



James Hope College Safeguarding Children Policy

Rationale:

All staff are responsible for ensuring that 'Every Child Matters' so that our children:

- are healthy;
- stay safe;
- enjoy and achieve;
- achieve economic well-being;
- make a positive contribution.

All aspects of children's safety are considered:

- safety from injury and accident; self-harming;
- safety from society, the neighbourhood and community– 'toxic childhood' – depression;
- safety at home – abuse and neglect;
- safety at College – from staff and children; bullying including cyber bullying, use of mobile phones and cameras

Children are taught how to 'stay safe' and what to do if they are worried or concerned through spiritual, moral, personal, social and health education and the pastoral care system.

Everyone in the College (including volunteers) must be appropriately trained and implement the College's Child Protection Policy and procedures.

Any weaknesses or deficiencies in this policy must be remedied without delay.

Linked policies and cross-references:

Health and Safety Policy; PSHE Policy; Pastoral Care Policy; and the College's Aims and Values; Anti Bullying Policy; and e-safety policy

Aims and Objectives

We aim to ensure that all our children are safe and protected by:

- having a Designated Person (DP) and at least one other named person who is able to act as the DP if the DP is absent in place;
- having an up-to-date Safeguarding Children policy and procedures in place;
- ensuring all personnel receive appropriate training so that they are able to implement this Safeguarding Children policy and procedures;

- following staff appointment and record keeping procedures including confirmation of identity and qualifications by examination of original documentation.
- ensuring that the College meets the requirements and keep a list confirming that staff (including supply staff) are appropriately checked.

Responsibilities

Designated Child Protection/Safeguarding Officer (DP): Malcolm C Phillips

Deputy Child Protection/Safeguarding Officer: Sunday Oloyede

The DP is responsible for ensuring that the College's 'Safeguarding Children' policy is updated and implemented; that all staff are appropriately trained; records are maintained and stored in a locked cabinet in the College Office. This 'Safeguarding Children' policy is reviewed annually by the Governing Body of the College.

Training

All staff including volunteers and part-time staff must receive induction training; and annual internal training with regard to this policy. The DP is required to attend training every 2 years and every 2-3 years for other employees and volunteers. This policy is reviewed annually.

Staff Recruitment

James Hope College follows College procedures for appointing staff, such as ensuring the appointment panel includes at least one person who has undergone safer recruitment training (Refer to the Staff Recruitment Policy). Adverts for job vacancies, job profiles and person specifications must contain reference to safeguarding Children and the need to provide original documents for identity and qualifications. The selection procedure includes investigation into any gaps or unexplained aspects e.g. career changes, frequent moves, re-location from abroad. References must be taken up as part of the selection process and checked for accuracy. A medical statement of fitness must be given and a check on staff from abroad must be completed.

All employees and regular contractors/work people such as peripatetic staff, volunteers who help in College, club organisers, bus drivers, cleaners and cooks are required to be checked also.

It is not necessary to check visitors who will only have contact with children on an ad hoc or irregular basis for short periods of time, or secondary children undertaking voluntary work or work experience in other Colleges. **However, such visitors must be accompanied by a member of staff at all times** and they will not be permitted to have unsupervised access to pupils at the College.

At James Hope, we ensure that appropriate safeguarding children protection checks and procedures apply to any staff employed by another organisation and working with the pupils at our College.

Staffs recruited from overseas are required to have an Enhanced CRB check.

Procedures for Communicating with or Caring for Children

Meetings with Children

The purpose of the meeting should be made clear to the child and any staff directly involved with the child. Another member of staff should be present or nearby.

If a member of staff is with a child on his or her own, use a room with visual access or keep the door open.

Meetings with children away from the College premises are not permitted.

Caring for Children

Employees administering first aid should wherever possible ensure that other children or adults are present.

Written Communications with Children and Photographs

Electronic communication and feedback with regard to the child's work and progress should be professional and supportive indicating in what way children may improve the quality of their work.

Employees are not permitted to write inappropriate personal notes, emails or letters to children.

Parental permission is required to take photographs of children. Photographs must be used for College professional use only. Permission must be granted by the Principal for use of College photographs for course work or on the Internet.

Relationships with Children

Employees are required to have a professional relationship with children: seeking to be friendly and caring but not 'over familiar'.

Employees are not permitted to have personal relationships with children and must seek the advice of their line manager if a child appears to want to develop an inappropriate relationship.

