UTC Swindon Safeguarding and Child Protection Policy September 2016

Designated Safeguarding Lead: Angela Barker-Dench

Deputy Safeguarding Officer: Stacey Cooke
Hollie Danby

Link Governor for safeguarding and child protection: Kathryn Saunders

Reviewed on: **September 2016**
Ratified by governors on: **Pending**
Next review date: **September 2017**

Principles

1.0 This college takes seriously its responsibility to protect and safeguard the welfare of the children and young people in its care. "The welfare of the child is paramount." Children Act 1989. All UTC Swindon college staff have responsibility to provide a safe environment in which children can learn.

1.1 All action is taken in line with the following legislation/guidance:

- Keeping Children Safe in Education (DfE Sept 2016)
- Children Missing Education (Sept 2016)
- South West Child Protection Procedures (SWCPP)
- Section 175 Children Act 2002
- Children and Families Act 2016
- Working Together to Safeguard Children (March 2015)
- Supervision of Activities with Children (Sept 2012)
- Swindon Local Safeguarding Children Board guidance
- What to do if you're worried a child is being abused (DfE March 2015) – non-statutory advice for practitioners
- Information-sharing :advice for practitioners providing safeguarding services (DfE March 2015)
- Safeguarding Vulnerable Groups Act 2006
- The Prevent duty - Departmental advice for schools and childcare providers (July 2015)
- Female Genital Mutilation - Duty to report- Serious Crime Act 2015
- Channel Guidance (April 2014)

- Sexting in schools and colleges, responding to incidences, and safeguarding young people (UKCCIS 2016)

1.2 UTC Swindon will follow procedures set out by the Local Safeguarding Children Board and take account of further guidance issued by the DfE, and the Local Authority (LA).

1.3 Our policy applies to all staff, governors, volunteers and guest speakers working in the college.

1.4 We recognise that staff, because of their contact with and knowledge of children or young people in their care, are well placed to identify abuse or neglect and offer support to children in need. (Appendix 4 – types of abuse and neglect)

1.5 **As part of the ethos of UTC Swindon, the governors and staff are committed and agree to**:

- Ensure the college practices safer recruitment in checking the suitability of staff, volunteers and guest speakers to work with children;
- understand, and adhere to the college's code of conduct (*Safer Working Practice Guidance for adults working with children and young people 2013)*;
- all staff and governors will read KCSIE 2016 part one and Annex A along with this policy;
- report any concerns around the 'Prevent Duty' to police within the given timescales
- report any disclosures on FGM about a female under the age of 18 personally to police.
- establish and maintain a safe college environment, where all students feel secure, can learn and develop, are encouraged to talk and are listened to, where their views are valued and respected;
- support students who have been abused, and carrying out specific actions in accordance with the agreed child protection support plan;
- include opportunities in the curriculum for students to develop the skills they need to recognise, and stay safe from abuse;
- the mandatory duty to inform the local authority of any children in private fostering arrangements
- ensure staff and volunteers are aware of signs and symptoms of abuse, neglect, child sexual exploitation, female genital mutilation, sexting, know the correct procedure for referring concerns, or reporting allegations against staff, and receive appropriate training to enable them to carry out these requirements;
- ensure all volunteers and guest speakers understand their responsibilities in being alert to the signs of abuse and their

responsibility for referring any concerns to the designated safeguarding lead;

- exercise our duty to work in partnership with other agencies and to share information with them, including attendance at child protection conferences, core groups and preparation of reports for conferences;
- encourage and supporting parents/carers, working in partnership with them.

1.6 UTC Swindon recognises that it is an agent of referral and not of investigation.

1.7 Our child protection policy should be read in conjunction with the following relevant policies and guidance:

- Neglect
- Physical Abuse
- Emotional Abuse
- Health and Safety
- Behaviour
- Exclusions
- Equal Opportunities
- PHSE
- Internet Safety
- School Security
- Educational Visits
- Medical Needs
- First Aid
- Lone Working
- Recruitment
- Children looked after
- Children missing in education
- Code of Conduct – Staff and Students
- Whistle Blowing
- Female Genital Mutilation

Action when a child has suffered or is likely to suffer harm

Sharing / recording concerns
An individual with concerns about a child records these and shares these with the designated safeguarding lead who is Angela Barker-Dench or the deputy DSGO's who are Hollie Danby and Stacey Cooke, as soon as possible.

