



Safeguarding Policy

Policy Statement

Varndean College fully recognises its responsibilities for protecting the young people and vulnerable adults who attend the College from all kinds of abuse and potential risks to their well-being. The College recognises its duty to take action to safeguard the well-being of its students by ensuring that policies and procedures are in place and followed to prevent harm befalling them and that opportunities are created to promote the skills, knowledge, and understanding which the young people and vulnerable adults at the College need to keep themselves safe.

The College will therefore:

- Establish and maintain an environment where young people feel secure, are encouraged to raise their concerns and are listened to;
- Ensure that young people know that there are staff members whom they can approach if they are worried;
- Support students who have been abused in accordance with any existing Child Protection Plan;
- Promote safe practices, healthy lifestyles and understanding risks through the curriculum, Core Studies programme and services to students;
- Promote democracy, the rule of law, individual liberty, and mutual respect and understanding of difference especially of the nine protected characteristics named in the Equality Act.

This policy applies to all staff, governors and volunteers working at the College and we will therefore:

- Raise awareness of child protection and safeguarding issues through training which includes recognition of signs of abuse and signs and risk factors of Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM), Radicalisation and Trafficking. Training also explains procedures for raising concerns;
- Ensure we practice safer recruitment in checking the suitability of staff, those on work placements and volunteers to work with young people;
- Ensure that contracted services are made aware of the College's Child Protection Policy and Procedures and of our expectation that they will act in accordance with it.

Related Policies

Safeguarding is central to every aspect of College life and it follows that this policy has links with other policies and documents which cover some areas in more detail.

- Bullying and Harassment Policy
- Child Protection Policy
- Code of Conduct for staff
- Code of Conduct for students
- DBS Guidelines
- Equality Duty
- Health and Safety Policy
- IT Conditions of Use Policy
- Keeping Children Safe in Education DFE September 2016 (or future up-dates)

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- Recruitment Policy
- Social Media Policy
- Student Contract
- Substance Misuse Policy
- Trips and Visits Policy
- Visiting Speakers Policy
- Whistle- Blowing policy

1. ROLES AND RESPONSIBILITIES

General

All adults working at the College have a responsibility to protect the young people and vulnerable adults attending the College and to follow the policies and procedures designed to ensure their safety and to enable them to keep themselves safe. Concerns should always be passed on to the designated person and can be passed on to social services directly by individuals for assessment or reassessment.

Specific Roles and Responsibilities

- **The Designated Person:** Is the member of the Senior Leadership Team with responsibility for safeguarding and child protection (Donna-Marie Janson , Vice Principal)
- Leads a Safeguarding and Child Protection Team
- Ensures that child protection procedures are followed in the College
- Makes appropriate, timely referrals to social services and other agencies such as Channel in accordance with local procedures and government statute
- Ensures that all staff and volunteers are made aware of the College's child protection procedures
- Ensures that training offered to staff is up to date and includes the latest guidance on, for example, radicalisation and trafficking
- Advises staff and offers support
- Ensures that a single central record is kept by HR of identity; DBS checks and child protection and safeguarding training undertaken by staff and volunteers
- Responds to allegations against staff
- Ensures that the College meets its duty to refer to the LADO (Local Authority Designated Officer) and/ or DBS (Disclosure and Barring Service)

In the absence of the Designated Person this role will be fulfilled by another member of the Safeguarding and Child Protection Team.

The Governing body and the Principal

ensure that:

- the Designated Person is properly supported to carry out the task and is given time to fulfil their duties in this role
- the College follows safer recruitment practices including:
 - ensuring the Principal and other staff responsible for recruitment and one nominated governor complete safer recruitment training
 - maintain a single central record of all staff and regular volunteers in accordance

with government guidelines

The Senior Leadership Team

ensures that:

- all members of the Child Protection Team are trained to fulfil their role and that this training is refreshed in line with current guideline all staff and the nominated governor are offered appropriate child protection training on induction and receive up-dates at least annually
- all new appointments are made subject to a satisfactory enhanced Disclosure and Barring Service(DBS) check which should be received before the new member of staff takes up their appointment. Where the outcome of the check has not been received a copy of any existing DBS check will be maintained until the new check is received. Relevant details of the existing check (date; issuing body and number will then be recorded). Where there is no existing DBS check, a risk assessment must be completed and considered before the individual is allowed to begin work. A copy of the DBS check is no longer sent to the College. New members of staff who do not produce the check within an agreed time frame will not be allowed to take up or continue their appointment.
- the risk of potential abuse is included in all relevant risk assessments
- the risk of radicalisation is included in relevant risk assessments
- DBS checks are conducted on volunteers where appropriate in line with government guidelines.
- All staff follow child protection procedures
- An annual report is provided to governors detailing changes to policy or procedures; training undertaken and other relevant issues. Governors should not be given details relating to individual cases or situations to ensure confidentiality is not breached.

