

SAFEGUARDING AND CHILD PROTECTION POLICY

<p>Owner: Principal Author: Designated Safeguarding Lead</p>	<p>Document History: Draft: March 2016 First Published: May 2016 Reviewed: May 2017, May 2018, Sept 2018, Sept 2019, Feb 2020</p>
<p>Date Published: Nov 2019</p>	<p>Date of next review: Feb 2021</p>
<p><i>This policy is regularly monitored by the Principal, nominated Safeguarding Governor and Governing Body to ensure that it is working as effectively as possible.</i></p>	
<p>Monitoring, Evaluation & Review</p> <p><i>The Principal and Governing Body will review this policy every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout by the UTC community.</i></p>	

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Safeguarding and Child Protection Policy for Greater Peterborough UTC

This policy has been adapted from the LA model child protection and safeguarding policy

1. KEY CONTACTS

Key Contact List for Safeguarding at GPUTC:

	Name	Telephone contact	Email
Designated Safeguarding Lead	Lynne Donaldson	01733 715950	l.donaldson@gputc.com
Deputy Designated Safeguarding Lead	Emma Coleman	01733 715950	e.coleman@gputc.com
SPOC (for all Prevent referrals)	Lynne Donaldson	01733 715950	l.donaldson@gputc.com

Key Local Contacts:

	Telephone Contact	Email
Contact Centre	(01733) 864170	
Out of Hours	(01733) 234724	
MASH	(01480) 847743	Mash.cp@cambs.pnn.police.uk
Police Child Abuse Investigation Unit	or 101/999 (in an emergency)	
Early Help	(01733) 863649	helpwithcaf@peterborough.gov.uk
Designated Officer (LADO)	(01733) 864042	gjsela.jarman@peterborough.gov.uk
Channel Helpline	20 40 7264	

2 INTRODUCTION

2.1 Greater Peterborough UTC fully recognises the responsibility it has under section 157 of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.

2.2 This policy is based on the following guidance:

- The School Staffing (England) Regulations 2009, which set out what must be recorded on the single central record and the requirement for at least one person conducting an interview to be trained in safer recruitment techniques.
- The Children Act 1989 (and 2004 amendment), which provides a framework for the care and protection of children.
- Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the Serious Crime Act 2015, which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18.
- Statutory guidance on FGM, which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM.

- The Rehabilitation of Offenders Act 1974, which outlines when people with criminal convictions can work with children.
- Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, which defines what 'regulated activity' is in relation to children.
- Statutory guidance on the Prevent duty, which explains schools' duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism.

2.3 This responsibility is more fully explained in the statutory guidance for schools and colleges 'Keeping Children Safe in Education' (September 2019). All staff must be made aware of their duties and responsibilities under part one of this document, which are set out below.

2.4 Staff should read the above document together with 'What to do if you're worried a child is being abused: Advice for practitioners' (March 2015).

2.5 Through their day-to day contact with pupils and direct work with families, all staff in college have a responsibility to:

- Identify concerns early to prevent them from escalating;
- Provide a safe environment in which children can learn;
- Identify children who may benefit from early help;
- Know what to do if a child tells them he/she is being abused or neglected;
- Follow the referral process if they have a concerns (See Keeping Children Safe in Education, 2019, flowchart p16).

2.6 This policy sets out how the college's governing body discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children who are pupils at the college. Our policy applies to all staff and volunteers working in the college, including governors. Teaching assistants, office staff as well as teachers can be the first point of disclosure for a child. Concerned parents/carers may also contact the college and its governors.

2.7 It is consistent with the Local Safeguarding Children Board (LSCB) procedures.

2.8 There are four main elements to our policy:

PREVENTION, through the teaching and pastoral support offered to pupils and the creation and maintenance of a whole school protective ethos.

PROCEDURES for identifying and reporting cases, or suspected cases of abuse. The definitions of the four categories of abuse are attached (see Appendix A).

SUPPORTING CHILDREN, particularly those who may have been abused or witnessed violence towards others.

PREVENTING UNSUITABLE PEOPLE WORKING WITH CHILDREN Processes are followed to ensure that those who are unsuitable to work with children are not employed.

