

PROTECTION AND SAFEGUARDING POLICY AND PROCEDURES FOR CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

Policy Statement

Nelson and Colne College recognises that it has a statutory and moral duty to promote and safeguard the welfare of its students who are under the age of 18 and of its vulnerable adults. This includes helping to protect them from situations in which they are abused. We will do this by:

- Establishing a safe learning environment in which all students can learn and develop.
- Practising safe staff recruitment procedures built around CRB checks.
- Helping to equip students with information and awareness to keep themselves safe.
- Maintaining clear procedures to identify and report suspected cases of abuse. All staff will be made aware of these procedures and trained in their use.
- Providing appropriate support to students who have been abused.

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Produced by:	Denise Hartley Designated Senior Person	Date: December 2009
Available to:	All College Staff & Governing Board members	
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To be reviewed by:	Designated Senior Person	

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1. CONTEXT AND GENERAL PRINCIPLES

1.1.1 The College has a statutory duty under the Children's Act 1989, Amendments to Children's Act (2004), and Section 175 of the Education Act 2002 to safeguard and promote the welfare of its students. In fulfilling this duty regard has been taken of the guidance in "Safeguarding Children in Education" DfES September 2004, "Working Together to Safeguard Children" DfES 2006, "What to do if you are worried a child is being abused" DfES 2006, "Safeguarding Children and Safer Recruitment in Education" DfES 2007 and Lancashire Safeguarding Children's Board (LSCB) guidelines.

1.1.2 Under the legislation a child is classed as a person under the age of 18.

1.1.3 The college has included vulnerable adults in the scope of this policy working within Lancashire multi agency policy and procedures.

1.1.4 All staff have been made aware that it is a criminal offence under the Sexual Offences Act 2003 for a person over the age of 18 in a position of trust to enter into a sexual relationship with any student under 18 years old, even if the relationship is consensual

1.1.5 The college is clear that it is not the responsibility of any member of staff to investigate any suspected cases of abuse. All cases must be referred to the Designated Senior Person (DSP)

2. PEOPLE WITH RESPONSIBILITIES FOR CHILD PROTECTION

2.1.1 The Designated Senior Person (DSP) is the Assistant Principal – Director of Student Support

2.1.2 In the DSP's absence the Student Services Manager and the Health Development Practitioner (HDP) have been trained to deputise. They can be contacted via Student Services. The DSP, Student Services Manager and the HDP will be referred to throughout the document as the Senior Safeguarding Team(SST)

2.1.3 The Corporation Board will nominate a member who will have responsibility for Child Protection issues. All members of the Corporation Board will undertake the College's Child Protection training.

2.1.4 The College has established a Safeguarding Students' Committee to assist in assessing the effectiveness of the implementation of the Policy and Procedures. See Appendix C

2.1.5 The Principal has the responsibility of ensuring that the Child Protection Policy and Procedures are adopted by the Governing Board and are fully implemented.

2.1.6 The HDP has responsibility for child protection issues within the confidential drop in service, liaising with the DSP, working within NHS East Lancashire Safeguarding Children Policy and the Lancashire Safeguarding Adults Multi Agency Policy and Procedures.

2.1.7 Other college confidential services to act within Safeguarding Policy and Procedures and liaise with DSP.

2.1.8 All members of the College staff have a responsibility to inform the DSP if they suspect that abuse is taking place.

3. CHILD PROTECTION PROCEDURE FOR STAFF

3.1.1 If a student informs you that abuse is taking place they should be acknowledged, taken seriously and listened to.

3.1.2 As soon as it becomes clear that a student is talking about a situation of abuse, you need to gently stop them and inform them that if they continue you have a legal obligation to pass this information on to the DSP in person. You cannot promise confidentiality to the student.

3.1.3 It is important not to ask too many questions as it is clear that you must not under any circumstances investigate any accusations. As soon as possible you should write down the factual details of what has been said using the Support Referral form (see Appendix F). There should be only one copy of this that must be given to a member of the Senior Safeguarding Team (SST). No other paper or electronic copies should be kept.

3.1.4 Contact the DSP or a member of the SST ASAP, but certainly the same day, to explain the situation and pass on the written notes. The DSP or deputy will outline the action that they have to take so that you can explain this to the student. It may be appropriate for the DSP to meet the student. If the DSP or a member of the SST is not available contact the Principal's Secretary. The Principal's Secretary will contact one of the SST using their emergency phone number. If a member of the SST cannot be contacted the Principal's Secretary will follow the procedure given in Appendix G.

