

Safeguarding and Child Protection Procedures

These procedures underpin the Safeguarding Policy which is reviewed annually in line with statutory guidance.

The procedures apply to all staff and are consistent with those of:

Wakefield District Safeguarding Children Board WSCP/ West Yorkshire Consortium
Procedures. <http://westyorkscb.proceduresonline.com/index.htm>

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Introduction

Research suggests that between 6-19% of school aged children will suffer severe maltreatment,

and disabled children are three times more likely to be abused. Due to their day-to-day contact with students, College staff are uniquely placed to observe changes in young people's behaviour and the outward signs of abuse. Students may also turn to a trusted adult in College when they are in distress or at risk. It is vital that College staff are alert to the signs of abuse, both inside and outside College and understand the procedures for reporting their concerns. The Student Wellbeing and Safeguarding Manager (DSL) will record and appropriately store, any concerns. The Student Wellbeing and Safeguarding Manager and other named Designated Safeguarding Persons (DSPs) will act on identified concerns appropriately by reporting concerns to Children's Social Care and support the provision of early help to help prevent concerns from escalating.

Terminology

Child/Children include everyone under the age of 18.

Safeguarding and promoting the welfare of children refers to the process of protecting children from maltreatment, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.

Child protection (CP) refers to the processes undertaken to protect children who have been identified as suffering or being at risk of suffering significant harm.

Early Help providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years. It is about providing support quickly whenever difficulties emerge to reduce the impact of problems.

Early Help Assessments (EHA) offers a basis for early identification of children's additional needs, the sharing of this information between organisations and the co-ordination of service provision. Early help assessments should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989. The findings from the assessment may give rise to concerns about the child's safety and welfare. In these circumstances, it should be used to support a referral to Children's Social Care: however, undertaking an EHA is not a pre-requisite for making a referral.

Staff refers to all those working for or on behalf of the college, full time or part time, temporary or permanent, in either a paid or voluntary capacity.

Parent refers to birth parents and other adults who are in a parenting/carer role, for example stepparents, foster carers and adoptive parents.

LADO/Designated Officer – a post in the local authority, to coordinate and manage allegations against staff.

Social Care Direct – Wakefield's children social care/family services/front door.

WSCP – Wakefield Safeguarding Children's Partners - -strategically oversee and scrutinise safeguarding in the district. Made up of Local Authority, Health and Police

Signs of Safety – an approach to family intervention work in Wakefield district, used across the continuum of need

Continuum of Need – outlines the different levels of support for children and families in the Wakefield District

DSL - Designated Safeguarding Lead

DSP – Designated Safeguarding Persons (deputies)

MARF – Multi-agency Referral Form used in Wakefield District

MASH – Multi-agency Safeguarding Hub – who gather information following referral to Social Care Direct

MAACE - Multi agency Action Against Child Exploitation (Sexual or Criminal)

The duty to **Safeguard adults** applies to anyone over the age of 18 with care and support needs; AND is experiencing, or at risk of abuse or neglect; AND as a result of the care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

1. Roles and Responsibilities in College

Key personnel

The designated safeguarding lead (DSL) for child protection is Carol Price (Student Wellbeing and Safeguarding Manager)

email: c.price2@wakefield.ac.uk Tel: 01924 789755/ 07718 117188

The deputies or DSPs are Hayley Shillito, Leigh Allsopp, Jannine Godfrey, James Pennington, Andy Hodson, Kim Clarke, Rachel Fox, Paula Wells, Cathy Evans & Sandra Lockett.

The Senior Safeguarding Lead is Clare Allcock, Executive Director – Student Experience and Student Support.

The Senior Safeguarding Lead with responsibility for incidents concerning staff is Karen Sykes, Executive Director - Human Resources & Organisational Development.

The nominated safeguarding governor is Paul Campbell.

All staff have a responsibility for Safeguarding no matter what their role. These are outlined clearly in Part One of Keeping Children Safe in Education 2019 which is issued to all staff.

DSL responsibilities:

Manage referrals

The designated safeguarding lead will:

- Refer cases of suspected abuse/support staff who make referrals to the local authority social care direct;
- Refer cases to the Channel programme/support staff who make referrals to the Channel programme where there is a risk of radicalisation;
- Refer cases where a crime may have been committed to the Police as required;
- Act as a source of support, advice and expertise for all staff

Work with others

- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies;
- Act as a source of support, advice and expertise for staff;
- Liaise with the Senior Lead/Principal to inform him/her of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- Liaise with police, social services, MASH teams, etc. to support ongoing safeguarding investigations.

Undertake training

The designated safeguarding lead (and any deputies) will undergo training (including Prevent Awareness) to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.

In addition, knowledge and skills will be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- 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 college's safeguarding and child protection policy and procedures, especially new and part time staff;
- Are alert to the specific needs of children in need, those with special educational needs and young carers;
- Are able to keep detailed, accurate, secure written records of concerns and referrals;
- Understand and support the College with regards to the requirements of the Prevent duty and can provide advice and support to staff on protecting children from the risk of radicalisation;
- Obtain access to resources and attend any relevant or refresher training courses;
- Encourage a culture of listening to young people and taking account of their wishes and feelings, among all staff, in any measures the College may put in place to protect them.

Raise Awareness

- The designated safeguarding lead will ensure the College's safeguarding and child protection policies are known, understood and used appropriately;
- Ensure the College's safeguarding and child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies regarding this;
- Ensure the safeguarding and 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 college in this; and
- Link with the WSCP to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

Child protection file

Where young people leave the 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 student file, ensuring secure transit and confirmation of receipt should be obtained.

The DSPs (deputies) are appropriately trained and, in the absence of the designated lead, carries out those functions necessary to ensure the ongoing safety and protection of students. The DSL should be informed of all actions taken in his/her absence. The Senior DSL holds lead responsibility.

