



CHILD AND SAFEGUARDING PROTECTION POLICY

AREA: Personnel

TOPIC: Child Protection and Safeguarding

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Safeguarding policy (for use when a child or vulnerable adult has general life issues which do not pose an immediate danger of significant harm)

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CHILD PROTECTION POLICY

1 Who this policy covers

This policy covers all children and vulnerable adults studying at or visiting any premises of the college who are at immediate danger of significant harm from themselves or others.

For the purposes of this policy, children are defined as persons under the age of 18.

The nominated child protection person for the College is Debra Baldwin, Director of Personnel, Hereford Campus, ext. 309. In her absence a member of the college's safeguarding panel should be contacted (see 3.2)

2 Purpose of this policy

The policy is designed to protect children and vulnerable adults from abuse. The policy will also help to ensure the welfare and safety of children and vulnerable adults who are students or visitors of the College.

Herefordshire College of Technology has a statutory and moral duty to ensure that the College functions with a view to safeguarding and promoting the welfare of children and vulnerable adults receiving education and training at the College.

The governing body recognises that some adults are also vulnerable to abuse, accordingly, the procedures may be applied (with appropriate adaptations) to allegations of abuse and the protection of vulnerable adults.

The governing body is committed to ensuring that the College:

- Provides a safe environment for children and young people to learn in
- Identifies children and young people who are suffering, or likely to suffer, significant harm, and
- Takes appropriate action to see that such children and young people are kept safe, both at home and at the College.

In pursuit of these aims, the governing body will approve and annually review policies and procedures with the following aims:

- Raising awareness of issues relating to the welfare of children and young people and the promotion of a safe environment for the children and young people learning within the College
- Aiding the identification of children and vulnerable adults at risk of significant harm, and providing procedures for reporting concerns
- Establishing procedures for reporting and dealing with allegations of abuse against members of staff
- The safe recruitment of staff

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In developing the policies and procedures, the governing body will consult with, and take account of, guidance issued by the DCSF and other relevant bodies and groups. The procedures have been developed in cooperation with the Herefordshire Safeguarding Children Board (HSCB).

The College will refer concerns that a child or vulnerable adult might be at risk of significant harm to social care, police authorities and or the appropriate agencies as agreed with the HSCB.

The governor with special responsibility for child protection issues is Mrs Valerie Thomasson, the chair of the governing body, who will undertake appropriate training as necessary.

The Principal and all staff working with children and vulnerable adults will receive training to familiarise them with child protection issues. This training will also cover their responsibilities and College procedures and policies, with refresher training at least every 3 years. Debra Baldwin, Director of Personnel and a senior member of the College management team, has special responsibility for child protection issues. She is assisted by members of the College's Safeguarding Panel who also have special responsibility for child protection and safeguarding.

The governing body will receive from the designated senior member of staff with lead responsibility for child protection and vulnerable adults an annual report which reviews how the duties have been discharged.

The governing body recognises the following as definitions of abuse:

- Physical Abuse

Physical abuse causes harm to a child or vulnerable adult. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring.

- Neglect

Neglect is the persistent or severe failure to meet a child or vulnerable adult basic physical and/or psychological needs. It will result in serious impairment of the child's health or development.

- Sexual Abuse

Sexual abuse involves a child or young person being forced or coerced into participating in or watching sexual activity. It is not necessary for the child to be aware that the activity is sexual and the apparent consent of the child is irrelevant.

- Emotional Abuse

Emotional abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the child's or vulnerable adult's behaviour and results in low self worth. Some level of emotional abuse is present in all forms of abuse.

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3 Designated Staff with Responsibility for Child Protection

3.1 Senior Staff Member with Lead Responsibility

The designated senior member of staff with lead responsibility for child protection issues is Debra Baldwin, Director of Personnel, Room L221, Hereford Campus, Ext. 309.

This person is a senior member of the College Management team. She has a key duty to take lead responsibility for raising awareness of issues relating to the welfare of children and young people, and the promotion of a safe environment for the children and young people learning at the College.

She has received training in child protection issues and inter-agency working, as required by the HSCB, and will receive refresher training at least every 2 years. She should keep up to date with developments in child protection issues.

