



## Policy and Procedures

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LEA Suggested Review Cycle	ANNUALLY

# MORTIMER COMMUNITY COLLEGE

Reading Road, South Shields, NE33 4UG

## SAFEGUARDING POLICY

### *Introduction*

*This document is the Safeguarding and Child Protection Policy for Mortimer Community College and any extended services that it provides.*

This policy applies to all staff (teaching and non-teaching), governors and volunteers, temporary and supply/visiting staff working in the college. It will be reviewed annually by the Governing Body, and is in line with the expectations of Ofsted which inspects safeguarding arrangements as part of the academy's Leadership and Management and the requirements of the Local Safeguarding Children Board (LSCB).

The principles embedded in this policy link into other policies relating to: Health and Safety, PSHE, Sex and Relationship Education, Anti-bullying, Equal Opportunities, Special Educational Needs, Confidentiality, Attendance, Substance Misuse (including drugs and alcohol), Racism and Homophobia, Educational visits, E-safety, Combating Extremism, College Security etc.

Safeguarding and promoting the welfare of children is defined by the Department for Education as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring children are growing up in circumstances consistent with the Provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

Child protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

This Safeguarding and Child Protection Policy forms one part of the college's safeguarding responsibilities and should be read in conjunction with the Safer Recruitment Policy, Behaviour Policy, Attendance Policy, Physical Intervention Policy, Anti-Bullying Policy, Mobile Phone Usage Policy and any other relevant policies.

### ***Purpose of a Safeguarding and Child Protection Policy***

To inform all members of staff, parents, volunteers and governors about the college's responsibilities for safeguarding children and their responsibilities therein.

College staff are well placed to observe the outward signs of abuse. The college will therefore:

- Ensure that all college staff and volunteers receive safeguarding children training, to help identify concerns. (This training last took place in September 2015).

- Ensure that all staff are aware of this policy and those relating to the safeguarding of children.

### ***Principles***

This college recognises its responsibility to protect and safeguard the welfare of the children and young people entrusted to its care by establishing a safe and trusting environment in which children can learn and develop. The policy applies to all children between the ages of 11-16 whose care and education comes within the remit of this college.

The staff and Governing Body of his college are committed to establishing and maintaining an environment where children feel secure, are encouraged to talk, and are listened to. We will ensure that children know that there are adults in the college who they can approach if they are worried and that the principles of confidentiality are made clear to children and young people. The college promotes a positive, supportive and secure ethos, giving pupils a sense of being valued.

To ensure children know that there are adults in the college whom they can approach if they are worried.

This college also recognises its duty to work with other agencies in protecting children from harm and in responding to concerns about possible abuse, including the Police, Child and Adolescent Mental Health Services, Attendance & Prosecution Service, Inclusion Support Service and other agencies/services coming into college to support individual pupils/groups of pupils

To ensure that children who are subject to multi-agency plans are supported by the college as defined in that plan.

To develop and deliver the PSHE curriculum to create opportunities for children to develop the skills they need to recognise and stay safe from harm including Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM) and Honour based Violence (HBV).

To encourage pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. We ensure that partisan political views are not promoted in the teaching of any subject in the college and where political issues are brought to the attention of the pupils, reasonably practicable steps have been taken to offer a balanced presentation of opposing views to pupils.

To contribute to children being healthy, safe, enjoying and achieving, making a positive contribution and achieving economic well-being.

The college will ensure that parents have an understanding of the responsibility placed on staff for child protection by setting out its obligations in the college's prospectus. The college's Child Protection Policy is made available to parents on request and published on the college website.

### ***Implementation, Monitoring and Review of the Safeguarding and child protection Policy***

The Designated Senior Person will ensure that the college's Child Protection Policy is put on the agenda of the Governing Body once a year for discussion, monitoring, review and renewal. In this way the Governing Body authorises the DSP for Child Protection to carry out his/her responsibilities as outlined in the statutory Guidance.

