



Child Protection & Safeguarding Policy

April 2017

Message to Parents/Carers

At RDUTC, we recognise that your child is our responsibility and concern. We want to work in partnership with you and discuss with you any concerns we may have or that you may have. It is a priority to inform and involve you at every stage in your child's time at the college. Since the first priority is your child's welfare, however, there may be rare occasions when our concern about your child means that we have to consult other agencies even before we contact you.

The Hull and East Riding Safeguarding Children Boards have laid down the procedures we follow. RDUTC has adopted a Child Protection Policy in line with this for the safety of all.

If you want to know more about our procedures or the policy, please speak to Sarah Pashley (Principal).

For the purpose of this policy:

- The term '**staff**' or '**member of staff**' refers to all paid adults, volunteers or students on placement, working in any capacity in the college or in activities organised by the college, which brings them into contact with RDUTC students.
- **CPC** School Child Protection Coordinator
- **CPO** LA Child Protection officer (Schools)
- **LADO** Local Authority Designated Officer
- **CPG** Child Protection Governor
- **ERSCB** East Riding Safeguarding Children Board
- **CST** Locality Children Safeguarding Teams
- **EHaSH** Early Help & Safeguarding Hub
- **DBS** Disclosure & Barring Service (Formally CRB)
- **KCSiE** Keeping Children Safe in Education 2015 Statutory Guidance

- **EWO/S** Education Welfare Officer/service
- **Child** Any pupil under the age of 18
- **Student** All children and young people regardless of age

Contents

1. Introduction
2. Relevant guidance & legislation
3. Other relevant policies
4. The policy
5. RDUTC commitment
6. Confidentiality
7. Roles & responsibilities
8. Records & monitoring
 - 8.2 Transfer of records
9. Concerns
 - 9.1 Recognising concerns
 - 9.2 Sexual, Physical & Emotional Abuse & Neglect
 - 9.3 Child Sexual Exploitation
 - 9.4 Female Genital Mutilation & forced marriage
 - 9.5 Extremism & Radicalisation
10. Responding to concerns
11. Further action- referring to Social Care
 - 11.1 Decisions
 - 11.2 Informing parents/carers
 - 11.3 CP Referrals
 - 11.4 Feedback
12. Vulnerable children
13. Joint working with other agencies
14. Case Conferences and Core Group meetings
15. Information sharing
16. Children's concerns
17. Recruitment and selection of staff
18. Induction
19. Training
20. Physical intervention
21. Safe working
22. Allegations against staff - Whistle blowing
23. Extended Schools & Off Site provision
24. Site Security
25. Parents
26. Policy review

Appendices

- A Responding to concerns
- B Record of Concern Form
- C Body Map
- D Chronology Sheet
- E Advice to Children – example
- F Advice & Information
- G Making a referral
- H Record keeping
- I Information for RDUTC visitors
- J Confirmation of Referral Form
- K Role of the DSL
- L Response to Radicalisation/Extremist concerns

1. Introduction

Our school community fully recognises the contribution it makes in protecting and supporting all our students. The aim of the policy is to guide all staff and those with specific safeguarding responsibilities to promote all students' welfare, safety and health by fostering an honest, open, caring and supportive climate. Student safety is of paramount importance to all staff and volunteers.

This policy does NOT include Safeguarding-related matters such as Bullying, E Safety and Health & Safety. These are covered in separate policies.

Issues such as Whistle Blowing, Managing Allegation and Safer Recruitment are referred to but are covered in more detail in Statutory Guidance and School policies.

2. Related legislation & guidance

- 1) Working Together to Safeguard Children (2015)
- 2) Keeping Children Safe in Education (DfE March 2015) includes Safer Recruitment & Managing Allegations Against Staff
- 3) LA Safer Recruitment Guidance
- 4) Reasonable Force (DfE July13)
- 5) Searching, Screening & Confiscation (DfE Feb 14)
- 6) Safer working Practice for Adults who work with Children & Young People in Education Settings (DCSF 09)
- 7) ERSCB / ERLA School Staff Code of Conduct (Sept 2015)
- 8) Information sharing Advice for practitioners providing safeguarding services to children (HMGovt 2015)
- 9) School Whistle Blowing (Safeguarding) and Allegation procedures (Sept 2015)
- 10) ERSCB – Guidance and Procedures
- 11) Safer Internet Centre Facebook Checklist 2014
- 12) Inspecting safeguarding in early years, education and skills settings (Ofsted June 15)
- 13) The Prevent Duty -advice for schools and childcare providers (DfE 2015)
- 14) Female Genital Mutilation: Multi-Agency Practice Guidelines (HM Govt 2015)
- 15) What to do if you're worried a child is being abused (HM Govt 2015)

3. Other relevant policies

RDUTC has a duty to ensure that safeguarding permeates all activities and functions. This policy therefore complements and supports a range of other policies, for example:

- Inclusion policy
- Anti-Bullying policy

- Safe Handling policy
- Special Educational Needs policy
- Educational Visits policy
- Health and Safety policy
- Sex and Relationships Education policy
- E-Safety policy
- Allegation & Whistle Blowing
- Safe & Appropriate Working / Staff Code of Conduct
- Managing Allegations Initial Guidance
- Safer Recruitment policy
- Site Security policy

When undertaking policy development RDUTC will consider Child Protection and other Safeguarding matters within each appropriate policy or guideline.

4. The policy

There are four main elements to our Child Protection Policy:

- **Prevention** (e.g. positive school atmosphere, pastoral support to students, the Staying Safe & PSHE elements in the formal and informal curriculum, safer recruitment procedures and safe & appropriate working practice by staff)
- **Protection** (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns and that there are clear systems of internal information sharing and record keeping)
- **Support** (to all pupils and school staff and to children who may have been abused or are in other ways vulnerable).
- **Collaboration** with children and young people, parents and other agencies to promote Safeguarding & Wellbeing for all of our children and young people.

This policy applies to all staff, governors, business mentors, employer sponsors and visitors to the school.

