



POLICY

SAFEGUARDING CHILDREN

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INTRODUCTION

1. This document has been prepared in order to inform the practice of members of staff, governors, and volunteers at Shrewsbury Sixth Form College.
2. In order to assemble these procedures and guidance reference has been made to relevant legislation and Government Statutory Guidance and local procedures as outlined by Shropshire Local Children's Safeguarding Board (SLCSB).
3. Shrewsbury Sixth Form College is committed to the provision of training and support to all staff who work with children as part of their role
4. These procedures will be reviewed annually to take account of changes in national legislation and local procedures.
5. **Please note that the term child/children refers to any young person aged 0-18 year old including Shrewsbury Sixth Form Students.**

1 – AIMS

The primary aims of the policy/procedures are to:

- 1.1. Enable staff to meet their statutory responsibility to 'safeguard' the welfare of children (those under 18) who attend the college.
- 1.2. Promote the Welfare of Children and Young People.
- 1.3. Provide a safe environment for Children and Young People.
- 1.4. Identify Children and Young People who are suffering or likely to suffer significant harm and take appropriate action to make sure they are safe.
- 1.5. Contribute to effective partnership working between all those involved with providing Services for Children and Young People.

2 – PRINCIPLES

The **principles** underpinning the work of Shrewsbury Sixth Form College with children are set out below.

- 2.1 The welfare of the child is of paramount consideration, and in any conflict of interest the child's well-being must be the focus of each action.
- 2.2 The safeguarding of children is the responsibility of the whole college. Any member of staff who has knowledge or suspicion that a child is being harmed must inform the nominated person with responsibility for the application of these child protection procedures. (See Section 4 for details)



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- 2.3 All staff working with children should have access to and a clear understanding of the procedures set out in this document.
- 2.4 To enable staff to meet these commitments the college will provide appropriate training. This includes basic training in child protection for all staff working with children (refresher training will also be provided every two years) and training in inter-agency procedures for the designated person and his deputies (with refresher training every 2 years).
- 2.5 All new members of staff will receive training on Shrewsbury Sixth Form College's procedures on safeguarding children during their induction.
- 2.6 All staff working with children will be subject to checks via the Criminal Records Bureau. – and registered with Independent Safeguarding Authority
- 2.7 All governors will be subject to checks via the Criminal Records Bureau and registered with the Independent Safeguarding Authority.
- 2.8 The college is committed to the maintenance of proper written records of any Child Protection matter dealt with under these procedures.
- 2.9 The college will work actively in partnership with SLCSB.
- 2.10 This policy must be read in conjunction with SSFC recruitment policy, anti -bullying policy, staff code of conduct, CPD, equality and diversity policies and whistle blowing policies.

Though every attempt has been made to provide a comprehensive set of procedures it is impossible to cater for every eventuality. As such any concern over the welfare or safety of children should be reported to the designated person.

Where emergency medical help is needed DO NOT DELAY – contact a First Aider.

3 – STAFF RESPONSIBLE FOR CHILD PROTECTION

- 3.1 Overall responsibility for child protection matters is held by Michael Jaffrain (Assistant Principal Student Support). He is the 'designated senior person' in terms of child protection matters at Shrewsbury Sixth Form College. This role entails the following responsibilities:
 - i. Overseeing the referral of cases of suspected abuse or allegations to social services.



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- ii. Providing advice and support to other staff on issues relating to child protection
- iii. Maintaining a proper record of any child protection referral, complaint or concern (even where that concern does not lead to a referral)
- iv. Liaising with the Raising Achievement and Inclusion Services and Shropshire Safeguarding Children Board (SSCB) and other appropriate agencies
- v. Liaising with secondary schools which send pupils to the College to ensure that appropriate arrangements are made for the pupils
- vi. Ensuring that staff receive basic training in child protection issues and are aware of the College Safeguarding Procedures.

The designated senior member of staff will provide a verbal annual report to the governing body of the College setting out how the College has discharged its duties. He/she is responsible for reporting deficiencies in procedure or policy identified by the SSCB (or others) to the governing body at the earliest opportunity.

- 3.2 In the absence of Michael Jaffrain responsibility as designated senior person is held by Aidan Long or Tina Rutter. These Student Support Leaders are designated staff members for Safeguarding Children matters.

The role of designated staff is as follows:

- i. Report to the senior member of staff with lead responsibility
- ii. Making appropriate referrals
- iii. Be available to provide advice and support to other staff on issues relating to child protection
- iv. Have particular responsibility to be available to listen to children and young people studying at the College.
- v. Deal with individual cases, including attending case conferences and review meetings as appropriate.
- vi. Have received training in child protection issues and inter-agency working, as required by the LCSB, and will receive refresher training at least every 2 years

All concerns regarding child protection matters should be reported immediately to Michael Jaffrain (01743) 266811, or in his absence Aidan Long (01743) 266818 or Tina Rutter (01743) 266820. They will be responsible for determining such action as is necessary under the Safeguarding Children procedures contained within this document.