### **Statutory Framework**

In order to safeguard and promote the welfare of children, the academy will act in accordance with the following legislation and guidance:

The Children Act 1989

The Children Act 2004

Working Together to Safeguard Children (HM Government 2013)

The Education (Pupil Information) (England) Regulations 2005

Dealing with Allegations of Abuse against Teachers and Other Staff (DfE 2011)

Keeping Children Safe in Education (2015)

Education Act 2002 (section 175/157)

Section 175 of the Education Act 2002 requires local education authorities and the governors of maintained colleges and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.

“Working Together to Safeguard Children” (2013) requires all colleges to follow the procedures for protecting children from abuse and have appropriate procedures in place for responding to all concerns of actual or suspected abuse including allegations against members of staff in a position of trust.

‘Keeping Children Safe in Education’ (2015) places the following statutory duties on all colleges:

- Staff should be vigilant to signs of abuse and to whom they should report any concerns on to.
- Colleges should have procedures in place which are disseminated to all staff for handling suspected or actual cases of abuse of pupils, including procedures to be followed in the case of allegations against persons in a position of trust.
- Every college should have Designated Senior Person who is a member of the senior management team and responsible for co-coordinating safeguarding/child protection work within the college and liaising with other agencies as appropriate.
- Staff with designated responsibility for safeguarding and child protection should receive appropriate single agency and multi-agency training approved by SSCB at least every two years.
- All other staff in college should receive training to raise their awareness of signs and symptoms of suspected or actual abuse and the procedures they should follow at least every three years.
- That all colleges and FE colleges should share information and work in partnership with other agencies when there are concerns about a child’s welfare.

### ***The Designated Senior Person***

The Designated Senior Person (DSP) for child protection will co-ordinate action on child protection within the college. This includes ensuring that all staff, teaching and non-teaching (including supply staff) know who the Designated Senior Person is and that they are aware of their individual responsibility to be alert to the signs of abuse and to discuss any concerns with the Designated Senior Person. Also that they are aware of what happens once a concern has been raised.

- NAME: Mr Brendhan O’Shea is the DSP for Child Protection and is a member of the senior leadership team.

A Deputy DSP should be appointed to act in the absence/unavailability of the DSP. The Deputy Designated Senior Persons for Child Protection in the college are:

- NAME: Mr Steven Liddle: Senior Teacher
- NAME: Mrs Brenda Machin: Business Manager

In the absence of the DSP and the deputy DSP the most senior member of staff in the college will assume responsibility for any child protection matters that arise.

***It is the role of the Designated Senior Person for Child Protection to:***

- Ensure that he/she receives refresher training at least every two years.
- To keep his or her knowledge and skills up to date.
- Ensure that all staff who work with children undertakes appropriate training to equip them to carry out their responsibilities for safeguarding children at least every three years which will enable them to recognise the signs and symptoms of abuse including Child sexual exploitation (CSE), Female Genital mutilation (FGM) and Honour based Violence (HBV).
- Ensure there is effective induction in safeguarding and child protection for all adults working in the academy, be they staff or volunteers, including supply agency staff which are to be undertaken no longer than 10 working days of commencement of their contract.
- Make sure that concerns are raised by staff/volunteers when necessary.
- Offer support and guidance to all adults working within the academy on matters of safeguarding and child protection.
- Ensure that the names and contact details of the DSP/Deputy are on display for all staff, parents, pupils and visitors to the college
- Ensure that (whenever possible) the Designated and Deputy Designated Persons are not out of college (e.g. at training events) at the same time. If they are absent arrangements should be in place to ensure their duties are covered during their absence.
- Ensure that the telephone number for the Contact Centre is available and easily accessible to staff in case, for any reason, the DSP and Deputy are not contactable, in order to ensure there is no unwarranted delay in referral.
- Discuss concerns as required with outside agencies e.g. specific agency for single need Inclusion Support, early intervention multi-agency (e.g. Early Help process) or Multi Agency Safeguarding, social workers etc.
- Ensure that all necessary paperwork and correspondence including referral forms are completed and forwarded to the Early Help team in regard to safeguarding and child protection referrals.
- Ensure that the college is represented at child protection conferences, core groups and multi-agency meetings about 'Children in Need' by an appropriate Designated Person for Child Protection. If the college cannot be represented at any meeting, apologies must be given and a written report must be submitted prior to the conference.
- Co-ordinate the compilation of and submitting of a written report regarding children who are subject to child protection conferences. This should be shared with parents before the conference takes place.
- Ensure there is appropriate representation on Core Groups when a child is on a child protection plan.
- Ensure there are appropriately trained staff to lead on concerns and that all staff are aware of the Early Help process.
- Ensure that relevant staff are informed and advised about appropriate action when a child is subject to a Child Protection Plan.
- Ensure that welfare records are kept securely and confidentially (locked and with limited access).