3.1.5 You must not take any further action yourself. This includes contacting parents or outside agencies.

3.1.6 As far as is possible the wishes and views of the student will be taken into account.

3.1.7 If you have suspicions that a student is suffering abuse you or the student must discuss these concerns with the DSP and not take any independent action.

3.1.8 All contact with outside agencies over issues of abuse must be conducted by a member of the Senior Safeguarding Team who will follow the LSCB Safeguarding Policies and Procedures unless it is an emergency as dealt with in Section 3.1.4.

3.1.9 Support will be offered to students through Student Services.

3.1.10 If the student is on an under 16 programme the DSP will make contact with the DSP from the relevant school or a senior member of the school staff.

3.1.11 If the student suffering abuse is 18 or over but you are aware that there may be other siblings under 18 who may be at risk the DSP must be informed.

3.1.12 Please see Appendix B for the procedure to follow if allegations happen on an educational visit.

4. ALLEGATIONS OF A STUDENT ABUSING ANOTHER STUDENT

If a student has been accused of being involved as an abuser in child abuse the DSP must be contacted as soon as possible. The DSP will contact the Police immediately as this is a criminal act and a view needs to be taken as to if a prosecution will take place. In this instance both sets of parents will be informed and it is likely that the accused student will be suspended immediately. If they are not suspended a risk assessment, conducted by the DSP, will need to take place immediately so that a judgement can be made as to that individual's range of activity within the College, prior to the outcome of any investigation being known.

5. ALLEGATIONS OF ABUSE AGAINST A MEMBER OF STAFF

Any allegations of abuse made against a member of the College staff should be dealt with under guidelines contained in the document "Guidance for Safe Working Practice for the Protection of Children and Staff in Education Setting" produced by Human Resources. In relation to the student all previously outlined procedures will be followed, with the student being referred to the DSP.

6. SEX OFFENDERS

Evidence nationally shows that there is a risk that adults who are convicted sex offenders may try to enrol at the College. Whilst the College has always had a role in the rehabilitation of offenders, the safeguarding of our students must take a greater priority. If any member of staff or student has concerns that a sex offender may be accessing any College site this information must be passed to the DSP immediately. The DSP will contact outside agencies to verify any accusation and decide with the Principal on the action to be taken.

7. FORCED MARRIAGE

Forced marriage is different from, and should not be confused with, an arranged marriage. To force a person to marry someone against their will is a form of abuse and a criminal offence. The government has established a Forced Marriage Unit (FMU) to offer support and guidance to agencies. If you suspect that one of your students is being placed in a potential forced marriage situation please refer to the DSP immediately.

8. GUIDELINES FOR SAFE WORKING PRACTICE

A further document "Guidelines for Safe Working Practice for the Protection of Children, Young People, Vulnerable Adults and Staff in Education" has been produced by Human Resources and should be read in conjunction with these procedures. This document provides valuable guidelines to all staff about how they need to conduct themselves. This has been distributed through Human Resources and new staff are provided with a copy at their Induction. Staff also need to have an understanding of "Safeguarding of Students" which is available on the Intranet.

9. OTHER AGENCIES

The College will work closely with other agencies to ensure that it meets its obligations. Central to this will be the Lancashire County Council Child Protection Service, Social Services, the NSPCC and the Lancashire Safeguarding Children Board (LSCB). We will keep abreast of changes that take place as Every Child Matters is implemented at local level and respond to any guidance from the Secretary of State. The Senior Safeguarding Team will be the contact for Safeguarding and Child Protection liaison with other agencies.

10. TRAINING

10.1 The DSP and their deputy will receive training in Child Protection and inter-agency working that is provided through Lancashire County Council and the Lancashire Safeguarding Children Board, and refresher training at 2 yearly intervals to keep their knowledge up to date.

10.2 The Principal, all other staff who work with children, and the members of the Governing Board will be provided with training to equip them to carry out their responsibilities for Child Protection effectively. Refresher training will be provided annually. This training is compulsory. More information is given in Appendix H.

10.3 Temporary staff and volunteers will be made aware of the College's arrangements for Child Protection and their personal responsibilities. These staff will have to undergo CRB clearance – contact Human Resources for further information.

11. RECORD KEEPING

Confidential records will be kept for all stages of alleged or suspected child abuse. Staff should report any concerns/issues using the Support Referral form. These will be kept securely in the Student Services Manager's office in Student Services and must not be accessed without their express permission. No records of situations of alleged or suspected abuse must be kept elsewhere in the College; this includes electronic communications which must be deleted.

