

Safeguarding Policy & Procedure September 2010

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A. Policy Statement

“Bilborough College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects its staff and those associated with the College to share this commitment.”

Child protection is the responsibility of all college staff. The college will therefore:

- Aim to safeguard all College learners
- Aim to safeguard College staff in carrying out their duties in teaching and supporting learners and the College
- Aim to establish and maintain an environment where students feel secure, are encouraged to talk, express views and are listened to
- Aim to ensure students know that there are staff in the college whom they can approach if they are worried

Bilborough College fully recognises its responsibilities for safeguarding. Our policy applies to all staff, governors and volunteers working in the college. There are five main elements to our policy:

- To ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with students
- To raise awareness of issues relating to the welfare of young people, child protection/safeguarding issues and equipping students with the skills needed to keep them safe
- To develop and then implement procedures for identifying and reporting cases, or suspected cases, of abuse
- To support students who have been abused in accordance with his/her agreed child protection plan
- To establish a safe environment in which students can learn and develop

Definitions:

- Young people are defined as under the age of 18 years.
- Vulnerable Adults are defined in the Safeguarding Vulnerable Groups Act (SVGA) 2006 (see **Appendix 1**).

The Governors and College Management are committed to ensuring safeguarding and promoting the welfare of all learners by:

Prevention -providing a safe environment for young people and vulnerable adults to learn in eg robust staff recruitment, policies, procedures, positive College atmosphere, teaching and pastoral support for students.

Protection - identifying young people and vulnerable adults who are suffering, or likely to suffer, significant harm, eg by neglect, physical injury, sexual abuse or emotional abuse.

Support - taking appropriate action to see that such young people and vulnerable adults are kept safe, both at home and at the College.

In pursuit of these aims, the Governors and College Management will approve and annually review policies and procedures with the aim of:

- Raising awareness of issues relating to the welfare of young people and the promotion of a safe environment for all learners;
- Following agreed procedures to ensure all staff are trained and supported appropriately;
- Aiding the identification of young people at risk and providing procedures for reporting;
- Establishing procedures. Reporting and dealing with allegations of abuse against staff;
- Ensuring the safe recruitment of staff.

The Governing body and College Management will receive an Annual Report on Safeguarding from the Senior Staff Member with Lead Responsibility (see chart in Section B) which reviews how the duties have been discharged. In addition the College Management team receive a monthly update on Safeguarding at their regular weekly meeting.

Types and possible signs of child abuse are provided in **Appendix 2**.

Documents associated with Safeguarding policy & procedure can be found in **Appendix 4**.

B. Roles & Responsibilities

The Governing Body and College Management have a joint responsibility to ensure that the College has policies and procedures in place in respect of Safeguarding and Child Protection.

The Governing body has a Designated Governor with special responsibility for Safeguarding & Child Protection issues and they have been provided with appropriate training.

The Governing Body, Principal and all staff working with young people and vulnerable adults have received appropriate training to familiarise them with safeguarding issues and responsibilities and the College procedures and policies, with refresher training at least every 3 years. There is a Senior Staff Member with Lead Responsibility for Safeguarding.

The College has a Safeguarding Focus Group which meets half-termly. The Group is chaired by the Senior Staff Member with Lead Responsibility for Safeguarding. The Group includes Director of Organisational Development, Head of Personnel, Health & Safety Advisor and a cross section of staff, including pastoral team, Additional Learning Support team and members of support staff.

Senior Staff Member with Lead Responsibility

The designated Senior Staff Member with Lead Responsibility for Safeguarding and Child Protection issues is:

Karen Lowe

Assistant Principal (Guidance & Support)

Tel: 0115 8515000

email: karen.lowe@bilborough.ac.uk

The **Assistant Principal (Guidance & Support)** is a member of the College Management team and has a key duty to take lead responsibility for raising awareness within the staff of issues relating to the safeguarding and welfare of young people and vulnerable adults, and the promotion of a safe environment for all those learning within the College.

The Senior Staff Member with Lead Responsibility has received training in Safeguarding and also Child Protection issues and inter-agency working and will receive refresher training at least every 2 years in Child Protection. The post holder is required to keep up to date with developments in Safeguarding and Child Protection issues supported by the Safeguarding Focus Group.

