



***“Maximising students’ abilities, ambitions and academic potential”***

## **Child Protection Policy**

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|---------------------------------------------|-------------------------------------------------------------------------------------|
| Recommended by: Staff and Student Committee |                                                                                     |
| Date: January 2017                          |                                                                                     |
| Approved by the Full Governing Body         |                                                                                     |
| Signed:                                     |  |
| Next review due: January 2018               |                                                                                     |

*Broadoak Mathematics and Computing College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

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## INTRODUCTION

At Broadoak Mathematics and Computing College we recognise that because of the day to day contact with children, college staff are well placed to observe the outward signs of abuse and that all staff and Governors have a full and active part to play in protecting our students from harm.

Broadoak Maths and Computing College and the Governing Body fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children. We pay regard to the specific guidance outlined in *Working together to Safeguard Children (2015)* and *Keeping Children Safe In Education (2016)* in undertaking this responsibility. We understand that College staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating. We form part of the wider safeguarding system for children which is described in statutory guidance *Working Together to Safeguard Children 2015*. We welcome our role in working with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

We also recognise the responsibility of all staff and volunteers to adopt the guidelines for appropriate and safe behaviours for adults working with children outlined in 'Guidance for safer working practice for adults who work with children and young people' booklet. (January 2010)

The aims of this policy are:

- to ensure staff are aware of their own responsibilities regarding the child protection procedures and are aware of the appropriate and safe behaviour they are expected to adopt when working with children
- to ensure staff are aware of the role of the Designated Safeguarding Lead (DSL)
- to ensure staff, Governors and volunteers working in the College understand the different types of child abuse
- to raise awareness of and respond appropriately to Child Protection issues
- to ensure that procedures are in place to enable anyone to pass on Child Protection concerns
- to ensure the College fully supports students who have been abused in accordance with his/her agreed child protection plan

So that we can fully implement this policy Broadoak Mathematics and Computing College will:

- have a Designated Safeguarding Lead for child protection who has undertaken two day multi-agency Advanced Safeguarding Training as recommended by the North

Somerset Safeguarding Children Board (NSSCB) and updates this training every two years

- have a member/s of staff who will act in the Designated Safeguarding Lead's absence who have also received multi-agency training, and who will be familiar with the roles and responsibilities and know the procedures to follow
- ensure we have a nominated governor responsible for safeguarding who has been appropriately trained
- ensure all staff, volunteers and governors understand their responsibilities in being alert to the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection and the importance of reporting their concerns expeditiously
- ensure that all staff, volunteers and governors maintain an attitude of 'it could happen here' and when concerned about the welfare of a child always act in the best interest of the child
- notify Social Care immediately if there is an unexplained absence of any pupil who is subject to a Child Protection Plan (or an absence which has been explained by a parent or carer but the school is concerned)
- develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at inter agency meetings, strategy meetings and case conferences
- keep clear written records of concerns about children, even where there is no need to refer the matter immediately
- provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support plans for those children
- ensure all records are kept securely, separate from the main pupil file, and in locked locations
- understand that our responsibility to safeguard children requires that we all appropriately share any concerns that we may have about children. This may include contacting the Single Point of Access (SPA), Social Care or the Designated Officer for Allegations (DOFA) (formerly the LADO), who will provide consultation and advice for anyone working with children
- ensure that parents have an understanding of the responsibility placed on the school and staff for safeguarding and child protection by making the policy available to them and sharing safeguarding procedures

- ensure all members of staff receive Basic Awareness training in order to understand their responsibilities relating to safeguarding children
- ensure all members of staff have an awareness of types of abuse including Child Sexual Exploitation, Radicalisation and Female Genital Mutilation (FGM)
- ensure that all members of staff are aware of their responsibilities under the Prevent Duty and the Mandatory Reporting Duty in relation to Female Genital Mutilation (FGM)
- ensure that all staff members are aware of the systems within the school or college which support safeguarding, including the Code of Conduct and Guidance for Safer Working Practice
- recognise that all matters relating to child protection are confidential and the Headteacher or Designated Safeguarding Lead will disclose personal information about a pupil to other members of staff on a need to know basis only
- ensure all staff must be aware that they have a professional responsibility to share information to other agencies in order to safeguard children and that they cannot promise a child to keep secrets which might compromise the child's safety or well-being, or that of another
- always undertake to share our intention to refer a child to Social Care unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with Social Care on this point.

