



SAFEGUARDING CHILDREN POLICY

DOCUMENT CONTROL	
SLT owner:	AP Student Support
Together with:	VP Curriculum, Quality & Personnel
Date created/updated:	22-09-2009
Date of Impact Assessment:	
Initials of Assessor:	

CONTENTS PAGE

Section	Guide	Page
1	Sets out the aims adopted by the college for the care and protection of the children with whom it has contact	2
2	Explains the legal and procedural context within which the safeguarding of children is set.	3
3	Identifies the agencies in Shropshire responsible for child protection and gives an overview of their roles and duties.	4
4	Explains the roles and responsibilities of members of Shrewsbury Sixth Form College in safeguarding children.	5
5	Contains the key definitions of child abuse.	7
6	Sets out the procedures to be followed if children allege, or you have reason to suspect, abuse.	8
7	Outlines the procedures to be followed if an allegation of abuse is made against a member of college staff	11

INTRODUCTION

1. This document has been prepared in order to inform the practice of members of staff at Shrewsbury Sixth Form College. The primary aim is to enable staff to meet their statutory responsibility to 'safeguard' the welfare of children (those under 21) who attend the college. However, we also recognise that some adults are vulnerable to abuse. As such the procedures may be applied (with appropriate adaptations) to allegations of abuse towards, and the protection of, vulnerable adults
2. In order to assemble these procedures and guidance reference has been made to relevant legislation and Government guidelines. Advice has also been provided by Shropshire Local Children's Safeguarding Board.
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 or local legislation and procedures.



SAFEGUARDING CHILDREN POLICY

1 - AIMS

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

- 1.1 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.
- 1.2 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 persons with responsibility for the application of these child protection procedures. (See Section 4 for details)
- 1.3 All staff working with children should have access to and a clear understanding of the procedures set out in this document.
- 1.4 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 (with refresher training every 2 years).
- 1.5 All new members of staff will receive training on SSFC's procedures on safeguarding children during their induction.
- 1.6 All staff working with children will be subject to checks via the Criminal Records Bureau to ensure that they are not prevented from such work by way of any criminal conviction for offences against children.
- 1.7 The college is committed to the maintenance of proper written records of any Child Protection matter dealt with under these procedures.
- 1.8 The college will work actively in partnership with other agencies responsible for Child Protection in Shropshire.

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 nominated person.

Where emergency medical help is needed DO NOT DELAY – make arrangements for the child to be taken to hospital or seen by a General Practitioner.



SAFEGUARDING CHILDREN POLICY

2 – SAFEGUARDING CHILDREN – LEGAL AND PROCEDURAL CONTEXT

2.1 Legal context of Safeguarding Children

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 main responsibility to safeguard children from abuse. 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.

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

2.2 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).

These include, most importantly –

- **Working Together – A guide to Inter-Agency Co-operation for the Protection of Children from Abuse.** This describes the ways in which all agencies concerned with children's welfare should co-operate with each other.
- **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**



SAFEGUARDING CHILDREN POLICY

At the local level, Local Children's Safeguarding Boards bring together all the agencies involved in Child Protection. In Shropshire, Child Protection procedures are produced.

A copy of these is held by the designated person.

3 - AGENCIES IN SHROPSHIRE RESPONSIBLE FOR CHILD PROTECTION

3.1 The principal agencies responsible for Child Protection in Shropshire fall into 3 categories.

**3.1.1 Shropshire Council : Social Services Departments
Children and Families Divisions
Initial Assessment Teams**

Besford House	Telephone: (01743) 253600
42 Trinity Street	Fax: (01743) 253636
Belle Vue	
Shrewsbury	
SY3 7PQ	

Talbot House	Telephone: (01939) 235353
3 High Street	Fax: (01939) 234181
Wem	
Shropshire	
SY4 5AA	

47 Gravel Hill	Telephone: (01584) 813500
Ludlow	Fax: (01584) 813555
Shropshire	
SY8 1QS	

Out of Hours Team – Nights, Saturdays and Sundays :
Telephone: (0845) 6789040

Shropshire Social Services Department has the statutory duty to investigate child protection matters and is the lead body to which referrals must be made, or from which advice on individual cases should be sought. Contact the one of the 3 addresses that you judge to be the nearest to where the child lives.

Social services Departments provide 24 Hour cover.