The Governing Body ensures that the College:

- Creates a culture where the welfare of students is paramount, and staff feel confident to challenge over any concerns.
- Nominates a Safeguarding Governor
- Complies with their duties under legislation - including the Prevent Duty 2015, SEND and reasonable force guidance.
- Contributes to interagency working and plans.
- Considers local procedures.
- Has a nominated governor (usually the chair) who liaises with the LADO/Designated Officer in the event of an allegation being made against the principal.
- Has an effective safeguarding policy (updated annually and on website) as well as staff behaviour policy and both are provided to and followed by all staff in a timely manner.
- Ensures a member of the senior leadership team holds overall responsibility for safeguarding, and appoints a DSL trained every 2 years, and that the responsibilities are explicit in the role holder's job description. The DSL should be given time, funding and training to support this. There should always be cover for this role.
- Has considered how children are taught about safeguarding.
- Has systems in place for feedback and students' views.
- Appoints a designated Children in Care (CiC) teacher and ensures appropriate training. Ensure staff have awareness of this group and their needs including contact arrangements.
- Has procedures for dealing with allegations of abuse made against members of staff including allegations made against the Principal and allegations against other children. Procedures are in place for referral to the DBS disclosure and barring service.
- Has safer recruitment procedures that include statutory checks on staff suitability to work with children and ensures recording of this. Ensures volunteers are appropriately supervised. Ensures at least one person on appointment panel is safer recruitment trained.
- Has a training strategy that ensures all staff, including site staff receive information about the College's safeguarding arrangements on induction and appropriate child protection training, which is regularly updated in line with any requirements of WSCP.
- Has appropriate online filter and monitoring systems in place and ensures online safety is included in lessons.

The Senior Leads:

- Ensure that the safeguarding child protection policy, and code of conduct are implemented and followed by all staff;
- Ensures induction and training for all staff;
- Allocate sufficient time, training, support and resources, including cover arrangements when necessary, to enable the DSL and deputies to carry out their roles effectively, including the assessment of students and attendance at strategy discussions and other necessary meetings;
- Ensure that all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistle blowing procedures;
- Ensure that students are provided with opportunities throughout the curriculum to learn about safeguarding, including keeping themselves safe online;
- Liaise with the Designated Officer where an allegation is made against a member of staff;
- Ensure that anyone who has harmed or may pose a risk to a child is referred to the Disclosure and Barring Service.

- As required the Senior Lead Director of HR - will liaise with the “case manager” (as per Part four) and the designated officer(s) at the local authority for child protection concerns (all cases which concern a staff member);
- Refer cases where a crime may have been committed to the Police as required.

2. Good Practice Guidelines for Staff

To meet and maintain our responsibilities towards students we need to agree standards of good practice which form a code of conduct for all staff. Good practice includes:

- treating all students with respect
- being alert to changes in students’ behaviour and to signs of abuse and neglect
- recognising that challenging behaviour may be an indicator of abuse or trauma
- setting a good example by conducting ourselves appropriately, including online.
- involving students in decisions that affect them
- encouraging positive, respectful and safe behaviour among students including challenging inappropriate or discriminatory language or behaviour.
- avoiding behaviour or language which could be seen as favouring students.
- avoiding any behaviour which could lead to suspicions of anything other than a professional relationship with students.
- reading and understanding the college’s safeguarding policy and guidance documents on wider safeguarding issues, for example bullying, behaviour, and appropriate IT/social media use.
- asking the student’s permission before initiating physical contact, such as assisting with dressing, physical support during PE or administering first aid
- maintaining appropriate standards of conversation and interaction with and between students, avoiding the use of sexualised or derogatory language, even in joke.
- being clear on professional boundaries and conduct with other staff when students present.
- being aware that the personal, family circumstances and lifestyles of some students lead to an increased risk of abuse
- applying the use of reasonable force only as a last resort and in compliance with college procedures
- dealing with student infatuations in an open and transparent way e.g. informing the correct managers and managing the situation in a way which is sensitive to the feelings of the student.
- referring all concerns about a student’s safety and welfare to the DSL, or if necessary, directly to police or children’s social care
- following the college’s rules with regard to communication with students and use of social media and online networking
- avoiding unnecessary time alone with students and risk manage any time alone or 1:1 working.
- avoiding sharing excessive personal information with students.

All College staff are aware that inappropriate behaviour towards students is unacceptable and that their conduct towards students must be beyond reproach.

In addition, staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of the college staff and a student under 18 may be a criminal offence, even if that student is over the age of consent.

Safe Working Practices

3. Children Who May Be Particularly Vulnerable

Some young people may have an increased risk of abuse. It is important to understand that this increase in risk is due more to societal attitudes and assumptions, and child protection

procedures that fail to acknowledge children's diverse circumstances, rather than the individual child's personality, impairment or circumstances. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

To ensure that all of our students receive equal protection, we will give special consideration to children who are:

- disabled or have special educational needs (SEND)
- Young Carers
- Children in Care/ those recently returned to family from care
- Children Missing Education CME
- privately fostered children
- LGBT (lesbian gay bisexual transgender)
- asylum seekers
- live transient lifestyles
- do not have English as a first language
- affected by domestic abuse
- affected by substance misuse/drug use
- affected by mental health issues including self-harm and eating disorders.
- affected by poor parenting
- at risk of Fabricated or Induced Illness
- at risk of gang and youth violence.
- living away from home
- vulnerable to being bullied, or engaging in bullying including cyber, homophobic, racist etc.
- missing from home or care
- living in chaotic and unsupportive home situations
- vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability or sexuality
- vulnerable to extremism or radicalisation.
- vulnerable to faith abuse
- involved directly or indirectly in child sexual exploitation CSE, CCE or trafficking
- at risk of Honour Based Violence (HBV) including; female genital mutilation (FGM) and forced marriage.

This list provides examples of additional vulnerable groups and is not exhaustive.

SEND Pupils

We know disabled children are 3-4 times more likely to suffer abuse than those without disabilities and can be disproportionately impacted by bullying. Our staff are alert to this and do not ignore signs and indicators nor dismiss them as 'part of the disability'. Additional time and communication means will be in place to allow children to communicate effectively with staff and extra consideration will be given if using restraint.

<https://www.gov.uk/government/publications/safeguarding-disabled-children-practice-guidance>

4. Some Current Issues

There are many issues of concern affecting children today and not all can be listed here. For a guidance list see annex A in Keeping Children Safe in Education. The issues are often complex

and overlap. For resources on a wide range of safeguarding topics locally

<https://www.wakefieldlscb.org.uk/education/>

We will have a consistent approach of following our procedures and consulting with other agencies if there are any concerns with any of our students.

Online safety is exceptionally important and will continue to receive a high priority as an issue, as it is often how issues are facilitated such as CCE, CSE, radicalisation, bullying etc.

Appropriate filters and monitoring are in place, as well as education of staff and students.

Peer on Peer Abuse – sexting/bullying/sexual assaults/physical assault/hazing or initiating

Child on child abuse, will always be taken seriously and acted upon, under the appropriate policies. These issues will be part of tutorials and discussions. Victims will be offered support by the student experience team.

