mask possible

abuse. Particular attention may have to be given to SEN students/children with speech impediments as these can make communication difficult.

- 1.8 These Procedures can also be used for incidents involving vulnerable adults.
- 1.9 In the case of a report relating to a student attending College as part of the 14-16 joint curriculum provision these procedures will be followed and the College Child Protection Officer will liaise with the appropriate School's Child Protection Officer prior to a report being made to the Area Child Protection Team.
- 1.10 In the case of a report relating to a student being taught by a member of College staff on school premises staff will follow the appropriate school's Child Protection Procedures.

## 2) *The Nominated Member of Staff*

The nominated Senior Manager with responsibility for Child Protection is the Deputy Principal. The nominated Child Protection Officer is the Head of Student Services.

For College Childcare provision the responsibilities have been delegated to the Curriculum Manager for Early Years.

If the Child Protection Officer cannot be contacted the Deputy Principal will deputise.

## 3) *Responding to an Allegation (Student)*

- 3.1 Any suspicion, allegation or incident of abuse must be reported to the Head of Student Services as soon as possible and in any event within one working day on form CP1. This may be preceded by an informal enquiry.
- 3.2 The Head of Student Services or Deputy Principal will report the matter to the appropriate Child Protection Team (the one in which the student resides unless being dealt with under section 4) by telephone.
- 3.3 A written record of the report including time, date, name and position of the person the report was made to and any action agreed should be made on form CP2. The Telephone report must be confirmed in writing to the Social Services Department within one working day.

- 3.4 The Head of Student Services or Senior Tutor will also discuss with The Child Protection Team what action if any will be taken to inform the parents of the Student. This will also be recorded on Form CP2.
- 3.5 The Head of Student Services or Deputy Principal must notify the Principal as soon as practicable and in any event within one working day of the initial concern arising.

***Responding to an Allegation (child in child care provision)***

- 3.6 **Physical Abuse:** Action will be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge, or a reasonable suspicion, that the injury was inflicted or knowingly not prevented.
- 3.7 **Sexual Abuse:** Action will be taken if staff have witnessed occasions where a child indicated sexual activity through words, physical signs, play drawing or had an excessive pre-occupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour.
- 3.8 **Emotional Abuse:** Action will be taken if staff have reason to believe that there is severe, adverse effect on the behaviour of a child caused by persistent ill treatment or rejection.
- 3.9 **Neglect:** Action will be taken if staff have reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the child's health or development, including non-organic failure to thrive.
- 3.10 In all cases the concern will be recorded using CP1 and reported to the Curriculum Manager for Early Years within one working day or in their absence to the Head of Student Services or Deputy Principal.
- 3.11 With the exception of allegations relating to sexual abuse the incident will be discussed with the parent/main carer.
- 3.12 The discussion will be recorded using CP3 and the parent/main carer will have access to such records.
- 3.13 If there appears to be any queries regarding the circumstances, or in situations regarding allegations of sexual abuse, the Child Protection Team will be notified by the Curriculum Manager for Early Years within one working day with a confirmed written report made within a further one working day.

- 3.14 A written record of the report will be recorded using form CP2 as in 3.3 above.
- 3.15 The Deputy Principal must be informed of any situations requiring referral to the Child Protection Team within one working day.

**4) *Allegations About a Member of Staff***

- 4.1 Any suspicion, allegation or actual abuse of a student/child by a member of staff must be reported to the Deputy Principal as soon as possible. If within 2 hours of the initial concern arising it has not been possible to contact the Deputy Principal the matter must be reported to the Head of Student Services.
- 4.2 On being notified of any such matter the Deputy Principal shall:
- Notify the Principal
  - Take such steps as they consider necessary to ensure the safety of the student/child and any other person who may be at risk.
  - Report the matter to the local Child Protection Team in accordance with procedures outlined in 3 above.
  - Ensure that a report of the matter is completed on form CP1 by the person who reported the initial concern.
- 4.3 If the Deputy Principal is the subject of the allegation or complaint the matter must be reported to the Head of Student Services.
- 4.4 If the allegation is made against the Principal the Deputy Principal will report directly to the Chair of the Governing Body and the nominated Governor for Child Protection.
- 4.5 College Disciplinary Procedures will be invoked as appropriate.

**5) *Written Records***

- 5.1 Written records (students) are retained by a nominated administrative assistant. This is currently Carol Blinkhorn.

Records kept will include:

- Form CP1
- Form CP2
- Any notes, memoranda or correspondence dealing with the matter

- Any other relevant material

The Principal will have access to these files.

- 5.2 Written records (children in Childcare) are also retained by Carol Blinkhorn.

Copies of documentation for cases are also held by Carol Blinkhorn and the Principal will have access.

- 5.3 All reports and documentation are to be kept securely locked at all times.

- The Safeguarding Team for Warrington can be contacted on 01925 457013 and on 01925 444239 (Access to Social Care)
- The Social Services Headquarters for Cheshire East can be contacted on 01244 602424
- Cheshire West and Chester Safeguarding Team can be contacted on 01606 815064
- Halton Safeguarding Team can be contacted on 01928 704428
- St Helens Safeguarding Team can be contacted on 01744 671267

## 6) *Appropriate Checks on Staff/Volunteers*

Inline with national guidance the Personnel Department will ensure that the following checks are undertaken before any employee/volunteer takes up their position:

- Identity checks to establish that applicants are who they claim to be
- Academic qualifications are checked to ensure that qualifications are genuine
- Professional and character references are taken up
- Satisfy conditions as to health and physical capacity
- Previous employment history should be examined and any gaps accounted for
- Criminal Records Bureau clearance
- From 2010 Independent Safeguarding Authority (ISA) registration. Staff employed by the College prior to the necessity to have a CRB check will over a period of time, have a CRB check conducted in line with guidance issued by the DCSF.

## 7) *Training*

- 7.1 All staff newly appointed staff/volunteers will receive training on the Child Protection Policy and Procedures as part of their induction process.

- 7.2 All staff/volunteers will be made aware of changes made to the Policy and/or Procedures as and when they occur.
  - 7.3 Copies of the Policy and Procedures will be made available on the shared drive.
  - 7.4 Specific training will be undertaken for those with designated responsibilities for Child Protection in line with local Safeguarding Board guidance.
- 8) ***Students on Extended Work Experience***
- 8.1 All staff who arrange, vet, and monitor work placements will have appropriate Child Protection training.
  - 8.2 Those who supervise students under 18 or vulnerable adults on extended placements will, in accordance with DCSF guidance, be deemed to be appropriate to work with children/vulnerable adults. This will include CRB and other appropriate checks being undertaken by their employer prior to the placement commencing.
  - 8.3 Students will be given details of appropriate steps to take if they are worried or uncomfortable about their surroundings or if they suffer abuse on placement.
  - 8.4 Any reported incidents will be dealt with in line with 3, 4 and 5 above.
- 9) ***Publicity***
- 9.1 The College Prospectus and College Website will contain a Child Protection statement.
  - 9.2 The Student Handbook will contain details of the Child Protection Policy.
  - 9.3 Student Induction will include an introduction to the Child Protection Policy and related issues.
  - 9.4 The Staff Handbook will include details of the Child Protection Policy and Procedure.