

Impington Village College

**WORKING TOGETHER TO  
SAFEGUARD CHILDREN**

**POLICY FOR CHILD PROTECTION**

## **INTRODUCTION**

Impington Village College fully recognises the responsibility it has under section 175 of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of young people. This is underpinned by the Children's Act 1989 to provide for local authority services for children.

Through their day-to-day contact with students and direct work with families, staff at the College have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Social Care via the Cambridgeshire Direct Contact Centre. This referral will be made by Designated staff in the procedure pathway.

This policy sets out how the College's governing body discharges its statutory responsibilities relating to safeguarding and promoting the welfare of young people who are students at the College.

**There are four main elements to our policy:**

**PREVENTION** through the teaching and well being and guidance programme offered to students and the creation and maintenance of a whole College protective ethos.

**PROCEDURES** for identifying and reporting cases, or suspected cases, of abuse.

**SUPPORT TO STUDENTS** who may have been abused.

## **PREVENTING UNSUITABLE PEOPLE WORKING OR HAVING CONTACT WITH OR HAVING CONTACT WITH CHILDREN ATTENDING COLLEGE**

Our policy applies to all staff, paid and unpaid, working in, or and around the College including governors. Teaching assistants, mid day supervisors, secretaries as well as teachers can be the first point of disclosure for a young person. Concerned parents/carers may also contact the College and its governors.

### **1.0 PREVENTION**

1.1 The College has a policy of proactive engagement with parents/carers in order to safeguard young people at the College.

1.2 We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect young people.

The College will therefore:

1.3 Establish and maintain an ethos where young people feel secure and are encouraged to talk, and are listened to.

1.4 Ensure young people know that there are adults in the College whom they can approach if they are worried or in difficulty.

1.5 Include throughout the curriculum activities and opportunities which equip our young people with the skills they need to protect them from harm and stay safe from abuse. They will be given the appropriate information about who to turn to for help.

1.6 Include in the curriculum material which will help young people develop an understanding of the responsibilities of adult life, particularly with regard to child care and parenting skills.

- 1.7 We have adopted Staying Safe, the Local Authority's personal safety programme for Foundation/Key Stage 1 and Key Stage 2, which is designed to fit in with the requirements of the Personal Health and social Education (PHSE) Curriculum. This programme reinforces essential skills for every young person. Self esteem and confidence building, thinking independently and making assessments of risk based on their own judgments and encouraged throughout the course.

Advice and resources (and on the teaching personal safety skills at KS3 and 4) is available from PHSE services or from Education Child Protection Service.

## **2.0 PROCEDURES**

- 2.1 We will follow the procedures set out in the Cambridgeshire Local Safeguarding Children Board "Safeguarding Inter – Agency procedures" which should be used in conjunction with the Education Child Protection Procedures. A copy of these procedures can be found on the Local Authority website and the website of the Local Safeguarding Children Board.

- 2.2 The Designated Senior Member of Staff for Child Protection is the Assistant Principal, Student Services. The following members of staff have also received the Designated Person training: Principal, SENCo, Student Manager and the Coordinator of Student Services.

All staff are required to attend in-house training in safeguarding children and young people at least every two years.

All governors should have an understanding of the College's safeguarding policy and should receive basic training on child protection from the appropriate College personnel.

The College will:

- 2.2.1 Ensure it has a Designated senior member of staff who has undertaken as a minimum, the 2 day child protection training course, run by The Education Child Protection Service;
- 2.2.2 Ensure this training is updated every two years in accordance with government guidance;
- 2.2.3 Recognise the importance of the role of the Designated person and ensure a Designated person has the time and training to undertake their duties;
- 2.2.4 Ensure there are contingency arrangements should the Designated person not be available; in such circumstances this duty is undertaken by the SENCo, Student Manager Principal and Coordinator of Student Services.
- 2.2.5 Ensure that the Designated person will take advice from a child protection specialist when managing complex cases. The Designated Person has access to both Social Care and the Advice Line run by Education Child Protection for "what if" conversations. The Emergency Duty Team (out of hours) is also contactable.

The Director of the Sixth Form works closely with the senior Designated person on all matters relating to Child Protection.

## 2.3 **The Role of Governors and College Staff**

The College will:

### 2.3.1 Ensure every member of staff and every governor knows:

- the name of Designated staff and their role;
- how to pass on and record concerns about a student;
- that they have an individual responsibility for referring child protection concerns using the proper channels and within the timescale set out in the Inter – Agency procedures – Blue Book;
- that the Agency Procedures and Education Child Protection Procedures are located in the Assistant Principal's office and in the Coordinator for Student Services office.