Sexual Violence and Harassment we will;

- never tolerate or normalise this behaviour and are very clear is not an inevitable part of growing up;
- not tolerate or dismiss sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”;
- challenge behaviour (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and upskirting.
- understand that all of the above can be driven by wider societal factors beyond the college, such as everyday sexist stereotypes and everyday sexist language. This is why a whole college approach is important.

We recognise children with Special Educational Needs and Disabilities (SEND) are three times more likely to be abused than their peers. Additional barriers can sometimes exist when recognising abuse in SEND children. These can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child’s disability without further exploration;
- the potential for children with SEND being disproportionately impacted by behaviours such as bullying and harassment, without outwardly showing any signs; and
- communication barriers and difficulties overcoming these barriers.

Any reports of abuse involving children with SEND will involve liaison with the Designated Safeguarding Lead (or deputy) and the SENCO.

Children who are lesbian, gay, bi, or trans (LGBT) can be targeted by their peers. In some cases, a child who is perceived by their peers to be LGBT (whether they are or not) can be just as vulnerable as children who identify as LGBT.

<https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges>

Local sexual assault centre;

<https://www.hazlehurstcentre.org/>

Sexting/Youth Produced Sexual Imagery

Sexting is when someone shares sexual, naked or semi-naked images or videos of themselves or others or sends sexually explicit messages. They can be sent using mobiles, tablets, smartphones, laptops - any device that allows you to share media and messages.

College will follow the below guidance;

All Staff;

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/647389/Overview_of_Sexting_Guidance.pdf

<http://swgfl.org.uk/magazine/Managing-Sexting-Incidents/Sexting-Advice.aspx>

DSL;

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/609874/6_2939_SP_NCA_Sexting_In_Schools_FINAL_Update_Jan17.pdf

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

Bullying

Is usually defined as behaviour that is:

- repeated
- intended to hurt someone either physically or emotionally
- often aimed at certain groups, for example because of race, religion, gender or sexual orientation

Is a very serious issue that can cause considerable anxiety and distress. At its most serious level, bullying can have a disastrous effect on a child's wellbeing and in very rare cases has been a feature in the suicide of some young people.

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

All incidences of bullying, including cyber-bullying, sexual bullying and prejudice-based bullying will be recorded and reported and will be managed through our behaviour and tackling-bullying procedures. If the bullying is particularly serious, or the tackling bullying procedures are deemed to be ineffective, the DSL's will consider implementing child protection procedures.

<https://www.childnet.com/resources/cyberbullying-guidance-for-schools>

Bullying incidents including discriminatory and prejudicial behaviour e.g. racist, disability and homophobic bullying and use of derogatory language will be recorded.

Children with Harmful Sexual Behaviour

Research suggests that up to 40 per cent of child sexual abuse is committed by someone under the age of 18.

The management of children and young people with sexually harmful behaviour is complex and the College will work with other agencies to maintain the safety of the whole college community. Young people who display such behaviour may be victims of abuse themselves and the child protection procedures will be followed for both victim and perpetrator. Staff who become concerned about a pupil's sexual behaviour should speak to a DSL as soon as possible. We will consider the Brook Traffic Light tool when making judgements.

<https://www.brook.org.uk/our-work/the-sexual-behaviours-traffic-light-tool>

Contextual Safeguarding

Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent-child relationships. Contextual Safeguarding, therefore, expands the objectives of child protection systems in recognition that young people are vulnerable to abuse in a range of social contexts.

<https://contextualsafeguarding.org.uk/>

Hate Crime

Any hate crime/incident will be reported through local reporting mechanisms – Hate Crime/incident is any behaviour that anyone thinks was caused by hatred of: race, sexual orientation, gender identification, disability, religion or faith

A hate crime could be name calling, arson/fire, attacks or violence, damage such as to your house or car, graffiti or writing <http://www.wakefield.gov.uk/community/hate-crime>

Children Missing Education CME

A child going missing from education, which includes within the school day, is a potential indicator of abuse and neglect, including sexual exploitation. Unauthorised absences will be monitored and followed up in line with procedures, particularly where children go missing on repeated occasions. All staff will be aware of the signs of risk and individual triggers including travelling to conflict zones, FGM and forced marriage.

We will collect, where possible, more than one emergency contact number for each pupil.

Child Sexual Exploitation CSE

CSE is a form of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim wants or needs, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can occur through the use of technology.

This is a serious crime and is never the victim's fault even if there is some form of exchange.

The police team can be contacted for extra support and information. (details in appendix) NB they do not take the place of your usual reporting procedures.

Local CSE procedures in Wakefield including MAACSE panel.

<https://www.wakefieldscb.org.uk/professionals-and-practitioners/child-sexual-exploitation/>

Child Criminal Exploitation CCE / County Lines

In a similar way to sexual exploitation CCE is when there is a power imbalance where children are used by individuals or gangs to take part in criminal activity, this can include drug running, stealing etc. The child often believes they are in control of the situation. Violence, coercion and intimidation are common.

County lines is the police term for urban gangs supplying drugs to suburban areas and market and coastal towns using dedicated mobile phone lines or "deal lines". It involves child criminal exploitation (CCE) as gangs use children and vulnerable people to move drugs and money.

Gangs establish a base in the market location, typically by taking over the homes of local vulnerable adults by force or coercion in a practice referred to as 'cuckooing'.

County lines is a major, cross-cutting issue involving drugs, violence, gangs, safeguarding, criminal and sexual exploitation, modern slavery, and missing persons; and the response to tackle it involves the police, the National Crime Agency, a wide range of Government departments, local government agencies and VCS (voluntary and community sector) organisations. County lines activity and the associated violence, drug dealing, and exploitation have a devastating impact on young people, vulnerable adults and local communities.

<https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines>

Domestic Abuse

This does not have to include violence to be classed as abuse.

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

1:4 women and 1:6 men will experience Domestic abuse at some time in their lifetime. We will be mindful of how this affects children and that our staff may themselves be victims.

<http://www.wakefield.gov.uk/health-care-and-advice/adults-and-older-people-services/domestic-abuse>

<http://thehideout.org.uk/>

Honour Based Violence HBV – inc breast ironing/FGM/Forced Marriage.

Female Genital Mutilation FGM

This is illegal and a form of child abuse. It involves a procedure to remove all or some of the female genitalia or any other injury to these organs. Staff will be aware of the signs and indicators of this and their legal duty to report **known** cases on under 18's to the police. Reporting form is available on the WSCP website – education- templates.

Multi agency guidelines;

<https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation>

Forced Marriage

Is illegal and a form of child abuse. A marriage entered into without the full and free consent of one or both parties, where violence threats or coercion is used.

