

Child Protection Policy and Procedure

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Originator:	IAG Team Leader

Child Protection Policy

1 Introduction

- 1.1 The Corporation recognises that members of staff and students have a duty to safeguard the welfare of students who are children (as defined by the Children Act 1989 and the Education Act 2002 section 175) and prevent their abuse. The Corporation acknowledges that for the procedure to be effective it is important that staff receive adequate training and supervision to ensure that the needs and welfare of students who are minors are paramount. ②
- 1.2 This document is designed to provide a procedure that should be followed in every case.

2 Background ②

- 2.1 The police and social services have the primary responsibility in the field of child protection. The Children Act 1989 and the Education Act 2002 section 175 places a duty on local authorities to take steps to protect children in appropriate circumstances and gives certain powers to the police and Social Services so that they can take action to protect children.
- 2.2 The Children Act 1989 and the Education Act 2002 section 175 defines a child as a person under the age of 18. "Working Together Under the Children Act 1989" published by the Department of Health sets out the government guidance on child protection and says that all staff in the education service, including those in further education colleges, should be aware of the need to alert the social services, the NSPCC or the police, when they believe a child has been abused or is at risk of abuse.
- 2.3 The Education Act 2002 section 175 now places a duty on Corporations of FE institutions in relation to safeguarding and promoting the welfare of children and in doing so have regard to any guidance given by the Secretary of State.

3 What is Child Abuse?

- 3.1 It can involve anyone or more of the following:
- **Physical abuse:** actual or likely physical injury to a child or failure to prevent physical injury (or suffering) to a child including deliberate poisoning, suffocation and Munchausen's Syndrome by proxy
 - **Emotional abuse:** actual or likely severe adverse effects on the emotional and behavioural development of a child caused by persistent or severe emotional ill treatment or rejection. All abuse involves some emotional ill treatment. This category should be used where it is the main or sole form of abuse.
 - **Sexual abuse:** actual or likely sexual exploitation of a child or adolescent. The child may be dependent or developmentally immature
 - **Neglect:** persistent or severe neglect of a child, or a failure to protect the child from exposure to any kind of danger, including cold or starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

4 Responsibilities

- 4.1 The Corporation is committed to working together with the local Area Child Protection Committee (ACPC) and to complying with their procedures. It recognises that it has a responsibility towards children attending or visiting the College to safeguard and promote their welfare and to take appropriate decisions about how this can be achieved. It is not the Corporation's responsibility to investigate abuse. Nevertheless, it has a duty to act if there is a cause for concern and to notify the appropriate agencies so that they can investigate and take any necessary action.
- 4.2 The Corporation should consider the implications of any issue raised and should consider whether it is necessary to take further action itself or to review or amend its procedures. The Education Act 2002 section 175 now places a duty on Corporations of FE institutions to carry out an annual review of child protection policy and procedures. ②
- 4.3 The nominated person with responsibility for child protection will be the Team Leader for Admissions and Guidance. ②

5 Training

- 5.1 Training will be provided, as appropriate, to all members of staff to ensure that they are aware of these procedures and specialist training will be provided for the nominated members of staff with child protection responsibilities.

6 Review and Monitoring of the Policy and Procedure

- 6.1 It will be the responsibility of the Team Leader for Admissions and Guidance to review and monitor the Policy and Procedures and to seek the advice of the ACPC and local authority Education Officer for Child Protection and to bring about a change in the procedures if necessary. ②

Record of changes			Owner:	IAG Team Leader
Details	Date	Issue	Approved by	Date approved
Original	Sept 03	1		
Paragraphs referring to Education Act 2002 and Admissions and Guidance responsibilities	June 04	2	Academic Board	Aug 2004

Child protection procedure for dealing with suspicions and allegations of child abuse

