

MOULTON COLLEGE

CHILD PROTECTION PROCEDURES

Policy Statement

Moulton College has a responsibility to protect and safeguard the welfare of children and vulnerable adults that it comes into contact with. The College recognises that protecting and safeguarding children and young people is a shared responsibility and depends upon effective joint working between partners that have different roles and expertise.

These procedures have been developed in line with the following key documents that provide statutory guidance in relation to the safeguarding responsibilities of schools and colleges.

Working together to safeguard children (March 2015) – HM Government

Keeping children safe in education (May 2016) – Department for Education.

Reference should also be made to the College Safeguarding procedures and the Safeguarding Residential Students procedures.

These procedures apply to students based at college, on work placement with an employer or in the workplace as an apprentice.

1. Definitions

- 1.1. **Safeguarding** and promoting the welfare of children is defined as protecting children from maltreatment, preventing impairment of children's health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.
- 1.2. The term '**child**' refers to anyone under the age of 18.
- 1.3. A '**vulnerable adult**' is a person aged 18 or over who is or may be in need of community care services by reason of mental or other disability, age or illness and who is, or maybe unable to take care of themselves or unable to protect themselves against significant harm or exploitation.
- 1.4. **Child protection** is part of safeguarding and promoting welfare. Child protection is the activity undertaken to protect specific children who are suffering, or who are likely to suffer, significant harm.
- 1.5. **Abuse** – a form of maltreatment of a child. Someone may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused by an adult or adults or by another child or children.

- 1.6. **Physical abuse** – a form of abuse which 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.
- 1.7. **Emotional abuse** – the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child’s emotional development. It may involve conveying to a child 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 or 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, although it may occur alone.
- 1.8. **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 or touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, 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.
- 1.9. **Neglect** – 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); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.
- [Definitions taken from *Keeping children safe in education* (May 2016)]

2. Multi-agency working and safeguarding responsibilities

- 2.1. The College is committed to working with the Northamptonshire Safeguarding Children Board (NSCB) and to comply 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 may be achieved. It is not the responsibility of the College or its staff to investigate abuse. Nevertheless, it has a duty to act if there is cause for concern and to notify the appropriate agencies so that they may investigate and take any further action.
- 2.2. The Designated Senior Person (DSP) with overall responsibility for safeguarding and child protection is the Director of Quality Improvement and Student Support. They can be contacted on 01604 491131 ext 2021 or via the safeguarding email address safeguarding@moulton.ac.uk
- 2.3. The Safeguarding Lead and Deputy Designated Person is the Student Support Manager. They can be contacted on 01604 491131 ext 2083 or via the safeguarding email address safeguarding@moulton.ac.uk The college nurses will act as assistant safeguarding officers and will liaise closely with the Safeguarding Lead and Designated Senior Person in relation to safeguarding and child protection matters.
- 2.5. It is the responsibility of the Director of Quality Improvement and Student Support and the Student Support Manager to review and monitor procedures, to seek advice from the Northamptonshire Safeguarding Children Board and Local Authority Designated Officer (DO) and to bring about a change in procedures if necessary.
- 2.6. All staff have a responsibility to provide a safe environment where children can learn.
- 2.7. All staff have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm. All staff then have a responsibility to take appropriate action, working with other services as needed.
- 2.8. In addition to the designated safeguarding lead, all staff should be aware that they may be asked to support social workers to take decisions about individual children.
- 2.9. All staff should be aware of the safeguarding and child protection procedures set out by the college and should undertake regular update training in this area.
- 2.10. All staff have a responsibility to conduct themselves with due regard for the Staff Code of Conduct.

3. Procedures in response to a disclosure made by a student or third party

- 3.1. Any allegation, disclosure or suspicion of abuse must be taken seriously and handled in a sensitive manner.
- 3.2. Individual members of staff should not deal with child abuse disclosures in isolation and should always advise the safeguarding lead if a disclosure is made.
- 3.3. Children with learning difficulties or disabilities may need additional support in relation to making a disclosure. It should never be assumed that a child with learning difficulties and/or disabilities is not capable of providing credible evidence.

- 3.4. Where a student who is not recognised as a child under the act is identified as being at risk, the College child protection and safeguarding procedures will still apply.
- 3.5. The member of staff to whom a disclosure is made must make it clear to the young person that they cannot make guarantees of confidentiality.
- 3.6. All safeguarding concerns will be logged within the My Concern system. All staff will be enrolled as users of this system when they join the college and central induction will include how to log safeguarding concerns within My Concern.
- 3.7. Details of any disclosure will be logged within My Concern. Information logged will normally include
 - 3.7.1. The date(s) and time(s) of the alleged abuse
 - 3.7.2. The place(s) where the alleged abuse took place
 - 3.7.3. The nature of the alleged abuse
 - 3.7.4. A description of any injuries described or observed
 - 3.7.5. What the young person said, recorded verbatim rather than as a summary
 - 3.7.6. The name of the person logging the concern report and anyone else present during the discussion
 - 3.7.7. The date, time and location of the meeting
 - 3.7.8. The name of the person making the disclosure
- 3.8. The safeguarding team will review all concerns logged within the My Concern system and take appropriate action. Progress with issues will be monitored to ensure that all concerns are investigated, actioned and closed. The My Concern record will constitute the safeguarding record. Any related documentation or evidence will be uploaded within the system. Separate records will not be kept.
- 3.9. The staff member to whom the disclosure was made should not keep any documentation in relation to the incident. This must only be kept in the confidential safeguarding file within My Concern.
- 3.10. The Safeguarding Lead, in discussion with the Designated Senior Person, will consider all disclosures seriously and decide upon further action. This may include referring the matter to the multi-agency safeguarding hub (MASH) at the local authority. The young person's wishes will be taken into account when agreeing on a course of action. The College will always act in the interests of the child.
- 3.11. It is not the role of the college or its staff to investigate concerns or allegations of harm. It is the role of the college to collate and clarify the details of any concerns or allegations and to provide this information to the appropriate authorities.
- 3.12. If, following referral to the appropriate authorities, the decision is made that the level of concern is not sufficient to proceed with a referral to Children's Social Care this decision will be recorded and logged within the My Concern record.
- 3.13. Where a referral is made to Children's Social Care, the College will provide any support, information or access required to support the local authority in

