

safeguarding



**Hockerill**  
Anglo-European College  
**SAFEGUARDING**

# Safeguarding Policy

Governor Committee: **Full Governing**

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## SAFEGUARDING POLICY

This policy has been adapted from the Hertfordshire County Council Children's Services Model Safeguarding Policy for Schools. The model policy was written by the Hertfordshire Child Protection and Statutory Review Service and issued in September 2016.

This policy is available on the College website, in the staff common room or staff desktop and upon request from the College Office.

This policy has been developed as best practice to set out the safeguarding arrangements for all children and should be read in conjunction with the College's Child Protection Policy and other safeguarding-related policies (see section 3).

The procedures within this policy apply to all staff, volunteers and governors and are in line with Hertfordshire Safeguarding Children Board (HSCB).

The Child Protection Policy sets out the specific procedures and processes for when there are concerns for individual / groups of children.

### Policy Review

This policy will be reviewed in full by the Governing Body annually. It is due for review in October 2019.

Signature 

Date 18th October 2018

Mr Richard Markham (Principal)

Signature 

Date 18th October 2018

Signature 

Date 18th October 2018

Dr J Braeckman & Mrs Rachel Lawson (Joint Chairs of Governors)

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## MISSION STATEMENT

Developing enquiring, knowledgeable, responsible, global citizens through academic excellence.

Throughout this policy document reference is made to the Designated Safeguarding Lead (DSL) – this includes the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead.

## INTRODUCTION

Safeguarding is ‘everyone’s responsibility’. This policy sets out Hockerill Anglo-European College’s responsibilities under the Children Act 2004 to ensure children, young people and adults at risk are kept safe from harm.

### **Terminology:**

Safeguarding and promoting the welfare of children refers to:

- protecting children from maltreatment
- preventing impairment of children’s health or development
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care

The aim of safeguarding is to enable children to have optimum life chances and to enter adulthood successfully.

### **What’s the difference between Safeguarding and Child Protection?**

Safeguarding is an ‘umbrella’ term that incorporates Child Protection. Child Protection is the process and activities undertaken to fulfil statutory obligations to protect specific children who have been identified as suffering, or at risk of significant harm. All agencies and individuals should proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

## PRINCIPLES AND AIMS

Our principles:

- The welfare of children, and their wishes and feelings are afforded consideration when developing and carrying out school activities
- All children will have equal rights to support and protection irrespective of their race, age, ability, gender, language, religion, sexual orientation and culture
- All staff and volunteers have a professional role to identify and respond to the needs of children and report any concerns immediately

We aim:

- To provide all staff (employed, contracted and visiting) with the necessary information/training to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of children
- To provide parents and children with information about the College's arrangements to keep children safe.
- To ensure safe and consistent best practice across the College
- To demonstrate the College's commitment with regard to safeguarding children

## FRAMEWORK

This policy has been devised in accordance with the following legislation and guidance:

- **Arrangements for Managing Allegations of Abuse Against People Who Work With Children or Those Who Are in A Position of Trust, Hertfordshire Safeguarding Children Board Interagency Procedures Manual**  
[http://hertsscb.proceduresonline.com/chapters/p\\_manage\\_alleg.html](http://hertsscb.proceduresonline.com/chapters/p_manage_alleg.html)
- **Disqualification under the Childcare Act 2018**  
**Statutory guidance for local authorities, maintained schools, independent schools, academies and free schools - DfE (February 2015)**  
[www.gov.uk/government/publications/disqualification-under-the-childcare-act-2018](http://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2018)
- **Education Act 2002**  
**Section 175** requires local education authorities and the governors of maintained schools and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view of safeguarding and promoting the welfare of children.  
**Section 157** and the Education (Independent Schools Standards) (England) Regulations 2003 - require proprietors of independent schools (including academies and technology colleges) to have arrangements to safeguard and promote the welfare of children who are pupils at the school.
- **Safer Recruitment Consortium**  
Guidance for safer working practice for those working with children and young people in education settings (September 2015) [http://www.thegrid.org.uk/info/welfare/child\\_protection/allegations/safe.shtml](http://www.thegrid.org.uk/info/welfare/child_protection/allegations/safe.shtml)
- **Information Sharing: Advice for Practitioners**  
DfE (March 2018)
- **Keeping Children Safe in Education**  
DfE (2018)  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--3>
- **Sexual Offences Act**  
HM Government (2003)
- **Teachers' Standards 2012**  
DfE (2011) (Introduction updated June 2013)  
These standards set the minimum requirements for teachers' practice and conduct. Teachers,

including Headteachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

- **What to do if You're Worried a Child is Being Abused**

DfE (March 2015)

Non-statutory advice which helps everyone who works with children to identify abuse and neglect and take appropriate action

- **Working Together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children**

DfE (2018)

- **National Minimum Standards for Boarding**

DfE (April 2015)

Copies of all of the above documents can be found in the following locations of the staff desktop:

..\\..\\Safeguarding Policy and Related Documents

..\\..\\ADMINISTRATION\\Policies\\Safeguarding

### **Relevant Associated Policies**

In order to safeguard and promote the welfare of children, this policy should also be read in conjunction with all College Safeguarding policies to ensure the safety and wellbeing of children.

