

St Benedict's Catholic College



Safeguarding children policy

2015 – 2016

St Benedict's Catholic College
Safeguarding Children Policy 2015 - 2016



St Benedict's Catholic College is committed to providing a safe and secure environment for students, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others. The contents of this policy should be read in conjunction with the college's **Child Protection Policy 2015 – 2016**.

Responsibilities and Immediate Action

All adults working in this college (including visiting staff, volunteers and students on placement) are required to report instances of actual or suspected child abuse or neglect to the Designated Person/s.

DESIGNATED SAFEGUARDING CO-ORDINATOR

NAME: **Mrs Joanne Santinelli**
CONTACT NUMBER: **01206 549222 ext 842**

DESIGNATED SAFEGUARDING TEAM

Designated Safeguarding Lead

NAME: **Mr John Deasy**
CONTACT NUMBER: **01206 549222 ext 821 (speed dial 0069)**

Deputy Designated Safeguarding Lead

Child Sexual Exploitation Champion

Name: **Miss Helen Drake**
CONTACT NUMBER: **01206 549222 ext 849/833/861**

Deputy Designated Safeguarding Lead

NAME: **Mr Peter Johnson**
CONTACT NUMBER: **01206 549222 ext 859**

NOMINATED GOVERNOR FOR SAFEGUARDING

NAME: **Mrs Mary Moriarty 01206 549222**



St Benedict's Catholic College

Safeguarding Children Policy 2015 - 2016



St Benedict's Catholic College will fulfil local and national responsibilities as laid out in the following documents:

- **SET (Southend, Essex and Thurrock) Procedures** (ESCB, August 2015)
- **Effective Support for Children and Families in Essex** (ESCB, 2015)
- **Working Together to Safeguard Children** (DfE 2015)
- **The Education Act 2002 s175/s157**
- **Dealing with Allegations of Abuse (DfE 2012)**
- **Keeping Children safe in education; information for all schools and college staff** (DfE, July 2015)
- **PREVENT and Channel duty guidance** (June 2015)
- **What to do if a Child is being abused** (March 2015)
- **Counter-Terrorism and Security Act (2015)** placed a new duty on schools and other education providers. Under **section 26 of the Act**, schools are required, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent Duty
- **The Serious Crime Act 2015 (Home Office, 2015)** introduced a duty on teachers (and other professionals) to notify the police of known cases of female genital mutilation where it appears to have been carried out on a girl under the age of 18. Our college will operate in accordance with the statutory requirements relating to this issue, and in line with existing local safeguarding procedures.

OVERALL AIMS

1. OVERALL AIMS

- 1.1** This policy in conjunction with our Child Protection Policy (2015 – 16) will contribute to the prevention of abuse by:
- Clarifying standards of behaviour for staff and students
 - Introducing appropriate work within the curriculum
 - Developing staff awareness of the causes of abuse
 - Encouraging students and parental participation in practice and
 - Addressing concerns at the earliest possible stage
- 1.2** This policy in conjunction with our Child Protection Policy (2015 – 16) will contribute to the protection of our students by:
- Including appropriate work within the curriculum
 - Implementing child protection policies and procedures and
 - Working in partnership with students; parents and agencies
 - Directing concerns about students in specific circumstances (e.g. students at risk from being drawn into extremism) to relevant government guidance
- 1.3** This policy in conjunction with our Child Protection Policy (2015 – 16) will contribute to supporting our students by:
- Identifying individual needs and where possible
 - Designing plans to meet those needs

2. THE DESIGNATED SAFEGUARDING LEAD

- 2.1** The Designated Safeguarding Lead or the Deputy will immediately refer cases of suspected abuse or allegations to the Family Operations Hub by telephone and in accordance with the procedures outlined in the SET procedures (ESCB, 2015) and in 'Effective Support for Children and Families in Essex' (ESCB, 2015).