We recognise that child protection is the responsibility of all staff and professionals working with our pupils. We will ensure that all parents and other working partners are made aware of our child protection policy and procedures. All staff new to the school will be made aware of the school safeguarding procedures as part of their initial induction process.

5. RDUTC commitment

RDUTC adopts an open and accepting attitude towards children as part of its responsibility for pastoral care. Staff strive to ensure that children and parents feel free to talk about any concerns and see school as a safe place when there are difficulties. Students' worries and fears are taken seriously and children are encouraged to seek help from, or confide in, members of staff.

RDUTC will therefore:

- Establish and maintain an ethos where students feel secure and are encouraged to talk, and are listened to.
- Ensure that students know that there are adults in the college whom they can approach if they are worried or are in difficulty.
- Include in the curriculum activities and opportunities which equip children with the skills they need to stay safe from abuse and develop resilience.
- Ensure every effort is made to establish effective working relationships with parents and colleagues from other agencies.
- Ensure that staff have an understanding of when to make referrals to the CPC when there are indicators or concerns of possible Neglect, Sexual, Physical or Emotional harm and indicators of possible Child Sexual Exploitation, Female Genital Mutilation, Radicalisation and Forced Marriage and that they have access to additional advice and support.
- Operate safe recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers.
- Ensure that staff are aware of how and when to act on concerns that they have and work in a safe and appropriate manner at all times and are aware that they are in a Position of Trust.
- Fulfil the 'Duty of Care' towards staff by providing appropriate guidance, training and support.

6. Confidentiality

We recognise that all matters relating to Child Protection are highly confidential and the CPCs will share that information on a '**need to know, what and when**' basis.

Staff are made aware that these concerns or other matters relating to students should never be discussed elsewhere, inside or outside RDUTC, unless in confidential meetings organised for that purpose. This includes the passing of written information or verbal discussion in any media including Social Networking sites.

7. Roles and responsibilities

All staff have received a copy of;

- Keeping Children Safe in Education; Information for all school & College staff (Mar 15)
- ERSCB/ERLA School Staff Code of Conduct (September 2015)

7.1 All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children. This includes a responsibility to be alert to possible abuse, neglect, exploitation and radicalisation and to record and report concerns to staff identified with child protection responsibilities within the school.

It is unacceptable for any member of staff to keep such concerns to themselves and such failures will be regarded as potential disciplinary matters.

7.2 The **School CPC and Deputy CPC** are designated to take the lead responsibility for Child protection. This includes:

- providing advice and support and information to staff as appropriate
- liaising with the LA and other agencies
- maintaining and transferring CP records for individual children
- ensuring the preparation of appropriate reports for and attendance at Case Conferences and other multi agency meetings
- arranging appropriate training for all staff
- liaising with the Principal and Child Protection Governor
- encouraging a culture of listening to pupils and taking account of their wishes and feelings and measures put in place to support or protect them.

The CPC must keep individual members of staff appropriately aware of the actions taken in response to concerns that they have referred to the CPC. If the member of staff feels that the actions taken are inappropriate, ineffective or that the situation of concern is continuing they should raise concerns with the CPC or Senior Member of staff and press for reconsideration or discussion. If there is still a concern by the member of staff or they feel the situation is urgent they can refer themselves to Children's Social Care or the LADO.

See Appendix K Role of the Designated Safeguarding Lead

7.3 **Management and Leadership by the Principal and Governors** ensures that the time, resources and training are adequate to ensure that the CPC responsibilities, as outlined in KCSiE, are carried out.

7.4 **The Governing Body** has the responsibility to monitor and ensure that all CP arrangements, procedures, policies and training are in place and appropriate. Safeguarding is an agenda item on every full Governing Body meeting, and any relevant reports on the working of the CP policy are reported to governors in this way. The Governing Body fully recognises its responsibilities with regard to Child Protection and to safeguarding and promoting the welfare of children as outlined in Section 2 of KCSiE.

The Governing Body will:

- Designate a governor (DSG) for Child Protection/ Safeguarding who will monitor RDUTC's Child Protection policy, procedures and report to the full Governing Body as necessary.
- Ensure a written annual report is presented annually to the Governing Body on the Child Protection/safeguarding work of the college.
- Ensure that this policy is revised and updated annually
- Remedy any identified weaknesses in the policy or application of the policy immediately.

- Ensure all members of the Governing Body safeguarding Sub-committee Governors online Child Protection training
- Make opportunities available for Governors to complete:
 - Safer Recruitment training
 - Governor's Safeguarding Roles & Responsibilities training

The DSG acts as a 'Champion' for Child Protection CP and liaises with the Principal and CPC in order to report to and update and advise the full Governing Body on the strategic and operational aspects of safeguarding.

Governors will not normally have access to details of individual Child Protection Cases.

8.1 Records and monitoring

It is essential to keep detailed, accurate and accessible records in order to protect children effectively. All staff are made clear about the need to record and report concerns about a child or children within our college.

All staff record such concerns or disclosures on a 'Record of Concern' sheet (App B) and if needed a Body Map (App C). This includes concerns relating to, Physical, Emotional, Sexual abuse, Neglect and possible Radicalisation, Child Sexual Exploitation, Female Genital Mutilation and Forced Marriage.

The CPC is responsible for such records and for deciding at what point these records should be shared with, or transferred to, other agencies or schools, in consultation with the Principal or appropriate Senior Leader.

Each file of concern or official documentation contains a 'Chronology Sheet' (Appendix D), which details and references any concerns, contact with parents and other agencies, information shared, case conferences and other events. The file also contains all other relevant information but is separate from the child's other school records.

Separate child or, if appropriate, family CP files are stored in a locked and secure location in the CPC's office. Only the CPC, Deputy CPC, Principal and other appropriate Senior or Pastoral Staff have access to these files.

The information in these files may be shared with other agencies as appropriate and in some cases used as evidence by other agencies in line with current Government Information Sharing guidance (2015)

Only factual verified information is recorded as such. Second-hand information is clearly indicated.

