



SCARBOROUGH COLLEGE

Safeguarding and Promoting the
Welfare of Children

Child Protection

Policy and Procedure

March 2011

To be reviewed & updated in March 2012

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Child Protection Policy

Scarborough College is committed to safeguarding and promoting the welfare of children and requires all employees to share this commitment as individuals.

Named personnel with designated responsibility for Child Protection:

Academic year	Designated Senior Person	Deputy Designated Senior Person	Designated Person - EYFS	Nominated Governor	Chair of Governors
2010 - 2011	Miss Kate Tipton	Mr James Fraser	Mr Dan Davey	Dr Ian Renwick	Dr John Renshaw

Policy Review dates:

Review Date	Changes made	By whom	Date Shared with staff
May 2010	Update to contact details and some minor text amendments made. Whole policy reissued.	Kate Tipton	May 2010
September 2010	Interim update - change of Head. One page summary update issued.	Kate Tipton	September 2010
February 2011	Change of Nominated Governor, Head and some minor text amendments made. Whole policy reissued.	Kate Tipton	February 2011
March 2011	Additions and alterations made on the advice of ISI to ensure full compliance. Whole policy reissued.	Kate Tipton	March 2011
March 2012	<i>Policy due for review</i>	<i>Kate Tipton</i>	-

Dates of Staff Training and details of course title and training provider:

Whole School	NYSCB E-learning Basic Awareness Course and Child Protection	<i>Rolling programme of basic training and awareness for all new staff on induction, and every 3 years thereafter.</i>
DSP Kate Tipton	Working together: Understanding the Child Protection Process - Level 2 November 2009 - NYSCB	Safer Recruitment in Education November 2009 Children's Workforce Development Council
Deputy DSP James Fraser	Working together: Understanding the Child Protection Process - Level 2 September 2009 - NYSCB	
Healthcare Practitioner Gill Steel	Child Protection - Level 2 September 2007	Child Protection - Level 3 September 2009
Head of the College Isobel Nixon	Child Protection - Level 2 January 2009 - Local Authority	Safer Recruitment in Education August 2008 - NCSL
Head of the Junior School Dan Davey	Designated Person - Child Protection Level 2 March 2010 - MGS	Safer Recruitment in Education September 2009 - NCSL

Introduction

This policy was written by Kate Tipton, with acknowledgement that this document includes information from the October 2010 'Sample School Child Protection Policy' produced by the North Yorkshire LA.

This revised policy was agreed and approved by the Nominated Governor for Child Protection, Ian Renwick on the 15th February 2011.

This policy updates the policy issued in May 2010.

It is in line with the following:

1. Sections 175 and 157 of the Education Act 2002, implemented 2004.
2. 'Safeguarding Children and Safer Recruitment in Education' issued by DfES 2007.
3. The NYSCB Child Protection Procedures www.safeguardingchildren.co.uk.
4. 'Working Together To Safeguard Children' 2010.
5. 'What To Do If You Are Worried A Child is Being Abused' 2006.
6. The Children Act 1989 and 2004.
7. Human Rights Act 1998.
8. Sexual Offences Act 2003.
9. Statutory Framework for the Early Years Foundation Stage May 2008.

This policy applies to all adults, including volunteers, working in or on behalf of Scarborough College.

'Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure that they are kept safe both at home and in the education setting.'

Safeguarding Children and Safer Recruitment in Education DfES 2007

The designated senior person (DSP) with responsibility for Child Protection is the Assistant Head (Pastoral Care & Boarding), Miss Kate Tipton, and in her absence the Assistant Head (Academic Administration), Mr James Fraser.

The Head, Mrs Isobel Nixon, The Head of the Junior School, Mr Dan Davey, or The Healthcare Practitioner, Mrs Gill Steel, are also suitable points of contact.

Should all of these people be absent, the matter should then be referred to another member of the Senior Management Team.

In emergencies, however, it may be necessary to contact the police directly. In such circumstances the DSP and/or Head must be notified at the earliest possible opportunity.

Aims and Objectives

Scarborough College is committed to Safeguarding and Promoting the Welfare of all its students. Each student's welfare is of paramount importance. We are all responsible for creating a safe community and environment, in which the understanding and awareness of risk is embedded within the culture. We need to be pro-actively alert to the possibility of abuse (physical abuse, sexual abuse, emotional abuse and neglect) being caused to the students in our care.

In situations where child abuse is suspected, our paramount responsibility is to the child. We recognise that some students *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, or those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at College, their behaviour may be challenging. We recognise that some children who have experienced abuse may go on to harm others. We will always take a considered and sensitive approach, and ask for advice as needed, in order that we can support all of our students as required by their individual needs.

These aims will be achieved by:

- Continuing to develop awareness in all staff of the need for Child Protection and their responsibilities in identifying abuse.
- Ensuring that all staff are made aware of the referral procedures within the College.
- New staff induction to include Child Protection Training.
- Regular staff training - following the NYSCB online training course.
- Senior staff training - at least two members of staff will have completed the NYSCB Level 2 training.
- Recruitment panel training - at least one member of each recruitment panel will have completed the NYSCB Level 3 'Safer Recruitment' training.
- Monitoring any students who have been identified as being 'at risk'.
- Ensuring that outside agencies are involved where appropriate.
- Maintaining good links with local agencies, such as NYSCB and Social Services, as appropriate.
- Ensuring that key concepts of Child Protection are integrated within the curriculum, especially via Personal Social Health Education.
- Creating an environment where children feel secure, have their viewpoints valued, are encouraged to talk and are listened to.
- Clear documentation that is reviewed annually.
- Clear policies and procedures that are reviewed annually.

