



Policy 22c Last reviewed: Oct 2016 Due for review: Oct 2017

Cornwall Safeguarding Standards Unit

Child Protection and Safeguarding Guidance Documents for Schools

October 2016

Introduction

The Safeguarding Standards Unit is pleased to offer you a number of safeguarding guidance documents which are intended to provide you with a framework to support the safeguarding of children in your school¹.

None of the guidance documents is prescriptive and should be adapted to meet the needs of individual schools. They are designed to be flexible in their use. Some may be wholly appropriate as they stand, others may need amendment to meet the needs of the individual school. Some might not be appropriate to a school at all.

The guidance documents are based on previously distributed documents, which should be familiar to schools and which have been updated to reflect the most recent legislation and both national and local guidance. The 4 parts provided are:

- Part 1 – Model Child Protection and Safeguarding Policy
- Part 2 – Child Protection Procedures Guidance for School Staff
- Part 3 – Child Protection Record Keeping Guidance
- Part 4 – Additional information and sample forms

The documents are intended to provide supportive guidance which will assist schools to review and consider their safeguarding responsibilities and associated policies. It is recognised that schools are distinct and discrete and they should therefore consider the merits of the guidance documents in light of their individual community arrangements and requirements. The guidance should be adapted by Headteachers/Principals and governing bodies to reflect the ethos of their school.

They are not an exhaustive or complete summary of all statutory guidance and should not be read as such. The guidance documents should not be read and adopted instead of statutory guidance.

The guidance documents have obvious links with the wider safeguarding agenda; when reviewing and agreeing the policy, links should be made with other relevant guidelines and procedures.

The Safeguarding Standards Unit, in conjunction with other Local Authority officers, will review the guidance documents on a 6 monthly basis and republish to schools as necessary. Schools should review, revise and update their policies and documents regularly and should not rely on the Safeguarding Standards Unit to do so in isolation.

It is recognised that legislation changes may affect the principles contained within the guidelines - in which case the Safeguarding Standards Unit undertakes to update the documents as quickly as possible, but schools are advised to undertake such a review in their own right.

Legal Disclaimer

The information in these documents is for general guidance on your rights and responsibilities and is not legal advice. If you need more details on your rights or legal advice about what action to take, please contact your solicitor.

Whilst every effort is made to ensure that the information contained within these documents is up to date and accurate, Cornwall Council does not warrant, nor does it accept any responsibility or liability for, the accuracy or completeness of

¹ Maintained, academy, free, short stay, other independent, FE

the content or for any loss which may arise from reliance on information contained within these documents.

Part One

Model Child Protection and Safeguarding Policy

TREVIGLAS COMMUNITY COLLEGE

MODEL

**CHILD PROTECTION & SAFEGUARDING
POLICY**

**For Schools and Education Establishments²
in Cornwall**

October 2016

² Includes all maintained, academy, free, short stay, other independent, FE

Model Child Protection and Safeguarding Policy

- **This policy was developed and adopted on: Thursday 13th October 2016**
- **The policy will be reviewed : Annually**
- **The Designated Safeguarding Lead (DSL) is: Mr D O'Neill**
- **The officers with responsibility to cover for the Designated Safeguarding Lead are: Mrs N Pender and Mrs M Dunleavy**
- **The Single Point of Contact for the Prevent agenda is: Mr D O'Neill**

- **The name of the Designated Teacher for Children in Care is:**
Academic Progress: Mrs M Dunleavy
Pastoral Care: Mrs N Pender
- **The named Member of the Governing Body with responsibility for safeguarding is: Mrs H Cobley**

Meeting your communication needs:

We want to ensure that your needs are met. If you would like this information on audio type, in Braille, large print, any other format or interpreted in a language other than English, please contact the college's Equality and Diversity team.

Purpose of Policy

The purpose of the Child Protection and Safeguarding Policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those students who attend our college. The policy aims to ensure that:

- All our students are safe and protected from harm;
- Other elements of provision and policies are in place to enable students to feel safe and adopt safe practices; and
- Staff, students, governors, visitors, volunteers and parents are aware of the expected behaviours and the college's legal responsibilities in relation to safeguarding and promoting the welfare of all our students.

