



CROOKHORN COLLEGE

Safeguarding and Child Protection Policy

Date of Policy: September 2017

Review Date: September 2018

COLLEGE ETHOS

Crookhorn College acknowledges that safeguarding young people is everyone's business and all those who come into contact with children and families in their everyday work, including practitioners who do not have a specific role in relation to child protection, have a duty to safeguard and promote the welfare of children. Crookhorn College recognises that it has a statutory responsibility to co-operate and participate in safeguarding children from adults, details of which can be found in Section 10 of the Children Act 2004 and Section 175 of the Education Act 2002. Crookhorn College has due regard to the Keeping Children Safe in Education **2016** statutory guidance and its duty to prevent people from being drawn into terrorism under section 26 of the Counter-Terrorism and Security Act 2015

The College recognises that children need to feel secure and cannot learn effectively unless they do so. Crookhorn College fully recognises its responsibilities for child protection and is fully committed to ensuring that the key elements of this policy are securely established and sustained.

This policy applies to all staff, governors and volunteers working in the College.

The health, safety and well-being of all our students both physically and emotionally are of paramount importance to all the adults who work within our College. All our students have the right to protection regardless of age, gender, race, culture or disability. As a result we endeavour to ensure that Crookhorn College is a safe place to learn.

We respect our students and promote an ethos of respect and consideration amongst students, parents and teachers, encouraging a healthy respect of individual rights. We provide opportunities that enable students to make decisions and help them to take responsibility for those decisions, whilst providing emotional support and practical help to aid with the decision making process.

The College promotes and teaches personal, social and health education as part of the National Curriculum, encouraging students to develop healthy and appropriate attitudes whilst making them aware of the impact their decisions can have on their peers. We support students with their decisions and encourage them to assess the risks involved and to act accordingly.

AIMS AND OBJECTIVES

- To safeguard and promote the welfare of students, ensuring that everything is put in place to prevent the abuse of any of our children.
- To ensure that we practice safe recruitment, by checking the suitability of staff and volunteers to work with children under the guidance of the “Vetting and Barring Scheme”, involving the Independent Safeguarding Authority (ISA).
- To raise awareness of staff to their responsibility for reporting child protection issues.
- To ensure that all staff employed by Crookhorn College are clear and confident about the appropriate action to take when dealing with a child protection issue.
- To encourage effective and appropriate communication between all staff, when dealing with child protection issues.
- To ensure that all staff have appropriate training and support that will enable them to follow the child protection guidelines within the College.
- To put in place support for students who have been identified as vulnerable or at risk, ensuring that this is in accordance with the student’s child protection plan.
- Establish a safe environment in which children feel secure in their learning and in their emotional development.
- To ensure that any allegations or concerns against a member of staff are dealt with in accordance with DfE and local guidance procedures.

PROCEDURE

The Headteacher has overall responsibility for child protection within the College. There is a Designated Safeguarding Lead (DSL) who has received appropriate training and support for this role. The named person will be aware of the responsibility of the role of the Child Protection Liaison Officer (CPLO) and will be informed of the procedures which need to be followed if a child protection issue arises. The College also has a nominated governor responsible for child protection.

All staff, including volunteers and governors will be aware of the DSL and the CPLO responsible for child protection and their role.

Any action taken by the CPLO, DSL or Headteacher when dealing with a child protection issue will be in accordance with the procedures outlined in the Local Authority Child Protection Guidelines. Under section 175 of the Education Act 2002, the College will keep a register with the names of the students who have been identified by the College as needing a child protection referral. The register will include the ‘Looked After Children within the College and is the responsibility of the CPLO.

The information relating to individual child protection issues is treated as confidential and the staff will only be informed of the finer details on a need to know basis. Having identified that there are child welfare concerns, the College will take action to address the concerns. With

reference to the statutory guidance 'Working Together to Safeguard Children 2015' the College will work with social care, the police, health and other services to promote the welfare of children and to protect them from harm. The student will be kept informed at all stages. It is the responsibility of the CPLO in conjunction with the Headteacher, whether to inform the parents of the referral before it is made. In some cases the parents are informed after the referral.