2.9 This policy is available to parents on request and is on the GPUTC website.

3 PREVENTION

3.1 We recognise that for our pupils, high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to protect children.

3.2 This college will therefore:

- establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;
- ensure children know that there are adults in the college whom they can approach if they are worried or in difficulty and their concerns will be taken seriously and acted upon as appropriate;
- engage fully in the Early Help process to maximise the opportunity for timely intervention;
- include in the curriculum, activities and opportunities which equip children with the skills they need to stay safer from abuse both in the real and the virtual world and information about who to turn for help;
- include, in the curriculum, material which will:
 - help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to child care and parenting skills;
 - reinforce essential skills for every child to include self-esteem and confidence building, thinking independently and making assessments of risk based on their own judgements;
 - embed online safety at every relevant opportunity;
 - ensure that wherever possible every effort will be made to establish effective working relationships with parents and carers and with colleagues from partner agencies.

3.3 Prevention of Peer on Peer Abuse

3.4 We recognise that peer on peer abuse can manifest itself in many ways. This can include but is not limited to: bullying, cyberbullying, sexual violence, sexual harassment, being coerced to send sexual images (sexting), teenage relationship abuse and physical abuse.

3.5 All forms of peer on peer abuse are unacceptable and will be taken seriously.

3.6 The college will therefore:

- Create a whole school protective ethos in which peer on peer abuse, including sexual harassment will not be tolerated.
- Provide training for staff about recognising and responding to peer on peer abuse, including raising awareness of the gendered nature of peer abuse, with girls more likely to be victims and boys perpetrators.
- Ensure that staff do not dismiss instances of peer on peer abuse, including sexual violence and sexual harassment as an inevitable part of growing up.
- Include within the curriculum, information and, materials that support children in keeping themselves safe from abuse, including abuse from their peers and online.
- Provide high quality Relationship and Sex Education (RSE), including teaching about consent.

3.7 Ensure that staff members follow the procedures outlined in this policy when they become aware of peer on peer abuse.

4. PROCEDURES

4.1 We will follow the procedures set out in the Cambridgeshire and Peterborough Local Safeguarding Board 'Inter-Agency Procedures' A copy of these procedures can be found on the LSCB website: <http://www.safeguardingpeterborough.org.uk/children-board/professionals/lscbprocedures/> .

4.2 The college fully recognises the importance of the role of the Designated Safeguarding Lead. The DSL is a member of the Senior Leadership Team and the role is explicitly defined in their job description, with time, resources and training to undertake their duties agreed. (See *Keeping Children Safe in Education 2019 Annex B*).

- 4.3 The lead responsibility for safeguarding and child protection will not be delegated, though specific activities may be delegated to appropriately trained deputies.
- 4.4 Contingency arrangements are in place should the Designated Safeguarding lead not be available.
- 4.5 The DSL and or a deputy will always be available during college hours. See **APPENDIX A** for out of hours emergency arrangements.
- 4.6 It is the responsibility of the Designated Safeguarding Lead to ensure that all of the child protection procedures are followed within the college.
- 4.7 The DSL and DPs should undergo two-day training provided by Cambridgeshire Education Child Protection Service, and update this training every two years. Knowledge and skills in addition to this formal training should be refreshed regularly.
- 4.8 The Governing Body has a nominated governor for Safeguarding and Child Protection, who has undertaken appropriate training.
- 4.9 Governing bodies should ensure every member of staff and every governor knows:
- the name of the designated person/s and their role;
 - how to identify the signs of abuse and neglect;
 - how to pass on and record concerns about a pupil;
 - that they have an individual responsibility to be alert to the signs and indicators of abuse and for referring child protection concerns to the DSL/DP;
 - that they have a responsibility to provide a safe environment in which children can learn;
 - where to find the Inter-Agency Procedures on the LSCB website.
- 4.10 Governing bodies should ensure that all staff members have satisfactory checks, including DBS, in place and undergo safeguarding and child protection training **at induction**. The training content should be regularly updated, in line with Keeping Children Safe in Education 2019.
- 4.11 Safeguarding is too big to rely on a single training session. Therefore, opportunities will be created for regular staff updates and sharing of information.
- 4.12 Governing bodies should ensure that volunteers are subject to a risk assessment to determine the level of checks required.
- 4.13 Governing bodies should ensure that parents are informed of the responsibility placed on the school and staff in relation to child protection by setting out these duties on the college website.
- 4.14 Governing bodies should ensure that all staff and volunteers recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies.
- 4.15 Governing bodies should ensure that this policy is available publicly, either via the college website or by other means.
- 4.16 **Liaison with Other Agencies**
- 4.17 The college will:

- work to develop effective links with relevant services to promote the safety and welfare of all pupils;
- cooperate as required, in line with 'Working Together to Safeguard Children 2018', with key agencies in their enquiries regarding child protection matters including attendance and providing written reports at child protection conferences and core groups;
- notify the relevant Social Care team immediately if:
 - it should have to exclude a pupil who is subject to a Child Protection Plan (fixed term or permanently)
 - there is an unexplained absence of a pupil who is subject to a Child Protection Plan
 - there is any change in circumstances to a pupil who is subject to a Child Protection Plan.
- follow the mandatory duty to inform the local authority of any 'Private Fostering' arrangements. i.e. when parents arrange for a child to stay with an adult who is not a close relative for more than 28 days.

4.18 Record Keeping

4.19 The college will:

- keep clear, detailed, accurate written records of concerns about children (noting the date, event and action taken), even when there is no need to refer the matter to Social Care immediately;
- ensure all records are kept securely, separate from the main pupil file, and in a locked location;
- ensure all relevant child protection records are sent to the receiving school or establishment when a pupil moves schools;
- make parents aware that such records exist, except where to do so would place the child at risk of harm.

4.20 All actions and decisions will be led by what is considered to be in the best interests of the child.

4.21 Confidentiality and Information Sharing

4.22 The Data Protection Act 2018 does not prevent college staff from sharing information with relevant agencies, where that information may help to protect a child.

4.23 Staff and volunteers will ensure confidentiality protocols are adhered to and information is shared appropriately. If in any doubts about confidentiality, they should seek advice from a senior manager or outside agency as required.

4.24 Whilst consent to share information will generally be sought, sharing without consent will take place should the safety of a child be at risk. Any decision not to share will be recorded.

4.25 The Principal or Designated Safeguarding Lead will disclose any information about a pupil to other members of staff on a need to know basis only. Parental consent may be required.

4.26 If a member of staff receives Subject Access Request (under the Data Protection Act 2018) from pupil or a parent they will refer the request to the DSL or Principal.

4.27 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

4.28 All staff must be aware that they cannot promise a child to keep secrets or offer confidentiality.

4.29 **Communication with Parents/ Carers**

4.30 The college will:

- ensure that parents have an understanding of the responsibility placed on the college and staff for child protection by setting out its obligations on the college website;
- undertake appropriate discussion with parents prior to involvement of another agency unless specific circumstances preclude this. **Parents/carers should generally be consulted before a referral is made about them to another agency but there are certain circumstances when this is not the case.** Staff are advised to seek guidance if they are unclear as to whether they should discuss a concern with parents;
- record what discussions have taken place with parents on the Log of Concern about a child's welfare. If a decision has been made not to discuss with parents, the reason should be recorded.

4.31 **Dealing with Sexual Violence and Sexual Harassment between Children**

4.32 The college recognises that sexual violence and sexual harassment can occur between two children of any age and sex. Sexual violence may include rape, assault by penetration or sexual assault. Sexual harassment refers to 'unwanted conduct of a sexual nature', such as sexual comments, sexual taunting or physical behaviour such as deliberately brushing against someone. Online sexual harassment may include non-consensual sharing of sexual images and videos, sexualised online bullying, unwanted sexual comments and messages, and sexual exploitation, coercion and threats.

4.33 The college will:

- Be clear that sexual violence and sexual harassment will not be tolerated.
- Provide training for staff on how to manage a report of sexual violence or sexual harassment.
- Make decisions on a case-by-case basis.
- Reassure victims that they are being taken seriously, offer appropriate support and take the wishes of the victim into account when decision making.
- Implement measures to keep the victim, alleged perpetrator and, if necessary, other children and staff members safe. Record any risk assessments and keep them under review.
- Give consideration to the welfare of both the victim(s) and perpetrator(s) in these situations.
- Liaise closely with external agencies, including police and social care when required.

4.34 Further guidance can be found in 'Keeping Children Safe in Education 2019' Part Five, 'Sexual violence and sexual harassment between children in schools and colleges' (DfE May 2018) and 'Sexting in schools and colleges: Responding to incidents and safeguarding young people' (UKCCIS).