Policy Statement

This policy develops procedures and good practice within our college, to ensure that each person and agency can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of our young people including those who are vulnerable. It provides evidence of how this will be implemented within our college and within multi-agency working arrangements.

This policy has been developed in accordance with the principles established by the Children Act 1989, the Education Act 2002 and the Children Act 2004 and in line with government publications and local guidance.

The Governing Body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard³ and promote the welfare of young people; and to work together with other agencies to ensure adequate arrangements within our college to identify, assess, and support those young people who are suffering harm. Where a young person is suffering significant harm, or is likely to do so, action will be taken to protect that young person. Action will also be taken to promote the welfare of a young person in need of additional support, even if they are not suffering harm or are at immediate risk.⁴

Ethos

Improving outcomes for all young people underpins all of the development and work within this college.

Safeguarding is everyone's responsibility and as such our college aims to create the safest environment within which every student has the opportunity to achieve. Our college recognises the contribution it can make in ensuring that all registered students or others who use our college feel that they will be listened to and appropriate action taken. We will do this by working in partnership with other agencies and seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities throughout our curriculum that will help to equip our young people with the skills they need. This will include materials and learning experiences that will encourage our young people to develop essential life skills and protective behaviours.

Governing Body Responsibilities

Our governing body has a legal responsibility to make sure that the college has an effective safeguarding policy and procedures in place and monitors that the college complies with them. The Governing body has appointed a Designated Safeguarding Lead (DSL) who has lead responsibility for dealing with all safeguarding issues in our college. The college will ensure that there will always be cover for the role of DSL⁵.

Our Governing Body recognises that for this policy to be effective, it is essential that staff have an understanding of what safeguarding is, know that 'safeguarding is everybody's responsibility', know how to access safeguarding information, know of any possible contribution that they may be required to make to safeguard children, young people and vulnerable adults and how to access further advice, support or services.

Responsibilities of the Designated Safeguarding Lead's (DSL)

We will follow the procedures set out in the South West Child Protection Procedures (www.swcpp.org.uk) and take account of both national guidance issued by the Department for Education⁶ and local guidance. Our Designated Safeguarding Lead (DSL) is an appropriately senior member of staff who has the status and authority within the college to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff⁷. All child protection concerns **WILL** be reported to the appropriate authority by our DSL. In the absence of our DSL, cover will be provided by another appropriately trained member of staff.

Whole college and staff responsibilities

³ Safeguarding (as defined in the Joint Inspector's Safeguarding report) is taken to mean "All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children's welfare are minimised" and "where there are concerns about children and young people's welfare, all agencies take all appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other agencies".

⁴ DfE Keeping Children Safe in Education July 2015

⁵ DfE Keeping Children Safe in Education July 2015

⁶ DfE Keeping Children Safe in Education July 2015

⁷ DfE Keeping Children Safe in Education July 2015, Annex B

Our college recognises that Safeguarding is not just about protecting young people from deliberate harm. It relates to aspects of school life including: students' health and safety; the use of reasonable force; meeting the needs of students with medical conditions; providing first aid; educational visits; intimate care; internet or e-safety; appropriate arrangements to ensure college security, taking into account the local context. Additionally, we recognise that Safeguarding can involve a range of potential issues such as: bullying, including cyberbullying (by text message, on social networking sites, and so on), peer on peer and prejudice-based bullying; racist and homophobic or transphobic abuse; sexting; substance misuse; issues which may be specific to a local area or population, for example gang activity and youth violence and other particular issues affecting young people including domestic violence, sexual exploitation, female genital mutilation, extremist behaviour and radicalisation, forced marriage and modern slavery.⁸

All our staff maintain an attitude of 'it can happen here' and are aware of the signs and indicators of abuse.

All members of staff have a responsibility to provide a safe environment in which young people can learn.

Our staff recruitment policy and induction process includes information on our arrangements and systems for child protection, the staff behaviour policy, code of conduct and details of the Designated Safeguarding Lead (DSL).

All members of staff are provided with opportunities to receive appropriate training which is regularly updated, in order to develop their understanding of the signs and indicators of abuse and of the college's child protection procedures.

