

Safeguarding Policy

Petroc has a statutory and moral duty to ensure that it safeguards and promotes the welfare of children and young person's receiving education and training at, and through, the College.

Throughout these policies and procedures, reference is made to "children and young persons, or people". This term is used to mean "those under the age of 18 years". The Governing Body recognises that some adults are also vulnerable to abuse. Accordingly, the procedures may be applied (with appropriate adaptations) to seek to ensure their protection as well.

The procedures apply to all staff, whether teaching, administrative, management or support, as well as to volunteers. The word "staff" is used for ease of description.

Safeguarding is taken to mean 'All agencies working with children, young people and vulnerable adults and their families take all reasonable measures to ensure that the risk of harm to children's welfare are minimised and where there are concerns about children, young people and vulnerable adult's welfare, all agencies take all appropriate actions to address those concerns, working to agree local policies and procedures in full partnership with other agencies.

1. Introduction

1.1. This policy has been developed in accordance with the principles established by the Children Act 1989 and in line with government publications:

- Keeping children safe in education : statutory guidance for schools and colleges April 2014.
- 'Working Together to Safeguard Children' 2013.
- 'Framework for the Assessment of Children in Need and their Families 2000.
- 'What To Do If You Are Worried A Child Is Being Abused' 2005.
- 'Safeguarding Children in Education', DfES Guidance, September 2004.
- 'Safeguarding Children and Safer recruitment in Education' DfES. Guidance 2007.
- Devon Safeguarding Children Board (DCSB) Online Multi Agency Child Protection Procedures.
- Section 11 Children Act 2004.
- Safeguarding Vulnerable Groups Act 2006.

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- 1.2. Petroc takes seriously its responsibility under section 175 of the Education Act 2002 and section 11 of the Children Act 2004, to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements are in place to identify, assess and support those children who are suffering harm.
- 1.3. We recognise that all staff have a full and active part to play in protecting children, young people and vulnerable adults from harm and that the child's welfare is our paramount concern.
- 1.4. The main aims of this policy are for the Safeguarding Committee:
 - 1.4.1. To have a safeguarding policy in place; this includes safer recruitment.
 - 1.4.2. To oversee the College's safeguarding Policy and review it twice a year.
 - 1.4.3. To advise the College on all matters of Safeguarding that might affect the organisation and to deliver information and guidance as appropriate.
 - 1.4.4. To be aware of, and responsive to, relevant developments in the field of Safeguarding locally, nationally and globally and to attend and formally report back to the committee on relevant meetings that have been attended.
 - 1.4.5. To gather, monitor and report on Safeguarding data and activity relating to employment and services in accordance with the College's Safeguarding Policy and propose relevant adjustments where necessary.
 - 1.4.6. To act as Safeguarding Champions in recognising that members of staff and learners have an important role to play in safeguarding the welfare of children and vulnerable adults and preventing their abuse.
 - 1.4.7. Raise awareness of all staff of the need to safeguard children, young people and vulnerable adults and of their responsibilities in identifying and reporting possible cases of abuse.
 - 1.4.8. Contribute to assessments of need and support plans for children, young people and vulnerable adults thought to be at risk of harm.
 - 1.4.9. Acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding students.
 - 1.4.10. Develop a structured procedure within Petroc which will be followed by all members of staff in cases of suspected abuse.

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- 1.4.11. Develop effective working relationships with all other agencies involved in safeguarding children.
- 1.4.12. Ensure that all Petroc staff who have access to children, young people and vulnerable adults have been checked as to their suitability in accordance with Devon County Council policy and procedures and the Safeguarding Children and Safer recruitment in Education Guidance 2007.

2. Procedures

- 2.1. Petroc procedures for safeguarding children, young people and vulnerable adults will be in line with Devon Safeguarding Children’s Board Child Protection procedures and DfE Safeguarding procedures. We will ensure that:
 - 2.1.1. The Senior Management Team understands and fulfils its safeguarding responsibilities.
 - 2.1.2. We have a Lead Designated Senior Manager, a Safeguarding Officer and members of a safeguarding team for Child Protection who have undertaken child protection training delivered through the Devon Safeguarding Children’s Board (DSCB) or suitable alternative training providers.
 - 2.1.3. We have a team of identified staff who will act as the safeguarding support staff across all sites and in some instances are the first point of contact for learners or staff; they will liaise closely with the lead staff.
 - 2.1.4. All members of staff will receive mandatory training that complies with Devon Safeguarding Children’s Board (DSCB) and Department for Education (DfE) standards, in order to develop their understanding of the signs and indicators of abuse, every three years. Failure to complete this training will be deemed as not completing their probation period satisfactorily.
 - 2.1.5. All members of staff know how to respond to a child, young person or vulnerable adult who discloses abuse and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.
 - 2.1.6. Governors – all Governors at the College will receive Safeguarding training on a 3 yr basis. The Governing Body can take collective responsibility or identify an individual who is responsible for Child

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Protection and Safeguarding within the College. This will be decided on an annual basis.