protecting the child.

4. Procedures in response to a concern without a disclosure

- 4.1. If a member of staff suspects that a student is at risk, but no disclosure is made, the member of staff should log their concerns within the My Concern system.
- 4.2. Immediate steps should be taken to ensure that the child/ young person or vulnerable adult is not in danger. This may include contacting the individual's parents/ carers unless these present the source of danger.
- 4.3. The Safeguarding Lead and Designated Senior Person will decide on any further action including referring the matter to the multi-agency safeguarding hub if appropriate.
- 4.4. Where a member of staff has a concern that absence may be linked to a child protection issue, the concern should be logged within My Concern so that further investigation and action can be taken.

5. Record Keeping, Confidentiality and Information Sharing

- 5.1. All safeguarding records will be held within My Concern.
- 5.2. Access will be restricted to the safeguarding team. No other safeguarding records will be held in other places.
- 5.3. Once disclosure and referral have been made the incident should be considered as confidential. The situation should not be discussed with other members of staff or students.
- 5.4. The College is required to work and share information with other agencies charged with the protection of children and young people. This includes social services, the police, Northamptonshire Safeguarding Children Board etc based on a 'need to know' principle.
- 5.5. Information is shared with these agencies in line with agreed information sharing protocols.
- 5.6. Safeguarding records will be retained in locked storage for one year after the student has left the college. If the individual has progressed to another college, their safeguarding record will be transferred to their new provider. After one year, safeguarding records will be securely archived and destroyed once the individual reaches their 26th birthday.
- 5.7. If a serious safeguarding issue arises at the college such that it requires investigation by the Police, the College must notify the ESFA (Enquiries.EFA@education.gov.uk) providing details of the name of the college, the nature of the safeguarding incident and confirm that it is under Police investigation. The Designated Senior Person will be responsible for notifying the ESFA of any such incident.
- 5.8. The College will also notify the ESRA of any Prevent investigation that results in referral to the Channel programme.

6 Allegations about a member of staff

6.7 Any suspicion, allegation or actual abuse of a child by a member of staff must be reported to the Designated Senior Person as soon as possible and in any case within two hours of the initial concern arising. If the Designated Senior Person cannot be contacted, the Principal or another Senior Manager should be contacted.

6.8 On being notified of any such matter, the Designated Senior Person shall

6.8.1 Notify the Principal as soon as possible

6.8.2 The Principal or his nominee will inform the member of staff that s/he is suspended on full pay, pending investigation.

6.8.3 Take such steps as s/he considers necessary to ensure the safety of the child in question and any other child who is considered at risk.

6.8.4 Report the matter to the Local Authority Designated Officer (DO)

6.8.5 Ensure that the person who reported the original concern completes a report detailing the date and time of the report, the name and position of the person to whom the report was made and details of the allegation being made.

6.9 If the Designated Senior Person is the subject of the allegation, the matter must be reported directly to the Principal.

6.10 If the Principal is the subject of the allegation, the matter must be reported directly to the Chair of Governors.

7 Allegations about a Governor

7.7 Any suspicion, allegation or actual abuse of a child by a member of the Governing Body of the College must be reported to the Designated Senior Person as soon as possible and in any case within two hours of the initial concern arising. If the Designated Senior Person cannot be contacted the Principal or Chair of Governors should be contacted and the matter dealt with as outlined in Section 6 above.

8 Allegations about a contractor

8.7 Any suspicion, allegation or actual abuse of a child by a contractor working on behalf of the College must be reported to the Designated Senior Person as soon as possible and in any case within two hours of the initial concern arising. If the Designated Senior Person cannot be contacted the Principal or another senior manager should be contacted. The employer will be notified immediately of the allegation which has been made and the matter dealt with as outlined in Section 6 above.

9 Sources of Information

Working together to safeguard children (March 2015)

Date reviewed: 19/12/17

Scheduled Review: August 2018

<https://www.gov.uk/government/publications/working-together-to-safeguard-children>

Keeping children safe in education (May 2016)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education>

10 Contact Information

Designated Senior Person – Director of Quality Improvement and Student Support
Sarah Field sarah.field@moulton.ac.uk Tel: 01604 491131 ext 2021

Safeguarding Lead – Student Support Manager

Alison Creasey Alison.creasey@moulton.ac.uk Tel: 01604 491131 ext 2083

Assistant Safeguarding Officers – College Nurses

Sara Hewertson sara.hewertson@moulton.ac.uk Tel: 01604 491131 ext 2089

Vicki Jamieson vicki.jamieson@moulton.ac.uk Tel: 01604 491131 ext 2089

Out of Hours: Any safeguarding related call should be referred to the Duty Manager
phone 07881 833787