

Date Submitted:	Jan 2017	By: CH	This policy replaces the previous policy	Review: Sept 2017
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Safeguarding and Child Protection Policy

2016- 2017



1. Policy Statement

Coulston Sixth Form College fully recognises its responsibility and duty for protecting children and vulnerable adults and for promoting the welfare of young people and vulnerable adults. We recognise our responsibility towards our students and everyone else in our care at College.

This policy aims to provide all members of staff, young people, and their families with a clear and secure framework for ensuring that all young people in the College are protected from harm when on College premises and, where possible, beyond. The College aims to create and maintain a safe environment for our young people, staff, volunteers, and visitors.

We understand that our work in safeguarding and protecting young people must always have regard for national and, where applicable, local guidance and procedures. The College is committed to working with all other agencies, as required and appropriate.

In the September 2016 DfE Publication *Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges*, safeguarding and promoting the welfare of children is defined as:

“Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as: protecting children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.” (DfE Publication page 5)

The September 2016 guidance stresses that

“Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.” (DfE Publication page 5)

2. Aims and Key Principles of the Safeguarding and Child Protection Policy

2.1 The aims of the policy are:

- To promote an environment that is safe, where staff and students treat each other with mutual respect and develop good relationships, built on trust.
- To raise the awareness of all staff of the need to safeguard young people and vulnerable adults and of the rights and responsibilities in identifying and reporting possible cases of abuse, including preventing radicalisation.
- To provide a systematic means of supporting young people and vulnerable adults known or thought to be at risk of harm.

- To ensure that relevant information about a young person or vulnerable adult at risk of harm is disseminated to appropriate staff within the College on a “need to know” basis.
- To develop a structured College procedure which will be followed by all members of the College staff in cases of suspected abuse.
- To support the development of effective working relationships with other agencies, particularly the Police and Children’s Services.
- To ensure that all staff who have access to young people or vulnerable adults have been checked for their suitability.
- To ensure that all relevant policies and procedures within the College are linked to, and comply with, the Coulsdon Sixth Form College Child Protection Policy and Procedures.
- To support the development of young people and vulnerable adults in ways that will foster security, confidence and independence and to promote this through the curriculum, tutorial system, Student Union and the student support systems.

2.2 Coulsdon College will uphold the following safeguarding and child protection principles:

- The needs of the young person are paramount and underpin all safeguarding and child protection work and resolve any conflict of interests. Staff must always act in the interest of the safeguarding and protection of the young person.
- All young people have the right to be safeguarded from harm and exploitation. All students will be supported to understand safeguarding and child protection issues in a climate in which responsible behaviour is encouraged and where students feel safe to ask for help if threatened or at risk of abuse.
- The Colleges has a responsibility to provide a safe environment and minimise risks of harm to young people’s welfare.
- Staff have a responsibility to identify young people who are suffering or likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe both at home and at College. They must report any concerns to a designated safeguarding officer in the College.
- Responsibility for protection of young people must be shared because young people are safeguarded only when all relevant agencies and individuals accept responsibility and co-operate with one another.
- Statements about or allegations of abuse or neglect made by young people must be taken seriously.

3.Scope

The policy applies to all governors, staff, agency workers, contractors, visitors and volunteers working in the College.

4. Definitions

For the purposes of the Safeguarding and Child Protection Policy, the following definitions apply:

- A “child or young person” means any person under the age of 18 (i.e. those who have not yet reached their 18th birthday).
- A “vulnerable adult” means any person “who is or 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 significant harm or exploitation because of mental or other disability, age or illness.”

- “Staff” means all employees, permanent or temporary, full-time and fractional, and all agency staff, contract and volunteer staff working for the College.
- Safeguarding relates to policies, and systems to keep children safe. As such, it is preventative.
- Child protection relates to procedures and activities if there are serious concerns.

5. Legislation and related College policies

This policy has been written with reference to the following local and statutory guidance:

- Keeping Children Safe in Education (September 2016)
- Working Together to Safeguard Children (March 2015)
- London Child Protection Procedures (March 2016)
- Croydon Early Help Pathways: Operational Guidance (June 2014)
- Information Sharing (March 2015)
- The College PREVENT Policy (reviewed Jan 2017)
- The College Anti- Bullying and Harassment Policy (November 2016)
- The College E&D Policy (2016)
- Staff Code of Conduct (2016)

6. Policy Approval History

This policy replaces the 2015/2016 Safeguarding Policy

Approved by: SLT January 2017

7. Policy Content

7.1 Responsibility for Child and Vulnerable Adult Protection

A nominated governor will be responsible for the oversight of the safeguarding and child protection policy and procedures.

