

Child Protection Policy

1 General Policy Statement

Salford City College has a statutory and moral duty to ensure that the College functions with a view to safeguarding and promoting the welfare of children receiving education and training at the College.

Throughout these policies and procedures, reference is made to “children and young people”. This term is used to mean “those under the age of 18”. The Governing Body recognise that some adults are also vulnerable to abuse, accordingly, the procedures may be applied with appropriate adaptations to allegations of abuse 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 and young people who are suffering, or likely to suffer significant harm
- Senior Management has a clear commitment to the importance of safeguarding and promoting the welfare of children
- Takes appropriate action to see that such children and young people are kept safe, both at home and at the College
- Establishes clear priorities for safeguarding and promoting the welfare of the Students
- Maintains a clear line of accountability and defined roles and responsibilities within the organisation for safeguarding and promoting the welfare of the students.
- Creates a culture of listening to and engaging in dialogue with the students in a manner appropriate to their age and understanding and taking account of their views with regard to the development of and in the establishment of services

In pursuit of these aims, the governing body will approve and annually review policies and procedures with the aim of:

- Raising awareness of issues relating to the welfare of children and young people and the promotion of a safe environment for the children and young people learning within the College

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- Assisting adults working with children to work safely and responsibly and to monitor their own standards and practice and arrange for all staff to undertake appropriate training to equip them to carry out their responsibilities effectively and keep up to date with refresher training at intervals
- Managers and employees setting clear expectations of behaviour and/or codes of practice relevant to the service provided by the College
- Aiding the identification of children and young people at risk of significant harm, and providing procedures for reporting concerns
- Establishing procedures for reporting and dealing with allegations of abuse against members of staff including appropriate whistle blowing procedures
- The safe recruitment of staff

In developing the policies and procedures, the governing body will consult with, and take account of, guidance issued by the *Department for Innovation, Universities and Skills* and other relevant bodies and groups. The procedures have been developed in cooperation with the Local Safeguarding Children Board and 'Working Together to Safeguard Children 2006'.

We know that being a young person makes them vulnerable to abuse by adults. The purpose of this policy is to make sure that the actions of any adult in the context of the work carried out by the organisation are transparent and safeguard and promote the welfare of all young people.

1.1 The underpinning principles of the Policy are as follows:

- The welfare of the child is paramount and is at the centre of all policies and procedures
- The welfare of families will be promoted
- The rights, wishes and feelings of children, young people and their families will be respected and listened to
- It is the responsibility of all adults to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children and young people

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- Adults who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Adults should work, and be seen to work, in an open and transparent way
- The same professional standards should always be applied regardless of culture, disability, racial origin, religious belief and/or sexual identity
- Adults should continually monitor and review their practice and ensure they follow the guidance contained in this policy

1.2 Immediate Action to Ensure Safety:

Immediate action may be necessary at any stage in involvement with children and families.

IN ALL CASES IT IS VITAL TO TAKE WHATEVER ACTION IS NEEDED TO SAFEGUARD THE CHILD(REN)

If emergency medical attention is required this can be secured by calling an ambulance (dial 999) or taking a child to the nearest Accident and Emergency Department.

If a child is in **immediate danger** the Police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via Police Protection Order.

The College will refer concerns that a child or young person might be at risk of significant harm to Children's services and/or other appropriate agencies as agreed with the SSCB.

The Governing Body has nominated Ann Gavin Daley and Pat Walkington as Governors with special responsibility for child protection issues for the academic year 2009-10. They will undertake appropriate training.

The Principal and all staff working with children will receive training adequate to familiarise them with child protection issues and responsibilities and the College procedures and policies, with refresher training at least every 3 years. The training needs to meet SSCB standards and be compliant with Working Together to Safeguard Children 2006 guidance. There will be a senior member of the College management team, the Strategic Director of Quality and Learner Services, with lead responsibility for child protection. She shall be assisted by

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other members of staff with responsibility of child protection. These staff are the Assistant Principals for Learner Services. (see 2.2) The Governing Body will receive, from the designated senior member of staff with lead responsibility for child protection, an annual report which reviews how the duties have been discharged.

