

Child Protection and Safeguarding Policy and Procedures



Ellesmere College

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1 Policy statement

- 1.1 The College's Child Protection and Safeguarding Policy and Procedures (**Policy**) has regard to statutory guidance *Keeping children safe in education 2015* and *Working Together to Safeguard Children 2013*, and:
- 1.1.1 has been authorised by the Governing Body of the College;
 - 1.1.2 is published on the College website and available in hard copy to parents on request;
 - 1.1.3 can be made available in large print or other accessible format if required; and
 - 1.1.4 its procedures apply wherever staff, Governors or volunteers are working with pupils even where this is away from the College, for example an educational visit.
- 1.2 Every pupil should feel safe and protected from any form of abuse. The 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:
- 1.2.1 ensure that we practise safer recruitment in checking the suitability of staff, Governors and volunteers (including staff employed by another organisation) to work with children and young people in accordance with: the guidance given in *Keeping children safe in education 2015*; the Education (Independent School Standards) (England) Regulations 2010 (as amended); and the National Minimum Standards for Boarding Schools 2015. See also the College's separate **Safe Recruitment Policy**;
 - 1.2.2 follow the local inter-agency procedures of the Shropshire Safeguarding Children Board;
 - 1.2.3 be alert to signs of abuse both in the College and from outside and to protect each pupil from any form of abuse, whether from an adult or another pupil;
 - 1.2.4 deal appropriately with every suspicion or complaint of abuse and to support children who have been abused in accordance with his / her agreed child protection plan;
 - 1.2.5 design and operate procedures which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations;
 - 1.2.6 be alert to the medical needs of children with medical conditions;
 - 1.2.7 operate robust and sensible health and safety procedures and operate clear and supportive policies on drugs, alcohol and substance misuse;
 - 1.2.8 teach pupils about safeguarding, for example through use of online resources, through the curriculum and PSHE;
 - 1.2.9 take all practicable steps to ensure that College premises are as secure as circumstances permit;
 - 1.2.10 consider and develop procedures to deal with any other safeguarding issues which may be specific to individual children in the College or in the local area; and
 - 1.2.11 have regard to guidance issued by the Secretary of State for Education (**DfE**) in accordance with section 157 of the Education Act 2002 and associated regulations.
- 1.3 *Keeping children safe in education 2015* defines safeguarding and promoting the welfare of children as protecting children from maltreatment; preventing impairment of children's

health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

- 1.4 *Keeping children safe in education 2015* provides that the inspection of independent schools will ensure that the Independent School Standard which concerns the welfare, health and safety of children is met.
- 1.5 The Childcare (Disqualification) Regulations 2009 place additional requirements on the College if the postholder is to work in early years provision, later years provision (children who have not attained the age of 8) or are directly concerned in the management of such early or later years provision.
 - 1.5.1 These staff need to complete the College's Disqualification Declaration Form, see Appendix 5 (which includes disqualification by association).

2 The Designated Safeguarding Lead

- 2.1 The College's Governing Body has appointed a member of staff of the College's senior leadership team with the necessary status and authority (**Designated Safeguarding Lead**) to be responsible for matters relating to child protection and welfare.
- 2.2 The Designated Safeguarding Lead shall be given the time, funding, training, resources and support to enable him/her to support other staff on safeguarding matters, to contribute to strategy discussions and/or inter-agency meetings and to contribute to the assessment of children.
- 2.3 Parents are welcome to approach the Designated Safeguarding Lead if they have any concerns about the welfare of any child in the College. If preferred, parents may discuss concerns in private with the child's form teacher or the Head who will notify the Designated Safeguarding Lead in accordance with these procedures.
- 2.4 The name and contact details together with the main responsibilities of the Designated Safeguarding Lead are set out in Appendix 1.
- 2.5 If the Designated Safeguarding Lead is unavailable his / her duties will be carried out by the Deputy Designated Safeguarding Lead. The Deputy Designated Safeguarding Lead's details are also set out in Appendix 1. In this policy, reference to the Designated Safeguarding Lead includes the Deputy Designated Safeguarding Lead where the Designated Safeguarding Lead is unavailable.