- Ensure that safeguarding and child protection records are chronologically recorded, with significant incidents recorded in detail. These records should be reviewed regularly and focus on outcomes for the child/children.
- Ensure that records are transferred when a child changes college.
- Put mechanism is in place to support the Designated Persons for Child Protection in specific regard to their welfare responsibilities.
- Keep the college's SLT, Governors, Local Authority and SSCB informed about safeguarding and child protection issues as requested.
- Provide guidance to parents, children and staff about obtaining suitable support.
- Make parents aware of the safeguarding procedures used and how to access the safeguarding and child protection policy.

### ***The Governing Body***

The Governing Body has overall responsibility for ensuring that there are sufficient measures in place to safeguard the children in their establishment. It is recommended that a nominated governor for child protection is appointed to take lead responsibility.

The nominated governor for child protection is:

- NAME: Mr Tony Leather

In particular the Governing Body must ensure that:

- Safeguarding and child protection policy and procedures are in place and reviewed annually.
- Safe recruitment procedures are in place and reviewed annually.
- Position of trust procedures are in place and reviewed annually.
- A DSP who is a senior member of college leadership team is appointed and notify the LA of any changes in personnel to this role.
- The Governing body will ensure that there is a dedicated teacher for Looked after Children who have been appropriately trained. This staff member has a key role in promoting the educational achievement of Looked After Children and engaging with the DSP.
- A member of the Governing Body (usually the Chair) is nominated to be responsible in the event of an allegation of abuse being made against the Head Teacher.
- Relevant safeguarding/child protection training is accessed by all academy staff/volunteers according to their role and responsibilities.
- That they receive an annual report from the DSP regarding safeguarding/child protection work undertaken in the year which is shared with the LA or other appropriate body.
- Deficiencies or weaknesses in safeguarding arrangements are remedied without delay, liaising with relevant bodies for support as required.
- The governors support the Designated Senior Member of Staff for Child Protection in carrying out his/her responsibilities as outlined in 'Keeping Children Safe in Education', (April 2014) and role in Job Description.

### ***Academy Procedures - Staff Responsibilities***

All academy staff and volunteers need to be alert to the potential abuse of children both within their families and from other sources including members of the academy community. If any member of staff is concerned about a child the Designated Senior Person (or the rep in their absence) must be informed immediately. There is an absolute responsibility for all members of the academy to respond to any suspected or actual abuse of a child in accordance with these procedures.

The member of staff must record information regarding the concerns and ensure the written record is passed to the DSP on the same day. The recording must be a clear, precise, factual account of the observations.

The college will robustly monitor the attendance of children on roll in the academy in line with the Attendance Policy.

When a safeguarding/child protection concern is raised, attendance concerns will be shared with partner agencies in accordance with local information sharing protocols.

The Designated Senior Person will decide whether the concerns should be referred to children's social care. If it is decided to make a referral to children's social care this will be discussed with the parents and consent sought, unless to do so would place the child at further risk of harm, place a vulnerable adult at risk or compromise and enquiries that may need to be made.

When concerns have been raised regarding a child or they are subject to any multi-agency work a written record will be kept securely and separately from the child's main pupil record.

Whenever a child transfers to another college all college records, including safeguarding/child protection files will be sent to the receiving college in a secure manner and relevant agencies will be informed of the new college that the child has moved to.

The Designated Senior Person is responsible for making the senior leadership team aware of trends in behaviour that may affect pupil welfare. If necessary, training will be arranged.

All staff and volunteers should be aware that the main categories of abuse are:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

All staff and volunteers should be concerned about a child if he/she presents with indicators of possible significant harm.

### ***Dealing with a disclosure***

Where a pupil actually discloses that he/she has been abused the following guidelines must be followed:

#### ***RECEIVE***

- If a child wants to talk to you, never ask them to come back later. Ask them what they want to talk to you about and, if you are concerned about their welfare, give them the time to speak to you.
- Never promise confidentiality, inform the child that you are happy to talk to them but if they tell you anything that you believe may be putting them at harm that you will have to talk to someone.
- Listen carefully to the child. Do not stop a child who is freely recalling information.
- Where a child is visibly upset or has an obvious injury, It is good practice to ask a child why they are upset or how an injury was caused, or respond to a child wanting to talk to you to help clarify vague concerns and result in the right action being taken.

## **REACT**

- If you need to clarify information ask open-ended questions e.g. "Is there anything you'd like to tell me?", "Can you explain to me...", "Can you describe to me..."
- Never ask leading or suggestive questions e.g. 'Did he/she do anything that they shouldn't have done?'
- Never ask 'accusing' questions e.g. "Why didn't you tell someone earlier?"
- Never criticise the alleged perpetrator, it may be someone that they will continue to live with.
- Never ask the pupil to repeat their disclosure for any other member of staff; it is your responsibility to share the information

These four factors may compromise enquiries that need to be made later by children's social care or Police.

## **REASSURE**

- Ensure that the child is aware that they have done the right thing in talking to you and that they have not done anything wrong.
- If you have any concerns that the child has been, or is at risk of harm, you must tell them that you will speak to someone to get help.

## **RECORD**

- Make notes as soon as possible afterwards using the words that the child has used.
- Do not record your assumptions and interpretations, just what you heard and saw.
- Do not destroy original notes even if you later write things up more neatly and fully.
- Record the date, time and place of the disclosure.
- Sign any written records and identify your position in the college setting.
- Do not ask a child to write and account or sign any of your documentation as this may compromise enquiries that need to be made later by children's social care or Police.

## **REFER**

- Immediately inform the Designated Senior Person for child protection Mr Brendhan O'Shea or in their absence the Deputy Designated Senior Persons for child protection Mr Steve Liddle or Mrs Brenda Machin who will be responsible for following the appropriate procedures. In the absence of anyone being available in college, contact the duty team for advice.
- To consult with your Designated Senior Person for child protection does not mean a referral has been made. This decision is the responsibility of the Designated Senior Person for child protection who will contact the appropriate agency as and when required.
- If you are unhappy about the response you receive from your Designated Senior Person for child protection contact the duty team directly to express your concerns.

**UNDER NO CIRCUMSTANCES SHOULD YOU LEAVE COLLEGE WITHOUT DISCUSSING YOUR CONCERNS WITH SOMEONE.**

## **Confidentiality**

Safeguarding children raises issues of confidentiality that must be clearly understood by all staff/volunteers in colleges.

All staff in the college, both teaching and non-teaching staff, have a responsibility to share relevant information about the protection of children with other professionals, particularly children's social care and the Police.

If a child wishes to confide in a member of staff/volunteer and requests that the information is kept secret, the member of staff/volunteer will tell the child, in an appropriate manner to the individual needs of the child, that they cannot promise confidentiality and may need to pass the information on to help keep the child or other children safe.

Staff/volunteers who receive information about children and their families in the course of their work should share that information within the expectations of the academy's confidentiality policy and other relevant policies e.g. the safeguarding and safeguarding and child protection policy, LSCB inter-agency procedures.

### ***Communications with parents***

The college will always discuss concerns with parents/carers and consent for any referrals should be sought unless to do so would:

- Place the child at risk of significant harm or further risk of significant harm.
- Place a vulnerable adult at risk of harm
- Compromise and enquiries that need to be undertaken by children's social care or the police

The academy will endeavour to ensure that parents have an understanding of the responsibilities placed on the academy and staff for safeguarding children.

### ***Record Keeping***

The importance of good clear child welfare and child protection record keeping has been highlighted in the learning from serious case reviews. Good up to date record keeping of concerns and action taken is essential for two main reasons:

1. It helps colleges identify causes for concern at an early stage. Often it is only when a number of seemingly minor issues are seen as a whole, that a pattern can be seen indicating safeguarding or child protection concern.
2. It's helps colleges monitor and manage their safeguarding practices and provides evidence of robust and effective safeguarding policy and practice.

A record of a concern, suspicion or allegation should be made at the time of or as soon as possible after the event. Any member of staff receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of possible abuse in a child or young person, will make a written record within the hour recording the disclosure using the child's own words, what was said or seen and the location both of the abuse and the disclosure. Dates and times of events should be recorded on the Safeguarding tab on Behaviourwatch as accurately as possible.

A record should be made of any visible marks or injuries to a child that give cause for concern, this may be completed on a body map The child should not be examined intimately or pictures taken of any injuries/marks.

All records must be signed and dated clearly with the name of the signatory clearly printed.

When a child has made a disclosure, the member of staff/volunteer should:

- Make brief notes as soon as possible after the conversation using the appropriate form utilised by the college.
- Not destroy the original notes in case they are needed by a court
- Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child
- Record statements and observations rather than interpretations or assumptions
- Distinguish fact from opinion
- Children **MUST NOT** be asked to make a written statement themselves or to sign any records.

All records of a child protection nature (handwritten or typed) are given to the DSP before the end of the working day. No copies should be retained by the member of staff for volunteer. The Designated Senior Person will ensure that all safeguarding records are managed and transferred in accordance with the Education (Pupil Information) (England) Regulations 2005.



### ***Allegations involving college staff/volunteers***

An allegation relates to an adult who works with children (in a paid or unpaid capacity) and they have:

- Behaved in a way that has harmed or may have harmed a child.
- Possibly committed a criminal offence against, or related to, a child.
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

In these circumstances, the allegation should be taken seriously and the Head Teacher, who has the responsibility for managing allegations against persons in a position of trust in college, should be informed immediately.

It is not the responsibility of the person receiving the allegation to make any enquiries or discuss the allegation with anyone other than the Head Teacher.

As with all other concerns about the welfare of children, the member of staff receiving the allegation should make a written record of the allegation using the informant's words - including time, date and place where the alleged incident took place, brief details of what happened, what was said and who was present. This record should be signed, dated and immediately passed on to the Head Teacher.

Under no circumstances should the informant be asked to make a written record of the allegation or asked to sign any documentation. This is the responsibility of the person receiving the allegation.

The Head Teacher will not investigate the allegation itself, or take written or detailed statements, but will consult with the Local Authority Child Protection Officers, when appropriate, and if necessary, make a referral will be made to the LADO (Local Authority Designated Officer).

If the Head Teacher is implicated in the concerns, the Chair of Governors should be informed immediately or, in their absence, the vice chair.

The Chair of Governors in this college is:

- **NAME:** Mr Tony Leather

The Vice Chair in this college is:

- **NAME:** Mr Steve Cauldwell

The same process will be followed by the chair or vice chair of governors as that followed by the Head Teacher. To reduce the risk of allegations, all staff should be aware of safer working practice and should be familiar with the guidance contained in the staff handbook, college code of conduct or Government document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'.

If you have safeguarding or child protection concerns relating to the parents/carers of children and you are aware that they work with children, young people or vulnerable adults, you must inform the Designated Senior Person for child protection. This will allow for consideration to be given as to whether the position of trust process needs to be applied.

If it is decided that the allegation meets any of the three criteria outlined above, procedures will be followed in accordance with LSCB inter-Agency Procedures. If it is decided that the allegation does not meet the threshold for safeguarding, it will be handed back to the employer for consideration via the college's internal procedures. The Head Teacher should, as soon as possible, and after consulting with the Local Authority Designated Officer inform the person against whom the allegation has been made of the concern.

Specific policies relating to safeguarding issues are available from the school office on request.