

HILLS ROAD SIXTH FORM COLLEGE

Safeguarding and Child Protection Policy and Procedures

Date approved by Corporation: 16th December 2009

Post of member of staff responsible: Assistant Principal (Support & Guidance)

Date of Equality Impact Assessment November 2009

1.0 Policy Statement

- 1.1 Hills Road Sixth Form College fully recognises its duty of care to students whilst they are in attendance and its responsibilities for child protection.
- 1.2 This policy applies to all staff and volunteers working at Hills Road Sixth Form College and to the governors of Hills Road Sixth Form College.
- 1.3 The purpose of this policy is to describe how the College aims to protect students from abuse and to outline the procedures to be followed in cases of suspected or alleged abuse.
- 1.4 The relevant legislation and guidance provide a number of definitions including, the four categories of abuse: physical, emotional, sexual, neglect and the definitions of harm, health, development, ill treatment and significant harm. A list of these definitions is given in the College handbook.
- 1.5 The three main elements to this policy are prevention, protection and support.

2.0 Prevention

- 2.1 The College will aim to promote a positive, supportive and secure environment in which students feel respected and valued. We recognise that high self-esteem, confidence, supportive friends and clear lines of communication with trusted adults are important elements in prevention. We will aim to promote an ethos in which its students feel secure, are encouraged to talk and are listened to.

The College will have in place procedures which:

- 2.1.1 ensure that students know who the designated person is, who they can approach if they are worried or in difficulty, and what will happen when a disclosure is made.
- 2.1.2 ensure that parents have an understanding of the responsibility of the College and its staff for child protection by setting out its obligations in the Parents' Handbook.
- 2.1.3 provide training and guidance for staff about avoiding situations in which allegations may be made against them. Specifically this will include training and guidance on working in one-to-one situations with students and guidance on physical contact.

- 2.1.4 ensure the criminal background of appointees and volunteers is checked in accordance with the latest guidance from the Department for Children, Schools and Families (DCSF).

3.0 Protection

- 3.1 The College will take account of guidance issued by the Department for Children, Schools and Families (DCSF) and follow procedures set out by the Cambridgeshire Local Safeguarding Children Board.

The College will:

- 3.1.1 have a designated senior member of staff who has received appropriate training provided by the Cambridgeshire Local Safeguarding Children Board and other agencies as appropriate.
- 3.1.2 aim to ensure that every member of staff, including temporary and volunteer staff, and governor knows the name of the designated person and his/her role.
- 3.1.3 aim to ensure that every member of staff knows that s/he has an individual responsibility for referring child protection concerns using the proper channels and within the timescales set out by the Cambridgeshire Local Safeguarding Children Board.
- 3.1.4 provide training for all its staff including volunteers, to enable them to respond appropriately and sensitively to child protection concerns
- 3.1.5 have in place procedures for reporting cases, or suspected cases of abuse
- 3.1.6 report annually to the governors' Standards Committee who will oversee the College's child protection policy and practice.

4.0 Support

- 4.1 The College will provide appropriate support for any student who may have been abused, for staff to whom a disclosure has been made, and to staff against whom an allegation has been made.

The College will:

- 4.1.1 endeavour to support students through the development of a responsive and knowledgeable staff trained to respond appropriately to child protection situations.
- 4.1.2 ensure that every member of staff is aware of the need to be alert to signs of abuse, and know how to respond to a student who may tell of abuse by providing training for all staff so that they know:
- o Their personal responsibility

- The Cambridgeshire Local Safeguarding Children Board procedures
 - The need to be vigilant in identifying cases of abuse
 - How to support a student who tells of abuse
 - How to respond to an allegation made against a member of staff
- 4.1.3 offer further support to students through liaison with support agencies as appropriate such as social services, counsellors, child and adult mental health service, education welfare service and education psychology service.
- 4.1.4 endeavour to support students through a commitment to develop productive, supportive relationships with parents wherever it is in the students' interests to do so.
- 4.1.5 provide appropriate support for staff to whom a disclosure has been made.
- 4.1.6 be guided by DCSF procedures when providing appropriate support for staff against whom an allegation has been made.

5.0 Confidentiality

While acknowledging the need to create an environment conducive to speaking freely, staff should make it clear to students who approach them asking for complete confidentiality that, in some circumstances, staff are bound to pass on what they are told. Staff must never give undertakings of absolute confidentiality. The student should, however, be assured that the matter will be disclosed only to people who need to know about it and that this in the first instance will be the designated person.

This statement is in accordance with the College's Confidentiality Policy.

6.0 Cambridgeshire Local Safeguarding Children Board Procedures

- 6.1 All maintained educational institutions are legally required to follow the procedures of the relevant Local Safeguarding Children Board.
- 6.2 The Cambridgeshire Local Safeguarding Children Board provides a forum for developing, monitoring and reviewing local child protection policies and promotes effective co-operation between the agencies involved. It establishes procedures to be followed in child protection cases, including the organisation of child protection conferences.
- 6.3 The procedures apply to all children under the age of eighteen i.e. to the eighteenth birthday unless they marry. Any decision to report on students eighteen years and over will rest with the student concerned.
- 6.4 The Cambridgeshire Local Safeguarding Children Board procedures apply to:
- all College staff (teaching and support staff) and volunteers working at the College (although that part of the guidelines relating to disciplinary procedures for staff does not apply to volunteers)

- any employees of other organisations or volunteers on location in the College.
- 6.5 The Cambridgeshire Local Safeguarding Children Board procedures for dealing with a disclosure, making a referral and the sequence of events which follow a referral are detailed in Child Protection Procedures for the Education Service.
- 6.6 In common with all post-16 centres in the local area, the College will ask for the child protection files of any students being enrolled to be forwarded from the previous school. Such files will be held securely by the designated person.

7.0 Policies and procedures linked to the Safeguarding and Welfare of students.

- Guidance Policy
- Policy on Confidentiality between teacher and student
- Health and Safety Policy
- Equality and Diversity Statement and Equality and Diversity Policy (Full-time students)
- Disciplinary Procedures
- Policy on Confidential Reporting
- Policy and procedures for the management of allegations against staff

8.0 Further Information and Guidance

- Cambridgeshire Local Safeguarding Children Board "*Safeguarding Inter-Agency Procedures*", to be found on the LSCB website www.cambslscb.org.uk
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (commissioned by the Department for Children, Schools and Families) www.wirral.gov.uk/LGCL/100010/200017/266/GSP_Education_March_2009.pdf
- "*Safeguarding Children – and Introduction to Child Protection*" (Cambridgeshire County Council July 2009) – 4-sided document issued to every member of staff, and in the Staff Handbook section 4.4
- Department for Schools, Children and Families guidance: *Safeguarding Children and Safer Recruitment in Education: January 2007*" www.teachernet.gov.uk/childprotection/guidance.htm