The education service does not constitute an investigation or intervention agency, but has an important role to play at the recognition and referral stage. Because of their day-to-day contact with individual children during school terms, school staff are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop.

All those who come into contact with children and families in their everyday work, including staff who do not have a specific role in relation to safeguarding children, have a duty to safeguard and promote the welfare of children.

All College staff should be aware of the procedures to be followed for reporting concerns about a particular child.

SECTION 1

PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

1.1 Safer Recruitment and Selection

Scarborough College pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' January 2007.

We ensure that all appropriate measures are applied in relation to everyone who works in the College who is likely to be perceived by the children as a safe and trustworthy adult including, for example, 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 formal interviews, taking up references, and recording all relevant details of checks carried out on the College's 'Single Central Register of Recruitment Checks'.

The College will undertake a List 99 / ISA Children's List and Criminal Records Bureau check at enhanced level for all staff, volunteers and other adults who have unsupervised contact with pupils and students.

Statutory changes, underpinned by regulations, are that:

- A CRB Enhanced Disclosure is obtained for **all** new paid appointments to the College's workforce.
- A CRB Enhanced Disclosure is obtained for volunteers further to a risk assessment considering the regularity, frequency, duration and nature of contact (see p.49 of above guidance).
- In addition, the College will obtain CRB Enhanced Disclosures for all other adults not employed by the College but permanently resident in one of the boarding houses or the main building.
- The College has regard to the 'Statutory Framework for the Early Years Foundation Stage' May 2008 and will obtain a CRB Enhanced Disclosure for all persons aged 16 or over who are living or working in the main College building.
- The College will ensure that any contracted staff are CRB checked where appropriate (see p.53 of above guidance).
- The College will keep a single central record detailing a range of checks carried out on their staff.
- All new appointments to the College's workforce who have lived outside the UK are subject to additional checks as appropriate.
- The College will ascertain that supply staff have undergone the necessary checks.
- Identity checks must be carried out on all appointments to the College's workforce before the appointment is made.
- Checks will be carried out on all staff, volunteers and governors to ensure that they have the right to work in the UK.

In addition to the above, at least one member of each recruitment panel for College staff will have completed the NYSCB Level 3 'Safer Recruitment' training. This became mandatory in January 2010.

Isobel Nixon (The Head), Dan Davey (Head of the Junior School) and Kate Tipton (DSP) have undertaken the Children's Workforce Development Council Safer Recruitment Training www.cwdcouncil.org.uk, or the NCSL online Safer Recruitment Training.

One of above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services.)

North Yorkshire Safer Recruitment Guidance: www.northyorks.gov.uk/schoolshr

In addition, the College will do everything in its power to obtain confirmation that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's pupils on another site. (For example on Overseas exchange visits, or when pupils are off-site on educational trips and visits.)

1.2 Safer Working Practice

The College has adopted and made all staff aware of the DCSF "Guidance for Safe Working Practice for Adults who work with Children and Young People in Education Settings" available on Teachernet, and has undertaken Safe Practice training to ensure that all staff are safe and aware of behaviours which should be avoided.

Copies of this document, along with other relevant items, are displayed in the Staff Common Rooms and are available in the 'Child Protection' Folder on the staff W drive.

Safe working practice ensures that pupils are safe and that all staff:

- Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Work in an open and transparent way.
- Discuss and/or take advice from College management over any incident which may give rise to concern.
- Record any incidents or decisions made.
- Apply the same professional standards regardless of gender or sexuality.
- Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

In addition, staff are advised and given guidance to ensure that their behaviour and actions do not place pupils or themselves at risk of harm, or of allegations of harm, to a pupil (for example, in one-to-one tuition, sports coaching, conveying a pupil by car, engaging in inappropriate electronic communication with a pupil, and so on.)

1.3 Safeguarding Information for pupils

The College is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe.

All pupils know that we have a senior member of staff with responsibility for child protection and know who this is.

We inform pupils of whom they might talk to, both in and out of College, of their right to be listened to and heard and of what steps can be taken to protect them from harm.

The following Information is made available to pupils:

Posters and details about help lines, such as the NSPCC and Childline, plus 'kidzone' website addresses such as missdorothy.com, crucial-crew.org, etc.

College's arrangements for consulting with and listening to pupils are provided via the School Council, the Boarding Council, by sixth form 'Peer Mentors', and by an independent listener (*Mrs Freda Tolson - 01723 369714*).

We make pupils aware of these arrangements by notices in the student planners and in the boarding houses.

Senior pupils in the College, including College Prefects and Peer Mentors, are briefed on the appropriate action to take should they receive any allegations of abuse.

1.4 Partnership with Parents

The College shares a purpose with parents to keep children safe from harm and to have their welfare promoted.

Parents may wish to consult the following for more information:

NYSGB www.safeguardingchildren.co.uk

NSPCC www.nspcc.org.uk

CEOP www.ceop.gov.uk

Parents Protect www.parentsprotect.co.uk

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission, or it is necessary to do so in order to protect a child.