### 2.3.2 Provide training for all staff from the point of their induction, through College INSET and regular updates every two years at a minimum, so that they know:

- their personal responsibility,
- the College procedures and protocols and how they fit with other statutory agencies and their responsibilities;
- the need to be vigilant in identifying cases of abuse;
- how to support and to respond to a young person who tells of abuse including physical, sexual and emotional. Or is likely to suffer significant harm.

### 2.3.3 Ensure that all staff, paid and unpaid recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to young people and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies. (see College whistle blowing policy).

## 2.4 **Liaison with Other Agencies**

The College will:

### 2.4.1 Continue to work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance and written reports at Child Protection conferences and core groups.

### 2.4.2 Notify the local Social Care team if:

- it should have to exclude a student who is subject to a child protection plan (whether fixed term or permanently);
- there is an unexplained absence of a student who is subject to a child protection plan of more than two days duration from College (or one day following a weekend); or as agreed as part of any child protection plan or core group plan;
- there is an exclusion concerning a Looked after Child.

## 2.5 **Record Keeping**

The College will:

- 2.5.1 Keep clear detailed, written, signed records of concerns about young people (noting the date, event and action taken), even where there is no need to refer the matter to Social Care immediately.
- 2.5.2 Ensure all records are kept secure and in locked locations.
- 2.5.3 Ensure all relevant child protection records are sent to the receiving College or establishment when a student moves Colleges in accordance with the Education Child Protection procedures.

## 2.6 Confidentiality and information sharing

- 2.6.1 Staff will ensure confidentiality protocols are adhered to and information is shared appropriately. If in any doubt about confidentiality, staff will seek advice from a senior manager or Social Care Team as required. \*

\*The Local safeguarding Children's Board guidance on the Sharing of Information on Child in Need and Need of Protection can be accessed from the LSCB website at [cambslscb.org.uk](http://cambslscb.org.uk).

- 2.6.2 The Principal or Designated person will disclose any information about a Student to other members of staff on a need to know basis only.
- 2.6.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard young people. Where safeguarding is an issue, parental agreement for sharing information overrides parental agreement.
- 2.6.4 All staff must be clear with Young People that they cannot promise to keep secrets. The College prospectus makes clear that when children are at risk of harm, information about a child will be shared with the appropriate agencies.

## 2.7 Communication with Parents/Carers

The College will:

- 2.7.1 Undertake appropriate discussion with parents/carers prior to involvement of another agency unless the circumstances preclude this action. (Further guidance on this can be found in the Education Child Protection Procedures section, and in the Safeguarding Inter agency Procedures of the Local Safeguarding Children Board).
- 2.7.2 Ensure that parents/carers have an understanding of the responsibility placed on the College and all staff for child protection by setting out its obligations in the College brochure.

## 3.0 SUPPORTING THE STUDENT AT RISK

- 3.1 We recognise that young people who are abused or witness violence may find it difficult to develop a sense of self worth and to view the world as benevolent and meaningful. They may feel helplessness, humiliation and a significant sense of self- blame.
- 3.2 Impington Village College may be the only stable, secure and predictable element in the lives of young people at risk. Nevertheless, when at College their behaviour may be challenging and defiant or they may be withdrawn.

- 3.3 The College offers students an environment, which allows them to develop resilience, which helps them, manage the difficulties they encounter in life outside College.
- 3.4 We recognise that some young people actually adopt abusive behaviours and that these young people must be referred on for appropriate support and intervention.
- 3.5 The College will endeavour to support the student through:
- 3.5.1 Cross curricular opportunities to builds self-esteem and self-motivation. SEAL will underpin all of this work;
- 3.5.2 The College ethos actively promotes a positive, supportive and secure environment (ii) gives students a sense of being valued;
- 3.5.3 The College's Behaviour Management Policy is aimed at supporting vulnerable students in the College. All staff will practise a consistent approach, which focuses on the behaviour of the young person but does not damage the student's sense of self worth. The College will ensure that the student knows that some behaviour is unacceptable but s/he is valued and not to be blamed for any abuse which has occurred;
- 3.5.4 Liaison with other agencies which support the student such as Social Care, Child and Adolescent Mental Health Services and the Locality Teams;
- 3.5.5 A commitment to develop productive and supportive relationships with parents/carers whenever it is in a student's best interest to do so;
- 3.5.6 Recognition that young people living in a home environment where there is domestic violence, drug or alcohol abuse are vulnerable and in need of support and protection;
- 3.5.7 Vigilantly monitoring children's welfare, keeping records and notifying Social Care as soon as there is an occurrence of a concern;
- 3.5.8 When a student on a Child Protection Plan leaves, information will be transferred to the new college/school immediately. The Child Protection Review Manager and Key Worker from Social Care will also be informed. We will follow the procedures for young people that are 'Missing from Education'.