3 Duty of staff, Governors and volunteers

- 3.1 All staff, Governors and volunteers of the College are under a general legal duty:
 - 3.1.1 to protect children from abuse;
 - 3.1.2 to be aware of the terms and procedures in this Policy and to follow them;
 - 3.1.3 to know how to access and implement the procedures in this Policy, independently if necessary;
 - 3.1.4 to keep a sufficient record of any significant complaint, conversation or event in accordance with this Policy; and

- 3.1.5 to report any matters of concern to the Designated Safeguarding Lead.
- 3.2 The College's child protection procedures are not intended to prevent any person from making an immediate referral to children's social care if there is a risk of immediate serious harm to a child.
- 3.3 The Governing Body ensures that the College's safeguarding arrangements take into account the procedures and practice of the Shropshire Safeguarding Children Board. The Governing Body has nominated one of its members to manage child protection incidents on behalf of the Board and to liaise with external agencies where this is required. The nominated Governor is **Mrs C Newbold**.
- 3.4 A designated teacher will be appointed by the Governors to promote the educational achievement of children who are looked after. The Governors will ensure that staff have the skills, knowledge and understanding necessary to keeping looked after children safe. In particular they will ensure that the information they need in relation to the child's looked after status, his / her care arrangements and the levels of authority delegated to the carer by the authority looking after him / her is made available to them.
- 3.5 **Training**
- 3.5.1 **Induction**
- (a) All staff, including temporary staff and volunteers, will be provided with induction training and a Staff Handbook that includes:
 - (i) this Policy;
 - (ii) information on Conduct At Work and Conduct Outside Working Hours, i.e. Staff Code of Conduct;
 - (iii) the identity and contact details of the Designated Safeguarding Lead and his / her Deputy;
 - (iv) child protection training in accordance with Shropshire Safeguarding Children Board procedures; and
 - (v) a copy of Part 1 of Keeping children safe in education 2015.
- 3.5.2 **Child protection training**
- (b) All staff including the Head will receive a copy of this policy and Part 1 of *Keeping children safe in education 2015*, and will be required to confirm that they have read these.
 - (c) The Head, all staff members and the nominated Governor will undertake appropriate child protection training which will be updated every **3 years** and following consultation with the Shropshire Safeguarding Children Board.
- 3.5.3 **Designated Safeguarding Lead**
- (d) The Designated Safeguarding Lead and Deputy Designated Safeguarding Lead have undertaken child protection training and training in inter-agency working, and will attend refresher training at two-yearly intervals. For further details about the training of the Designated Safeguarding Lead, see Appendix 1.

- 3.5.4 All training will be carried out in accordance with Shropshire Safeguarding Children Board procedures.

4 Procedures

4.1 Complaints of abuse

- 4.1.1 Every complaint or suspicion of abuse from within or outside the College will be taken seriously and action taken in accordance with this policy.
- 4.1.2 The child protection training provided to staff considers the types and signs of abuse staff should be aware of. Further details are set out in Appendix 2.
- 4.1.3 If a member of staff is concerned that a pupil may be suffering harm, the matter should be referred to the Designated Safeguarding Lead as soon as possible. If a member of staff suspects or hears a complaint of abuse, the procedures set out in Appendix 3 must be followed. If at any point there is a risk of immediate serious harm a referral should be made to children's social care immediately.

4.2 Action by the Designated Safeguarding Lead

- 4.2.1 On being notified of a complaint or suspicion of abuse, the action to be taken by the Designated Safeguarding Lead will take into account:
- (a) the local inter-agency procedures of the Shropshire Safeguarding Children Board;
 - (b) the nature and seriousness of the suspicion or complaint. A complaint involving a serious criminal offence will always be referred to children's social care and, if appropriate, the police;
 - (c) the child's wishes or feelings; and
 - (d) duties of confidentiality, so far as applicable.
- 4.2.2 If there is room for doubt as to whether a referral should be made, the Designated Safeguarding Lead will consult with children's social care on a no names basis without identifying the family. However, as soon as sufficient concern exists that a child may be at risk of significant harm, a referral to children's social care will be made without delay (and in any event within 24 hours).
- 4.2.3 If the initial referral is made by telephone, the Designated Safeguarding Lead will confirm the referral in writing to the children's social care within 24 hours. If no response or acknowledgment is received within three working days, the Designated Safeguarding Lead will contact the children's social care again.
- 4.2.4 In circumstances where a pupil has not suffered and is not likely to suffer significant harm but is in need of additional support from one or more agencies, the Designated Safeguarding Lead will liaise with children's social care and where appropriate an inter-agency assessment will take place, including use of the Common Assessment Framework and Team around the Child approaches, as necessary.