The Governing Body recognises the following as definitions of abuse: Defined in WT2006 1.29 - 1.33

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. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Neglect

Neglect is the persistent or severe failure to meet a child or young person's basic physical and/or psychological needs. It will result in 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
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision
- Ensure access to appropriate medical care or treatment
- Respond to a child's basic emotional needs

Sexual Abuse

Sexual abuse involves a child or young person being forced or coerced into participating in sexual activities, including prostitution, 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 activities may involve physical contact including penetrative or non penetrative acts. They may include

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non contact activities such as involving children looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Emotional Abuse

Emotional abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the child's or young person's behaviour and emotional development, resulting in low self worth. Some level of emotional abuse is present in all forms of abuse. 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 a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may also involve serious bullying or may involve seeing or hearing the ill treatment of another.

Individuals within the organisation need to be alert to the potential abuse of children both within their families and also from other sources including abuse by members of that organisation.

The organisation should know how to recognise and act upon indicators of abuse or potential abuse involving children and where there are concerns about a child's welfare. There is an expected responsibility for all members of the organisation to respond to any suspected or actual abuse of a child in accordance with these procedures.

It is good practice to be as open and honest as possible with parents/carers about any concerns subject to conditions referred to in Section 3 under 3.5 Confidentiality.

2 Designated Staff with Responsibility for Child Protection

2.1 Senior Staff Member with Lead Responsibility

The designated senior member of staff with lead responsibility for child protection issues is Jill Taylor, Strategic Director of Quality and Learner Services, Salford City College.

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This person is a senior member of the College management team. She has a key duty to take lead responsibility for raising awareness within the staff of issues relating to the welfare of children and young people, and the promotion of a safe environment for the children and young people learning within the College.

She has received training in child protection issues and inter-agency working, as required by the SSCB, and will receive refresher training at least every 2 years and keep up to date with developments in child protection issues.

This designated senior member of staff is responsible for:

- Overseeing the referral of cases of suspected abuse or allegations to the relevant investigating agencies as agreed with SSCB
- Providing advice and support to other staff on issues relating to child protection
- Maintaining a proper record of any child protection referral, complaint or concern (even where that concern does not lead to a referral), storing it securely and ensuring that access is limited
- Liaising with the Children's Services and SSCB and other appropriate agencies
- Ensuring that staff receive basic training in child protection issues and are aware of the College Child Protection Procedures
- Ensuring that staff are familiar with the procedures for dealing with allegations against adults in a position of trust

The designated senior member of staff will provide an annual report to the Governing Body of the College setting out how the College has discharged its duties. She is responsible for reporting deficiencies in procedure or policy identified by the SSCB (or others) to the Governing Body at the earliest opportunity.

2.2 Designated Senior Managers

The designated senior managers with responsibility for child protection issues are:

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- Thalia Bell-Taylor, (Kim Burns during her leave) Assistant Principal for Learner Services Pendleton and De La Salle Centres
- Teresa Farran, Assistant Principal for Learner Services Worsley Centre and City Campus
- Stewart Joseph, Assistant Principal for Learner Services Eccles Centre

These designated staff members:

- Report to the senior member of staff with lead responsibility
- Will know how to make an appropriate referral
- Will be available to provide advice and support to other staff on issues relating to child protection
- Have particular responsibility to be available to listen to children and young people studying at the College
- Will deal with individual cases, including attending case conferences and review meetings as appropriate
- Maintain a proper record of any child protection referral, complaint or concern (even where that concern does not lead to a referral), storing it securely and ensuring that access is limited
- Ensure that parents of children and young people within the College are aware of the College's child protection policy
- Liaise with secondary schools which send pupils to the College to ensure that appropriate arrangements are made for the pupils
- Liaise with employers and training organisations that receive children or young people from the College on long term placements to ensure that appropriate safeguards are put in place
- Have received training in child protection issues and inter-agency working, as required by the SSCB, and will receive refresher training at least every 2 years

2.3 Designated Governors

The designated members of the Governing Body with responsibility for child protection issues are Ann Gavin Daley and Pat Walkington.

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The designated Governors are responsible for liaising with the Principal and Senior Staff Member with Lead Responsibility over matters regarding child protection, including:

- Ensuring that the College has procedures and policies which are consistent with the SSCB procedures
- Ensuring that the Governing Body considers the College policy on child protection each year
- Ensuring that each year the Governing Body is informed of how the College and its staff have complied with the policy

The designated Governors are responsible for overseeing the liaison between agencies such as the Police, Children's Services – as defined by the SSCB 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 provide information to assist enquiries.

To assist in these duties, the designated Governors shall receive appropriate training.