All staff and volunteers understand their responsibilities with regards to child protection. As a College we are mindful that emotionally vulnerable students manifest their feelings in many different ways and we endeavour to ensure that all staff are trained to recognise and respond to their needs. If a member of staff suspects that a child is being abused under any of the four categories listed as abuse; emotional, physical, neglect or social, then they should record their concerns and:

- Report it to the CPLO, DSL or Headteacher immediately.
- If medical assistance is required, then this should be attended to immediately
- Make an accurate record of any disclosure made within twenty-four hours, including:
(1) What was observed and when (2) Evidence of any injury (3) Record the time and date of any observations or discussions,(4) Record any explanation given by the child or adult (5) Detail what action was taken.

Through the College website, parents are informed of the responsibility of the College and staff with regards to child protection issues.

An enhanced check is carried out with the Disclosure and Barring Service (DBS) for all staff prior to commencement of their employment. The college operates safer recruitment practices and these are detailed in the Crookhorn College Appointment of Staff policy. When employing new members of staff, the job specification will require that original qualification certificates are produced. Furthermore, the interview process will ensure that all applicants are required to answer questions on their attitude towards children and their ability to safeguard them.

If outside agencies are employed, when relief staff are required, then the College will have a written contract with the relevant agency to confirm that all their employees have been DBS checked.

The College will carry out reasonable checks, for example for links with extremism, on all visitors who are intending to work with our students and staff or are invited into the College to address assemblies.

The College will ensure that the Physical Restraint policy is updated and recognised by all staff. An incident register will be kept and individual incidents will be reported to the Headteacher

Information provided as part of the transition arrangements from Key Stage 2 to Key Stage 3 will include the named member of staff that should be contacted when there are child protection/safeguarding concerns relating to a vulnerable child.

ROLE OF THE CPLO

It will be the duty of the CPLO for the College to:

- Act as the first point of reference for reported concerns from staff and to provide advice to staff.
- Liaise with and advise the DSL and/or Headteacher on any matters in respect of reported or suspected abuse.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Report a disclosure or clear evidence of abuse directly to Hampshire Children's Services, or if it is an emergency and the student is in danger, to inform the police. The headteacher will confirm the verbal referral in writing to Hampshire Children's Services within 24 hours including details of all the action taken with regards to the disclosure. The inter-agency referral form which provides Children's Services with the supplementary information required regarding the child and their family circumstances will be used.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately and ensure that when a student on a Child Protection Plan leaves the College, their information is transferred to the new education provider and that their social worker is informed.
- Follow procedures where an allegation is made against a member of staff or volunteer.
- Monitor students on the child protection register and to notify Hampshire Children's Services if there is an unexplained absence of more than two days for a student on that register.
- Provide information and training to all staff with reference to the procedures to follow in cases of abuse or suspected abuse.

STORAGE OF RECORDS

It is essential that accurate records are kept when there are concerns about the welfare of a child. These records are kept in secure, confidential files. All records will be kept securely, separate from the main student file, and in locked locations. All records will be retained in line with the local authority retention guidance.

STUDENT SUPPORT

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helpless, humiliation and some sense of blame. The College may be the only stable, secure and predictable element in the lives of any students at risk. When at College their behaviour may be challenging and defiant or they may be withdrawn.

The College will endeavour to support the student through:

- The content of the curriculum and programmes of study including opportunities in the PHSE curriculum. Included in this will be opportunities for students to develop the skills they need to recognise the signs of abuse and to keep themselves safe.