## ***ROLES AND RESPONSIBILITIES***

### **i) All staff:**

All members of staff have a responsibility to be aware of the procedures to be followed in cases of suspected child abuse. Staff who are in regular contact with students are well placed to notice signs of physical, sexual or emotional abuse, neglect, behavioural change or failure to develop as expected.

If a member of staff suspects a student may be at risk or hears a disclosure from a student the Designated Safeguarding Lead must be informed. The member of staff will then be asked to provide a written account, if they have not already done this to provide an accurate account of any discussions or observations regarding the student concerned. Any records are then passed to the Designated Safeguarding Lead as they are confidential documents and are kept in a separate child protection file.

All staff have a responsibility to read "Guidance for safer working practice for adults who work with children and young people" booklet and ensure that their work with children falls within the guidelines for appropriate and safe behaviour they are expected to adopt.

Staff should also be mindful of their statutory responsibilities with regard to FGM and the Prevent Strategy and ensure that any concerns of this nature are also shared with the DSL.

## **ii) Designated Safeguarding Lead:**

The Designated Safeguarding Lead for Broadoak is Emma Gundry, Assistant Headteacher. Toby Kirkby, Assistant Headteacher, or Rachel Whitehouse, SENCO, will act in the Designated Safeguarding Lead's absence.

The role of the Designated Safeguarding Lead is to:

- ❑ ensure child protection procedures are in place and updated as appropriate;
- ❑ ensure all staff are aware of both authority Child Protection procedures and college policy;
- ❑ be available to provide advice/support to staff and for confidential discussion about concerns;
- ❑ be available to provide support to students;
- ❑ liaise with the Headteacher to keep her informed regarding child protection issues;
- ❑ liaise with Social Services in accordance with North Somerset procedures;
- ❑ keep records of any concerns/suspected cases of abuse/referrals;
- ❑ co-ordinate arrangements for monitoring of students on roll who have been identified as being in need of protection.
- ❑ When the Designated Safeguarding Lead has been informed of a case of suspected abuse or of a young person who may be at risk of abuse they must refer the matter to Social Care who will then advise the Designated Safeguarding Lead regarding any contact with the family.

## **TYPES OF CHILD ABUSE**

'Working Together to Safeguard Children' (2015) defines abuse as

“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. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by others, (e.g. via the internet). They may be abused by an adult or adults, or another child or children.”

The following definitions are all taken from the 'Working Together to Safeguard Children' document.

## **Physical Abuse**

Physical abuse “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**

Emotional abuse is the “persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children 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 the 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, though it may occur alone.”

## **Sexual abuse**

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**

Neglect is “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)

- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs."

## **COLLEGE PROCEDURES**

Our college procedures for safeguarding children will be in line with North Somerset Safeguarding Children's Board (NSSCB) and the South West Child Protection Procedures which have been adopted by North Somerset Local Authority. Further information about these can be found at <http://www.nsomersetlscb.org.uk> and [www.swcpp.org.uk](http://www.swcpp.org.uk).

Any member of staff having concerns that a student may be at risk of abuse should **always** discuss them with the Designated Safeguarding Lead, even they have no 'concrete' evidence. Staff may be asked at this stage to provide a written record of their concerns. This record is then kept by the Designated Safeguarding Lead in a confidential file. The Designated Safeguarding Lead will liaise with other staff, if appropriate, to gain further information about a child. It is the responsibility of the Designated Safeguarding Lead to seek further advice and should contact Social Care to discuss the concerns if unclear about how to proceed.

The Child Protection Designated Safeguarding Lead would then share relevant information confidentially with the member of staff who had raised the concern and the student's key workers on a need-to-know basis.

### **i) Handling Disclosures**

Although you may not seek information, a student may wish to confide in you about having suffered some kind of abuse. The following guidance from the Safeguarding Children Stage One training should be helpful:

- React calmly
- Be aware of your non-verbal messages
- Keep responses short, simple, slow and gentle
- Don't stop a child or parent who is talking freely about what has happened
- Observe and listen
- 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 of:
  - what is said
  - who is present

- anything else that happens after the child or parent has spoken to you and before they are seen by social services or the police

You may need to ask some questions to clarify information provided. These should not be leading questions or offer a judgement on what you have heard. Using the following 3 words will ensure your questions elicit the required information:

- **Tell**
- **Explain**
- **Describe**

The disclosure must be written down. This record must then be passed to the Designated Safeguarding Lead who will inform the Headteacher, make a referral to Social Care and record any action. Contact with the family will be agreed in discussion with Social Care. All documentation will be kept by the Designated Safeguarding Lead Teacher in a confidential file.

