



North

Yorkshire County Council

Children & Young People's Service

**North Yorkshire LA
Settle College Child Protection Policy
2009**

College	SETTLE COLLEGE
Principal	Mr W Bancroft

Named personnel with designated responsibility for Child Protection

Academic year	Designated Senior Person	Deputy Designated Senior Person	Nominated Governor	Chair of Governors
2008/2009	Mrs S Power	Ms M Costello		Mrs R Rees
2009/2010	Mrs J Dewhurst	Ms M Costello		Mrs R Rees

Policy Review dates

Review Date	Changes made	By whom	Date Shared with staff

Dates of Staff Training and details of course title and training provider

Whole College	Designated Senior Person	Deputy Designated Senior Person
Oct 09	Oct 09	Jan 08

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INTRODUCTION

This policy was written by Rosemary Cannell and Karen Lewis, North Yorkshire Education Child Protection and Safeguarding Managers, with acknowledgement that they have included information from the CAPE sample school policy.

The policy updates the LA Sample policy issued 2007 and is in response to:

- i) Sections 175 and 157 of the Education Act 2002, implemented June 2004
- ii) 'Safeguarding Children and Safer Recruitment in Education' issued by DfES 2007

It is in line with the above, the North Yorkshire Safeguarding Children Board Child Protection Procedures www.safeguardingchildren.co.uk, "Working Together To Safeguard Children" (1999 and 2006) and 'What To Do If You Are Worried A Child is Being Abused' (2006)

This policy applies to all adults, including volunteers, working in or on behalf of the college.

'Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

Safeguarding Children and Safer Recruitment in Education DfES 2007

COLLEGE COMMITMENT

Settle College is committed to Safeguarding and Promoting the Welfare of all of its students. Each student's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at college, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our students.

PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

1. Safer Recruitment and Selection

The College pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works in the college who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking List 99 and Criminal Records Bureau checks.

Statutory changes, underpinned by regulations, are that:

- a CRB Enhanced Disclosure is obtained for **all** new paid appointments to the college's workforce,
- a CRB Enhanced Disclosure is obtained for volunteers further to a risk assessment considering the regularity, frequency, duration and nature of contact (see p.49 of above guidance)
- schools will ensure that any contracted staff are CRB checked where appropriate (see p.53 of above guidance)
- schools must keep a single central record detailing a range of checks carried out on their staff
- all new appointments to the college workforce who have lived outside the UK are subject to additional checks as appropriate
- schools must satisfy themselves that supply staff have undergone the necessary checks
- identity checks must be carried out on all appointments to the college workforce before the appointment is made

William Bancroft (Principal), Rosemary Rees & Margaret Holgate (College Governors) and have undertaken the National College for School Leadership Safe Recruitment training (www.ncsl.org.uk). One of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

2. Safe Practice

The College has adopted IRSC “Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings” (www.n-yorks.net/Protection) .and has undertaken Safe Practice training (available from valerie.hutchinson@northyorks.gov.uk) to ensure that staff are safe and aware of behaviours which should be avoided.

Safe working practice ensures that students are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- discuss and/or take advice from college management over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender or sexuality;
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

3. Safeguarding Information for students

The College is committed to ensuring that students are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All students know that we have a senior member of staff with responsibility for child protection and know who this is. We inform students of whom they might talk to, both in and out of college, their right to be listened to and heard and what steps can be taken to protect them from harm. P.S.H.C.E.E. materials we use to help students learn how to keep safe are (see Appendix 3).

The following Information is made available to students: helplines, NSPCC and Childline ‘kidzone’ website addresses.

Settle College’s arrangements for consulting with and listening to students are through the college nurses, student and parent questionnaires, Student Voice, subject evaluation discussions and informal discussions.

We make students aware of these arrangements by assemblies, tutorial, referral and contact with parents, etc.