The College will share with parents any concerns we may have about their child, unless to do so may place a child at risk of harm (see Section 3: 3 Action by Designated Senior Person).

We encourage parents to discuss any concerns they may have with Form Tutors or Heads of Tier in the first instance. These colleagues are then able to pass the concerns on to a senior member of staff if necessary.

We make parents aware of our policy via the prospectus pack, the College website and through the frequent newsletters, which contain a specific mention after the annual update has taken place and the new policy has been added to the College website. Parents are also made aware that they can view or obtain a paper copy of the policy on request.

Child Protection Insert for College prospectus

Scarborough College is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Scarborough College, follow the North Yorkshire Safeguarding Children Board procedures.

The College will, in most circumstances, endeavour to discuss all concerns with parents about their child/children. However, there may be exceptional circumstances when the College will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The College will, of course, always aim to maintain a positive and supportive relationship with all parents.

The College's Child Protection Policy is available via the College website www.scarboroughcollege.co.uk or a paper copy may be requested from the Head's PA.

1.5 Partnerships with others

The College recognises that it is essential to establish positive and effective working relationships with other agencies e.g. Local Authority, Educational Social Work Service, Children's Social Care, Barnardo's, Police, Health, District Council, Childline in Partnership with schools, NSPCC, National Youth Advocacy Service, Surestart , Children's Centres etc.

Safeguarding and Promoting the Welfare of Children requires a multi-agency approach. There may be times when informal guidance will be requested on a particular issue. There will also be occasions when more formal contact is necessary - such as when a referral is made.

1.6 School Training and Staff Induction

The College's senior member of staff with designated responsibility for child protection undertakes basic child protection training and attends training in inter-agency working, (that is provided by, or to standards agreed by, the North Yorkshire Safeguarding Children Board) and refresher training at least every 2 years - details of which are available at www.safeguardingchildren.co.uk.

In addition at least one other member of College staff will receive this training to ensure sufficient cover in the case of illness or absence.

The Head of the Junior School, who is the 'designated person' for the EYFS, will also receive basic child protection training and attend training in inter-agency working, (that is provided by, or to standards agreed by, the North Yorkshire Safeguarding Children Board) and refresher training at least every 2 years.

The Head and all other College staff, including non-teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training every three years.

All College staff will undergo the North Yorkshire basic awareness online training every three years. This is available at: www.safeguardingchildren.co.uk/course-signup.html

Copies of the completion certificates available at the end of this course should be handed to the Business Manager's PA and kept in staff files.

The DSP is responsible for checking at least once per term with the Business Manager's PA that all College staff are up-to-date with Child Protection training, and following up in cases where staff are found not to be up-to-date.

All staff (including temporary staff and volunteers) are provided on induction with the College's Child Protection Policy and informed of the College's child protection arrangements on appointment.

In addition to this, at least one member of each recruitment panel will complete the NYSCB 'Safer Recruitment in Education' training.

All College staff, including Governors and volunteers, will be made aware of any revisions and updates to the Child Protection Policy on an annual basis. All staff will be asked to sign to confirm that they have read the policy and are aware of any changes to the previous version. These records will be held by the Head of the Junior School, and the DSP in the Senior School.

1.7 Routine school procedures to prevent abuse from staff.

All members of the teaching staff and relevant members having unsupervised access to children are vetted through the relevant authorities to check whether there is anything in their past which would militate against them being employed at Scarborough College.

All members of staff, both teaching and non-teaching, are professionally obligated to refer any fear or allegation of abuse directly to the DSP or The Head.

All staff have a professional obligation to inform the DSP, The Head or their relevant Line Manager if they have any concerns regarding the behaviour and conduct of any other member of staff. All information passed on in this way will be treated seriously and responded to professionally and sensitively. The College is committed to supporting all colleagues who forward their concerns.

All staff have immunity from retribution and disciplinary action for 'whistle blowing' in good faith.

In the event that the allegation or rumour concerns a member of staff The Head and DSP together will decide rapidly whether there may be substance to it. If there could be, the school will follow designated North Yorkshire Safeguarding Children Board (NYSCB) Guidelines and contact the relevant LADO to make a formal referral.

The member of staff *may* be immediately suspended and escorted from school property pending further investigations, if such actions are deemed necessary by the LADO.

In the event that a member of staff is suspended pending an investigation, a senior colleague will keep in close contact with the member of staff to offer support and information regarding the progress of the investigation.

Colleagues who find themselves in this situation are strongly advised to consult their union at the earliest possible opportunity.

1.8 Support, Advice and Guidance for Staff

Staff will be supported by the designated senior person (See Appendix 1 for details), and the other members of the Senior Management Team.

The designated senior person will be supported by the governor responsible for child protection matters (See Appendix 1 for details).

Advice and support is always available from the Educational Social Work Service (See Appendix 1 for details).

Child Protection advice is available from Children's Social Care and the North Yorkshire Police (See Appendix 1 for details).

1.9 Related College Policies

'..... safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety and bullying.....and a range of other issues, for example, arrangements for meeting the medical needs of childrenproviding first aid, school security, drugs and substance misuse, etc. There may also be other safeguarding issues that are specific to the local area or population'

Safeguarding Children and Safer Recruitment in Education DfES 2007

The policies, and other information relating to the above, are available from the Head's PA.