SAFEGUARDING CHILDREN POLICY

3.1.2 West Mercia Constabulary: Family Protection Unit

Police Station Telephone: (01743) 358843
Clive Road Out of Hours:(01743) 232888
Monkmoor
Shrewsbury
SY2 5RU

West Mercia Constabulary undertakes the investigation of crime, and as such does not have the lead role in the investigation of child protection matters. However, as some child protection matters may involve criminal offences, the police have a specialist 'Family Protection Unit' which works closely with Social Services departments in respect 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.**

3.1.3 Shropshire Local Children's Safeguarding Board

c/o Children and Young People's Services
Shirehall
Abbey Foregate
Shrewsbury Telephone: (01743) 253723
SY2 6ND

Shropshire Local Children's Safeguarding Board (LCSB) is a statutory body which brings together the Police, NHS hospital and community services, Probation, Education, Social Services, NSPCC and voluntary organisations to set and review local child protection policy and practice and to develop expertise among professional and voluntary staff working with children.

The LCSB is responsible for producing the Child Protection procedures which apply within Shropshire.

The LCSB is not the body to which referrals should be made. However, it can offer general advice on child protection policy and procedures.

4 – STAFF RESPONSIBLE FOR CHILD PROTECTION

- 4.1 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:



SAFEGUARDING CHILDREN POLICY

- i. Overseeing the referral of cases of suspected abuse or allegations to social services.
- 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. Ensuring that parents of children and young people within the College are aware of the College's child protection policy
- v. Liaising with the LEA and LCSB and other appropriate agencies
- vi. Liaising with secondary schools which send pupils to the College to ensure that appropriate arrangements are made for the pupils
- vii. Liaising with employers and training organisations that receive children or young people from the College on long term placements to ensure that appropriate safeguards are put in place
- viii. Ensuring that staff receive basic training in child protection issues and are aware of the College Child Protection Procedures.

The designated senior member of staff will provide an 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 LCSB (or others) to the governing body at the earliest opportunity.

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

As a designated staff member there is a responsibility to:

- i. Report to the senior member of staff with lead responsibility
- ii. Know how to make an appropriate referral
- 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



SAFEGUARDING CHILDREN POLICY

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.

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

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 Senior Staff Member with Lead Responsibility 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 Senior Staff Member with Lead Responsibility. 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 shall receive appropriate training.

5 - DEFINITIONS AND RECOGNITION OF CHILD ABUSE

- 5.1 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.
- 5.2 The 4 principal categories of harm suffered by children are set out in national guidance and in the Shropshire LCSB procedures. These are used to assist those responsible for the welfare and protection of children to understand and recognise the symptoms of abuse.
- 5.3 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



SAFEGUARDING CHILDREN POLICY

certain categories. An understanding of the categories is, however, important to enable staff to recognise symptoms of abuse.

- 5.4 **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 (Munchausen's Syndrome by Proxy)" (Shropshire LCSB definition)
- 5.5 **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" (Shropshire LCSB definition)
- 5.6 **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" (Shropshire LCSB definition)
- 5.7 **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." (Shropshire LCSB definition).

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

- 6.1 This section is divided into 2 parts- providing advice firstly to staff and then setting out the procedures to be followed by Michael Jaffrain as the designated person for Child Protection.

6.1.1 Guidance for staff

You must refer – you must NOT investigate

Do NOT delay



SAFEGUARDING CHILDREN POLICY

If you are concerned that a child within Shrewsbury Sixth Form College has suffered a non-accidental injury or some kind of abuse you should follow these guidelines.

- i. It is NOT your task to investigate the concerns – this is the STATUTORY DUTY of the Social Services Department.
- ii. It is VITAL that subsequent enquiries into the welfare of the child are not prejudiced by questions at this stage.
- iii. It is NOT your task to examine the child for any sign of injuries – that is the task only of a doctor.
- iv. You should listen CAREFULLY to what you are being told.
- v. Do NOT pass any kind of judgement on the information you are given.
- vi. DO NOT PROMISE CONFIDENTIALITY – THIS CANNOT BE DELIVERED.
- vii. Do NOT ask questions of the child.
- viii. Do NOT contact the child's parents or carers.
- ix. IMMEDIATELY CONSULT with Michael Jaffrain (or in her absence Aidan Long or Tina Rutter). See section 4 for contact details.
- x. All allegations need to be referred or suspicions need to be reported regardless of how insignificant they may seem at the time.
- xi. Carefully record IN WRITING what the child has told you or what you have observed as soon as possible and pass on to Michael Jaffrain. Sign and date this information.
- xii. Where emergency medical help is needed DO NOT DELAY – make arrangements for the student to be taken to hospital or seen by a General Practitioner.

6.1.2 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



SAFEGUARDING CHILDREN POLICY

- i. The guidelines set out above (for staff) also apply to the actions to be taken by the designated person. (6.2 i – vii and xi –xii).
- ii. 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 Social Services without undue delay. (for contact details see Section 3.1.1)
- iii. 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 Social Services.

- iv. 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.
- v. The designated person should take no action without the agreement of the Social Services Department.
- vi. **A copy of the records made by the designated person and other college staff should be forwarded to Social Services within 24 hours.**
- vii. Where emergency medical help is required DO NOT DELAY – make arrangements for the student to be taken to hospital or be seen by a General Practitioner.