4. Partnership with Parents

The College shares a purpose with parents to keep children safe from harm and to have their welfare promoted. Any parent who wishes to find further information on keeping children safe and how they can report concerns if they are worried a child is at risk of harm could also use the information on the North Yorkshire SCB website www.safeguardingchildren.co.uk NSPCC website www.nspcc.org.uk www.ceop.gov.uk).

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

Settle College will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm (see Section 3: 3 Action by Senior Designated Person).

We encourage parents to discuss any concerns they may have with tutors, Heads of House, the Inclusion Manager and the Head of Main College, Mrs S Power.

We make parents aware of our policy via the prospectus, newsletter and website and parents are made aware that they can view this policy on request.

Sample insert for College brochure

Settle College is committed to ensuring the welfare and safety of all children in college. All North Yorkshire colleges, including Settle College, follow the North Yorkshire Safeguarding Children Board procedures. The college will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the college will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The college will, of course, always aim to maintain a positive relationship with all parents. The college's child protection policy is available on request.

5. Partnerships with others

The college recognises that it is essential to establish positive and effective working relationships with other agencies, ie the Local Authority, the Health Authority, Social Services, Young Carers, CODA (drugs advice), Samaritans, Parent and Family Support and REOTAS.

6. College Training and Staff Induction

The college's senior member of staff with designated responsibility for child protection undertakes basic child protection training and training in inter-agency working, (that is provided by, or to standards agreed by, the NYSCB) and refresher training at 2 yearly interval (www.safeguardingchildren.co.uk/training-courses.html).

The Principal and all other college staff, including non teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training at 3 yearly intervals.

Basic Awareness online training www.safeguardingchildren.co.uk/course-signup.html
Whole College training materials www.n-yorks.net/Protection or contact
Valerie.hutchinson@northyorks.gov.uk if you require support to deliver whole college training.

All staff (including temporary staff and volunteers) are provided with the college's child protection policy and informed of college's child protection arrangements on induction.

7. Support, Advice and Guidance for Staff

Staff will be supported by Head of Main College, Mrs S Power.

The designated senior person will be supported by the Vice Principal, Ms M Costello.

Advice and support is always available from the Educational Social Work Service.

Advice is available from Children's Social Care duty social worker and the Police Child Abuse Investigation Team

College Education Social Worker/
Home/College Support Worker

Name: Claire Middleton
Tel: 01609 536767

Senior Education Social Worker

Name: Alan Tunningley
Tel: 01756 792427

8. Related College Policies

'Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as student health and safety and bullying.....and a range of other issues, for example, arrangements for meeting the medical needs of childrenproviding first aid, college security, drugs and substance misuse, etc. There may also be other safeguarding issues that are specific to the local area or population'
Safeguarding Children and Safer Recruitment in Education DfES 2007

- WEX addendum to Child Protection Policy
- Policies/statements on inclusion/drugs, etc
- Healthy College documentation.

Children Missing from Education

The college follows the North Yorkshire LA procedures "Children Who May Be Missing/Lost From Education" Contact: cmecoordinator@northyorks.gov.uk

Confidentiality

Settle College has regard to "Information Sharing: Practitioner's guide" HM Government, 2008 www.ecm.gov.uk/deliveringservices/informationsharing

"Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration. "

Colleges should have a clear and explicit confidentiality policy.

The college policy should indicate:

- a) when information must be shared with police and Social Care where the child/young person is / may be at risk of significant harm**
- b) when the student's and/or parent's confidentiality must not be breached**

9. Student Information

In order to keep children safe and provide appropriate care for them the college requires accurate and up to date information regarding:

- Names (including any previous names), address and date of birth of child
- Names and contact details of persons with whom the child normally lives
- Names and contact details of all persons with parental responsibility (if different from above)
- Emergency contact details (if different from above)
- Details of any persons authorised to collect the child from college (if different from above)
- Any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- If the child is or has a Child Protection Plan (formerly known as being on the Child Protection Register)
- Name and contact detail of key persons in other agencies, including GP
- Any other factors which may impact on the safety and welfare of the child

The college will collate, store and agree access to this information on SERCO, College files and the Child Protection file.