3 Dealing with Disclosure of Abuse and Procedure for Reporting Concerns

The procedure will be determined primarily by the SSCB which establishes the locally agreed inter-agency procedures. Subject to the views of the SSCB, you may wish to consider an introduction that addresses the following issues:

If a child or young person tells a member of staff about possible abuse:

- Listen carefully and stay calm
- Give time and attention and take seriously what you are told
- Remember the student's safety is paramount
- Allow the child to give a spontaneous account. Do not probe or question the student. Do not stop a child who is freely recalling significant events. Do not put words into the student's mouth or ask leading questions
- Communicate with the child in a way that is appropriate to their age, understanding and preference

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- Reassure the student that by telling you, they have done the right thing
- Inform the student that you must pass the information on. You cannot offer false confidentiality but that only those that need to know about it will be told. Inform them of whom you will report the matter to and what will happen next and that you will need to get help to keep him/her safe
- Do not ask the student to repeat his/her account of events to anyone

Recording is essential

Make a detailed note of the date, time, place, what the student said, what was happening before disclosure ...use the student's own words. (Also see notes below on Making a Referral (3.2))

3.1 Consultation

Staff should not investigate concerns or allegations themselves, but should report them immediately to the Designated Person(s) or the Principal or Deputy Principal if he should not be available.

If staff think that a student is in danger of significant harm and the member of staff cannot contact any of the above they should contact the SSCB or the Police. (see Telephone Numbers in 3.6)

In the process of finding out what is happening to the student it is important to listen and develop an understanding of the student's wishes and feelings. The importance of developing a cooperative working relationship is emphasised so that parents and carers feel informed. The consent of parents/carers should always be obtained unless the sharing of information would place the student at risk of significant harm.

You should consult with your Local Children's Social Care Duty & Investigation Team in the area where the child resides, in the following circumstances when:

- you remain unsure after internal consultation as to whether child protection concerns exist
- there is disagreement as to whether child protection concerns exist
- you are unable to consult promptly or at all with your designated internal contact for child protection

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- the concerns relate to any member of the organising committee

Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Children's Social Care or the Police should progress.

Prior to consultation the Designated Officer or Principal will have details of the student concerned, their address, date of birth, and the nature of the concern along with details of any action taken. If a referral is made by telephone then it must be followed up and be confirmed in writing within 48 hours. A reply should be received within three working days and, if this does not happen, then contact should be made again.

3.2 Making a Referral

A referral involves giving Children's Social Care or the Police information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action.

Parents/carers should be informed if a referral is being made except in the circumstances outlined below under confidentiality (3.5).

However, inability to inform parents for any reason should not prevent a referral being made. It would then become a joint decision with Children's Social Care about how and when the parents should be approached and by whom.

If your concern is about harm or risk of harm from a family member or someone known to the children, you should make a telephone referral to the Children's Social Care Duty & Investigation Team in the area where the child resides (See Salford telephone numbers in 3.6).

If your concern is about harm or risk of harm from someone not known to the child or child's family, you should make a telephone referral directly to the Police and consult with the parents.

If your concern is about harm or risk of harm from an adult in a position of trust see guidelines in Section 4.

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3.3 Information required when making a referral

Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available). Unavailability of some information should not stop you making a referral.

- Your name, telephone number, position and request the same of the person to whom you are speaking
- Full name and address, telephone number of family, date of birth of child and siblings
- Gender, ethnicity, first language, any special needs
- Names, dates of birth and relationship of household members and any significant others
- The names of professionals' known to be involved with the child/family, eg: GP, Health Visitor, School
- The nature of the concern; and foundation for them
- An opinion on whether the child may need urgent action to make them safe
- Your view of what appears to be the needs of the child and family
- Whether the consent of a parent with parental responsibility has been given to the referral being made

3.4 Action to be taken following the referral:

Ensure that you keep an accurate record of your concern(s) made at the time.

Put your concerns in writing to the Children's Social Care Duty & Investigation Team following the referral (within 48 hours - and using the multi-agency referral form).

Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

3.5 Confidentiality:

The general principle is that information can only be shared with the consent of the individual. In some circumstances, however, it will not be appropriate to seek consent before sharing information with others and/or information can

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be shared where consent has been refused. The exception to do so would be when; the student or others would be placed at increased risk of significant harm; it would place an adult at risk of serious harm or undermine the prevention, detection or prosecution of a serious crime. If in doubt the designated person should contact the Local Children's Social Care Duty and Investigation Team.

You **MUST NOT** discuss your concerns with parents/carers in the following circumstances where:

- sexual abuse or sexual exploitation is suspected
- organised or multiple abuse is suspected
- fabricated or induced illness (previously known as Munchausen Syndrome by proxy) is suspected
- female genital mutilation is the concern
- there are cases of suspected forced marriage
- contacting parents/carers would place a child, yourself or others at immediate risk

These decisions should not be taken in isolation. Consult with your senior manager/line manager/designated teacher.

