



Aylesbury College

Safeguarding & Child Protection Policy 2017–2018

Designated Senior Lead: Fiona Morey, Deputy Principal Learning & Quality

Safeguarding Officer: Kylie West

Link Governor for Safeguarding: Niknam Hussain

Child Protection Officer for children at Aylesbury College Nursery
Provision: Carol Carlin

Responsible Officer: Deputy Principal Learning and Quality

Date reviewed: July 2017

Next Review date: July 2018

Policy available: Intranet and Student Portal (AC Policies) &
Website

Authorised by: Operational & Corporation

This policy deals with the protection and safeguarding of all children and young people at Aylesbury College and as such, all members of the college community as described below will have access to this document and the procedures herein:

- Aylesbury College employees
- All students
- Governors
- Volunteers
- Visitors to Aylesbury College
- Contractors working at Aylesbury College
- Any person or persons hiring out areas of Aylesbury College
- Aylesbury College Nursery employees
- Life Skills Centre employees

All action is taken in line with the following legislation/guidance:

- Keeping Children Safe in Education 2014 (updated July 2016)
- Working Together to Safeguard Children 2013 (updated March 2015)
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers
- Children's Act 1989
- Local Safeguarding Children Board (LSCB) guidance. (www.bucks-lscb.org.uk)
- We will follow procedures set out by the Local Safeguarding Children Board (LSCB) including Early Help and Threshold intervention
- Counter Terrorism and Security Act 2015
- Counter Extremism Strategy 2015
- Serious Crime Act, Mandatory Reporting of Female Genital Mutilation, October 2015
- We will take account of further guidance issued by DfES and the local authority.

Aylesbury College recognises that all staff, due to their contact with, and knowledge of children/young people in their care, are responsible for and have a role to play in safeguarding our children and young people and that at all times the best interest of the child/young person should be considered.

Governors and staff are committed to:

- Ensuring that the college practices safer recruitment in checking the suitability of staff and volunteers to work with children and young people. (Guidance for Safer Working Practice for Adults working with Children and Young People - LSCB).
- Establishing and maintaining a safe college environment, in which everyone feels secure, can learn and develop, are encouraged to talk and are listened to and where every person's views are valued and respected.
- Supporting children and young people who have been abused, carrying out specific actions in accordance with any agreed child protection plan.
- Including opportunities within the curriculum/tutorial programme for children and young people to develop the skills they need to recognise and stay safe from abuse (i.e. on line safety and CSE awareness).
- Ensuring everyone is able to be aware of signs and symptoms of abuse, know the correct procedure for referring concerns, or reporting allegations against staff, and receive appropriate training to enable them to carry out these requirements.
- Ensuring that any volunteers in college understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the Safeguarding Officer and/or Lead Senior Manager responsible for Child Protection.

- Exercising their duty to work in partnership with other agencies and to share information with them, including attendance at child protection conferences, core groups and preparation of reports for such meetings/conferences.
- Encouraging and supporting parents/carers, working in partnership with them.

Aylesbury College recognises that it is an agent of referral and not of investigation. Safeguarding issues can revolve around one or more of the following:

- Neglect
- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Bullying or harassment (including cyber bullying)
- Child sexual exploitation /grooming
- Forced Marriage
- Radicalisation
- Female Genital Mutilation (FGM) and honour-based violence
- Domestic Violence
- Gangs and youth violence

Please see Appendix A for detailed definitions of abuse.

Radicalisation

The College recognises the positive contribution it can make towards protecting its students from radicalisation to violent extremism (see separate PREVENT policy). Aylesbury College will endeavour to empower its students to create communities that are resilient to extremism and to protect the wellbeing of particular children and young people who may be vulnerable to being drawn into violent extremism or crime. The College will promote the development of spaces for free debate where shared values can be reinforced in a safe environment.