Child Disclosures

It is important that when a child gives information that the adult:

- does not promise confidentiality;
- listens to the child without directly questioning him or her;
- does not stop a child freely recalling significant events;
- does not ask the child to repeat a disclosure to another adult;
- makes a note of the discussion, recording time, setting and persons present as well as what is said;
- immediately (within 24 hours) passes a written report to the DP.

If there are ANY concerns about a child, the matter should be discussed with the DP. If the DP is not available, then the matter should be immediately referred to the other named person.

The written report must be securely filed in the DP's confidential file as this may be used later by the police, as evidence.

Record Keeping

- Files will be opened for each separate complaint/observation of abuse
- Files will be kept in duplicate i.e. paper and electronic
- Minutes minuted independently and contemporaneously
- Files may be required as evidence in proceedings, so accuracy and integrity are paramount

Unless there are concerns that speaking to the parents may place a child in danger the DP should see the parent(s) regarding any concerns e.g. a comment made by a child, an unusual mark or bruise.

A Consultation report should be completed for the child's record file and a central copy kept.

A professional judgement is made as to whether the explanation is satisfactory. This decision involves discussion with the Principal. If there are any doubts or concerns the referral procedures are followed.

Procedure for Dealing with Abuse by One or More Children Against Another
Details must be recorded. (also see Anti-bullying policy)

The Principal will consider the immediate safety of all children concerned and the seriousness and circumstances of the allegation: e.g. the age of the children concerned

In general, concerns will be discussed with the family unless such discussion may place the child at increased risk of significant harm.

It may be necessary to exclude the children concerned (without prejudice) when:

- a serious allegation has been made against a child by another child or member of staff which is the subject of a police investigation which may result in criminal proceedings being brought;
- the child's continued presence in the College may have an adverse effect on the complainant and other potential witnesses, and on the promotion of good order and discipline at the College generally.

Appropriate use of mobile phones and cameras

It is a requirement at James Hope that cameras should be used appropriately, particularly for learning. Staff may not use mobile phones when working with children due to their potential to distract from the proper supervision of children. With regard to recording children's achievement and engaging parents in their children's learning through photography, James Hope expects staff to use cameras in this way and encourages them to check with parents that they consent to the use of cameras for appropriate recording purposes.

Allegations against Staff including the Principals and Volunteers

If an allegation is made, the member of staff receiving the allegation will a) take the allegation seriously b) ensure the child is safe and supported and c) inform the Principals as soon as possible. The member of staff should accurately record what they have been informed / observed.

There has been widespread concern that in some instances there may be malicious accusations brought against employees by children and/or their parents. Where an accusation is made written details must be recorded and the Chair of Governors (COG) immediately informed.

The COG /DP must be informed of the allegation on the same day and is responsible for conducting an investigation. The police may be called in, depending upon the nature and severity of the alleged offence. The employee concerned may be suspended whilst an investigation is conducted but this is not an automatic procedure.

Circumstances in which suspension properly occurs include:

- where a child is at risk; the person has behaved in such a way that indicates that she/he is unsuitable to work with children.
- where the allegations are so serious that dismissal for gross misconduct is possible;
- where a suspension is necessary to allow the conduct of the investigation to proceed unimpeded.

Where suspension is being considered, an interview is arranged. The employee or volunteer is advised to seek the advice or assistance of his or her professional organisation or of a friend. The employee or volunteer is informed at the outset of the interview that an allegation has been made and that, at the conclusion of the interview, suspension might occur. It should be made clear that the interview is not a formal disciplinary hearing but is for the purpose of putting forward a serious matter which may lead to suspension and further investigation.

The employee or volunteer should be given as much information as possible including reasons for any proposed suspension, as is consistent with not interfering with an investigation. The employee or volunteer is given an opportunity to make representations concerning the suspension. A brief adjournment should be offered to the employee or volunteer prior to the response.

If, as a result of the interview it is considered that suspension is necessary along with a full investigation of the allegation, the employee or volunteer should be advised that she/he is suspended from duty. Written confirmation of the suspension must be given within one working day, giving reasons for the suspension.

Where the suspended employee is resident on site, arrangements are to be made for alternative accommodation away from children pending an investigation.

Allegations that are found to have been malicious should be removed from personnel records and any that are not substantiated, are unfounded or malicious, should not be referred to in employer references.

Pupils that are found to have made malicious allegations are likely to have breached the James Hope College Behaviour Policy. James Hope College will apply an appropriate sanction to the pupil which could include temporary or permanent exclusion (as well as referral to the police if there are grounds for believing a criminal offence may have been committed).