Children Missing from Education

The College follows the North Yorkshire Local Authority procedures "Children Who May Be Missing/Lost From Education". Contact: cmecoordinator@northyorks.gov.uk

Confidentiality

Scarborough College has regard to "Information Sharing: Practitioner's guide" HM Government, 2008. www.education.gov.uk/publications/standard/publicationDetail/Page1/DCSF-00807-2008

"Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration."

Information **must** be shared with the police and Social Care where the child/young person is/may be at risk of significant harm.

Missing Boarders

Boarding House Staff should check all students are present on the following occasions:

- Morning Call
- Breakfast at the College
- Dinner at the College
- Evening House meeting
- Bed time

If at any stage students are found unexpectedly missing the following procedures should be applied:

- The house in / out board and signing in / out list should be checked.
- All areas of the house and grounds should be checked.
- Checks should be made with the Medical Centre and with other staff.
- If not already alerted the Housemaster / Housemistress should be alerted and a search instigated.
- The student's friends should be consulted without causing alarm.
- If the pupil remains unaccounted for, the Head of Boarding must be alerted.
- Parents may be contacted and consulted for possible destinations.
- If no clues are gathered, or there is concern for the welfare of the student, the police should be alerted. At this point the Headmistress should also be informed.

1.10 Pupil Information

In order to keep children safe and provide appropriate care for them, the College requires accurate and up to date information regarding:

- Names (including any previous names), address and date of birth of child.
- Names and contact details of persons with whom the child normally lives.
- Names and contact details of all persons with parental responsibility (if different from above).
- Emergency contact details (if different from above).
- Details of any persons authorised to collect the child from College (if different from above).
- Any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Special Guardianship Order, Injunctions etc.).
- If the child is or has been subject to a Child Protection Plan (formerly known as being on the Child Protection Register).
- Names and contact details of key persons in other agencies, including GP.
- Any other factors which may impact on the safety and welfare of the child.

The College will collate and store this information to which access will be via the Head and her PA, or the Head of the Junior School.

1.11 Roles and Responsibilities

The Governing Body should ensure that:

- The College has a child protection 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 management team is designated to take lead responsibility for child protection (and a deputy).
- Staff undertake appropriate child protection training.
- They remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements.
- The Chairman of Governors is nominated to be responsible for liaising with the Local Authority and /or partner agencies in the event of allegations of abuse being made against the Head.
- Where services or activities are provided on the College premises by another body, that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the College on these matters where appropriate.
- They undertake an annual review of the College policies and procedures relating to safeguarding and the efficiency with which the related duties have been discharged.

The Head should ensure that:

- The policies and procedures adopted by the Governing Body are fully implemented, and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities.
- 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 in accordance with agreed whistle blowing policies.
- A report is sent to the ISA (within one month of them leaving the College) regarding any person (whether employed, contracted, a volunteer or a student) whose services are no longer used because he or she is considered unsuitable to work with children. The address for such referrals is: PO Box 181, Darlington, DL1 9FA.

The Senior Member of Staff with Designated Responsibility for Child Protection should:

Referrals

- Refer cases of suspected abuse or allegations to the relevant investigating agencies within 24 hours of the disclosure or suspicion of abuse.
- Act as a source of support, advice and expertise within the educational establishment.
- Liaise with the Head to inform her of any issues and ongoing investigations and ensure there is always cover for this role.

Training

- Be able to recognise how to identify signs of abuse, and when it is appropriate to make a referral.
- Have a working knowledge of how Local Safeguarding Children Boards operate, the conduct of a child protection case conference, and be able to attend and contribute to these.
- Ensure that all staff have access to and understand the College's Child Protection policy.
- Ensure that all staff have induction training.
- Check at least once per term with the Business Manager's PA that all College staff are up-to-date with Child Protection training.
- Follow up in cases where staff are found not to be up-to-date with training. (Refresher training must be completed every 3 years.)
- Keep detailed, accurate, secure written records of any incidents and concerns.
- Obtain access to resources and attend any relevant or refresher training courses at least every two years.

Raising Awareness

- Ensure the child protection policy is updated and reviewed annually and work with the governing body regarding this.
- Ensure parents are made aware of the Child Protection policy. This alerts them to the fact that referrals may be made and the role of the College in this process, with the aim of avoiding later conflict.
- When a child leaves the College, ensure the child protection file is copied for the new school as soon as possible and transferred to that new school separately from the main pupil file.
- If a child goes missing or leaves to be educated at home, then a copy of the child protection file should be forwarded to the Principal Education Social Worker, County Hall, Northallerton, DL7 8AE

All staff and volunteers

- Should fully comply with the College's policies and procedures.
- Attend appropriate training.
- Inform the designated person of any concerns.

SECTION 2

IDENTIFYING CHILDREN AND YOUNG PEOPLE WHO MAY BE SUFFERING SIGNIFICANT HARM

Some children are in need because they are suffering or likely to suffer **significant harm**. The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children. The local authority is under a duty to make enquiries, or cause enquiries to be made, where it has reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm. Decisions about significant harm are complex and should be informed by careful assessment of the child's circumstances, and discussion between the statutory agencies and with the child and family.