The Senior Staff Member with Lead Responsibility is responsible for:

- Leading and Chairing the College Safeguarding Focus Group and ensuring that there are policies, procedures and systems in place to safeguard and promote the welfare of all young people and vulnerable adults.
- Overseeing the referral of cases of suspected abuse or allegations to the local Children's Integrated Services Safeguarding Team in accordance with the Common Assessment Framework
- Providing advice and support to staff and volunteers on issues relating to Safeguarding and Child Protection

- Maintaining a proper record of any referral, complaint or concern in respect of abuse or safeguarding (even where that concern does not lead to a referral)
- Ensuring that parents or carers of young people or vulnerable adults within the College are aware of the College's Safeguarding Policy
- Liaising with schools in relation to Safeguarding and Child Protection issues to ensure that appropriate arrangements are made for the pupils attending College
- Liaising with Assistant Principal (Progression & Partnerships), Work Experience Co-ordinator, employers and training organisations (including work placements for young people and vulnerable adults at College) in relation to Safeguarding and Child Protection issues to ensure that appropriate safeguards are put in place
- Ensuring that all staff and volunteers receive basic training in Safeguarding and Child Protection issues and are aware of the College Safeguarding Policy and Procedures.
- Working with the HR Department to ensure that evidence is provided by employers of external support staff and staff working for organisations providing services at the College centres that their staff have been adequately vetted and trained in safeguarding.
- The designated Senior Staff Member will provide an annual report to the governing body of the College setting out how the College has discharged its duties.

Other Designated Members of Staff for Safeguarding

Other (trained) designated members of staff with responsibility for Safeguarding and Child Protection issues are:

Dorothy Mountford, Deputy Principal

Tel: 0115 8515000

Email: dorothy.mountford@bilborough.ac.uk

Plus two other members of staff who will be identified during the Autumn Term 2010 and be enrolled on appropriate training courses

These persons will:

- Report to the senior member of staff with lead responsibility
- Will support the senior staff member in the review of policies, procedures and systems to safeguard and promote the welfare of all young people and vulnerable adults.
- Will know how to make an appropriate referral
- Will be available to provide advice and support to staff and volunteers on issues relating to Safeguarding and Child Protection
- Will have particular responsibility to be available to listen to young people and vulnerable adults studying at the College
- Will deal with individual cases, including attending Child Protection Case Conferences and review meetings as appropriate.
- Will receive training in safeguarding issues and inter-agency working, as required by

the LSCB, and will receive refresher training at least every 2 years

Designated Governor

The designated member of the governing body with responsibility for Safeguarding is:

Eileen Hartley

Email: Hartley_5@hotmail.com

The designated governor is responsible for liaising with the Principal and Senior Staff Member with Lead Responsibility over matters regarding safeguarding, including:

- Ensuring that the College has procedures and policies which are consistent with the Local Safeguarding Children Board's procedures
- Ensuring that the governing body considers the College policy on Safeguarding each year
- Ensuring that each year the governing body is informed of how the College and its staff have complied with the policy, including but not limited to a report on the training that staff have undertaken.

The designated governor may also be a key link in the liaison with the Children's Integrated Services Safeguarding Team in connection with allegations against the Principal or the Senior Staff Member with Lead Responsibility. This will not involve undertaking any form of investigation, but will ensure good communication between the parties and the provision of information to assist enquiries.

To assist in these duties, the designated governor shall receive appropriate training as directed by the LSCB.

A chart detailing the roles and responsibilities for Safeguarding and Child Protection is attached as **Appendix 3**.

C. Dealing with Disclosure of Abuse and Procedure for Reporting Concerns

All staff are provided with safeguarding training at induction and receive ongoing basic training every 3 years. In addition, all staff and volunteers are required to sign a declaration to say that they have read and understand the 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings' revised by the Department for Children, Schools and Families (DCSF) March 2009.

All governors, staff, volunteers, external support workers and partners are required to wear lanyards and/or identity badges at all times.

A4 summary sheets regarding the safeguarding procedure for Bilborough College are issued to all staff to advise how to handle a disclosure by a young person or vulnerable adult.