Parents may request to read their child's file. RDUTC will seek advice from the LA if such a request is made in order to ensure that only appropriate information is disclosed depending on the circumstances and any '3rd party' information.

The CPC will decide what information needs to be shared within college, with whom and when, on a case by case basis. Confidentiality is essential but staff working with children

can only provide effective support and monitor concerns if they are made aware that there are concerns or at the least that individual children are being monitored.

Child protection records are reviewed each term to check whether any action, advice or updating is needed.

8.2 Transferring Records

Records are transferred to receiving schools when children transfer at normal phase transition and at any other time, including the FE or other settings, before the age of 18.

Such records are sent or, if possible, handed to the receiving school separately from other records and marked 'Private & Confidential for the attention of the CPC'.

If sending by post, records are sealed in an envelope and marked as above before sending by recorded delivery.

Written receipt of records are obtained from the receiving school.

When admitting children, RDUTC checks with the previous school if there is Safeguarding / Child protection information in respect of the child.

The current school is regarded as the 'Custodian of the records'. Records should be retained by the setting they attended at 18 up to the 25th birthday of the student.

9.1 Recognising concerns

School staff are particularly well placed to observe, and should be alert to outward signs of abuse or risk taking behaviour and changes in behaviour.

The CPC and Safeguarding Governor will ensure that all staff have received and been given the time to read 'KCSiE Information for all school & college staff Mar 2015' and have access to the full statutory guidance and non-statutory guidance 'What to do if you are worried a child is being abused' Mar 15, which contain detailed information about forms of abuse and related issues.

9.2 Sexual, Physical & Emotional Abuse & Neglect

All staff are aware of the indicators of such abuse and how to respond to disclosures and other concerns.

9.3 Child Sexual Exploitation (CSE)

Staff are made aware of the possible indicators of CSE and the need to refer these concerns to the CPC. These will be referred to the EHASH in order that the LA CSE Response Team can consider this information.

9.4 Female Genital Mutilation (FGM) and Forced Marriage

Staff are reminded of the need to be aware of the possibility of such abuse at Primary and Secondary school age and to be alert to any indicators that they should pass on to the CPC immediately. The CPC will seek advice from the EHASH before discussing such concerns with parents.

9.5 Possible Extremist Radicalisation

Staff are made aware that concerns about the possible radicalisation of children or young people by political extremist or religious groups should be referred to Senior Staff or the CPC.

Advice will be sought by contacting the EHASH which now includes Humberside Police Decision makers (Appendix K).

If there is an immediate concern of risk or emergency the school will call 999.

10. Responding to concerns.

'Never Do Nothing – Do the basic things well'

All staff have a responsibility to respond to disclosures by children or other concerns and pass these concerns on to the CPC **immediately** as outlined in (Appendix A).

Wherever possible this information is recorded on the 'Record of Concern Form'. (Appendix B).

Concerns relating to marks or injuries are recorded on a 'Body Map' which is attached to the 'Record of Concern Form'. (Appendix C). If using a body map it is also important to describe the injuries or marks in addition to locating on the body map.

Photographs must not be taken of any marks or injuries.

It is vital that staff **do not:**

- dismiss concerns or disclosures as insignificant - they may provide a vital link to other information.
- keep such concerns to themselves.
- **promise secrecy** to children or adults making disclosures but reassure them that information will be shared appropriately and confidentially.
- ask closed questions that lead a child into a particular answer.
- delay passing concerns to the CPC.

Staff are made aware that it is unacceptable for any member of staff to keep such concerns to themselves, including concerns about the conduct of another member of staff (see sec. 20) and that such failures will be regarded as potential disciplinary matters.

Each case is considered by the CPC who decides what information to share with which staff.

11. Further action

11.1 Decision Making

The CPC decides, having taken advice from EHASH and/or CST, which of the following actions is appropriate:

- If it is considered that a student may have suffered or may be at risk of suffering significant harm, or that the concern might constitute a criminal offence, an immediate contact to EHASH will be made before discussing the matter with parents or carers. This is done as soon as the information or concern emerges to ensure that the CST and in some cases the police are able to respond within the working day.
- If the child is already 'Open' to a Social Worker an initial contact is made with that Social Worker or, if unavailable, the 'Duty' team member.
- If a child is considered to be potentially a Child In Need, consent and advice for a Common Assessment is sought. Advice and guidance can also be sought from EHASH.
- The CPC may decide that the school should record and monitor the situation.

The CPC keeps a record of all information collected and any subsequent decisions and action taken, including details of other persons involved in the decision-making. This includes recording reasons not to refer the concerns to other agencies or not to seek advice if appropriate.

The CPC updates the staff referrer as soon as possible on a 'Need to know' and 'Case by case' basis. If the member of staff feels that that the actions taken are inappropriate, ineffective or that the situation of concern is continuing they should raise concerns with the CPC or Senior Member of staff and press for reconsideration or discussion.

If there is still a concern by the member of staff or they feel the situation is urgent s/he can refer to EHASH, the allocated Social Worker or the LADO.

11.2 Informing Parents / Carers

In all cases before parents or carers are informed the CPC should contact EHASH and be advised as to who should inform parents and when.

In certain circumstances parents should **not** be informed, particularly where there are concerns about physical or sexual abuse involving family members.

These include situations when:

- Informing parents/ carers might place the child at increased risk.
- A disclosure by a child involves a parent or other family member.
- There is a possibility that a crime may have been committed.
- Informing parents/ carers might place staff at risk.
- Where a delay may be caused in referring if contact cannot be made to parents.
- In cases of possible radicalisation, FGM or Forced marriage.

11.3 Child Protection Referrals

If the school makes a CP referral the ER Safeguarding Children Board Procedure is followed by the CPC.

After a telephone contact to EHASH, the CPC emails a written 'Confirmation of Referral' as soon as possible - **ideally immediately after initial telephone referral and at the latest within 24 hours.**

11.4 **Feedback**

Within 24 hours of receiving the written confirmation the CST in whose area the child lives should report back to the college and indicate their decision on future action.

