

**IMPORTANT INFORMATION FOR ALL APPLICANTS FOR POSTS AT
FROGMORE COMMUNITY COLLEGE**

SAFEGUARDING CHILDREN - CODE OF PRACTICE

(This overview needs to be read in conjunction with the college's Child Protection and Safeguarding Children Policies.)

Frogmore Community College recognises the need to adopt the highest possible standards and to take all reasonable steps in relation to the safety and welfare of the children and young people with whom we come into contact. Every child and young person has, at all times, and in all situations, a right to feel safe and protected from any activity that results in them being physically or psychologically damaged. If we have suspicions about a child or young person's physical, sexual or emotional well being, we will take action.

Our responsibilities are:

- to ensure that all staff who have substantial access to children/young people understand what constitutes abuse and are alert to the relevant signs
- to have procedures for responding to suspected cases of abuse, including procedures to be followed if a member of staff is accused of abuse
- to ensure that staff are aware of the procedure for reporting Child Protection concerns.
- to ensure that the college has a designated member of staff (Child Protection Officer) with knowledge and skills in recognising and acting upon child protection concerns
- to ensure that the Child Protection Officer (CPO) receives appropriate training
- to ensure that information relating to actual, suspected or alleged child abuse is treated with the utmost care and that no one is given more information than is necessary to further the interests of the child/young person concerned.

Our policies apply to all staff (including permanent, fixed term and casual appointments) and to those contractors and volunteers whose work with the college brings them into contact with children and young people. All those staff, contractors and volunteers have a duty to do everything reasonably in their power to ensure the safety and welfare of children and young people whilst in contact with the college. All relevant staff shall receive appropriate training. Staff are expected to:

- respect the wishes of a child or young person as they would an adult
- remember that children and young people regard adults as role models and ensure that their behaviour, language, gestures, etc. are appropriate and above reproach
- take all reasonable steps to ensure the health, safety and welfare of any child or young person at the college
- prevent any other member of staff, contractor, volunteer or member of the public from putting any child or young person in a situation in which there is a significant risk to their health and safety
- prevent any other member of staff, contractor, volunteer or member of the public from physically, emotionally or sexually abusing any child or young person
- report any evidence or reasonable suspicion that a child or young person has been physically, emotionally or sexually abused, whether by an adult or another young person

Frogmore Community College will address child protection in our procedures for recruitment and selection of any person to work with children and young people. We will ensure that all adults with substantial access to children and young people undergo Criminal Records Bureau (CRB) Disclosure. An appointment will only proceed if the Disclosure provides no cause for concern as to their suitability.

CODE OF PRACTICE

All staff, contractors and volunteers are encouraged to share concerns regarding any child's safety and welfare with the Child Protection Officer (CPO) or in their absence, another member of the Senior Leadership Team. It is important that all staff, contractors and volunteers communicate concerns accurately. To this end, they should follow the procedures below:

- 1) deal with concerns promptly and calmly, in an assured and professional way.
- 2) upon the receipt of any information from a child or young person, or any suspicion, they should record what they have seen, heard or know accurately at the time the information is disclosed and report this immediately to the CPC.
- 3) they will inform the young person that they will need to discuss the matter with the CPO and that further action may be required.
- 4) they should ALWAYS REFER to the CPO and never investigate any suspicions or allegations about abuse.
- 5) should any member of staff have any suspicion about any adult working at the institution with regard to inappropriate behaviour, this must be reported to the CPC.