12. INFORMATION FOR STUDENTS AND PARENTS

Information on this Policy will be provided to students through their Handbook and through Induction. Parents will be informed through the Parents' Guide.

13. RESIDENTIAL VISITS

To ensure that safeguarding student considerations are given to residential visits, the DSP or a member of the Senior Safeguarding Team will be involved in risk assessment meetings that take place prior to overseas visits. The purpose is for the DSP or deputy to advise on any potential safeguarding issues that may arise. It is the role of the leader in charge of the visit to liaise with the DSP or her deputy.

14. ANNUAL REVIEW BY THE CORPORATION BOARD

The DSP will work with the Board of Corporation's nominated person to produce and present an Annual Report which will provide the basis of any future review of the Child Protection Policy.

Appendix A

WHAT DO WE MEAN BY ABUSE AND NEGLECT?

The following definitions come from the dcsf in their "Safeguarding Children" guidance

Physical Abuse

May involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child.

Sexual Abuse

Forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve:

- Physical contact including penetrative or non-penetrative acts.
- Non-contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities.
- Encouraging children to behave in sexually inappropriate ways, including involvement in prostitution.

Emotional Abuse

The persistent emotional ill-treatment of a child so as to cause severe and persistent adverse effects on their 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.
- Age or developmentally inappropriate expectations being imposed on children
- Causing children frequently to feel frightened or in danger
- The exploitation or corruption of children.

Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Neglect

The persistent failure to meet a child's physical and psychological needs, likely to result in the serious impairment of their health or development. It may involve:

- Failing to provide adequate food, shelter and clothing
- Failing to protect a child from physical harm or danger
- Failure to ensure access to appropriate medical care or treatment
- Neglect of a child's basic emotional needs
- Failure to ensure satisfactory education

Additional forms of abuse relevant to vulnerable adults are:

Financial Abuse

This includes theft, fraud, exploitation, the misuse of possessions and pressure applied in relation to financial transactions.

Discriminatory Abuse

This is based on a person's disability and includes making hurtful comments and harassing them.

Appendix B

PROCEDURE FOR DEALING WITH AN INCIDENT THAT ARISES DURING AN EDUCATIONAL VISIT

When the alleged abuser and person abused are both members of the education visit away from the college site, the primary consideration is the initial protection of the child or vulnerable adult. Action to ensure this should be taken by the most senior member of staff present who is not involved in the allegation.

It is also important to note that all offences against children up to the age of 18 years need to be reported. If an offence is thought to have been committed the member of staff in charge should contact the DSP or their deputy and a decision will be taken on how to proceed.

Careful consideration should be given to how best to inform the student's parents/carer and whether any or all of the students should be returned home. This will depend on the seriousness of the incident, the effect on the students and the risk present. The DSP or the Principal should be consulted for advice. When the Principal makes such decisions, she should attempt to discuss the situation with the DSP using their emergency contact number. If this is not possible written details of events should be passed to the DSP as soon as feasible.

When the allegation disclosed on the educational visit away from the college relates to abuse of the student at their home, the standard procedure should be followed. Staff should discuss the situation with the DSP at the earliest opportunity.

Appendix B

THE SAFEGUARDING STUDENTS COMMITTEE

The College has established a Safeguarding Students Committee that will meet termly to advise the Principal on the effectiveness and appropriateness of the Child Protection Policies and Procedures. The DSP will present a confidential report on the year's activities to this Committee for discussion.

It is envisaged that the membership would be:

- The Senior Safeguarding Team (SST)
- DSP Assistant Principal– Director of Student Support (Chair)
- Student Services Manager
- Health Development Practitioner (HDP)
- Human Resources Manager
- A representative from the Governing Board
- Learning Support Manager
- Level 1 and School Link Programme Co-ordinator