10. Roles and Responsibilities

The Governing Body should ensure that:

- the college has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;
- the college operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;
- the college has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;

- a senior member of the college's leadership team is designated to take lead responsibility for child protection (and deputy);
- staff undertake appropriate child protection training;
- they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- a governor is nominated to be responsible for liaising with the LA and/or partner agencies in the event of allegations of abuse being made against the Principal.
- where services or activities are provided on the college premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the college on these matters where appropriate.
- they review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged

The Principal should ensure that:

- the policies and procedures adopted by the Governing Body or Proprietor are fully implemented, and followed by all staff;
- sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

Senior Member of Staff with Designated Responsibility for Child Protection

Referrals

- Refer cases of suspected abuse or allegations to the relevant investigating agencies;
- Act as a source of support , advice and expertise within the educational establishment;
- Liaise with Principal to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.

Training

- To recognise how to identify signs of abuse and when it is appropriate to make a referral;
- Have a working knowledge of how LSCBs operate, the conduct of a child protection case conference and be able to attend and contribute to these;
- Ensure that all staff have access to and understand the college's child protection policy;
- Ensure that all staff have induction training;
- Keep detailed accurate secure written records and/or concerns

- Obtain access to resources and attend any relevant or refresher training courses at least every two years.

Raising Awareness

- Ensure the child protection policy is updated and reviewed annually and work with the governing body regarding this;
- Ensure parents are made aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later;
- Where a child leaves the establishment, ensure the child protection file is copied for the new establishment asap and transferred to the new college separately from the main student file. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the Principal Education Social Worker, County Hall, Northallerton, DL7 8AE

All staff and volunteers

- fully comply with the college's policies and procedures
- attend appropriate training
- inform the designated person of any concerns

IDENTIFYING CHILDREN AND YOUNG PEOPLE WHO MAY BE SUFFERING SIGNIFICANT HARM

Teachers and other adults in college are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, students, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or college staff being alerted to concerns.

Definitions

As in the Children Acts 1989 and 2004, a **child** is anyone who has not yet reached his/her 18th birthday.

Harm means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; **Development** means physical, intellectual, emotional, social or behavioural development; **Health** includes physical and mental health; **Ill-treatment** includes sexual abuse and other forms of ill-treatment which are not physical.

Abuse and Neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or 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 a stranger. They may be abused by an adult or adults or another child or children.

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.

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

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 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 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.

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 and clothing, 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 caretakers)
- ensure access to appropriate medical care or treatment.

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

TAKING ACTION TO ENSURE THAT CHILDREN ARE SAFE AT COLLEGE AND AT HOME

All staff follow the North Yorkshire SCB Child Protection Procedures which are consistent with 'Working Together to Safeguard Children' and 'What To Do If You Are Worried A Child is Being Abused'.

It is **not** the responsibility of the college staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of students will be recorded and discussed with the designated senior person with

responsibility for child protection (or another senior member of staff in the absence of the designated person) prior to any discussion with parents.

1. Staff must immediately report:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

2. Responding to Disclosure

Disclosures or information may be received from students, parents or other members of the public. Settle College recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity. Any student with communication difficulties will have regular contact with a member of the SEN/Inclusion teams.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person and make a contemporaneous record.

Principles

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated person in order that s/he can make an informed decision of what to do next.

Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm
- try to ensure that the person disclosing does not have to speak to another member of college staff
- **clarify the information**
- try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened ?' rather than 'Did x hit you?'
- try not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the child
- explain sensitively to the person that they have a responsibility to refer the information to the senior designated person
- reassure and support the person as far as possible
- explain that only those who 'need to know' will be told
- explain what will happen next and that the person will be involved as appropriate

3. Action by the Designated Senior Person (or other senior person in their absence)

Following any information raising concern, the senior designated person will consider:

- any urgent medical needs of the child
- making an enquiry to the Central Database **01609 774298**
(formerly known as Child Protection Register)
- discussing the matter with other agencies involved with the family
- consulting with appropriate persons e.g. ESW service, Social Care

- the child's wishes

Then decide:

- wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- whether to make a child protection referral to social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately **OR**
- not to make a referral at this stage
- if further monitoring is necessary
- if it would be appropriate to undertake an assessment (e.g. CAF) and/or make a referral for other services

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to social care will be accompanied by a standard referral form.