The Associate Principal (Students) will be the Designated Safeguarding Lead (DSL) and will take lead responsibility for safeguarding and child protection and will receive appropriate training and support and adequate resources to carry out this role.

The College will have at least two other Child Protection Officers who will deputise for the Designated Senior Person and will receive appropriate training and support and adequate resources to carry out this role.

For 2016- 2017, the members of staff are:

Nominated Governor:	Phidelma Keating
Designated Safeguarding Lead:	Christel Hartland, Associate Principal (Students)
Safeguarding Officers:	Sandra Barham, Senior Tutor Peter Wraith, ALS Manager
Allegations against members of staff:	Steve Gooch, Head of College (Pastoral and Operations)
Local Authority Designated Officer (LADO)	Steve Hall

7.2 Staff and Other Adults in Contact with College Students

7.2.1 Staff Appointments

Coulsdon Sixth Form College will ensure that all College staff have been checked for their suitability before taking up their appointment. The College has recruitment procedures in place that are in line with the principles of Safer Recruitment and follow the September 2016 DfE Guidance.

All potential appointees for paid or voluntary employment (including agency staff) who will be carrying out regulated activity (as defined in the September 2016 DfE Guidance, page 22) will be subject to stringent vetting processes. This applies also to volunteers and sports coaches (contracted by their respective clubs to work at the College) who have regular unsupervised access to students and are considered to be carrying out a regulated activity.

Governors are considered to be “volunteers” and whilst they do not carry out regulated activity and do not have regular unsupervised access to students, are required to have DBS checks in line with national guidelines and the College’s safeguarding commitment.

The College keeps a single central record for all staff who work in the College. This central record complies with the September 2016 DfE Guidance.

7.2.3 Visitors, work experience providers and host families

Visitors are required to sign in at reception and wear a visitor's badge. They will not have unsupervised access to students on site at any time during their visit.

With regard to work experience providers, the College will ensure that appropriate health and safety checks are in place prior to establishing work experience placements. The College will consider the specific circumstances of the work placement and supervision and determine whether the College should ask the employer for information about the person supervising the student on placement. The College will ensure that employers are aware of their responsibilities in relation to safeguarding and child protection. In cases when the College works with an agency providing work placements, the College will ensure that the agency carries out appropriate and relevant checks and provides information to the College prior to any placements.

College staff are aware of the action to be taken should a safeguarding or child protection issue be raised before, during or after the placement.

Where College students work with children or vulnerable adults as part of their work placement, the College will ensure that the student had a DBS check prior to going on placement.

On occasions when students might be staying with host families abroad, the College will obtain assurances about the suitability of the host families prior to the residential trip.

7.3 Staff Training on Safeguarding and Child Protection Issues and Procedures

Any member of staff carrying out regulated activity (as defined in the September 2016 DfE Guidance, page 22) will receive training on safeguarding and child protection issues and the College's Policy and procedures.

Coulsdon Sixth Form College will ensure that

- All new members of staff (including temporary and agency staff) and governors will be made aware of the Coulsdon Sixth Form College Child Protection Policy and procedures during their induction. All members of staff appointed by the College will complete an online Level 1 safeguarding course as part of their induction.
- There are appropriate and timely updates/ training sessions on all aspects of safeguarding and child protection.
- The Safeguarding Officers will receive annual specific training and updates in line with the September 2016 DfE guidance.
- Staff will receive guidance on appropriate relationships with students.

Initial and ongoing training will ensure that all staff

- Understand their responsibilities in being alert to the signs of potential child protection or issues and are able to recognise and respond to child protection and welfare concerns.
- Understand that there is a need to take special care when working with young people with special needs or vulnerable adults and to be alert to signs of abuse as these members of the College may not be able to raise concerns themselves.
- Know who to contact if they have a concern that a young person or vulnerable adult is at risk of serious harm.
- Know the College procedure for referrals on child and vulnerable adult protection issues, including understanding principles of referrals to external agencies and partner organisations.

- Know where to go for advice in relation to safeguarding and child protection issues or when they are uncertain about whether to refer a concern about a child or vulnerable adult.
- Know the College procedure for safeguarding and child protection referrals.
- Are aware of the requirement to keep detailed, accurate, secure written records of any referrals or concerns.
- Know how to respond to a student who makes a disclosure.
- Are aware of appropriate approaches to confidentiality and disclosure of information.
- Understand that they have the right to contact the appropriate agencies if they feel that concerns are not being passed on appropriately by designated College staff.
- Staff know the procedures for dealing with allegations of abuse against members of staff and volunteers that comply with the agreed inter-agency procedures in the London Borough of Croydon.