- Attendance
- Behaviour
- Child Protection
- Complaints
- Countering Bullying
- Curriculum
- E-safety and Data Security
- First aid
- Health and Safety
- Out of College Trips and Activities
- Reasonable Force and Restraint
- Preventing Extremism & Radicalisation
- Safeguarding
- Safer Recruitment
- Special Educational Needs and Disability
- Staff Code of Conduct
- Substance Use and Misuse
- Supporting Students with Medical Conditions
- Whistleblowing

Copies of all College Policies are available on the College website.

In addition the Health Centre publishes its own specific, non-ratified policies and procedures, (including confidentiality, administration of medication) which can be obtained from the Health Centre on request.

## SAFEGUARDING THEMES

### **Attendance**

In accordance with the College's Attendance Policy, absences are rigorously pursued and recorded. The College, in partnership with the appropriate agencies, takes action to pursue and address all unauthorised absences in order to safeguard the welfare of children and young people in its care. We implement the statutory requirements in terms of monitoring and reporting Children Missing Education (CME) and off-rolling and understand how important this practice is in safeguarding children and young people.

### **Child Protection**

There is a detailed Child Protection Policy operating within the College. A copy will be provided to parents on request and is available on the College's website. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately.

All Child Protection concerns will be managed in accordance with the Hertfordshire Safeguarding Children Board Inter-Agency Child Protection Procedures.

- A copy of these procedures can be found at [www.hertssafeguarding.org.uk](http://www.hertssafeguarding.org.uk)
- Children's Services telephone number **0300 1234043 (including out of hours)**

### **Complaints**

The College has a Complaints Policy available to parents, students and staff who wish to report concerns. All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific procedures for managing allegations against staff.

### **Countering Bullying**

Hockerill Anglo-European College recognises the right of our students to develop with confidence in an environment that is safe and free from the emotional and physical distress that can be seen as a result of bullying. It is the responsibility of Hockerill to ensure that procedures are in place that will monitor and address our anti-bullying practices.

There is a more detailed Anti-Bullying Policy available on the College's website and a hard copy is available from the College Office upon request.

### **Confidentiality**

All staff will understand that safeguarding issues warrant a high level of confidentiality, not only out of respect for the child and staff involved, but also to ensure that information being released into the public domain does not compromise evidence.

Safeguarding information will be stored and handled in line with the Data Protection Act 1998. The Designated Safeguarding Lead will normally obtain consent from the child/parent to share sensitive information with outside agencies. Where there is good reason to do so (e.g. to help to protect a child), the Designated Safeguarding Lead may share information without consent and will record the reason for this. Safeguarding records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. The College will retain this information on the student file and transfer (to the next school/archive) the information in line with The Education (Pupil Information) (England) Regulations 2005 and The Information and Records Management Society. The College will only share information about children with adults who have parental responsibility for a pupil. Please see Hertfordshire's Pupil Safeguarding Records Guidance at [www.thegrid.org.uk/info/welfare/child\\_protection/policy/local.shtml#pupilsafe](http://www.thegrid.org.uk/info/welfare/child_protection/policy/local.shtml#pupilsafe) for further information.

### **Curriculum**

Students are taught to understand and manage risk through Wellbeing lessons and through all aspects of College life.

The College is committed to ensuring that students are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All students know that we have senior members of staff with responsibility for Child Protection and they are made aware of who these persons are. We inform students of whom they might talk to, both in and out of College, their right to be listened to and heard and what steps can be taken to protect them from harm.

Subjects such as Wellbeing discuss relevant safeguarding issues with students.

### **e-Safety**

We have an e-Safety Policy which can be found on the College website.

Our policy includes how we teach students to stay safe when using the internet in and out of College - including the risks of sharing content and images online and tackling bullying, including cyber-bullying. Cyber-bullying by children, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our countering bullying procedures.

The College will ensure that appropriate internet filtering methods are in place to ensure that students are safe from all types of inappropriate and unacceptable materials online, including terrorist and extremist material.

### **Digital images:**

The use of digital images in schools is a complex area. The College has a clear and sufficiently detailed policy which covers the taking and use of digital images and video of children and takes steps to ensure that it is understood and enforced.

The College recognises the importance and usefulness of including the students' use of technology within



the classroom, such as laptops and tablets. With this brings lots of opportunities for students across all age ranges to learn in an exploratory and creative way. Technology devices, such as tablets are likely to have cameras and students may use the camera as part of their learning experience with the permission of a member of staff. However the use of such devices can also present risks if children are left to use the equipment in an unsupervised environment. The College's 'Student use of mobile phones, iPods and other electronic devices' document is published throughout the College and in every student's planners.

Staff and students sign ICT Acceptable Use Agreements. For staff this includes a section on the use of digital images and clarification about the position regarding the use of personal mobile phones/cameras for taking pictures. Where volunteers are supporting College staff, they should abide by the same rules as College staff as far as is reasonable.