Consideration
The DSL will consider the information, in the context of any other concerns / disclosures, and decide on next steps. Where possible this should be done in consultation with others in the safeguarding team.

Parents / carers should be involved at this stage, **unless to do so**

Referral to children's social care
The DSL will make a telephone referral in the first instance to Family Contact Point on 466903.
Emergency duty service 436699
This must be followed up within 24 hours with a written referral, using form RF1.
The RF1 form must be signed and dated by the referrer

No referral to children's social care
Actions will be agreed to monitor the child and support the child / family where needed.

An Early Help Record and

Children's social care consideration
Children's social care decides within 1 working day what action will be taken, including if an assessment is needed and **feedback to**

Assessment

Children's social care completes the assessment within 45 working days of the referral; it could be a section 17 or section 47 assessment. All schools and colleges should allow local

No Assessment

If the information supplied in the referral does not meet the threshold, an EHRP should be started and/or onward referral to other specialist or universal services; **children's social**

*** In exceptional circumstances the individual with concerns may refer to children's social care directly – where the DSL / deputy DSL is not available, the individual should not delay until they become available and**

Referrals for Alleged Perpetrators of Sexual Abuse – Where a pupil is being investigated by the police for allegedly committing sexual offences, and the police have said they will make a referral to Social Care, the school will still telephone Family Contact Point without delay to raise awareness of the concerns relating to the alleged perpetrator. Family Contact Point will advise whether or not an RF1 needs to be completed by the school.

Record Keeping

2.0 Any member of staff, volunteer or visitor receiving a disclosure of abuse, or noticing possible abuse, must :-

- make an accurate record as soon as possible, noting what was said or seen, putting the event into context, and giving the full date, time and location. (where possible this will be recorded onto appendix 1 – concern / disclosure form)
- Where staff have observed injuries to a child, these will be recorded on a body map outline, with some indication given about the size of the injury. **Staff will not take photographs of injuries.**
- The concern / disclosure must be discussed with the designated safeguarding lead as soon as possible.
- All hand-written records must be retained, even if they are subsequently written up onto a concern/disclosure form.

2.1 Written records of concerns about children must be kept, even where there is no need to make a referral immediately.

2.2 All records relating to child protection concerns will be kept in a secure place and will remain confidential. They do not form part of the pupil's educational records and must be kept separate from other records.

2.3 A chronology will be kept at the front of individual pupils' files, which is reviewed and updated whenever a new concern is raised or additional relevant information becomes available, **noting actions and outcomes**.

Significant events, for example a Team Around the Child (TAC), Strategy or child protection conference should also be noted on the chronology.

2.4 The quality of child protection records will be monitored by the Principal. The schedule for this quality assurance will take place at least annually.

2.5 Where a child moves school, the safeguarding/child protection documentation will be passed immediately and confidentially to the receiving school/college, separate from general records. Where possible the DSL will arrange to meet with the DSL from the receiving school/college to discuss the safeguarding/child protection information in more detail. The receiving school will be asked to sign to confirm that the transfer has taken place successfully and this signed record will be kept on file. Where a pupil is transferring into our college a request for information will be sent to the previous school/college if there is no evidence of a safeguarding/child protection file, when records are received. This will prompt the previous school to check whether any safeguarding/child protection records exist.

2.6 Confidentiality must be maintained and information relating to individual pupils/families shared with staff on a strictly need to know basis.

2.7 Joint investigation procedures – for guidance on the joint investigations (appendix 2)

2.8 There are occasions when children services will contact UTC Swindon and request a phone number for a parent or carer. The caller's identity should be verified before releasing this information and the college should confirm with social care whether or not the family should be informed about the request.