Multi agency guidelines;

<https://www.gov.uk/government/publications/handling-cases-of-forced-marriage-multi-agency-practice-guidelines-english>

National Charity;

<https://karmanirvana.org.uk/>

Preventing Radicalisation

This is part of our wider safeguarding duty. We recognise that College plays a significant part in the prevention of this type of harm. We will include education through our tutorial curriculum and encourage 'British Values'.

We will intervene where possible to prevent vulnerable children being radicalised. The internet has become a major factor in radicalisation and recruitment.

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

As with all other forms of abuse, staff should be confident in identifying pupils at risk and act proportionately.

We will work with other partners including the Channel Panel.

The DSL team is appropriately trained and be able to offer advice, support and information to other staff.

We will ensure safe internet filters are in place and ensure our pupils are educated in online safety.

Prevent police officer in Wakefield – details in appendix.

Prevent duty – link in legislation section.

Prevent referral form – WSCP website- education - templates

<http://educateagainsthate.com/>

Private Fostering

A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more. (*Close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and stepparents; it does not include great-aunts or uncles, great grandparents or cousins.)

The college will follow the legal requirements of reporting as set out by WSCP.

<http://www.wakefield.gov.uk/schools-and-children/fostering/what-is-fostering/private-fostering>

Homelessness

Wakefield procedure;

<http://www.wakefield.gov.uk/health-care-and-advice/adults-and-older-people-services/homelessness/provision-of-accommodation-to-homeless-16-and-17-year-old-young-people>

Drug Use

Local service - CGL

<https://www.changegrowlive.org/young-people/young-peoples-services>

National website

<https://www.talktofrank.com/>

Dealing with issues relating to Parental Responsibility – Dispute Resolution

<https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility>

<https://helpwithchildarrangements.service.justice.gov.uk/>

Fabricated Illness

Fabricated or induced illness (FII) is a rare form of child abuse. It occurs when a parent or carer, usually the child's biological mother, exaggerates or deliberately causes symptoms of illness in the child

<https://www.gov.uk/government/publications/safeguarding-children-in-whom-illness-is-fabricated-or-induced>

<https://www.nhs.uk/conditions/fabricated-or-induced-illness/>

5. Online Safety

Students increasingly use mobile phones, tablets and computers daily. They are a source of fun, entertainment, communication and education. However, we know that some adults and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive communications, to enticing children to engage in sexually harmful conversations, webcam photography, encouraging radicalisation or face-to-face meetings. The college's IT policy explains how we aim to keep pupils safe in school which includes reasonable filters and monitoring. Cyberbullying and sexting by pupils, via texts and emails, will be treated as seriously as any other type of bullying and in the absence of a child protection concern will be managed through our anti-bullying and confiscation procedures.

The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- **content:** being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views;
- **contact:** being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults; and
- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying.

Students will be educated in online safety, and regularly reminded, as an ongoing part of our safeguarding promotions.

Acceptable IT use for staff and pupils will be enforced and parents are also informed of expectations.

Education for a Connected World

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/683895/Education_for_a_connected_world_PDF.PDF

Online Safety for SEND

https://www.kelsi.org.uk/_data/assets/pdf_file/0011/74576/Online-Safety-for-SEND-September-2017.pdf

Gaming Advice

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/online-games-helping-children-play-safe/>

Professionals online safety helpline

<https://www.saferinternet.org.uk/professionals-online-safety-helpline>

6. Helping Young People to Keep Themselves Safe

Young people are taught to understand relationships, promote British values and respond to and calculate risks via tutorials and other curriculum lessons where appropriate. They will have access to self-help resources on Moodle and other communication and support channels in College.

Our approach is designed to help young people to think about risks they may encounter and have help to work out how those risks might be overcome and the support available to them. Discussions about relationships and risk are empowering and enabling for all young people and promote sensible behaviour rather than fear or anxiety. Young people are taught how to conduct themselves and how to behave in a responsible manner. They are also reminded regularly about e-safety, including sexting and tackling bullying procedures including the legalities and consequences.

The College promotes an ethos of respect for young people and the emotional health and wellbeing of our students is important to us. Students are encouraged to speak to a member of staff, counsellors, youth workers or mentors in confidence about any worries they may have.

However, all our students are aware that if they disclose that they are being harmed or that they have, or intend, to harm another that this cannot be kept secret and that information will need to be shared.

7. Support for those involved in a child protection issue

Child abuse is devastating for the young person and can also result in distress and anxiety for staff who become involved.

We will support students, their families, and staff by:

- taking all suspicions and disclosures seriously
- nominating a link person (usually the DSL/DSPs) who will keep all parties informed and

- be the central point of contact
- where a member of staff is the subject of an allegation made by a student, separate link people will be nominated to avoid any conflict of interest
- responding sympathetically to any request from students or staff for time out to deal with distress or anxiety
- maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies
- maintaining and storing records securely
- offering details of helplines, counselling or other avenues of external support
- following the procedures laid down in our whistleblowing, complaints and disciplinary procedures
- cooperating fully with relevant statutory agencies.

8. Complaints Procedure

Our complaints procedure will be followed where a student or parent raises a concern about poor practice towards a student that initially does not reach the threshold for child protection action. Poor practice examples include unfairly singling out a student, belittling a student or discriminating against them in some way. Complaints are managed by senior staff, the Headteacher and governors.

Complaints from staff are dealt with under the College's complaints and disciplinary and grievance procedures.

9. If you have concerns about a colleague or safeguarding practice

Staff who are concerned about the conduct of a colleague or safeguarding practice within the college are undoubtedly placed in a very difficult situation.

All staff must remember that the welfare of the child is paramount, and staff should feel able to report all concerns about a colleague or the safeguarding practice within the college. The College's **Whistleblowing Policy (public interest disclosure)** enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

All concerns of poor practice or possible child abuse by colleagues should be reported to the Senior Safeguarding Lead (Human Resources) or Principal. Complaints about the Principal should be reported to the chair of governors.

Staff may also report their concerns directly to Social Care Direct or the police if they believe direct reporting is necessary to secure action or to the NSPCC whistleblowing helpline – see appendix.

10. Allegations against staff

When an allegation is made against a member of staff, set procedures must be followed. It is important to have a culture of openness and transparency and a consultation with the Designated Officer will happen if staff have;

- Behaved in a way which has harmed, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child or
- Behaved towards a child or children in a way that indicates they would pose a risk of harm to children.

It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen. We recognise that a young person may also make an allegation against an innocent party because they are too afraid to name the real perpetrator. However, if a young person is found to continually make false

allegations this may be a sign of mental health issues and a referral to services such as CAMHs (Child and Adolescent Mental Health) may be required.

