

LONGLEY PARK SIXTH FORM COLLEGE

SAFEGUARDING POLICY

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| Originator: | Sue Jackson, Student Services Manager |
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| Approval/review by: | Curriculum & Quality Committee/Corporation |
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SAFEGUARDING POLICY

General Policy Statement

- 1 Longley Park Sixth Form College has a statutory and moral duty to ensure that the College functions with a view to safeguarding and promoting the welfare of children receiving education and training at the College.
- 2 Throughout these policies and procedures, reference is made to “children and young people”. This term is used to mean “those under the age of 18”. The governing body recognise that some adults are also vulnerable to abuse, accordingly, the procedures may be applied (with appropriate adaptations) to allegations of abuse and the protection of vulnerable adults.
- 3 The governing body is committed to ensuring that the College:
 - 3.1 Provides a safe environment for children and young people to learn in
 - 3.2 Identifies children and young people who are suffering, or likely to suffer, significant harm, and
 - 3.3 Takes appropriate action to see that such children and young people are kept safe, both at home and at the College.
- 4 In pursuit of these aims, the governing body will approve and annually review policies and procedures with the aim of:
 - 4.1 Raising awareness of issues relating to the welfare of children and young people and the promotion of a safe environment for the children and young people learning within the College;
 - 4.2 Aiding the identification of children and young people at risk of significant harm, and providing procedures for reporting concerns;
 - 4.3 Establishing procedures for reporting and dealing with allegations of abuse against members of staff;
 - 4.4 The safe recruitment of staff.
- 5 In developing the policies and procedures, the governing body will consult with, and take account of, guidance issued by the Department for ~~Children, Schools and Families~~ **Education** and other relevant bodies and groups. The procedures have been developed in cooperation with the Local Safeguarding Children Board (LSCB).
- 6 The College will refer concerns that a child or young person might be at risk of significant harm to social services/the appropriate agencies as agreed with the LSCB.
- 7 The governing body will nominate a governor with special responsibility for safeguarding issue. He/she will undertake appropriate training.
- 8 The Principal and all staff working with children will receive training adequate to familiarise them with child protection issues and responsibilities and the College procedures and policies, with refresher training at least every 3 years. There will be a senior member of the College management team with special responsibility for child protection issues (the nominated Child Protection Lead Officer).
- 9 Safeguarding awareness for students will be supported through the induction process, tutorial programme, signposting to appropriate support and agencies through Student Services and Safe Week.
- 10 The governing body recognises the following as definitions of abuse:
 - 10.1 Physical Abuse

Physical abuse causes harm to a child’s person. 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.

10.2 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 and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

10.3 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, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

10.4 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

- 11 Additionally, the governing body notes and draws to the attention of the college staff the criminal offences that may be committed in connection with the welfare of children, in particular those involving abuse of trust which prohibit staff from engaging on or encouraging sexual activity with students who are under the age of 18 or vulnerable.
- 12 The College has adopted, where appropriate, the policies and procedures developed by Sheffield Safeguarding Children Board: 'Working Together for Children and Families in Sheffield'. Copies of these are held in hard copy by the Child Protection Lead Officer, and can be located at <http://www.safeguardingsheffieldchildren.org.uk>

Designated Staff with Responsibility for Child Protection

The Nominated Child Protection Lead Officer

The nominated Child Protection Lead Officer is Sue Jackson, Student Services Manager.

The nominated Child Protection Lead Officer is a member of the College Management Team who has a key duty to take lead responsibility for raising awareness within the staff of issues relating to the welfare of children and young people, and the promotion of a safe environment for the children and young people learning within the College.

The nominated Child Protection Lead Officer has received training in safeguarding issues and inter-agency working, as required by the Local Safeguarding Children Board (LSCB), and will receive refresher training at least every 2 years. He/she should keep up to date with developments in child protection issues.

