

# **Kingsthorpe Community College**

## **Child Protection Policy**

### **Policy Number 1 : 6**

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## **CHILD PROTECTION POLICY**

**Kingsthorpe Community College fully recognises its responsibilities for child protection. Through their day to day contact with students and direct work with families, staff at the college have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to the appropriate agency, normally the appropriate Child and Family Team (Social Services).**

This policy sets out how the governing body discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children who are students at the College.

It will:

- Designate a governor for child protection who will oversee the College's Child Protection Policy and practice and champion child protection issues.
- Ensure an annual report is made to the governing body on child protection matters to include changes affecting CP policy and procedures, training received, number of incidents/cases and child protection in the curriculum.
- Ensure that this policy is reviewed and updated annually.

Our policy applies to all staff, governors and volunteers working in the College including community education staff. Learning Support Assistants, mid-day supervisors, administrative staff as well as teachers can be the first point of disclosure for a child. Concerned parents may also contact school staff or governors.

**There are four main elements to our policy:**

**PREVENTION** through the teaching and pastoral support offered to students and the creation and maintenance of a whole college protective ethos.

**PROCEDURES** for identifying and reporting cases, or suspected cases, of abuse.

**SUPPORT TO STUDENTS** who may have been abused.

**PREVENTING UNSUITABLE PEOPLE WORKING WITH CHILDREN.**

### **1. PREVENTION**

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children.

The College will therefore:

- Establish and maintain an ethos where students feel secure and are encouraged to talk, and are listened to.
- Ensure students know that there are adults in the college whom they can approach if they are worried or in difficulty.
- Include in the curriculum activities and opportunities for PSHE which equip students with the skills they need to stay safe from abuse and information about who to turn to for help.
- Include in the curriculum material which will help students develop realistic attitudes to the responsibilities of adult life, particularly with regard to child care and parenting skills.

## 2. PROCEDURES

We will follow the procedures set out by the Northamptonshire Inter Agency Child Protection Procedures (2006), also known as the “Yellow Book” and take account of guidance issued by the Department for Education and Skills.

### **The Designated Senior Member of Staff for Child Protection**

The College will:

- Ensure it has a designated senior member of staff, who has undertaken as a minimum the two day child protection training course accredited by the Area Child Protection Committee, who will co-ordinate the work of the team of designated teachers.
- Ensure this training is updated every two years in accordance with government guidance.
- Ensure there is a team of trained designated teachers with the time to undertake the duties required.
- Ensure that designated members of staff will take advice from a child protection specialist when managing complex cases.

### **The Designated Teacher Team is:**

<b>Mrs Judith Long</b>	<b>Principal</b>
<b>Mrs S Lomas</b>	<b>Vice Principal/ Child Protection Team Co-ordinator</b>
<b>Mr Liam Powell</b>	<b>Pastoral Director</b>
<b>Mr Tony Keech</b>	<b>Deputy Pastoral Director</b>
<b>Mrs Françoise Copsey</b>	<b>SENCO</b>
<b>Mr David O’Leary</b>	<b>SENCO</b>

### **The Role of Governors and College Staff**

The College will ensure every member of staff and every governor knows:

- The names of the designated teachers and their role.
- That they have an individual responsibility for referring child protection concerns using the proper channels and within the timescales set out in the Yellow Book.
- Where the Yellow Book containing Child Protection Procedures is located.

The College will provide training for all staff from the point of their induction, updated at least every three years, so that they know:

- Their personal responsibility.
- The Yellow book procedures.
- The need to be vigilant in identifying cases of abuse.
- How to support and respond to a student who tells of abuse.

The Senior Management Team will ensure that all staff and volunteers recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to students and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies.

### **Liaison with Other Agencies**

The College will:

- Work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance and written reports at initial case conferences, core groups and child protection review conferences.
- Notify the local social services team if a student on the child protection register is excluded (whether fixed term or permanent) or there is an unexplained absence.

### **Record Keeping**

The College will:

- Keep clear detailed written records of concerns about children (noting the date, event and action taken) even where there is no need to refer the matter to Social Services immediately.
- Ensure all records are kept secure and in locked locations.
- Ensure all relevant child protection records are sent to the receiving school when a student moves schools.

### **Confidentiality and information sharing**

Staff will:

- Ensure confidentiality protocols are adhered to and information is shared appropriately. If in any doubt about confidentiality, staff will seek advice from a senior manager or outside agency as required.
- Be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- Be aware that they cannot promise a student to keep secrets.