- 2.1.7. All parents/carers are made aware of Petroc's responsibilities with regard to child protection through the publication of our Safeguarding Policy on our website and reference to it on the Learning Development Partnership (LDP) website.
- 2.1.8. Selection and recruitment includes all appropriate checks on staff suitability including DBS (Disclosure and Barring Services) checks and is compliant with the legal requirements. The HR team holds this information as part of the Single Central Record.
- 2.1.9. Our policy and procedures will be reviewed annually and appropriately updated.
- 2.1.10. All staff new to Petroc will be given a copy of the Safeguarding Policy and receive safeguarding training as part of their initial staff induction programme

3. Responsibilities

- 3.1. We understand that our responsibility to safeguard children, young people and vulnerable adults requires that we all appropriately share any concerns that we may have about them.
- 3.2. We have a Senior Safeguarding Officer supported by a Safeguarding team who are responsible for the monitoring of child protection and safeguarding of students within the college and:
 - 3.2.1. Acting as a focal point for staff to discuss concerns and liaising with other agencies and professionals.
 - 3.2.2. Ensuring that all staff are aware of the Safeguarding policy and know how to recognise and refer any concerns.
 - 3.2.3. Keeping themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training provided by Petroc and the Local Designated Authority.
 - 3.2.4. Record keeping – Safeguarding records are kept centrally and securely by the Safeguarding Team

4. Confidentiality

- 4.1. We recognise that all matters relating to safeguarding children, young people and vulnerable adults are sensitive but cannot be treated as confidential, by the person to whom any disclosure is made. All staff who receive a disclosure are under a duty to share this information with the safeguarding team, who may need to contact other agencies. This should

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be explained to the person about to disclose and reassurance given about how this will be handled with discretion.

- 4.2. All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children, young people and vulnerable adults.
- 4.3. All staff must be aware that they cannot promise a child, young person or vulnerable adult to keep secrets which might compromise the child's, young person's or vulnerable adult's safety or well-being, or that of another.
 - 4.3.1. Staff are made aware that they must make a record of safeguarding issues as soon as possible and at least before the end of the working day. These records must be signed and dated. Staff should use the appropriate referral documentation. This is on the College intranet.
- 4.4. We will always (if appropriate) endeavour to seek permission from the young person before sharing sensitive information with their parents/carers.
- 4.5. Safe recruitment practice means scrutinising applicants, verifying identity and qualifications, obtaining character and professional references, checking previous employment history.

5. Supporting Staff

- 5.1. We recognise that staff who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful or upsetting.
- 5.2. We will support such staff by providing an opportunity to talk through their anxieties and to seek further support. This could be provided by the college safeguarding team.
- 5.3. We understand that staff should have access to advice on the boundaries of appropriate behaviour. The document 'Guidance for Safe Working Practices for the Protection of Children and Staff in Education settings' produced by The National Network of Investigation and Referral Support coordinators in February 2005 provides advice on this and the circumstances which should be avoided in order to limit complaints against staff of abuse of trust and/or allegations of physical or sexual abuse. Safeguarding in education is a part of the Staff development programme.

6. Allegations Against Staff

- 6.1. All staff should take care not to place themselves in a vulnerable position with a child, young person or vulnerable adult. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

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We understand that a child, young person or vulnerable adult may make an allegation against a member of staff. If such an allegation is made, please refer immediately to the Allegations Against Staff Guidance Flowchart and follow the procedure.

- 6.2. The Lead Designated Senior Manager or the Senior Safeguarding Officer on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO) as part of the Devon safer recruitment and employment strategy October 2009.
- 6.3. Suspension of the member of staff against whom an allegation has been made needs careful consideration and the decision will be passed to the HR Manager in consultation with the Lead Designated Senior Manager and the LADO where appropriate.

7. Whistle blowing

- 7.1. We recognise that children, young people and vulnerable adults cannot be expected to raise concerns in an environment where staff fail to do so.
- 7.2. All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they should speak to HR and/or the Lead Designated Senior Manager and/or the Senior Safeguarding Officer.