5 **SUPPORTING CHILDREN**

5.1 The college recognises that **any** child may be subject to abuse and neglect and as such will support all children by;

- Providing curricular opportunities to encourage self-esteem and self-motivation.
- Creating an ethos that actively promotes a positive, supportive and safe environment and values the whole community.
- Applying the college's behaviour policy effectively. All staff will agree on a consistent approach, which focuses on the behaviour of the child but does not damage the pupil's sense of self-worth. The school will ensure that the pupil knows that some behaviour is unacceptable but s/he is valued and not to be blamed for any abuse which has occurred.

- Liaising with other agencies which support the pupil such as Social Care, Child and Adolescent Mental Health Services, Cambridgeshire Sexual Behaviour Service or Early Help Teams.
 - Developing productive and supportive relationships with parents/carers.
- 5.2 The college recognises that whilst **any** child may benefit from early help, staff are encouraged to consider the wider environmental factors present in a child's life which could pose a threat to their welfare or safety (contextual safeguarding). Staff are required to be particularly alert to the potential need for early help for:
- 5.3 **Children with Disabilities, Additional Needs or Special Educational Needs**
- 5.4 We recognise that, statistically, children with additional needs, special educational needs, emotional and behavioural difficulties and disabilities are most vulnerable to abuse. College staff who deal with children with complex and multiple disabilities and/or emotional and behavioural problems should be particularly sensitive to indicators of abuse.
- 5.5 The school has pupils with emotional and behavioural difficulties and/or challenging behaviours. The school will support staff to decide appropriate strategies that will reduce anxiety for the individual child and raise self-esteem as part of an overall behaviour support plan agreed with parents/carers.
- 5.6 As part of the PSHE curriculum students will be taught personal safety skills commensurate with their age, ability and needs. Children will be taught personal safety skills such as telling and who to tell, good and bad touches and how to manage risk. The content of lessons will be shared with parents/carers so that these skills can be supported at home.
- 5.7 **Children Misusing Drugs or Alcohol**
- 5.8 The discovery that a young person is misusing legal or illegal substances or reported evidence of their substance misuse is not necessarily sufficient in itself to initiate child protection proceedings but the college will consider such action in the following situations:
- When there is evidence or reasonable cause;
 - To believe the young person's substance misuse may cause him or her to be vulnerable to other abuse such as sexual abuse;
 - To believe the pupil's substance related behaviour is a result of abuse or because of pressure or incentives from others, particularly adults;
 - Where the misuse is suspected of being linked to parent/carer substance misuse;
 - Where the misuse indicates an urgent health or safeguarding concern;
 - Where the child is perceived to be at risk of harm through any substance associated criminality.
- 5.9 **Children Living with Substance Misusing Parents/Carers**
- 5.10 Misuse of drugs or alcohol is strongly associated with Significant Harm to children, especially when combined with other features such as domestic violence.
- 5.11 When the college receives information about drug and alcohol abuse by a child's parent/carers they will follow appropriate procedures.
- 5.12 This is particularly important if the following factors are present:
- Use of the family resources to finance the parent's dependency, characterised by inadequate food, heat and clothing for the children;
 - Children exposed to unsuitable care givers or visitors, e.g. customers or dealers;
 - The effects of alcohol leading to an inappropriate display of sexual and/or aggressive behaviour;

- Chaotic drug and alcohol use leading to emotional unavailability, irrational behaviour and reduced parental vigilance;
- Disturbed moods as a result of withdrawal symptoms or dependency;
- Unsafe storage of drugs and/or alcohol or injecting equipment;
- Drugs and/or alcohol having an adverse impact on the growth and development of an unborn child.

5.13 Children Living with Domestic Abuse

5.14 Domestic Abuse is defined as any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: psychological, physical, sexual, financial and emotional.

5.15 The college recognises that where there is Domestic Abuse in a family, the children/young people will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships. Domestic Abuse can also affect children in their personal relationships as well as in the context of home life.

5.16 Staff will follow the procedures outlined in this policy if concerns of Domestic Abuse arise. The college will vigilantly monitor the welfare of children living in domestic abuse households, offer support to them and contribute to any Multi-Agency Risk Assessment Conference (MARAC) safety plan as required.

5.17 Children at risk of 'Honour-base' Violence, including Female Genital Mutilation (FGM)

5.18 So called 'honour-based' violence encompasses incidents which have been committed to protect or defend the honour of the family and/or community, including breast ironing, female genital mutilation (FGM) and forced marriage. The school takes these concerns seriously and staff are made aware of the possible signs and indicators that may alert them to the possibility of HBV through training. Staff are required to treat all forms of HBV as abuse and follow the procedures outlined in this policy.