4. Action following a child protection referral

The designated senior person or other appropriate member of staff will:

- make regular contact with Social Care
- contribute to the Strategy Discussion and Initial Assessment
- provide a report for, attend and contribute to any subsequent Child Protection Conference
- if the child or children has a Child Protection Plan (formerly placed on the Child Protection Register), contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conferences
- share all reports with parents prior to meetings
- where in disagreement with a decision made e.g. not to apply Child Protection Procedures or not to convene a Child Protection Conference, discuss this with the Education Safeguarding and Child Protection Manager
- where a child having a Child Protection Plan moves from the college or goes missing, immediately inform the key worker in Social Care

5. Recording and monitoring

College will record:

- Information about the child : name (aka) address, d.o.b., those with parental responsibility, primary carers, emergency contacts, names of persons authorised to collect from college, any court orders, if a child is or has been subject to a CP Plan (been on the CP Register)
- Key contacts in other agencies including GP details
- Any disclosures/accounts from child or others, including parents (and keep original notes)
- All concerns, discussions, decisions, actions taken (dated, timed and signed) and arrangements for monitoring/review

All records should be objective and include:

- Statements, facts and observable things (what was seen/heard)
- Diagram indicating position, size and colour of any injuries (not photograph)
- Words child uses, (not translated into 'proper' words)
- Non-verbal behaviours

All C.P. documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the Principal and senior designated person. These records will be copied and transferred to any college or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Designated Senior Person Child Protection.'

If the child goes missing from education or is removed from roll to be educated at home then any Child Protection file should be copied and the copy sent to the Principal Education Social Worker, County Hall, Northallerton, DL7 8AE. We will retain all original copies of C.P. files until the child's 25th birthday.

College will monitor:

Any cause for concern including where there could be serious child welfare concerns:

- Injuries/marks
- Attendance
- Changes e.g. mood/ academic functioning
- Relationships
- Language
- Behaviour
- Demeanour and appearance
- Statements, comments
- Medicals
- Stories, 'news', drawings
- Response to P.E./Sport
- Family circumstances
- Parental behaviour/ care of child

The DSP will review all monitoring arrangements in the timescale and manner determined by circumstances, recorded and clearly understood by all concerned

6. Supporting the Child and Partnership with Parents

- Settle College recognises that the child's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents
- Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child

- We will provide a secure, caring, supportive and protective relationship for the child
- Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why
- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Senior Person will determine which members of staff “need to know” personal information and what they “need to know” for the purpose of supporting and protecting the child

Allegations regarding person(s) working in or on behalf of college (including volunteers)

Where an allegation is made against any person working in or on behalf of the college, that he or she has:

- a. behaved in a way that has harmed a child or may have harmed a child
- b. possibly committed a criminal offence against or related to a child or
- c. has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

we will apply the same principles as in the rest of this document.

We will always follow the NYSCB procedures www.safeguardingchildren.co.uk

8.0 “Child Protection in Specific Circumstances” section 8.13 “Allegations Made Against a Person who Works with Children”

And we will follow the Guidance www.n-yorks.net/1595

Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely in child protection files, retained by the Child Protection Officer until the child is 32 years of age.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

Initial Action

- The person who has received an allegation or witnessed an event will immediately inform the Principal and make a record
- In the event that an allegation is made against the Principal, the matter will be reported to the Chair of Governors who will proceed as the ‘Principal’.