The Designated Teachers will disclose any information about a student to other members of staff on a need to know basis only.

### **Communication with Parents**

The College will:

- Undertake appropriate discussions with parents prior to involvement of another agency unless the circumstances preclude this.
- Ensure that parents have an understanding of the responsibility placed on the College and staff for child protection by setting out its obligations in the College brochure.

## **3. Supporting Pupils at Risk**

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth and to view the world as benevolent and meaningful. They may feel helplessness, humiliation and some sense of self-blame.

The College may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at college their behaviour may be challenging and defiant or they may be withdrawn.

We recognise that some children actually adopt abusive behaviours and that these children must be referred on for appropriate support and intervention.

The College will endeavour to support the student through:

- The content of the curriculum to encourage self-esteem and self-motivation.
- The College ethos which promotes a positive, supportive and secure environment and gives students a sense of being valued.
- The College behaviour policy which is aimed at supporting vulnerable students. All staff will agree on a consistent approach, which focuses on the behaviour of the offence committed but does not damage the student's sense of self worth. The College will ensure that the student knows that some behaviour is unacceptable but she/he is valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies which support the student such as Social Services, Child and Adolescent Mental Health Services, The Educational Psychology Service, Behaviour Support Services and the Education Welfare Service.
- A commitment to develop productive and supportive relationships with parents whenever it is in a student's best interests to do so.
- Recognition that children living in a home environment where there is domestic violence, drug or alcohol abuse are vulnerable and in need of support and protection.
- Vigilantly monitoring children's welfare, keeping records and notifying Social Services as soon as there is a recurrence of a concern.
- When a student on the child protection register leaves, information will be transferred to the new school immediately.

### **Drug Use and Child Protection**

The discovery that a young person is using illegal drugs or reported evidence of their drug use is not necessarily sufficient in itself to initiate child protection proceedings but the College will consider such action in the following situations when there is evidence or reasonable cause:

- To believe the young person's drug misuse may cause her/him to be vulnerable to other abuse such as sexual abuse.
- To believe the student's drug related behaviour is a result of abusing or endangering pressure or incentives from others, particularly adults.
- Where the misuse is suspected of being prompted by serious parent/carer drug misuse.

### **Children of Drug Using Parents**

Further enquiries and or further action will be taken when the College receives reliable information about drug and alcohol abuse by a student's parents/carers in the following circumstances:

- The parental misuse is regarded as problematic (i.e. multiple drug use including injection)
- A chaotic and unpredictable home environment exists which can be attributed to drug or alcohol misuse.
- Students are not being provided with acceptable or consistent levels of social and health care.
- Students are exposed to criminal behaviour.

#### **4. PREVENTING UNSUITABLE PEOPLE FROM WORKING WITH CHILDREN**

The College will operate safe recruitment practices including ensuring appropriate CRB and reference checks are undertaken.

The College will consult with the designated LEA Officer for Child Protection in the event of an allegation being made against a member of staff and adhere to the relevant procedures set out in the Child Protection Procedures, Yellow Book and the college's Personnel Manual.

The College will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the college and that notification of any concerns is made to the relevant authorities and professional bodies and included in references where applicable.

The College will ensure that all staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships with students and parents as advised by the Local Authority's Code of Conduct.

The College will ensure that staff and volunteers are aware that sexual relationships with students aged under 18 are unlawful and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of position of trust).

#### **5. OTHER RELATED POLICIES**

These policies are set out in separate documents which are reviewed annually by the governing body.

##### **Physical Restraint**

We acknowledge that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimum force necessary to prevent injury to themselves, another person or property.

##### **Anti-Bullying**

We acknowledge that to allow or condone bullying may lead to consideration under child protection procedures.

##### **Racist Incidents**

We acknowledge that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

##### **Health and Safety**

This policy reflects the consideration we give to the protection of our students both within the College environment and when away from the school when undertaking school trips.

### **Use of the Internet**

We recognise that teachers are encouraging the use of the internet to promote learning throughout the curriculum. The guidance focuses on the personal safety and well being of students in the College and sets out a number of points to clarify the potential hazards and steps that staff can take to minimise the risks.

### **6. Extended Schools and Before and After School Activities**

If the governing body provides extended facilities or before and after school activities directly under the supervision or management of college staff, the College's arrangements for child protection as written in this policy shall apply.

Where services or activities are provided separately by another body the governing body will seek assurance that the body concerned has appropriate policies and procedures in place for safeguarding students and child protection and there are arrangements to liaise with the College on these matters where appropriate.