The Safeguarding and Child Protection Team

ensure that:

- they are informed by their teams of any volunteering taking place in College or on College trips
 - they are informed of any classroom observations by individuals from outside the College and the purpose of the observations
 - that discussions are undertaken with HR about requirements for a DBS check **in the cases above**
 - all volunteers* undergo DBS checks if deemed necessary by HR following government guidelines
 - the names of all volunteers; the dates of volunteering and the nature of activities undertaken are recorded with HR
 - concerns raised with them as line managers regarding the behaviour of a member of staff or a volunteer are reported to the member of the College Executive Team with responsibility for Child Protection and Safeguarding
- *'Volunteers' does not include occasional speakers who are accompanied by a member of staff.

The Nominated Governor for Child Protection

ensures that:

- the College has an effective policy in place
- locally agreed procedures are in place

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- the policy and structures for safeguarding children and vulnerable adults are reviewed annually

The IT Manager

- Ensures that internet usage is monitored
- Up to date filters are in place to ensure that students cannot access inappropriate material

2. ETHOS

Varndean College recognises the importance of creating an ethos within the College that helps young people to feel safe and be confident that they will be listened to. We recognise that the College may be the only stable secure and predictable element in the lives of some young people.

Varndean College will aim to support all students through:

- ensuring the curriculum, including Tutorial:
 - offers opportunities for students to learn how to keep themselves safe (including online) and adopt healthy lifestyles;
 - includes social and emotional aspects of learning;
 - promotes critical thinking
 - offers opportunities to promote democracy, the rule of law, individual liberty, and mutual respect and understanding of those with different faiths and beliefs
- ensuring that child protection is included in the curriculum to help young people identify when they feel unsafe and with whom they could share their concerns
- promoting a positive, supportive and secure environment where young people feel respected and valued
- the Student Support Policy and Student Contract which ensures that young people know which behaviours are unacceptable and, through staged interventions, supports students while maintaining standards

3. SAFE WORKING PRACTICE

Varndean College has a clear code of practice which is set out in the Code of Conduct which offers guidance on the way staff should behave when working with young people.

The Code of Conduct requires all staff to disclose details of any criminal conviction, caution or bind over that they receive during their employment immediately to the Human Resources Manager.

4. CHILD PROTECTION PROCEDURES

Varndean College adheres to child protection procedures that have been agreed locally through the local children's safeguarding board. (*See Child Protection Policy and Procedures*)

5. CONFIDENTIALITY

All staff are aware that they must not promise confidentiality to students and that if students disclose abuse this must be passed on to the Designated Person as soon as possible; the young person should be told who their disclosure will be shared with. Wherever possible this will be shared with the cooperation of, and in the presence of, the young person.

Staff will be informed of relevant information in respect of individual young people with regard to child protection on a 'need to know basis' only.

6. RECORD KEEPING

Child protection and safeguarding records are kept centrally by the Designated Person. Staff are aware that they must make a record of safeguarding concerns and child protection issues or events as soon as possible. Such records are not kept in the young person's file, but in a secure and limited access section of the Student Tracking System. Historic records are kept in a locked cabinet.

Incidents involving health and safety are recorded centrally in the College Reception.

7. WORKING WITH OTHER AGENCIES

Varndean College recognises the importance of multi-agency working and will ensure that staff are able to attend all relevant meetings including child protection conferences, core groups and strategy meetings and Channel Meetings.

Varndean College recognises its duty to refer to the LADO and/or Disclosure and Barring Service (DBS) information which does or could indicate that a member of staff has engaged in an activity that caused concern for the safeguarding of young people or vulnerable adults. Any such referral will be made by a Vice Principal or the Principal.

Varndean College recognises its statutory duty to refer concerns about radicalisation and extremism to the local Prevent Coordination Team.

8. ALLEGATIONS AGAINST MEMBERS OF STAFF

Varndean College recognises that it is possible for staff or volunteers to behave in a manner that causes harm to young people and takes any allegations made against members of staff or volunteers seriously. Procedures are covered in the Code of Conduct. All staff know that if are concerned that the behaviour of a member of staff could cause harm or potential harm to a student this should be referred directly to the Designated Person or Principal, who will seek advice from the Local Authority Designated Officer (LADO)

Policy Review

This policy will be reviewed annually together with the Child Protection Policy.