

## POLICY STATEMENT

<b>TITLE:</b>	Safeguarding Children and Vulnerable Adults Policy	
<b>INTRODUCTION/OVERVIEW:</b>	<p>Northampton College recognises that members of staff and students have an important role to play in safeguarding the welfare of children and vulnerable adults and preventing their abuse. All matters relating to concerns around Safeguarding Children and Vulnerable Adults must be referred to one of the College Nominated Protection Officers (CPO)</p> <p>Barry Hansford, on 01604 734293  Jane Tarbox , on 01604 736263  Zara Hunwicks, on 01604 734292  Richard Drake, on 01604 736218  Mark Owen, on 01604 734015 or, in their absence, to a member of the Executive Management Team.</p>	
<b>POLICY STATEMENT:</b>	<p>It is the policy of Northampton College to work with the local Safeguarding Children Board, the police and social care while always placing the welfare of the child or vulnerable adult at the centre of any actions taken.</p>	
<b>QUALITY STATEMENTS:</b>	<ul style="list-style-type: none"> <li>• All staff employed by or working with the College are required to adhere to the procedures set out in the Northampton College Child Protection and vulnerable Adult Procedures document.</li> <li>• All staff will receive appropriate training over a period of time including a brief introduction at all staff inductions.</li> <li>• It is not the responsibility of the College or its staff to investigate abuse.</li> <li>• Any member of staff receiving a complaint or allegation or who has suspicions that abuse is taking place will follow the laid down procedures for reporting the incident.</li> <li>• Special consideration will be given to students with learning difficulties.</li> <li>• All records pertaining to any safeguarding children or vulnerable adults protection issues will be securely held by the Director of Student Support until at least the 25<sup>th</sup> birthday of any child</li> <li>• A College governor will be named as responsible for overseeing this policy and related procedures</li> </ul>	
<b>LINKED POLICIES/ PROCEDURES:</b>	<p>Staff Disciplinary Policy  Staff Code of Conduct  Procedures for complaints  Against Staff  Student Disciplinary Policy</p>	<p>Data Protection Policy  Student Bullying and harassment  Policy</p>

<b>MONITORING PROCEDURE:</b>	A formal report will be made to the Principal on numbers of interventions and, if appropriate, outcomes of any interventions. The report will be limited in its content to ensure the protection of those involved
<b>DATE FOR REVIEW AND NEXT DIVERSITY IMPACT ASSESSMENT:</b>	December 2011
<b>RESPONSIBILITY: Overall (Directorate/Dept): Implementation:</b>	Directorate of Information and Student Services Director of Student Support
<b>ENDORSED BY:</b>	
<b>SMT</b>	<b>(Signature)</b>
	Principal <b>(Position)</b>
	<b>(Date)</b>
<b>APPROVED: (Principal and/or Corporation Chair)</b>	<b>(Signature)</b>
<b>Corporation</b>	Principal <b>(Position)</b>
	<b>(Date)</b>

Statement	How Evidenced	VALUES	ECM
All staff employed by or working with the College are required to adhere to the procedures set out in the Northampton College Safeguarding Children and Vulnerable Adults Policy	Records held of incidences.	1	2a
All staff will receive appropriate training over a period of time including a brief introduction at all staff inductions.	Staff development records	4;5	2a
It is not the responsibility of the College or its' staff to investigate abuse.	Records held of incidences.	5	2a
Any member of staff receiving a complaint or allegation or who has suspicions that abuse is taking place will follow the laid down procedures for reporting the incident.	Records held of incidences.	5	2a
Where a student over the age of 18 is identified as being at risk, the same	Records held of incidences.	5	2a

<p>procedures will be followed up to the informing of the nominated person. Special consideration will be given to students with learning difficulties.</p>			
<p>All records pertaining to any safeguarding children or vulnerable adults protection issues will be securely held by the Director of Student Support for a minimum of 6 years following the 18<sup>th</sup> birthday of any child</p>	<p>Records held of incidences.; report to EMT</p>	<p>5</p>	<p>2a</p>
<p>A College governor will be named as responsible for overseeing this policy and related procedures</p>	<p>Minutes of Governor meetings</p>	<p>1</p>	<p>2a</p>