- The College ethos which promotes a positive, supportive and secure environment and gives students a sense of self worth and value.
- The College Behaviour policy which is aimed at supporting vulnerable students in the college. We will ensure students are aware that some behaviour cannot be tolerated. However, as a College we are mindful that emotionally vulnerable students manifest their feelings in many different ways and we will endeavour to ensure they feel a sense of self worth and that they are valued.
- Liaison with other agencies that support the student such as Hampshire Children's Services, Child and Adolescent Mental Health Service, Education Welfare Service and Educational Psychology Service.
- The College ensures that if a student on the child protection register is leaving the College, their information is transferred to the new education provider immediately and that the child's social worker is informed.
- Strive to establish and maintain an environment which enables students to feel secure. To endeavour to create an environment where our students feel listened to and as a result feel empowered to speak out if they need help.
- Make sure that all students know that there are adults within the College whom they can trust and confide in if they have any worries. A confidentiality policy and a safeguarding booklet are included in all student planners which include information on how to stay safe and who to contact within the College if they are concerned about their safety

STAFF SUPPORT

Any member of staff who has been affected by issues arising from concerns about a student's welfare can seek support from the CPLO or DSL.

Allegations or suspicions made against an adult who is working within the college environment, should be reported immediately to the Headteacher. If a child makes an allegation against a member of staff (including volunteers, governors and other adults who may be working on College site), then this must be reported within twenty-four hours (See Appendix).

All Newly Qualified Teachers (NQTs) have a mentor or coordinator with whom they can discuss their concerns, including safeguarding and child protection. They are also introduced to and receive training from the CPLO in the College.

If an allegation is made against the Headteacher, the concerns need to be reported to the Chair of Governors or the nominated Governor dealing with allegations, within twenty-four hours.

If either of the above occur, the Headteacher or Chair of Governors must contact the Local Authority Designated Officer (LADO) on 01962 876265/876255.

STAFF BEHAVIOUR POLICY

It is the responsibility of all adults to be alert to the signs of child abuse and identify students who may be at risk including risk of radicalisation or extremism. A staff training record is kept within the College to ensure that every member of staff is up to date with the most recent Safeguarding and Child Protection Procedures. This record includes the Governors of the College.

If an adult suspects or identifies that a child may be in an abusive situation or their behaviour suggests they may be at risk of becoming radicalised or having extremist views, they should report their concerns to the designated CPLO(s) within the College. This should happen immediately, but where this is not practical, it must be reported within 24 hours.