In conjunction with this policy, all members of staff are provided with, and are required to read, the Department for Education statutory guidance as outlined in Part 1 of 'Keeping Children Safe in Education 2015'.

All members of staff, volunteers and governors know how to respond to a student who discloses abuse, or for whom they have a concern, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.

All parents/carers are made aware of the college's responsibilities in regard to child protection procedures through publication of the school's Child Protection and Safeguarding Policy.

When services are delivered by a third party or agency, education or otherwise, on the college site, we will follow the requirements of the Disclosure and Barring Service and check that the person presenting themselves is the same person on whom appropriate checks have been made⁹.

Our lettings and visitors' policies will seek to ensure the suitability of adults working with and in the presence of young people at any time. Community users organising activities for young people are aware of and understand the need for compliance with the college's child protection guidelines and procedures. We will carry out appropriate vetting checks on visiting speakers as required by the Prevent Agenda¹⁰.

⁸ Ofsted Briefing for Section 5 Inspectors on Safeguarding Children, Ofsted July 2015

⁹ DfE Keeping Children Safe in Education July 2015

¹⁰ HM Gov - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

Our college operates safer recruitment procedures including making sure that:

- statutory duties to undertake required checks on staff who work with young people are complied with in line with the Disclosure and Barring Service requirements for Regulated Activity; Teachers' Prohibition Orders; the Child Care Act 2006 and Childcare (Disqualification) Regulations 2009
- statutory guidance relating to volunteers is followed
- recruitment panel members are properly trained¹¹.

We hold a Single Central Record (SCR) which demonstrates we have carried out the range of checks required by law on our staff^{12, 13, 14, 15}

Our college complies with the requirements of Keeping Children Safe in Education July 2015.

Our college complies with the requirements of the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009.

Should we dismiss or remove a member of staff or a volunteer because they have harmed a child, or poses a risk of harm to a child or would have done so if they had not left, we will report this to the Disclosure and Barring Service (DBS) and any appropriate professional or regulatory body.

Our safeguarding policies and procedures will be reviewed and updated annually.

If a young person makes an allegation or disclosure of abuse against an adult or other child or young person, staff will:

- stay calm and listen carefully;
- reassure the young person that s/he has done the right thing in telling you;
- not investigate or ask leading questions;
- let the young person know that s/he will need to tell the DSL;
- not promise to keep what they have been told a secret;
- inform the DSL as soon as possible; and
- make a written record of the allegation, disclosure or incident which will be signed, and dated using the school's safeguarding record procedure

Confidentiality and Information Sharing

Information sharing is vital to safeguarding and promoting the welfare of young people. A key factor identified in many serious case reviews (SCRs) has been a failure by practitioners to record information, to share it to understand its significance and then take appropriate action¹⁶.

- we recognise that all matters relating to child protection are confidential;
- the Headteacher or DSL will disclose personal information about a student to other members of staff on a need to know basis only;
- all staff are aware that they have a professional responsibility to share information with other agencies in order to safeguard our young people;
- all staff are aware that they cannot promise a young person to keep secrets which might compromise the young person's safety or well-being, or that of another; and

¹¹ DfE Keeping Children Safe in Education July 2015

¹² As required by: School Staffing (England) Regulations (2009); Education (Independent School Standards) (England) Regulations 2010; DfE Keeping Children Safe in Education 2015;

¹³ DfE Keeping Children Safe in Education July 2015 – schools must use the Employer Access Online service to check that a candidate to be employed as a teacher is not subject of a prohibition order.

¹⁴ Teacher Prohibition Order

¹⁵ Childcare Act 2006 and Childcare (Disqualification) Regulations 2009

¹⁶ HM Gov- Information Sharing Advice for Practitioners, March 2015

- we will always undertake to share our intention to refer a child to Cornwall Council's Directorate for Education, Health and Social Care with their parents/carers, unless to do so could put the young person at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Multi-Agency Referral Unit (MARU).

Managing Allegations against staff

We are aware of the possibility of allegations being made against members of staff or volunteers that are working with or may come into contact with young people whilst in our college. They can be made by young people or other concerned adults.

All workers in our college have been made aware of the process¹⁷ to be followed if such an allegation is made and seek advice from the Local Authority Designated officer (LADO) ON 01872 326536.