- 3.3 There is also a designated member of the board of governors with responsibility for child protection issues.



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The designated member of the governing body with responsibility for child protection issues is Cathryn Hodges, Community Governor.

The designated governor is responsible for liaising with the Principal and Designated Senior Person over matters regarding child protection, including:

- i. Ensuring that the College has procedures and policies which are consistent with the Local Safeguarding Children's Board procedures
- ii. Ensuring that the governing body considers the College policy on child protection each year
- iii. Ensuring that each year the governing body is informed of how the College and its staff have complied with the policy, including but not limited to a report on the training that staff have undertaken.

The designated governor is responsible for overseeing the liaison between relevant agencies in connection with allegations against the Principal or the Designated Senior Person. This will not involve undertaking any form of investigation, but will ensure good communication between the parties and provide information to assist enquiries.

To assist in these duties, the designated governor will receive appropriate training.

4 - DEFINITIONS AND RECOGNITION OF CHILD ABUSE

- 4.1 It is commonly accepted that teachers and other staff in education spend so much time in contact with young people that they are in a unique position to discern whether a child is a victim of abuse or not. However, it is important to know what this abuse is and how it can be picked up on.
- 4.2 The 4 principal categories of harm suffered by children are set out in "Working Together to Safeguard Children". These are used to assist those responsible for the welfare and protection of children to understand and recognise the symptoms of abuse.
- 4.3 The diagnosis of abuse is difficult, even for experts. It is NOT the role of college staff to define or attempt to diagnose whether a child has suffered abuse within certain categories. An understanding of the categories is, however, important to enable staff to recognise symptoms of abuse.
- 4.4 **Physical abuse** - "Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child they are looking after



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(Munchausen’s Syndrome by Proxy)” (“Working Together to Safeguard Children” definition)

- 4.5 **Sexual abuse** - “Sexual abuse involves forcing or enticing a child to take part in sexual activities including physical contact and penetrative acts, whether or not the child is aware of what is happening. It can include non-contact activities, such as involving children looking at, or production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways” (“Working Together to Safeguard Children” definition)
- 4.6 **Neglect** - “Neglect is the persistent failure to meet a child’s physical or psychological needs, likely to result in a serious impairment of the child’s health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate care or treatment. It may also include neglect of a child’s basic emotional needs” (“Working Together to Safeguard Children” definition)
- 4.7 **Emotional abuse** - “Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed upon children. It may involve 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 ill treatment of a child, though it may occur alone.” (“Working Together to Safeguard Children” definition).

5 - WHAT TO DO IF YOU SUSPECT, OR ARE TOLD, THAT A CHILD IS BEING ABUSED

5.1 This section is divided into 2 parts- providing advice firstly to staff (6.1.1) and then setting out the procedures to be followed by Michael Jaffrain as the designated person for Safeguarding Children (Appendix A).

5.1.1 Guidance for staff

ALTHOUGH CHILD REFERS LEGALLY TO PEOPLE UNDER 18 FOLLOW THESE STEPS WITH ANY STUDENT AND WE WILL DECIDE WHO TO REFER THE MATTER TO LATER.

If you are concerned that a child within Shrewsbury Sixth Form College has suffered maltreatment you should follow these guidelines. It doesn’t matter how insignificant the concerns may seem!



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- i. You should **NOT** investigate the concerns, this is the job of the Children Social Care Department.
- ii. Do **NOT** ask questions (which may prejudice any subsequent enquiry) or examine the child for any sign of injury.
- iii. **LISTEN CAREFULLY** to what you are being told and don't pass any kind of judgement on any of the information that you are being given.
- iv. Carefully record **IN WRITING** what the child has told you, or what has been observed, as soon as possible. Sign and date this disclosure and pass on to Michael Jaffrain (or Aidan Long / Tina Rutter in her absence).
- v. **DO NOT PROMISE CONFIDENTIALITY AS THIS CANNOT BE DELIVERED.**
- vi. Do **NOT** contact the child's parents or carers.
- vii. **IMMEDIATELY CONSULT** Michael Jaffrain (our designated person in charge of Child Protection on (01743) 266811). In his absence contact either Aidan Long (01743) 266818 or Tina Rutter (01743) 266820 as our other colleagues with responsibility in this area.
- viii. If there is any need for emergency medical treatment **DO NOT DELAY**, contact a First Aider.

6 - WHAT TO DO IF YOU ARE TOLD, THAT A CHILD IS BEING ABUSED BY A MEMBER OF STAFF

If you are concerned that a child within Shrewsbury Sixth Form College has been maltreated by a member of staff you should follow these guidelines. It doesn't matter how insignificant the concerns may seem!

- i. You should **NOT** investigate the concerns,
- ii. Do **NOT** ask questions (which may prejudice any subsequent enquiry) or examine the child for any sign of injury.
- iii. **LISTEN CAREFULLY** to what you are being told and don't pass any kind of judgement on any of the information that you are being given.
- iv. Carefully record **IN WRITING** what the child has told you, or what has been observed, as soon as possible. Sign and date this disclosure and pass on to the Designated Person (Michael Jaffrain). Sign and date this information.
- v. **DO NOT PROMISE CONFIDENTIALITY AS THIS CANNOT BE DELIVERED.**
- vi. Do **NOT** contact the child's parents or carers.