St Benedict's Catholic College
Safeguarding Children Policy 2015 - 2016



- 2.2** The Designated Safeguarding Lead or in their absence, the Deputy Designated Safeguarding Lead is the first point of contact at this college for external agencies who are pursuing Safeguarding investigations and co-ordinates the college's representation at Safeguarding Conferences and Core Group meetings (including the submission of written reports for conferences). When an individual concern/incident is brought to the notice of the Designated Safeguarding Lead (or Deputy), they will be responsible for deciding upon whether or not this should be reported as a safeguarding issue. Where there is any doubt as to the seriousness of this concern, or disagreement between the Designated Person and the member of staff reporting the concern, advice will be sought from the Family Operations Hub by telephone and a referral may be made in accordance with the procedures outlined in the SET procedures (ESCB, 2015) and in 'Effective Support for Children and Families in Essex' (ESCB, 2015).
- 2.3** The parent/carer will normally be contacted before a referral is made to the Family Operations Hub. However, if the concern involves alleged or suspected sexual abuse or the Designated Safeguarding Lead has reason to believe that informing the parent at this stage might compromise the safety of the student or a staff member, nothing will be said ahead of the referral.
- 2.4** In circumstances where a child has an unexplained or suspicious injury that requires urgent medical attention, the Safeguarding referral process should not delay the administration of First Aid or emergency medical assistance.

If a student is thought to be at immediate risk because of parental violence, intoxication, substance misuse, mental illness or parental threats to remove the child during the college day, for example, urgent Police intervention will be requested.

Where a child sustains a physical injury or is distressed as a result of reported chastisement, or alleges that they have been chastised by the use of an implement or substance, this will immediately be reported for investigation. Referrals to Essex Social Services Family Operations Hub will be confirmed in writing, using the Inter Agency Referral Form (Children & Young People) for Statutory and Voluntary Organisations, copied to the Principal.

- 2.5** All parents applying for places at this college will be informed of our safeguarding responsibilities and the existence of this policy. In situations where students sustain injury or are otherwise affected by an accident or incident whilst they are the responsibility of the college, parents will be notified of this as soon as possible. St Benedict's Catholic College recognises the need to be alert to the risks posed by strangers or others (including the parents or carers of other students) who may wish to harm students in college or students travelling to and from college and will take all reasonable steps to lessen such risks.

3. VULNERABLE STUDENTS

- 3.1** Particular vigilance will be exercised in respect of students who are the subjects of Child Protection Plans and any incidents or concerns involving these students will be reported immediately to the allocated Social Worker or the Family Operations Hub.

If the student in question is a Looked After Child, this will also be brought to the notice of the Designated Safeguarding Lead with responsibility for children in public care.

- 3.2** If a student discloses that they have witnessed domestic violence or it is suspected that they may be living in a household which is affected by family violence, this will be referred to the Designated safeguarding Lead as a safeguarding issue.

St Benedict's Catholic College
Safeguarding Children Policy 2015 - 2016



- 3.3** The college acknowledges the additional needs for support and protection of children who are vulnerable by virtue of disability, homelessness, refugee/asylum seeker status, the effects of substance abuse within the family, those who are young carers, mid-year admissions and students who are excluded from college.
- 3.4** We acknowledge that students who are affected by abuse or neglect may demonstrate their needs and distress through their words, actions, behaviour, demeanour, school work or other children. The college has a strong commitment to an anti-bullying policy and will consider all coercive acts and inappropriate child on child behaviour and sexual activity within a Safeguarding context.

4. TRAINING AND SUPPORT

- 4.1** The Designated Safeguarding Lead (and Deputy) will undergo updated Level 3 safeguarding and child protection training every two years. The Principal, all staff members and governors will regularly undergo whole college in-service training on safeguarding issues which is updated regularly, in line with advice from the Essex Safeguarding Children Board (ESCB).
- 4.2** The college will ensure that the Designated Safeguarding Lead (and Deputy) also undertakes training in inter-agency working and other matters as appropriate.
- 4.3** The Designated Safeguarding team and governors will be encouraged to attend appropriate network meetings and to participate in any multi-agency training programme organised by the Essex Safeguarding Children Board (ESCB).
- 4.4** All staff should have access to advice and guidance on the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are referred to in the Staff Handbook/Code of Conduct.