The nominated Child Protection Lead Officer is responsible for:

- Overseeing the referral of cases of suspected abuse or allegations to Social Services or other agencies as agreed with LSCB
- 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
- Liaising with the LA and LSCB and other appropriate agencies
- Liaising with secondary schools which send pupils to the College to ensure that appropriate arrangements are made for the pupils
- Liaising with employers and training organisations that receive children or young people from the College on long term placements to ensure that appropriate safeguards are put in place
- Ensuring that staff receive basic training in child protection issues in line with paragraph 7 of the General Policy Statement and are aware of the College safeguarding procedures.

The nominated Child Protection Officer is responsible for reporting deficiencies in procedure or policy identified by the LSCB (or others) to the governing body at the earliest opportunity.

Designated Governor

The designated member of the governing body with responsibility for safeguarding issues is Karen Squires

The designated governor is responsible for liaising with the Principal and the nominated Child Protection Lead Officer, including:

- Ensuring that the College has procedures and policies which are consistent with the Area Child Protection Committee's procedures
- Ensuring that the governing body considers the College policy on safeguarding each year
- Ensuring that each year the governing body is informed of how the College and its staff have complied with the policy, including but not limited to a report on the training that staff have undertaken.

The designated governor will also be a key link in the liaison between agencies such as the police, social services – as defined by the LSCB in connection with allegations against the Principal or the nominated Child Protection Lead Officer. This will not involve undertaking any form of investigation, but will ensure good communication between the parties and the provision of information to assist enquiries.

To assist in these duties, the designated governor shall receive appropriate training as directed by the LSCB.

GUIDELINES FOR STAFF DEALING WITH SAFEGUARDING ISSUES

We have a statutory duty under the Education Act 2002 to work with the Local Authority and agencies to ensure that we safeguard and promote the welfare of children.

This duty includes alerting the relevant agencies regarding concerns about young people with 'complex unmet needs' (Child in Need) and young people who are at significant risk of harm (Child Protection).

Child Protection

Child Protection relates to any child who is '**suffering, or is likely to suffer, significant harm**'.

We have a duty to report any suspected Child Protection issue to social services/other appropriate agencies. This would include instances of physical, sexual or emotional abuse or neglect (please see definitions in the Appendix). Although the legal responsibility for reporting Child Protection issues officially extends only to 'those under the age of 18' we need to report incidents as there may be younger children involved.

Always make it clear to a young person who seeks to speak to you about personal matters that you cannot guarantee confidentiality.

If a young person discloses information that you feel may be a Child Protection issue

- Explain to the young person that you have a duty to pass the information on to the College's Child Protection Lead Officer (CPLO)
- Do not question the young person in detail and do not ask them to write a statement
- Contact the College's Child Protection Lead Officer, Sue Jackson. If Sue is not available, contact one of the Deputy CPLOs, Tracy Hewitson, Mo Nisbet, Donald McLean, Alison Megahy and Dominic Harrex
- Please note that you should report your concerns as soon as possible – and certainly on the same day.
- If you make a record the conversation, please do so in writing and pass this to the CPLO/Deputy CPLO. Information should not be sent electronically. It is fine to send an email saying 'I need to speak to you urgently about a student' but details should be passed on directly.
- If a student may be at serious risk, it is important that you do not allow them to leave College until you have alerted the CPLO/Deputy CPLO.

Allegations against members of staff

If a student discloses an allegation against a member of staff which may be a Child Protection issue this should be reported in a different way. Any such allegation should be taken directly to the Principal. It is important that this is not discussed with anyone else, and that the student is not required to write a statement at this stage.

Child in Need

Section 17 of the Children Act 1989 describes the categories of 'Children in Need' as:

- Abuse or neglect
Neglect, sexual abuse, physical abuse, emotional abuse
- Disability
Physical disability, sensory disability, learning disability and/or emotional and behavioural difficulties
- Parental Illness or Parental Disability

Alcohol misuse, drug misuse, acutely ill (short term) parent, parent who has a learning difficulty or is chronically disabled or chronically mentally ill, children assuming responsibility for chronically ill, addicted or disabled parents.