- The Principal will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the **immediate** safety of children
- The Principal may need to clarify any information regarding the allegation, however no person will be interviewed at this stage
- The Principal will consult with Education LADO (see Contacts List) in order to determine if it is appropriate for the allegation to be dealt with by college or if there needs to be a referral to social care and/or the police for investigation
- Consideration will be given throughout to the support and information needs of students, parents and staff
- The Principal will inform the Chair of Governors of any allegation.

(The College may wish to expand this section to include procedures with reference to NYSCB Procedures and NYCC Disciplinary Procedures).

Appendix 1 CONTACTS

EDUCATION SOCIAL WORK SERVICE

Principal E.S.W.	Alan Critchlow	01609 532320	07715540712
CP Admin manager	Julie Fenny	01609 532477	
CP Admin Support	Valerie Hutchinson	01609 534211	
CME Coordinator (Children Missing Education)	Julie Fenny	01609 532477	cme.coordinator@northyorks.gov.uk

Safeguarding and CP Managers/LADOs

Craven & Harrogate	Rosemary Cannell	01609 534974	07715540723
North & White Horse	Karen Lewis	01609 534200	07715540711
Central Vale & Coast	Claire Hamilton	01609 535646	07814533363

Senior Education Social Workers

Craven	Allan Tunningley	01609 536765
Harrogate	Annie Sheppard	01609 535547
North	Polly Hampton	01609 536317
White Horse	Sally Locke	01609 534460
Central Vale	Lis Grimshaw	01609 536819
Coast	Sean Fearn	01609 534461

HUMAN RESOURCES 0845 0349494

SOCIAL CARE

Customer Relations Tel: 01609 536993 Fax: 01609 532009
cru.customer.services@northyorks.gov.uk

Assessment and Safeguarding Teams (Admin.):

Haywra Street, Harrogate	01609 534287
Brook Lodge, Selby	01609 535633
16 Dean Road, Scarborough	01609 536993
Thurston Rd, Northallerton	01609 533796
Manor Rd, Knaresborough	01609 536450
Ryedale House, Malton	01609 536521
Hipswell House, Hipswell	01609 536737
Armoury House, Skipton	01609 535471

Emergency Duty Team 0845 034 9417

Central Database 01609 774298
(formerly known as the Child Protection Register)

NORTH YORKSHIRE POLICE 0845 6060247

Appendix 1

Customer Service Contact numbers for referral to Social Care in neighbouring Local Authorities:

Redcar and Cleveland	01642 774774
Stockton on Tees	01642 528501
Darlington	01325 346200
Middlesbrough	01642 854591
Durham	0919 560 8000
Cumbria	01228 606060
Lancashire	0161 7780123
Bradford	01274 432918
Leeds	0113 2477400
East Yorkshire	01482 393939
Wakefield	01924 201688
Doncaster	01302 736000
York	01904 554141

Referral Form to Social Services - Personal Details (Page 1)

Surname:	First Name:	Title:
Preferred Name/Mode of Address:		
D.O.B.:	M/F/Unborn	
<u>Permanent Address</u>	<u>Temporary Address</u>	
Tel:	Tel:	
College attended:	Name of College Contact:	
First Language:	Interpreter Required?	
Ethnic Origin:	Religion:	
If Refugee/Asylum Seeker:		
Nationality:	Status:	
Any Risk to Professionals?		
Does the Child have any Special Needs?		
<u>G.P. (Inc. Telephone Number)</u>		

FAMILY/OTHER MEMBERS OF THE HOUSEHOLD

Name	Address/Telephone	Age/DOB	Relationship	Parental Responsibility

OTHER PROFESSIONALS INVOLVED

Name	Address & Telephone Number	Role

Referral Form to Social Services - Personal Details (Page 2)

Surname:	First Name(s):
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Subject aware of Referral ?	Responsible Adult aware ?
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Referred By:

Designation:	Date & Time:
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Address:

Telephone Number

<u>Reason for Referral:</u>

<u>Current Issues:</u>

(Continue on separate sheet if necessary)