7. 4 Dealing with a Student Disclosure

Any staff member who has a concern about a child should raise the concern with the Designated Safeguarding Lead or any of the Safeguarding Officers.

If a student makes a disclosure to a member of staff, the member of staff will

- Take the concern seriously and refer it to the Designated Safeguarding Lead or a Safeguarding Officer as soon as possible and before the end of the College day
- Listen and reassure
- Take appropriate detail without probing
- Explain why this disclosure will be referred to a member of the Safeguarding team.

The Safeguarding Officer receiving the information about the concern or disclosure will

- Meet with the student concerned.
- Listen and reassure.
- Ascertain further detail, if needed, in a sensitive manner.
- May seek advice from the appropriate Multi Agency Safeguarding Hub(MASH) Social Services.
- Make an appropriate referral to MASH.
- Support the student throughout the process and beyond.
- Ensure accurate records are kept and stored securely.

Details regarding child protection and safeguarding issues can be found in the Annex.

7. 5 Allegation against a member of staff

Allegation against a member of staff will be investigated by the Head of College (Pastoral and Operations). A student or parent/carer may contact the Head of College directly or a student may speak to one of their teachers or a Safeguarding Officer and make an allegation of malpractice against a member of staff. In this case, the person receiving the disclosure must raise this immediately and in strict confidence with the Head of College (Pastoral and Operations).

The Head of College (Pastoral and Operations) will discuss the allegation with the Designated Safeguarding Lead to consider the nature, content and context of the allegation and agree a course of action, which may involve contacting the police. The Head of College or Designated Safeguarding Lead will routinely report any allegation to the Local Authority Designated Officer (LADO).

The College will inform the member of staff of the allegation and will give an explanation of the likely course of action. The College recognises its duty of care to employees and will provide support to anyone facing an allegation and will provide appropriate information via a named person. Any allegation will be dealt with quickly and in a fair and consistent manner that provides effective protection for the child and at the same time supports the member of staff who is the subject of the allegation.

The College will make every effort to maintain confidentiality, particularly during the investigation. The College is aware of reporting restrictions. (Details can be found in the September 2016 DfE Guidance, page 43-44).

Parents/carers will be informed of the allegation and will be made aware of the requirement to maintain confidentiality during the period of investigations.

When determining the outcomes of an allegation investigation, the following definitions will be used, as per the September DfE Guidance (page 41):

- Substantiated: there is sufficient evidence to prove the allegation;
- Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
- False: there is sufficient evidence to disprove the allegation;
- Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

7.6 Confidentiality, Reporting and Disclosure

The College recognises the need to comply with relevant legislation and guidance in relation to data protection and confidentiality.

It is also recognised that, where there are concerns about abuse or child protection, information sharing with appropriate agencies may be necessary even when it is contrary to the wishes of an individual.

The following issues will inform decisions about sharing information:

- The College will ensure that as part of the safeguarding and child protection training for staff, the issue of confidentiality is clarified so that staff know they cannot promise confidentiality in all cases as they may have to pass on information to other professionals to keep the young person or vulnerable adult safe.
- The principle of “proportionality” applies to sharing confidential information, i.e. when disclosing information without consent the member of staff limits the extent of the disclosure to that which is absolutely necessary to protect the young person or vulnerable adult.
- The College recognises that young people aged 16 or 17 will have the understanding to make decisions about their own lives and their views and wishes will be respected unless they are deemed to be at risk of harm which is a serious threat to their personal safety or they are the victim of a crime. The young person’s ability to make such decisions should be assessed on a case-by-case basis.
- Referrals to other agencies such as MASH should be made with the agreement of both the young person and their parent/carer where practicable. However, it may not be practicable to seek their agreement where, for example, seeking permission might place them or another person at risk of serious harm or where they are not mentally competent to give their agreement. There may also be cases where the young person’s agreement is sought but they refuse to give that agreement.
- Disclosure of information can take place without consent in cases where this is justifiable in the overriding public interest – e.g. to protect the young person from significant harm.

- In the context of child protection the welfare of the young person outweighs the family's right to privacy.
- Vulnerable adults may choose to remain at risk in dangerous situations. Professional staff may find they have no statutory powers in cases where the adult is judged to have sufficient capacity to make his or her own choices and refuses the help which staff feel is needed and where public interest considerations do not apply.
- In these cases, where a member of the College staff considers that the decisions of the vulnerable adult should be respected they must immediately seek advice from the Designated Safeguarding Lead.
- Decisions about the capacity and the ability of the vulnerable adult to give informed consent are a matter of medical judgement and multi-disciplinary assessment. There should be no abandonment of the duty to care under the guise of "choice".