The designated senior member of staff is responsible for:

- Overseeing the referral of cases of suspected abuse or allegations to the relevant investigating agency
- Providing advice and support to other staff on issues relating to child protection
- Maintaining a proper record of any child protection referral, complaint or concern (even where that concern does not lead to a referral)
- Ensuring that parents of children and vulnerable adults within the College are aware of the College's child protection policy
- Liaising with the HSCB and other appropriate agencies
- Ensuring that appropriate arrangements are made for the pupils of secondary schools which send pupils to the College to ensure
- Ensuring that appropriate safeguards are put in place for employers and training organisations that receive children or young people from the College on long term placements
- Ensuring that staff receive basic training in child protection issues and are aware of the College child protection procedures.

The designated senior member of staff will provide regular reports to the College Management Team and an annual report to the governing body setting out how the College has discharged its duties. She is responsible for reporting deficiencies in procedure or policy identified by the HSCB (or others) to the governing body at the earliest opportunity.

3.2 Designated Staff Members

Other designated members of staff with responsibility for child protection issues are :

- Joy Kettle, Director of Quality - Ext 632
- Ruth Johnston, Assistant Principal, Faculty of Community Studies - Ext 329
- Adrian Morris, Assistant Principal, Faculty of Technology - Ext 324
- Rob Dunn, Assistant Principal, Land Based Studies – Ext 478
- Denise Thomas, Head of Student Services – Ext 356
- Gill Cooper, Health and Safety Advisor – Ext 228

These designated staff members:

- Report issues to the senior member of staff with lead responsibility
- Deal with issues as necessary in the absence of the senior member of staff with lead responsibility
- Know how to make an appropriate referral
- Are available to provide advice and support to other staff on issues relating to child protection
- Have particular responsibility to be available to listen to children and vulnerable adults studying at the College
- Deal with individual cases, including attending case conferences and review meetings as appropriate.
- Have received training in child protection issues and inter-agency working, as required by the HSCB, and will receive refresher training at least every 2 years

3.3 Designated Governor

The designated governor with responsibility for child protection issues is Val Thomasson.

The designated governor is responsible for liaising with the Principal and Senior Staff Member with Lead Responsibility over matters regarding child protection, including:

- Ensuring that the College has procedures and policies which are consistent with the Herefordshire Safeguarding Children's Board procedures
- Ensuring that the governing body considers the College policy on child protection each year
- Ensuring that each year the governing body is informed of how the College and its staff have complied with the policy, including but not limited to a report on the training that staff have undertaken.

The designated governor is responsible for overseeing the liaison between agencies such as the police, social services – as defined by the HSCB in connection with allegations against the Principal or the Senior Staff Member with Lead Responsibility. This will not involve undertaking any form of investigation, but will ensure good communication between the parties and provide information to assist enquiries.

To assist in these duties, the designated governor shall receive appropriate training .

4 Dealing with Disclosure of Abuse and Procedure for Reporting Concerns

The procedure will be determined in consultation with the HSCB which establishes the locally agreed inter-agency procedures.

If a child or young person tells a member of staff about possible abuse:

- Listen carefully and stay calm.
- Do not interview the child, but question normally and without pressure, in order to be sure that you understand what the child is telling you.
- Do not put words into the child's mouth.
- Reassure the child that by telling you, they have done the right thing.
- Inform the child that you must pass the information on, but that only those that need to know about it will be told. Inform them of to whom you will report the matter.
- Note the main points carefully.
- Make a detailed note of the date, time, place, what the child said, did and your questions etc.

Staff must not investigate concerns or allegations themselves

Report them immediately to the Debra Baldwin, Ext 309, Senior Designated Person or a Designated Person as outlined in section 3.2 above.

5. Reporting and Dealing with Allegations of Abuse Against Members of Staff

These procedures apply to all staff, whether teaching, administrative, management or support, as well as to volunteers. The word "staff" is used for ease of description.

5.1 Introduction

In rare instances, staff of education institutions have been found responsible for child abuse and because of their frequent contact with children and young people, staff may have allegations of child abuse made against them. The College recognises that an allegation of child abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is

imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and timely.

The College recognises that the Children Act 1989 states that the welfare of the child is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within the College will do so with sensitivity and will act in a careful, measured way.

5.2 Receiving an Allegation from a Child

A member of staff who receives an allegation about another member of staff from a child should follow the guidelines in this document for dealing with disclosure – section 4 above.