Copy for:	Customer Relations Specialist Customer Services Team (Social Care) North Yorkshire County Council County Hall, East Block, Northallerton DL7 8AH Fax No. 01609 532009 Cru.customer.services@northyorks.gov.uk	Own Records Education staff, copy to Valerie Hutchinson, Child Protection Administrator, Learning, Youth & Skills, County Hall Valerie.hutchinson@northyorks.gov.uk
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References

Websites

North Yorkshire S.C.B. (CP Procedures and Training)	www.safeguardingchildren.co.uk
Children Missing from Education	cmecoordinator@northyorks.gov.uk
CAPE (Child Protection in Education)	www.cape.org.uk
Keeping Children Safe	
Internet Safety	www.ceop.gov.uk
Cyberbullying	www.digizen.org
KS2/3	www.missdorothy.com
Bullying & child abuse	www.anti-bullyingalliance.org www.kidscape.org.uk www.childline.org.uk www.nspcc.org.uk
Domestic Violence	www.thehideout.co.uk
Internet Safety	www.ceop.org.uk/thinkuknow www.childnet-int.org
KS2/3	www.kidsmart.org.uk
Jenny's story	www.childnet-int.org/jenny

Documents

DCSF Document www.teachernet.gov.uk/childprotection
Safeguarding Children and Safer Recruitment in Education
Extended Work Experience and Child Protection – Supplementary Guidance
Working Together to Safeguard Children
“What to do if” and other docs www.everychildmatters.gov.uk/safeguarding
Information Sharing www.ecm.gov.uk/deliveringservices/informationsharing
Making it Happen www.everychildmatters.gov.uk/search/IG00130

College Documents www.n-yorks.net/protection
Guidance for Safe Working Practice for the Protection of Children and Staff in
Education Setting
Guidance for Staff facing an Allegation of Abuse
Definitions and Thresholds for Managing Allegations against College Staff
Managing the Aftermath of Unfounded and Unsubstantiated Allegations

Training Materials

Online Basic Awareness Training www.safeguardingchildren.co.uk

Whole College CP Training Materials www.n-yorks.net/protection
Valerie.hutchinson@northyorks.
Safer Recruitment Training www.ncsl.org.uk

Settle College Work Experience & Child Protection

Introduction

This guidance note covers regulation of off site activities including work experience, placements into FE or training providers and managing visitors into school. It does not cover staff recruitment and training, recognition of abuse and neglect, or recording and disclosure of incidents which may occur during mainstream school time.

Duty of care: The College retains the primary duty of care for students engaged in off site activity as part of the curriculum. Child protection should be part of the initial approval process similarly to health and safety when approving activities

All off site activities should be considered including partnerships, placements with training providers and employers. For placements brokered through FE Colleges or Training Providers, schools should obtain confirmation that the necessary conditions are in place with regard to the use of competent staff, supervision, health and safety and child protection clearance and the communication of sensitive data.

Block work experience placements do not usually require additional child protection safeguards, however employers should be informed of any serious medical or learning needs which could affect the safe management of the student and consideration should be given to the communication and storage of sensitive personal data.

Extended work experience placements require additional safeguards to be in considered in settings where students are most at risk including placements:

- a) **for more than one day per week**
- b) **for longer than one term per year**
- c) **for vulnerable children (SEN, pre 16)**
- d) **where there is substantial unsupervised access**
- e) **where there is a residential component**

In these cases staff organising placements should have child protection training, the employers should be asked to sign a child protection endorsement (statement of intent) and where the employer (or supervisor) has a designated role in supporting young people they should have CRB clearance and child protection training.

Risk assessment of young people: Settle College will consider the individual needs and behaviour of the student when making work experience arrangements. For extended placements and students with recognised

additional needs the young person's risk assessment is a vital part of the matching process, and should include:

- The age and maturity of the student
- Learning, medical or behavioural needs
- Past history including any potentially unsuitable settings
- The likelihood or opportunity for contact with unsuitable adult role models
- The working environment including non contact time
- The level of preparation which will be provided
- Parental wishes

Students may be subject to CRB checks if they are undertaking work in the care or education sectors. The College will allow for the additional time required to obtain clearance before starting the placement.