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, students, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or College staff being alerted to concerns.

It is the duty of all staff to be vigilant and observant when dealing with pupils in their care and to have no hesitation in passing on concerns that they may have regarding the physical and emotional wellbeing of any child in the school. The following lists, while not exhaustive, may be indicators that a child is suffering abuse. Staff should also be aware of other signs they deem to be of concern.

There may be occasions when a pattern of relatively minor incidents or events may indicate a larger problem. In order to monitor this staff are asked to complete a '**Safeguarding Children - Note of Concern**' (See Appendix 2) if they observe anything that is a cause for concern, or a child discloses something to them.

In the Senior School these forms should be passed on to the Designated Senior Person. In the Junior School these should be passed on to the Head of the Junior School. Patterns can then be monitored and further action taken as needed.

2.1 Definitions

As in the Children Acts 1989 and 2004, a **child** is anyone who has not yet reached his/her 18th birthday.

Harm means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another. **Development** means physical, intellectual, emotional, social or behavioural development. **Health** includes physical and mental health. **Ill-treatment** includes sexual abuse and other forms of ill-treatment which are not physical.

Abuse and Neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger (for example via the internet). They may be abused by an adult or adults, or another child or children.

Where allegations concern abuse **by one or more pupils against another pupil**, the matter will be reported to the Designated Person, who will then contact the LADO for advice.

Physical Abuse may involve hitting, shaking, throwing, poisoning, 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.

Signs and symptoms of physical abuse could include:

- Unexplained injuries or burns which could be recurrent
- Improbable excuses to explain injuries
- Refusal to discuss injuries
- Untreated injuries
- Admission of punishments that appear excessive
- Bald patches
- Withdrawal or physical contact
- Arms and legs covered during hot weather
- Fear of returning home
- Fear of medical help
- Self destructive tendencies
- Aggression towards others

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching the outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Signs and symptoms of sexual abuse could include:

- Sudden changes in behaviour or performance
- Displays of affection in a sexual way inappropriate to age
- Tendency to cling and need reassurance
- Tendency to cry easily
- Regression to younger behavioural traits
- Complaints of genital itching or pain
- Distrust of a familiar adult, or anxiety about being left with a relative or baby-sitter
- Unexplained gifts of money
- Depression and withdrawal
- Apparent secrecy
- Wetting day or night
- Sleep disturbances or nightmares
- Chronic illnesses, especially throat infections and venereal disease
- Anorexia or bulimia
- Unexplained pregnancy
- Fear of undressing for games
- Phobias and panic attacks

Emotional Abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say and how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), 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 maltreatment of a child, though it may occur alone.

Signs and symptoms of emotional abuse could include:

- Physical and emotional development lags
- Admission of punishment which appears excessive
- Over-reaction to mistakes
- Continual self depreciation
- Sudden speech disorders
- Fear of new situations
- Inappropriate emotional responses to painful situations
- Neurotic behaviour
- Self mutilation
- Fear of parents being contacted
- Extremes of passivity or aggression
- Drug/solvent abuse
- Compulsive stealing or scavenging

Neglect is a form of maltreatment. A person may neglect a child by failing to act to prevent harm. Neglect is the persistent failure to meet a 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, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs and symptoms of neglect could include:

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Emaciation
- Frequent lateness or non-attendance at school
- Untreated medical problems
- Low self-esteem
- Neurotic behaviour
- No social relationships
- Running away
- Compulsive stealing or scavenging

SECTION 3

TAKING ACTION TO ENSURE THAT CHILDREN ARE SAFE AT COLLEGE AND AT HOME

All staff follow the NYSCB Child Protection Procedures and Guidance www.safeguardingchildren.co.uk which are consistent with 'Working Together to Safeguard Children' 2010 and 'What To Do If You Are Worried A Child is Being Abused' 2006.

It is **not** the responsibility of the College staff to investigate or determine the truth of any disclosure or allegation of abuse. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns indicating possible abuse or neglect will be recorded and discussed with the Designated Senior Person with responsibility for child protection (or in their absence the Deputy Designated Senior Person, the Head or other member of the Senior Management Team) prior to any discussion with parents.

3.1 Staff must immediately report:

- Any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play.
- Any explanation given which appears inconsistent or suspicious.
- Any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings, writings or play).
- Any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment.
- Any concerns that a child is presenting signs or symptoms of abuse or neglect.
- Any significant changes in a child's presentation, including non-attendance.
- Any hint or disclosure of abuse or neglect received from the child, or from any other person, including disclosures or abuse or neglect perpetrated by adults outside of the family or by other children or young people.
- Any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present).

There may be occasions when a pattern of relatively minor incidents or events may indicate a larger problem. In order to monitor this staff are asked to complete a '**Safeguarding Children - Note of Concern**' (See Appendix 2) if they observe anything that is a cause for concern, or a child discloses something to them.

In the Senior School these forms should be passed on to the Designated Senior Person. In the Junior School these should be passed on to the Head of the Junior School. Patterns can then be monitored and further action taken as needed.