An uncomfortable fact is that some professionals do pose a serious risk to students and we must act on every allegation. However, staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. Suspension is not the default option and alternatives to suspension will always be considered. In some cases, staff may be suspended where this is deemed to be the best way to ensure that children are protected. Staff will be advised to contact their trade union and will also be given access to a named representative.

Allegations against staff should be reported to the Senior Safeguarding Lead (HR) or Principal. Allegations against the Principal should be reported to the Chair of Governors. Staff may also report their concerns directly to police or Designated Officer if they believe direct reporting is necessary to secure action

The full procedures for dealing with allegations against staff can be found in *Keeping Children Safe in Education (DfE, 2019)*.

Staff, parents and governors are reminded that publication of material that may lead to the identification of a teacher who is the subject of an allegation is prohibited by law. Publication includes verbal conversations or writing, including content placed on social media sites. We will communicate this to all parties.

11. Staff Training and Induction

It is important that all staff have regular training to enable them to recognise the possible signs of abuse and neglect and to know what to do if they have a concern. All staff, including site staff, will participate in training in Child Protection and Prevent, online or face to face, and will receive regular safeguarding updates in the form of email/newsletter/staff site meetings.

The DSL/DSPs will receive training updated at least every two years, including training in inter-agency procedures. They will be supported and encouraged to attend additional training to keep up to date, including forums and multi-agency training offered by WSCP and the Safeguarding Advisor.

Governors should access strategic governor safeguarding training.

All training will be recorded and monitored to flag in advance when updates are required.

'What to do if you're worried a child is being abused' (2015) and Part One of Keeping Children Safe in Education(2019), The Prevent Duty (2015) and other safeguarding guidance and information is available on the intranet Safeguarding Service Centre.

New staff and governors will receive an induction in safeguarding which includes the College's safeguarding policy, details for the DSL/DPs, reporting and recording arrangements, the staff code of conduct and the whistleblowing policy. Staff will sign to say they have received this and understood.

12. Safer recruitment

We endeavour to ensure that we do our utmost to employ 'safe' staff by following the guidance in Keeping Children Safe in Education (2019) together with WSCP and the college's individual procedures. Recruitment, selection and pre-employment vetting is carried out in accordance with Keeping Children Safe in Education 2019. Including;

- Verifying identity

- Enhanced DBS (disclosure and barring service) check for those in regulated activity
- Prohibition from teaching check – teacher services system for all teaching posts
- Verification on mental and physical fitness
- Right to work in UK
- Professional qualifications.
- References will be sought before interview, so any concerns can be explored.
- At least one member of each recruitment panel will have attended safer recruitment training.
- The Single Central Record is maintained in accordance with Keeping Children Safe in Education 2019.
- We will obtain written confirmation from supply agencies that agency and third-party staff have been appropriately checked.

Volunteers

Volunteers, including governors will undergo checks commensurate with their work in the college and contact with students i.e. if they are in regulated activity or not.

Contractors

We will check the identity of all contractors working on site and requests checks where they work in regulated activity or unsupervised.

Visitors

All visitors will be asked to sign in wear a badge identifying them as a visitor and will be escorted at all times whilst on the premises. Visitors who have been pre-checked and added to the single central record will be given a visitor plus badge which allows unaccompanied access. All visitors are expected to enter via reception and observe the college's safeguarding and health and safety regulations to ensure children in college are kept safe.

Visitor Procedures

13. Photography and images

The vast majority of people who take or view photographs or videos of children do so for entirely innocent and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place.

To protect students, we will:

- seek their consent for photographs to be taken or published (for example, on our website or in newspapers or publications)
- seek parental consent if appropriate
- not use students full name with an image
- ensure students are appropriately dressed
- ensure that personal data is not shared
- store images appropriately, securely and for no longer than necessary
- use college equipment, not personal devices
- encourage students to tell us if they are worried about any photographs that are taken of them.

14. Physical intervention and use of reasonable force

All staff are encouraged to use de-escalation techniques and creative alternative strategies that are specific to the young person. Restraint will only be used as a last resort and all incidents of this are reviewed, recorded and monitored. Reasonable force will be used in accordance with government guidance.

<https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>

15. Intimate Care

If a young person requires regular intimate care on site this is likely to be written into a care plan which staff will adhere to. If an accident occurs and a young person needs assistance with intimate care this will be risk managed to afford dignity to the young as well as security to the staff member. Staff will behave in an open and transparent way by informing another member of staff and having the student's consent to help. Parents will be informed, and incidents recorded.

16. Child Protection Procedures

Categories and Definitions

To ensure that our students are protected from harm, we need to understand what types of behaviour constitute abuse and neglect.

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, for example by hitting them, or by failing to act to prevent harm, for example by leaving a small child home alone, or leaving knives or matches within reach of an unattended toddler.

Abuse may be committed by adult men or women and by other young people.

There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect.

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 a child 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 a 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 cyber 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, although 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 caregivers); or
- ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Indicators of abuse

Physical signs define some types of abuse, for example, bruising, bleeding or broken bones resulting from physical or sexual abuse. The identification of physical signs is complicated, as a young person may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma if they 'tell'. It is also quite difficult for anyone without medical training to categorise injuries into accidental or deliberate with any degree of certainty.

However, some young people may have no physical signs, or they may be harder to see (e.g. bruising on black skin) therefore staff need to also be alert to behavioural indicators of abuse.

A child who is being abused or neglected may:

- have bruises, bleeding, burns, fractures or other injuries
- show signs of pain or discomfort
- keep arms and legs covered, even in warm weather
- be concerned about changing for PE or swimming
- look unkempt and uncared for
- change their eating habits
- have difficulty in making or sustaining friendships
- appear fearful
- be reckless with regard to their own or other's safety
- self-harm
- frequently miss College or arrive late
- show signs of not wanting to go home
- display a change in behaviour – from quiet to aggressive, or happy-go-lucky to withdrawn
- challenge authority
- become disinterested in their college work
- be constantly tired or preoccupied
- be wary of physical contact
- be involved in, or particularly knowledgeable about drugs or alcohol
- display sexual knowledge or behaviour beyond that normally expected for their age.

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the DSL to decide how to proceed.

It is very important that staff report and record their concerns as they occur – they do not need 'absolute proof' that the child is at risk.

Taking Action

Safeguarding is everyone's business (Children's Acts 1989 and 2004)

All Staff need to be aware of and recognise early signs of abuse and other vulnerabilities and possible issues and be familiar with procedures. We actively encourage a 'never do nothing' attitude if staff have a concern about a child and promote discussion with DSL if in any doubt. Any child, in any family in any school or college could become a victim of abuse. Staff should always maintain an attitude of "it could happen here".