If no response is received within 24 hours, or sooner in urgent cases (where for example RDUTC needs to be updated before the end of the working day), the CPC contacts the CST Manager. If this fails to get a response the CPC contacts EHASH for advice.

Whatever the outcome of reported concerns the CPC reports back to the member of staff involved and appraises them of the situation as appropriate, under the 'Need to Know' principle.

12. **Vulnerable children - supporting students at risk**

1. Children may be vulnerable because, for example, they have additional or Special Educational Needs, are Looked After, have experienced or are experiencing some form of neglect or other abuse. RDUTC seeks to provide such children with the necessary support and to build their self-esteem and confidence.
2. Staff in contact with such children will be made appropriately aware of the child's needs and circumstances in order to maximise the effectiveness of support.
3. Safeguarding implications are considered when individual support plans are reviewed in the case of children who require medication, some form of intimate care, help with changing or physical support or physical intervention and so forth.
4. If a child who is the subject of a Child Protection Plan is missing from college without a verified valid reason, the CPC contacts the assigned social worker.
5. In the same way, if a child that RDUTC has concerns about is missing, the college will consider making a CP referral or contacting EHASH, the EWO and / or the police depending on the circumstances.

13. **Joint working with other agencies**

RDUTC recognises that inter-agency working is essential if children are to receive effective targeted support as early as possible. In this way we hope to ensure that barriers to learning and social inclusion are minimised for vulnerable children. RDUTC is therefore committed to initiating and supporting inter-agency work such as;

- Early Help Assessments (formerly CAF)
- CP Case Conferences, core groups and other multi-agency meetings
- Joint working with EWS
- Youth & Family Support Service intervention

14. Case Conferences and Core Group Meetings

The CPC and Principal ensure that the appropriate member(s) of staff attend Initial & Review Child Protection Case Conferences and subsequent Core Groups and that written reports are prepared for each Case Conference.

Reports are compiled using the 'Signs of Safety' report templates after discussion with relevant staff involved with the child.

Reports are discussed, if possible, with parents before forwarding to the Case Conference Chair 3 days before an Initial and 5 days before a Review Conference.

Feedback is given to RDUTC staff under the 'Need to know' principle on a case-by-case basis.

15. Information sharing

Information is shared in line with the key principles outlined in *Information Sharing Guidance for Practitioners and Managers p 11-13*. In cases involving possible child abuse the school has a duty and the legal right to share information.

The CPC/Principal ensures that:

- the information is shared appropriately and confidentially.
- information is shared only with the appropriate professionals.
- sharing of information is recorded on the child's CP file.

16. Children's Concerns

RDUTC recognises that listening to children/young people is an important and essential part of safeguarding them against abuse and neglect. We seek to develop resilience in our students and ensure that they are aware that they can seek help and support.

Students will be made aware of the opportunities available to them to seek advice and support within the formal and informal curriculum. (Appendix E)

Safe procedures, including Child Protection matters, will be discussed by the Student Council to gather students' opinions about the support systems in place.

17. Vetting, Recruitment and selection of staff

RDUTC complies fully with Statutory Guidance 'Keeping Children Safe in Education 2015 Part 3 Safer Recruitment' and the LA safer recruitment supporting guidance.

RDUTC ensures that DBS checks on all staff and volunteers in Regulated Activity are carried out as required by the Statutory Guidance.

A Single Central Register for all staff, visiting staff and volunteers is maintained using LA guidance. The register is checked by the LA Recruitment Team annually.

The Principal and at least one Governor complete appropriate safer recruitment training which is updated every 5 years. All appointment panels have at least one member who has completed this training in the last 5 years.

18. Induction

When new staff start at RDUTC they are briefed on the CP and Safe Working procedures and given:

- Keeping Children Safe In Education 2015 (Sec 1) – Information for all staff
- The LA Code Of conduct
- The Whistle Blowing procedures

All staff have access to the following:

- CP / Safeguarding Policy
- KCSiE Full Guidance
- What to do if you are worried a child is being abused
- S 'Record of concern' forms and body maps

Other short term or visiting staff and volunteers, including business mentors and reps. from employer sponsors, are made aware of the CP reporting procedures within RDUTC and the RDUTC Code of Conduct.

19. Staff Safeguarding Training

- All staff (teaching and non-teaching) are reminded of the policy and procedures at the start of each academic year.
- All staff complete online training Safeguarding training which includes CSE, FGM and Radicalisation.
- All Staff receive refresher training every 3 years thereafter.

The CPC & Deputy CPC complete the following training as a minimum:

- Safeguarding in Education (Online)
- Working Together to Safeguard Children
- Child Protection Case Conferences and Core Groups
- Annual ERSCB DSL dedicated training
- Workshop to Raise Awareness of Prevent
- Early Help Assessments (formerly CAF)

20. Safe Handling

Staff ensure that the school policy on Safe Handling (physical intervention) is followed and that any incidents requiring such action are logged with the Principal or appropriate senior leader, and parents informed on the same day.

Staff only use Safe Handling as a last resort to protect the safety of children or adults after appropriate de-escalation strategies have been used or in the event of serious situations where this is not possible.

21. **Safe & Appropriate working**

All staff are made aware and regularly reminded of the requirements of the Code of Conduct Working (Sept 2015) and related policies and have access to these documents and advice from senior staff as needed.

22. **Allegations against staff & whistle-blowing**

All staff have access to;

- a. RDUTC Whistle-blowing (Safeguarding) policy
- b. RDUTC Initial Allegation Management guidance
- c. Statutory Guidance – Allegations of Abuse made against teachers & other Staff (sec 4 KCSiE)
- d. Contact details of the Chair of Governors and LADO

All staff are made aware of their responsibilities, the procedures to follow and that such matters will be dealt with in the strictest confidence.

It must be appreciated that, in the case of a whistle-blowing situation, an investigation process may reveal the source of the information and a statement by the referrer may be required.

All staff are made aware that if they receive an allegation of inappropriate or abusive behaviour by a colleague, or feel required to make such an allegation, they should pass the information, without delay, to the Principal.