## Safeguarding Children and Vulnerable Adults Procedures

### 1. *Background*

- 1.1. Northampton College recognises that members of staff and students have an important role to play in safeguarding the welfare of children and vulnerable adults and preventing their abuse.
- 1.2. This procedural document is designed to provide a basic procedure that should be followed in all cases.
- 1.3. The police and social care have the primary responsibility in the field of child protection. The Children Act 2004 places a duty on local authorities to take steps to protect children in appropriate circumstances and gives certain powers to the police so that they can take action to protect children.
- 1.4. The Children Act of 1989 defines a child as a person under the age of 18. In the publication “Working together Under the Children Act 1989” (HMSO 1991) Para 4.39 p22 states “ Schools and Further Education Colleges have a role in preventing abuse not only by adopting sound policies and procedures on the management of situations where there is suspected abuse, but also through the curriculum.” Further there is a requirement that staff should be aware of the need to alert social care, the NSPCC or the police, when they believe a child has been abused or is at risk of abuse. At all times it is the welfare of the child that is paramount.
- 1.5. Under section 175 of the Education Act 2002, FE colleges are under a statutory duty to have in place arrangements for carrying out their functions with a view to safeguarding and promoting the welfare of children. This policy forms part of those arrangements.
- 1.6. This policy also takes into account the following publications:
  - 1.6.1. “What to Do if You Are Worried a Child is Being Abused” (May 2003) which assists staff in what to do if they have concerns about a child’s welfare and what happens once a child protection concern is referred to social care. This publication is available in the library and from the Director of Student Support.
  - 1.6.2. Local Safeguarding Board Northamptonshire Procedures Manual Protecting Vulnerable Adults from Abuse – Northamptonshire inter-agency safeguarding adults procedures
  - 1.6.3. No Secrets – Guidance on developing and implementing multi – agency policies and procedures to protect vulnerable adults from abuse. (Department of Health)

- 1.6.4. Safeguarding Children and Safer Recruitment in Education (January 2007)
- 1.6.5. “Safer Practice Safer Learning” (NIACE, 2007)
- 1.6.6. Mental Capacity Act 2005
- 1.6.7. The Safeguarding Vulnerable Groups Act 2006

## **Safer Recruitment and Selection**

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

Statutory changes, underpinned by regulations, are that:

- A CRB Enhanced Disclosure is obtained for **all** new appointments to the college’s workforce.
- College must keep a single central record detailing a range of checks carried out on their staff.
- All new appointments to the college workforce who have lived outside the UK are subject to additional checks as appropriate.
- Colleges must satisfy themselves that supply staff have undergone the necessary checks.
- Identity checks must be carried out on all appointments to the school workforce before the appointment is made.

## **Safeguarding Information for Students**

The college is committed to ensuring that students are aware of new behaviour towards them that is not acceptable and how they can keep themselves safe. All students know that we have a senior member staff with responsibility for safeguarding and know who this is. It informs students of whom they might talk to, both in and out of college, their right to be listened to and heard and what steps can be taken to protect them from harm. Materials used to help students know how to keep safe are located on MOODLE and are referred to in student handbooks.

The following information is made available to students:

College's arrangements for consulting with and listening to students are clearly outlined in the Student Involvement Policy.

The College makes students aware of these arrangements through appropriate tutorial provision, induction and information on MOODLE.

A Z card with stay safe guidance and contact details is provided at induction

## **Partnership with Parents and Carers**

The college shares a purpose with parents to keep children safe from harm and to have their welfare promoted. The college makes a clear statement in its Parents Leaflet which is sent to all parents/carers annually. Further information is also available from:

[www.lscbnorthamptonshire.org.uk](http://www.lscbnorthamptonshire.org.uk) [www.nspcc.org.uk](http://www.nspcc.org.uk)  
and [www.ceop.gov.uk](http://www.ceop.gov.uk))

The College is committed to working with parents and carers positively, openly and honestly. It ensures that all parents are treated with respect, dignity and courtesy. It respects parents' rights to privacy and confidentiality and will not share sensitive information unless it has permission or it is necessary to do so in order to protect a child or vulnerable adult where the parent is the named carer.

College will share with parents and carers any concerns we may have about their child unless to do so may place a child or vulnerable adult at risk of harm.

