



Buckinghamshire University Technical College

**Safeguarding Children and Young People
Policy**

2018/19

Responsible Officer:	Principal
Date:	August 2018
Review date:	August 2019 (unless preceded by legislation)
Procedure available:	Website/Reception/Learning Centre
Authorised by:	Governing Body

SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

Purpose:

This policy deals with the protection of all children and young people at Bucks UTC and is written and carried out with due regard for the DfE guidance Working together to safeguard children (July 2018) and Keeping children safe in education (September 2018). We fully recognise our responsibilities for child protection. Our policy applies to all staff, governors and volunteers working in the UTC.

Scope:

Children and young people are defined as those under the age of 18 years. This is not restricted to students undertaking qualifications but will also include students on any type of course or work placements and children and young people partaking in other UTC activities.

Definition:

Safeguarding and promoting the welfare of young people for the purpose of this policy is defined as: protecting children and young people from maltreatment; preventing the impairment of children and young people's health or development; ensuring that children and young people can grow up in circumstances consistent with the provision of safe and affective care; and taking action to enable all children and young people to have the best outcomes.

Statement of Policy

- Bucks UTC holds as one of its highest priorities the health, safety and welfare of all children and young people involved in courses or activities which come under the responsibility of the UTC
- Bucks UTC will have a child protection (safeguarding) policy and procedures in place, which is made available to parents, students and staff
- Bucks UTC will operate safe recruitment procedures and make sure appropriate checks are carried out on staff and volunteers who work with children and young people
- Bucks UTC will have procedures in place for dealing with allegations of abuse against members of staff and volunteers
- Bucks UTC will provide a senior member of staff designated to take lead responsibility for dealing with child protection issues, providing advice and support to staff, and liaising with agencies
- Bucks UTC will provide annual training and regular updates to ensure all staff are aware of the arrangements for child protection and their responsibilities
- In line with the DfE guidance 'Keeping Children Safe in Education' July 2018:
 - all teachers, including headteachers will safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties
 - we will have a child centred approach which is fundamental to safeguarding and promoting the welfare of every child. A child centred approach means keeping the child in focus when making decisions about their lives and working in partnership with them and their families
- Bucks UTC will undertake an annual review of its policies and procedures relating to safeguarding children and young people.
- The content of this policy and the effectiveness of its implementation will be reviewed each year by the Governing Body.

The role of the Governing Body

The Governing Body must ensure the UTC complies with the safeguarding duties under legislation, this includes having a robust Child Protection (Safeguarding) Policy, reviewing the policy and procedures and training annually, monitoring and evaluating the effectiveness and being satisfied that the statutory duties are being complied with. The Governing Body must ensure that a Designated Lead for safeguarding (senior level) together with a Nominated Governor for Child Protection (Safeguarding) are in place.

The responsibility of governing body as outlined in the statutory guidance 'Keeping Children Safe in Education' September 2018, page 16, legislation and the law states:

Governing bodies and proprietors must ensure that they comply with their duties under legislation. They must have regard to this guidance, ensuring that policies, procedures and training in their schools or colleges are effective and comply with the law at all times.

*Schools and colleges should have a senior board level (or equivalent) lead to take **leadership** responsibility for the organisation's safeguarding arrangements.*

Safeguarding policies

Governing bodies and proprietors should ensure there are appropriate policies and procedures in place in order for appropriate action to be taken in a timely manner to safeguard and promote children's welfare.