If the allegation concerns the Principal, the referrer should contact the Chair of Governors, a senior member of staff or the LADO immediately. **It is unacceptable for any member of staff not to refer on such concerns.**

The Principal (Chair of Governors or senior member of staff) will, on the same day, contact the LADO and follow the statutory guidance Keeping Children Safe in Education 2015 Sec 4 and ERSCB Initial Allegation management guidance.

All involved will attempt to ensure that any allegation is dealt with fairly, quickly, proportionately and consistently in a way that provides effective protection for the child and at the same time supports the person who is subject to the allegation.

If the member of staff feels that that the actions taken are inappropriate, ineffective or that the situation of concern is continuing they should raise concerns with the CPC or Senior Member of staff and press for reconsideration or discussion. If there is still a concern by the member of staff or they feel the situation is urgent they can refer to Children's Social Care or the LADO.

23. **Extended College and Offsite provision**

RDUTC's own Child Protection and Safeguarding policy and procedures apply to all extended college and off-site provision.

If other organisations provide services or activities on RDUTC site on the college's behalf, RDUTC obtains written assurances that these organisations have appropriate safeguarding, safer recruitment and vetting procedures in place.

When students attend off – site activities and provision including day, residential, work-related learning placements and other alternative provision, RDUTC ensures the same written assurances are obtained.

24. **Site Security, Visitors & Contractors**

For health and safety and safeguarding reasons, all visitors, volunteers and contractors working on site are required to report to Ron Dearing UTC Reception on arrival where they must sign in and obtain a visitor's badge. This must be worn and visible at all times.

All visitors, volunteers and contractors working on site unsupervised must hold a current DBS check. The number and expiry date of this must be made available to the Child Protection Co-ordinator prior to their first visit.

All visitors, volunteers and contractors working on site who do not hold a DBS check will be supervised at all times by Ron Dearing UTC staff. They will not have access to students or to information about students.

All volunteers and contractors working on site will be issued with RDUTC's Fire Evacuation procedure and Health and Safety, Acceptable ICT Usage and Safeguarding policies to read prior to starting work. They must sign to say they have received and read these documents and will adhere to them at all times.

All visitors, volunteers and contractors working on site should take care to prevent injury to themselves and others by ensuring they follow Health and Safety policy and practise. Any faults with the premises / cleaning should be reported to the Receptionist in the first instance.

All visitors, volunteers and contractors working on site must use the designated staff toilets. They must not use the students' toilets.

The carrying of hot drinks is not permitted outside the designated dining areas or staff offices, unless the drink is in an insulated cup with a lid.

25. **Parents**

RDUTC believes that our Safeguarding and Child Protection work is more effective if it is carried out in partnership with parents and that preventative and supportive Early Intervention strategies such as the Common Assessment Framework should be used whenever possible.

RDUTC ensures that parents are aware that we may, in rare circumstances, need to make CP referrals or seek advice from Children's Social Care without their consent or knowledge. (Appendix 6 & Section 9.2 above)

Parents are made aware that the CP policy is available from RDUTC.

The name and contact details of the CP governor are publicised should parents wish to raise any suggestions or queries about the policy or specific issues. Any such concerns are taken into account when the policy is reviewed and responded to by the CP Governor, CPC or Principal.

26. **Policy review**

1. This policy is reviewed annually with all staff. If any changes are suggested or required they are discussed by governors. The views of the students, parents, and support staff are sought and taken into account in this review.
2. If at any time any deficiencies or weaknesses in the Child Protection policy and procedures are identified they are addressed by the governing body and staff and immediately remedied.

Review Date: September 2018

APPENDIX A

Responding to Concerns - Disclosures

- React calmly promise CONFIDENTIALITY **not** SECRECY
- Be aware of your non-verbal messages
- Keep responses short, simple, slow and gentle
- Do not stop a child or parent who is talking freely about what has happened
- Observe and listen but only ask open ended questions if you need to clarify but this may be better left to the CPC or others.

The use of 'TED' questioning may be appropriate

Tell me what happened

Explain what you mean

Describe how it made you feel

Or other open ended type questions e.g.

What happened?

Where were you?

When did this happen?

Who was there?

How did it make you feel?

- If you have difficulty in understanding the child or parent's communication method, reassure them that you will find someone who can help
- Tell the child or parent they have done the right thing by telling you
- Avoid making comments or judgements about what is shared
- Tell the child or parent what will happen next, and be honest
- Make a written note on a 'Record of Concern sheet':
 - What is said
 - Who is present
 - Anything else that happens after the child discloses
 - Ensure legibility, full dates & clear signature
 - Maintain strict confidentiality
 - If you see or are shown marks or injuries describe them and record on a body map (App 3a)
 - Pass the information to the CPC immediately

APPENDIX B

Child Protection Record of Concern or Disclosure

Complete and pass to the CPC/Deputy CPC as soon as possible on the same day.

Pupils Name:	Class	Yr:
	DoB:	
Concern identified by:	Date:	Time:
Nature of Concern / details of disclosure / other relevant information. <u>Use Body Map (App 3a) if appropriate</u>		
Continue on reverse if needed		
Passed to:	Received by:	
	Date:	
Action taken by CPC (or person receiving this form)		
This form to be filed in pupils CP file and noted on CP chronology		

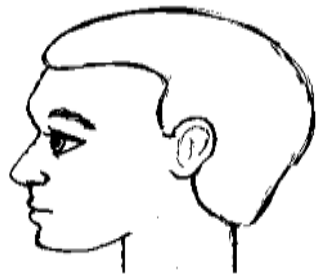
Appendix C

Child Protection Record of Concern - Body Map (Attach to Record of Concern Form)

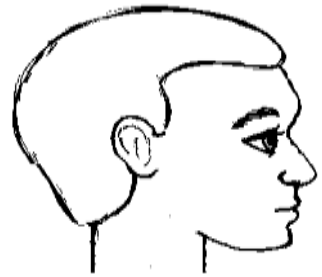
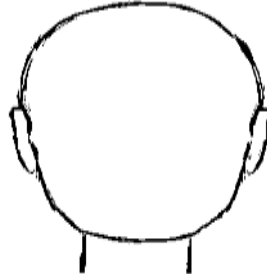
Name of Child:

Date

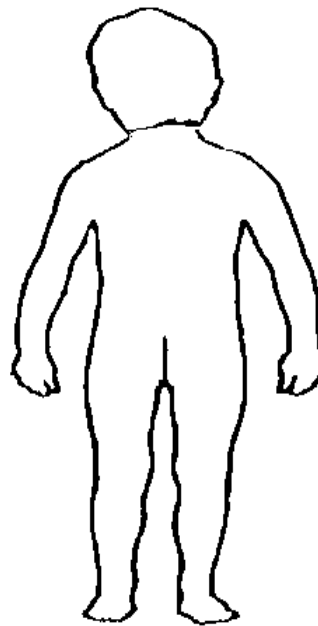
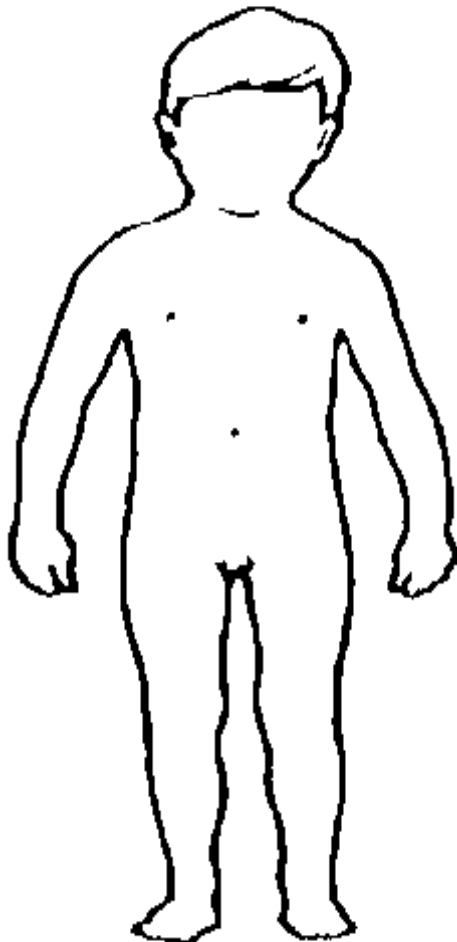
Date of Birth



Left Side



Right Side



Front Back

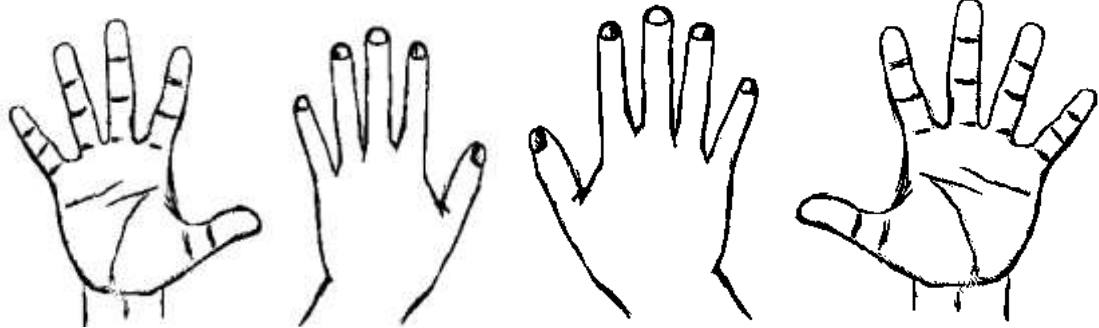
Name of Worker _____

Attach to Child Protection Record of Concern or disclosure

Name of Child:

Date

Date of Birth



Left Hand

Right Hand



Right Foot

Left Foot

Full Description of Injury

--

APPENDIX E

Example of Advice for Children

If someone is hurting or upsetting you or making you feel scared you, it is not your fault.

You are not alone, there are people who can help you and stop people from making you feel scared or hurt.

You may be frightened of the person hurting you or your friends, but there are things you can do to get help and make it better.

This include someone who may be frightening you on the Internet or on your mobile

You should:

- Tell someone you trust. Such as your friends, teachers, parents, grandparents. Other people at school may be able to help.
- Let people help to make things better by stopping the person from hurting you or your friends

You shouldn't :

- Feel embarrassed or alone.
- Feel that it is your fault or that you are to blame for someone hurting, frightening or touching you. Anyone who tells you that is a liar
- Keep it a secret.
- Feel you have no one to turn to – people are there to help

Other help

www.nspcc.org.uk

www.childline.org.uk 0800 1111

APPENDIX F

Information for parents to be posted on the RDUTC website.

“At RDUTC, we recognise that your child is our responsibility and concern. We want to work in partnership with you, and discuss with you, any concerns we may have or that you may have.

It is a priority to inform and involve you at every stage in your child’s time at RDUTC.

Since the first priority is your child’s welfare, there may be rare occasions when our concern about your child means that we have to consult other agencies even before we contact you.

The Hull and ER Safeguarding Children Boards have laid down the procedures we follow. RDUTC has adopted a Child Protection Policy in line with this for the safety of all.

If you want to know more about our procedures or the policy, please speak to Sarah Pashley (Principal).

APPENDIX G

The East Riding Safeguarding Children Board's Procedures contain the detailed inter-agency processes, protocols and expectations for safeguarding children. They can be found on the East Riding of Yorkshire Website at www.erscb.org.uk

Making A Child Protection Referral.

1. If the school believes that a child may have suffered, is suffering or be at risk of suffering significant harm, a referral **must** be made as soon as possible on that day. This will give Social Care and possibly the police the maximum time available to make decisions and take appropriate action if needed within the school day.