In such circumstances our Headteacher or Chair of Governors (if the allegation is against the Headteacher) will:

- consider the safeguarding arrangements of the young person to ensure they are not in contact with the alleged abuser;
- contact the parents or carers of the young person if advised to do so by the LADO;
- consider the rights of the staff member for a fair and equal process of investigation;
- ensure that the appropriate disciplinary procedure is followed, including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary;
- act on any decision made in any strategy meeting; and
- advise the Disclosure and Barring Service (DBS) and any other appropriate regulatory or professional body where a member of staff has been disciplined or dismissed as a result of the allegations founded, or would have been if they have resigned.

Whistleblowing

We recognise that young people cannot be expected to raise concerns in an environment where staff fail to do so.

We advise our staff of our Whistleblowing Policy and of how it can be implemented. Staff are aware of their duty to raise concerns about the attitude and actions of colleagues where these are inappropriate or unsuitable. If necessary the member of staff, will speak to the delegated 'Whistleblowing' Governor who is Mrs Theresa Frost

Supporting Staff

- Our staff will be advised on the boundaries of appropriate behaviour – such matters form part of our staff induction and staff have access to support and guidance when required or requested
- We recognise that staff working in the college, who have become involved in the case of a young person who has suffered harm, or appears likely to suffer harm, may find the situation stressful and upsetting.
- We support such staff by providing an opportunity to discuss their anxieties with the DSL, or another teacher and/or a trade union representative as appropriate.

¹⁷ Outlined in Keeping Children Safe in Education July 2015, part 4.

- Our designated officers have access to support and appropriate workshops, courses or meetings as organised or recommended by the Cornwall and Isles of Scilly Safeguarding Children Board (CIoSSCB), Safeguarding Standards Unit (SSU) or Local Authority (LA).

Physical Restraint

Our policy on physical restraint is compliant with the LA's 'Physical Restraint in Schools' Guidance along with guidance from the Department for Education (DfE).

Wherever possible such events are recorded and signed by a witness. Staff that are likely to need to use physical intervention are appropriately trained. We understand that physical intervention of a nature that causes injury or distress to a young person may be considered under child protection or disciplinary procedures.

Prevention

We recognise that the college plays a significant part in the prevention of harm to our students by providing them with effective lines of communication with trusted adults, supportive friends and an ethos of protection. Our college will support all students by:

- Establishing and maintaining an ethos, understood by all staff, which enables our young people to feel secure and encourages them to talk, knowing that they will be listened to.
- Promoting a caring, safe and positive environment within the college and ensuring that all young people know that there is an adult in the college whom they can approach if they are worried or in difficulty.
- Providing across the curriculum, including within PSHE, opportunities which equip young people with the skills they need to stay safe from harm and to know to whom they should turn for help.
- Encouraging the development of self-esteem and resilience in every aspect of college life including through the curriculum.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of young people.
- Ensuring that a named teacher is designated for Children in Care, (CIC) and that a list of CIC is regularly reviewed and updated. The Education Welfare Officer (EWO) for the school is made aware of all CIC in the college.
- Providing continuing support to a student who leaves the college and about whom there have been child protection concerns, by ensuring that such concerns and college records are forwarded under confidential cover to the Headteacher/Principal at the student's new school as a matter of urgency.
- Recognising that young people come from a variety of different cultural backgrounds, the college has developed policies to ensure that we embrace diversity in religion and faith, race, ethnicity, gender and sexual orientation.
- We will include our Child Protection and Safeguarding Policy in our school prospectus/website and will post copies of our policy throughout the school. We are also able to arrange for our policy to be made available to parents whose first language is not English, on request.