### **Health and Safety**

We have a Health & Safety Policy which demonstrates the consideration we give to minimising any risk to the students when on the College premises and when undertaking activities out of College under the supervision of our staff. At all times there has to be appropriate staffing levels and when off-site, appropriate and agreed student / adult ratios are maintained. The lead adult always assesses visits/trips as to the level of risk and all trips are finally authorised by the Principal.

The College has lone working risk assessments in place and procedures for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

### **Inclusion and Diversity**

Some students may be at increased risk of neglect and / or abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

The College ethos promotes and accepts the differences between all children and adults. In practice this is about ensuring inclusion of individuals and treating them fairly and equally, no matter the diversity of their race, gender, age, disability, religion or sexual orientation.

Promoting equality and diversity in education is essential for both teachers and students. The aim is to create a classroom environment where all students can thrive together and understand that individual characteristics make people unique and not 'different' in a negative way.

In line with Keeping Children Safe in Education (DfE 2018), to ensure that all of our students receive equal protection, we will also give special consideration to additionally vulnerable groups (as outlined in our Child Protection Policy), for example students with disabilities or special educational needs. Special consideration is also given in the provision of safeguarding information and resources in accessible formats for children and adults with communication needs.

### **Managing Allegations Against Staff and Volunteers**

Our aim is to provide a safe and supportive environment which secures the well-being and very best

outcomes for the students at Hockerill. We do recognise that sometimes the behaviour and actions of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

The College will take all possible steps to safeguard our students and to ensure that the adults at the College are safe to work with children. The College will always ensure that the procedures outlined in Hertfordshire Safeguarding Children Board Inter-agency Procedures and Part 4 of 'Keeping Children Safe in Education', DfE (2018) are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO).

The Hertfordshire LADO Service can be contacted on **0300 123 4043**.

### **Partnership with Other Services**

The College recognises that it is essential to establish positive and effective working relationships with other agencies that are partners of the Hertfordshire Safeguarding Children Board. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

### **Partnership with Parents**

The College is committed to working in partnership with parents to safeguard and promote the welfare of children and to support them in understanding our statutory responsibilities in this area.

The College shares a purpose with parents to educate, keep children safe from harm and have their welfare promoted. We are committed to working with parents positively, openly and honestly. Hockerill will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm. We encourage parents to discuss any concerns they may have with an appropriate member of staff (Tutor, Head of Year or House, Senior Nurse, Senior Leader)

### **Safer Recruitment and Selection**

Our recruitment process selects, screens, trains and supervises staff and volunteers so that the appointment of unsuitable people can be deterred and rejected from working with children.

The College has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. If these circumstances arise in relation to a member of staff at the College, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the Local Authority Designated Officer (LADO) and/or HR.

The College also adheres to the guidance issued by The Department for Education in 2015 regarding persons who are disqualified under the Childcare Act 2006.

## **Safer Working Practice**

All adults who come into contact with our students have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our students are competent, confident and safe to do so.

The Teachers' Standards (DfE, 2011) are augmented by standards of personal and professional conduct e.g. ethics and behaviour, in and out of College. Teachers are expected to 'uphold public trust in the profession by showing tolerance and respect for the rights of others, not undermining fundamental British values and ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability'.

All staff will be provided with a copy of our College's Code of Conduct at induction. These are sensible steps that every adult should take in their daily professional conduct with children. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

The link below will direct you to the current government guidance on safer working practice which the College shares with staff\*:

**<http://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final.pdf>**

## **Abuse of Position of Trust**

All College staff are aware that inappropriate behaviour towards students is unacceptable and that their conduct towards students must be beyond reproach.

In addition, staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person aged 18 or over to behave intentionally in certain sexual ways in relation to a child aged under 18, where the adult is in a position of trust in respect of the child, even if the behaviour is consensual.

The College extends its responsibility to all its students – including those aged 18 or over.

## **Security**

The security measures put into place at the College have taken into account balancing the need to remain a welcoming environment whilst ensuring the safety of all our students and staff. A security risk assessment will be completed and reviewed annually (or earlier if deemed necessary). The findings will be used in the review of this security policy and shared with staff.

- **Access to buildings**

The College will take all reasonable efforts to control access to the campus to prevent unauthorised access to students and ensure the personal safety of staff.

- **Visitors, contractors and maintenance personnel**

The control of visitors, contractors and maintenance personnel is a fundamental part of our site security policy for the safeguarding of both people and property.

Where the Governing Body transfers control or otherwise allows the use of College premises to external bodies (such as sports clubs) or service providers during or out of College hours, we will ensure that these bodies or providers have appropriate safeguarding policies and procedures, and that there are arrangements in place to co-ordinate with the College on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies or providers.

Appropriate checks will be undertaken in respect of visitors and volunteers coming into the College. Visitors will be expected to sign in and out via the office visitors log and to display a visitors badge whilst on the College campus. Any individual who is not known or identifiable should be challenged for clarification and reassurance.

The College will not accept the behaviour of any individual that threatens security or leads others to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access to the College campus to that individual.