Staff awareness: Staff arranging work experience should have child protection training including knowledge of the schools' internal policy for handling disclosures and what action should be taken by whom and when if any child protection issues are raised prior to, during or after an off site activity.

Student awareness: Students should be informed about reporting concerns as part of preparation. They should have a continuing point of contact within the school whilst on placement. The PSHE programme provides opportunities for students to learn about un/acceptable behaviour and keeping safe.

Visitors to School: There is no necessity for CRB disclosure for occasional visitors. For regular contributors the need for disclosure should be considered.

Volunteers: No formal measures are required for occasional volunteers e.g. accompanying outings, provided that the person is not left alone and unsupervised in charge of children. Where volunteers recruited by another organisation work in a school e.g. sports coaches from a local club, the College will obtain assurance from the organisation that the person has been properly vetted.

Model Policy

Process	Decision	Documentation
<p>Initial decision to include extended work experience in the curriculum to include:</p> <ul style="list-style-type: none"> ○ Target group(s) ○ Learning aims, personal goals including accreditation ○ Time allocated (relevant DCSF and other guidance to be taken into consideration) ○ Strategy for contacting employers/ FE / Training providers 	<p>Is the placement solely with an employer or sub-contracted through another provider?</p> <p>If work experience is part of a college (or other provider) programme Settle College retains responsibility for ensuring that all necessary conditions are met with regard to health and safety / child protection and achievement of learning aims.</p>	<p><u>Key Staff</u> GL MC JD PM</p> <p>Record minutes</p>
<p>Initial meeting with Head of House/WRL Co-coordinator/Learning Support/Special Needs Team in school to consider individual cases including</p> <ul style="list-style-type: none"> ○ Student background ○ Home / school friendship groups ○ Awareness of problems including medical or learning needs, behavioural problems, substance misuse etc. ○ Outside agencies already involved. 	<p>College CP lead and WRL coordinator to agree cases where placements may not be suitable in a particular occupational area or where additional support and monitoring will be required on placement.</p>	<p>Young Persons Risk Assessment completed and retained in school</p>
<p>Interviews with student/s to agree a personal learning plan</p>		<p>ILP retained for monitoring progress</p>
<p>Student preparation to include:</p> <ul style="list-style-type: none"> ○ Employer's expectations ○ Communicating problems ○ Health and safety ○ Child protection areas of concern ○ Progress towards learning goals 	<p>Via PSHCE Lessons and PM</p>	

<p>Communication with parents/carers to include initial consent, communication of medical or learning needs to employer.</p>	<p>PM</p>	
<p>Employer liaison to include:</p> <ul style="list-style-type: none"> ○ Job role / hours / dates / duration ○ Students' goals ○ Medical or learning needs ○ The need for risk assessment, ongoing monitoring, and accreditation visits ○ Child protection recommendations. 	<p>Does the placement meet the criteria for additional safeguards?</p> <p>College to refer to guidance in “Work Related Learning and the Law, DfES, 2006” and “Safeguarding Children and Safer Recruitment in Education”, DfES 2007 (Appendix 14 - Flowcharts)</p>	<p>Written agreement with employer on job role, hours, PPE, duration and day(s) retained in College</p> <p>Employers to be given copy of NYBEP guidance.</p>
<p>Final matching</p>	<p>Dependent on students and employers risk assessment information, the need for CRB and supervision – is this a suitable placement?</p>	
<p>Pre placement interview with employer (mentor support if required)</p>	<p>For long term placements</p>	<p>Records of meeting</p>
<p>Completion of consent form (WE4) form (this would include discussion of possible CRB requirement of employer if necessary) and discussion about P4E accreditation visits</p>	<p>Communication of significant risks to parents/carers and student before placement</p> <p>PM</p>	<p>Consent form (WE4) retained in school</p>
<p>H&S clearance obtained from NYBEP</p>	<p>Does the clearance cover the entire length of the placement? If not log the expiry date and arrange for a repeat visit.</p> <p>PM</p>	
<p>Employer to sign Child Protection endorsement as part of initial vetting</p>	<p>For companies requiring H&S visits, NYBEP will manage this process and retain records.</p> <p>If the company has current health and safety</p>	<p>Child Protection endorsement form retained by NYBEP (copy retained in school)</p>