8. Implementation

- 8.1. This policy supersedes all existing Safeguarding policies from March 2013.

9. Policy Review

- 9.1. The Safeguarding Committee are responsible for ensuring the twice a year review of this policy and informing the Senior Management Team and Governors of Petroc of any suggested amendments or updates.
- 9.2. Cross reference to:
 - Allegations Against Staff Flowchart
 - Single Equality Scheme
 - Learner Rights and Responsibilities Policy
 - Respect Policy
 - Anti-Bullying and Harassment Policy
 - Substance Misuse Policy
 - Whistle blowing Policy
 - Recruitment Policy
 - Health and Safety
 - Induction of students/staff
 - Staff / Student relationship policy
 - Volunteer Policy

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General Policy Statement

The Governing Body is committed to ensuring that the College:

- provides a safe environment in which children, young people and vulnerable adults can learn;
- identifies children, young people and vulnerable adults who are suffering, or are likely to suffer, significant harm, and takes appropriate action to see that such children, young people and vulnerable adults are kept safe, both at home and at the College.

In pursuit of these aims, the Governing Body will approve, and annually review, policies and procedures which have the aim of:

- raising awareness of issues relating to the welfare of children, young people and vulnerable adults, and the promotion of a safe environment for the children young people and vulnerable adults learning within, and through, the College;
- aiding the identification of children, young people and vulnerable adults at risk of significant harm, and providing procedures for reporting concerns;
- establishing procedures for reporting and dealing with allegations of abuse against members of staff;
- ensuring the safe recruitment of staff.

In developing these policies and procedures, the Governing Body will consult with/take account of guidance issued by the Department for Education (DfE) and other relevant bodies and groups. In particular, the procedures have been developed in co-operation with the Local Safeguarding Children Board.

The College will refer concerns that a child, young person or vulnerable adult might be at risk of significant harm to the (MASH (Multi Agency Safeguarding Hub) & Care Direct , where appropriate, to the Police.

All staff working with children and young people will receive training adequate to familiarise them with safeguarding issues and responsibilities and the College policies and procedures, with refresher training at least every 3 years. There will be a senior member of the College management team with special responsibility for safeguarding issues (the "senior staff member with lead responsibility for safeguarding"). He/she shall be assisted by other members of staff with responsibility for safeguarding children, young people and vulnerable adults.

The Governing Body recognises the following as definitions of abuse.

Physical Abuse

Physical abuse causes harm to a child’s person. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring.

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Neglect

Neglect is the persistent or severe failure to meet a child or young person's basic physical and/or psychological needs. It will result in serious impairment of the child's health or development.

Sexual Abuse

Sexual abuse involves a child, young person or vulnerable adult being forced or coerced into participating in, or watching, sexual activity. It is not necessary for the child to be aware that the activity is sexual, and the apparent consent of the child is irrelevant.

Emotional Abuse

Emotional abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the child's, young person's or vulnerable adult's behaviour and emotional development, resulting in low self-worth. Some level of emotional abuse is present in all forms of abuse.

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DESIGNATED STAFF WITH RESPONSIBILITY FOR CHILD PROTECTION

Designated Senior Manager with Lead Responsibility

The designated senior member of staff with lead responsibility for child safeguarding issues is

Pené Prior, Deputy Principal and Director for Quality and Performance (Tiverton), tel: 01884 235327
e-mail p.prior@petroc.ac.uk

This person is a senior post holder and member of the Senior Leadership team who has a key duty to take lead responsibility for raising awareness within the staff of issues relating to the welfare of children, young persons and vulnerable adults, and the promotion of a safe environment for the children, young persons and vulnerable adults within the College and has received training in child protection issues and inter-agency working, as required by the Local Safeguarding Children Board (LSCB), and will receive refresher training at least every 2 years. She will keep up to date with developments in child protection issues.

The Lead Designated Senior Manager is responsible for:

- overseeing the referral of cases of suspected abuse or allegations to the relevant investigating agencies;
- providing advice and support to other staff on issues relating to safeguarding;
- maintaining a proper record of any safeguarding referral, complaint or concern (even where that concern does not lead to a referral);
- ensuring that parents of children and young people within the College are aware of the College's safeguarding policy;
- liaising with the Local Authority (LA) and LSCB and other appropriate agencies;
- liaising with secondary schools which send pupils to the College to ensure that appropriate arrangements are made for those pupils when within the College;
- ensuring that College departments which place children or young persons on long term work experience placements, or similar, make known to the employers or training organisations concerned the safeguards the College requires them to put in place to ensure the safety and well being of the students whilst placed with them;
- ensuring that all staff receive basic training in child protection issues and are aware of the College child protection procedures;
- providing the Governing Body with an annual report setting out how the College has discharged its responsibilities for child protection and for
- reporting to the Governing Body, at the earliest opportunity, any deficiencies in the policy or procedures identified by the LSCB (or others).