5.19 Female genital mutilation (FGM) is a form of child abuse and is illegal in the UK. The fear of being branded racist or discriminatory must not weaken the protection given to those who are vulnerable.

5.20 Possible signs that a girl may be at risk of or already having suffered FGM will be addressed through staff safeguarding training and staff will follow the school's agreed safeguarding procedures when concerned.

5.21 The DSL will make appropriate and timely referrals to Social Care if FGM is suspected. In these cases, parents will not be informed before seeking advice. The case will still be referred to Social Care even if against the pupil's wishes. If a girl has been absent from college for a long period and there is a need to make informal enquiries, the fact that enquiries are related to FGM **will not** be revealed as this may increase risk.

5.22 In accordance with statutory duty, all **known** cases of FGM in girls under the age of 18 will be reported to the police.

5.23 Children at risk of Child Sexual Exploitation (CSE)

5.24 Sexual exploitation is a form of child sexual abuse and can have a serious impact on every aspect of the lives of those involved. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the

age of 18 into sexual activity in exchange for something the victim needs or wants, or for the financial advantage or increased status of the perpetrator or facilitator.

5.25 Staff at Greater Peterborough UTC are aware that any child or young person may be at risk of sexual exploitation, regardless of their family background or other circumstances.

5.26 Potential indicators of sexual exploitation will be addressed within staff training. However, it is important to be aware that some young people who are being sexually exploited do not show any external signs of abuse and may not recognise it as abuse.

5.27 The victim may have been sexually exploited even if the sexual activity *appears* consensual.

5.28 Schools will complete the LSCB Exploitation Checklist and refer to the Multi-Agency Safeguarding Hub (MASH) if there is a concern that a young person may be at risk.

5.29 **Children at risk of Criminal Exploitation**

5.30 Criminal exploitation of children is a form of harm that is a typical feature of county lines criminal activity. Drug networks or gangs exploit children and young people to carry drugs and money from urban areas to suburban and rural areas.

5.31 This activity can be perpetrated by groups or individuals, males or females, young people or adults.

5.32 Any child or young person under the age of 18 (or vulnerable adult over the age of 18) can be affected. As with CSE, this kind of exploitation can *appear* to be consensual.

5.33 Key to identifying potential involvement in county lines are episodes of missing.

5.34 College child protection procedures will be followed where concerns are raised.

5.35 **Children with Family Members in Prison**

5.36 These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health.

5.37 Children may be the target of bullying, or may have attendance issues. There may be problems associated with prison visits and the family may be experiencing financial difficulties.

5.38 Greater Peterborough UTC is committed to supporting the children and young people who have a parent or close relative in prison, and to minimise the risk of them not achieving their full potential.

5.39 Information shared by the family will be treated in confidence and will be shared on a 'need to know basis.

5.40 We will work with the family to find the best ways to support the child/ren.

5.41 **Children at Risk of Radicalisation**

5.42 Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. Nationally, there have been occasions where extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

- 5.43 Whilst Greater Peterborough UTC values freedom of speech and the expression of beliefs / ideology as fundamental rights underpinning our society's values, we also recognise that free speech is subject to laws and policies governing equality, human rights, community safety and community cohesion.
- 5.44 The college fully recognises its statutory duty to identify and support pupils at risk, and is clear that this exploitation and radicalisation should be viewed as safeguarding concern.
- 5.45 The college governors, the Principal and the Designated Safeguarding Lead will assess the level of risk within the college and put actions in place to reduce that risk. Risk assessment may include consideration of the school's RE curriculum, SEND policy and the use of college premises by external agencies, anti-bullying policy, online-safety and other issues specific to the school's profile, community and philosophy.
- 5.46 The college's SPOC (Single Point of Contact) will be the lead for safeguarding in relation to protecting individuals from radicalisation, sharing relevant information in a timely manner with the appropriate agency, including Channel.
- 5.47 **Children Frequently Missing Education**
- 5.48 The college recognises that children going missing, particularly repeatedly, can act as a warning sign of a range of safeguarding possibilities including abuse, neglect, child sexual exploitation and child criminal exploitation, mental health problems, risk of substance abuse, risk of travelling to conflict zones, and risk of FGM or forced marriage.
- 5.49 The college monitors attendance of individual pupils closely and analyses patterns of absence to aid early identification of concerning patterns of absence.
- 5.50 **Children who are Young Carers**
- 5.51 The college recognises that children who are living in a home environment which requires them to act as a young carer for a family member or a friend, who is ill, disabled or misuses drugs or alcohol can increase their vulnerability and that they may need additional support and protection.
- 5.52 College will: seek to identify young carers; offer additional support internally; signpost to external agencies; be particularly vigilant to the welfare of young carers and follow the procedures outlined in this policy, referring to Early Help or Social Care as required if concerns arise.
- 5.53 **Children who have Returned Home to their Family from Care**
- 5.54 The college recognises that a previously looked after child potentially remains vulnerable. We will vigilantly monitor the welfare of previously looked after children, keep records and notify social care as soon as there is a recurrence of a concern.
- 5.55 **Children Showing Signs of Abuse and/or Neglect**
- 5.56 The college recognises that experiencing abuse or neglect may have an adverse impact on those children which may last into adulthood without appropriate intervention and support. College may be the only stable, secure and predictable element in the lives of children at risk. Children who have experienced abuse or neglect may display this through their own behaviour, which may be challenging and defiant or passive and withdrawn. We recognise that children may develop abusive behaviours and that these children may need to be referred on for appropriate support and intervention.