	<p>clearance the school should manage the endorsement form and return to NYBEP.</p> <p>The employer will only be asked for this once, unless there are significant staff changes affecting the placement.</p>	
<p>College to take final decision on need for CRB (this may impact on start date – provision to be made for the student in the event of delays due to CRB clearance)</p>	<p>Have circumstances requiring CRB been limited as far as possible?</p> <p>Is there a clear rationale for placements not incurring a CRB check?</p>	<p>CRB process carried out through NYCC – results of disclosure communicated to Head Teacher</p> <p>Liaison between PM and MC</p>
<p>Monitoring and review plan agreed to include</p> <ul style="list-style-type: none"> ○ Record of attendance ○ Joint review meetings with student and employer in placement ○ Regular home contact for updates <p>School review meetings with HOY and other relevant staff to identify issues and potential problems early</p>	<p>College to agree a plan for</p> <ul style="list-style-type: none"> ○ Early withdrawal of students ○ Reporting accidents / incidents 	<p>Notes of review meetings and achievements retained in school</p> <p>College policy on disclosure</p> <p>NYBEP guidance note on reporting Child Protection areas of concern</p>
<p>Recording progress</p>		<p>Termly report to Head Teacher</p> <p>End of year progress report retained on file.</p>

Child Protection – referral to other agencies

If any student makes an allegation during or following a work experience placement about mistreatment it may have to be referred to an outside agency for investigation. It is important to obtain a statement from the student, with permission if it is to be referred outside school. Statements should be stored securely.

Child protection allegations should be referred to NYBEP in the first instance who will remove the company from the NYBEP website pending further investigation. These company details will be retained safely in an archived database for future reference.

The Senior Designated member of staff responsible with overall responsibility for child protection should be informed. NYBEP may with agreement pass on the matter to the Social Services Customer Relations Units in each area as follows. It is important to impress on schools/parents/students that this places an obligation on social services to investigate. The investigation may include further interview/video interview and a professionals meeting including social services and the police to consider what action, if any, to take.

Hambleton/Richmondshire The Old School East Road Northallerton DL6 1SZ Tel: 01609 779999 Fax: 01609 778488 cru.northallerton@northyorks.gov.uk	Craven 45 Otley Street Skipton BD23 1RY Tel: 01756 793700 Fax: 01756 796120 cru.skipton@northyorks.gov.uk
Scarborough/Ryedale Ground Floor Elders Street Day Centre Scarborough YO11 1DZ Tel: 0845 9501555 Fax: 01723 501808 cru.scarborough@northyorks.gov.uk	Ripon Sharow View 75 Allhallowgate Ripon HG4 1LE Tel: 01765 608636 Fax: 01765 608722 cru.ripon@northyorks.gov.uk

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Selby

Brook Lodge

Union Lane

Selby

YO8 4BA

Tel: 01757 213651

Fax: 01757 213965

cru.selby@northyorks.gov.uk

If an emergency arises outside office hours, the emergency number for Social Services advice is 01904 762314.

Textphone users can call 0845 6036391.

Further reference

Education Act 2004, Section 175

What to do if you're worried a child is being abused (www.doh.gov.uk/safeguardingchildren)

Safeguarding Children and Safer Recruitment in Education, DfES, 2007
(publications.teachernet.gov.uk)

Work Related Learning and the Law, DfES, 2006 (publications.teachernet.gov.uk)

Adopted by Settle College from NYBEP model Policy