4.3 Dealing with allegations against staff, Governors and volunteers

- 4.3.1 The College has procedures for dealing with allegations against staff, Governors and volunteers who work with children that aim to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from false or unfounded allegations. These procedures are set out in Appendix 4 and follow Part 4 of *Keeping children safe in education 2015*.

- 4.3.2 The LADO will be informed immediately and in any event within one working day of all allegations against staff, Governors and volunteers that come to the College's attention and appear to meet the criteria set out in paragraph 1 of Appendix 4.
- 4.3.3 Detailed guidance is given to staff and volunteers to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil. This guidance is contained in the Staff Handbook and includes detail of additional safeguarding arrangements where staff engage in one-to-one teaching and meetings with pupils.
- 4.3.4 The College's separate Whistleblowing Policy sets out the procedure for reporting wrongdoing by staff in the workplace that does not involve the safeguarding and welfare of children.

4.4 Allegations against pupils

- 4.4.1 A pupil 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.
- 4.4.2 The College will take advice from children's social care on the investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all pupils involved including the pupil or pupils accused of abuse.
- 4.4.3 If it is necessary for a pupil to be interviewed by the police in relation to allegations of abuse, the College will ensure that, subject to the advice of children's social care, the pupil's parents are informed as soon as possible and that the pupil is supported during the interview by an appropriate adult. In the case of pupils whose parents are abroad, the pupil's Education Guardian will be requested to provide support to the pupil and to accommodate him / her if it is necessary to suspend him / her during the investigation.
- 4.4.4 Where an allegation is made against a pupil, both the victim and the perpetrator will be treated as being at risk and safeguarding procedures in accordance with this Policy will be followed.

4.5 Missing child procedures

- 4.5.1 All staff are informed of the separate procedure to be used for searching for, and if necessary, reporting, any pupil missing from school. The procedure includes the requirement to record any incident, the action taken and the reasons given by the pupil for being missing.
- 4.5.2 Please see the College's separate **Missing Pupil Policy** for further details.

4.6 Informing parents

- 4.6.1 Parents will normally be kept informed as appropriate of any action to be taken under these procedures. However, there may be circumstances when the Designated Safeguarding Lead will need to consult the Head, the LADO, children's social care and / or the police before discussing details with parents.
- 4.6.2 See also section 3 of Appendix 4 for details about the disclosure of information where an allegation has been made against a member of staff, volunteer or the Head of the College.

5 Secure school premises

- 5.1 The College will take all practicable steps to ensure that College premises are as secure as circumstances permit.
- 5.2 The College keeps a visitors book at Reception. All visitors must sign in on arrival and sign out on departure and are kept under appropriate supervision whilst on College premises by a member of staff or appropriately vetted volunteer. All visitors will be given a name badge with the title 'Visitor' which must be clearly displayed and worn at all times whilst on the College premises.
- 5.3 All visitors to the boarding houses must report to the duty member of staff immediately on arrival, and must observe the necessity to be kept under sufficient staff supervision during their visit.
- 5.4 Parents who are picking up and delivering their child and belongings, do not constitute being a visitor and may enter the boarding House for these purposes.

6 Confidentiality and information sharing

- 6.1 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 children's social care 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* (March 2013).
- 6.2 Where allegations have been made against staff, the College will consult with the LADO and, where appropriate, the police and children's social care to agree the information that should be disclosed and to whom.

7 Monitoring and review

- 7.1 The Designated Safeguarding Lead will ensure that the procedures set out in this Policy and the implementation of these procedures are updated and reviewed regularly, working with the Governors as necessary. Any child protection incidents at the College will be followed by a review of these procedures by the Designated Safeguarding Lead and a report made to the Governing Body. Where an incident involves a member of staff, the LADO will assist in this review to determine whether any improvements can be made to the College's procedures. Any deficiencies or weaknesses in regard to child protection arrangements at any time will be remedied without delay.
- 7.2 In addition, the full Governing Body will ensure that the Designated Safeguarding Lead will undertake a review of this Policy annually. The outcome of the annual review by the Designated Safeguarding Lead will be reported to the full Governing Body who will review this Policy and the implementation of its procedures, including good cooperation with local agencies, and consider the proposed amendments to the Policy, from both the Designated Safeguarding Lead and its own members, before giving the revised Policy its final approval. Detailed minutes recording the review by the Governing Body will be made.