Some possible behavioural indicators could be:

- The use of inappropriate language
- Possession of violent, extremist literature
- Behavioural changes
- Expression of extremist views
- Advocating violent actions
- Association with known extremists

Staff should use their professional judgment and discuss any concerns with the Safeguarding Officer and/or the Designated Senior Lead who may then contact the appropriate agency e.g. police for advice and guidance.

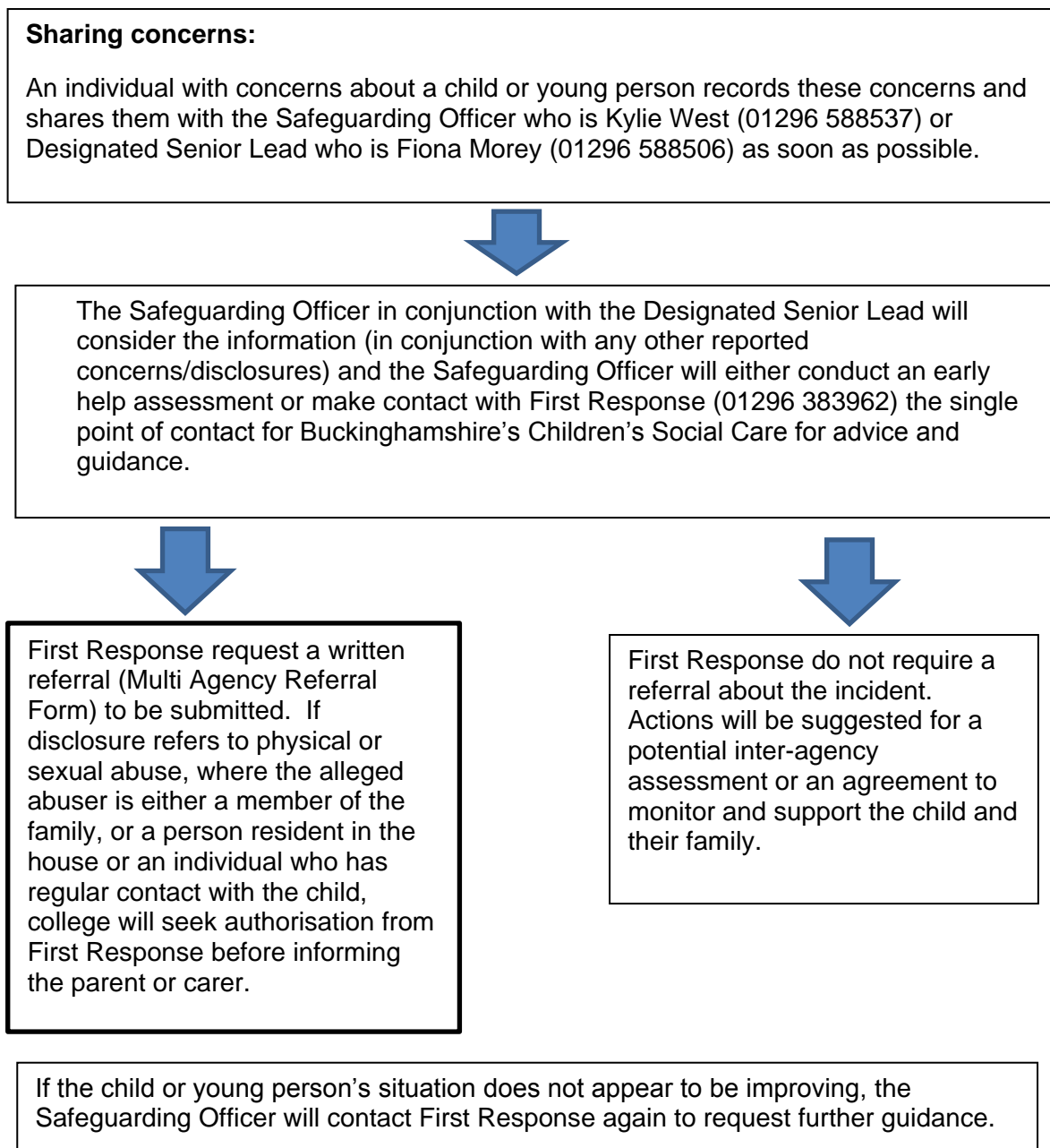
Disclosure of Abuse and Record Keeping

Children and young people may choose to tell a trusted adult what has happened to them. This needs to be dealt with carefully. If a child or young person does make a disclosure, the member of staff receiving the disclosure must:

- Explain openly and honestly with the child/young person what information will be shared and with whom.
- Listen to the child/young person; do not directly question them.
- Do not make any suggestion regarding how the incident may have happened.

- Make an accurate note of the discussion, taking care to record the timing, setting, other people present, as well as what was said, recording all events up to the time of the disclosure. **ALL** handwritten notes/records must be retained, even if they are subsequently written up on a concern sheet. The adult who receives the disclosure should hand these handwritten notes over to the Safeguarding Officer as soon as possible.
- Written records of concerns about a child or young person must be kept, even if there is no referral requested by First Response.
- All records relating to Child Protection concerns will be kept in a locked cabinet in a secure location and will remain confidential. They do not form part of the student's individual record and will be kept totally separate.
- Confidentiality must be maintained and information relating to individual students/families will be shared to staff on a strictly need to know basis.
- First Response/Social Care may contact College and request details about an individual student or they may request a contact number for a parent or carer. All such requests must immediately be passed onto the Safeguarding Officer to reply to. The Safeguarding Officer will verify the caller's identity before releasing any information. Any requests will be noted in the Safeguarding Day Book.

Course of action when a child or young person has suffered or is likely to suffer harm



For serious emergencies in the evenings, weekends or public holidays, the Emergency Duty Team can be contacted on 01494 675802. Calls can also be made to the police using 101 (non-emergency number) or 999 in the case of an emergency.

Early Help

All staff should be aware of and able to identify and access early help for any child/young person who may benefit. Staff need to be attuned to recognising emerging problems and liaise with the designated safeguarding lead in accessing early help. The Safeguarding Lead

will undertake an assessment using the Outcomes Star Tool and will liaise with other agencies and set up interagency assessment as appropriate. <http://www.bucks-lscb.org.uk/>

Parent/Carer Involvement

Aylesbury College is committed to helping parents/carers understand its own responsibility for the welfare of children and young people and our duty of care. The first priority must always be the welfare of the child or young person and therefore there may be occasions when another agency may be consulted before parents/carers are contacted.

Wherever possible concerns will be discussed with parents/carers. Where a referral is requested by First Response, the Safeguarding Officer will seek the agreement of parents/carers before making the referral, unless by doing so, the child or young person would be at increased risk of significant harm. Advice will be taken from First Response.

Parents/carers will be made aware of the Safeguarding Policy via the Aylesbury College website.

Alleged Abuse by Staff

If you become aware that a member of staff may have:

- Behaved in a way that has harmed, or may have harmed a child/young person or possibly committed a criminal offence against or related to a child/young person
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to young people

You should:

- Report the matter immediately to the College Principal, Karen Mitchell (01296 588500) or in her absence, the Deputy Principal, Fiona Morey (01296 588506)
- The Principal or Deputy Principal will report the allegation to the Local Authority Designated Officer (LADO)
- The LADO will make decision on what further action will be taken.

Where a staff member feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them.

General guidance can be found at [Advice on Whistleblowing](#).

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8.00am to 8.00pm, Monday to Friday or email: help@nspcc.org.uk

If the concern is in regard to the behaviour of the principal, then the matter should be reported immediately to the named Safeguarding Governor Niknam Hussian niknam@niknam.co.uk

Complaints and/or Whistleblowing

If any person feels that they have not received a good level of service relating to any issues outlined in this policy, they are recommended to seek guidance from the Compliments,

Comments and Complaints Policy and/or Whistleblowing Policy. These policies can be found on Cloud.