The Designated Safeguarding Lead will share information confidentially on a need-to-know basis with the member of staff who has heard the disclosure to reassure them that action is being taken to protect the student. Other staff will be informed on a need-to-know basis that the Designated Safeguarding Lead is involved with the student.

Where a child or parent/carer makes a disclosure about another member of staff or volunteer working within the College, staff should follow procedures laid out in the Raising Concerns at Work ("Whistleblowing") Confidential Reporting Code Policy. The college will refer to "Guidance for safer working practice for adults who work with children and young people" when dealing with any incidents involving staff and volunteers and will immediately consult the Local Authority Designated Officer for advice. Additionally staff should speak with the Headteacher, or the Designated Safeguarding Lead, if they have concerns about the conduct of other adults working in the College. If these concerns relate to the Headteacher they should speak with the Chair of Governors.

## **ii) Confidentiality**

If a student requests confidentiality they must be told that this cannot be promised and it should be explained that staff have a responsibility to share information with those adults who will be able to help protect them from harm. The student should be reassured that only staff who need to know about it will be told. This could result in the student not continuing the conversation, in which case the matter should not be pursued but concerns reported the Designated Safeguarding Lead.

Staff have a professional duty to share confidential information about the protection of children with Social Care via the Designated Safeguarding Lead Teacher. Information will be shared by the Designated Safeguarding Lead with appropriate agencies, following the guidelines in "Information Sharing: Guidance for practitioners and managers" (2009).

Staff should ensure they do not discuss information given in confidence outside the appropriate professional contexts.

## **WORKING WITH OTHER AGENCIES**

Where a student is subject to a Safeguarding (Child Protection) Plan, the Designated Safeguarding Lead will provide information for Case Conferences as requested and ensure that they (or the deputy Designated Safeguarding Lead) will attend these conferences, and any core group meetings arranged as part of the Safeguarding Plan. This commitment also applies to any Child in Need Plan and subsequent meetings.

In addition, we will work with a range of agencies (including for example Child and Adolescent Mental Health Services, the Youth Offending Team and locality services), who may be working with our students to keep them safe. This may not necessarily be part of a Safeguarding or Child in Need Plan.

Where our concerns do not meet Social Care thresholds of 'significant harm' we will use the guidance outlined in North Somerset Partnership's Integrated Working Guide". We may initiate an Early Help Assessment to ensure the welfare needs of a student can be met. We will contribute, as appropriate, to any Team Around the Child Meetings which may be arranged as a consequence of an Early Help Assessment referral, whether or not made by Broadoak. It will usually not be necessary for the Designated Safeguarding Lead to attend these meetings but another appropriate member of staff will contribute to these meetings.

## **TRAINING, MONITORING AND REPORTING**

All new staff will receive Child Protection training as part of their induction to Broadoak Mathematics and Computing College. This will be recorded and kept on their file. In addition, any trainee staff or volunteers working in the College will receive Child Protection training.

The Designated Safeguarding Lead will deliver an annual report to the Governing Body which lists:

- Child Protection training undertaken by staff (anonymous) and who it was delivered by
- Additional training undertaken by Designated Safeguarding Lead
- Child Protection cases reported and resulting action (anonymous)
- Number of students on a Child Protection Plan (anonymous)
- Number of Children Looked After (anonymous)
- Number of allegations made against staff
- Safer recruitment training undertaken
- Policies and other documents relating to Safeguarding

We will complete a Safeguarding Audit, as requested, for the Local Authority including the above information.

In addition, the Designated Safeguarding Lead will meet at least twice a year with the Governor responsible for child protection.

## **OTHER RELEVANT POLICIES**

- ❑ Anti-bullying
- ❑ Attendance
- ❑ Behaviour
- ❑ Children and Young People Looked After Policy
- ❑ Physical Contact with Students
- ❑ Safeguarding
- ❑ Whistleblowing Policy

This policy has been developed in accordance with the principles established by the Children's Act 1989 and in line with government and local publications:

- Working Together to Safeguard Children (March 2015)
- Keeping children safe in Education (September 2016)
- "North Somerset Safeguarding Children Board Threshold Criteria for CIN and CP Referrals" (December 2012)
- "Guidance for Safer Working Practice for Adults who Work with Children and Young People".
- Prevent Duty Guidance
- Mandatory reporting of Female Genital Mutilation
- Disclosure and Barring Service Guidance
- North Somerset Safeguarding Children Board
- South West Child Protection Procedures