

Brampton College Child Protection Policy

Policy Statement

1. This policy has been authorised by the Proprietors (the owners of Brampton Educational Services Ltd trading as Brampton College), is addressed to all members of staff and volunteers, is available to parents on request and is published on the College website. It applies wherever staff or volunteers are working with pupils even where this is away from the College, for example at an activity centre or on an educational visit.
2. Every student should feel safe and protected from any form of abuse which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment.
3. Brampton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The College will take all reasonable measures to:
 - 3.1. ensure that we practise safe recruitment in checking the suitability of staff and volunteers (including staff employed by another organisation) to work with students and young people with the guidance given in *Safeguarding Children and Safer Recruitment in Education*, the Education (Independent School Standards) (England) Regulations 2003 as amended
 - 3.2. ensure that we carry out all necessary checks on the suitability of the Proprietors and the people who serve on the Board of Directors in accordance with the above regulations and guidance given in *Safeguarding Children and Safer Recruitment in Education*
 - 3.3. ensure that where the School ceases to use the services of any person (whether employed, contracted, a volunteer or student) because that person was considered unsuitable to work with children or young people, a prompt and detailed report is made to the Independent Safeguarding Authority (ISA)
 - 3.4. ensure that where staff from another organisation are working with our pupils on another site, we have received assurances that appropriate child protection checks and procedures apply to those staff
 - 3.5. follow the local inter-agency procedures of the [Barnet] Safeguarding Children Board
 - 3.6. protect each student from any form of abuse, whether from an adult or another student
 - 3.7. be alert to signs of abuse both in the College and from outside
 - 3.8. deal appropriately with every suspicion or complaint of abuse

- 3.9. design and operate procedures which promote this policy and which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations
 - 3.10. support students who have been abused in accordance with his/her agreed child protection plan
 - 3.11. be alert to the medical needs of students with medical conditions
 - 3.12. operate robust and sensible health & safety procedures
 - 3.13. take all practicable steps to ensure that College premises are as secure as circumstances permit
 - 3.14. operate clear and supportive policies on drugs, alcohol and substance misuse
 - 3.15. consider and develop procedures to deal with any other safeguarding issues which may be specific to individual students in our College or in our local area
 - 3.16. have regard to guidance issued by the Secretary of State for Education and Skills in accordance with section 157 Education Act 2002 and associated regulations.
4. Every complaint or suspicion of abuse from within or outside the College will be taken seriously and in all proper circumstances will be referred to an external agency such as the social services department of the local authority (SSD), the child protection unit of the police (CPU) or the NSPCC. In each case, the matter should be referred to the Local Authority Designated Officer, Barnet, Liz Shaw, 0208359 4528.

The Designated Person

5. The College has appointed a senior member of staff with the necessary status and authority (“**Designated Person**”) to be responsible for matters relating to child protection and welfare. The main responsibilities of the Designated Person are:
 - 5.1. To be the first point of contact for parents, students, teaching and non-teaching staff and external agencies in all matters of child protection.
 - 5.2. To co-ordinate the child protection procedures in the College.
 - 5.3. To maintain an ongoing training programme for all College employees.
 - 5.4. To monitor the keeping, confidentiality and storage of records in relation to child protection. These records are stored in a file in the Principal’s office.
 - 5.5. To liaise with the child protection officer appointed by the SSD (Local Authority Designated Officer (LADO)).

- 5.6. To monitor records of pupils in the College on the Child Protection Register (CPR) to ensure that this is maintained and updated as notification is received.
- 5.7. To liaise with other professionals to ensure that children on the CPR are monitored.
- 5.8. Where appropriate, to take part in the child protection conferences or reviews.
- 5.9. To inform the SSD in writing when a young person on the CPR moves to another college/school and to inform the new college/school of the young person's status on the CPR.
6. The Designated Person in the College is Mike Wheeldon, Vice Principal, who may be contacted on the College number 020 8203 5025. He will:
 - 6.1. Advise and act upon all suspicion, belief and evidence of abuse reported to him.
 - 6.2. Keep the Principal informed of all actions unless the Principal is the subject of a complaint. In this situation, the Designated Person should consult with Nicholas Kochan, one of the Proprietors (who is not directly related to the Principal).
 - 6.3. Liaise with the SSD and other agencies on behalf of the College.
7. If the Designated Person is unavailable his/her duties will be carried out by the Deputy Designated Person [Susan Tait, Head of Chemistry and GCSE, Telephone 0208 203 5025], who has received appropriate training.
8. The Designated Person and the Deputy Designated Person have undertaken appropriate training and will attend refresher training at 2 yearly intervals.

Types of Abuse

9. Abuse can be:
 - physical abuse, for example beating or punching;
 - emotional abuse, for example rejection and denial of affection;
 - sexual abuse, for example sexual assault or encouraging a child or young person to view pornographic material;
 - neglect, for example failure to provide appropriate care including warmth or medical attention.