Recognising Abuse – General Considerations

- We do not need proof of abuse before we make a referral; we should not be afraid to trust our judgement. We need to take seriously anything a young person tells us about. It is not our responsibility to determine blame or otherwise.
- Child abuse occurs to children of both sexes and all ages, in all cultures, religions and social classes and to children with or without disabilities. All professional groups and agencies should be alert to signs that a child may be at risk of significant harm. Children are defined as young people below the age of 18.
- The recommended outlines of the criteria for recognition of abuse can be found in **Appendix 2** however it is emphasised that some of the points are not always appropriate for the 16-18 age group

Procedure

All staff have a 'duty of care' to safeguard young people. In order to do it is helpful to consider and act upon The 5R's:

The 5 Rs

Safeguarding, if it is to impact on all aspects of the operational life of learning providers, must become the informed responsibility of all. All staff, governors and board members, volunteers, partners and others have a responsibility actively to make the learning environment safe and secure for all. To do so they will find it helpful to consider and act on the **5 Rs** –

- Recognition*
- Response*
- Reporting*
- Recording*
- Referral*

Recognition	The ability to recognise behaviour that may indicate abuse is of fundamental importance. Whether the abuse may occur on the College premises or in the home or in any other setting in which the learner may find themselves. All those playing a role in meeting the learners' needs should be aware and informed so that possible abuse can be recognised, investigated and acted on.
Response	<p>Appropriate response is vital. No report of, or concern about, possible abuse should ever be ignored.</p> <p>Do not lead or probe with questions. Remain calm and demonstrate interest and concern. Listen well. Inform the person sharing a concern with you that the concerns they have raised must be recorded and passed on so that possible abuse can be dealt with, and that this will be done on a limited "need to know" basis, with as few others as possible knowing the identity of the complainant and all in the chain of reporting will respect confidentiality.</p> <p>Reassure that they have done the right thing in reporting their concerns and that you will do everything you possibly can to help. Do not make unrealistic promises. Ensure that testimony is recorded and reported, and that the complainant and subject of the complaint are treated in line with policy and guidance.</p>
Reporting	<p>You should report your concerns directly to the member of staff with specific, designated responsibility for dealing with all issues relating to Safeguarding (Karen Lowe). In the event of this not being possible you should report your concerns to another designated person (Dorothy Mountford) or your line manager. In all cases, however, those who receive your report should, without delay, having carefully recorded your testimony, report this themselves to the Safeguarding Officer.</p> <p>Once you have reported concerns about abuse to any of the colleagues mentioned above the responsibility for taking any further decisions and/or actions resides with them.</p>
Recording	You should record precisely what has been alleged, using the words of the complainant. Your record should use accurate quotation. It should also, if felt appropriate, include factual observations about the observable physical and emotional state of the individual sharing their concerns with you. This information should be recorded and stored securely, in line with confidentiality policy and should be accessible only to those who need to access it as part of action taken to resolve a complaint or allegation.
Referral	<p>Only the designated Safeguarding Officer or their deputy can make a decision to refer a complaint or allegation, having gathered and examined all relevant testimony and information.</p> <p>No one other than the Safeguarding Officer or their deputy should mount an investigation into complaints, allegations or suspicions of abuse.</p>

Child Protection Case Conferences

The College will endeavour to be represented at all Child Protection Case Conferences and will inform the member of staff who attends as fully as possible about the College's

concerns.

If the College is unable to be represented at the Child Protection Case Conference, a written report will be submitted. This will normally be the responsibility of the designated safeguarding officer, however, occasionally they may ask another member to deputise for them.

Supporting Students at Risk

Statistically young people or vulnerable adults with behavioural difficulties and disabilities are most vulnerable to abuse. College staff who work in any capacity with young people or vulnerable adults with profound and multiple disabilities, sensory impairment and/or emotional and behavioural problems will need to be particularly sensitive to signs of abuse.

D Procedure for Managing Allegations of Abuse against Adults Working in Education Settings

The Governing Body and College is required to comply with the detailed Local Safeguarding Children's Board Procedure for Managing Allegations against Adults working in Education Settings.

These 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 in 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.
- 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

- 2.1 A member of staff who receives an allegation about another member of staff should follow the guidelines in Part C for dealing with disclosure
- 2.2 The allegation should be reported immediately to the Principal, unless the Principal is the person against whom the allegation is made, in which case the report should be made to the Senior Staff Member with Lead Responsibility or the Designated Governor. The Principal (or Designated Senior Person if the allegation is against the Principal) should:
 - 2.2.1 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 Principal (or Designated Senior Person).
 - 2.2.2 Record information about times, dates, locations and names of potential witnesses.