8 Contacts

8.1 The details of the LADO are as follows:

Name: Hannah Bates

Address: Shropshire Assessment & Support Services, Shropshire County Council, Shrewsbury Business Park, Shrewsbury, Shropshire. SY2 6FG

Telephone number: 03456 789021

8.2 The telephone numbers of the Shropshire children's social care department are as follows:

Concerns about the Welfare of a Child 0345 678 9021

Out of Hours Emergency Duty Team 0845 678 9040

8.3 The following telephone numbers may be useful for pupils:

Shropshire Council's Children's Service 03456 789008

Childline 0800 1111

NSPCC 0808 800 5000

Children's Commissioner 0800 528 0731

Independent Listener 07825 665121

College counsellor 07825 665121

Authorised by	the Governors
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Date	28 th January 2015
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Reviewed by	DHP
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Date	January 2015
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Effective date of the policy	28 th January 2015
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Appendix 1 The Designated Safeguarding Lead

- 1 The Designated Safeguarding Lead for the College site is Dr R Chatterjee, Deputy Head Pastoral, who may be contacted on 01691 622321 or out of hours on 01691 626516.
- 2 The Deputy Designated Safeguarding Lead is Mrs S V Pritt-Roberts, Deputy Head Academic, who may be contacted on 01691 622321 or out of hours on 01691 622211.
- 3 In accordance with Annex B of *Keeping children safe in education 2015*, the main responsibilities of the Designated Safeguarding Lead are:
 - 3.1 **Managing referrals**
 - (a) To take lead responsibility for referring all cases of suspected abuse of any pupil at the College to children's social care.
 - (b) To take lead responsibility for referring to the Local Authority Designated Officer (LADO) all child protection concerns which involve a member of staff.
 - (c) To take lead responsibility for making referrals to the Disclosure and Barring Service (DBS) where a member of staff is dismissed or resigns in circumstances where there has been actual harm, or risk of harm, to a child.
 - (d) To take lead responsibility for making referrals to the police where a crime may have been committed which involves a child.
 - (e) Liaising with the Head in respect of police investigations or investigations under section 47 of the Children Act 1989 which involve the College.
 - (f) To act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
 - 3.2 **Raising awareness**
 - (a) Ensure this Policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with the Governing Body regarding this.
 - (b) Ensure this Policy is available publicly.
 - (c) Ensure that parents are aware that referrals about suspected abuse or neglect may be made to children's social care and the College's role in this.
 - (d) Maintain links with the Shropshire Safeguarding Children Board to ensure staff are aware of training opportunities and the local policies on safeguarding.
 - (e) Where children leave the College ensure their child protection file is copied for any new school or college as soon as possible but transferred separately from the main pupil file.
- 4 The Deputy Designated Safeguarding Lead will carry out this role where the Designated Safeguarding Lead is unavailable.
- 5 The Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead have undertaken child protection training and training in inter-agency working, and will attend refresher training at two-yearly intervals in order to:

- 5.1 Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments;
- 5.2 Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- 5.3 Ensure each member of staff has access to and understands the College's child protection policy and procedures, especially new and part time staff;
- 5.4 Be alert to the specific needs of children in need, those with special educational needs and young carers;
- 5.5 Be able to keep detailed, accurate, secure written records of concerns and referrals;
- 5.6 Obtain access to resources and attend any relevant or refresher training courses;
- 5.7 Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the College may put in place to protect them and to meet the requirements and procedures of the Shropshire Safeguarding Children Board.

Appendix 2 Types and signs of abuse

1 Types of abuse

- 1.1 Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children. Part one of *Keeping children safe in education 2015* defines the following types of abuse.
- 1.2 **Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- 1.3 **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.
- 1.4 **Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- 1.5 **Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- 1.6 *Keeping children safe in education 2015* also acknowledges the following as specific safeguarding issues:
- 1.6.1 **Child sexual exploitation:** involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs,

alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

- 1.6.2 **Female genital mutilation:** professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject. Warning signs that FGM may be about to take place, or may have already taken place, can be found on pages 16-17 of the Multi-Agency Practice Guidelines 2014 (<https://www.gov.uk/government/publications/female-genital-mutilation-guidelines>). Staff should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.