Alleged Abuse by Staff

If you become aware that a member of staff may have:

- **behaved in a way that has harmed, or may have harmed a child or**
- **possibly committed a criminal offence against or related to**

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The child and/or alleged abuser SHOULD NOT be questioned but a record made of what has been reported. **The alleged abuser should not be informed of the allegation at this stage**

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Report immediately to your Principal (or the Chair of Governors if the allegation is about the

<u>Report the allegation</u> to the Local Authority Designated Officer for Allegations (LADO):

Please call one of the following numbers:
01793 463854
01793 466849
In the event of not being able to speak to the LADO please contact 01793 465737(Schools' Safeguarding Adviser)

The LADO will decide on further action:

- No further action after initial consideration and closure, or
- Advice and follow up from LADO, or
- Strategy Discussion

<u>No further action by the LADO</u> The college may be asked to complete their own enquiries and report the findings back to the LA at the conclusion

<u>Further action -</u> The LADO will agree with the police whether or not a strategy meeting (police involvement) or an allegations meeting needs to take place.

If a strategy discussion is not required, an **<u>allegations management meeting</u>** may be held. The main purpose of this is to ensure the safety of the child/ren and ensure the process is concluded promptly, ensuring the

<u>Allegations strategy discussion</u>
This will take place if the child has suffered significant harm / is at risk of suffering significant harm,

The Principal / Chair of Governors will be invited to these meetings.

This document is intended for use as a guide. Please refer to:

1. Keeping Children Safe in Education September 2016
2. The Multi-Agency South West Child Protection Procedures at www.swcpp.org
3. Swindon LSCB guidance A guide for employers contributing to strategy discussions or allegations management meetings Sept 13

3.1 The college is legally obliged to make a referral to the Disclosure and Barring service if at the end of the allegation process a member of staff or volunteer is removed from their position, or if they leave while under investigation for allegedly causing harm or posing a risk of harm.

3.2 UTC Swindon has a code of conduct in place, which clearly states what behaviours are acceptable and what behaviours are not. Staff will sign to say that they have read and understood the document.

3.3 Historical allegations of abuse should also be referred to the police.

Managing Allegations against other pupils

4.0 At UTC Swindon we believe children have the right to attend college and learn in a safe environment. Children should be free from harm by other students. We recognise that some students will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the following policies and practices:

- Anti-bullying policy
- Behaviour Policy
- Home/college agreement
- Restorative Justice meeting

Concerns about safeguarding practice within our college

5.0 Staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the college's safeguarding regime. Appropriate whistle-blowing procedures are suitably reflected in staff training and in the UTC Swindon's code of conduct.

Contact the Whistleblowing Advice Line

Call 0800 028 0285
Email help@nspcc.org.uk

Parental Involvement

6.0 This college is committed to helping parents/carers understand its responsibility for the welfare of all pupils and our duty of care. Our first priority is the child's welfare and therefore there may be occasions when concerns about a child means that we have to consult other agencies before we contact the parent/carer. The procedures we follow have been laid down by the South West Child Protection Procedures www.swcppp.org.uk, and are in accordance with Swindon Borough Council guidance.www.swcppp.org.uk, and are in accordance with Swindon Borough Council guidance and the LSCB.

6.1 Parents/carers will be made aware of UTC Swindon's child protection policy via the college website. The policy and procedures will also be shared at transition meetings with parents of new pupils.

6.2 Concerns will be discussed with parents/carers. Where a referral is needed, the designated safeguarding lead should seek the agreement of parents/carers before making the referral, unless to do so may place the pupil at increased risk of significant harm. Advice will be taken from Family Contact Point or Children Services.

Training

7.0 The designated safeguarding lead and his/her deputy must receive multi-agency child protection training every 2 years and attended updates at least annually.

7.1 All staff, both teaching and support, must be provided with child protection training on a regular basis, at least annually.

7.2 Temporary and supply staff must be made aware of basic information in respect of the school's child protection procedures, including the name of the designated person.

7.3 All new staff must receive child protection training as part of their induction. This will include level 1 training (basic awareness), whether 'in-house' or through the LSCB, unless they have attended training within the last 3 years eg. at a previous school.
Volunteers will also receive some basic training.

7.4 Where appropriate, staff will receive additional training in order to effectively carry out their role e.g. safer recruitment training.

7.5 The designated safeguarding lead and their deputy should keep up to date with local and national advice and guidance on child protection, and attend such additional training as is necessary to effectively fulfil their roles.

7.6 Training records must be kept up to date, recording the date, focus and level of training received by individuals.

The Role of the designated safeguarding lead and deputy / deputies

8.0 The designated safeguarding lead and deputy / deputies will ensure that they fulfil their duties in line with Annex B, Keeping children safe in education 2015'.