The college encourages parents and carers to discuss any concerns they may have with the personal tutor or one of the safeguarding officers. It makes parents aware of our policy through our website; parents leaflet and other publications.

### **The following statement is placed in College Directories and other publications.**

*Northampton College recognises that members of staff and students have an important role to play in safeguarding the welfare of children and vulnerable adults and preventing their abuse. The college has, in consultation with Social Services, written a comprehensive Safeguarding Children and Vulnerable Adults Policy to ensure that the welfare of the child and vulnerable adults is always placed at the centre of its activities. Anyone who would like to see a copy of this policy should contact the Director of Student Support or access it through the college website.*

## **2. Categories of Abuse**

### **Children**

#### **2.1. Physical Abuse**

This may involve hitting, shaking, throwing, 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.

#### **2.2. Emotional Abuse**

This 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 and unloved, inadequate, or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed in children. These may include interactions which are beyond the child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. 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.

#### **2.3. Sexual Abuse**

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

#### **2.4. Neglect**

This is the persistent failure to meet the child's basic physical and/ or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failure to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision

including the use of inadequate care-takers or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **Adults**

### **2.5. Physical abuse**

This includes hitting, slapping, pushing, kicking, rough handling or unnecessary physical force either deliberate or unintentional, misuse of medication, restraint or inappropriate sanctions.

### **2.6. Sexual Abuse**

This includes rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent to, or was pressured into consenting. Sexual abuse can occur between people of the same sex and it can also occur within a marriage or any long-term relationship. A relationship of trust should exist between a member of staff or a volunteer and the person for whom they are caring, it would be seen as a betrayal of that trust, and therefore abusive, for that member of staff or volunteer to have a sexual relationship with the person they are caring for.

### **2.7. Psychological Abuse**

This includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

### **2.8. Financial or Material Abuse**

This includes theft, fraud, exploitation, pressure in connection with wills, property, enduring power of attorney, or inheritance or financial transactions, or the inappropriate use, misuse or misappropriation of property, possessions or benefits.

### **2.9. Neglect and Acts of Omission**

This includes ignoring or withholding medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, clothing and heating.

## 2.10. Discriminatory Abuse

This includes racist, sexist, or other forms that are based on a person's disability and other forms of harassment, or similar treatment.

## 2.11. Self Neglect

*This is not a direct form of abuse but staff need to be aware of it in the general context of risk assessment/ risk management and to be aware that they may owe a duty of care to a vulnerable individual who places him/herself at risk in this way.*

## 3. Introduction and Context

3.1. All complaints, allegations or suspicions must be taken seriously.

3.2. The procedures laid out in this document must be followed whenever an allegation is made that a child/adult has been abused.

3.3. Absolute promises of confidentiality should not be given as the matter may develop in such a way that these might not be able to be honored.

3.4. *If the complaint comes directly from the child/adult, questions should be kept to the minimum necessary to understand what is being alleged. Leading questions must always be avoided.*

3.5. A full record of any conversations must be made immediately after any conversations with the child/adult and must include:

- The date
- The time
- The place where the alleged abuse happened
- Your name and the names of any other persons present
- The name of the complainant.
- The nature of the alleged abuse
- A description of any injuries observed
- The account which has been given of the allegation
- The child/adult's name
- The child/adult's address
- The age of the child/adult
- The date and time of the observation or disclosure
- An objective record of the observation or disclosure
- The exact words spoken by the child/adult

**Any such notes should be, as far as possible, verbatim rather than summarised and it should be factual in terms of what the child/adult /**

**complainant has reported and should not be based on opinion or assumptions.**

- 3.6. Some children or adults with learning difficulties and/or disabilities may need Additional support. This may take the form of the child/adult's nominated carer or teacher being present at any interview to act as a facilitator or in an advocacy role. It should NEVER be assumed that a child/adult with learning difficulties and or disabilities is not capable of providing credible evidence. Northampton College will always respond in a positive manner to any legitimate requests for support from the appropriate agencies. The College regards parents/guardians of students under 19, Social Care, the Police and certain other government departments as authorised enquirers.
- 3.7. Where a student who is not a child under the act is identified as being at risk the nominated person will make a decision on whether there is a need to involve outside agencies such as social care or the Police. Outside agencies should only be involved with the agreement of the alleged victim unless disclosure is necessary in the over-riding public interest (e.g. to protect others from serious harm). In the case of students with learning difficulties, advice will be sought from the appropriate persons/ agencies which could include the students' tutor, case worker or social care.