When information is shared it should where possible respect the wishes of the family, be accurate, up to date, necessary for the purpose for which it is being shared, shared only with those people who need to know it and shared securely.

If a student discloses it is important that they know that any information may be referred on. Even when the sharing of the information is not authorised it may be passed on if it is felt to be in the public interest such as preventing other children from harm, to promote the welfare of children or to prevent crime and disorder.

3.6 If in doubt, consult:

USEFUL SALFORD TELEPHONE NUMBERS: (0161)

- | | | |
|---|---|----------|
| ▪ City-Wide Duty and Investigation Team - (DIT) | - | 603 4500 |
| ▪ For referrals 8.30 am – 4.30 pm (Monday – Friday) | | |
| ▪ Emergency Duty Team | - | 794 8888 |
| ▪ For referrals at other times | | |

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▪ Salford Safeguarding Children Unit	-	603 4350
▪ Police Central Switchboard	-	872 5050
▪ North Locality Team	-	778 0493
▪ South Locality Team	-	921 2280
▪ Central Locality Team	-	778 0660

4 Reporting and Dealing with Allegations of Abuse against Members of Staff

The 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.

4.1 Introduction

4.1.1 In rare instances, staff of education institutions have been found guilty of 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 those investigations are thorough and not subject to delay.

4.1.2 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.

4.1.3 The following arrangements will apply when there is an allegation of abuse against a member of staff.

4.2 Receiving an Allegation from a Child

4.2.1 A member of staff who receives an allegation about another member of staff from a child should respond to the child as in Part 3 for dealing with a disclosure.

4.2.2 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

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report should be made to the Chair of Governors. The Principal (or Chair of Governors) should:

4.2.2.1 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 person).

4.2.2.2 record information about times, dates, locations and names of potential witnesses.

4.3 Initial Assessment by The Principal (or designated person)

4.3.1 The Principal (or designated person) should make an initial assessment of the allegation, consult with the Organisation's Senior Manager who will contact the Local Authority Designated Officer (LADO)/City Wide Duty and Investigation Team as appropriate Tel No: 0161 603 4500.

4.3.2 Where it is alleged that the person who works with children has:

- Behaved in a way that has harmed, or may have harmed a child
- Possibly committed a criminal offence against, or related to, a child; or
- Behaved towards a child in way that indicates s/he is unsuitable to work with children (WT Appendix 5) the matter should be reported immediately to the LADO/City Wide Duty and Investigation Team (DIT)

4.3.3 It is important that the Principal (or designated 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. Any uncertainty about whether the allegation meets the threshold as described above should be discussed with the LADO/DIT.

4.3.4 Other potential outcomes are the allegation:

4.3.4.1 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.

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4.3.4.2 can be shown to be false because the facts alleged could not possibly be true. Consideration should be given to why a young person may have made an allegation.

4.4 Enquiries and Investigations

4.4.1 Child protection enquiries by Children's 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.

4.4.2 The College shall hold in abeyance its own internal enquiries while the formal Police or Children's services investigations proceed to do otherwise may prejudice the investigation. Any internal enquiries shall conform with the existing staff disciplinary procedures.

4.4.3 If there is an investigation by an external agency, for example the Police, the Principal (or designated person) should normally be involved in, and contribute to, the inter-agency strategy discussions. The Principal (or designated 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 person) shall advise the member of staff that he/she may wish to consult with a representative, for example, a trade union.

4.4.4 Following discussions with the LADO/ DIT about how and when, the Principal (or designated person) shall:

4.4.4.1 inform the child/children or parent/carer making the allegation that the investigation is taking place and what the likely process will involve.

4.4.4.2 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.

4.4.4.3 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.

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4.4.4.4 inform the Chair of Governors and/or the designated Governors of the allegation and the investigation.

4.4.5 The Principal (or designated person) shall keep a written record of the action taken in connection with the allegation.

4.5 **Suspension of Staff**

4.5.1 Suspension should not be automatic. In respect of staff other than the Principal, suspension can only be carried out by the Principal (or in her absence the Deputy Principal. In respect of the Principal, suspension can only be carried out by the Chair of Governors (or in his absence, the Deputy Chair).