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Safeguarding lead Team Members

The other designated members of staff with responsibility for safeguarding issues

are:

Doug Morrish, Senior Safeguarding Officer

tel: 01271 852370

e-mail d.morrish@petroc.ac.uk

Barbara Harcourt Assistant Safeguarding Officer

tel: 01271 852370

e-mail barbara.harcourt@petroc.ac.uk

who:

- works closely with the identified safeguarding support staff
- reports to the senior staff member with lead responsibility;
- will know how to make an appropriate referral;
- will be able to provide advice and support to other staff on issues relating to safeguarding children, young people and vulnerable adults.
- has particular responsibility to be available to listen to children, young people and vulnerable adults studying at the College;
- will deal with individual cases, including attending case conferences and review meetings as appropriate;
- will have received training in child protection issues and inter-agency working, as required by the LSCB, and will receive refresher training at least every 2 years.

Chair of Governors

The Chair of Governors is responsible for overseeing the liaison with the appropriate agencies (e.g. Police, LADO) in the event of allegations of child abuse being made against the Principal.

The Governing Body

The Governing Body is responsible for:

- ensuring that the College has procedures and policies which are consistent with the Local Safeguarding Children Board procedures;
- reviewing the College policy on Safeguarding each year;
- monitoring the effectiveness of the Safeguarding policy and how it has operated, through an annual report from the Lead Designated Senior Manager.

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DEALING WITH DISCLOSURE OF ABUSE AND PROCEDURE FOR REPORTING CONCERNS

If a child or young person tells a member of staff about possible abuse, that member of staff must:

- listen carefully and stay calm;
- not interview the child, but allow her/him to convey all the information (s)he wants. (Inappropriate questioning can prevent the presentation of evidence upon which decisions are made about the care of children or the prosecution of offenders.);
- ensure that (s)he understands what the child is telling her/him;
- not put words into the child’s mouth;
- reassure the child that by telling the member of staff, (s)he has done the right thing;
- inform the child that (s)he (the member of staff) must pass the information on, but that only those who need to know about it will be told.
- Inform the child of to whom the member of staff will report the matter; *NB College Counsellors may, under exceptional circumstances and with guidance afforded by their professional supervisor, continue to work in confidence under their professional code of ethics;(A relevant risk assessment will be carried out in such circumstances)*
- as soon as possible, make a detailed note of the disclosure (i.e. date, time, place, what the child said, etc.).

Staff should not investigate concerns or allegations themselves, but should report them immediately to the designated staff member or, in his absence, to the senior staff member with lead responsibility. Failure to report such an allegation or concern will lead to action being taken against the member of staff under the College’s staff disciplinary procedures.

REPORTING AND DEALING WITH ALLEGATIONS OF ABUSE AGAINST MEMBERS OF STAFF

As previously stated, the procedures apply to all staff, whether teaching, administrative, management or support, as well as to volunteers. The word “staff” is used for ease of description.

1. Introduction

1.1. In rare instances, staff of educational institutions have been found responsible for child abuse. Because of their frequent contact with children and young people, staff may have allegations of child abuse made against them. The College recognises that an allegation of child abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay.

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1.2. The College recognises that the Children Act 1989 states that the welfare of the child is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within the College will do so with sensitivity and will act in a careful, measured way.

2. Receiving an Allegation from a Child against a member of staff. For allegations against the Principal-ship see paragraph 4.

2.1. A member of staff who receives an allegation about another member of staff from a child should follow the guidelines in Part C for dealing with disclosure.

2.2. The allegation should be reported immediately to the Deputy Principal/Director for Quality and Performance or Senior Safeguarding Officer who should:

2.2.1. in conjunction with a representative of the College's Human Resources office, obtain written details of the allegation from the person who received it, that are signed and dated. The written details should be countersigned and dated by the Deputy Principal or Senior Safeguarding Officer. If this is done by the Senior Safeguarding Officer the Deputy Principal should be informed by them as soon as possible.

