



## Child Protection Policy

Lincoln College is responsible for ensuring that children's functions are carried out with a view to safeguarding and promoting the welfare of children.

### **Child Protection Policy**

Lincoln College fully recognizes its responsibilities for Child Protection.

Our policy applies to all staff, outside providers and volunteers working in the college. The policy is to be made available to parents on request.

There are five main elements to our policy:

1. Ensuring we practice safe recruitment in checking of all who work with children and train all in safe procedures and child protection
2. Raising awareness of Child Protection issues and equipping children with the skills needed to keep them safe.
3. Procedures for identifying and reporting cases, or suspected cases, of abuse.
4. Supporting pupils.
5. Establishing a safe environment in which children can learn and develop.

1. Ensuring we practice safe recruitment in checking of all who work with children and train all in safe procedures and child protection

### **Safe Procedures;**

The college carries out all mandatory:

- Pre – appointment checks on all staff who work with children
- Ensures that all outside providers, including special needs staff must show CRB checks for all staff who enter the building.
- Ensures that all such providers are aware of this policy and follow its provisions.
- Further advice can be found in the Department's guidance Safeguarding Children and Safer Recruitment in Educational 01/2007.

Training;

All staff are fully trained:

- All staff who come into contact with children are trained in child protection at least once every three years
- All new staff who come into contact with children are given child protection training.

- The designated child protection officer (Academic head) and at least one other member of the senior team are trained at least once every two years.

## **2. Raising awareness of Child Protection issues and equipping children with the skills needed to keep them safe.**

### **Raising awareness of Child Protection issues:**

We recognize that because of the day to day contact with children, college staff are well placed to observe the signs of abuse, neglect or concern. The college will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the college whom they can approach if they are worried.
- Ensure every member of staff knows the name of the Designated Lecturer responsible for Child Protection and their role.
- Ensure all staff and volunteers read this policy and understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the Designated Lecturer responsible for Child Protection.
- Ensure that parents have an understanding of the responsibility placed on the college and staff for Child Protection by setting out its obligations in the College Prospectus and making the policy available for all adults.

Equipping children with the skills needed to keep them safe. It is important to make children and young people aware of behaviour towards them that is not acceptable and how they can help keep themselves safe:

- The framework for Personal, Social and Health Education (PSHE) provides opportunities for children and young people to learn about keeping safe and who to ask for help if their safety is threatened.
- Issues such as Domestic Violence and abuse can be difficult to broach directly in the classroom. However, discussions about personal safety and keeping safe can reinforce the message that any kind of violence is unacceptable. Let children know that it is acceptable to talk about their own problems and signpost sources of help.
- Raising these issues can lead children to bring up personal problems and concerns and staff delivering lessons on these subjects need to be prepared for that possibility.
- All children are trained in internet safety and all parents and careers have access to this training, advertised in the college newsletter and through the college website.

## **3. Procedures for identifying and reporting cases, or suspected cases, of alleged abuse.**

### **In order to identify and report alleged cases of abuse:**

- The Designated Lecturer should have responsibility for co-ordinating action within the college.

- Staff should be alert to signs of abuse and know to whom they should report any concerns or suspicions.

**Procedure;**

The Academic head should ensure that:

- The Policies and Procedures relating to Child Protection adopted by the College Administration are fully implemented, and followed by all staff.
- Sufficient resources and time are allocated to enable the Designated Lecturer and other staff to discharge their responsibilities including taking part in training, strategy discussions and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner.
- Children are taught so as to equip them with the skills they will need to keep them safe.

**The Designated Lecturer for Child Protection is the Academic head. Their role is to:-**

- Ensure that the All London Child Protection Procedures are followed in the college.
- Ensure that all staff are aware of these procedures.
- Ensure that all appropriate training and support is provided to all staff.
- Ensure that the Academic head, and all other staff who work with children undertake appropriate training to equip them to carry out their responsibilities for Child Protection effectively, that is kept up to date by refresher training at 3 yearly intervals, and temporary staff and volunteers who work with children are made aware of the College's arrangements for Child Protection and their responsibilities.
- Ensure that the Academic head is kept fully informed of any concerns.
- Develop effective working relationships with other agencies and services.
- Decide whether to take further action about specific concerns e.g. refer to Social Services.
- Liaise with Social Services teams over suspected cases of child abuse.
- Ensure that accurate records relating to individual children are kept in a secure locked location, separate from the main pupil file and marked 'Strictly Confidential'.
- Ensure that reports are submitted to, and that staff attend Child Protection Conferences.
- Ensure that the college effectively monitors children who have been identified as 'At Risk'.
- Notify Social Services if there is an unexplained absence of more than two days of a pupil who is on the Child Protection Register.
- Provide guidance to parents, children and staff about obtaining suitable support.