3 Initial Assessment by The Principal (or designated person)

- 3.1 The Principal (or Designated Senior Person) should make an initial assessment of the allegation, consulting with the Senior Staff Member with Lead Responsibility or the Designated Governor and the Children's Integrated Services Safeguarding Team as appropriate.
- 3.2 An allegation is information which indicates that a person who works with a child, young person or vulnerable adult has:
 - **Behaved in a way that has harmed or may have harmed a child or young person.**

- **Possibly committed a criminal offence against or related to a child or young person.**
 - **Behaved towards a child or young person in a way that indicates s/he is unsuitable to work with children and young people.**
- 3.3 It is important that the Principal (or Designated Senior Person) does not investigate the allegation. The initial assessment should be on the basis of the information received and is a decision whether or not the allegation warrants further investigation (see criteria at paragraph 3.2 above).
- 3.4 If the assessment of the allegation is that it requires further investigation then the Principal or Designated Senior Person should refer the matter to the Local Authority Designated Officer (LADO) within one working day in accordance with the detailed procedures available from the relevant LADO.
- 3.5 Other potential outcomes are:
- 3.5.1 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.
- 3.5.2 The allegation can be shown to be false because the facts alleged could not possibly be true.

4 Enquiries and Investigations

- 4.1 Child protection enquiries by Social Services 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, however, the College should assist the agencies with their enquiries.
- 4.2 The College shall hold in abeyance its own internal enquiries while the formal police or social services investigations proceed; to do otherwise may prejudice the investigation. Any internal enquiries shall conform with the existing staff disciplinary procedures.
- 4.3 If there is an investigation by an external agency, for example the police, the Principal (or Designated Senior Person) should normally be involved in, and contribute to, the inter-agency strategy discussions. The Principal (or Designated Senior Person) is responsible for ensuring that the College gives every assistance with the agency's enquiries. He/she 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. The Principal (or Designated Senior Person) shall advise the member of staff that he/she should consult with a representative, for example, a trade union.
- 4.4 The Principal (or Designated Senior Person) will consult with Social Services, the police or the Children's Integrated Services Safeguarding Team, particularly in relation to timing and content of the information to be provided, and shall:
- 4.4.1 inform the child/children or parent/carer making the allegation that the investigation is taking place and what the likely process will involve.
- 4.4.2 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.

- 4.4.3 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.
- 4.4.4 inform the Chair of the Corporation and / or the Designated Governor of the allegation and the investigation.
- 4.5 The Principal (or Designated Senior Person) shall keep a written record of the action taken in connection with the allegation.

5 Suspension of Staff

- 5.1 Suspension should not be automatic. In respect of staff, other than the Principal or Senior Post Holders, suspension can only be carried out by the Principal or a nominated Senior Post Holder. In respect of the Principal or Senior Post Holders, suspension can only be carried out by the Chair of the Corporation (or in his/her absence, the Vice Chair).
- 5.2 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 should be given to alternatives: eg paid leave of absence; agreement to refrain from attending work; change of, or withdrawal from, specified duties.
- 5.3 Suspension should only occur for a good reason. For example:
 - 5.3.1 where a child is at risk.
 - 5.3.2 where the allegations are potentially sufficiently serious to justify dismissal on the grounds of gross misconduct.
 - 5.3.3 where necessary for the good and efficient conduct of the investigation.
- 5.4 If suspension is being considered, the member of staff should be encouraged to seek advice, for example from a trade union.
- 5.5 Prior to making the decision to suspend, the Principal (or Chair or Vice Chair of the Corporation) should interview the member of staff. This should occur with the approval of the appropriate agency identified by the LSCB. In particular, if the police are engaged in an investigation the officer in charge of the case should be consulted.
- 5.6 The member of staff should be advised to seek the advice and/or assistance of his/her trade union and should be informed that they have the right to be accompanied by a work colleague or trade union representative. The member of staff should be informed that an allegation has been made and that consideration is being given to suspension. It should be made clear that the interview is not a formal disciplinary hearing, but solely for raising a serious matter which may lead to suspension and further investigation.
- 5.7 During the interview, the member of staff should be given as much information as possible, in particular the reasons for any proposed suspension, provided that doing so would not interfere with the investigation into the allegation. The interview is not intended to establish the member of staff's innocence or guilt, but give the opportunity for the member of staff to make representations about possible suspension. The member of staff should be given the opportunity to consider any information given to him/her at the meeting and prepare a response, although that adjournment may be brief.