5.57 College will provide training for staff to ensure that they have the skills to identify and report cases, or suspected cases, of abuse in accordance with the procedures outlined in this policy. The definitions of the four categories of abuse are attached (see Appendix A).

6 PREVENTING UNSUITABLE PEOPLE FROM WORKING WITH CHILDREN

- 6.1 The college has a separate safe recruitment policy which is compliant with local and national requirements and regularly reviewed to reflect DFE guidance.
- 6.1 The college will operate safe recruitment practices including ensuring pre-employment checks, and appropriate DBS and reference checks are undertaken according to “Keeping Children Safe in Education”. (DfE 2019).
- 6.2 The governing body will ensure that at least one person on any appointment panel has undertaken safer recruitment training.
- 6.3 College staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- 6.4 Any allegation against a member of staff or volunteer must be reported to the Principal without delay unless the Principal is the subject of the allegation when the Chair of Governors must be informed.
- 6.5 In the event of an allegation being made against a member of staff consultation with the Designated Officer from the local authority (LADO) will take place within one working day. Following consultation, the referrer will advise on all further action to be taken.
- 6.6 The college will not investigate an allegation, advise the member of staff or interview children until consultation has taken place with the LADO as doing so may compromise any police investigation.
- 6.7 The college will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the college. The college recognises **it has a legal duty to refer to the DBS and any other relevant professional bodies anyone who has harmed, or poses a risk of harm, to a child.**
- 6.8 Under no circumstances will volunteers of whom no checks have been obtained be left unsupervised with children or allowed to work in regulated activity.
- 6.9 The college will ensure that all staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships with pupils and parents.
- 6.10 All staff have been given a copy of *Guidance for safer working practice for those working with children and young people in education settings 2015* as part of their induction and have signed as an undertaking that they will comply with this guidance.
- 6.11 All staff are aware of their whistle blowing responsibilities and will promptly report any concerns in the interests of protecting children and staff from poor practice and/or unsuitable behaviour. This includes the requirement to self-disclose any personal issues which may impact on their suitability to work in an education setting.

- 6.12 The college will ensure that staff and volunteers are aware that sexual relationships with pupils aged under 18 are unlawful, and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of position of trust).
- 6.13 Staff will also be aware of the need to report inappropriate sexualised behaviour to Children's Social Care.
- 6.14 In accordance with regulations, the college will ensure that staff are aware of legislation which may cause them to be disqualified.

7 OTHER RELATED POLICIES OR PROCEDURES

7.1 Whistle-Blowing

- 7.2 All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, including the attitude or actions of colleagues. Any concerns should be reported following the college's whistle-blowing policy.

7.3 Physical Intervention

- 7.4 We acknowledge that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimum force necessary to prevent injury to themselves, another person or property.

7.5 Bullying

- 7.6 Our policy on bullying is set out in a separate document and is reviewed annually by the governing body. This policy will include reference to all prejudice related bullying. We acknowledge that to allow or condone bullying may lead to consideration under child protection procedures.

7.7 Prejudice Related Incidents

- 7.8 Our policy on prejudiced related incidents is set out in a separate document and is reviewed annually by the governing body. We acknowledge that repeated prejudice related incidents or a single serious incident may lead to consideration under child protection procedures.

7.9 Health and Safety

- 7.10 Our Health and Safety policy, set out in a separate document, and is reviewed annually by the governing body. It reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits.

7.11 Online Safety and Acceptable Use Policy

- 7.12 Our policy is set out in a separate document and is reviewed annually. Online safety is included in the curriculum at all levels and information will be provided to parents.

7.13 Use of Mobile Phones Policy

- 7.14 Our policy on use of mobile phones, cameras and sharing of images is set out in a separate document and is reviewed annually. It is recognised that personal mobile phones have the potential to be used inappropriately and therefore the college has developed a policy to outline the required protocol for all staff, students, volunteers and parents/carers.

8 MONITORING and EVALUATION

- 8.1 Our Safeguarding and Child Protection policy and procedures will be monitored and evaluated by:

- Governing Body visits to the college;
- Learning walks and lesson observations;
- Student surveys;
- Scrutiny of attendance data;
- Monitoring of logs of child protection cases, behaviour incidents, bullying and prejudice related incidents;
- Review of parental concerns.

APPENDIX A : OUT OF HOURS EMERGENCY ARRANGEMENTS

Greater Peterborough UTC has a very clear procedure and policy regarding Child Protection. There may, however, be a situation where you receive a child or young person's disclosure and the relevant staff are not available to contact, for example, on a late return from an educational trip/visit.

It is important to stress that ALL staff have a legal 'duty of care' to ensure the safeguarding of a child or young person you believe to be at risk. The first people to contact on receiving a disclosure from a child or young person are the Designated Safeguarding Leads or Deputy or the Principal. In their absence you should contact any member of the Senior Leadership Team.

If you are unable to contact ANY of the above you must contact the child or young person's parents/carers prior to your emergency referral UNLESS you believe the parents/carers to be involved in the risk.

If you are unable to make contact with anyone listed above, the following applies:

If you think that a child or young person is at immediate risk of serious harm please call the Police (999) or the Social Care Contact Centre:

- **Peterborough Telephone: 01733 864170 (9am to 5pm Monday to Friday)**
- **Out of Hours Emergencies: 01733 234724**
- **Cambridgeshire Telephone: 0345 045 5203 (8am to 6pm Monday to Friday)**

If an emergency referral is made staff must ensure that the DSLs, Deputy DSP and/or Principal are notified as soon as possible.

APPENDIX B : FOUR CATEGORIES OF 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.

Neglect - 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.

- It may occur during pregnancy as a result of maternal substance misuse.
- It may involve the neglect of or lack of responsiveness to a child's basic emotional needs.
- It also includes parents or carers 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

Emotional Abuse - Is the persistent emotional maltreatment so as to cause severe and adverse effects on a child's emotional development.

It may involve conveying to a child that they are:

- Worthless;
- Unloved;
- Inadequate;
- Valued only insofar as they meet another person's needs.

It may include:

- not giving the child opportunities to express their views;
- deliberately silencing them;
- 'making fun' of what they say or how they communicate.

It may also feature age or developmentally inappropriate expectations being imposed on children including:

- interactions that are beyond the child's developmental capability;
- overprotection and limitation of exploration and learning;
- preventing participation in normal social interaction.

It may involve:

- Seeing or hearing the ill-treatment of another;
- Serious Bullying (including cyber-bullying) causing children frequently to feel frightened or in danger;
- The exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment although it may occur alone.

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.

This may involve:

- physical contact including assault by penetration (e.g. rape or oral sex);
- non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing;
- non-contact activities involving:
 - children in looking at, or in the production of, sexual images;
 - children in watching sexual activities;

- or encouraging children to behave in sexually inappropriate ways;
- 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.

APPENDIX C : COVID-19 ADDENDUM

Important Contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Lynne Donaldson	l.donaldson@gputc.com
Deputy DSL	Emma Coleman	e.coleman@gputc.com
Other contactable DSL(s) and/or deputy DSL(s):	David Bisley Steven Coleby Melisa Cokdegerli	d.bisley@gputc.com s.coleby@gputc.com m.cokdegerli@gputc.com
Designated member of senior leadership team if DSL (and deputy) can't be on site	Becky McKinnon Laura Collings	b.mckinnon@gputc.com l.collings@gputc.com
Principal	David Bisley	d.bisley@gputc.com
Local authority designated officer (LADO)	Gisela Jarman	LADO@peterborough.gov.uk
Chair of Governors	Rob Robson	Governance@gputc.com

1 Scope and Definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners (Peterborough City Council, Cambridgeshire Constabulary and the Cambridgeshire and Peterborough Clinical Commissioning Group) and Peterborough local authority (LA).