Physical Contact with Children

Staff should not touch children when reprimanding them. However, there may be occasions when a distressed child needs comfort and reassurance, which may include comforting such as a caring parent would give. Employees should use their discretion in such cases to ensure that, what is, and what is seen to be by others, is normal and natural and does not become unnecessary, unjustified contact, particularly with the same child over a period of time.

The law forbids a teacher to use any degree of physical contact that is deliberately intended to punish a child, or which is primarily intended to cause pain or injury or humiliation.

Reasonable Force and Physical Restraint

Where necessary reasonable force can be used to control or restrain children. The following are examples of where reasonable force and physical restraint may be used:

- child attacks on staff or another child;
- children engaged in deliberate damage or vandalism;
- child running down a corridor or stairway in a way likely to cause injury;
- child absconds from class or tries to run away from College;
- child behaves in a way that seriously disrupts the lesson.

Before intervening physically, a member of staff, wherever practicable, should tell the child to stop and what will happen if he or she does not. Physical intervention may involve:

- physically interposing between children;
- blocking a child's path;
- holding;
- pushing;
- pulling;
- leading a child by the hand or arm;
- shepherding a child away by placing a hand in the centre of the back.
- Staff should not:
 - hold a child around the neck, by the collar or in any way that might restrict the child's ability to breathe;
 - slap, punch, or kick a child;
 - twist or force limbs against a joint;
 - trip up a child;
 - hold or pull a child by the hair or ear;

- hold a child face down on the ground;
- hold a child in a way that might be considered indecent.

Staff should not give the impression that they have lost their temper or are acting out of anger or frustration or to punish the child. The degree of force must be in proportion to the circumstances of the incident and the seriousness of the behaviour. Any force should be the minimum needed to achieve the desired result.

The member of staff should try and get help from another member(s) of staff and continue to try and communicate with the child throughout the incident making clear that physical contact or restraint will stop as soon as it ceases to be necessary.

Sometimes it may be dangerous to try and restrain a child. In this instance remove other children, send for help and try and make the area as safe as possible continuing to try to communicate with the child.

Any instances where reasonable force or physical restraint has been used must be reported to the Principal accompanied by a written report with full details. A copy of the written report is kept in the central file and a note made in the child's record. Parents are immediately informed, and a meeting arranged to address the issues.

Transfer to another College of Confidential Information

Relevant records should be personally passed to the new College or recorded delivery with a telephone conversation with the Headteacher concerned.

Missing Children

A child (i.e. a young person under 18 years of age) is to be considered *missing* if their whereabouts are unknown, whatever the circumstances of their disappearance. They will be considered missing until they are located and their well-being or otherwise is established. If a child's whereabouts are known, then they cannot be missing.

If a member of staff becomes aware that a child may be missing, they should immediately try to establish the child's whereabouts by checking all likely places, asking the peer group and then, if unsuccessful in locating the child, immediately inform the DP (via the College Office) to organise a thorough search of the College premises. If a child goes missing whilst involved in an external activity, the person in charge of the activity must immediately notify the College's DP. The local police should be informed after a period of 24 hours.

The DP will then contact the parents/guardian to inform them of their concern and try to establish with the parents/guardians what has happened. If this is not possible and the child is still missing, the DP should, along with the person responsible for the child's immediate welfare, assess the child's vulnerability.

Based on the assessment they may refer the child to the police missing persons unit. If it comes to a member of staff's notice that a missing child has returned, they must immediately inform the DP who will contact parents/guardians, the police.

Children who go missing frequently place themselves at risk and the child's safety must be prioritised over any requests to keep information confidential.

Annex 1: Definitions of Child Abuse and Neglect

Significant Harm - "Ill treatment or the impairment of health or development"

Whenever a concern is raised that a child may be being harmed in one or more of the following ways:

Physical Abuse

Physical abuse 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.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the 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 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, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include 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.

Neglect

Neglect is 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),
- ensure access to appropriate medical care or treatment.
- It may also include neglect of unresponsiveness to a child's basic emotional needs.

Annex 2: Recognising Abuse

It is not always obvious that a child is being abused. Frequently it is the culmination of information that is important. Always share any concerns with the DP. The signs and types of behaviour listed below are not in themselves evidence of abuse, but may suggest abuse, particularly if a child exhibits several of them, or if a pattern emerges of when or how the child exhibits such signs or behaviour.