East Riding Resident Child

2. EHASH are available to discuss individual cases for advice & guidance during office hours on 01482-395500.
3. If the child is currently 'Open' to an ER Social Worker they should be notified directly or if not available their manager or Duty colleague. If this contact cannot be made follow 4.
4. If not open to ER Social Care an immediate referral should be made to the EHASH 01482- 395500 or outside office hours to the ER Emergency Duty Team on 01377- 241639.
5. Parents/carers should not be informed before discussions with EHASH or the Social Worker. It should be established with EHASH or the Social Worker when and by whom they will be informed and if there are other actions the school needs to take.
6. When a CP referral is made the time and the person taking the referral should be recorded on the child's 'Chronology Sheet'.
- 7 All telephone referrals must be followed ideally immediately by a 'Confirmation of Referral' form, which should be emailed to childrens.socialcare@eastriding.gcsx.gov.uk
- 8 A member of the CST should report back to the school within 24 hours of receipt of the written referral to outline the action to be taken. If no response is received within 24 hours or sooner in urgent cases (where for example school need to be updated before the end of school) the CPC should contact the CST Manager. If this fails to get a response the CPC should contact EHASH for advice.

Child resident in other LA

- 9 If school needs to refer a pupil who lives in a neighbouring Local Authority the following contact numbers should be used for new referrals. If you are aware that the child is open to that LA follow C above.

Hull	01482-448879	EDT 01482-788080
North Yorks	0845 034941	EDT 0845 9417
North Lincs	01724-296500	
North East Lincs	01472-325555	

Looked After Children

If a child is Looked After by the ER the ER Social Worker should be contacted to make the referral.

If the child is resident in ER but Looked After by another LA their Social Worker or Duty manager should be contacted. If such a referral is about an incident occurring in the ER then EHASH should be notified in addition.

Informing Parents / Carers

In certain circumstances parents should not be informed particularly where there are concerns about physical or sexual abuse involving family members. As above EHASH advice on disclosure should be sought, followed and recorded.

These include situations when;

- Informing parents/ carers might place the child at increased risk.
- A disclosure by a child involves a parent or other family member.
- There is a possibility that a crime may have been committed.
- Informing parents/ carers might place staff at risk.
- Where a delay may be caused in referring if contact cannot be made to parents.

APPENDIX H

Record Keeping: Why is it important?

- It provides a consistent account of our involvement with children, young people and their families.
- Well-kept records should mean that families and individuals do not have to keep 'telling their story'.
- Records can be reviewed at a later date if issues arise (e.g. a complaint, legal proceedings or a serious case review).
- Good record keeping protects:
 - The Child or Young person
 - Staff
 - The organisation

Record Keeping: Organisation

1. Files will be kept in the filing cabinet in the CPC's office. This is kept locked.
2. The file contains:
 - Chronology sheets (Appendix 2.) which logs the following:
 - Records of Concern
 - Body Map sheets if submitted
 - CP referral form copy
 - Meeting and Case Conference minutes.
 - Copies of reports for meetings
 - Details of siblings
 - Details of Social workers / Family Support workers
 - Details of contact with Parents and other agencies
 - Any other relevant

It is essential that these are all referred to on chronology sheets and fully dated.

3. When children transfer school or college or other settings.

- a. If there have been child protection concerns, the file is reviewed and transferred separately from other school records and direct to the relevant member of staff in the receiving school.
- b. The file should be sealed and marked 'Private & Confidential FAO the CPC'. The receiving school will be notified by telephone that there are concerns and records will if possible be delivered or collected.
- c. If posted the sealed and indicated records should be placed within a plain addressed envelope and sent by recorded delivery. A record should be kept of the date of such transfer of sensitive files and of the person to whom they are transferred. It is recommended that the receiving school acknowledges receipt of records, and this acknowledgement recorded by the sending school.
- d. If the destination school is unknown the records should be retained until the child is officially removed from the school role and then forwarded to the LADO. When receiving children from other schools the school should contact the sending school ascertain if there are CP concerns.
- e. At transition liaison arrangements should include specific transfer of Child Protection information as part of the formal transition arrangements.

APPENDIX I

Safeguarding Children: Information for visitors, supply staff and volunteers.

RDUTC is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a Child Protection Policy and procedures in place.

All people in the college community have a responsibility to act on any concerns that they have about a child's wellbeing.

If you are concerned about a child's welfare, please record your concerns, and any observations or conversation heard, and report this as soon as possible the same day.

'Record of Concern' forms are available from the Principal's office. Complete this form and pass it to the Principal.

If the form is not available ensure that the full details are recorded including date, time, child's name, your name and a factual account of what was said or observed.

Do NOT conduct your own investigation. Keep all concerns or information confidential.

You might be concerned if:

- You see an injury
- Another person may express concerns
- Something else raises concerns or worries.
- A pupil tells you something

If a student tells you something that needs to be passed on:

- Promise confidentiality not secrecy
- Reassure the child that they have done the right thing
- Listen but do not ask leading questions
- Record and pass on your concerns

Your help in supporting our safeguarding work is appreciated by the College and most importantly by the children and young people.

APPENDIX J



CONFIDENTIAL: Confirmation of referral to the Early Help and Safeguarding Hub

When making a referral to the Early Help and Safeguarding Hub, professionals and volunteers should consult the East Riding Safeguarding Children Board Threshold Guidance accessed at <http://www.erscb.org.uk/procedures-and-guidance/>

If you have any queries about this form, please contact the Data Protection Officer on 01482 450000

Date			
Is this written contact to follow a previous verbal contact?	Yes	No	
If yes when was the Early Help and Safeguarding Hub contact made?	Date	Time	

Child / Young Person's details			
Surname	Forename	Dob	*
*	*		
Address	Postcode	tel	
*	*	*	

What is the child's first language?	
Does the child have a disability or other Special Educational or Additional Need?	Yes No
If yes please give brief details	
Is a signer or interpreter needed?	Yes No

Agency, organisation and service making contact			
Name of professional or volunteer making contact	Contact number		
Are parents/ carers aware of this contact?	Yes	No	
Reasons for above response.			
Anonymity Professionals including volunteers do not have the option to remain anonymous; as they have a professional duty under Working Together 2013 to share information openly. Only members of the public can remain anonymous.			