5. RECRUITMENT

St Benedict's Catholic College is committed to being a Safe Organisation. Safe recruitment processes are followed and all staff recruited to the college will be subject to appropriate identity, qualification and health checks.

References will be verified and Disclosure and Barring Service (DBS) checks undertaken.

Consultation with the Independent Safeguarding Authority (ISA) will be completed before staff are appointed and commence their duties.

The relevant senior leaders have undertaken Safer Recruitment training, as have members of the Governing Body who will be involved in appointment panels.

This college will only use employment agencies which can demonstrate that they positively vet their supply staff and will report the misconduct of temporary or agency staff to the agency concerned and to the Local Authority. Staff joining the college on a permanent basis will be given the full policy. Temporary staff will be given a resume of this policy. Additionally, the Staff Handbook contains a copy of the policy.

St Benedict's Catholic College
Safeguarding Children Policy 2015 - 2016



6. VOLUNTEERS

- 6.1 Any parent or other person/organisation engaged by the college to work in a voluntary capacity with students will be subjected to all reasonable vetting procedures and Disclosure and Barring Service (DBS) checks.
- 6.2 Volunteers will work under the direct supervision of an established staff member and will be subject to the same code of conduct as paid employees of the college.
- 6.3 Volunteers will at no time be given responsibility for the personal care of students.
- 6.4 Voluntary sector groups that operate within this college, provide off-site services for our students or use college facilities, will be expected to adhere to this policy or operate a policy which is compliant with the procedures adopted by the Essex Safeguarding Children Board.
- 6.5 Premise lettings are subject to acceptance of this requirement.

7. STAFF CODE OF CONDUCT

- 7.1 All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with students and their families. Students will be treated with respect and dignity and no punishment, detention, restraint, sanctions or rewards are acceptable that fall outside the sentiment of the college's Attendance and Praise & Behaviour Policies. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. Where incidents occur which might otherwise be misconstrued, or in the exceptional circumstances where it becomes necessary to physically restrain a student for their own protection or others' safety, this will be appropriately recorded and reported to the Principal and parents.
- 7.2 Except in cases of emergency, First Aid will only be administered by qualified First Aiders. If it is necessary for the student to remove clothing for First Aid treatment, there will, wherever possible, be another adult present. If a student needs help with toileting, washing after soiling themselves, another adult or the student's parent should be present or within earshot. If a male member of staff is providing any form of intimate care to a female student, a female colleague will be present. All first aid treatment and non-routine changing or personal care will be recorded and shared with parents/carers at the earliest opportunity.
- 7.3 Children requiring regular medication or therapies for long-term medical conditions will be made the subject of a Medical Plan that has been agreed with the parents and or health authority.
- 7.4 For their own safety and protection, staff should exercise caution in situations where they are alone with students. The door to any room in which 1:1 coaching, counselling, tutoring or meeting is taking place should be left open and or any glass panelling left clear to view. Where this is not practicable because of the need for confidentiality, another member of staff will be asked to maintain a presence nearby and a record will be kept of the circumstances of the meeting. All rooms that are used for the teaching or counselling of students will have clear and unobstructed glass panels in the doors.
- 7.5 School staff should also be alert to the possible risks that might arise from social contact with students outside of the college. Home visits to students or private tuition of students should only take place with the knowledge and approval of the Principal. Visits/telephone calls by students to the homes of staff members should only occur in exceptional circumstances and with the prior knowledge and approval of the

St Benedict's Catholic College
Safeguarding Children Policy 2015 - 2016



Principal. Any unplanned contact of this nature or suspected infatuations or “crushes” will be reported to the Principal. Staff will not disclose their personal telephone numbers and email addresses to students or parents.