7.7 Record Keeping

An accurate record should be made whenever there is a concern about a child or vulnerable adult in terms of risk of harm or child protection.

The record should include:

- Appropriate personal details of the child or vulnerable adult.
- The nature of the concern.
- The source(s) of information about the concern.
- Any advice given.
- Whether confidentiality has been discussed with the child or vulnerable adult.
- Names of staff with whom discussed.
- Details of action taken or any referral to an external agency.
- Date and signature of the person making the record.

7.8 Looked After Children

The Associate Principal (Students) oversees the educational progress of Looked After Children or Care Leavers who study at Coulsdon College and is also responsible for effective liaison between Coulsdon College, the Social Workers and Virtual Schools of any Looked After Children who study at Coulsdon College. The Associate Principal (Students) may delegate operational aspects of this to a Senior Tutor, as appropriate.

8. Monitoring and Review of the Policy

Coulsdon Sixth Form College will review its policies and procedures to ensure that they comply with the relevant legislation and the agreed procedures in Croydon.

The Safeguarding Policy will be reviewed at least annually and updated as appropriate, in accordance with DfE guidelines.

Annex Safeguarding Issues

What constitutes safeguarding/ child protection issues:

- Abuse : maltreatment of a child/young person by an adult/adults or other young person(s)
- This includes physical abuse, emotional abuse (this is the persistent emotional ill treatment of a young person or vulnerable adult such as to cause severe and persistent effects on their emotional development), sexual abuse (this involves forcing or enticing a young person or vulnerable adult to take part in sexual activities. This may include non-contact activities such as looking at or producing pornographic materials, watching sexual activities or encouraging young people or vulnerable adults to behave in sexually inappropriate ways).
- Bullying including cyber-bullying
- Child missing from home or care
- Child missing from education
- Child sexual exploitation (CSE)
- Domestic violence
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female genital mutilation: *There is a mandatory reporting duty upon teachers to personally report FGM to the police –this should be done via the Designated Safeguarding Lead so that the DSL is informed*
- Forced marriage
- Gangs and youth violence
- Gender-based violence/violence against women and girls (VAWG)
- Mental health
- Neglect (this involves the persistent failure to meet a young person or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of their health and development. This may involve failure to ensure access to appropriate medical care or treatment. It may also include neglect of basic emotional needs.)
- Private fostering
- Preventing radicalisation
- Sexting
- Teenage relationship abuse
- Trafficking

Physical abuse

This may take many forms e.g. hitting, shaking or poisoning a young person or vulnerable adult. It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a young person or vulnerable adult.

Emotional abuse

This is the persistent emotional ill treatment of a young person or vulnerable adult such as to cause severe and persistent effects on their emotional development. Some level of emotional abuse is involved in most types of ill treatment of young people or vulnerable adults, though emotional abuse may occur alone.

Sexual abuse

This involves forcing or enticing a young person or vulnerable adult to take part in sexual activities. This may include non-contact activities such as looking at or producing pornographic materials, watching sexual activities or encouraging young people or vulnerable adults to behave in sexually inappropriate ways.

Neglect

This involves the persistent failure to meet a young person or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of their health and development. This may involve failure to ensure access to appropriate medical care or treatment. It may also include neglect of basic emotional needs.

Children/young people who run away or go missing from home

If a young person "runs away/goes missing from home", the College will contact the carer/parents if appropriate and in some cases recommend that the Police are contacted. Where appropriate, Children's Services will be notified through the Safeguarding referral process. If a young person presents as homeless, the College will contact appropriate Borough services to ensure that the young person has suitable accommodation provided. If a young person is 18 or over, the College will work with the young person and appropriate agencies to support him/her.

Reference: DfE Keeping Children Safe in Education September 2016

Equality analysis:

Questions for all Policies	Enter Y / N
Is it likely that the Policy Revision could have a negative impact:-	
Due to ethnic group?	N
Due to gender?	N
Due to disability?	N
Due to sexual orientation?	N
Due to their religious beliefs (or none)?	N
Due to pregnancy	N
On people due to them being transgender or transsexual?	N
Additional questions for Policies relating to Staff	
Is it likely that the Policy Revision could have a negative impact:-	
On people due to their age?	N
On people due to their marital or civil partnership status?	N
On people with dependants/caring responsibilities?	N

*In dealing with incidents and individuals in relation to this policy it is important that actions are carried out sensitively and work in conjunction with other College Policies such as the Equality and Diversity Policy.