If you are concerned about a student's welfare

There will be occasions when staff may suspect that a student may be at risk but have no 'real' evidence. The student's behaviour may have changed, their artwork could be bizarre, they may write stories or poetry that reveal confusion or distress, or physical but inconclusive signs may have been noticed. In these circumstances, staff should give the student the opportunity to talk. The signs they have noticed may be due to a variety of factors, for example, a parent has moved out, a pet has died, a grandparent is very ill. It is fine for staff to ask the student if they are OK or if they can help in any way.

Staff should record these early concerns via ProMonitor confidential Comments. If the student does begin to reveal that they are being harmed, staff should follow the advice below.

Following an initial conversation with the student, if the member of staff remains concerned, they should discuss their concerns with the DSL.

It is not your responsibility to investigate or decide whether a child has been abused.

Key points to remember for acting when you RECOGNISE signs of possible abuse or a disclosure is made:

- RECORD concerns as a confidential comment on ProMonitor ensuring to copy in Carol Price or another appropriate person by name
- For learners where there is a risk of harm speak to DSL/DSPs as a matter of urgency and record by completing a safeguarding report form available on the safeguarding service centre on the staff intranet.
- Record any disclosures using the young person's words as far as possible to avoid any misunderstandings and time and date the disclosure. Also Record any actions taken as a result of the disclosure.
- share information on a need-to-know basis only – do not discuss the issue unnecessarily with colleagues, friends or family.
- if you believe the young person is at imminent risk of serious harm take the action necessary to help the young person, for example, call Social care Direct on 0345 8 503 503 or ring 999 in an emergency.
- seek support for yourself if you are distressed (Contact Safeguarding and Wellbeing Manager or HR).

If a student discloses to you

It takes a lot of courage for a young person to disclose that they are being abused. They may feel ashamed, particularly if the abuse is sexual; their abuser may have threatened what will happen if they tell; they may have lost all trust in adults; or they may believe, or have been told, that the abuse is their own fault.

If a student talks to a member of staff about any risks to their safety or wellbeing, **the staff**

member will need to let the student know that they must pass the information on – staff are not allowed to keep secrets. The point at which they tell the student this is a matter for professional judgement. If they jump in immediately the student may think that they do not want to listen, if left until the very end of the conversation, the student may feel that they have been misled into revealing more than they would have otherwise.

During their conversations with the students it is best practice for staff to:

- allow students to speak freely
- remain calm and not overreact – the student may stop talking if they feel they are upsetting their listener
- give reassuring nods or words of comfort – ‘I want to help’, ‘This isn’t your fault’, ‘You are doing the right thing in talking to me’
- not be afraid of silences, and allow space and time for student to continue, staff will recognise the barriers the student may have had to overcome to disclose.
- clarifying or repeating back to check what they have heard if needed but will not lead the discussion in any way and will not ask direct or leading questions – such as... whether it happens to siblings too, or what does the student’s mother think about it.
- use questions such as Tell me.....? Is there anything else?
- at an appropriate time tell the student that in order to help them, the member of staff must pass the information on
- not automatically offer any physical touch as comfort. It may be anything but comforting to a young person who has been abused.
- remember professional boundaries and not share personal experiences such as ‘that happened to me’
- avoid admonishing the student for not disclosing earlier. Saying things such as ‘I do wish you had told me about this when it started’ or ‘I can’t believe what I’m hearing’ may be the staff member’s way of being supportive but may be interpreted by the young person to mean that they have done something wrong
- tell the student what will happen next. The student may agree to go with you to see the Designated Safeguarding Lead. Otherwise let them know that you will be consulting them.
- write up their conversation as soon as possible on the record of concern form and hand it to the designated lead
- seek support if they feel distressed

Notifying parents

The College will normally seek to discuss any concerns about students under 18 with their parents. This must be handled sensitively, and the DSL may be in the most informed position to contact the parent in the event of a concern, suspicion or disclosure.

However, if there is reason to believe that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from Social Care Direct.

Records and Monitoring

Why recording is important

Staff are encouraged to understand why it is important that recording is timely, comprehensive and accurate and what the messages are from serious case reviews are in terms of recording and sharing information.

It needs to be borne in mind that what constitutes a ‘concern’ for one young person may not be a ‘concern’ for another and the particular young person’s circumstances and needs will differ i.e. a young person subject to a child protection plan, Child in Care, Child in Need may be looked at differently to a young person recently bereaved, parental health issue etc.

Professional judgement therefore should be used when making decisions about reporting a “concern” using the notice, check, share process.



Child Protection incidents or disclosures should always be shared with the Student Wellbeing and Safeguarding Manager.

Recording welfare or other concerns

Concerns about a student or their welfare should be recorded ASAP on ProMonitor.

Concerns should be recorded as a confidential comment by selecting the type/level of concern (Safeguarding or Welfare and high- or low-level information) from the drop-down box and adding the nature of concern (from list) and name of the person/s to be copied in to this concern. Any following ups/actions relating to each concern will be added as additional comments to the same concern to ensure effective monitoring and follow up. When actions have been completed and the cause for concern no longer exist that concern will be closed, and a new concern started should there be reoccurrences or other issues arise.

Confidential comments will not be visible to the student, their parents or staff below the level selected.

L1 all staff can record/view comments made at this level **(not to be regarded as totally confidential)**

L2 **for use by members of the SSIG Student Support Intervention Group only**

L3 Visible only to Youth Workers, Achievement Support and FLEX Pastoral Liaison Officers and above L2 (issues where the student may need some support) such as homelessness, pregnancy, drink or substance abuse. Copy in appropriate campus staff.

L4 Visible to all DSPs and above. Copy in relevant DSP.

L10 Visible only to Carol Price (DSL) and Clare Allcock (Senior Lead). Copy in Carol Price to all Child Protection incidents or serious disclosures.