The allegation should be reported immediately to the Senior Staff Member with Lead Responsibility or a member of the Safeguarding Panel. The Senior Staff Manager member of the Safeguarding Panel shall :-

- Obtain written details of the allegation from the person who received it, that are signed and dated. The written details should be countersigned and dated by the designated person or member of the Safeguarding Panel.
- Record information about times, dates, locations and names of potential witnesses.

5.3 Initial Assessment by designated person

The designated person should make an initial assessment of the allegation, consulting with the Principal, the Designated Governor and the Area Child Protection Committee as appropriate. **Where the allegation is considered to be either a potential criminal act or indicates that the child or vulnerable adult has suffered, is suffering or is likely to suffer significant harm, the matter should be reported immediately to the HSCB.**

It is important that the designated person does not investigate the allegation. The initial assessment made by the designated person should be on the basis of the information she has received. She should only make a decision on whether or not the allegation warrants further investigation.

Other potential outcomes are:

The allegation represents inappropriate behaviour or poor practice by the member of staff and is neither potentially a crime nor a cause of significant harm to the child. The matter should be addressed in accordance with the College disciplinary procedures.

The allegation can be shown to be false because the facts alleged could not possibly be true.

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5.4 Enquiries and Investigations

Child protection enquiries by social services or the police are not to be confused with internal, disciplinary enquiries by the College. The College may be able to use the outcome of external agency enquiries as part of its own procedures. The child protection agencies, including the police, have no power to direct the College to act in a particular way, however, the College should assist the agencies with their enquiries.

The College should consider whether internal enquiries should be held in abeyance while the formal police or social services investigations proceed. This should be discussed with the police or social services to ensure that any action taken by the college does not prejudice their investigations. Any internal enquiries shall conform with the existing staff disciplinary procedures.

If there is an investigation by an external agency, such as, the police, the designated person should normally be involved in, and contribute to, the inter-agency strategy discussions. The designated person is responsible for ensuring that the College gives every assistance to the agency's enquiries. She will ensure that appropriate confidentiality is maintained in connection with the enquiries, in the interests of the child or member of staff about whom the allegation is made. The designated person shall advise the member of staff that he/she should consult with a representative, for example, a trade union.

Subject to objections from the police or other investigating agency, the designated person shall:

- Inform the child/children or parent/carer making the allegation that the investigation is taking place and what the likely process will involve
- Ensure that the parents/carers of the child making the allegation have been informed that the allegation has been made and what the likely process will involve
- Inform the member of staff against whom the allegation was made of the fact that the investigation is taking place and what the likely process will involve
- Inform the Chair of Governors and/or the designated governor of the allegation and the investigation

The designated person shall keep a written record of the action taken in connection with the allegation.

5.5 Suspension of Staff

Suspension should not be automatic. In respect of staff other than the Principal, suspension can only be carried out by the Principal. In respect of the Principal and Senior Post Holders, suspension can only be carried out by the Chair of Governors (or in her absence, the deputy chair).

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Suspension may be considered at any stage of the investigation. It is a neutral, not a disciplinary, act and shall be on full pay. Consideration should be given to alternatives, for example, paid leave of absence; agreement to refrain from attending work; change of, or withdrawal from, specified duties.

Suspension should only occur for a good reason. For example:

- Where a child is at risk
- Where the allegations are potentially sufficiently serious to justify dismissal on the grounds of gross misconduct
- Where necessary for the good and efficient conduct of the investigation

If suspension is being considered, the member of staff should be encouraged to seek advice, for example, from a trade union.

Prior to making the decision to suspend, the Principal (or Chair of Governors) should interview the member of staff. This should occur with the approval of the appropriate agency from the HSCB. In particular, if the police are engaged in an investigation the officer in charge of the case should be consulted.

The member of staff should be advised to seek the advice and/or assistance of his/her trade union and should be informed that they have the right to be accompanied. The member of staff should be informed that an allegation has been made and that consideration is being given to suspension. It should be made clear that the interview is not a formal disciplinary hearing, but solely for raising a serious matter which may lead to suspension and further investigation.

During the interview, the member of staff should be given as much information as possible, in particular the reasons for any proposed suspension, provided that doing so would not interfere with the investigation into the allegation. The interview is not intended to establish the member of staff's innocence or guilt, but give the opportunity for the member of staff to make representations about possible suspension. The member of staff should be given the opportunity to consider any information given to him/her at the meeting and prepare a response, although that adjournment may be brief.