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- vii. **IMMEDIATELY CONSULT** the Designated Person (Michael Jaffrain).
- viii. If there is any need for emergency medical treatment **DO NOT DELAY**, contact a First Aider.
- ix. If the allegation is made against the Designated Person, the Principal must be **CONTACTED IMMEDIATELY**



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Appendix A - Guidance for the designated person in charge of Safeguarding Children at Shrewsbury Sixth Form College

You must refer – You must NOT investigate - Do NOT delay

- i. The aim of the designated person should be to establish as quickly as possible the nature of the injury or alleged abuse to facilitate an effective referral to Stay Safe Services without undue delay. (for contact details see Section 3.1.1)
- ii. The designated person should have as much accurate information as possible available and have thought through the concerns to be expressed, including :-
 - Names and dates of birth of the child and family members, including all other children.
 - Ethnicity
 - Home address
 - Names of those who hold parental responsibility
 - Whether the child and parents/carers are aware of the referral
 - Whether the concern is something that has been observed by the referrer or another member of staff or a third party.
 - Whether the concern is related to the child's behaviour, an injury or something that the child has said.
 - Whether the child has told anyone else.
 - Whether the concern has developed gradually or just today
 - What evidence there is for the concern.
 - Who you think is responsible for the harm or potential harm to the child.
 - Whether you think that the child needs immediate protection.

Lack of availability of this information is not a reason to delay the referral to Stay Safe Services.

- iii. The designated person should establish clarity with the Social Services Department regarding the next course of action to be taken and by whom, and fully record the discussion and actions agreed.
- iv. The designated person should take no action without the agreement of the Stay Safe Services.
- v. Where emergency medical help is required DO NOT DELAY – contact a First Aider.



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Appendix B - Legal Context of Safeguarding Children and Child Protection Agencies' Contact Details

The protection of children from harm is set out under the stipulations of Government legislation. In terms of the college the main legal responsibilities are outlined in The Children Act 1989. Here it is stated that the Local Authority has the lead responsibility to safeguard children and investigate concerns. Under Section 47 of the same act Colleges are legally obliged to provide assistance to the Local Authority in the investigation of child abuse. As such we need agreed procedures to enable us to 'work together' with other statutory agencies in the task of safeguarding children. However, there is also other legislation that impinges on our duty to safeguard children. Examples of this include Section 175 of the 2002 Education Act which states that 'Governing bodies of FE colleges have a statutory duty to have arrangements for ensuring that their functions are carried out with a view to safeguarding and promoting the welfare of children'. Also, the Protection of Children Act (1999) seeks to check that those working with children do not have criminal convictions of relevance to the safety and well-being of children. Finally the Children Act (2004) created the legal basis of the Safeguarding Children Board.

The procedures that follow are designed to meet the criteria necessary to fulfil our obligations in the light of the above, and other, legislation.

National and local guidance

A full range of guidance is provided which enables agencies at local level to understand and apply the Children Act (1989 and 2004).

These include, most importantly –

- **Working Together to Safeguard Children (2006)** This statutory guidance outlines how all professionals must act on how to safeguard children.
- **Safeguarding Children in Education**
This gives guidance on the duty of schools and colleges to safeguard the welfare of children
- **What to Do If You Are Worried That A Child Is Being Abused**
This document gives advice on how practitioners can work in partnership to look after the welfare of children.

All these documents are available on request from the designated person.

- **Safeguarding Children Procedures**



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At the local level, the Local Children's Safeguarding Board brings together all the agencies involved in safeguarding children. SLSCB has produced detailed guidance for use by all professionals in the County (www.shropshire.gov.uk/childprotection.NSF)

AGENCIES IN SHROPSHIRE RESPONSIBLE FOR CHILD PROTECTION

**Shropshire Council: Social Care
Children and Families Divisions
Initial Assessment Teams**

Stay Safe Services

Besford House
42 Trinity Street
Belle Vue
Shrewsbury
SY3 7PQ

Telephone: (01743) 253601
Fax: (01743) 253636

Shropshire Safeguarding Children Board
Children and Young People Services
The Guildhall,
Frankwell Quay
Shrewsbury
Shropshire
SY3 8HQ

Telephone: 0345 678 9008

Out of Hours Team

Telephone: 0845 678 9040

West Mercia Constabulary: Public Protection Unit

Police Station
Clive Road
Monkmoor
Shrewsbury
SY2 5RU

Telephone: 0300 333 3000

West Mercia Constabulary undertakes the investigation of crime, and as such does not have the lead role in the investigation of child protection matters.

It would NOT normally be necessary for any referral to be made to the Police in the first instance. However, as with emergency health issues **where emergency police assistance is required DO NOT DELAY.**

NSPCC

Telephone: 0808 8005 000