Training

- All members of our workforce have been provided with, and signed to say that they have read and understood, Part 1 of Keeping Children Safe in Education, July 2015¹⁸

¹⁸ Pg 4, DfE Keeping Children Safe in Education July 2015

- All members of staff and volunteers will have access to appropriate whole college safeguarding training which is **regularly updated**. We will also, as part of our induction, issue information in relation to our Child Protection and Safeguarding Policy and any other policy and information related to safeguarding and promoting our young people's welfare to all newly appointed staff and volunteers.
- Our DSL and DSL Cover officers will undertake further multi-agency safeguarding training in addition to the whole school training. This will be undertaken at least every two years and will update their awareness and understanding of the impact of the wide agenda of safeguarding issues. It will support both the DSL and DSL Cover officers to be able to better undertake their role and support the school in ensuring our safeguarding arrangements are robust and achieving better outcomes for the students in our college.
- Our Governing Body will have access to safeguarding training. Our named Governor for Safeguarding will have access to multi-agency safeguarding training at least every two years to support the Headteacher in managing allegations against staff and volunteers who work with young people and to support the annual review of this policy, in order to keep it updated in line with local and national guidance/legislation.
- At least one member of our recruitment panel will have undertaken safer recruitment training^{19, 20}.

Missing Students

We will monitor unauthorised absence, particularly where young people go missing on repeated occasions. We will report such absences without delay to the appropriate agencies in line with legislative and local authority requirements and agreements²¹.

Preventing Radicalisation

The Counter Terrorism and Security Act 2015 places a duty on all educational establishments to prevent people being drawn into terrorism. We recognise that under this legislation our college leaders and governors must

- Establish or use existing mechanisms for understanding the risk of extremism
- Ensure staff understand the risk and build capabilities to deal with it
- Communicate and promote the importance of the duty and
- Ensure staff implement the duty effectively

Our college recognises that radicalisation is a safeguarding issue and has clear procedures²² in place to assess the risk of, and protect, our students from being drawn into radicalisation. We recognise that general safeguarding principles apply to keeping young people safe from the risk of radicalisation as set out in the relevant statutory guidance²³.

Our college has undertaken an assessment of the risk of extremism and established appropriate procedures.

Helping young people to keep themselves safe

Our young people are taught to understand and manage risk through our personal, social, health and economic (PSHE) lessons and through all aspects of college life.

¹⁹ School Staffing (England) Regulations 2009

²⁰ DfE Keeping Children Safe in Education July 2015

²¹ Pg 13 DfE Keeping Children Safe in Education July 2015

²² DfE Prevent Duty 2015

²³ 'Working Together to Safeguard Children 2015' and 'Keeping Children Safe in Education July 2015'

Our young people are taught how to conduct themselves and how to behave in a responsible manner. Our young people are reminded regularly about e-safety and tackling bullying procedures.

Our college continually promotes an ethos of respect for others and students are encouraged to speak to a member of staff in confidence about any worries they may have.

Policy Review

The Governing Body of our college is responsible for ensuring the annual review of this policy and for additional policies²⁴ that are relevant to safeguarding and child protection.

Safeguarding Guidance

The following

- 'Working Together to Safeguard Children', March 2015
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf
- 'Keeping Children Safe in Education', September 2016
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Disqualification under the Childcare Act 2006 and Childcare (Disqualification) Regulations 2009
<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>
- 'What To Do If You Are Worried A Child Is Being Abused', March 2015
<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>
- Information Sharing advice for practitioners, March 2015
<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>
- Guidance for Safer Working Practice for those working with children and young people in education settings – October 2015
<http://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final1.pdf>
- The South West Safeguarding and Child Protection Procedures²⁵
<http://www.swcpp.org.uk/>
- Child Protection and Online Protection Agency www.ceop.org.uk

²⁴ DfE Policies and other documents that governing bodies/proprietors are required to have by law - <https://www.gov.uk/government/publications/statutory-policies-for-schools>

²⁵ Adopted 1st January 2008. www.swcpp.org.uk

Legislation and guidance relating to this policy:

- School Standards and Framework Act 1998
- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children, March 2015
- Education Act 1996,
- Education Act 2002 (Section 157/175)
- Keeping Children Safe in Education, September 2016
- Disqualification under the Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2010
- The School Staffing (England) Regulations 2009 (as amended)
- The Education (Independent School Standards) (England) Regulations 2010(as amended)
- The Education (Non-Maintained Special Schools) (England) Regulations 2011(
- The Education (Pupil Referral Units) (Application of Enactment)(England) Regulations 2007 (as amended)
- Childcare Act 2006
- Childcare (Disqualification) Regulations 2009