- Family in Acute Stress
Homeless, death of carer
- Family Dysfunction
Domestic abuse, inconsistent parenting, family breakdown.
- Socially Unacceptable Behaviour
Disorderly behaviour, offending, truancy, unsafe sexual behaviour.
- Low Income
Asylum seeking families, non-habitually resident status, independent young people
- Absent Parenting
Parent dies, unaccompanied child asylum status, children separated from parents by natural or civil disaster or political events

The College has a duty to ensure that we keep students safe from harm, and this duty extends to information we may receive about their life outside of College. Any of the factors listed above is likely to impact on their welfare and could indicate that a young person needs additional help and support from outside agencies. It is important that any worries or concerns about a student's welfare are passed to the CPLO/Deputy CPLO as a matter of urgency.

Students, their families and their friends may disclose information that suggests their welfare may be at risk. Such disclosures may include:

- Worries over bullying/intimidation in or out of College
- Moving out of home
- Alcohol, drug or substance misuse
- Self harm
- Eating disorders
- Suicidal thoughts or attempted suicide
- Depression or other mental health issues
- Involvement in illegal activity
- Pregnancy
- Bereavement or serious family illness

If a student discloses any of these issues to you:

- Explain to the young person that the College is concerned about their welfare and that you have a duty to pass the information on to the Child Protection Lead Officer (Sue Jackson).
- Contact Sue Jackson to give an outline of the nature of the disclosure. If Sue is not available, contact Tracy Hewitson, Mo Nisbet, Trevor Wray or Donald McLean.
- It may well be that information is already held centrally, but it is important that the College has a full picture of the support needs of the young person so it is vital that the information is passed on to Sue.
- It is important that the information is passed on **even if** you are not sure that the disclosure is genuine.

Sometimes information about a student's welfare may come to you via a third party, such as student's friends or parents/carers. If the information received gives you cause for concern, please pass on the information to Sue, Tracey or SMT as above. Again, we cannot guarantee confidentiality for information disclosed to us by third parties.

Members of staff may find evidence of potential harm to students without knowing who this relates to. This could include finding objects which could indicate harm, e.g.

- sharps such as razor blades, weapons.
- notes or other documentation
- graffiti or printed materials with potentially discriminatory, threatening or derogatory content
- drugs or alcohol

Any of the above should be reported to Sue, Tracy or SMT as a matter of urgency.

If concerns about any of the situations outlined above arise outside of College hours, please contact Security who have emergency contact details for SMT.

Staff also need to protect themselves in their dealings with students. Although we would encourage staff to be sympathetic and supportive to students with personal difficulties, the following guidelines should be followed to ensure that you do not make yourself vulnerable.

- Be aware of the need to maintain visibility if you are talking to a student on a 1:1 basis. This means ensuring that visibility panels on doors are not obscured. If you have any concerns about discussing sensitive issues with a student, please seek help from Student Services or request a colleague to accompany you.
- If a student needs to leave College due to illness or distress, please ensure that they go to Student Services to sign out.
- Don't offer a student a lift even if they are distressed. The College can arrange taxis on account if necessary: Reception have the details. If in doubt, Student Services will be able to advise.
- Don't lend students money. If a student approaches you for a loan, please refer them to Student Services or seek advice from Sue, Tracey or SMT.
- Don't divulge personal emails or phone numbers to students.
- Don't put yourself in a potentially difficult situation by socialising with students, particularly if they may be drinking.
- Follow the guidelines in the Staff Code of Conduct

Residential Trips

Staff accompanying students on residential trips must familiarise themselves with the College's Offsite Activity Policy. If a potential Child Protection issue or other issue involving potential risk to students arises during the course of the visit staff should seek advice from their emergency SMT contact.