Staff Training

- The Safeguarding Officer and Designated Senior Lead must receive multi-agency Child Protection training every two years. Training is available from the Buckinghamshire Safeguarding Children Board (www.bucks-lscb.org.uk)
- All staff should be provided with child protection training annually
- All staff should receive safeguarding training at induction in line with the LSCB advice
- Training records must be kept up to date, recording the date, focus and level of training received by individuals. Training records to be maintained, monitored and stored in HR on the Single Central Record (SCR)
- All staff should receive regular updates on safeguarding and child protection via bulletins and staff meetings

Role of the Governing Body

- The Governing Body will ensure that all statutory duties with regard to child protection are fulfilled as detailed in Keeping Children Safe in Education 2014 (Updated July 2016)
- The Link Governor in liaison with the Senior Designated Lead and Safeguarding Officer will ensure that the college has a Safeguarding Policy in place that is known to all members of staff, and updated at least annually where appropriate. If a weakness is identified in the policy and associated procedures, the policy will be reviewed and revised immediately.
- The Governing Body will ensure that there are appropriate policies and procedures in place in order for appropriate action to be taken in a timely manner to safeguard and promote children's welfare.
- The Governing Body will ensure that all staff members undergo safeguarding and child protection training at induction and will be updated annually.
- Governors will ensure students are taught about safeguarding, including online, CSE, radicalisation, consent and healthy relationship during tutorials. This list is not exhaustive.
- The Governing Body must take a proportional risk based approach to the level of information that is provided to temporary staff and volunteers.
- The Governing body will ensure that students are taught about safeguarding, and Prevent and on-line safety.

Looked After Children

LOOKED AFTER CHILDREN (LAC) AND CARE LEAVERS

Students who are in care or are leaving care are particularly vulnerable and need to be identified, monitored and supported throughout their time in college.

The college Safeguarding Officer must be informed immediately if a student is found to be in care or leaving care and has not yet been identified as such through the application process.

Any safeguarding concerns can be referred through the college process set out in this document and / or referred directly to the DSL or Safeguarding Officer.

The Safeguarding Officer will ensure that staff have the information they need in relation to a student's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact

arrangements with birth parents or those with parental responsibility. The Safeguarding Officer will be the point of contact for the student's social worker and with the virtual school.

Online Safety can be summarised under the following three headings:

Content

- Exposure to age-inappropriate material
- Exposure to inaccurate or misleading information
- Exposure to socially unacceptable material, such as that inciting violence, hate or intolerance including extremism and radicalisation
- Exposure to illegal material, such as images of child abuse • Illegal Downloading of copyrighted materials e.g. music and films

Contact

- Grooming using communication technologies, potentially leading to sexual assault and/or child prostitution
- Bullying via websites, mobile phones or other forms of communication device

Commerce

- Exposure of minors to inappropriate commercial advertising
- Exposure to online gambling services
- Commercial and financial scams

The creation, downloading, distribution and copying of pornographic images of children are child abuse and are criminal offences. They are classed as gross misconduct and will lead to instant dismissal for staff and Behaviour Support process with possible exclusion for students.

If you become aware of the creation, downloading, distribution or copying of pornographic images of children: contact the safeguarding officer or designated safeguarding lead immediately.

Please also refer to the E-Safety Policy for further guidance.

Children with special educational needs and disabilities are at higher risk of harm than most children, yet keeping them safe can be more of a challenge. For children with the most profound difficulties, with little or no verbal communication and a need for intimate care, their vulnerability is extremely high.

Key issues for safeguarding children with special educational needs and disabilities include:

social isolation

reliance on others for personal care

impaired capacity to resist or report abusive behaviour

reduced access to someone to tell

especially vulnerable to bullying and intimidation

more frequently away from home, e.g. in hospital, respite care or residential living

Safer Recruitment

The College has in place a recruitment policy that includes safer recruitment practice and provides safer recruitment training for staff involved in recruitment.