**Governing Body should ensure that:**

- The college has a safeguarding policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;
- The college operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;
- The college has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- A senior member of the college's senior management team is designated to take lead responsibility for child protection.
- Staff undertake appropriate safeguarding training;
- They remedy, without delay, any deficiencies or weaknesses regarding safeguarding arrangements;
- A governor is nominated to be responsible for liaising with the LA and / or partner agencies in the event of allegations of abuse being made against the Principal.
- Where services or activities are provided on the college premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding and liaises with the college on these matters where appropriate.
- They review their policies and procedures annually.

#### **4. *The Nominated Member of Staff***

- 4.1. The nominated member of staff with lead responsibility for safeguarding children and vulnerable adults is Barry Hansford, Director of Student Support, he can be contacted on 01604 734293. It will be the responsibility of the Director of Student Support or successor manager to review and monitor the procedures and to seek the advice of the local Safeguarding Children Board and local authority social care department and to bring about a change in procedures if necessary.
- 4.2. Further, it is the responsibility of the nominated person to ensure that this policy is reviewed annually and that appropriate staff development is in place and that all staff have a general awareness of safeguarding children and vulnerable adult protection issues.
- 4.3. Other members of staff will be trained as nominated safeguarding officers to ensure that appropriately trained personnel are available in the absence of the nominated member of staff.

#### **5. *Responding to an Allegation***

It is understood that all staff (teaching staff, support staff and managers) of the college may come in contact with students who are exhibiting 'a cause for concern'. No member of staff should take any independent action themselves but should observe the protocols set out in this section of the policy unless the individual is in crisis in which case action should be taken to stabilise the situation in consultation with relevant managers.

- 5.1. Any suspicion, allegation or incident of abuse must be reported to a Nominated Protection Officer with responsibility for safeguarding children and vulnerable adults as soon as possible and in any event within 2 hours.
- 5.2. The Nominated Protection Officer should refer the matter to the local social care department where they feel that the child/adult may be in need and / or is or may be at risk of suffering significant harm. A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the report was made. The telephone report must be confirmed in writing within 24 hours. The confirmation may be hand written, posted or faxed but a copy **MUST** be kept on file.
- 5.3. The advice received from social care on what action, if any, should be taken and a note kept of that conversation.

## **6. 14 – 16 year old students**

- 6.1. Where an allegation is made regarding a 14 – 16 year old student, members of staff should follow the same procedures as outlined above. The Nominated Protection Officer will liaise with the CPO (Child Protection Officer) from the student’s school or sponsor, ensuring that the student is informed of this process.

## **7. Children in the College Nurseries**

- 7.1. Where an allegation or concerns are raised regarding a child who is based in one of the College nurseries, the principles of this policy will apply, however childcare staff will be expected to follow the procedures outlined in Appendix 1.

## **8. Work Placements**

- 8.1. Employers and training organisations will be asked to cooperate with the College in putting in place and subscribing to appropriate safeguards.
- 8.2. Where a placement is long term or meets the criteria laid out in “Safeguarding Children and Safer Recruitment in Education 2007, DCSF” the college will ensure that additional safeguards are in place, these may include:
- 8.2.1. Staff arranging placements will have had training in child protection
  - 8.2.2. Training organisations will be asked to make a commitment to safeguarding students’ welfare by endorsing an agreed statement of principles
  - 8.2.3. Vetting and CRB checking any person whose normal duties will include regular caring for, training, looking after or supervising a child in the workplace where that person has been specifically designated to have responsibility for such activities

## **9. Allegations about a Member of Staff**

**This section refers to both employed staff and volunteers.**

- 9.1. Any suspicion, allegation or actual abuse of a child/adult by a member of staff must be reported to the Nominated Protection Officer as soon as possible and in any case within 2 hours of the initial concern arising. If the nominated member of staff cannot be contacted a member of the senior management team must be contacted. Reception staff are always aware of who the duty principal is.