Other staff will be co-opted onto the group as appropriate

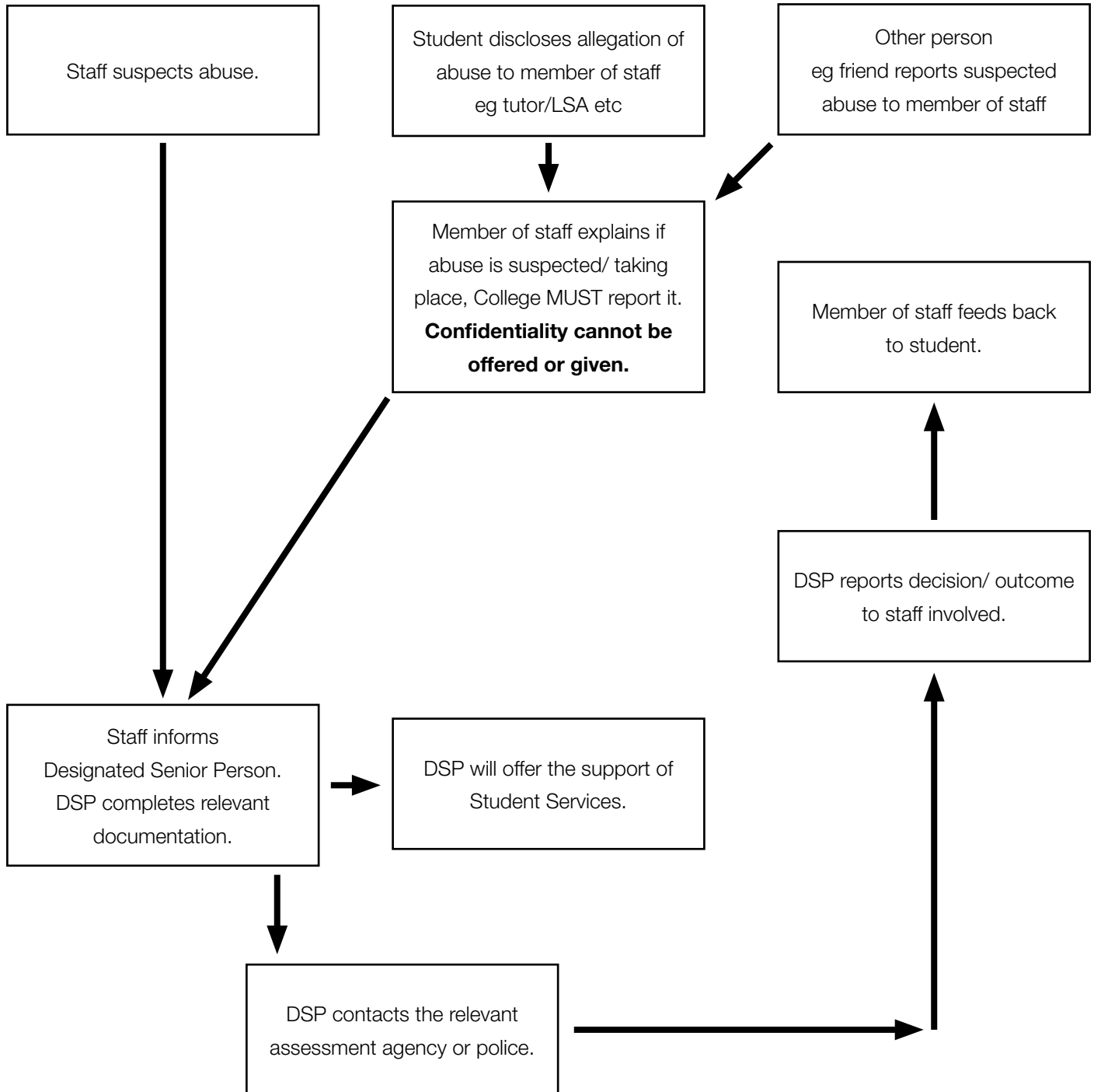
Appendix D

VULNERABLE ADULTS

Vulnerable adults are people aged 18 or over who are affected by mental ill health, have a learning difficulty or disability, or a physical disability or impairment.

Appendix E

CHILD PROTECTION PROCEDURE FLOW DIAGRAM



Appendix F



Student Services Support Referral form

Student Name		Student Ref number	
Programme		Level	Entry 1 2 3
Date of referral		Date of Birth	16-18 19+
Personal Tutor / Progress Mentor		Tutor / Mentor contact details	
Student Referral	Y N	Referred by (if not tutor)	

Reason for Referral/Concern				
Safeguarding Issue <input type="checkbox"/>	Health Issue <input type="checkbox"/>	Emotional Issue <input type="checkbox"/>	Finance Issue 16-18 <input type="checkbox"/> 19+ <input type="checkbox"/>	Other (please state) <input type="checkbox"/>

For students with attendance, behaviour or progress issues, refer to the Section Leader or in extreme cases to the relevant Head of Support.