4.5.2 Suspension may be considered at any stage of the investigation. Consideration should be given to alternatives, e.g. paid leave of absence; agreement to refrain from attending work; change of, or withdrawal from, specified duties. If suspension occurs, the College will follow the procedures outlined in section 11 of the Disciplinary Procedures.

4.5.3 Suspension should only occur for a good reason. For example where:

4.5.3.1 a child is at risk.

4.5.3.2 the allegations are potentially sufficiently serious to justify dismissal on the grounds of gross misconduct.

4.5.3.3 necessary for the good and efficient conduct of the investigation.

4.5.4 If suspension is being considered, the member of staff should be encouraged to seek advice, for example from a trade union.

4.5.5 Prior to making the decision to suspend, the Principal (or Chair or Deputy Chair of Governors) should take advice from HR and DIT.

4.5.6 The member of staff should be informed that an allegation has been made and that consideration is being given to suspension. The member of staff may be accompanied by a friend or colleague at this meeting.

As part of the process, the member of staff should be given the reasons for any proposed suspension, provided that doing so would not interfere with the investigation into the allegation. Such a meeting is not intended to establish the member of staff's innocence or guilt, but give the opportunity for the member of

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- 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.
- 4.5.7 If the Principal (Chair or Deputy Chair of Governors) 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.
- 4.5.8 Where a member of staff is suspended, the Principal (or Chair or Deputy Chair of Governors) should address the following issues:
- 4.5.8.1 the Chair of Governors should be informed of the suspension in writing.
- 4.5.8.2 the Chair of 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.
- 4.5.8.3 where the Principal has been suspended, the Chair or Deputy Chair of Governors will need to take action to address the management of the College.
- 4.5.8.4 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.
- 4.5.8.5 senior staff who need to know of the reason for the suspension should be informed.
- 4.5.8.6 depending on the nature of the allegation, the Principal should consider with the nominated 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.
- 4.5.9 The Principal shall consider carefully and review the decisions as to who is informed of the suspension and investigation. See 4.5.5 above
- 4.5.10 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, where appropriate.

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4.5.11 The suspension should remain under review in accordance with the College disciplinary procedures.

4.6 The Disciplinary Investigation

4.6.1 The disciplinary investigation should be conducted in accordance with the existing staff disciplinary procedures.

4.6.2 The member of staff should be informed of:

4.6.2.1 the disciplinary charge against him/her.

4.6.2.2 his/her entitlement to be accompanied or represented by a trade union representative or friend.

4.6.3 Where the member of staff has been suspended and no disciplinary action is to be taken, the Strategy Meeting should consider suspension being lifted immediately and arrangements made for the member of staff to return to work. It may be appropriate to offer counselling.

4.6.4 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).

4.6.5 The Principal (or designated person) should give consideration to what information should be made available to the general population of the College.

4.7 Allegations without foundation

4.7.1 Obviously false allegations may be indicative of problems of abuse elsewhere. If the Strategy Discussion/Meeting concludes that an allegation is false a record should be kept and consideration given to a referral to the Children's Services in order that other agencies may act upon the information.

4.7.2 In consultation with the designated senior member of staff and/or the designated Governor, the Principal shall:

4.7.2.1 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/support.

4.7.2.2 inform the parents/carers of the alleged victim of the outcome.

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4.7.2.3 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.

4.7.2.4 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.

4.8 Records

4.8.1 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.

4.8.2 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 inform the Secretary of State for Education under the CRB procedures. The Strategy Meeting will also consider the need for a referral to the S.O.S.

4.9 Monitoring Effectiveness

4.9.1 Where an allegation has been made against a member of staff, the nominated 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 SSCB. Consideration should also be given to the training needs of staff.

5 Recruitment and Selection Procedures need to be compliant with WT 2006

The College will already have recruitment and selection procedures. These should be reviewed in order to ensure that they take account of the following:

- They should apply to staff and volunteers who may work with children.
- The post or role should be clearly defined.
- The key selection criteria for the post or role should be identified.
- Vacancies should be advertised widely in order to ensure a diversity of applicants.

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- Require documentary evidence of academic/vocational qualifications.
- Obtain professional and character references.
- Verify previous employment history.
- Criminal Records Bureau disclosure (maintain sensitive and confidential use of the applicant's disclosure).
- Use a variety of selection techniques (e.g. qualifications, previous experience, interview, reference checks).

Responsibility for review: Jill Taylor
Strategic Director of Quality
and Learner Services

Review Date: **July 2010**

Endorsed by: Peter Crompton
Principal and Chief Executive

..... David Millington
Chair of the Corporation