3.2 Responding to Disclosure

It is important that all staff are aware of the importance of Safeguarding and Promoting the Welfare of Children and that they create a climate in which children can feel able to talk about their feelings, concerns and their worries and feel confident to come forward to disclose abuse if it arises. They must know it will be taken seriously, treated with sensitivity and respect and have their wishes and feelings taken fully into account.

Disclosures or information may be received from pupils, parents or other members of the public. Scarborough College recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person. A detailed, contemporaneous, written record, (which must be signed and dated) must be made by staff of any allegation, however unpalatable, and presented to the DSP or The Head immediately.

The special position of the School Chaplain is recognised but there is a statutory responsibility on **all** staff to report any allegations immediately.

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated person in order that she can make an informed decision of what to do next.

Alleged victims or perpetrators should not be interviewed by school staff to elicit further information.

Staff will:

- Listen to and take seriously any disclosure or information that a child may be at risk of harm.
- Try to ensure that the person disclosing does not have to speak to another member of College staff.
- Clarify the information.
- Listen, but not press for information or ask leading questions. Try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?'
- Try not to show signs of shock, horror or surprise. The child needs to feel that you are in control of a situation that is beyond their control.
- Not express feelings or judgements regarding any person alleged to have harmed the child.
- Explain sensitively to the person that they have a responsibility to refer the information to the senior designated person.
- Reassure and support the person as far as possible.
- Explain that only those who 'need to know' will be told.
- Explain to the person what will happen next and that they will be involved as appropriate and be informed of what action is to be taken.

In addition staff are advised to:

- Find a quiet place to talk, one where you will not be interrupted, but which is not remote. Assure the child that you have time to talk.
- Stay calm and be reassuring. It may take several hours/days/months before a child will fully divulge information. They often confide in one adult.
- Say that you will do your very best to help and support the child. Promise to do your best for them, but, right from the start, never give them a blanket promise to keep a secret. Make it clear that you will keep the child informed about what you are doing and what is happening at each stage.
- Believe what you are being told. Informed people state clearly that children rarely, if ever, make up stories. So don't cast doubt because it has taken courage to speak to you. Remember, it is for the police, social services and the NSPCC to determine the truth behind allegations, not you. To do so could prejudice a possible police prosecution.
- Keep a record of statements and aim to quote the child verbatim. At the end of the conversation take a few moments to double-check the facts that have been recorded.
- Say that you are glad that the child told you and reassure them that they are right to have done so. If they have chosen you to divulge to it says something about the quality of their relationship with you. Praise them for being brave enough to tell you and for surviving the incident. Assure them of their status as children – they are not responsible for what has happened to them.

3.3 Action by the Designated Senior Person (or in their absence the Deputy DSP or other senior person)

Following any information raising concern, the senior designated person will consider:

- Any urgent medical needs of the child.
- Whether to make an enquiry of the Central Database **01609 774 298** to establish if the child is, or has been, subject of a Child Protection Plan (formerly known as the Child Protection Register).
- Discussing the matter with other agencies involved with the family.
- Consulting with appropriate persons e.g. Educational Social Worker service, Social Care.
- The child's wishes and any fears or concerns they may have.
- Contacting the Customer Service Centre, **01609 536 993**, or the out of hours Emergency Duty Team, **0845 034 9417**, to ask for guidance if needed. *(At this stage no formal referral will be made).*

Then decide:

- Wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk.
- Whether to make a child protection referral to social care because a child is suffering, or is likely to suffer, significant harm and if this needs to be undertaken immediately. (In the event of a referral being made, this will be followed up with the relevant agencies within 24 hours of the suspicion or allegation of abuse.)

OR

- Not to make a referral at this stage. (If agreed with the Customer Service Centre / Emergency Duty Team.)
- If further monitoring is necessary.
- If it would be appropriate to undertake an assessment (e.g. Common Assessment Framework) and/or make a referral for other services.

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to social care will be accompanied by a standard referral form.

Early Years Foundation Stage (EYFS)

In addition to the actions listed above, schools with EYFS provision have a statutory requirement to report to OfSTED any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the actions taken in respect of these allegations.

OfSTED must be informed as soon as reasonably practicable, but at the latest within 14 days of the allegations being made. A school that, without reasonable excuse, fails to comply with this requirement, commits an offence.

The person designated to take lead responsibility for safeguarding children within the EYFS setting, and for liaising with local statutory children's service agencies, is **Dan Davey**, Head of the Junior School.

3.4 Action following a child protection referral

The designated senior person (or, in their absence, other appropriate member of staff) will:

- Make regular contact with Children's Social Care.
- Contribute to the Strategy Discussion and Initial Assessment.
- Provide a report for, attend and contribute to any subsequent Child Protection Conference.
- If the child or children has a Child Protection Plan (formerly placed on the Child Protection Register), contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conferences.
- Share all reports with parents prior to meetings.
- Where in disagreement with a decision made, e.g. not to apply Child Protection Procedures or not to convene a Child Protection Conference, discuss this with the Education Safeguarding and Child Protection Manager.
- Where there is significant information in respect of a child subject to a Child Protection Plan, **immediately** inform the key worker or his/her manager in Children's Social Care e.g. any significant changes or concerns, departures from the Child Protection Plan, child moves/goes missing/is removed from school or fails to attend school.