2 Signs of abuse

- 2.1 Possible signs of abuse include, but are not limited to:
- 2.1.1 the pupil says he / she has been abused or asks a question or makes a comment which gives rise to that inference
 - 2.1.2 there is no reasonable or consistent explanation for a pupil's injury, the injury is unusual in kind or location or there have been a number of injuries and there is a pattern to the injuries
 - 2.1.3 the pupil's behaviour stands out from the group as either being extreme model behaviour or extremely challenging behaviour, or there is a sudden or significant change in the pupil's behaviour
 - 2.1.4 the pupil asks to drop subjects with a particular teacher and seems reluctant to discuss the reasons
 - 2.1.5 the pupil's development is delayed, the pupil loses or gains weight or there is deterioration in the pupil's general wellbeing
 - 2.1.6 the pupil appears neglected, e.g. dirty, hungry, inadequately clothed
 - 2.1.7 the pupil is reluctant to go home, or has been openly rejected by his / her parents or carers and
 - 2.1.8 inappropriate behaviour displayed by other members of staff or any other person working with children, for example inappropriate sexual comments; excessive one to one attention beyond the requirements of their usual role or responsibilities; or inappropriate sharing of images.

- 2.2 The Shropshire Safeguarding Children Board can provide advice on the signs of abuse and the NSPCC website is also a good source of information and advice.

Appendix 3 Guidance for staff and volunteers on suspecting or hearing a complaint of abuse

1 Action staff must take

- 1.1 A member of staff or volunteer suspecting or hearing a complaint of abuse:
- 1.1.1 must listen carefully to the child and keep an open mind. The member of staff should not take a decision as to whether or not the abuse has taken place;
 - 1.1.2 must not ask leading questions, i.e. a question which suggests its own answer;
 - 1.1.3 must reassure the child but not give a guarantee of absolute confidentiality. The member of staff should explain that they need to pass the information to the Designated Safeguarding Lead who will ensure that the correct action is taken; and
 - 1.1.4 must keep a sufficient written record of the conversation. The record should include:
 - (a) the date and time;
 - (b) the place of the conversation; and
 - (c) the essence of what was said and done by whom and in whose presence.
- 1.2 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 Safeguarding Lead as soon as possible.
- 1.3 All evidence, for example, scribbled notes, mobile phones containing text messages, clothing, computers, must be safeguarded and preserved and passed to the Designated Safeguarding Lead.
- 1.4 All suspicions or complaints of abuse must be reported to the Designated Safeguarding Lead as soon as possible, unless it is an allegation against a member of staff in which case the procedures set out in Appendix 4 should be followed. If there is a risk of immediate serious harm to a child and it is not possible to report to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead, a referral should be made to children's social care immediately.

2 Historical Abuse

- 2.1 Any historical abuse allegations should be referred to the Headmaster.
- 2.1.1 Allegations against a teacher who is no longer teaching should be referred to the police by the Headmaster.
 - 2.1.2 Historical allegations of abuse should also be referred to the police by the Headmaster.

Appendix 4 Dealing with allegations against members of staff, the Head, Governors or volunteers

1 The College's procedures

- 1.1 The College's procedures for dealing with allegations made against staff will be used where the member of staff, the Head, Governor or volunteer has:
 - 1.1.1 behaved in a way that has harmed a child, or may have harmed a child;
 - 1.1.2 possibly committed a criminal offence against or related to a child; or
 - 1.1.3 behaved towards a child or children in a way that indicates he or she would pose a risk of harm if he or she work regularly or closely with children.
- 1.2 Any allegations not meeting this criteria will be dealt with in accordance with the Shropshire Safeguarding Children Board procedures. Advice from the LADO will be sought in borderline cases.
- 1.3 All such allegations must be dealt with as a priority without delay.

2 Reporting an allegation against a member of staff, the Head, Governor or volunteer

- 2.1 Where an allegation or complaint is made against any member of staff, Governor or volunteer, the matter should be reported immediately to the Head, or in his absence to the Chair of Governors. Where appropriate, the Head will consult with the Designated Safeguarding Lead and the allegation will be discussed immediately with the LADO before further action is taken.
- 2.2 Where an allegation or complaint is made against the Head, the matter should be reported immediately to the Chair of Governors, or in his / her absence the Vice-Chair, without first notifying the Head. Again, the allegation will be discussed immediately with the LADO before further action is taken.
- 2.3 If it is not possible to report to the Head or Chair of Governors in the circumstances set out above, a report should be made immediately to the Designated Safeguarding Lead or, if he is unavailable, the Deputy Designated Safeguarding Lead. The Designated Safeguarding Lead will take action in accordance with these procedures and will as soon as possible inform the Head or, where appropriate, the Chair of Governors.
- 2.4 The person taking action in accordance with the procedures in this Appendix is known as the "case manager".