Parent and carers details - Name & Address if different to child	Parental responsibility?		

Reason for contact. - What is the referrer worried about? What are you worried will happen to the child/young person if nothing changes? What do you think needs to happen?

Please include as much relevant contextual information and details of any current or previous support or intervention that you are aware of.
(Expands to fit text)

Other significant family members

Name	Address	Relationship to child

Other Agencies known to be involved with child and family

Agency / service	Worker	Base	Tel

APPENDIX K

The role of the Designated Safeguarding Lead (CPC at RDUTC)

Governing bodies and proprietors should ensure that the school or college designates an appropriate senior member of staff to take lead responsibility for child protection. This person should have the status and authority within the school to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff.

The broad areas of responsibility for the designated safeguarding lead are:

Managing referrals

- Refer all cases of suspected abuse to the local authority children's social care and:
 - The designated officer(s) for child protection concerns (all cases which concern a staff member).
 - Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
 - Police (cases where a crime may have been committed).
- Liaise with the Headteacher to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

Training

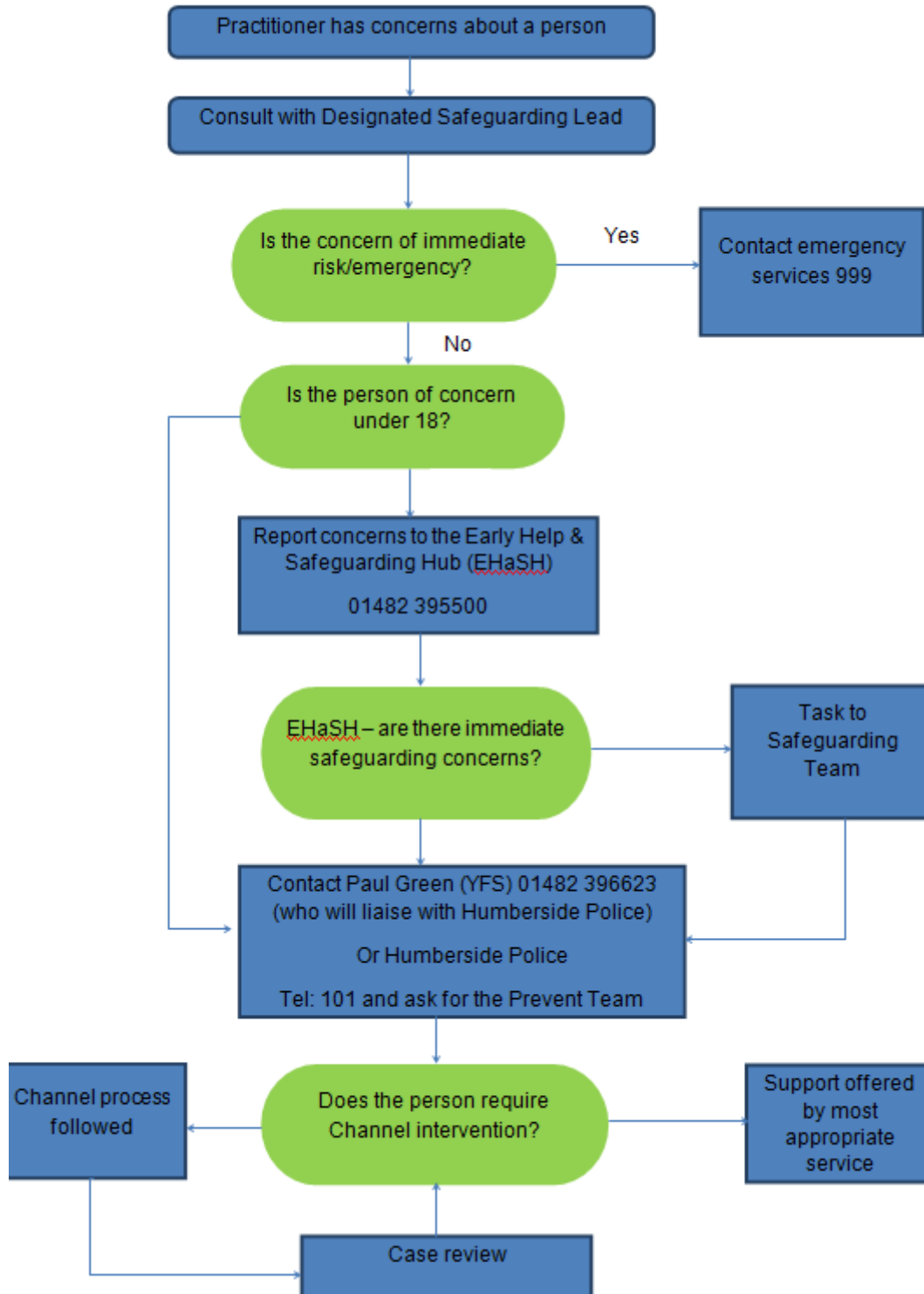
- The designated safeguarding lead should receive appropriate training carried out every two years in order to:
 - Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
 - Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the school's child protection policy and procedures, especially new and part time staff.

Raising Awareness

- The designated safeguarding lead should ensure the school or college's policies are known and used appropriately:
 - Ensure the school or college's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.
 - Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this.
 - Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
 - Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

APPENDIX L

Action to take if you have concerns that a person has or is being radicalised into extremist behaviour



DC Karen Windross, Prevent Officer, Humberside Police

Hull & East Yorkshire

Karen.windross@humberside.pnn.police.uk

01482 220751

National Counter Terrorism Hotline – 0800 789 321

Early Help and Safeguarding Hub – 01482 395500

SPOC (Paul Green) Youth and Family Support – 01482 396623

The DfE has dedicated a telephone helpline (020 7340 7264) to enable staff and governors to raise concerns relating to extremism directly. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk. Please note that the helpline is not intended for use in emergency situations, such as a child being at immediate risk of harm or a security incident, in which case the normal emergency procedures should be followed.