On being notified of any such matter the Nominated Protection Officer shall:

- 9.2. Take such steps, as s/he considers necessary to ensure the safety of the child/adult in question and any other person who is considered at risk.
- 9.3. Immediately notify the Principal or in his absence the Acting Principal and the Director of Human Resources. The Principal will, following College procedures, inform the member of staff that s/he may be suspended on full pay pending an investigation. The length of any suspension will be in line with College policies and will be as short as is possible while ensuring the safety of the child. N.B. Suspension should not necessarily be an automatic response to an allegation and all allegations should be dealt with quickly, fairly and consistently.
- 9.4. Report the matter to the local social care department in accordance with the procedure set out in 5.2 above.
- 9.5. After being informed of an allegation against a member of staff, the Principal will consult the local authority designated officer (LADO) within one working day. The contact for this activity is Christine Churchman on 01604 259599.
- 9.6. Ensure that the person who reported the original concern completes a report of the matter as set out in above.
- 9.7. Any investigation relating to a member of staff will follow the College's laid down procedure for investigations, after agreement from the local social care department.
- 9.8. Once the outcome is determined the College will take a view on how to proceed in line with its disciplinary policies.
- 9.9. Where it is subsequently found that an allegation has been made maliciously, the College may refer the matter to be dealt with under the College's disciplinary procedures.
- 9.10. Throughout the process, the HR department will maintain contact with the member of staff and offer appropriate support.
- 9.11. If the Nominated Protection officer is the subject of the allegation or complaint, the matter must be reported directly to the Principal or Acting Principal.
- 9.12. If the Principal is subject to any such allegation or complaint, the Nominated Officer will contact the chair of Governors.
- 9.13. All staff who will be working with under 18s and vulnerable adults as part of their normal duties will be subject to a CRB check and to a

rigorous recruitment process, including taking up of references, identification checks and requesting evidence of qualifications.

## 10. **Written Records**

- 10.1. The Nominated Member of Staff shall retain a copy of:
  - The report
  - Any notes, memoranda or other correspondence dealing with the matter
  - Any other relevant materials
- 10.2. Copies of reports, notes etc. should be kept securely locked at all times and kept for a minimum period of seven years
- 10.3. Copies of reports regarding allegations made against staff shall be kept securely sealed by the Principal until at least the 25<sup>th</sup> birthday of any child or seven years in any other case.

## 11. **Forced Marriage**

- 11.1. The difference between a forced marriage and an arranged marriage
- 11.2. The tradition of arranged marriages has operated successfully within many communities and many countries for a very long time. A clear distinction must be made between a forced and an arranged marriage. In arranged marriages, the families of both spouses take a leading role in choosing the marriage partner but the choice whether or not to accept the arrangement remains with the young people. In forced marriage, one or both spouses do not consent to the marriage or consent is extracted under duress. Duress includes both physical and emotional pressure.
- 11.3. Possible Indicators of Forced Marriages
  - Truancy
  - Decline in performance or punctuality
  - Low motivation at school
  - Poor exam results
  - Being withdrawn from school by those with parental responsibility
  - Not allowed to attend extracurricular activities

- Over control by parents/family

11.4. What to do if you are concerned that a student is being forced to marry.

- Immediately contact one of the named members of staff for Vulnerable Adult and Child Protection (these are named on the chart in this booklet).
- If the student insists on talking to you:
  - Make sure you can meet them in a private place where there is a telephone
  - Have a 'story' ready about how you are providing support with learning in case you are challenged by the family
  - Listen to what the student has to say and write it down
  - Do not question apart from to clarify
  - Inform the student you have to talk to a senior member of staff but that it will remain confidential
  - Provide the opportunity for them to talk to the forced marriage unit on 020 7008 0135/0230/8706