If the Principal (or Chair of Governors) considers that suspension is necessary, the member of staff shall be informed that he/she is suspended from duty. Written confirmation of the suspension, with reasons, shall be despatched as soon as possible, and ideally within one working day.

Where a member of staff is suspended, the Principal (or Chair of Governors) should address the following issues:

- The Chair of Governors should be informed of the suspension.

- The Governing Body should receive a report that a member of staff has been suspended pending investigation, the detail given to the governing body should be minimal.
- Where the Principal has been suspended, the Chair or Vice Chair of Governors will need to take action to address the management of the College
- The parents/carers of the child making the allegation should be informed of the suspension. They should be asked to treat the information as confidential. Consideration should be given to informing the child making the allegation of the suspension
- Senior staff who need to know of the reason for the suspension should be informed
- Depending on the nature of the allegation, the Principal should consider with the nominated Governor whether a statement to the students of the College and/or parents/carers should be made, taking due regard of the need to avoid unwelcome publicity

The Principal shall consider carefully and review the decisions as to who is informed of the suspension and investigation. The HSCB and external investigating authorities should be consulted.

The suspended member of staff should be given appropriate support during the period of suspension. He/she should also be provided with information on progress and developments in the case at regular intervals.

The suspension should remain under review in accordance with the College disciplinary procedures.

5.6 The Disciplinary Investigation

The disciplinary investigation should be conducted in accordance with the existing staff disciplinary procedures.

The member of staff should be informed of:

- The disciplinary charge against him/her.
- His/her entitlement to be accompanied or represented by a trade union representative or colleague.

Where the member of staff has been suspended and no disciplinary action is to be taken, the suspension should be lifted immediately and arrangements made for the member of staff to return to work. It may be appropriate to offer counselling.

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The child or children making the allegation and/or their parents should be informed of the outcome of the investigation and proceedings. This should occur prior to the return to College of the member of staff (if suspended).

The Principal (or designated person) should give consideration to what information should be made available to College staff and students.

5.7 Allegations without foundation

False allegations may be indicative of problems of abuse elsewhere. A record should be kept and consideration given to a referral to the HSCB in order that other agencies may act upon the information.

In consultation with the designated senior member of staff and/or the designated Governor, the Principal shall:

- Inform the member of staff against whom the allegation is made orally and in writing that no further disciplinary or child protection action will be taken. Consideration should be given to offering counselling/support.
- Inform the parents/carers of the alleged victim that the allegation has been made and of the outcome.
- Where the allegation was made by a child other than the alleged victim, consideration to be given to informing the parents/carers of that child.
- Prepare a report outlining the allegation and giving reasons for the conclusion that it had no foundation and confirming that the above action had been taken.

5.8 Records

It is important that documents relating to an investigation are retained in a secure place, together with a written record of the outcome and, if disciplinary action is taken, details retained on the member of staff's personal and confidential file.

If a member of staff is dismissed or resigns before the disciplinary process is completed, he/she should be informed about the College's statutory duty to inform the Independent Safeguarding Authority (ISA).

5.9 Monitoring Effectiveness

Where an allegation has been made against a member of staff, the nominated Governor, together with the senior staff member with lead responsibility should, at the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising from it that could lead to the improvement of the College's procedures and/or policies and whether they should be drawn to the attention of the HSCB. Consideration should also be given to the training needs of staff.

6. Recruitment and Selection Procedures

Recruitment and selection procedures will be reviewed on a regular basis in order to ensure that they take account of the following:

- They should apply to staff and volunteers who may work with children;
- The post or role should be clearly defined;
- The key selection criteria for the post or role should be identified;
- Vacancies should be advertised widely in order to ensure a diversity of applicants;
- Require documentary evidence of academic/vocational qualifications;
- Obtain professional and character references;
- Verify previous employment history;
- Independent Safeguarding Authority regulations are adhered to including Criminal Records Bureau disclosure and related checks;
- Use a variety of selection techniques (eg qualifications, previous experience, interview, reference checks)

7. Confidentiality

Any issues regarding children or vulnerable adults must remain confidential. If staff are aware of on-going investigations these must not be discussed with any other member of College staff or any external person other than the authorities dealing with the investigation itself. They should only be discussed with the line manager, NCPP, Member of the SGP and those involved with a CAF (if relevant).

