

Queen Elizabeth Sixth Form College

SAFEGUARDING POLICY

POLICY

Queen Elizabeth Sixth Form College recognises its statutory and moral duty to ensure that it functions with a view to safeguarding and promoting the safety of children.

Throughout these policies and procedures, the term “children” means those under the age of 18. The college also recognises that some adults are vulnerable to abuse and these policies and procedures may be applied, where appropriate, to allegations of abuse against, and the protection of, vulnerable adults.

The governing body is committed to ensuring that the college:

- Provides a safe environment for children and young people to learn in.
- Identifies children who are suffering, or likely to suffer, significant harm.
- Takes appropriate action to see that such children and young people are kept safe, both at home and in college.

In pursuit of these aims, the governing body will approve and annually review policies and procedures as well as receiving an annual safeguarding report.

POLICY GUIDELINES

1. The governing body will nominate a governor with specific responsibility for safeguarding issues. The governor will:
 - Ensure that college procedures are consistent with Local Safeguarding Children Board recommendations.
 - Ensure that the governing body remains informed of safeguarding issues.
 - Liaise with appropriate agencies and the Chair of Governors where allegations of abuse are made against the Principal or designated senior staff member with lead responsibility.
2. The college will appoint a designated senior member of staff with lead responsibility for safeguarding. The designated person will:
 - Oversee the referral of cases of suspected abuse.
 - Liaise with appropriate agencies and organisations, including secondary schools that send children to the college.
 - Ensure that all staff receive appropriate training on safeguarding issues and procedures.
 - Produce an annual safeguarding report for governors.

In addition to the lead member of staff, one female and one male principal tutor will be named as additional designated officers for issues relating to the safeguarding of children.

3. The Principal will ensure that the college’s recruitment and selection procedures are consistent with the aim of safeguarding children and that all necessary checks are carried out on new staff and volunteers who work with children.

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4. The governor, the senior member of staff and the principal tutors with responsibility for safeguarding will receive appropriate training provided by, or to standards agreed by, the Local Safeguarding Children Board.
5. All staff with concerns about a safeguarding issue should report directly to the designated senior member of staff or to a designated principal tutor if the senior member of staff is not available.
6. Guidelines for dealing with disclosure of abuse and the procedure for reporting concerns will be circulated to all staff and be available through the college virtual learning environment.
7. The College's Safeguarding Policy and procedures will be submitted annually to the Local Safeguarding Children Officer for approval.

<p>The designated senior member of staff is Anita Blackburn – Vice Principal (Guidance) The designated principal tutors are Christina Watson and John Beilby The designated governor is Eleanor Lister.</p>
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SUPPORTING DOCUMENTS

- (i) Guidelines and procedure for dealing with allegations of abuse.
- (ii) Every Child Matters
- (iii) Equality & Diversity Policy
- (iv) Anti-Bullying Policy
- (v) E-Safety Policy and guidelines for students and staff.

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GUIDELINES AND PROCEDURE FOR DEALING WITH DISCLOSURE OF ABUSE

Recognising and responding to an incident

There are a number of sources from which a disclosure might arise including from:

- A student or an adult
- A parent
- A member of the public
- A disciplinary investigation

If you are informed about possible abuse of a child or vulnerable adult and believe that the individual is at risk of significant harm you must follow the guidelines given below.

Responding to a complaint /incident – safeguarding children

The person to whom a disclosure is made or concern reported should not question the student/complainant or investigate the matter further. If you are in this situation you should:

- Stay calm
- Treat the matter seriously
- Listen carefully to what the young person/complainant is telling you. If you need to clarify a point by all means do so, but it is not your responsibility to interview individuals regarding abuse.
- Avoid asking leading questions and keep an open mind – do not put words into the student's/complainant's mouth.
- Communicate with the student (if the complainant) in a way that is appropriate to the student's age, understanding and preferred language or communication style.
- Reassure the child/complainant making the disclosure that they have done the right thing by telling you.
- Inform the child/complainant that you must pass the information on, but that only those who need to know about it will be told. Inform them of to whom you will report the matter.
- Make a written record of the information, where possible using the student's/complainant's own words, including:
 1. When the alleged incident(s) took place – time & date
 2. Where the alleged incident(s) took place
 3. Who was present
 4. What was said to have happened
- Sign and date the written record
- Report the matter immediately to the Vice Principal (Guidance). If the Vice Principal is not available in College, make your report to one of the designated Principal Tutors with responsibility for safeguarding children or directly to the Principal.

The matter will then be referred to the Children's Services Duty Team using the appropriate referral forms. Guidance from the Team can be sought by the designated college safeguarding officers on 01325 346867.

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Allegations against staff

This relates to when there is an allegation that a person who works with children has:

- Behaved in a way that has harmed a child, or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

If an allegation is made about a member of staff, the matter 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 Vice Principal (Guidance) or the designated governor. The Principal, Vice Principal (Guidance) or designated governor should not investigate the matter by interviewing the person who made the allegation, any possible suspects or witnesses but should:

- Obtain written details of the allegation, signed and dated by the person to whom the complaint or allegation was originally made (**not the child/ person making the allegation**).
- Countersign and date the written details.
- Record any other information about times, dates and locations of incident(s) and names of any potential witnesses.
- Once the complete facts have been established, record any discussions regarding the incident, any decisions made and reasons for those decisions.
- Report it to the Local Authority Designated Officer (LADO) within 1 working day. Referral should not be delayed in order to gather information.
- If a concern or an allegation requires immediate attention outside normal office hours then the Children's Services Duty Team or local police should be contacted; the LADO should be informed the next working day.
- No internal enquiries should be instigated until the external investigations are completed. During external investigation, suspension of a member of staff may be appropriate. Any suspension would take place at the discretion of the Principal, according to the Staff Disciplinary Procedures.

Overall compliance with the procedures will be monitored and evaluated by the Darlington Children's Safeguarding Board. Instances of non-compliance will be identified and followed up.