3.5 Recording and monitoring

The College will record:

- Information about the child: name (plus any other names the child is known by), address, date of birth, those with parental responsibility, primary carers, emergency contacts, names of persons authorised to collect from school, any court orders, if a child is or has been subject to a Child Protection Plan (been on the Child Protection Register).
- Key contacts in other agencies including GP details.
- Any disclosures/accounts from child or others, including parents (and keep original notes).
- All concerns, discussions, agreements made and actions taken (dated, timed and signed, to include the name and agency/title of the person responsible/spoken to) and arrangements for monitoring/review.

All records should be objective and include:

- Statements, facts and observable things (what was seen/heard).
- Diagram indicating position, size and colour of any injuries (not photograph).
- Words child uses, (not translated into 'proper' words).
- Non-verbal behaviours.

All Child Protection documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the Head and Designated Senior Person. These records will be copied and transferred to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Designated Senior Person Child Protection.'

If the child goes missing from education or is removed from roll to be educated at home, then a copy of any Child Protection file will be sent to the Principal Education Social Worker, County Hall, Northallerton.

The College will retain all original copies of Child Protection files until the child's 25th birthday.

The College will monitor any cause for concern including where there could be serious child welfare concerns:

- | | |
|--|--------------------------------------|
| • Injuries / marks | • Statements, comments |
| • Attendance | • Medicals |
| • Changes e.g. mood / academic functioning | • Stories, 'news', drawings |
| • Relationships | • Response to P.E. / Sport |
| • Language | • Family circumstances |
| • Behaviour | • Parental behaviour / care of child |
| • Demeanour and appearance | |

The Designated Senior Person will review all monitoring arrangements in the timescale and manner determined by circumstances. These details will then be recorded and clearly understood by all parties concerned in the particular case.

3.6 Supporting the Child and Partnership with Parents

- The College recognises that the child's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents.
- Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive and supportive working relationship with them whilst fulfilling our duties to protect any child.
- We will provide a secure, caring, supportive and protective relationship for the child.
- Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why.
- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Senior Person will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child.

SECTION 4

Allegations regarding person(s) working in or on behalf of the College (including volunteers)

Where an allegation is made against any person working in or on behalf of the College, that he or she has:

- a. Behaved in a way that has harmed a child or may have harmed a child.
- b. Possibly committed a criminal offence against or related to a child.
- c. Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

We will apply the same principles as in the rest of this document.

We will always follow the North Yorkshire Safeguarding Children Board procedures:

www.safeguardingchildren.co.uk - Section 10: "Managing allegations against staff and volunteers."

Detailed records will be made, which will include decisions, actions taken, and reasons for these. All records will be retained securely by the Head.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be well founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

Initial Action

- The person who has received an allegation or witnessed an event will immediately inform the Head and make a record.
- In the event that an allegation is made against the Head the matter will be reported to the Chairman of Governors who will proceed as the 'Head'.
- The Head will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs.
- The member of staff will not be approached at this stage unless it is necessary to address the **immediate** safety of children.
- The Head may need to clarify any information regarding the allegation; however no person will be formally interviewed or asked to write a formal statement at this stage.
- The Head will consult with Education Local Authority Designated Officer (LADO) (see Contacts list) in order to determine if it is appropriate for the allegation to be dealt with by the College, or if there needs to be a referral to social care and/or the police for investigation.
- Consideration will be given throughout to the support and information needs of pupils, parents and staff.
- The Head will inform the Chairman of Governors of any allegation.
- Following guidance from the LADO, the member of staff *may* be immediately suspended and escorted from school property pending further investigations.
- In the case of a member boarding house staff being suspended pending any investigation of a child protection nature, arrangements will be made for them to be accommodated away from the College site.
- A senior colleague will keep in close contact with any member of staff who is suspended to offer support and information regarding the progress of the investigation. Colleagues who find themselves in this situation are strongly advised to consult their union at the earliest possible opportunity.

Any allegations made against volunteer workers, contractors or other persons connected with the school would follow the procedure for employees.

Appendix 1

CONTACTS

COLLEGE

Designated Senior Person	Kate Tipton	Internal extension: 211 Office direct line: 01723 383 991 Mobile: 07854 211 897 Home: 01723 383 999
Deputy Designated Senior Person	James Fraser	Internal extension: 314 Mobile: 07540 780 514
Head	Isobel Nixon	Home: 01723 365 511 Mobile: 07849 842 363
Head of the Junior School	Dan Davey	Home: 01723 376 521 Mobile: 07983 532 487
Healthcare Practitioner	Gill Steel	Work: 01723 380 604 Mobile: 07974 905 104
Nominated Governor	Ian Renwick	Work: 01723 342 025 Mobile: 07789 378 788
NORTH YORKSHIRE POLICE		0845 60 60 247

Assessment and Safeguarding Teams (Administration):

Haywra Street, Harrogate	01609 534 287
Brook Lodge, Selby	01609 535 633
16 Dean Road, Scarborough	01609 536 993
Thurston Rd, Northallerton	01609 533 796
Manor Rd, Knaresborough	01609 536 459
Ryedale House, Malton	01609 536 521
Hipswell House, Hipswell	01609 536 737
Armoury House, Skipton	01609 535 471

Customer Service Contact numbers for referral to Social Care in neighbouring Local Authorities:

Redcar and Cleveland	01642 774 774
Stockton on Tees	01642 528 501
Darlington	01325 346 200
Middlesbrough	01642 854 591
Durham	0191 560 8000
Cumbria	01228 606 060
Lancashire	0161 778 0123
Bradford	01274 432 918
Leeds	0113 247 7400
East Yorkshire	01482 393 939
Wakefield	01924 201 688
Doncaster	01302 736 000
York	01904 554 141

Appendix 2
Referral Form to Social Services - Personal Details (Page 1)

Surname:	First Name:	Title:
Preferred Name/Mode of Address:		
D.O.B.:	M/F/Unborn	
<u>Permanent Address</u>	<u>Temporary Address</u>	
Tel:	Tel:	
School attended:	Name of School Contact:	
First Language:	Interpreter Required?	
Ethnic Origin:	Religion:	
If Refugee/Asylum Seeker:		
Nationality:	Status:	
Any Risk to Professionals?		
Does the Child have any Special Needs?		
<u>G.P. (Inc. Telephone Number)</u>		

FAMILY/OTHER MEMBERS OF THE HOUSEHOLD

Name	Address/Telephone	Age/DOB	Relationship	Parental Responsibility?

OTHER PROFESSIONALS INVOLVED

Name	Address & Telephone Number	Role

Referral Form to Social Services - Personal Details (Page 2)

Surname:	First Name(s):
Subject aware of Referral?	Responsible Adult aware?
Referred By:	
Designation:	Date & Time:
Address:	
Telephone Number:	

Reason for Referral:

Current Issues and Additional Information: (Give regard to: The Child's Developmental Needs; Parenting Capacity; Family and Environmental Factors.)

(Continue on separate sheet if necessary)

Copy for:	Customer Relations Specialist Customer Services Team (Social Care) North Yorkshire County Council County Hall, East Block, Northallerton DL7 8AH Fax No. 01609 532009 Cru.customer.services@northtyorks.gov.uk	Education staff, copy to: Eleanor Birkhead SB108, NYCC County Hall Northallerton DL7 8AH Eleanor.birkhead@northyorks.gov.uk
Own Records		

**Scarborough College
Safeguarding Children - Note of Concern**

Name of child:	Tutor Group / Form:	Date:	
Issue: Please record the details of the incident/issue you are concerned about. Include verbatim comments where possible. Keep the account factual. Please continue on the reverse if necessary.			
Name and role of person reporting the concern:	Signature of person reporting the concern:		
How did you become aware of the issue? Please circle	Observation	Disclosure	
Reported to:	Date and time report completed:		
Outcome: Please include the outcome of the discussions with parents/carers where this is appropriate.			
Further action: Please circle below:			
Continue to monitor	Advice from Social Care	Meeting of SMT / CP Team	Refer to Social Care / Police
Signature of SMT / DSP for Child Protection:	Date:		

Appendix 3

Websites

North Yorkshire Safeguarding Children Board
(CP Procedures and Training)

www.safeguardingchildren.co.uk

Children Missing from Education

www.n-yorks.net
cmecoordinator@northyorks.gov.uk

CAPE (Child Protection in Education)

www.cape.org.uk

Keeping Children Safe

Sexual abuse

www.parentsprotect.co.uk

Metropolitan Police

www.safe.met.police.uk/index.html

Cyberbullying

www.digizen.org

KS2/3

www.missdorothy.com

Bullying & child abuse

www.anti-bullyingalliance.org

www.kidscape.org.uk

www.childline.org.uk

www.nspcc.org.uk

Domestic Violence

www.thehideout.co.uk

www.idas.org.uk

Internet Safety

www.ceop.org.uk/thinkuknow

www.childnet-int.org

www.clickcleverclicksafe.direct.gov.uk/index.html

KS2/3

www.kidsmart.org.uk

Jenny's story

www.childnet-int.org/jenny

Documents

DCSF/DfE Documents

www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection

Safeguarding Children and Safer Recruitment in Education

Guidance for Safe Working Practice for Adults who work with Children and Young People in Education Settings

Extended Work Experience and Child Protection – Supplementary Guidance

Working Together to Safeguard Children

“What to do if” and other docs

www.everychildmatters.gov.uk/safeguarding

Information Sharing

www.ecm.gov.uk/deliveringinservices/informationsharing

Making it Happen

www.everychildmatters.gov.uk/search/IG00130

North Yorkshire School Documents

Eleanor.birkhead@northyorks.gov.uk

www.n-yorks.net/protection

Schools FAQs

Schools and OfSTED Safeguarding Checklist

Guidance for Safe Working Practice for the Protection of Children and Staff in Education Setting

Guidance for Staff facing an Allegation of Abuse

Definitions and Thresholds for Managing Allegations against School Staff

Managing the Aftermath of Unfounded and Unsubstantiated Allegations

Training Materials

Online Basic Awareness Training

www.safeguardingchildren.co.uk

Whole School CP Training Materials

Eleanor.birkhead@northyorks.gov.uk

Safer Recruitment Training

www.cwdcouncil.org.uk



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North Yorkshire
YO11 3BA**

**Telephone - 01723 360 620
Fax - 01723 377 265**

**Email: admin@scarboroughcollege.co.uk
Website: www.scarboroughcollege.co.uk**