### 3.6 **Drug Use and Child Protection**

- 3.6.1 The discovery that a young person is using illegal drugs or reported evidence of their drug use is not necessarily sufficient in itself to initiate child protection proceedings but the College will consider such action in the following situations:

When there is evidence or reasonable cause:

- to believe the young person's drug misuse may cause him or her to be vulnerable to other abuse such as sexual abuse;
- to believe the student's drug related behaviour is a result of abusing or endangering pressure or incentives from others, particularly adults;
- where the misuse is suspected of being prompted by serious parent/carer drug misuse;
- See also 'Drugs Education Policy'.

### **3.6.2 Children of Drug Using Parents/Carers**

3.6.3 Further enquiries and or further action will be taken when the College receives reliable information about drug and alcohol abuse by a young person's parents/carers in the following circumstances;

- the parental misuse is regarded as problematic (i.e. multiple drug use including injection);
- a chaotic and unpredictable home environment exists which can be attributed to drug or alcohol misuse;
- children are not being provided with acceptable or consistent levels of social and health care;
- Young people are exposed to criminal behaviour.

## **4.0 PREVENTING UNSUITABLE PEOPLE FROM WORKING WITH YOUNG PEOPLE**

4.1 The College will operate safe recruitment practices including ensuring appropriate CRB and reference checks are undertaken according to the DCSF document "Safeguarding Children and Safer Recruitment in Education" (2007). (Rob Campbell and Fran Difranco).

4.2 The College will consult with the Principal in the event of an allegation being made against a member of staff and adhere to the relevant procedures set out in Safeguarding Children and Safer Recruitment in Education, the Education Child Protection Procedures and the College's Personnel Manual (i.e. the Manual produced by EPM Ltd for subscribing Colleges).

4.3 The College will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the College and that notification of any concerns is made to the relevant authorities and professional bodies and included in references where applicable.

4.4 The College will ensure that all staff, paid and unpaid, are aware of the need for maintaining appropriate and professional boundaries in their relationships with students and parents/carers as advised by the Local Authority's Code of Conduct. \* The staff will receive guidance as part of Induction about how to communicate and create appropriate professional boundaries with disabled and vulnerable young people. In particular staff will receive appropriate training in relation to Intimate Care and the College's guidance, as the use of this policy and procedure protects both young people and staff.

\*Guidance for Safer Working Practice for Adults who Work with Children and Young People' (March 2009)

4.5 The College will ensure that staff and volunteers are aware that sexual relationships with young people aged under 18 are unlawful and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of position of trust). Staff will also be made aware as part of induction about how to report inappropriate sexualised behaviours to the Principal or Designated person to follow up with Social Care teams. Staff who work within the College have a duty of care to model appropriate social behaviours and to ensure that the professional role of trust is not abused.

## **5.0 OTHER RELATED POLICIES**

### **5.1 Physical Intervention**

Our policy on physical intervention by staff is set out in a separate document and is reviewed annually by the governing body. We acknowledge that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimum force necessary to prevent injury to themselves, another person or property

### **5.2 Anti - Bullying**

Our policy on anti bullying is set out in a separate document and is reviewed annually by the governing body. We expect staff to acknowledge that to allow or condone bullying constitutes to a lack of duty of Care which may lead to consideration under child protection procedures.

### **5.3 Racist Incidents**

Our policy on racist incidents is set out in a separate document and is reviewed every two years by the governing body. The College records racist incidents on line as part of LA monitoring. We acknowledge that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

### **5.4 Health and Safety**

Our Health and Safety policy, set out in a separate document, is reviewed annually by the governing body. It reflects the consideration we give to the protection of our young people both within the College environment and when away from the College during College trips and visits.