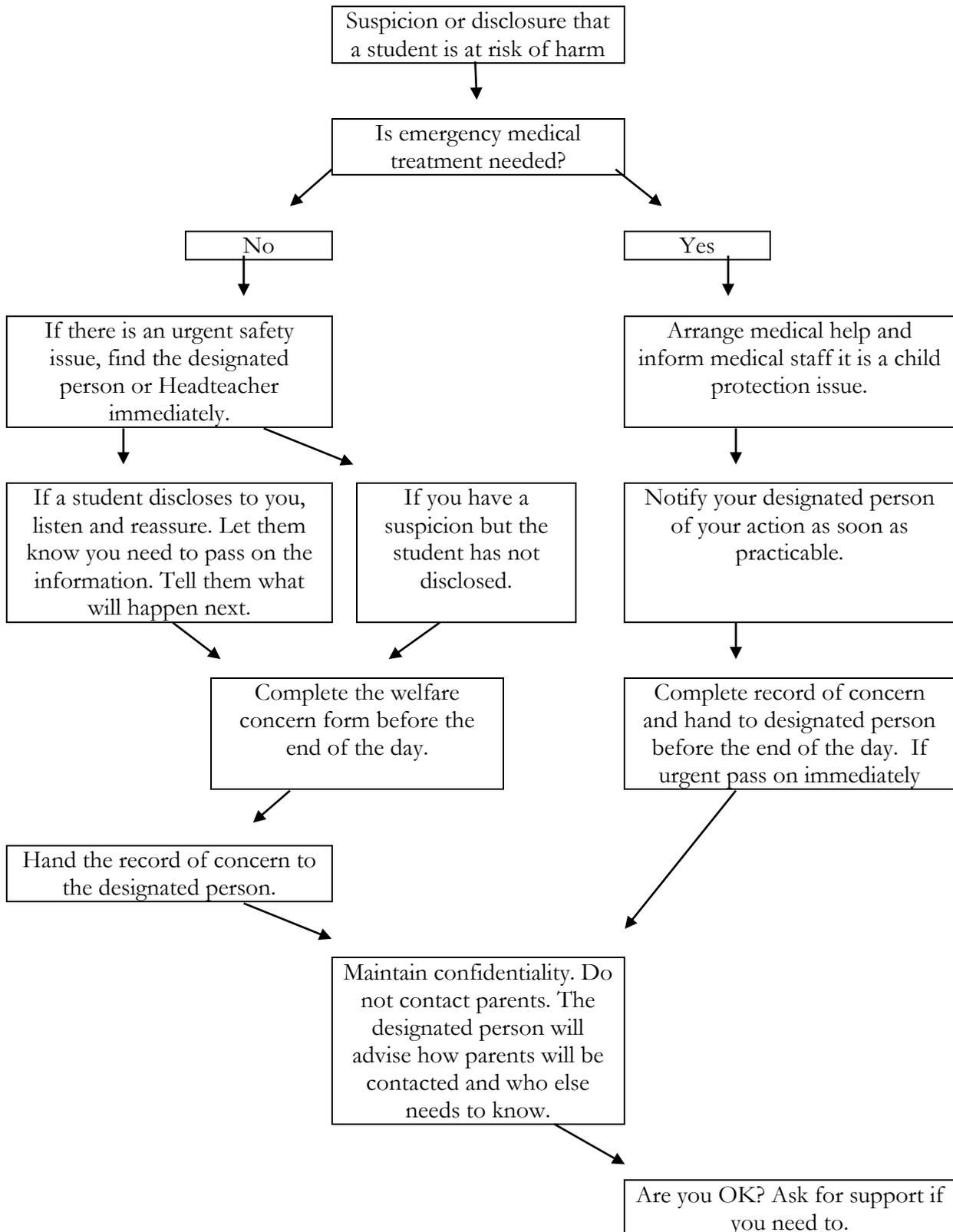
The concerns must be recorded accurately and factually on a “College Welfare Concern Form”. If staff cannot access a “Welfare Concern Form” immediately then they should send their concerns to the CPLO via e mail and follow up with the completion of the form once accessed.

Staff will follow the procedures in the attached flowchart if an allegation of abuse is made. If a disclosure is made against a member of staff, the procedures attached to this policy will be followed.

All staff are issued a copy of the Keeping Children Safe in Education: for Schools and Colleges (part 1) as part of their induction training and when guidance is updated.

The Headteacher, DSL, CPLO and safeguarding governor are aware of the statutory requirement for them to read the complete Keeping Children Safe in Education: for Schools and Colleges guidance document.

Reporting a suspicion or disclosure flowchart



Notes: If the designated person is unavailable, hand the record of concern to the deputy designated person or your line manager.

Do not wait for 'evidence'. You do not need proof of your concern. Do not try to investigate.

Types of abuse and neglect

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

Physical abuse: a form of abuse which 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.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a 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 (including cyberbullying), 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, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: 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 and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.



Specific safeguarding issues

Child Missing from Education

A child going missing from education is a potential indicator of abuse or neglect. College staff should follow the College's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Crookhorn College has in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. All staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

Child Sexual Exploitation

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

Female Genital Mutilation

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

If staff have a concern they should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care. When mandatory reporting commences in October 2015 these procedures will remain when dealing with concerns regarding the potential for FGM to take place. Where a teacher discovers that an act of FGM appears to have been carried out on a girl who is aged under 18, there will be a statutory duty upon that individual to report it to the police.