- 5.8 If the Principal (or Chair or Vice Chair of the Corporation) considers that suspension is necessary, the member of staff shall be informed that he/she is suspended from duty. Written confirmation of the suspension, with reasons, shall be despatched as soon as possible, and ideally within one working day.
- 5.9 Where a member of staff is suspended, the Principal (or Chair or Vice Chair of the Corporation) should address the following issues:
- 5.9.1 the Chair of the Corporation should be informed of the suspension in writing.
 - 5.9.2 the Governing Body should receive a report that a member of staff has been suspended pending investigation, the detail given to the governing body should be minimal
 - 5.9.3 where the Principal has been suspended, the Chair or Vice Chair of the Corporation will need to take action to address the management of the College
 - 5.9.4 the parents/carers of the child making the allegation should be informed of the suspension. They should be asked to treat the information as confidential. Consideration should be given to informing the child making the allegation of the suspension
 - 5.9.5 senior staff who need to know of the reason for the suspension should be informed
 - 5.9.6 depending on the nature of the allegation, the Principal should consider with the Designated Governor whether a statement to the students of the College and/or parents/carers should be made, taking due regard of the need to avoid unwelcome publicity
- 5.10 The Principal shall consider carefully and review the decisions as to who is informed of the suspension and investigation. The LSCB and external investigating authorities should be consulted.
- 5.11 The suspended member of staff should be given appropriate support during the period of suspension. He/she should also be provided with information on progress and developments in the case at regular intervals.
- 5.12 The suspension should remain under review in accordance with the College disciplinary procedures.

6 The Disciplinary Investigation

- 6.1 The disciplinary investigation should be conducted in accordance with the existing College Disciplinary Procedures.
- 6.2 The member of staff should be informed of:
- 6.2.1 the disciplinary charge against him/her.
 - 6.2.2 his/her entitlement to be accompanied or represented by a trade union representative or work colleague.
- 6.3 Where the member of staff has been suspended and no disciplinary action is to be

taken, the suspension should be lifted immediately and arrangements made for the member of staff to return to work. It may be appropriate to offer counselling.

- 6.4 The child or children making the allegation and/or their parents should be informed of the outcome of the investigation and proceedings. This should occur prior to the return to College of the member of staff (if suspended).
- 6.5 The Principal (or designated person) should give consideration to what information should be made available to the general population of the College.

7 Allegations without foundation

- 7.1 Obviously false allegations may be indicative of problems of abuse elsewhere. A record should be kept and consideration given to a referral to the Children's Integrated Services Safeguarding Team in order that other agencies may act upon the information.
- 7.2 In consultation with the Designated Senior Person and/or the Designated Governor, the Principal shall:
 - 7.2.1 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 should be given to offering counselling and support in order to rebuild the member of staff's confidence.
 - 7.2.2 inform the parents/carers of the alleged victim that the allegation has been made and of the outcome.
 - 7.2.3 where the allegation was made by a child other than the alleged victim, consideration to be given to informing the parents/carers of that child.
 - 7.2.4 prepare a report outlining the allegation and giving reasons for the conclusion that it had no foundation and confirming that the above action had been taken.
 - 7.2.5 In some circumstances consideration should be given to broader disclosure of details of the outcome of the investigations, for example if the matter is of general importance, has become common knowledge or the subject of general gossip. There is a need to provide accurate details for public information.

8 Records

- 8.1 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. Where the allegation is found to be without foundation, a record of the allegation, investigation and outcome should be retained.
- 8.2 If a member of staff is dismissed or resigns before the disciplinary process is completed, he/she should be informed about the College's statutory duty to notify the Independent Safeguarding Authority in accordance with the Vetting and Barring Scheme

9 Monitoring Effectiveness

- 9.1 Where an allegation has been made against a member of staff, the designated Governor, together with the Senior Staff Member with Lead Responsibility should, at

the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising from it that could lead to the improvement of the College's procedures and/or policies and/or which should be drawn to the attention of the Children's Integrated Services Safeguarding Team. Consideration should also be given to the training needs of staff.

E Safer Recruitment Policy Statement

The College aims to attract, reward and retain the best available people and to make the maximum possible use of the abilities of all its employees whilst ensuring it safeguards and promotes the welfare of young people and vulnerable adults receiving education and training at the College.

In accordance with legislation, guidance and the requirements of the new Independent Safeguarding Authority the College has a comprehensive Safer Recruitment Policy & Procedure together with separate policies and procedures in respect of recruitment of ex-offenders and the new Vetting & Barring Scheme and Criminal Records Bureau (CRB) disclosures.