### **5.5 Children with Statements of Special Educational Needs**

Students who with special educational needs are subject to multi agency planning and involvement to support integrated care. We recognise that, statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. College staff who deal with young people with complex and multiple disabilities and or emotional and behavioural problems should be particularly sensitive to signs of abuse. The College has students with emotional and behavioural difficulties or challenging behaviours. The College will support staff to decide appropriate strategies that will reduce anxiety for the individual young person and raise self – esteem as part of an overall behaviour support plan agreed with parents/carers and when appropriate the young person.

The College has students who may have communication difficulties and we are aware that they are vulnerable to abuse because they are unable to express themselves to others. Instead such children will often exhibit changes in behaviours or signs and symptoms of abuse recognised by staff with a good knowledge of the young person. Where necessary the College will arrange specific training for staff. Supervision by senior managers will be vigilant to create a protective ethos around the young person. We promote high standards of practice, including ensuring that disabled young people know how to raise concerns, and have access to a range of adults with whom they can communicate.

## **6.0 GOVERNING BODY CHILD PROTECTION RESPONSIBILITIES**

6.1 The governing body fully recognises its responsibilities with regard to child protection and to safeguarding and promoting the welfare of young people.

It will:

- designate a governor for child protection who will monitor the College's child protection policy and practice and champion child protection issues;
- ensure an annual report is made to the governing body, and copied to the Education Child Protection Service, on child protection matters to include changes affecting CP policy and procedures, child protection training received, the number of incidents/cases (no names) and child protection in the curriculum; ensure that this policy is annually reviewed, updated and copied to the Education Child Protection Service.

## **6.2 Extended Colleges and Before and After College Activities**

6.2.1 If the governing body provides extended College facilities or before or after College activities directly under the supervision or management of College staff, the College's arrangements for child protection as written in this policy shall apply.

6.2.2 Where services or activities are provided separately by another body the governing body will seek assurance that the body concerned has appropriate policies and procedures in place for safeguarding young people and child protection and there are arrangements to liaise with the College on these matters where appropriate.

## **Appendix A**

### **Standards for Effective Child Protection Practice in Colleges**

*Child protection matters are receiving an increased priority in Ofsted inspections. The following standards may assist Colleges in evaluating their practice*

In best practice, Colleges:

- 1 have an ethos in which children feel secure, their viewpoints are valued, and they are encouraged to talk and are listened to;
- 2 provide suitable support and guidance so that students have a range of appropriate adults to whom they can turn if they are worried or in difficulties;
- 3 work with parents/carers to build an understanding of the College's responsibility to ensure the welfare of all young people and a recognition that this may occasionally require young people to be referred to other agencies or Locality Teams as a constructive and helpful measure;
- 4 are vigilant in cases of suspected child abuse, recognising the signs and symptoms, have clear procedures whereby teachers report such cases to senior staff and are aware of local procedures so that information is effectively passed on to the relevant professionals;
- 5 monitor young people who have been identified as at risk, keeping, *in a secure place*, clear records of students' progress, maintaining sound policies on confidentiality, providing information to other professionals, submitting reports to case conferences and attending case conferences and attending case conferences;
- 6 provide and support child protection training regularly to College staff every three years and in particular to Designated person every two years to ensure their skills and expertise is up to date, and to ensure that targeted funding for this work is used solely for this purpose;
- 7 contribute to an inter-agency approach to child protection by developing effective and supportive liaison with other agencies;
- 8 use the curriculum to raise students' awareness and build confidence so that students have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others, taking into account of the guidance for Governors on sex and relationship education (DFES 2000);
- 9 provide clear policy statements for parents/carers, staff and children and young people on this and on both positive behaviour policies and the Colleges approach to bullying;
- 10 have a clear understanding of the various types of bullying - physical, verbal and indirect, and cyber – bullying, - act promptly and firmly to combat it, making sure that students are aware of the Colleges position on this issue and who they can contact for support;

- 11 take particular care that students with SEN in mainstream and special Colleges, who may be especially vulnerable to abuse, are supported effectively with particular attention paid to ensuring that those with communication difficulties are enabled to express themselves to a member of staff with appropriate communication skills,
- 12 have a clear policy about the handling of allegations of abuse by members of staff, ensuring that all staff are fully aware of the procedures and that they are followed correctly at all times, using the guidance set out in the DCFS document Safeguarding Children and Safer Recruitment in Education
- 13 have a written whole College policy, produced, owned and regularly reviewed by the College staff and which clearly outlines the College's position and positive action in respect of the aforementioned standards;
- 14 the College will ensure that specified information is passed on in a timely manner to the LA for monitoring purposes.