The Mandatory reporting duty will commence in October 2015. Once introduced, teachers must report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the school's designated safeguarding lead and involve children's social care as appropriate.

Preventing Radicalisation and Extremism

Protecting children from the risk of radicalisation should be seen as part of Schools' wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation it is possible to intervene to prevent vulnerable people being radicalised. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. School staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately which may include making a referral to the Channel programme.

Under the Statutory Prevent guidance the College has assessed the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology.

APPENDIX

Allegations against Staff & Safer Working Practice

Allegations against staff procedures should be used in all cases in which it is alleged that a teacher or member of staff (including volunteers) in a School or FE College that provides education for children under 18 years of age has:

- a) behaved in a way that has harmed a child, or may have harmed a child
- b) possibly committed a criminal offence against or related to a child; or
- c) behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

It is essential that all staff, governors and volunteers working in schools are aware of how to pass on any concerns about other members of staff or volunteers and be conscious of how they should conduct themselves to minimise the risk of finding themselves as the subject of any child protection processes.

In dealing with allegations or concerns against an adult in the school all staff, governors and volunteers should:

- Report any concerns about the conduct of any member of staff or volunteer to the Headteacher as soon as possible and within 24 hours.
- If an allegation is made against the Headteacher, the concerns need to be raised with the Chair of Governors, or the nominated Governor for dealing with allegations against the Headteacher, as soon as possible and within 24 hours.
- In either event the Headteacher or Chair of Governors should contact the Local Authority Designated Officer on 01962 876364.

All staff, governors and volunteers should:

- Work in an open and transparent way, avoiding any actions that would lead to a reasonable person to question their motivation and/or intentions
- Dress appropriately for your role
- Avoid unnecessary physical contact with children. If physical contact is made:
 - ensure you are aware of and understand the rules concerning physical restraint.
 - where it is essential for educational or safety reasons, gain pupil's permission for that contact wherever possible.
 - to remove a pupil from a dangerous situation or an object from a pupil to prevent either harm to themselves or others, then this should be recorded on the correct form and reported to the Head Teacher.
 - it should not be secretive, even if accidental contact was made, it should be reported.
- Understand their position of power and influence over children and not misuse it in any way. This includes, but is not limited to:
 - accepting regular gifts from children.
 - giving personal gifts to children

- Recognise their influence and not engage in activities out of College that might compromise their position within College.
- Not establish or seek to establish social contact with pupils outside of College. This includes:
 - communication with pupils in inappropriate ways, including personal e-mails and mobile telephones.
 - passing your home address, phone number, e-mail address or other personal details to pupils/children.
 - the transportation of pupils in your own vehicle without prior management approval.
 - contact through social networking sites.
- Avoid volunteering to house children overnight.

All staff, governors and volunteers should:

- Only use e-mail contact with pupils via the school's system.
- Be careful about recording images of children and do this only when it is an approved educational activity. This can only be done when parents have given their express permission.
- Ensure that areas of the curriculum that may involve sexually explicit information are taught in accordance with school policies.
- Allow children to change clothes with levels of respect and privacy appropriate to age, gender, culture and circumstances.
- Avoid working in one-to-one situations or conferring special attention on one child unless this is part of an agreed school plan or policy.
- Only arrange to meet with pupils in closed rooms when senior staff have been made aware of this in advance and given their approval.
- Not access inappropriate material via the internet.
- Not allow boundaries to become blurred and unsafe in more informal settings such as trips out, out of school activities etc.
- Never use a physical punishment of any kind.
- Not attribute touch to their teaching style.

Informing the Headteacher

All staff, governors and volunteers should inform the Headteacher if:

- There are any incidents or issues that might lead to concerns being raised about your conduct towards a child.
- There is any suggestion a pupil may be infatuated with you or taking an above normal interest in you.

If a member of staff is the subject of concerns or allegations of a child protection nature they should contact their professional association or trade union for support.