### 3. Appendix 1

**PROCEDURAL STATEMENT FOR COLLEGE CHILDCARE PROVISION**

<b>TITLE:</b>	Child Protection						
<b>INTRODUCTION/OVERVIEW:</b>	Northampton College will always work with children, parents and the wider community to ensure the safety of children.						
<b>STATEMENT:</b>	It is the policy of Northampton college (see Child Protection Policy) to work with the local Safeguarding children Board, the police, OFSTED, social care and parents/carers while always placing the welfare of the child at the centre of any actions taken.						
<b>QUALITY STATEMENTS</b>	<p>It will aim to create an environment which encourages children to develop a positive self – image regardless of, race, language, culture or home background.</p> <p>It will help children to establish and sustain satisfying relationships within their families, with peers and other adults</p> <p>It will encourage children to develop a sense of autonomy and independence</p> <p>It will enable children to have the self- confidence and the vocabulary to resist inappropriate approaches</p> <p>IT will work with parents / carers to build their understanding of and commitment to the welfare of all children</p>						
<b>LINKED POLICIES/PROCEDURES:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Child Protection Policy</td> <td style="width: 50%; border: none;">Staff Disciplinary Policy</td> </tr> <tr> <td style="border: none;">College employment procedures</td> <td style="border: none;">Health and Safety Policy</td> </tr> <tr> <td style="border: none;">Data Protection Guidelines</td> <td style="border: none;"></td> </tr> </table>	Child Protection Policy	Staff Disciplinary Policy	College employment procedures	Health and Safety Policy	Data Protection Guidelines	
Child Protection Policy	Staff Disciplinary Policy						
College employment procedures	Health and Safety Policy						
Data Protection Guidelines							
<b>MONITORING PROCEDURE:</b>							
<b>DATE FOR REVIEW:</b>							
<b>ENDORSED BY</b>							

<p>_____</p> <p><b>B Hansford</b></p> <p>_____</p>	<p><b>(Signature)</b></p> <p><b>Registered Provider</b></p> <p><b>Date</b></p>
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## Working Methods

Each setting will have a named person; the name of this person will be displayed in a prominent position. This person will consult with the Nominated Member of staff for the College on matters relating to child protection. The nominated member of staff is Barry Hansford, Director of Student Support who is contactable on 01604 734293. The College will always endeavour to provide adequate and appropriate staffing resources to meet the needs of the children.

All applicants for child care posts are informed that the positions are exempt from the rehabilitation of offenders act 1974 and that every member of staff will be subject to a Criminal Records Bureau (CRB) check on commencement of their employment. Volunteers are subject to the same checks as paid staff.

Each setting has procedures for recording the details of visitors to the settings.

The college takes adequate security steps to ensure that we have control over who comes into each setting to ensure that no unauthorised person has unsupervised access to the children.

## Disciplinary Action

Where a member of staff or a volunteer is dismissed from our employment or internally disciplined because of misconduct relating to a child, we will notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable adults.

## Training

All staff receive appropriate training to ensure they are able to recognise the signs and symptoms of abuse.

All staff are made fully aware of the procedures for reporting and recording their concerns in the setting.

## Curriculum

The college introduces key elements of child protection into the foundation stage curriculum so that children can develop an understanding of why and how to keep safe. It creates within the setting, a culture of value and respect for the individual.

## Complaints

It ensures that all parents/carers know how to complain about staff or volunteer action within the pre – school, which may include an allegation of abuse.

It will follow the guidance of the local Safeguarding children Board when investigating any complaint against a member of staff or volunteer.

It follows all disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person.

## Responding to Suspicions of Abuse

The college acknowledges that abuse of children can take different forms – physical, emotional, sexual and neglect.

Where a child is giving cause for concern through their behaviour or play, it will always follow its investigation procedures.

It will always allow the investigation to be carried out with sensitivity. Staff are trained not to influence the outcome of any investigation either through the way they speak to children or ask questions of them.

Where a child shows signs and symptoms of ‘failure to thrive’ or neglect, it will make appropriate referrals.

## Disclosure

Where a child makes a disclosure to a member of staff, that member of staff will:

- Offer reassurance to the child
- Listen to the child
- Not question what is said
- Give reassurances that action will be taken

**The member of staff will not question what the child says.**

## Recording Suspicions of Abuse and Disclosures

Staff will make a record of:

- the child’s name
- the child’s address
- the age of the child
- the date and time of the observation or disclosure
- an objective record of the observation or disclosure
- the exact words spoken by the child
- the name of the person to whom the concern was reported, with date and time
- the names of any other person(s) present at the time
- Records will be maintained for a minimum period of 6 years following the 18<sup>th</sup> birthday of any child.

## Informing Parents

Parents/carers are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time, except where the guidance of social care is otherwise.

## Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the local Safeguarding children Board.