2.2.2. Record information about times, dates, locations and names of potential witnesses.

3. Initial Assessment by the Deputy Principal

3.1. The Deputy Principal / Director for Quality and Performance should make an initial assessment of the allegation, consulting with the Senior Safeguarding Officer. Where the allegation is considered to be either a potential criminal act or indicates that the child has suffered, is suffering or is likely to suffer significant harm, the matter should be reported immediately to the relevant investigating agencies.

3.2. It is important that the Deputy Principal / Director for Quality and Performance does not investigate the allegation further. The initial assessment should be on the basis of the information received and requires a decision on whether or not the allegation warrants further investigation by the relevant investigating agencies.

3.3. Other potential outcomes are:

3.3.1. the allegation represents inappropriate behaviour or poor practice by the member of staff and is neither potentially a crime, nor a cause of significant harm to the child. The matter should be addressed in accordance with the College disciplinary procedures;

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3.3.2. the allegation can be shown to be false because the facts alleged could not possibly be true.

4. Receiving an Allegation from a Child against any Senior Post Holders

4.1. A member of staff who receives an allegation about a member of the Principalship from a child should follow the guidelines in Part C for dealing with disclosure.

4.2. The allegation should be reported immediately to the Chair of Governors who should:

4.2.1. in conjunction with a representative of the College's Human Resources office, obtain written details of the allegation from the person who received it, that are signed and dated. The written details should be countersigned and dated by the Chair of Governors;

4.2.2. Record information about times, dates, locations and names of potential witnesses.

5. Initial Assessment by the Chair of Governors

5.1. The Chair of Governors, if the allegation is against the Principalship should make an initial assessment of the allegation, consulting with the Senior Safeguarding Officer. Where the allegation is considered to be either a potential criminal act or indicates that the child has suffered, is suffering or is likely to suffer significant harm, the matter should be reported immediately to the relevant investigating agencies.

5.2. It is important that the Chair of Governors does not investigate the allegation further. The initial assessment should be on the basis of the information received and requires a decision on whether or not the allegation warrants further investigation by the relevant investigating agencies.

5.3. Other potential outcomes are:

5.3.1. the allegation represents inappropriate behaviour or poor practice by the Principalship and is neither potentially a crime, nor a cause of significant harm to the child. The matter should be addressed in accordance with the College disciplinary procedures;

5.3.2. the allegation can be shown to be false because the facts alleged could not possibly be true due to evidence of physical location or other substantial evidence.

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6. Enquiries and Investigations

- 6.1. Child protection enquiries by LADO (Local Authority Designated Officer) or the Police are not to be confused with internal, disciplinary enquiries by the College. The College may be able to use the outcome of external agency enquiries as part of its own procedures. The child protection agencies, including the Police, have no power to direct the College to act in a particular way. The College, however, will assist the agencies with their enquiries.
- 6.2. The College will usually hold in abeyance its own internal enquiries while the formal Police or LADO investigations proceed. To do otherwise may prejudice the investigation. Any internal enquiries thereafter shall conform with existing staff disciplinary procedures.
- 6.3. If there is an investigation by an external agency, for example the Police, the Deputy Principal / Director for Quality and Performance (or Chair of Governors, if the allegation is against the Principal-ship) should normally be involved in, and contribute to, the inter-agency strategy discussions. The Deputy Principal / Director for Quality and Performance (or Chair of Governors if the allegation is against the Principal-ship) is responsible for ensuring that the College gives every assistance with the agency's enquiries. (S)he will ensure that appropriate confidentiality is maintained in connection with the enquiries, in the interests of the member of staff about whom the allegation is made.
- 6.4. Subject to objections from the Police, or other investigating agency, the Deputy Principal / Director for Quality and Performance (or Chair of Governors, if the allegation is against the Principal-ship) shall:
- 6.4.1. inform the child/children making the allegation that an investigation is taking place and what the likely process will involve;
 - 6.4.2. ensure that the parents/carers of the child making the allegation have been informed that the allegation has been made and what the likely process will involve;
 - 6.4.3. inform the member of staff against whom the allegation was made of the fact that the investigation is taking place and what the likely process will involve, and advise that (s)he should consult with a representative of, for example, a trade union;
 - 6.4.4. inform the Chair of Governors (or the Governing Body, if the allegation is against the Principal) of the allegation and the investigation as soon as external agencies are informed.
 - 6.4.5. keep a written record of the action taken in connection with the allegation.