**College Procedures for all staff;**

Any member of staff concerned about a child must inform the Designated Lecturer immediately. The member of staff must record information regarding the concerns on the same day. The recording must be a clear, precise, factual account of the observations. The Designated Lecturer will decide whether the concerns should be referred to the Social

Services Department. If a child protection referral is made to Social Services, the Designated Lecturer will ensure that a written report of the concerns is sent to the Social Worker dealing with the case within 24 hours. (CAF Form) Particular attention will be paid to the attendance and development of any child who has been identified as at risk, or who has been placed on the Child Protection Register. Any absence needs to be confirmed immediately.

If a pupil who is on the Child Protection Register changes college, the Designated Lecturer will immediately inform the Social Worker responsible for the case, and transfer the appropriate records to the receiving college. When to be concerned Staff should be concerned if a pupil;

- Has any injury which is not typical of the bumps and scrapes normally associated with children's activities.
- Regularly has unexplained injuries.
- Frequently has an injury, even when apparently reasonable explanations are given.
- Offers confused or conflicting explanations about on how injuries were sustained.
- Exhibits significant changes in behaviour, performance or attitude.
- Indulges in sexual behaviour which is unusually explicit and/or inappropriate to his or her age.
- Discloses an experience in which he or she may have been significantly harmed.

### **Dealing with a disclosure;**

If a pupil discloses that he or she has been abused in some way, the member of staff should:

- Listen to what is being said without displaying shock or disbelief.
- Accept what is being said.
- Allow the child to talk freely.
- Reassure the child, but not make promises which it might not be possible to keep.
- Not promise confidentiality, as it might be necessary to refer the case to Social Services.
- Reassure the pupil that what has happened is not their fault.
- Stress that it was the right thing to tell.
- Listen, rather than ask direct questions.
- Ask open questions rather than leading questions if necessary, for clarification
- Explain what has to be done next and who has to be told.

### **Record keeping;**

When a pupil has made a disclosure, the member of staff should:

- Make some brief notes as soon as possible after the conversation.
- Not destroy the original notes in case they are needed by a court.
- Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child.
- Draw a diagram to indicate the position of any bruising or other injury.
- Record statements and observations, rather than interpretations or assumptions.

## **Support;**

Dealing with a disclosure from a child is likely to be a stressful experience. The member of staff concerned should consider seeking support for him/herself and discuss this with the Designated Lecturer. Allegations involving college staff If a child, or parent, makes a complaint of abuse against a member of staff, the person receiving the complaint must take it seriously and immediately inform the Academic head. Any member of staff who has reason to suspect that a pupil may have been abused by another member of staff, either at college or elsewhere, must immediately inform the Academic head. A record of the concerns must be made, including a note of anyone else who witnessed the incident or allegation. If the Academic head decides that the allegation warrants further action through Child Protection procedures, following discussion with the local authority designated officer, LADO, he/she must make a referral direct to the local Social Services team. If the allegation constitutes a serious criminal offence, it will be necessary to contact Social Services before informing the member of staff. If it is decided that it is not necessary to refer to Social Services the head Lecturer will consider whether there needs to be an internal investigation. The procedures for responding to allegations of abuse involving staff in colleges issued by Wembley LEA, are kept by the Designated Lecturer. If the concerns are about the HeadLecturer, the Child Protection Officer for education must be contacted. The Chair of Governors is nominated to be responsible for liaising with the LEA and /or partner agencies, as appropriate. In the event of allegations of abuse being made against the Academic Head, the Academic Head will not investigate the allegation itself, or take written or detailed statements.

## **4. Supporting pupils.**

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The college may be the only stable, secure and predictable element in the lives of children at risk. When at college their behaviour may be challenging and defiant or they may become withdrawn. The college will endeavour to support the pupil through:

- The content of the curriculum.
- The college ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued. The college will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil.

## **5. Establishing a safe environment in which children can learn and develop.**

The college Administration controls the use of the college premises both during and outside college hours, no transfer of control agreement is made. Where the college Administration provides services or activities directly under the supervision or management of college staff, the college's arrangements for Child Protection will apply. Where services or activities are provided separately by another body, the college Administration will obtain assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and Child Protection, and there are arrangements to liaise with the college on these matters where appropriate.

## **Appendix 1: Related Documentation**

This policy should be used in conjunction with:

- Safeguarding Children and Safer Recruitment in Educational 01/2007.
- London Child Protection Procedures
- Child Protection Procedures for Schools, Education Establishments; and Services within EYL - 08/2005
- Safeguarding Children in Education - DfES /0027/2004
- Safeguarding Children: Safer Recruitment and Selection in Education Settings - DfES /1568/2005
- Safeguarding Children in Education: Dealing With Allegations of Abuse Against Lecturers and Other Staff - DfES /2044/2005
- What To Do If You're Worried A Child Is Being Abused – 2003 LEA Guidance 01/2005
- Guidance on the use of photographs in the media
- Parental responsibility
- Guidance on the use of volunteers in college
- Telephone contacts list
- Supporting Children Looked After (CLA) Co-ordinated action between colleges, social services and LEA