Signs of Abuse

10. Possible signs of abuse include (but are not limited to):
 - 10.1. The student says s/he has been abused or asks a question which gives rise to that inference.
 - 10.2. There is no reasonable or consistent explanation for a student's injury; the injury is unusual in kind or location; there have been a number of injuries; there is a pattern to the injuries.
 - 10.3. The student's behaviour stands out from the group as either being extreme model behaviour or extremely challenging behaviour; or there is a sudden change in the student's behaviour.
 - 10.4. The student asks to drop subjects with a particular teacher and seems reluctant to discuss the reasons.
 - 10.5. The student's development is delayed.
 - 10.6. The student loses or gains weight.
 - 10.7. The student appears neglected, e.g. dirty, hungry, inadequately clothed.
 - 10.8. The student is reluctant to go home, or has been openly rejected by his/her parents or carers.

Duty of Employees

11. Every employee and director/proprietor of the College is under a general legal duty:
 - 11.1. To protect students from abuse.
 - 11.2. To be aware of the College's child protection procedures and to follow them.
 - 11.3. To know how to access and implement the procedures, independently if necessary.
 - 11.4. To keep a sufficient record of any significant complaint, conversation or event.
 - 11.5. To report any matters of concern to the Designated Person or the Deputy Designated Person.
 - 11.6. Every employee is under a legal duty to undertake appropriate training including refresher training at three yearly intervals.

Procedures

12. Initial Complaint

A member of staff suspecting or hearing a complaint of abuse:

- 12.1. Must listen carefully to the young person and keep an open mind. Staff should not take a decision as to whether or not the abuse has taken place.
- 12.2. Must not ask leading questions, that is, a question which suggests its own answer.
- 12.3. Must reassure the young person but not give a guarantee of absolute confidentiality. The member of staff should explain that they need to pass the information to the Designated Person who will ensure that the correct action is taken.
- 12.4. Must keep a sufficient written record of the conversation. The record should include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. The record should be signed by the person making it and should use names, not initials. The record must be kept securely and handed to the Designated Person.

13. Preserving Evidence

All evidence, (for example, scribbled notes, mobile phones containing text messages, clothing, and computers), must be safeguarded and preserved.

14. Reporting

All suspicion or complaints of abuse must be reported to the Designated Person or the Deputy Designated Person, or if the complaint involves the Designated Person, to the Principal.

15. Action by the Designated Person

The action to be taken will take into account:

- 15.1. The local inter-agency procedures of the [Barnet] Safeguarding Children Board.
- 15.2. The nature and seriousness of the suspicion or complaint. A complaint involving a serious criminal offence will always be referred to the SSD or the police without further investigation within the College.
- 15.3. The wishes of the student who has complained, provided that the student is of sufficient understanding and maturity and properly informed. However, there may be times when the situation is so serious that decisions may need to be taken, after all appropriate consultation, that override a student's wishes.

- 15.4. The wishes of the complainant's parents, provided they have no interest which is in conflict with the student's best interests and that they are properly informed. Again, it may be necessary, after all appropriate consultation, to override parental wishes in some circumstances. If the Designated Person is concerned that disclosing information to parents would put a young person at risk, he or she will take further advice from the relevant professionals before making a decision to disclose.
- 15.5. Duties of confidentiality, so far as applicable.
- 15.6. The lawful rights and interests of the College community as a whole including its employees and its insurers.
- 15.7. If there is room for doubt as to whether a referral should be made, the Designated Person may consult with the Local Authority Designated Officer (LADO) or other appropriate professionals on a no names basis without identifying the family. However, as soon as sufficient concern exists that a young person may be at risk of significant harm, a referral will be made without delay. If the initial referral is made by telephone, the Designated Person will confirm the referral in writing to SSD within 24 hours. If no response or acknowledgment is received within three working days, the Designated Person will contact Social Services again.

16. **Referral Guidelines**

A referral to the SSD or police will not normally be made where:

- 16.1. the complaint does not involve a serious criminal offence; and
- 16.2. a referral would be contrary to the wishes of a student complainant who is of sufficient maturity and understanding and properly informed, and contrary also to the wishes of the complainant's parents; and
- 16.3. the case is one that can be satisfactorily investigated and dealt with under the College's internal procedures, the parents being kept fully informed, as appropriate.

However, if during the course of the internal procedures, it appears that the situation is more serious, the Designated Person will again consider whether a referral should be made in accordance with section 15 above.

17. **External Agencies**

Whether or not the College decides to refer a particular complaint to the SSD or the police, the parents and student will be informed in writing of their right to make their own complaint or referral to the Social Services Department or the Child Protection Unit of the police and will be provided with contact names, addresses and telephone numbers, as appropriate.