All governors, staff and volunteers are now required to complete an enhanced Criminal Records Bureau disclosure prior to commencement of employment or voluntary work with the College and will only be permitted to have supervised access to young people and vulnerable adults until clearance has been received.

APPENDIX 1

A 'vulnerable adult' is defined by the Safeguarding Vulnerable Group Act 2006 (SVGA) as a person who is aged 18 years or over and who:

- Who is living in residential accommodation, such as a care home or a residential special school
- Is living in sheltered housing
- Is receiving domiciliary care in their own home
- Is receiving any form of healthcare
- Is detained in lawful custody (in a prison, remand centre, young offender institution, secure training centre or attendance centre, or under the powers of the Immigration and Asylum Act 1999)
- Is under the supervision of the probation services
- Is receiving a welfare service defined as the provision of support, assistance or advice by any person, the purpose of which is to develop an individual's capacity to live independently in accommodation or support their capacity to do so
- Is receiving a service or participating in an activity for people who have particular needs because of their age or who have any form of disability
- Is an expectant or nursing mother living in residential care
- Is receiving direct payments from a local authority or health and social care trust in lieu of social care services.

Further guidance is available from the Independent Safeguarding Authority (ISA).

TYPES AND POSSIBLE SIGNS OF CHILD ABUSE

It is important to remember that lists such as the one below are neither completely definitive nor exhaustive. The information in such lists has to be used in the context of the child's whole situation and in combination with a range of other information related to the child and his/her circumstances.

There can be an overlap between all the different forms of child abuse and all or several can co-exist. The following outlines the criteria for recognition of child abuse, but it must be recognised that not all are appropriate for the 16-18 age group.

1. 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. It can also occur when a parent or carer feigns the symptoms of or deliberately causes ill health to a child whom they are looking after. It can include the deliberate and malicious withholding of physical needs.

Signs of possible physical abuse:

- Unexplained injuries or burns, particularly if they are recurrent.
- Improbable excuses given to explain injuries.
- Refusal to discuss injuries.
- Untreated injuries, or delay in reporting them.
- Excessive physical punishment.
- Arms and legs kept covered in hot weather
- Fear of returning home.
- Aggression towards others.
- Running away

When considering the possibility of non-accidental injury it is important to remember that the injuries may have occurred for other reasons, e.g. genuine accidents or medical disorders.

2. PHYSICAL NEGLECT

Neglect is the persistent or severe failure to meet a child or young person's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development. It may involve a failure to provide adequate food clothing or shelter, failing to protect a child from physical harm or danger, or failure to ensure access to appropriate medical care or treatment. It may also involve neglect of, or inadequate response to, a child's basic emotional needs.

Signs of possible physical neglect::

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Frequent lateness and/or unexplained non-attendance at College
- Untreated medical problems
- Low self-esteem
- Poor peer relationships
- Stealing

3. EMOTIONAL ABUSE

Emotional abuse occurs where there is persistent emotional ill treatment or rejection such as to cause serious and adverse effects on the child's or young person's behaviour and emotional development, resulting in low self worth. It may involve conveying to children that they are worthless or unloved, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is present in all forms of abuse.

Signs of possible emotional abuse:

- Low self-esteem
- Continual self-deprecation
- Sudden speech disorder
- Significant decline in concentration
- Socio-emotional immaturity
- 'Neurotic' behaviour (eg rocking, head banging)
- Self-mutilation
- Compulsive stealing
- Extremes of passivity or aggression
- Running away
- Indiscriminate friendliness

4. SEXUAL ABUSE

Sexual abuse involves a child or young person 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. The acts may involve physical contact including penetrative or non penetrative acts. They may involve non-contact activities such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Signs of the sexually abused child:

Not all children are able to tell parents that they have been assaulted. Changes in behaviour may be a signal that something has happened.

These are general indicators that child may be troubled though not necessarily about a sexual assault. The child may have some of these problems or none at all. It is the combination, frequency and duration of signs that will alert you to a problem. Try to notice all changes in usual behaviour.

It is important to remember that in sexual assault there may well be no physical or behavioural signs.