8. CONTRACTORS

- 8.1** Building contractors who are engaged by or on behalf of the college to undertake works on site will be made aware of the college's Child protection and safeguarding policies and the reasons for them.
- 8.2** Long-term contractors who work regularly in the college during term time will be asked to provide their consent for DBS checks to be undertaken. These checks will be undertaken when individual risk assessments by the Leadership Team deem this to be appropriate.
- 8.3** During major works, when large numbers of workers and subcontractors may be on site during term time, Health and Safety risk assessments will include the potential for contractors or their employees to have direct access to students in non-teaching sessions.
- 8.4** All contractors and sub-contractors will be requested to read a copy of the college's code of conduct for staff. Individuals and organisations that are contracted by the college to work with, or provide services to, students will be expected to adhere to this policy and their compliance will be monitored.

9. COMPLAINTS/ALLEGATIONS MADE AGAINST STAFF

- 9.1** St Benedict's Catholic College takes seriously all complaints made against members of staff. Procedures are in place for students, parents and staff to share any concern that they may have about the actions of any member of staff or volunteer. All such complaints will be brought immediately to the attention of the Principal, or the Vice Principal in her absence, in order that she may activate the appropriate procedures.
- 9.2** If the allegation is of physical assault, the Principal will take action in accordance with the college's complaints procedure, bearing in mind the following criteria; which may be subject to the child protection policy
- the allegation is one of actual bodily harm – i.e. an injury has necessitated first aid or medical treatment
 - there is reason to suspect parental instigation or collusion
 - the allegation has been reported to the Police or Children's Services by the parent
 - the student is Looked After in Public Care
 - the student is the subject of a Child Protection Plan
 - the student has a disability or Statement of Special Educational Needs
 - the member of staff concerned has been subject to previous complaints
 - the allegation is one of sexual abuse
- 9.3** SET procedures (ESCB, 2015) require that, where an allegation against a member of staff is received, the Principal, senior named person or the Chair of Governors must inform the duty Local Authority Designated Officer (LADO) in the Children's Workforce Allegations Management Team on **03330 139 797** within one working day. However, wherever possible, contact with the LADO should be made immediately as they will then advise on how to proceed and whether the matter requires Police involvement. This will include advice on speaking to students and parents and HR. The college does not carry out any investigation before speaking to the LADO.

St Benedict's Catholic College
Safeguarding Children Policy 2015 - 2016



- 9.4** If the complaint concerns alleged abuse by the Principal, this should be brought to the attention of the Chair of Governors who will contact the LADO. Any complaint concerning alleged abuse by the Lead Designated Person should be reported to the Principal.
- 9.5** Parents should also be advised of their independent right to make a formal complaint to the Police. Temporary and visiting staff will be subject to the same procedures.
- 9.6** Staff who are formally disciplined for the mistreatment of students (or who resign before disciplinary action can be completed), will be notified to the Independent Safeguarding Authority.

10. RECORDS

- 10.1** Brief and accurate written notes will be kept of all incidents and child protection or child in need concerns relating to individual students. This information may be shared with other agencies as appropriate. The college will take into account the views and wishes of the student who is the subject of the concern but staff will be alert to the dangers of colluding with dangerous “secrets”.
- 10.2** Child protection records are not open to students or parents. CP records are kept securely by the Designated Person and separately from educational records. They may only be accessed by the Designated Person, their deputies and the senior leaders of the college.
- 10.3** If a student is withdrawn from the college having not reached the normal date of transfer; due to a family move or any other reason, the college will notify the LEA Tracking Officer and the college to which they are being admitted and to ensure that their educational records are sent without delay to that School. If the parent/carer fails to provide this information, an urgent referral will be made to the LEA Tracking Officer in order that they might make further enquiries. If educational records are sent to this college concerning a student who is not registered by the parent, the records will be returned to the sending school with a note, advising them to refer to their LEA’s Education Welfare Service.