It sets out changes to our normal child protection policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

Unless covered here, our normal child protection policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- Have a social worker, including children;
- With a Child Protection Plan;
- Assessed as being in need;
- Looked after by the local authority;
- Have an Education, Health and Care (EHC) Plan.

2 Core Safeguarding Principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first;
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately;
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements);
- It's essential that unsuitable people don't enter the school workforce or gain access to children;
- Children should continue to be protected when they are online.

3 Reporting Concerns

All staff must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children still attending school and those at home. Concerns should be reported via My Concern and additionally via email to the DSL or Deputy DSL.

4 DSL (and Deputy) Arrangements

On days when the school is open, we aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL (or deputy) can't be in school, they can be contacted remotely by emailing safeguarding@gputc.com or via the PA to Senior Leadership Team who will arrange phone contact.

On days when the school is open, we will keep all school staff and volunteers informed by email as to who will be the DSL (or deputy) on any given day, and how to contact them.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This cover will be coordinated by the PA to Senior Leadership Team and the senior leader responsible will email staff to inform them that they are on-call and how they can be contacted.

The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the senior leader) can:

- Identify the most vulnerable children in school;
- Update and manage access to child protection files, where necessary;
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments.

5 Working with Other Agencies

We will continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our 3 local safeguarding partners;

- The local authority about children with Education, Health and Care (EHC) Plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need.

6 Monitoring Attendance

As Greater Peterborough UTC is currently closed to all students, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

These procedures will be updated when school reopens.

7 Peer-On-Peer Abuse

We will continue to follow the principles set out in Part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately – about both children attending school and those at home.

8 Concerns About a Staff Member or Volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/volunteers working on site or remotely.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9 Support for Children who are Vulnerable and Children who aren't 'Vulnerable' but Where We Have Concerns

During school closure, vulnerable students (as categorised by the DfE) and those who the DSL feels would benefit, have a contact plan (see Section 10). This section will be updated when school reopens.

10 Contact Plans

We have contact plans for children with a social worker and children who we have safeguarding concerns about.

Each child has an individual plan which sets out:

- How often the school will make contact – this will be at least once a week;
- Which staff member(s) will make contact – as far as possible, this will be staff who know the family well;
- How staff will make contact – this will be over the phone, doorstep visits, or a combination of both;
- We have agreed these plans with children's social care where relevant, and will review them during fortnightly meetings between the DSL and Deputy DSL.

If we can't make contact, we will contact Children's Social Care or the Police.

11 Safeguarding All Children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures set out in section 3 above.

Robust pastoral systems are in place to identify signs like:

- Not completing assigned work or logging on to school systems;
- No contact from children or families;
- Seeming more withdrawn during any class check-ins or video calls.

Students are likely to be spending more time online during this period – see section 12 below for our approach to online safety both in and outside school.

See section 13 below for information on how we will support pupils' mental health.

12 Online Safety

All staff and student interactions online are via Microsoft 365. Where staff are interacting with children online, they will continue to follow our existing staff code of conduct and ICT acceptable use policy, which has been updated to reflect new uses of technology.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

Working with Parents and Carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online;
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school;
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides;
- Know where else they can go for support to keep their children safe online.

This information is regularly communicated via Student Managers and Mentors/ Team Leaders.

In addition, the weekly welfare email sets out where parents can go for more support.

13 Mental Health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. CROPS and YPCS support will continue via phone and video call and a range of mental health resources are signposted via the weekly welfare email.

Year 10 are set PSHE work every week which covers mental health and resilience.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

14 Staff Recruitment, Training and Induction

Recruiting New Staff and Volunteers

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff must still present the original documents when they first attend work at our school.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.

Safeguarding Induction and Training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive:

- A safeguarding induction;
- A copy of our children protection policy (and this addendum);
- Keeping Children Safe in Education part 1.

Keeping Records of Who's on Site

Once school reopens, we will keep a record of which staff are on site each day. We will continue to keep our single central record up to date.

15 Monitoring Arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum every 3 weeks by the Director of Support. At every review, it will be approved by the full Governing Board.

This policy links to the following policies and procedures:

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- ICT and Data Online Safety Policy
- Health, Safety and Welfare at Work Policy