Signs of possible sexual abuse:

A. Behavioural

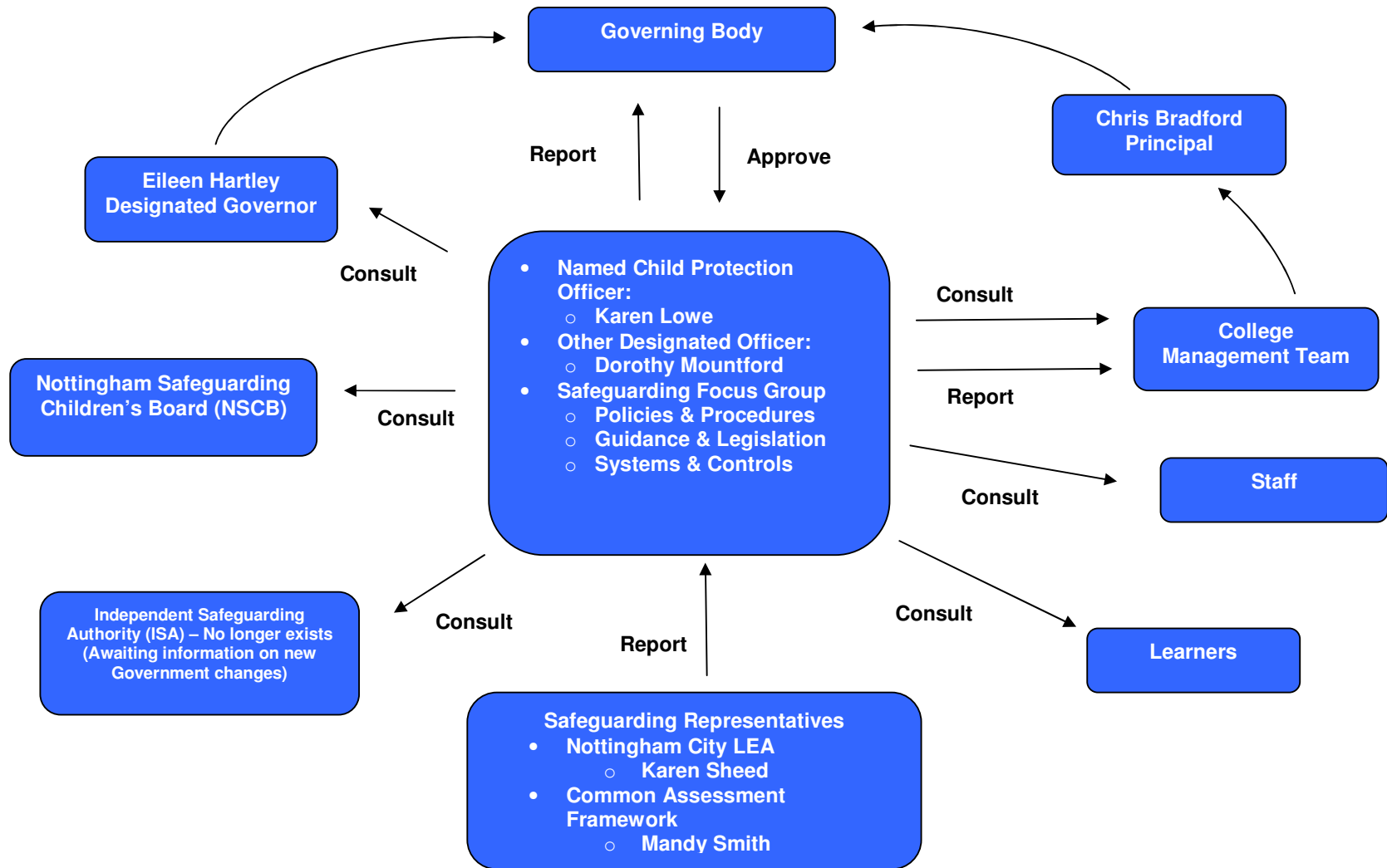
- Lack of trust in adults or over-familiarity with adults
- Fear of a particular individual
- Social isolation – withdrawal or introversion
- Sleep disturbance (nightmares, irrational fears)
- Running away from home

- Girls taking over the mothering role
- Reluctance or refusal to participate in physical activity or to change clothes for physical activities
- Low self-esteem
- Drug , alcohol or solvent abuse
- Display of sexual knowledge beyond the child's years
- Unusual interest in the genitals of adults or children or animals
- Expressing affection in inappropriate ways, eg 'French kissing'
- Fear of bathrooms, showers, closed doors
- Abnormal sexualised drawing
- Fear of medical examinations
- Developmental regression
- Poor peer relations
- Over-sexualised behaviour
- Compulsive masturbation
- Stealing
- Psychosomatic factors, eg recurrent abdominal pain or headache
- Sexual promiscuity