A student’s name will only be removed from the college’s Admissions Register in accordance with the Pupil Registration Regulations or with the authorisation of the Attendance Improvement Service.

- 10.4** All deletions from the college roll will trigger the completion of a Common Transfer File (CTF) which will be downloaded to the appropriate database. Where an onward destination cannot be determined and the student is of compulsory school age, the CTF will be downloaded to the Lost Pupils’ Database.
- 10.5** When a student joins from another school they come with a CTF. New overseas arrivals are added to our database.
- 10.6** The college will require a baptismal certificate if appropriate. If there is any doubt as to the identity of a student, advice will be sought from the local authority and other statutory agencies, as appropriate.
- 10.7** We will maintain accurate records of those with Parental Responsibility and emergency contacts. Students will only be released to the care of those with Parental Responsibility or someone acting with their written consent.
- 10.8** Child Protection records will be sent to receiving schools separately and under a confidential cover.

St Benedict's Catholic College
Safeguarding Children Policy 2015 - 2016



11. SAFETY IN THE COLLEGE

- 11.1** No internal doors to classrooms will be locked whilst students are present in these areas. Most doors (including offices for staff and classrooms) have a glass window in the upper section which must not be covered at any time.
- 11.2** Entry to college premises will be controlled by doors that are secured physically or by constant staff supervision. Authorised visitors to the college will be logged into and out of the premises and will be asked to wear their identity badges or be issued with college visitor badges. Unidentified visitors will be challenged by staff or reported to the Principal or college office.
- 11.3** The presence of intruders and suspicious strangers seen loitering near the college or approaching students, will be reported to the Police.
- 11.4** Parents, carers or relatives may only take still or video photographic images of students in college or on college organised activities with the prior consent of the college and then only in designated areas. If parents do not wish their children to be photographed or filmed and express this view in writing, their rights will be respected.

12. CURRICULUM

- 12.1** St Benedict's Catholic College acknowledges the important role that the curriculum can play in the prevention of abuse and in the preparation of our students for the responsibilities of adult life and citizenship.
- 12.2** As appropriate, the curriculum will be used to build resilience, help students to keep safe and to know how to ask for help if their safety is threatened. As part of developing a healthy, safer lifestyle, the curriculum will;
- Include activities and opportunities which equip students with the skills they need to stay safe from abuse and to develop healthy and safe relationships
 - Provide material which will help students develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills
 - Protect children from harm and ensure that they are taught in a way that is consistent with the law and our values and to promote respect for all others
 - Facilitate understanding of wider issues within the context of learning about the values on which our society is founded and our system of democratic government
 - Actively promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
 - Promote tolerance of and respect for people of all faiths (or those of no faith), races, genders, ages, disability and sexual orientations
 - Enable students to recognise and manage risks in different situations and then decide how to behave responsibly
 - Help them to judge what kinds of physical contact are acceptable and unacceptable
 - Enable them to recognise when pressure from others (including people they know) threatens their personal safety and well-being; including knowing when and where to get help
 - Empower them to use assertiveness techniques to resist unhelpful pressure
- 12.3** All computer equipment and internet access within the college will be subject to appropriate "parental controls" and internet safety rules.

St Benedict's Catholic College Safeguarding Children Policy 2015 - 2016



- 12.4** St Benedict's Catholic College will work with the Local Authority to promote "Healthy Schools" through the curriculum with the aim of;
- developing a college ethos and environment which encourages a healthy lifestyle for students
 - using the full capacity and flexibility of the curriculum to help students to achieve healthy lifestyles
 - ensuring that food and drink available across the school day, reinforces the healthy lifestyle message;
 - providing high quality Physical Education and sport to promote physical activity;
 - promoting an understanding of the full range of issues and behaviours which impact upon lifelong health and well being

13. WORKING IN PARTNERSHIP WITH PARENTS

It is our policy to work in partnership with parents or carers to secure the best outcomes for our students. We will therefore communicate as clearly as possible about the aims of this college;