SAFEGUARDING CHILDREN POLICY

7 - REPORTING AND DEALING WITH ALLEGATIONS OF ABUSE AGAINST MEMBERS OF STAFF

The procedures apply to all staff, whether teaching, administrative, management or support, as well as to volunteers. The word “staff” is used for ease of description.

7.1 Introduction

In rare instances, staff of education institutions have been found responsible for child abuse. Because of their frequent contact with children and young people, staff may have allegations of child abuse made against them. The College recognises that an allegation of child abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay.

The College recognises that the Children Act 1989 states that the welfare of the child is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual’s reputation, confidence and career. Therefore, those dealing with such allegations within the College will do so with sensitivity and will act in a careful, measured way.

7.1 Receiving an Allegation from a Child

- i. A member of staff who receives an allegation about another member of staff from a child should follow the guidelines in section 6 for dealing with disclosure
- ii. The allegation should be reported immediately to the Principal, unless the Principal is the person against whom the allegation is made, in which case the report should be made to the Senior Staff Member with Lead Responsibility or the Designated Governor. The Principal (or designated person if the allegation is against the Principal) should:
 - Obtain written details of the allegation from the person who received it, that are signed and dated. The written details should be countersigned and dated by the Principal (or designated person).
 - Record information about times, dates, locations and names of potential witnesses.

7.2 Initial Assessment by The Principal (or designated person)

- i. The Principal (or designated person) should make an initial assessment of the allegation, consulting with the Senior Staff Member with Lead Responsibility, the Designated Governor and the Local Children’s



SAFEGUARDING CHILDREN POLICY

Safeguarding Board as appropriate. **Where the allegation is considered to be either a potential criminal act or indicates that the child has suffered, is suffering or is likely to suffer significant harm, the matter should be reported immediately to the LCSB.**

- ii. It is important that the Principal (or designated person) does not investigate the allegation. The initial assessment should be on the basis of the information received and is a decision whether or not the allegation warrants further investigation.
- iii. Other potential outcomes are:
 - The allegation represents inappropriate behaviour or poor practice by the member of staff and is neither potentially a crime nor a cause of significant harm to the child. The matter should be addressed in accordance with the College disciplinary procedures.
 - The allegation can be shown to be false because the facts alleged could not possibly be true.

7.3 Enquiries and Investigations

- i. Child protection enquiries by social services or the police are not to be confused with internal, disciplinary enquiries by the College. The College may be able to use the outcome of external agency enquiries as part of its own procedures. The child protection agencies, including the police, have no power to direct the College to act in a particular way, however, the College should assist the agencies with their enquiries.
- ii. The College shall hold in abeyance its own internal enquiries while the formal police or social services investigations proceed; to do otherwise may prejudice the investigation. Any internal enquiries shall conform with the existing staff disciplinary procedures.
- iii. If there is an investigation by an external agency, for example the police, the Principal (or designated person) should normally be involved in, and contribute to, the inter-agency strategy discussions. The Principal (or designated person) is responsible for ensuring that the College gives every assistance with the agency's enquiries. He/she will ensure that appropriate confidentiality is maintained in connection with the enquiries, in the interests of the member of staff about whom the allegation is made. The Principal (or designated person) shall advise the member of staff that he/she should consult with a representative, for example, a trade union.
- iv. Subject to objections from the police or other investigating agency, the Principal (or designated person) shall:
 - inform the child/children or parent/carer making the allegation that the investigation is taking place and what the likely process will involve.



SAFEGUARDING CHILDREN POLICY

- ensure that the parents/carers of the child making the allegation have been informed that the allegation has been made and what the likely process will involve.
 - inform the member of staff against whom the allegation was made of the fact that the investigation is taking place and what the likely process will involve.
 - inform the Chair of Governors and/or the designated governor of the allegation and the investigation.
- v. The principal (or designated person) shall keep a written record of the action taken in connection with the allegation.

7.4 Suspension of Staff

- i. Suspension should not be automatic. In respect of staff other than the principal, suspension can only be carried out by the Principal. In respect of the principal, suspension can only be carried out by the Chair of Governors (or in his/her absence, the deputy chair).
- ii. Suspension may be considered at any stage of the investigation. It is a neutral, not a disciplinary, act and shall be on full pay. Consideration should be given to alternatives: eg paid leave of absence; agreement to refrain from attending work; change of, or withdrawal from, specified duties.
- iii. Suspension should only occur for a good reason. For example:
 - where a child is at risk.
 - where the allegations are potentially sufficiently serious to justify dismissal on the grounds of gross misconduct.
 - where necessary for the good and efficient conduct of the investigation.
- iv. If suspension is being considered, the member of staff should be encouraged to seek advice, for example from a trade union.
- v. Prior to making the decision to suspend, the Principal (or Chair of deputy chair of Governors) should interview the member of staff. This should occur with the approval of the appropriate agency from the LCSB. In particular, if the police are engaged in an investigation the officer in charge of the case should be consulted.
- iii. The member of staff should be advised to seek the advice and/or assistance of his/her trade union and should be informed that they have the right to be accompanied by a friend. The member of staff should be informed that an allegation has been made and that consideration is being given to suspension. It should be made clear that the interview is not a formal disciplinary hearing, but solely for raising a serious matter which may lead to suspension and further investigation.