Urgent Child Protection issues or disclosure - Referral to Social Care Direct

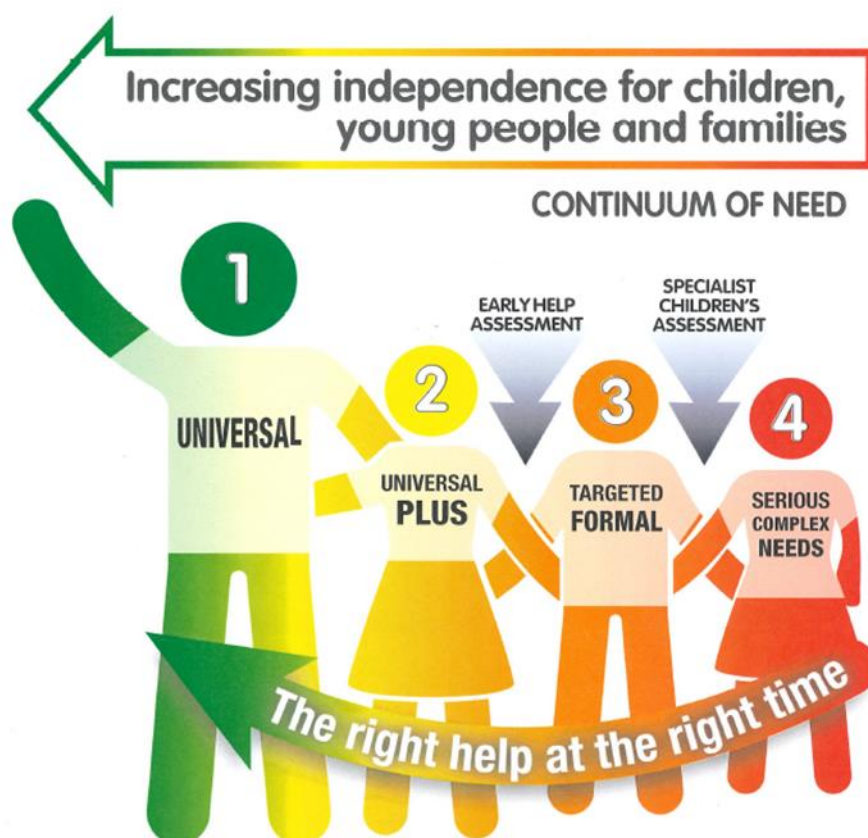
Staff should discuss concerns directly with the DSL immediately if a young person is being harmed or is at imminent risk of being harmed. A safeguarding referral form is available on the Safeguarding Centre on staff intranet and should be used to share any disclosures of abuse/neglect where a young person is thought to be at risk of harm. If the DSL is not available, contact a Student Experience Manager or other DSP. If there is no member of the Safeguarding team available staff should take action as necessary to safeguard the young person, for example the police (101 or 999) or Social Care Direct (0345 8503 503). They should always back up reports in writing using the referral form and following referral procedures and pass these to the DSL at the earliest opportunity for safe keeping and to inform future actions.

The DSL will make a referral to Social Care Direct if it is believed that a student is suffering or is at risk of suffering significant harm. This should be done with reference to the Continuum of Need and using the Signs of Safety approach. If there is already a social worker assigned to this case, the social worker should be contacted.

The student (subject to their understanding) and the parents should be told that a referral is being made, unless to do so would increase the risk to the child.

Continuum of Need

Wakefield has a Continuum of Need for children and families who need support, this ranges from Level 1 to level 4. It is worth noting that a cause for concern does not always require a Level 4 response, it may be the family need a lower level of support to help the situation. The Children First hubs are able to signpost school staff and support at Level 3.



Level 1 – Universal services are meeting the needs – no extra intervention needed.

Level 2 – For example a universal service is providing extra support or have referred to one other single agency. College can use Signs of Safety to assess at this level.

Level 3 – Multi agency approach to support. Multi agency early help assessment. Children First Hub may be able to support or case hold.

Level 4 – Statutory intervention and assessment is needed where child is at risk or currently suffering significant harm. Social care/ police assess and lead at this level.

College does have a duty to intervene early and support however it is not colleges responsibility to investigate or decide whether a child has been abused. College does not have the powers to investigate child protection concerns.

If you are concerned about a student's welfare

There will be occasions when staff may suspect that a pupil may be at risk but have no 'real' evidence. The student's behaviour may have changed, for example their artwork could be bizarre, they may write stories or poetry that reveal confusion or distress, or their behaviour may have changed. In these circumstances, **staff will give the pupil the opportunity to talk.** The signs they have noticed may be due to a variety of factors, for example, a parent has moved out, a pet has died, or a grandparent is very ill.

It is fine for staff to ask the pupil if they are OK, if they are worried about anything or if they want to talk.

Staff should record these early concerns. If the pupil does begin to reveal that they are being harmed, staff should follow the dealing with a disclosure advice.

Following an initial conversation with the student, if the member of staff remains concerned, they should discuss their concerns with a DSL.

Notifying parents

College will normally seek to discuss any concerns about a pupil with their parents. This must be handled sensitively. However, if College believes that notifying parents could increase the risk to the young person or exacerbate the problem, advice will first be sought from Social Care Direct.

We will be alert if parents and students 'stories' differ in any way e.g. with regards to how an injury was caused and will ensure this is noted and shared with other agencies as appropriate.

If parents have any queries regarding safeguarding, please contact the DSL.

Early Intervention

If the concern is low level and does not require other agency involvement (Level 2) a DSL will initiate early intervention to;

- Engage with the parents/carers as soon as possible (unless the situation is so serious that would put the student at increased risk.) We then can evidence quick action was taken and the length of time of involvement.
- We will invite the parents/carers into school for a meeting to demonstrate professional concerns and discuss a supportive working partnership for the best interests of the student (e.g. additional in school support)
- At this meeting we will discuss the plan of next action should the situation not improve and offer signposting to other local services.
- We will record all contacts with the family, dates and times, including phone calls/letters.
- We will then monitor the student closely - behaviour/concerns/interaction with peers and parents/academic progress etc. This will demonstrate the frequency of concerns and help to build patterns.

If necessary, the college will assess using the Signs of Safety framework – what are we worried about? what's working well? what needs to happen? (Including all subsections, e.g. complicating factors) and then scaling.

If school needs further help (i.e. move to level 3) other agencies will be contacted and if issues escalate or local advice is needed the Children First Hub can be contacted and a referral made using the MARF – Multi agency referral form.

<http://www.wakefield.gov.uk/schools-and-children/early-help>

If the situation does not appear to be improving, staff should press for reconsideration and if necessary, follow WSCP professional disagreement procedure.

Any member of staff can refer to other agencies in exceptional circumstances i.e. in an emergency or when there is a genuine concern that action has not been taken.

Keeping Records

- All records will provide a factual and evidence-based account and there should be accurate recording of any actions.
- Records should be signed, dated and, where appropriate, witnessed.
- At no time will a staff take photographic evidence of any injuries or marks to a child's person. A body map should be used instead in accordance with recording guidance.
- It may be appropriate for the DSL to open a secure safeguarding file and start a chronology page. This will help in building patterns and decision making.
- Feedback will be given to staff members making the report of any actions; however this will be on a need to know basis. It may not be appropriate for staff members to know every detail of the young person's life.