18. **Allegations Against Staff**

The College has procedures for dealing with allegations against staff (and volunteers who work with children) that aim to strike a balance between the need to protect students from abuse and the need to protect staff and volunteers from false or unfounded allegations. These procedures follow the guidance in chapter 5 of *Safeguarding Children and Safer Recruitment in Education*.

Suspension will not be an automatic response to an allegation. Full consideration will be given to all the options, subject to the need to ensure:

- the safety and welfare of the students or student concerned; and
- the need for a full and fair investigation.

Where an allegation or complaint is made against the Designated Person or any other member of staff or a volunteer, the matter should be reported immediately to the Principal.

Where an allegation or complaint is made against the Principal, the person receiving the allegation should immediately inform one of the Proprietors without first notifying the Principal.

Detailed guidance is given to staff to ensure that their behaviour and actions do not place students or themselves at risk of harm or of allegations of harm to a student. This guidance is contained in the Staff Manual and the Code of Conduct. [The School's policy on physical restraint is included in the behaviour policy and [the Staff Code of Conduct]].

If the School ceases to use the services of a member of staff (or a director/proprietor or volunteer) because they are unsuitable to work with children, a compromise agreement will not be used and there will be a prompt and detailed report to the Independent Safeguarding Authority. Any such incidents will be followed by a review of the safeguarding procedures within the College, with a report being presented to the directors/proprietors without delay.

19. **Whistleblowing:** All staff are required to report to the Principal or the Chair of the Board of Directors in his absence, any concern or allegations about school practices or the behaviour of colleagues which are likely to put pupils at risk of abuse or other serious harm. There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in good faith.

20. **Allegations Against Students**

A student against whom an allegation of abuse has been made may be suspended from the College during the investigation and the College's policy on behaviour, discipline and sanctions will apply. The College will take advice from the Local Authority Designated Officer (LADO) on the

investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all students involved including the student or students accused of abuse. If it is necessary for a student to be interviewed by the police in relation to allegations of abuse, the College will ensure that, subject to the advice of the LADO, parents are informed as soon as possible and that the student is supported during the interview by an appropriate adult. In the case of students whose parents are abroad, the student's Education Guardian will be requested to provide support to the student and to accommodate him/her if it is necessary to suspend him/her during the investigation (as appropriate).

21. Suspected Harm From Outside the College

A member of staff who suspects that a student is suffering harm from outside the College should seek information from the young person with tact and sympathy using “open” and not leading questions. A sufficient record should be made of the conversation and if the member of staff continues to be concerned he or she should refer the matter to the Designated Person.

22. Informing Parents

Parents will normally be kept informed of any action to be taken under these procedures. However, there may be circumstances when the Designated Person will need to consult the LADO and/or the Head before discussing details with parents.

Confidentiality and information sharing

23. The College will keep all child protection records confidential, allowing disclosure only to those who need the information in order to safeguard and promote the welfare of children. The College will co-operate with police and social services to ensure that all relevant information is shared for the purposes of child protection investigations under section 47 of the Children Act 1989 in accordance with the requirements of *Working Together to Safeguard Children*.

Monitoring

24. The Designated Person will monitor the operation of this policy and its procedures and make an annual report to the Proprietors.
25. The Proprietors will undertake an annual review of this policy and how their duties under it have been discharged.
26. The Proprietors will ensure that any deficiencies or weaknesses in regard to child protection arrangements are remedied without delay.

Contact numbers

27. The telephone numbers of the BARNET Council Social Services Departments are as follows:

Referral and Assessment Team **020 8359 4066 / 4097**

Opening Hours:

Fax 020 8445 8032

9am – 5.15pm Monday to Thursday

9am – 5pm Friday

9am to 12.30pm Referrals / Discussions

Advice with Duty Workers

1.30pm to 5pm Emergency Calls Only

Out of Office Hours Emergency Soc 020 8359 2000

Work Service(Including out of hours Child
Protection Referrals)

The Barnet Council

Emergency Service

Controller will take initial

details and contact the

appropriate out of hours

officer.

Consultation Line (9.30am - 11.30am 020 8359 4336

Tuesday and Wednesday)

(9.30am - 11.30am Tuesday and
Wednesday)

This number is available for
consultation, advice or when you just
want to talk over a situation and case
names are not required

The following numbers may be useful for pupils:

BARNET Contact Centre [NUMBER]

Childline 0800 1111

NSPCC 0808 800 5000

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Circulation	Directors / Proprietors / all staff / volunteers_ automatically Parents on request Published on the College's website
Status	Complies with paragraph 3(2)(b) of the Schedule to the Education (Independent School Standards) (England) Regulations 2003 and DCFS guidance <i>Safeguarding Children and Safer Recruitment in Education</i> (DFES-04217-2006)

Flowchart for a Member of Staff Worried about a Pupil