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7. Suspension of Staff

- 7.1. Suspension should not be automatic. In respect of staff, other than the Principal-ship, suspension can only be carried out by the Deputy Principal / Director for Quality and Performance. In respect of the Principal-ship, suspension can only be carried out by the Chair of Governors (or, in his/her absence, the Vice Chair).
- 7.2. Suspension may be considered at any stage of the investigation. It is a neutral, not a disciplinary act and shall be on full pay. Consideration can be given to alternatives: e.g. paid leave of absence; agreement to refrain from attending work; change of, or withdrawal from, specified duties.
- 7.3. Suspension should only occur for a good reason. For example:
 - 7.3.1. where any child is at risk;
 - 7.3.2. where the allegations are potentially sufficiently serious to justify dismissal on the grounds of gross misconduct;
 - 7.3.3. where necessary for the good and efficient conduct of the investigation, both external or internal.
- 7.4. If suspension is being considered, the member of staff should be encouraged to seek advice, for example from a trade union.
- 7.5. If the Deputy Principal / Director for Quality and Performance (or Chair of Governors, if the allegation is against the Principalship) considers that suspension is necessary, the member of staff shall be informed that (s)he is suspended from duty. Written confirmation of the suspension on full pay, with reasons, shall be dispatched as soon as possible, and ideally within one working day.
- 7.6. Where a member of staff is suspended, the Deputy Principal / Director for Quality and Performance (or Chair of Governors, if it is the Principalship who has been suspended):
 - 7.6.1. Inform the Chair of Governors of the suspension in writing within two working days.
 - 7.6.2. Consider the need for the Governing Body to receive a report that a member of staff has been suspended, pending investigation. The detail given to the Governing Body should be minimal.
 - 7.6.3. Where the Principal has been suspended, the need for the Chair of Governors to take action to address the management of the College.
 - 7.6.4. The need for the parents/carers of the child making the allegation to be informed of the suspension. They should be asked to treat

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the information as confidential. Consideration should be given to informing the child making the allegation of the suspension.

- 7.6.5. The need to inform those senior staff who need to know of the reason for the suspension.
- 7.6.6. Depending on the nature of the allegation, the need to consider whether a statement to the students of the College and/or parents/carers should be made.
- 7.7. The Deputy Principal / Director for Quality and Performance (or the Chair of Governors, if it is the Principal who has been suspended) shall consider carefully, and review, the decisions as to who is informed of the suspension and investigation. The LADO and external investigating authorities will be consulted.
- 7.8. The suspended member of staff will be given appropriate support during the period of suspension. (S)he will also be provided with information on progress and developments in the case at regular intervals.
- 7.9. The suspension will remain under review in accordance with the College disciplinary procedures.

8. The Disciplinary Investigation

- 8.1. A disciplinary investigation can be undertaken by the College irrespective of whether or not the external bodies decide to take any further action in relation to the allegation.
- 8.2. The disciplinary investigation will be conducted in accordance with the existing staff disciplinary procedures.
- 8.3. The member of staff will be informed of:
 - 8.3.1. the disciplinary charge against him/her;
 - 8.3.2. his/her entitlement to be accompanied or represented by a trade union representative or work colleague.
- 8.4. Where the member of staff has been suspended and no disciplinary action is to be taken, the suspension will be lifted immediately and arrangements made for the member of staff to return to work. It may be appropriate to offer counselling.
- 8.5. The child or children making the allegation and their parents/carers will be informed of the outcome of the investigation and proceedings. This will occur prior to the return to College of the member of staff (if suspended).

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Approved Date: June 2014	Review Date: June 2015
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- 8.6. The Deputy Principal / Director for Quality and Performance (or Chair of Governors, if the person who was the subject of the investigation was the Principalship) will give consideration to what information should be made available to the general population of the College.

9. Allegations without foundation

- 9.1. False allegations may be indicative of problems of abuse elsewhere. A record will be kept and consideration given to a referral to the Local Safeguarding Children Board in order that other agencies may act upon the information.
- 9.2. In consultation with the senior staff member with lead responsibility and/or the Chair of Governors, the Deputy Principal / Director for Quality and Performance shall:
- 9.2.1. inform the member of staff against whom the allegation is made, orally and in writing, that no further disciplinary or child protection action will be taken. Consideration will be given to offering counselling/support;
 - 9.2.2. inform the parents/carers of the alleged victim of the outcome;
 - 9.2.3. where the allegation was made by a child other than the alleged victim, give consideration to informing the parents/carers of that child;
 - 9.2.4. prepare a report outlining the allegation and giving reasons for the conclusion that it had no foundation and confirming that the above action has been taken.
- 9.3. If the allegation was against the Principal/Deputy Principal, steps 7.1 to 7.2 above will be undertaken by the Chair of Governors.