- we will try to use clear statements in our brochures and correspondence
- we will involve parents and students in the development of Codes of Conduct and Equalities and Praise and Behaviour Management policies
- we will liaise with agencies in the statutory, voluntary and community sectors and locality teams that are active in supporting families
- we will be responsive to the needs of parents/carers who do not have English as their first language
- we will keep parents informed as and when appropriate

14. SAFEGUARDING CHILDREN AT ST BENEDICT'S CATHOLIC COLLEGE: QUICK GUIDE

Everyone at St Benedict's Catholic College is committed to work together to ensure that students are kept safe by contributing to;

- providing a safe environment for students to learn: and,
- identifying students who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure that they are kept safe both at home and at school.

Guidelines for Staff

If you think a student at St Benedict's Catholic College is in need because they are suffering or likely to suffer significant harm you **MUST** do the following:

Any safeguarding concerns must be reported to a member of the safeguarding team:

Designated Safeguarding Co-ordinator
Mrs J. Santinelli (Principal)

Designated Safeguarding Team
Designated Safeguarding Lead
Mr J. Deasy (Assistant Principal)

Deputy Designated Safeguarding Lead/ Child Sexual Exploitation Champion
Miss H. Drake (Pastoral Manager)

Deputy Designated Safeguarding Lead
Mr P. Johnson (Assistant Principal)

Nominated Governor for Safeguarding
Mrs M. Moriarty

St Benedict's Catholic College
Safeguarding Children Policy 2015 - 2016



1. If the above named persons are not available, and you are extremely concerned about the safety of a student then see the Vice Principal or any member of the senior leadership team immediately.
2. **NEVER** promise to keep information that a student has told you “secret”. Explain that you can listen to them, but make it clear that if you perceive that they are in any danger of harm, then you will have to seek advice because you have a duty to protect students.
3. You must record in writing what the student has told you using the Safeguarding Referral Form and return this to the Designated Safeguarding Person immediately. It is very important not to question or “lead” the student.
4. Please maintain confidentiality for the student. It is vital that you never ring home or contact Children’s Services yourself – that is the role of the Designated Person/Deputy Designated Person, who may have to refer the case to Social Services directly.

If you are in any kind of doubt about procedures for Safeguarding Children, then please see one of our Designated Safeguarding Team.

Please note that the Child Protection Policy contains more detailed information.

NB: This document along with other important documents and resources, including the Child Protection Referral Form, can be accessed in the Key Documents folder in Common Resources on the college network.

15. RELATED SCHOOL POLICIES

‘...safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as student health and safety and bullying.....and a range of other issues, for example, arrangements for meeting the medical needs of childrenproviding first aid, college security, drugs and substance misuse, etc.

There may also be other safeguarding issues that are specific to the local area or population’

Safeguarding Children and Safer Recruitment in Education DfES 2007

This policy will cross reference to related school policies and other protocol:

- Allegations against college staff policy
- Rewards and Behaviour policy
- Anti-bullying policy
- Attendance policy
- Child Protection policy
- Code of Conduct of employees
- Disciplinary policy procedure teaching staff
- Data protection policy
- eSafety Policy
- SRE policy
- Supporting students with medical needs policy
- Whistle Blowing policy
- Religious education policy
- Educational visits policy
- ICT & Internet Safety (including e-safety) policy
- Health and Safety

St Benedict's Catholic College
Safeguarding Children Policy 2015 - 2016



16. COMPLAINTS AND MONITORING

All complaints arising from the operation of this policy will be considered under the college's complaints procedure.

The governing body of the college will consider safeguarding issues and their implications for this policy on an annual basis. For this item, the Principal will report upon levels of child protection referrals made by the college during the past year, training undertaken by college staff and governors and any changes in legislation or national/local guidance.

Otherwise, this policy will be reviewed and updated in September 2016, or earlier, if new guidance needs to be incorporated.

November 2015