This should include:

- *Having an effective child protection policy. The child protection policy should describe procedures which are in accordance with government guidance and refer to locally agreed inter-agency procedures put in place by the Local Safeguarding Children Board (LSCB). It should be updated annually (as a minimum), and be available publicly either via the school or college website or by other means.*
- *A staff behaviour policy (sometimes called the code of conduct) which should, amongst other things, include - acceptable use of technologies, staff/pupil relationships and communications including the use of social media.*
- *Put in place appropriate safeguarding responses to children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual abuse or exploitation, and to help prevent the risks of their going missing in future*
 - *Where reasonably possible, schools and colleges should hold more than one emergency contact number for each pupil or student. This goes beyond the legal minimum¹⁸ and is good practice to give the school or college additional options to make contact with a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern.*
 - *Further information on schools' duties regarding children missing education, including information schools must provide to the local authority when removing a child from the school role at standard and non-standard transition points can be found in the department's statutory guidance: <https://www.gov.uk/government/publications/children-missing-education>*
 - *General information and advice for schools and colleges can be found in the Government's <https://www.gov.uk/government/publications/missing-children-and-adults-strategy>*
- *Governing bodies and proprietors should take a proportionate risk-based approach to the level of information that is provided to temporary staff and volunteers.*
- *Headteachers and principals should ensure that the above policies and procedures, adopted by governing bodies and proprietors, and particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff*

The Governing Body must:

- recognise the importance of the role of the designated lead and support them, ensuring the training necessary to be effective is undertaken
- ensure cover is provided when needed and appreciate the additional duties taken on by the member of staff when carrying out this role especially when there are on-going child protection issues
- recognise the contribution the UTC can make to helping students keep safe through the teaching of self-protection skills and encouragement of responsible attitudes to adult life through the Personal, Social and Health Education/Citizenship curriculum
- prioritise the welfare of children and young people, creating a culture where staff are confident to challenge senior leaders over any safeguarding concerns
- adhere to statutory responsibilities to check staff who work with children and young people
- ensure that there are safe and effective recruitment policies and disciplinary procedures in place, which adhere to the Keeping children safe in education guidance published by the DfE September 2018 and legislation referred to therein
- receive and review the annual Safeguarding Report and ensure it is shared with the Local Authority

It will be the duty of the Chair of Governors to liaise with relevant agencies if any allegations are made against the Principal.

The role of the Nominated Governor

The Nominated Governor for safeguarding and child protection will need to be familiar with local BSCB (Buckinghamshire Safeguarding Children's Board) procedures, LA procedures and guidance issued by the Department for Education. The nominated Governor will:

- work with the Designated Safeguarding Lead responsible for child protection to produce the child protection policy
- undertake the training available for Nominated Governors.
- ensure that safeguarding and child protection is a regular agenda item for discussion and action with the Governing Body and that the policies and procedures are updated in line with legislation.

The role of the Designated Safeguarding Lead

The Governing Body should ensure that the UTC designates an appropriate senior member of staff to take lead responsibility for child protection. This person should have the status and authority within the UTC to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff. All members of staff should be aware of this role including who the designated lead is and what their role encompasses. This should be explicit the role holders job description.

The broad areas of responsibility for the designated safeguarding lead are detailed below and full guidance can be seen in Appendix B of the Keeping Children Safe in Education statutory guidance at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/707761/Keeping_Children_Safe_in_Education_-_September_2018.pdf

Managing referrals

- Refer all cases of suspected abuse to the local authority children's social care as required including to the local authority designated officer (LADO) for child protection concerns (all cases which concern a staff member);
- Support staff who make referrals to the local authority children's social care;
- Refer cases to the Channel programme where there is radicalisation concern as required;
- Support staff who make referrals to the Channel programme;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- Refer cases where a crime may have been committed to the Police as required.

- Liaise with the Principal to inform them of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies

Training

The designated safeguarding lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.