3 Disclosure of information

- 3.1 The case manager will inform the accused person of the allegation as soon as possible after the LADO has been consulted.
- 3.2 The Parents or carers of the child[ren] involved will be informed of the allegation as soon as possible if they do not already know of it. They will also be kept informed of the progress of the case, including the outcome of any disciplinary process.
- 3.3 Where the LADO advises that a strategy discussion is needed, or the police or children's social care need to be involved, the case manager will not inform the accused or the parents

or carers until these agencies have been consulted and it has been agreed what information can be disclosed.

- 3.4 The reporting restrictions preventing the identification of a teacher who is the subject of such an allegation in certain circumstances will be observed.

4 Further action to be taken by the College

- 4.1 A school has a duty of care towards its employees and as such, it must ensure that effective support is provided for anyone facing an allegation. The College will take action in accordance with Part four of *Keeping children safe in education 2015* and the College's employment procedures.

5 Ceasing to use staff

- 5.1 If the College ceases to use the services of a member of staff or volunteer because they are unsuitable to work with children, a settlement/compromise agreement will not be used and a referral to the Disclosure and Barring Service will be made as soon as possible if the criteria are met. Any such incidents will be followed by a review of the safeguarding procedures within the College, with a report being presented to the Governors without delay.
- 5.2 If a member of staff or volunteer tenders his or her resignation, or ceases to provide his or her services, any child protection allegations will still be followed up by the College in accordance with this policy and a referral will be made to the Disclosure and Barring Service as soon as possible if the criteria are met.
- 5.3 Where a teacher has been dismissed, or would have been dismissed had he / she not resigned, separate consideration will be given as to whether a referral to the National College for Teaching and Leadership should be made.

6 Unsubstantiated, false or malicious allegations

- 6.1 Where an allegation by a pupil is shown to have been deliberately invented or malicious, the Head will consider whether to take disciplinary action in accordance with the College's behaviour and discipline policy.
- 6.2 Where a parent has made a deliberately invented or malicious allegation the Head will consider whether to require that parent to withdraw their child or children from the College on the basis that they have treated the College or a member of staff unreasonably.
- 6.3 Whether or not the person making the allegation is a pupil or a parent (or other member of the public), the College reserves the right to contact the police to determine whether any action might be appropriate.

7 Record keeping

- 7.1 Details of allegations found to be malicious will be removed from personnel records.
- 7.2 For all other allegations, full details will be recorded on the confidential personnel file of the person accused. The record will be retained at least until the individual has reached normal retirement age or for a period of ten years from the date of the allegation, if this is longer.
- 7.3 An allegation proven to be false, unsubstantiated or malicious will not be referred to in employer references.

Appendix 5 Disqualification Declaration Form

Disqualification by association

To be completed if a member of staff makes a disclosure with regard to a person in their household

Name of Post holder:

Name of Person in the household:

Relationship to Post holder:

	YES	NO	Comments/Actions/Explanation
Was the applicant a juvenile at the time of any offence(s)?			
Does the disclosure show a pattern of offending?			
Does the disclosure show recent offences or a recent change in behaviour? How long ago was the offence?			
Do any offences have any relevance to the job role? What was the offence?			
Does the nature of the job present any opportunities for the post holder to reoffend in the place of work?			
Is there an opportunity for the associated person to have unsupervised access to children?			
Is there opportunity for the associated person to have influence on the post holder?			
Is the criminal activity a specified offence as set out in the Childcare (Disqualification) Regulations 2009?			

If answer is YES to previous question:

	YES	NO	Comments/Actions/Explanation
Has an application been made to Ofsted for a waiver : disqualification@ofsted.gov.net			

If answer is NO to previous question:

	YES	NO	Comments/Actions/Explanation
Are there any other concerns?			

Outcome of assessment:

(Tick as appropriate)

1.	Post holder should be dismissed, with no waiver application.	
2.	Post holder should go on gardening leave whilst waiting Ofsted's response to the waiver application.	
3.	Post holder should stay, but with restricted or supervised access to children whilst waiting Ofsted's response to the waiver application.	
4.	Post holder should stay in current position with no restrictions whilst waiting for Ofsted's response to the waiver application.	
5.	Post holder should stay in current position with no application to Ofsted to be made and no further action should be taken.	

Supporting comments:

Headmaster: Mr B J Wignall

Date: _____

Headmaster's signature:

Counter-signature of Chair of Governors:
