



## Child Protection Policy

Approved by the Corporation 10 December 2007

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## CHILD PROTECTION POLICY

### 1.0 Introduction

1.1 This policy has been developed in accordance with the principles established by the Children Act 1989; and in line with government publications: "Working Together to Safeguard Children" 1999, "Framework for the Assessment of Children in Need and their Families" 2000, *Safeguarding Children: Child Protection: Guidance about Child Protection Arrangements for the Education Service* 2004, and the Surrey Area Child Protection Committee Procedures.

In this document, *students* and *young persons* are defined as students under the age of 18.

1.2 The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of young people; and to ensure arrangements are in place to minimise risks of harm to students and take appropriate actions to address concerns about the welfare of a young person.

1.3 The College and its staff are committed to providing a caring, supportive and safe environment that promotes the all-round development of the individual student.

1.4 The College's policy acknowledges that the vast majority of our students as 16-18 year olds have certain entitlements commensurate with young adult rather than children's status notwithstanding the standard legal definition and this will influence the practices and approaches outlined in this document.

1.5 At the same time we have 14-16 year olds studying on site and special consideration will need to be given to this group of students on the basis of the requirements and procedures in this document.

1.6 We recognise that all adults, including temporary staff<sup>1</sup>, volunteers and governors, have a full and active part to play in protecting our students from harm, and that the student's welfare is our paramount concern.

1.7 The aims of this policy are:

1.7.1 To provide an environment in which young people feel secure, valued and respected, and feel confident about approaching adults if they are in difficulties.

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<sup>1</sup> Wherever the word "staff" is used, it covers ALL staff on site, including ancillary and supply staff, and volunteers working with children

- 1.7.2 To raise the awareness of all teaching and non-teaching staff on an appropriate basis of the need to safeguard young people and of their responsibilities in identifying and reporting possible cases of abuse.
- 1.7.3 To provide a systematic means of monitoring students known or thought to be at risk of harm, and clear procedures within the College which will be followed by all members of the College community in cases of suspected abuse.
- 1.7.4 To develop and promote effective working relationships with other agencies, especially the Police and Social Services as relevant.
- 1.7.5 To ensure that all adults within the College who have substantial access to students have been checked as to their suitability.

## **2.0 Procedures**

- 2.1 The College procedures for safeguarding children will be in line with the Child Protection: Essential Guidance for Education Staff, and Surrey ACPC procedures. We will ensure that:
  - 2.1.1 All members of the Corporation understand and fulfil their responsibilities in relation to ensuring the College has effective policies and procedures in place.
  - 2.1.2 We have a member of staff, our Executive Director for Student Guidance who is our Child Protection Officer and who has undertaken the Two Day Child Protection Foundation Training delivered through the ACPC Training Manager and who will undertake other training as relevant.
  - 2.1.3 In the CPO's absence a designated Senior Tutor will deputise and this person will also have received the Two Day Child Protection Foundation Training.
  - 2.1.4 All members of staff will be made aware of this policy and its essential elements and those with responsibilities for our 14-16 cohort will be provided with opportunities to receive the Child Protection Awareness Raising training pack to develop their understanding of the signs and indicators of abuse.
  - 2.1.5 All parents/carers are made aware of the College's Child Protection Policy which will be referred to in the College Charter and other appropriate documentation.
  - 2.1.6 The College lettings policy will seek to ensure the suitability of adults working with students on College sites at any time and community users organising activities for students are aware of the College's child protection guidelines and procedures.

- 2.1.7 We will ensure that our selection and recruitment of staff includes checks for their suitability with the Criminal Records Bureau.
- 2.1.8 We will ensure that any member of staff found not suitable to work with young people will be notified to the appropriate bodies (List 99 for education staff).
- 2.2 Our procedures will be regularly reviewed and up-dated.
- 2.3 The name of the Child Protection Officer with a statement explaining the College's role in referring and monitoring cases of suspected abuse will be clearly advertised in the College.

### **3.0 Responsibilities**

- 3.1 The designated Child Protection Officer is responsible for:
  - 3.1.1 Acting as a focal point and coordinator for staff and/or students to raise concerns about the harmful or abusive treatment of a young person.
  - 3.1.2 Referring a student if there are concerns about possible abuse to relevant agencies and professionals as appropriate including the College Counselling Service, CPOs in partner schools, the Surrey Children's Services Assessment Team.
  - 3.1.3 Keeping written records of concerns about a student even if there is no need to make an immediate referral and ensuring that all such records are kept confidentially and securely and are separate from student records.
  - 3.1.4 Convening meetings and case conferences ensuring that relevant agencies/professionals attend along side other relevant staff in the College.
  - 3.1.5 Ensuring that any student currently on the child protection register who is absent without explanation for two days is referred to their key worker's Social Care Team.
  - 3.1.6 Organising child protection training for College staff on an appropriate basis.
  - 3.1.7 Responsibility for any changes to the policy and procedures and ensuring that these are approved by the Corporation on a three yearly basis and updating the Principal on specific incidents or issues on a regular basis.
  - 3.1.8 Supporting individual staff who have been involved with a student who has suffered harm or is likely to suffer harm and who may be emotionally affected by the experience.

**4.0 Supporting Young People**

- 4.1 The College will support all students by encouraging self-esteem and self-assertiveness in a caring safe and positive environment and not in anyway condone aggression or bullying.
- 4.2 The College's Equal Opportunities and Harassment Policies provide assurances in relation to racism, bullying and other kinds of discrimination or abuse and the College Complaints Procedures provides a means of redress
- 4.3 Our College Tutorial Programme will make students aware of the framework of policies which are designed to provide protection and support to students under threat of harm and make them aware of issues associated with abuse generally.

**5.0 Confidentiality**

- 5.1 We recognise that all matters relating to child protection are confidential and the he Principal or CPO will disclose any information about a student to other members of staff on a need to know basis.<sup>2</sup>
- 5.2 All staff must be aware that they cannot promise a student to maintain confidentiality about a matter which might compromise the student's safety or well-being.
- 5.3 We will always undertake to share our intention to refer a student to Children's Services with their parents /carers unless to do so could put the student at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Duty Manager at the Assessment Team on this point.

**6.0 Allegations Against Staff**

- 6.1 All College staff should take care not to place themselves in a vulnerable position with a student.
- 6.2 All staff should be aware of the College's policies on behaviour and conduct including policies in relation to Equal Opportunities, Harassment, the Complaints Procedure.
- 6.3 We understand that a student may make an allegation against a member of staff and such allegations will be investigated under the College's Complaints Procedure and/or Disciplinary Procedures for Misconduct.

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<sup>2</sup> Guidance about sharing information, pending the outcome of the Bichard Committee, can be found in the booklet "What to do if You are Worried a Child is being Abused" DoH 2003 [www.doh.gov.uk](http://www.doh.gov.uk)