The designated safeguarding lead should undertake Prevent awareness training.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so; ensure each member of staff has access to, and understands, the school or college's child protection policy and procedures, especially new and part time staff;
- are alert to the specific needs of children in need, those with special educational needs and young carers;
- are able to keep detailed, accurate, secure written records of concerns and referrals;
- understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college;
- can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online;
- obtain access to resources and attend any relevant or refresher training courses; and
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

Any deputies should be trained to the same standard as the designated safeguarding lead

Raising Awareness

The designated safeguarding lead should ensure the UTCs policies are known and used appropriately:

- Ensure the UTCs child protection policies and procedures are known, understood and used appropriately
- Ensure the UTCs child protection policy is reviewed annually (unless preceded by legislation) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the UTC in this
- Link with the BSCB to make sure staff are aware of training opportunities and the latest local policies on local safeguarding arrangements

Child Protection File

Where children leave the UTC ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained. Receiving schools and colleges should ensure key staff such as designated safeguarding leads and SENCOs or the named person with oversight for SEN in colleges, are aware as required.

In addition to the child protection file, the designated safeguarding lead should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse and have that support in place for when the child arrives.

Availability

During term time the designated safeguarding lead (or the deputy) should always be available (during UTC hours) for staff in the UTC to discuss any safeguarding concerns. Whilst generally speaking the designated safeguarding lead (or the deputy) would be expected to be available in person, it is matter for the UTC, working with designated safeguarding lead to define what 'available' means and whether in exceptional circumstances availability by phone or online mediums is acceptable.

The DfE has clear guidelines on what schools, Governing Bodies and LAs should do if they suspect that a child has been abused or assaulted. It is not, however, the responsibility of teachers and other staff in schools to investigate suspected abuse. They should not take action beyond that agreed in the procedures established by the BSCB (Buckinghamshire Safeguarding Children's Board).

The Designated Safeguarding Lead is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by their local safeguarding children's board and LA. They must also be able to deal with allegations made against members of staff, other than the Principal.

If the Designated Safeguarding Lead/Deputy Designated Safeguarding Lead is absent, all safeguarding concerns must go directly to the Principal.

Checklist:**Impact on Students/Staff:**

Provides a safe learning/working environment for all students and staff

Impact on Diversity:

The basic requirement that children are kept safe is universal and cuts across cultural boundaries. Every child living in this country is entitled to be given the protection of the law regardless of his/her background (16.10 Victoria Climbié Inquiry)

Impact on Health & Safety:

Fundamental to health, safety, wellbeing and a safe learning environment

Impact on Data Protection/Freedom of Information:

The UTC complies with the requirements of the Data Protection Act, which allows for disclosure of personal data where this is necessary to protect the vital interests of a child

Communication/Consultation Plan:

The policy, procedures and guidelines will be communicated to staff through professional development sessions and made accessible on the UTC VLE and the website

Students and parents will be made aware of this policy through the Student and Parent Handbooks, tutorial, Student Council and the VLE/website

Process of review:

This policy will be reviewed annually or with legislative changes and guidance and approved by the Governing Body

Process of review of effectiveness:

The Governing Body is accountable for ensuring the UTC has effective policies and procedures in place and monitoring the UTC's compliance with them. The Vice Principal: Curriculum and Quality will produce an annual report reviewing how duties relating to safeguarding have been discharged

Legal authority (not exhaustive):

The Children Act (2004) (as amended by the Children and Social Work Act 2017)

Section 175 the Education Act (2002)

The Children Act (1989)

The Education Act (2012)

Safeguarding Vulnerable Groups Act (2006)

Working Together to Safeguard Children (2018)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

The Police Act (1997)

The Police Act 1997 (Criminal Records) (No2) Regulations 2009, as amended

The Equality Act (2010)

The Education (Health Standards) (England) Regulations 2003

The School Staffing (England) Regulations 2009 as amended SI 2012/1740 and SI 2013/1940

The Protection of Freedoms Act 2012

Keeping Children Safe in Education (September 2018)

https://consult.education.gov.uk/safeguarding-in-schools-team/keeping-children-safe-in-education/supporting_documents/Keeping%20Children%20Safe%20in%20Education%20Proposed%20Revisions.pdf

Responsibility for maintaining this policy rests with:

Principal

Links to other policies:

Equality and Diversity

Health and Safety

Anti-bullying and Harassment Policy

Recruitment and Selection

Allegations Against Staff