1 Introduction

- 1.1 It is important that young people are protected from abuse. All complaints, allegations or suspicions must be taken seriously. ②
- 1.2 This procedure must be followed whenever an allegation is made that a young person has been abused or when there is a suspicion that a child has been abused. ②
- 1.3 Promises of confidentiality should not be given as the matter may develop in such a way that these could not be honoured.
- 1.4 If the complainant is the young person him/herself questions should be kept to the minimum necessary to understand what is being alleged and leading questions should be avoided. The use of leading questions can cause problems for the subsequent investigation and any court proceedings. A nominated member of staff for child protection should be involved immediately if an allegation of abuse is made. ②
- 1.5 A full record should be made as soon as possible by the nominated member of staff using the ACPC 1 pro-forma of the nature of the allegation and any other relevant information including: ②
 - the date of the alleged abuse and the disclosure .the time of the alleged abuse and the disclosure the place where the alleged abuse happened .your name and the names of others present
 - the name of the complainant and, where different, the name of the child who has allegedly been abused.
 - the nature of the alleged abuse
 - a description of any injuries observed
 - the account which has been given by of the allegation
- 1.6 Some young people with special educational needs (SEN) may need different treatment to other young people e.g. in the way their physical/mental condition might mask possible abuse. Particular attention may have to be given to SEN young people with speech impediments as these can make communication difficult.

2 The Nominated Member of Staff ②

- 2.1 The nominated members of staff with responsibility for child protection are the Team Leader for Admissions and Guidance and the Learner Mentor Co-ordinator.
- 2.2 They can be contacted by telephoning extension 215 or telephoning 07786634522. In the absence of the nominated members of staff, please contact the Assistant Principal (Staff and Student Services)

3 Responding to an Allegation (college employees) ②

- 3.1 Any suspicion, allegation or incident of abuse must be reported to a nominated member of staff with responsibility for child protection as soon as possible and in any event within 2 hours and a "Child Protection concern form" completed immediately.
- 3.2 The nominated member of staff must report the matter to the Social Services (telephone number 01493 850317) whether or not s/he feels that this action is justified in the particular circumstances of the case.
- 3.3 The nominated member of staff shall report the matter to the Social Services clearly stating it is a possible child protection issue. A written record of the date and time of the report shall be made using ACPC 1 pro-forma and the report must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing to the Social Services within 24 hours.
- 3.4 The nominated member of staff should discuss with the Social Services what action will be taken to inform the parents/carers of the young person and a note of that conversation should be made.
- 3.5 If the nominated member of staff, or any other person named in section 2 above, cannot be contacted within 2 hours of the initial concern arising then the person making the report must notify the matter to the Social Services directly. The nominated member of staff must be told as soon as possible of the action that has been taken.
- 3.6 The nominated member of staff must notify the Principal of the College as soon as practicable and in any event within 24 hours of the initial concern arising.

Responding to an Allegation (Waveney Counselling Service employees)

- 3.7 Where a student discloses an incident of abuse to an employee of Waveney Counselling Services, the Counsellor guidelines for Child Protection should be followed and referrals made to Social Services directly using the ACPC 1 pro-forma.
- 3.8 The Counsellor will advise a college nominated member of staff within 24 hours of a referral being made and outline any action being taken.
- 3.9 The nominated member of staff must notify the Principal of the College as soon as practicable and in any event within 36 hours of the initial concern arising.

4. Allegations about Members of Staff (college and Waveney Counselling employees)

- 4.1 Any suspicion, allegation or actual abuse of a young person by a member of staff must be reported to the nominated member of staff as soon as possible. If within 2 hours of the initial concern arising it has not been possible to contact the nominated member of staff the matter must be reported to the Principal or a member of the Strategic Planning Team.
- 4.2 On being notified of any such matter the nominated member of staff shall:
- notify the Principal
 - take such steps as s/he considers necessary to ensure the safety of the young person in question and any other child who might be at risk
 - report the matter to the Education Officer for Child Protection telephone number 01603 223473
 - the report must state clearly that this is a suspected Child Abuse referral so that the Education Officer can be paged if necessary .
 - ensure that a report of the matter as set out in 1.5 above is completed on ACPC 1 by the person who reported the original concern.
- 4.3 If the nominated member of staff is the subject of the allegation or complaint the matter must be reported to the Principal.
- 4.4 The Corporation will need to examine its procedures to ensure that, if a complaint has been made against the Principal, the nominated person should be of sufficient seniority to deal with it.

5 Written Records ②

- 5.1 The nominated member of staff shall retain a copy of:

the ACPC 1 report, any notes, memoranda or correspondence dealing with the matter and any other relevant material

- 5.2 Copies of reports, notes etc. should be kept securely locked at all times in the designated filing cabinet in the Information Centre. ②

Record of changes			Owner:	IAG Team Leader
Details	Date	Issue	Approved by	Date approved
Original	Sept 03	1		
Paragraphs referring to young people, nominated member of staff, details of documentation, location of records	June 04	2	Academic Board	Aug 2004