The Role of the Governing Body

9.0 The governing body will ensure that all statutory duties with regard to child protection are fulfilled, as detailed in 'Keeping Children Safe in Education (Sept 2016).

9.1 UTC Swindon will complete the school safeguarding audit, in partnership with the designated governor for safeguarding.

9.2 The governing body will ensure that weaknesses identified; within the annual school safeguarding audit; through on-going monitoring of child protection procedures; other sources, are addressed explicitly within the College Improvement Plan. The governing body will regularly monitor the implementation and impact of the identified actions.

9.3 The Chair of Governors (or designated governor for child protection, if they are not the chair), in liaison with the designated person, will ensure that the college has a child protection policy and procedures in place, which are known to all members of staff, and up-dated at least annually.

9.4 The governing body controls the use of school premises both within and outside of school hours and has a duty to safeguard children and young people using the premises. Where services or activities are provided separately by another body, the Governing Body will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection, in line with LA 'Safeguarding Guidance for Commissioned Extended School Provision and Lettings'.

Safer Recruitment

10.0 Safer recruitment procedures are in line with the current legislation , Keeping Children Safe in Education (Sept 2016). This is where further detail can be found.

10.1 For most appointments, an enhanced DBS certificate, which includes barred list information, will be required as the majority of staff will be engaging in regulated activity. In addition, anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching.

Review

This policy will be reviewed on an annual basis, and up-dated where appropriate, however if a weakness is identified in school procedures, the policy will be reviewed and revised immediately.

Appendix 1

Concern / Disclosure Form
CONFIDENTIAL

Date:		Name and role of person completing form	
Name of child:		Name and role of person child disclosed to/ reporting C.P. incident/ concerns	
Details of disclosure by child / incident / child protection concerns			

Action taken by person(s) above:			
Date of notification to CPCO/ deputy:	Name of CPCO/ deputy:		
Detail of decision / action by CPCO or deputy:			
Reason(s) for this decision or action by CPCO or deputy:			
Notes of feedback between CPCO / deputy and the person who raised this child protection concern, including date of feedback:			
Tick to confirm added to pupil's chronology and copy placed in pupil's C.P. file		Tick to confirm added to CPCO overview sheet	
Date for review:		Name of person(s) to review:	

Appendix 2 Guidance About Joint Investigations (Children Services and Police) which take place in Schools

- College will receive a phone call to let them know that a joint investigation has been agreed, following the Strategy discussion / meeting
- College will be informed at this stage whether parents/carers have been informed about the joint investigation taking place
- A social worker will attend, accompanied by a police officer (most likely to be a Police officer from the Child Abuse Investigation Team or the Domestic Abuse Investigation Team). The Police will be plain clothed and will attend in an unmarked car.
- The professionals will speak to the child on arrival and establish whether they wish someone from school to be present during the interview
- The interview will be recorded in note form by the Police
- If a disclosure is made, the interview will be stopped and will continue at Gable Cross Police station. This will be a video interview. A member of school staff may accompany the child/young person to the Police station only if required
- There is no requirement for members of College staff to record minutes / notes during the meeting, as this could jeopardise possible future court outcomes
- The decision of the timings to inform parents will be agreed by the social worker and the Police, prior to the meeting.

Appendix 3 - Pathway To Follow When Children Are Not Collected From School

- The UTC will attempt to contact parent(s)/carer(s) and other authorised contacts.
- Half an hour after the end of college day/agreed collection time, if the college is unable to make contact, the college will contact the Referral Team to warn them of the situation, making it clear that at this stage it is just for information.

Appendix 4 - Types of abuse and neglect (Taken from Keeping Children safe In Education (Sept 2016)

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

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may

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

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Broad government guidance on the issues listed below can be found via the GOV.UK website and on the South west Safeguarding and child Protection procedures website

- child sexual exploitation (CSE)
- bullying including cyberbullying
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM)
- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- mental health
- private fostering
- preventing radicalisation
- sexting

• teenage relationship abuse
• trafficking
• Honour-based violence

Contact the Whistleblowing Advice Line

Call 0800 028 0285
Email help@nspcc.org.uk

History of Consultation, Amendments and Review

Initial Approval	Review
May 2015	May 2016
May 2016	May 2016
July 2016	July 2017
September 2016	September 2017