10. Records

- 10.1. It is important that documents relating to an investigation are retained in a secure place, together with a written record of the outcome and if disciplinary action is taken details retained on the member of staff's personal and confidential file.
- 10.2. If a member of staff is dismissed, or resigns before the disciplinary process is completed, (s)he will be informed about the College's statutory duty to inform the Secretary of State for Education under the "List 99" procedures.
- 10.3. If, as a result of the investigation, a member of staff resigns or is dismissed then the Lead Designated Senior Manager and the Senior Safeguard Officer in conjunction with the HR Manager will make a

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decision as to whether the ISA, or any other agency should be informed. That decision will be implemented by the HR Manager .

11. Monitoring Effectiveness

11.1. Where an allegation has been made against a member of staff, the Deputy Principal / Director for Quality and Performance, the Chair of Governors and the senior staff member with lead responsibility will, at the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising which need:

11.1.1. to be taken into account when reviewing the College's policies/ procedures, or;

11.1.2. to be drawn to the attention of the LADO.

12. Allegation(s) Made Against a Student or a Number of Students

12.1 We have a Duty of Care for all learners who attend Petroc and where an allegation has been made against, or where allegations are being exchanged between students the Senior Safeguarding Officer or the Lead Designated Senior Manager (or representative) will make a decision as to whether the student(s) will be asked not to return to college until it is considered safe to do so.

12.2 The Safeguarding team will notify the students(s) and where appropriate the parent/carers in writing of the decision and will work with any relevant agencies, acting as quickly as possible in seeking an appropriate, safe conclusion to the investigation.

13. Learners or Staff Taking Photographic Images, Making Films or Sound Recordings whilst in College

13.1. In order to safeguard learners and staff whilst they are engaged in any college activities on or offsite, whether classroom based, work based, on enrichment trips/visits or any other activities linked to college, learners are not allowed to take photographic images, make films or sound recordings or record teaching sessions in any way or at any time whilst enrolled at Petroc unless under the direct instruction and with the express permission from the member of staff in charge of the teaching and learning activity.

13.2. To comply with Petroc Safeguarding protocols, staff and learners are not allowed to take photographic images, make films or sound recordings of fellow learners or Petroc staff and upload them to any website without their prior written consent. If the photographic images, films or sound recordings are being taken by any Petroc staff member they should seek written approval from their line manager before any photographic images, films or sound recordings are uploaded to the public domain.

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RECRUITMENT AND SELECTION PROCEDURES

The College recruitment and selection procedures are regularly reviewed to ensure that:

- they apply to all staff and volunteers who may work with children;
- the post or role is clearly defined;
- key selection criteria for the post or role are identified;
- vacancies are advertised widely in order to ensure a diversity of applicants;
- documentary evidence of academic/vocational qualifications is obtained ;
- professional and character references are obtained;
- previous employment history is verified ;
- DBS disclosure checking details are carried out
- a variety of selection techniques (e.g. qualifications, previous experience, interview, reference checks) are used.

Guide for the Recruitment and Selection of Volunteers

Petroc recognises and values the contribution of volunteers to a range of activities both on and off campus. The purpose of this procedure is to ensure the College meets its obligations under the 'Safe Learner' principle by following appropriate guidelines when recruiting volunteers to work with young people and vulnerable adults.

While the full recruitment and selection procedure may not be appropriate, it is still necessary to follow good practice when choosing people to work with our learners. It is recommended that the following process be followed:

- Completion of application form. This gives information of past and present employment.
- Take out references from current or last employers as well as a character reference.
- Interviewed by appropriate Manager. Managers should interview against stated criteria to ensure best fit. A clear outline of the tasks should be given to the successful volunteer.
- Guidance, in writing, should be produced to advise volunteers as to what they may be able/not able to do whilst working at the College.
- Bring the policy on the recruitment of staff with criminal convictions and the use of criminal record checks to the attention of the candidate.
- Take out DBS checks where there is likely to be substantial unsupervised access to young people and/or vulnerable adults.
- Bring the consensual relationships policy to the attention of the candidate.