Further Details (continue overleaf or on a separate sheet if necessary)

Action taken / follow up
Action / follow up by:
Signed: _____ Student Services Manager _____ Date: _____
Copy to database <input type="checkbox"/>

Appendix G

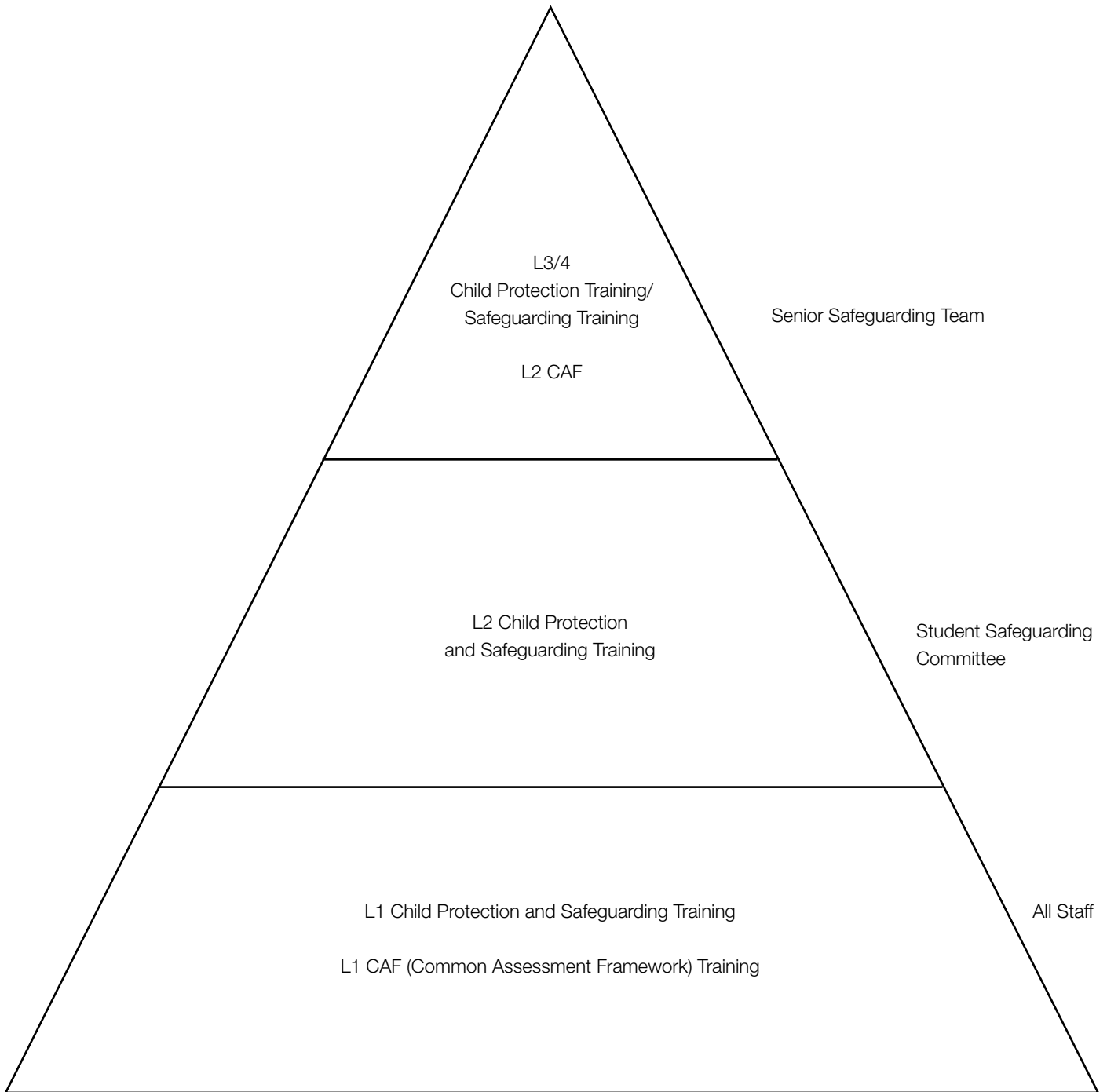
IN AN EMERGENCY:

PROCEDURE TO BE FOLLOWED WHEN NO MEMBER OF THE SENIOR SAFEGUARDING TEAM (SST) IS AVAILABLE

1. Attempt to contact a member of SST using emergency contact numbers
2. Contact a member of the Safeguarding Committee
3. Safeguarding Committee member to contact one of the following as appropriate:
 - a) LCC: Telephone the Education Safeguarding Officer (currently Paul McIntyre) on 01772 532634 or 07766367597or
 - b) Social Care on 0845 6021043or
 - c) Contact Pendle Police on 01282 425001 who will transfer the call to the appropriate section

Appendix H

TRAINING REQUIREMENTS



NELSON AND COLNE
COLLEGE

A LONG-STANDING
TRADITION OF EXCELLENCE