Internal Safeguarding Contacts:

Kylie West – Safeguarding Officer – 01296 588537 email: kwest@aylesbury.ac.uk

Fiona Morey – Designated Senior Lead – 01296 588506 email: fmorey@aylesbury.ac.uk

Carol Carlin – Child Protection Officer for children in Aylesbury College – 01296 588594 email ccarlin@aylesbury.ac.uk

External Contacts

First Response (Buckinghamshire) – **0845 4600001 / 01296 383962**

Out of Hours (Buckinghamshire) Emergency Duty Team – **01494 675802**

Safeguarding (Oxfordshire) Emergency Team - **0800 833408**

Hertfordshire Children, Schools & Families (including out of hours): **0300 123 4043**

Bedfordshire Safeguarding Team – **0300 300 8585 / Out of Hours – 0300 300 8123**

Childline – **0800 1111**

Samaritans – **116 123**

Thames Valley Police – **101**

Appendix A – Definitions of Abuse

Neglect is the persistent failure to meet a child/young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child/young person's health or development, such as failing to provide adequate food, shelter and clothing, or neglect of, or unresponsiveness to, a child/young person's basic needs.

Physical abuse may involve hitting, shaking, throwing, slapping, smacking, poisoning, burning or scalding, drowning or suffocating, or otherwise causing physical harm to a child/young person, including by fabricating or deliberately causing, ill-health to a child/young person.

Sexual abuse involves forcing or enticing a child/young person to take part in sexual activities, whether or not the child/vulnerable adult is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include: kissing, hugging, sexually suggestive language, coercion, involving children in looking at, or in the production of, pornographic material, or encouraging children/young people to behave in sexually inappropriate ways.

Emotional abuse is the persistent emotional ill-treatment of a child/young person such as to cause severe and persistent adverse effects on the child/young person's emotional development. It may involve conveying to children/young people that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. Further, age or developmentally inappropriate expectations being imposed on children/young person, causing children/young people frequently to feel frightened, or the exploitation or corruption of children/young people. It may include: racist or homophobic comments or attitudes, bullying, use of sarcasm to belittle a learner, creating a climate of fear in a classroom or home environment, persistent lack of warmth and positive regard.

Bullying or harassment may not stop unless the victim tells someone who can help. We know that bullying goes on in and out of College and parents, carers, teachers and other professionals have a duty to take action if they suspect or discover that a child or young person is being bullied.

Forced Marriage is a marriage in which one or both spouses do not (or, in the case of some adults with learning or physical disabilities, cannot) consent to the marriage and duress is involved. Duress can include physical, psychological, financial, sexual and emotional pressure.

Radicalisation is the process by which individuals come to support terrorism or violent extremism. There is no typical profile for a person likely to become involved in extremism.

Female Genital Mutilation (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK and staff working within education or health have a duty to report any evidence of FGM. It is also illegal to arrange for a child to be taken abroad for FGM. If caught, offenders face a large fine and a prison sentence of up to 14 years.

All professionals have a duty to act to safeguard girls at risk of FGM with four key issues to consider:

1. An illegal act being performed on a female, regardless of age
2. The need to safeguard girls and young women at risk of FGM

3. The risk to girls and young women where a relative has undergone FGM
4. Situations where a girl may be removed from the country to undergo FGM

Honour-Based Violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community. It is often linked to family members or acquaintances who mistakenly believe someone has brought shame to their family or community by doing something that is not in keeping with the traditional beliefs of their culture. The term "honour-based crime" covers any criminal offence that is driven by a mistaken desire to protect the cultural or traditional beliefs of a family or community. **It may or may not involve violence.** It can include:

- personal attacks of any kind, including physical and sexual violence
- forced marriage
- forced repatriation (sending someone back to a country from which they originate without their consent)
- written or verbal threats or insults, threatening or abusive phone calls, emails and instant messages

The Police record and investigate all instances of honour based violence, even in cases where there is only a small amount of information or when a victim has not reported it themselves. They do this so that we can provide more protection that could prevent further abuse or violence or in some cases, forced marriage.