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Work Experience / Work Placements

Learners out on work experience

There is no requirement to vet all staff who come into contact with a learner on placement. The only person who should be considered being DBS checked is the person having day to day responsibility for the learner. Typically there will not be a requirement to DBS check even the person in sole charge of the learner unless they fall into one of the following:

1. The learner is identified by the college as being vulnerable
2. The placement is for more than 15 days
3. Regular lone working or isolated environments with 1:1 working
4. Placements involve a residential element

14 -16 pupils at College

The following learners would not require a DBS disclosure:

1. Secondary pupils undertaking work related in another school or college as part of a voluntary service or vocational studies
2. Secondary pupils on a key stage 4 work experience in other schools or college

16 -18 learners in other schools or colleges

The following learners would not require a DBS disclosure:

Key stage 5 learners in connection with short careers or subject placement .

OUTDOOR LEARNING**Supplementary guidance/procedures for Outdoor Learning Residential Centres**

When children and young people are changing and showering staff need to ensure that they do not allow themselves to be compromised.

Staff must always ask for permission to enter the bedrooms of children and young people. Conversations should be conducted from the open doorway. Staff must ensure that they do not enter a bedroom when to do so would mean they would be alone with a child or young person.

The relaxed social atmosphere often found in residential centres could lead to a child or young person making a disclosure to staff regarded as a trusted adult.

The child or young person should be listened to and Petroc policy should then be followed.

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Outdoor Learning Activities

Many activities encourage and necessitate physical contact — staff need to be aware of anyone taking advantage of these activities *or* anyone being overtly uncomfortable with what they are being asked to participate in.

Some activities can be emotionally or mentally challenging — staff need to be aware of the varying boundaries and capacity to manage these demands of individual children and young people.

There will be times when staff need to make physical contact with children and young people, e.g. when supporting during climbing or caving, making adjustments to specialist equipment; staff need to ensure that they do not allow themselves to be compromised. Refer to the DfE Policy on Physical Contact between Staff and Pupils.

The relationship between staff, children and young people during outdoor learning activities is often an informal one; staff must always ensure that they maintain their professional distance.

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GUIDANCE FLOWCHART

ALLEGATIONS AGAINST STAFF – risk of harm to Young People and Vulnerable Adults

Staff must only contact designated Safeguarding staff as listed below with regards to any staff allegations.

If you become aware that a member of staff may have:

- Behaved in a way that may have harmed a young person up to the age of 18 years old or someone you consider to be a vulnerable adult. (definition of vulnerable adult attached)
- Possibly committed a criminal offence against a young person up to the age of 18 years old or someone you consider to be a vulnerable adult
- If in doubt, contact the Safeguarding team for advice.

The young person up to the age of 18 years old or someone you consider to be a vulnerable adult **SHOULD NOT** be questioned –you must not communicate with the alleged abuser, but you should make a simple record of the allegation. You must sign and date this record you have made.

THEN

- **Report immediately** to Pené Prior who is the Designated Senior Manager (DSM) **or** to Doug Morrish the Senior Safeguarding Officer (SSO)
The DSO or SSO will inform the HR Manager David Hunt.

- If the allegation is about the Principal:
- You must report it immediately to the Chair of Governors, via the Clerk to Governors.
 - The Clerk will report this to the Designated Senior Manager (DSM).

SAFEGUARDING TEAM ONLY ↓

The Senior Safeguarding Officer (SSO) and/or the Designated Senior Manager (DSM) will make a referral or seek advice to ascertain if there is a safeguarding concern by contacting Multi-Agency Safeguarding Hub (MASH).

AND

Report the allegation to the Local Authority Designated Officers for Allegations (LADOs) LADO Co-ordinator, or the out of hours contact: Emergency Duty Team.

Our LADO will liaise with our Senior Safeguarding Officer (SSO) to:

1. Consider the relevant facts and concerns re the adult and young person including any previous history.
2. Decide on next course of action – usually straight away, sometimes after further consultation with other multi-agency parties such as the Police and HR.

If the DfE multi-agency procedures are NOT indicated, the LADO will agree with our SSO an appropriate response (e.g. for the agency to undertake further enquiries or to make an investigation)

If the DfE procedures ARE indicated, a multi-agency strategy meeting will normally be held either by phone or in person. Normally the SSO, the LADO, HR and the Police are invited. Information is shared confidentially, risk to children and young people are considered and appropriate action agreed – e.g. s.47 Children Act enquiries, further enquiries, disciplinary measures or (unusually) criminal proceedings. A record of the meeting will be made, and further meetings held every 4 weeks until a conclusion.

NB: This document is intended for use as a quick guide only. For more detailed guidance refer to:

1. The Multi-Agency South West Child Protection Procedures at www.swcpp.org.uk
2. The Multi-Agency Child Protection and LADO procedures at www.devon.gov.uk