The Safeguarding File

- The establishment of a safeguarding file is an important principle in terms of storing and collating information about children which relates to either a safeguarding concern or an accumulation of welfare concerns which are outside of the usual range of concerns in ordinary life events.
- This file will be kept separately from the main student file and **will be held securely only to be accessed by the DSL.**
- College will keep records of concerns about young people (written or electronically) even where there is no need to refer the matter to external agencies immediately.
- All incidents/episodes/contacts should be recorded e.g. information shared with other agencies. This will help build a picture and help the DSL in analysis and action, which may include no further action, monitoring, whether a EHA should be undertaken, or whether a referral should be made to other agencies - Social Care Direct/Early Help Hubs in line with the Continuum of Need document and reflecting the Signs of Safety approach (SOS).
- In cases where there is multi agency involvement - meetings and plans, actions and responsibilities shall be clarified, and outcomes recorded.
- **Files will be made available for external scrutiny for example by a regulatory agency or because of a serious case review or audit.**
- Records will be kept up to date and reviewed regularly by the DSL to evidence and support actions taken by staff in discharging their safeguarding arrangements.
- The file can be non-active in terms of monitoring i.e. a child is no longer in Care, subject to a child protection plan and re-activated if necessary.
- If the child moves to another school or college, the file will be securely sent or taken, to the DSL at the new establishment and a written receipt will be obtained.

Confidentiality and sharing information

The Designated Safeguarding Lead will decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

The Seven Golden Rules for Safeguarding Information Sharing 2015

- Data Protection/Human rights laws are not a barrier
- Be open and honest (unless unsafe or inappropriate)
- Seek advice (anonymise if necessary)
- Share with consent if appropriate
- Consider safety and wellbeing
- Necessary, proportionate, relevant, adequate, accurate, timely and secure
- Keep a record of decision and reason for it

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

The Data Protection Act does not prevent college staff from sharing information with relevant agencies, where that information may help to protect a child. Ideally information sharing will be done in writing so that there is an evidence trail however there may be occasions where this method is too slow. In cases where agencies such as the police or MASH (Multi Agency Safeguarding Hub) ring the College requesting information reception staff will take a message and inform the DSL/DSP *immediately*, the DSL/DSP will ensure they can identify who is requesting the information before sharing and then record what has been shared, when, why and with whom.

Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. If any member of staff receives a request from a student or parent to see child protection records, they will refer the request to the DSL.

Any personal safeguarding information shared with external agencies will be done so securely e.g. face to face, by secure email, password protected or recorded delivery.

17. Special Circumstances

Child in Carer CiC

The most common reason for a young person becoming looked after is as a result of abuse or neglect. The DSL will ensure that appropriate staff have information about a child's looked after status and care arrangements including contact. The DSL should have details of the young person's social worker.

Work Experience

The College has detailed procedures to safeguard students on placement as part of their course, including arrangements for checking people who provide placements, which are in accordance with the guidance in *Keeping Children Safe in Education*.

Young people staying with host families

The college may arrange for students to stay with a host family during trips abroad. In such circumstances this may amount to Private Fostering and the college follows the guidance in *Keeping Children Safe in Education* (annex E) to ensure that hosting arrangements are as safe as possible.

Some overseas students may reside with host families during college terms and we will check that such arrangements are safe and suitable. Anyone over 18 residing in a host household will undertake a DBS check

18. Related policies:

- Staff code of conduct
- Safe Working Practice guidance
- IT and Social Media policies
- Disciplinary procedure
- Complaints procedure
- Bullying and Harassment
- Whistleblowing
- SEND
- Safer recruitment

- Managing allegations
- Grievance and disciplinary

20. Local Contact Details

Social Care Direct

Phone: 0345 8503 503

Minicom: 01924 303450 (type talk welcome)

Email: social_care_direct@wakefield.gov.uk

Local Children First Hubs (formerly known as early help hubs)

Services will be delivered across 4 areas of the Wakefield district and based on the needs of the area. The Hubs will be located in:

- **Wakefield Central, NW and W Hub at City Limits, Thornhill Street.**

Tel: 01924 303600

- **Castleford, Pontefract & Knottingley Hub at Five Towns Resource Centre**

Tel: 01977 723591

- **South East & Featherstone Hub at Platform One, Hemsworth**

Tel: 01977 723165

- **Normanton & Rural E Hub at Normanton Town Hall**

Tel: 01924 307878/01924 306312

CAMHS Single Point of Access

01977 465865

Designated Officer (LADO)

Marie Petman

Lado.referrals@wakefield.gov.uk

01977 727032

Police

If a criminal offence has occurred contact the police via 101 or 999 as appropriate

CSE Procedures and Information

<http://www.wakefield.gov.uk/residents/schools-and-children/safeguarding/wakefield-district-safeguarding-children-board/safeguarding-for-professionals/child-sexual-exploitation>

CSE Police Team

Wakefield.CSE@westyorkshire.pnn.police.uk

01924 878125

Prevent Contacts – referral form see templates on WSCP website.

Prevent Team Wakefield Community Cohesion Communities.Prevent@wakefield.gov.uk

01924 306645 / 01924 305352

Or

07468 700810 / 07825 281312

Prevent Engagement Faith Officer - Gary Blezard
Gary.blezard@westyorkshire.pnn.police.uk 07789753634

Virtual Head for Children in Care
Gary Stuart
gstuart@wakefield.gov.uk 01924 307391

Safeguarding Advisor for Education
Vicki Maybin
vmaybin@wakefield.gov.uk 07788 743527

Continuum of Need document;
<https://www.wakefieldscp.org.uk/professionals-and-practitioners/early-help-strategy/>

Signs of Safety webpage;
<https://www.wakefieldscp.org.uk/professionals-and-practitioners/signs-of-safety/>

Safeguarding Information webpage for schools; TRAINING, TEMPLATES, AUDIT etc
<https://www.wakefieldscp.org.uk/education/>

NSPCC Whistleblowing Helpline
0800 028 0285

Online Safety
ICT4C
<http://shareit.ict4c.co.uk/enews/>

National Association People Abused in Childhood NAPAC
<http://www.mindingyourhead.info/service/napac-national-association-people-abused-childhood>

Stop It Now
Leading charity working in the field of sexual abuse. Also provides support for people who are worried about their own thoughts or behaviour towards children.

<http://www.stopitnow.org.uk/>