B. Physical/Medial

- Sleeplessness, nightmares, fear of the dark
- Bruises, scratches, bite marks on top of the thighs or genital areas
- Itch, soreness, discharge, unexplained bleeding from the rectum, vagina or penis
- Pain on passing urine or recurrent urinary infection
- Stained underwear
- Unusual genital odour
- Anxiety/depression
- Eating disorder, eg anorexia nervosa or bulimia
- Discomfort/difficulty in walking or sitting
- Pregnancy – particularly when reluctant to name father
- Venereal disease, sexually transmitted diseases
- Soiling or wetting in children who have been trained
- Self-mutilation/suicide attempts

Roles and Responsibilities for Safeguarding & Child Protection



SIGNPOST TO DOCUMENTS ASSOCIATED WITH THIS POLICY & PROCEDURE:

Policy/Document	Where found	Section
<ul style="list-style-type: none"> • Recruitment Policy, including: <ul style="list-style-type: none"> ○ Safer Recruitment ○ The Recruitment Of Ex-Offenders ○ Vetting & Barring And CRB Disclosure For Recruitment Of Staff And Volunteers 	College Intranet	Personnel Policies
<ul style="list-style-type: none"> • Code Of Professional Conduct (Staff & Volunteers) 	College Intranet	Personnel Policies
<ul style="list-style-type: none"> • Probationary Monitoring Policy For Staff 	College Intranet	Personnel Policies
<ul style="list-style-type: none"> • Data Protection Code Of Practice 	College Intranet	General Policies
<ul style="list-style-type: none"> • Student Admissions Policy 		
<ul style="list-style-type: none"> • IT Security: Internet & Email (Copy in file) 	College Intranet	General Policies
<ul style="list-style-type: none"> • Anti-Bullying & Harassment Policy & Procedure (Copy in file) • Overview of Bullying Policy (Copy in file) 	College Intranet/Student Portal	Personnel /Student Policies
<ul style="list-style-type: none"> • Corporate Equality & Diversity, including Single Equality Policy & Scheme 	College Intranet/student portal	General Policies Student Policies
<ul style="list-style-type: none"> • Whistleblowing 	College Intranet	General Policies
<ul style="list-style-type: none"> • Hospitality, Gifts & Gratuities Policy 	College Corporation	Register
<ul style="list-style-type: none"> • College Communications Policy (Draft) 	See Director of M&I (HMD)	
<ul style="list-style-type: none"> • Physical Intervention Between Staff & Students (Copy in file) 	College Intranet/Student Portal	Draft Policies
<ul style="list-style-type: none"> • Administration Of Medication Advice & Guidance (Section in file) 		
<ul style="list-style-type: none"> • Community & Work Related Curriculum Policy, including work experience Health, Safety and Welfare of learners 	College Intranet	General Policies
<ul style="list-style-type: none"> • Outside Visits Policy 	College Intranet	General Policies
<ul style="list-style-type: none"> • Information regarding Photography & Videos of students 		
<ul style="list-style-type: none"> • Health & Safety Policy <ul style="list-style-type: none"> ○ Including First Aid 	College Intranet	General Policies
<ul style="list-style-type: none"> • Disciplinary Policies & Procedures: <ul style="list-style-type: none"> ○ For Staff ○ For Students 	College Intranet Student Portal	Personnel Policies Student Policies
<ul style="list-style-type: none"> • College Security Policy 	Work in Progress	

COLLEGE SAFEGUARDING & CHILD PROTECTION KEY CONTACTS

Senior Staff Member with Lead Responsibility

Karen Lowe, Assistant Principal (Guidance & Support)

Tel: 0115 8515000

Email: karen.lowe@bilborough.ac.uk

Other Designated Senior Persons

Dorothy Mountford, Deputy Principal

Tel: 0115 8515000

Email: dorothy.mountford@bilborough.ac.uk

Plus two more staff who will be identified during the Autumn Term and will receive the appropriate training in due course

Safeguarding Representatives

Nottinghamshire City Council – LEA

Karen Sheed (Help & Advice)

Tel: 0115 9159335

Email: karen.sheed@nottinghamcity.gov.uk

Common Assessment Framework

Mandy Smith (Advice)

Tel: 0115 9152957

Designated Governor

Eileen Hartley

Email: Hartley_5@hotmail.com