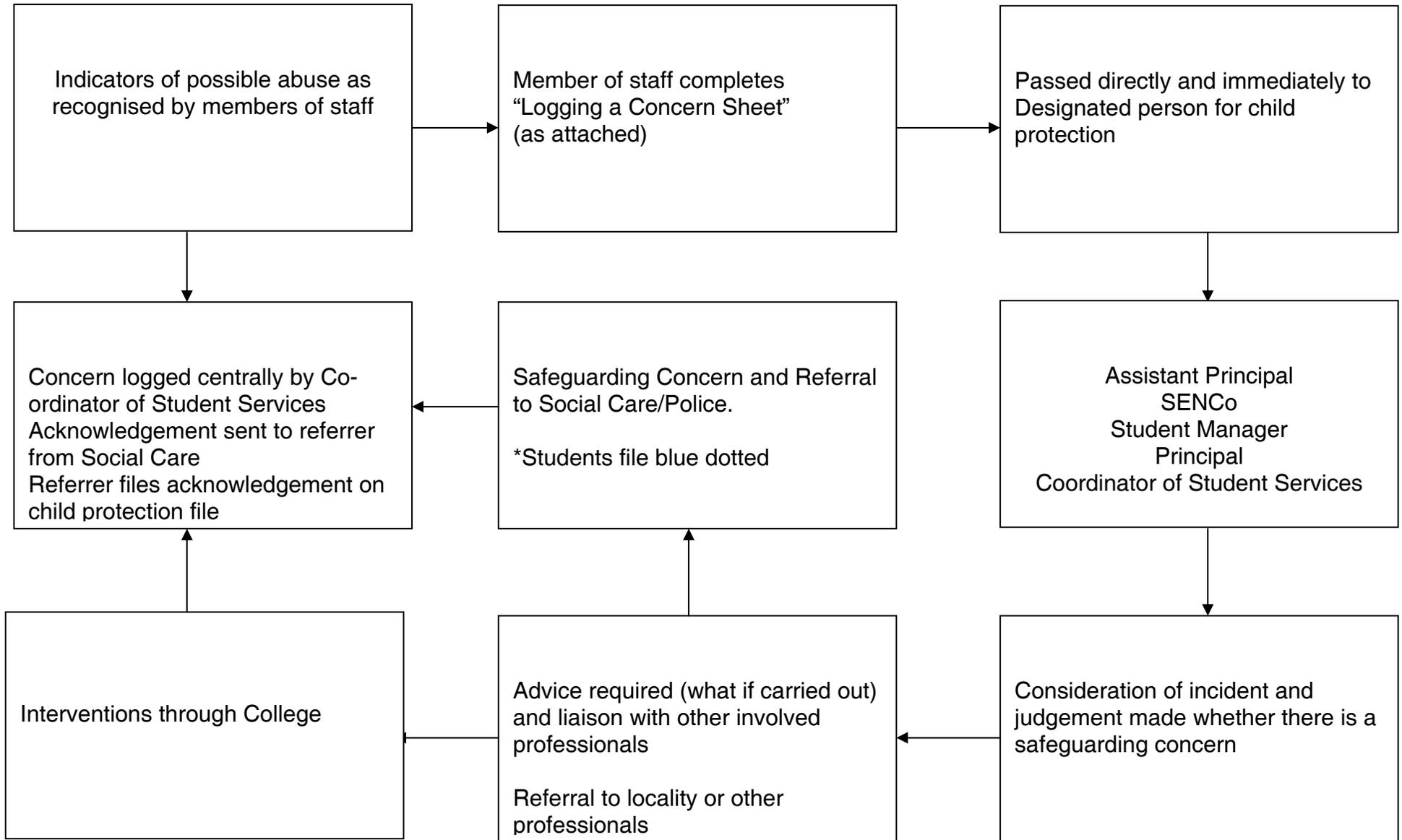
## **Appendix B**

This policy should be read in conjunction with the following policy documents:

- Child Protection/Safe Use of the Internet
- Physical intervention
- Anti-bullying
- Educational Visits
- Safer recruitment
- Student Behaviour and Discipline
- Drugs Education/Protocols
- E Safety

**Appendix C**

**PROCEDURE PATHWAY**



\* A blue dot on a students College file indicates the presence of a separate file being held by Coordinator of Student Services because of Safeguarding concerns

**Appendix D**

**Managing an Allegation Against a Member of Staff**