Domestic violence can include, but is not limited to, the following types of abuse: psychological, emotional, physical, sexual and financial. If a student discloses they are in an abusive relationship, we have a duty to offer them support, and /or find the relevant organisation that may be able to help them. If the student is a child, the information must be shared with the safeguarding officer or designated lead without delay. If the student is an adult it is important to establish if they have children under 18. If the victim does have young children a referral may need to be made to Children's Social Care, with consent from the parent.

Peer on Peer Abuse is one of the most common forms of abuse. For some young persons/vulnerable adults, bullying can be taken to the extreme and can make their lives intolerable. Bullying is something that needs to be taken very seriously. There is sufficient evidence to show that the consequences of bullying can be devastating both to the victim and their family.

There are three main types of bullying:

- Physical, e.g. hitting, kicking or theft
- Verbal, e.g. racist or homophobic remarks
- Emotional, e.g. persistent negative feedback

All these will include:

- Deliberate hostility and aggression towards the victim
- A victim who is weaker and less powerful than the bully or bullies
- An outcome which is always painful and distressing for the victims

Bullying behaviour may include:

- Other forms of violence
- Sarcasm, spreading rumours, persistent teasing
- Torment, ridicule, humiliation
- Racial taunts, graffiti, gestures

- Unwanted physical contact or abusive, offensive comments of a sexual nature

Risk to self and/or others. This may include but is not exclusive to severe self-harm, suicidal tendencies or potential risk of harming others, which may or may not include children. This may be as a consequence of an individual experiencing a significant level of personal, emotional trauma and/or stress.

Self-harm is a term that covers a range of behaviours used as a coping mechanism where an individual harms themselves by inflicting physical pain or excess to deal with emotional pain.

Financial or Material Abuse, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Checklist:

Impact on Students/Staff:

Provides a safe learning/working environment for all students and staff

Impact on Diversity:

The basic requirement that children are kept safe is universal and cuts across cultural boundaries. Every child living in this country is entitled to be given the protection of the law regardless of his/her background (16.10 Victoria Climbié Inquiry)

Impact on Health & Safety:

Fundamental to health and safety and a safe learning environment

Impact on Data Protection/Freedom of Information:

The College complies with the requirements of the Data Protection Act, which allows for disclosure of personal data where this is necessary to protect the vital interests of a child

Link with Strategic Plan:

Providing a safe and inclusive environment for all children, young people and vulnerable adults

Communication/Consultation Plan:

The policy, procedures and guidelines will be communicated to staff through professional development sessions and made accessible on Blackboard and the website

Students and parents will be made aware of this policy through the Student and Parent Handbooks, tutorial, Student Council and Cloud/website

Process of review:

This policy will be reviewed annually or with legislative changes and guidance and approved by the Governing Body

Process of review of effectiveness:

The Governing Body is accountable for ensuring the College has effective policies and procedures in place and monitoring the College's compliance with them. The Deputy Principal: Learning and Quality will produce an annual report reviewing how duties relating to safeguarding have been discharged

Legal authority:

Working Together to Safeguard Children, 2015
The Education Act 2012
The Children Act (2004)
The Children Act (1989)

Responsibility for maintaining this policy rests with:

Deputy Principal Learning and Quality

Links to other policies:

Equality and Diversity
Health and Safety
Safeguarding Vulnerable Adults
Anti-bullying and Harassment
Compliments, Comments & Complaints
Whistleblowing
E-Safety Policy
Staff Recruitment Policy
Staff code of conduct
Online safety Policy
Professional Development Policy
Staff Induction Policy
Student Induction Policy
Student Tutorial policy
Prevent policy