These could also include the following:

- Repeated minor physical injuries e.g. bruising, cuts.
- Physical injuries e.g. broken bones, bruising particularly above the knees, two black eyes, cigarette burns to the body, belt marks, burn or scald marks.
- Children who are dirty, smelly, poorly clothed or who appear underfed.
- Children who have lingering illnesses which are not attended to.
- Deterioration in College work or significant changes in behaviour.
- Aggressive behaviour, severe tantrums.
- An air of "detachment".
- Overly compliant, "watchful attitude".
- Sexually explicit behaviour, e.g., playing games and showing awareness which is inappropriate for the child's age.
- The child is reluctant to go home or is kept away from College by a parent for no apparent reason.
- Does not join in College social activities, has few College friends.
- "Tummy pains", "headaches", etc for no apparent reason.
- Eating problems, including over-eating, not eating.
- Disturbed Sleep, nightmares, bedwetting.
- Running away from home.
- Self-inflicted wounds.
- Reverting to younger behaviour, depression, withdrawal
- Relationships between the child and adults which are secretive and exclude others.

Annex 3: Child Protection Procedures for Reporting Physical Injury to Children

When you notice an injury to a child which needs to be recorded, try to record in writing the following information in respect of each mark:

Exact position of injury on the body, e.g. upper out arm/left cheek

Size of injury – in approximate centimetres

Annex 4: Supporting Children/Duty of Care

- We recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self worth.
- We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self blame.
- We recognise that the College may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

Support will be given to all pupils by:

- Encouraging self-esteem and self assertiveness while not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the College.
- Liaising and working together with all other support services and those agencies involved with the safeguarding of children.
- Providing continuing support to a pupil about whom there have been concerns who leaves the College, by ensuring that appropriate information is forwarded to the pupil's new College under confidential cover.
- Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Ensure all children know there is an adult in the College whom they can approach if they are worried or in difficulty.
- Include in the curriculum opportunities for PSHE and Citizenship which equip children with the skills they need to stay safe from harm and to know whom they should turn to for help.

The Duty of Care and Out-of-College Activities

Understanding the duty of care can be particularly significant when a teacher is engaged in leading or assisting with activities off the College site, such as educational visits, College outings or field trips.

The legal liability of an individual teacher or Principal for an injury which is sustained by a child on a College journey or excursion depends on whether or not the injury to the child is a direct result of some negligence or failure to fulfil the duty or care on the part of their teacher or Principal. There is no legal liability for any injury sustained by children unless there is proven negligence.

The standard of care required of a teacher is that which, from an objective point of view, can reasonably be expected from teachers generally applying skill and awareness of children's problems, needs and susceptibilities. The law expects that a teacher will do that which a parent with care and concern for the safety and welfare of his or her own child would do, bearing in mind that being responsible for up to twenty children is very different from looking after a family.

The legal duty of care expected of an individual teacher is that which a caring teaching profession would expect of itself.

This means, in practice, that teachers must ensure supervision of the children throughout the journey or visit according to professional standards and common sense. Reasonable steps must be taken to avoid exposing children to dangers which are foreseeable and beyond those with which the particular children can reasonably be expected to cope. This does not imply constant 24-hour direct supervision. The need for direct supervision has to be judged by reference to the risks involved in the activity being undertaken. The possibility that there may be challenging behaviour has to be taken into account, together with the risk the children may encounter if they disobey instructions but, equally, children must be given latitude consistent with their ages and levels of personal responsibility. (There should always be 2 or more staff in attendance for school trips.

Teachers have the responsibility for children in their care but qualified instructors giving guidance to children will be responsible for their relevant area of expertise. If teachers are concerned, however, about the ability of any of their children to undertake any particular activity safely, children should, if necessary, be withdrawn from the activity.

Teachers should not be prepared to participate in a journey or visit which they believe is not being adequately prepared and organised.

Where the journey is one organised within the College, responsibility for ensuring that proper preparation has been made and that proper supervisions will be provided is ultimately that of the Principal. The Principal should prohibit journeys and visits of this kind if they are not satisfied with the arrangements made.

Satisfying the duty of care absolves from legal liability. Sometimes accidents occur as a result of the fault of someone with organising or supervising responsibility for the journey. Some accidents are pure accidents, not reasonably foreseen and not the result of anyone's negligence. Liability goes with fault. In the case of a pure accident, no-one bears liability. No fault insurance covers this eventuality.

Employers have 'vicarious liability' for the negligence of their employees at work. This means broadly that the employer takes responsibility if employees do not fulfil their safety obligations at work properly.

,A minimum of two teachers should be present on visits, regardless of the number of adult supervisors present, in order to ensure that one teacher is able to remain in charge of the group where another is required to deal with emergency situations.

In addition to this policy, those staff with direct responsibility for boarding students, must also refer to the guidance and protocols detailed in the Boarding Staff handbook.