8. Telephone Numbers

8.1 External Numbers

Social Services – Children’s Team – 01432 261628

Police Schools Officer – PC Vicky Turner – 08457 444888, mobile 07890 297904

Child Protection Unit – 01432 347153

Charles Naylor, Divisional Crime Risk Manager/Community Safety – 01432 364555, mobile 07962 162353

8.2 Internal Contact Details

Duty Manager (outside office hours) 07974966201

NCPP - Nominated Child Protection Person

Debra Baldwin

Director of Personnel Ext 309

01432 365309

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SP – Safeguarding Panel

Denise Thomas
Head of Student Services
Hereford Campus
Ext 356
01432 365356

Rob Dunn
Assistant Principal
Holme Lacy Campus Hereford Campus
07855869262
01432 870078

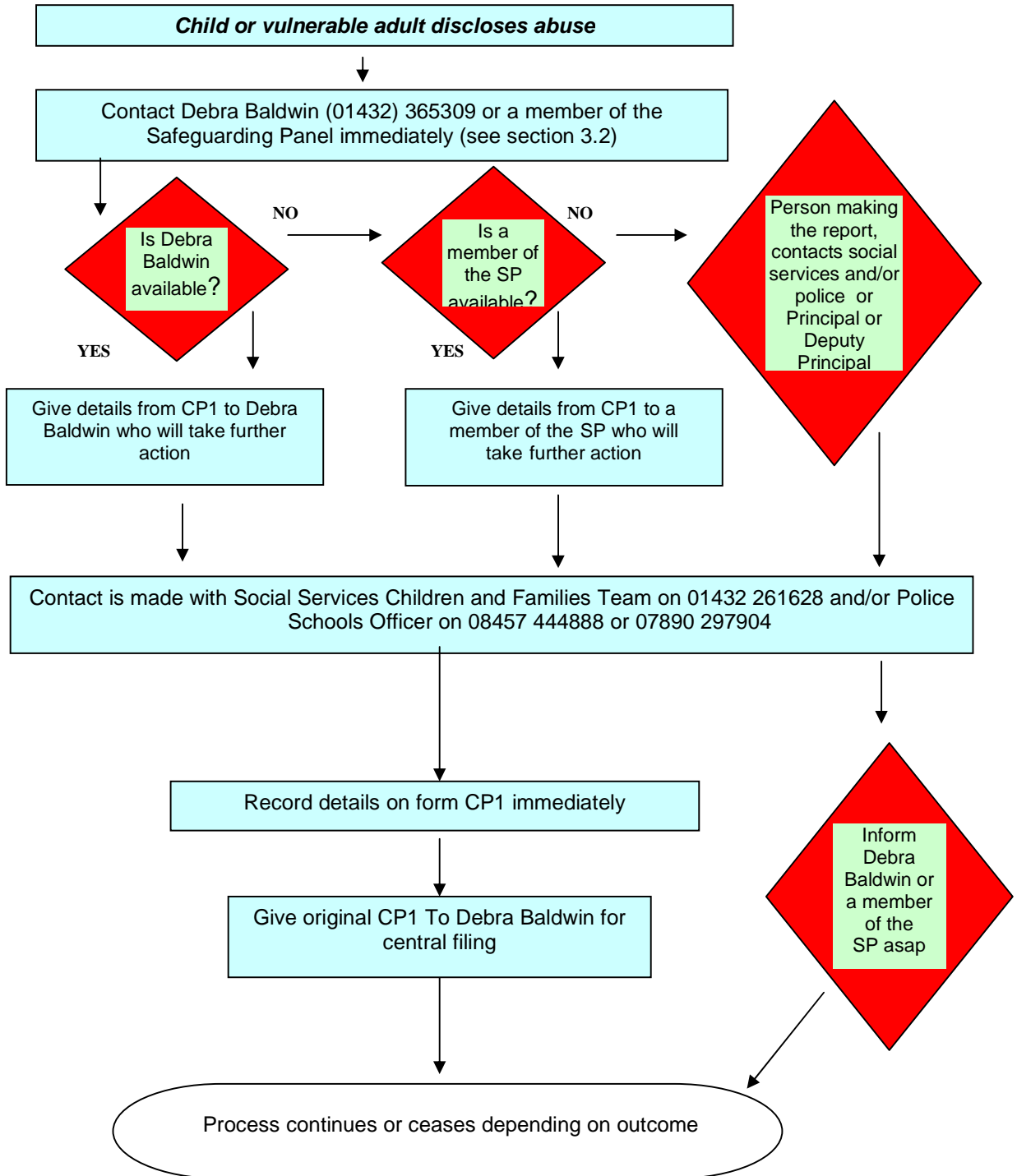
Gill Cooper
Health & Safety Adviser
Hereford Campus
Ext 228
01432 365428