SAFEGUARDING CHILDREN POLICY

- iv. During the interview, the member of staff should be given as much information as possible, in particular the reasons for any proposed suspension, provided that doing so would not interfere with the investigation into the allegation. The interview is not intended to establish the member of staff's innocence or guilt, but give the opportunity for the member of staff to make representations about possible suspension. The member of staff should be given the opportunity to consider any information given to him/her at the meeting and prepare a response, although that adjournment may be brief.
- v. If the Principal (or Chair or Vice Chair of Governors) considers that suspension is necessary, the member of staff shall be informed that he/she is suspended from duty. Written confirmation of the suspension, with reasons, shall be despatched as soon as possible, and ideally within one working day.
- vi. Where a member of staff is suspended, the Principal (or Chair or Vice Chair of Governors) should address the following issues:
 - the Chair of Governors should be informed of the suspension in writing.
 - the Governing Body should receive a report that a member of staff has been suspended pending investigation, the detail given to the governing body should be minimal
 - where the Principal has been suspended, the Chair or Vice Chair of Governors will need to take action to address the management of the College
 - the parents / carers of the child making the allegation should be informed of the suspension. They should be asked to treat the information as confidential. Consideration should be given to informing the child making the allegation of the suspension

 - senior staff who need to know of the reason for the suspension should be informed
 - depending on the nature of the allegation, the Principal should consider with the nominated Governor whether a statement to the students of the College and/or parents / carers should be made, taking due regard of the need to avoid unwelcome publicity
- vii. The Principal shall consider carefully and review the decisions as to who is informed of the suspension and investigation. The LCSB and external investigating authorities should be consulted.
- viii. The suspended member of staff should be given appropriate support during the period of suspension. He/she should also be provided with information on progress and developments in the case at regular intervals.
- ix. The suspension should remain under review in accordance with the College disciplinary procedures.



SAFEGUARDING CHILDREN POLICY

7.5 The Disciplinary Investigation

- i. The disciplinary investigation should be conducted in accordance with the existing staff disciplinary procedures.
- ii. The member of staff should be informed of:
 - the disciplinary charge against him/her.
 - his/her entitlement to be accompanied or represented by a trade union representative or friend.
- iii. Where the member of staff has been suspended and no disciplinary action is to be taken, the suspension should be lifted immediately and arrangements made for the member of staff to return to work. It may be appropriate to offer counselling.
- iv. The child or children making the allegation and/or their parents should be informed of the outcome of the investigation and proceedings. This should occur prior to the return to College of the member of staff (if suspended).
- v. The Principal (or designated person) should give consideration to what information should be made available to the general population of the College.

7.6 Allegations without foundation

- i. Obviously false allegations may be indicative of problems of abuse elsewhere. A record should be kept and consultation should occur with the Local Children's Safeguarding Board in order that other agencies may act upon the information.
- ii. In consultation with the designated senior member of staff and/or the designated Governor, the Principal shall:
 - inform the member of staff against whom the allegation is made orally and in writing that no further disciplinary or child protection action will be taken. Consideration should be given to offering counselling/support.
 - inform the parents/carers of the alleged victim that the allegation has been made and of the outcome.
 - where the allegation was made by a child other than the alleged victim, consideration to be given to informing the parents/carers of that child.
 - prepare a report outlining the allegation and giving reasons for the conclusion that it had no foundation and confirming that the above action had been taken.



SAFEGUARDING CHILDREN POLICY

7.8 **Records**

- i. It is important that documents relating to an investigation are retained in a secure place, together with a written record of the outcome and, if disciplinary action is taken, details retained on the member of staff's personal and confidential file.
- ii. If a member of staff is dismissed or resigns before the disciplinary process is completed, he/she should be informed about the College's statutory duty to inform the Secretary of State for Education under the "List 99" procedures.

7.9 **Monitoring Effectiveness**

- i. Where an allegation has been made against a member of staff, the nominated Governor, together with the senior staff member with lead responsibility should, at the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising from it that could lead to the improvement of the College's procedures and/or policies and/or which should be drawn to the attention of the LCSB. Consideration should also be given to the training needs of staff.