Ruth Johnston
Assistant Principal
Hereford Campus
Ext 329
01432 365329

Joy Kettle
Director of Quality
Hereford Campus
Ext 632
01432 365532

Adrian Morris
Assistant Principal
Hereford Campus
Ext 324
01432 365324

INTERNAL CHILD PROTECTION (INCLUDING VULNERABLE ADULTS) PROTECTION PROCEDURES



Key

SP = Safeguarding Panel

CP1 = Child Protection/Vulnerable Adults Procedures Form (next page)

STRICTLY CONFIDENTIAL

CP1

CHILD PROTECTION/VULNERABLE ADULTS PROCEDURES FORM

To be completed by a member of staff immediately following a conversation with a student where abuse has been alleged.

Date:	Time:
Your Name:	Names of others present:
Name of Complainant:	Name of child/vulnerable adult allegedly abused (where different):
	Date of Birth of above:

<p>Nature of alleged abuse</p>
<p>Description of injuries observed: Do not examine or ask to undress</p>

Account which has been given of the allegation:

Action(s) Undertaken

Signature:	Date:	Time:
ACTION TAKEN (NCPP/ CPP)		
Signature:	Date:	Time:

SAFEGUARDING POLICY

1 Who this policy covers

This policy covers all students studying at or visiting any premises of the college who are experiencing difficulties with one or more elements of their lives.

2 Purpose of this policy

The policy is designed to protect and support children and vulnerable adults at the college. The policy will also help to ensure the welfare and safety of children and vulnerable adults who are students or visitors of the college.

Please refer to the College's child protection procedure, section 2, for further details.

3 Designated Staff

Please refer to the College's child protection procedure, section 3, for further details.

4 Dealing with Concerns

The procedure will be determined in consultation with the HSCB which establishes the locally agreed inter-agency procedures.

If a child or young person tells a member of staff about, or a member of staff notices, issues they are having at college, home or in their lives in general:-

- Discuss the issues with the child;
- Provide support;
- Discuss the issues with your line manager and/or Assistant Principal and agree a plan of action
- Consider the need for the use of a Common Assessment Framework (CAF). This is a Government document that can be used to bring different agencies together to discuss a particular child. Agencies can include the College, a housing association, doctor, social worker etc. The CAF is completed during a meeting with the agencies involved and with the child or vulnerable adult and parents etc. It is designed to ensure that all those concerned talk to each other and agree a way forward. Debra Baldwin or a member of the Safeguarding Panel can provide additional information.

Additional support can be provided from Debra Baldwin Senior Designated Person or a member of the Safeguarding Panel if required.

Safeguarding issues should be recorded, by a member of the Safeguarding Panel on the central log held on a shared drive on the College's intranet.

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5 Allegations Against Members of Staff

Please refer to the College's child protection procedure, section 5, for further details.

6 Recruitment and Selection Procedures

Please refer to the College's child protection procedure, section 6, for further details.

7 Confidentiality

Any issues regarding children or vulnerable adults must remain confidential between the parties dealing with them. If staff are aware of on-going issues these must not be discussed with any other member of College staff or any external person other than those involved.

8 Telephone Numbers and Abbreviations

8.1 Internal Contact Details

Duty Manager (outside office hours) 07974966201

NCPP - Nominated Child Protection Person

Debra Baldwin
Director of Personnel
Ext 309
01432 365309

SP – Safeguarding Panel

Denise Thomas Head of Student Services Hereford Campus Ext 356 01432 365356	Rob Dunn Assistant Principal Holme Lacy Campus 07855869262 01432 870078	Gill Cooper Health & Safety Adviser Hereford Campus Ext 228 01432 365428
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Ruth Johnston Assistant Principal Hereford Campus Ext 329 01432 365329	Joy Kettle Director of Quality Hereford Campus Ext 632 01432 365532	Adrian Morris Assistant Principal Hereford Campus Ext 324 01432 365324
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NB – This policy has been submitted to the Herefordshire Safeguarding Children's Board for comment – December 2009.

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Originator: Director of Personnel

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Updated: December 2009