

SAFEGUARDING POLICY

Author: T Englefield	Version: 1
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Comments:	
Monitoring, evaluation and review: The Principal and Board of Directors will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout by Scarborough UTC.	

Scarborough UTC fully recognises its responsibilities for safeguarding of students.
For the academic year 2016-2017 the Designated Manager is [Matthew Osburn, Assistant Principal] and in his absence, [John Connell, Deputy Principal].

Purpose:

The purpose of these procedures is to ensure that the rights of children and young people are protected through staff understanding and following statutory and local procedures. Children and young people are defined as those under the age of 18 years.

Detailed below are the procedures to follow for:

1. Suspicion of Abuse
2. Disclosure of Abuse
3. Referrals on Child Abuse
4. Female Genital Mutilation (FGM)
5. Forced Marriage
6. Allegations against Staff
7. Safe recruitment practices
8. Work Placements

1. Suspicion of Abuse

Where a member of staff has reasonable cause to suspect that a child/young person is suffering or is at risk of suffering significant harm (See appendix 1), s/he should record the concerns and refer the matter to the Safeguarding Designated Manager

The Designated Manager should clarify the following with the referrer:

- Nature of concerns
- How and why they have arisen
- What appears to be the needs of the child/young person

- Whether concerns have been discussed with the parents/family, remembering that this should only be done if it will not place the child/young person at increased risk of significant harm
- Whether social services or an external agency are already working with the child/young person

This will enable the Designated Manager to make a satisfactory evaluation of the referral and make a decision on the next steps, which may include taking no further action. Where the Designated Manager decides that further action is necessary, this may be to:

- Seek further advice from Social Services
- Make a referral to Social Services

If a member of staff does not agree with the decision of the Designated Manager that no further action is necessary, the member of staff should refer these concerns in the first instance to the Principal. If the Principal does not recommend further action and the member of staff still has concerns, s/he has the right and duty to refer the case directly to North Yorkshire County Council Child Protection Team. The member of staff should also alert the Clerk to the Board of Directors or other designated senior manager under the Scarborough UTC's Confidential Reporting (Whistleblowing) Policy.

2. Disclosure of Abuse

Children and young people may choose to tell a trusted adult what has happened to them. This needs to be dealt with carefully, balancing the need to pass information on with the desire to retain the child's or young person's trust. It is also important to avoid children/young people having to repeat their story to too many different people. This is not only traumatic for the child/young person, but can also result in evidence becoming inadmissible because it can be alleged that the child/young person has been led to make allegations that are not true. Care also needs to be taken not to make promises to the child/young person, either about not passing the information on, or about the action that will result. (See section on confidentiality in *safeguarding children and young people guidelines*).

If a child/young person discloses to you:

- Explain openly and honestly with the child/young person at the beginning what information will be shared, with whom and why and seek agreement
- **Listen** to the child/young person, rather than directly question them
- Do not make any suggestion to the child/young person regarding how the incident may have happened
- Never stop a child/young person who is freely recalling significant events
- Make a note of the discussion, taking care to record the timing, setting, people present, as well as what was said and record all subsequent events up to the time of interview
- Complete the Safeguarding Children and Young People referral form with your reasons for the decision to share the information
- Sign and date the record
- Inform the Designated Manager and provide the original referral form

3. Referrals on Child Abuse

The Designated Manager, in liaison with the Principal is responsible for referring concerns/disclosures from staff where there is a reasonable cause to suspect that a child/young person is suffering or is at risk of significant harm. Where appropriate, The

Designated Manager will refer the recorded concerns to the Child Protection Team at North Yorkshire County Council within 24 hours.

Monday – Friday Telephone: **01609 534527**

For serious emergencies in the evenings, weekends or public holidays, the **Emergency Duty Team** can be contacted by telephone on: **0845 603 6391**.

The Designated Manager should seek, in general, to discuss any concerns with the family, and where possible seek their agreement to make a referral. However, this should only be done where such discussion and agreement **will not** place the child/young person at increased risk of significant harm.

Where the circumstances of the referral indicate the possible commission or attempted commission of a criminal offence, North Yorkshire County Council Child Protection Team will also refer the matter to the North Yorkshire Police Family Protection Unit. This will enable the police and Social Services to consider jointly how to proceed in the best interests of the child.

Where a telephone referral has been made to North Yorkshire County Council Child Protection Team, the Designated Manager should confirm this in writing. At the end of the discussion or dialogue about the child/young person it should be clear about who will be taking what action, or that no further action will be taken. The decision should be recorded in writing by the Designated Manager.

Upon receipt of a referral the Child Protection Team, will decide on a course of action within 24 hours. Staff and the Designated Manager may be requested for further information. It is important that all events are recorded, with times, dates and signed.

Where Social Services decide to take no further action at this stage, feedback will be provided to the Designated Manager. This should be stored confidentially with all other records of the case.

If it is apparent that emergency action should be taken to safeguard a child, an immediate strategy discussion between Social Services, the police and other appropriate agencies will take place prior to action.

Following investigation of the concerns by Social Services or the police, a Child Protection Conference may be required. This is a meeting of a number of professionals known to the child/young person and family and chaired by an independent reviewing officer. The Designated Manager and the member of staff who initially raised the concerns may be requested to attend and provide a written report to the conference.

Any detailed information about a case will be confined to:

- The Scarborough UTC's Safeguarding Designated Manager
- The Principal
- The parents/carers (unless to do so will place the child/young person at risk of significant harm)
- The Chair of the Board of Directors (by the Principal where a referral to an external agency has been made)

Information will be shared with Senior Managers, the Directors and the member of staff reporting the concerns only on a 'need to know' basis

4. Female Genital Mutilation (FGM)

FGM is considered child abuse in the UK and a grave violation of the human rights of girls and women. In all circumstances where FGM is practised on a child it is a violation of the child's right to life, their right to their bodily integrity, as well as their right to health. The UK Government has signed a number of international human rights laws against FGM, including the Convention on the Rights of the Child. (See appendix 1 *safeguarding children and young people guidelines* for definition of categories of abuse)

If there are suspicions or a student has disclosed that she has undergone or is at risk of undergoing FGM, the member of staff should:

- Urgently inform the Safeguarding Designated Manager who will make an immediate referral to North Yorkshire County Council Child Protection Team,

If there is a concern about one child or young person consideration must be given to whether siblings are at similar risk. Once concerns are raised about FGM there should also be consideration of possible risk to other children and young people in the community.

5. Forced Marriage

If there are suspicions or a student has disclosed that s/he is being forced to marry the member of staff should:

- See the student immediately in a private place, where they cannot be overheard
- See the student on their own – even if they attend with others
- Develop a safety plan in case the student is seen i.e. prepare another reason why you are meeting
- Note your discussion, gathering as much information as possible
- Inform the Designated Manager immediately and provide written details, where possible with the student's consent but remembering that the student's safety is paramount
- Do **not** approach the student's family or those with influence in the community, without the express consent of the student, as this will alert them to your concerns and place the student at significant risk or harm. This could include the family moving the student, expediting any travel arrangements and bringing forward the forced marriage
- All those should bear in mind that mediation as a response to forced marriage can be extremely dangerous. Refusal to go through with a forced marriage has, in the past, been linked to so-called 'honour crimes'

The Designated Manager, in liaison with the Principal must refer to the guidance in *Dealing with Cases of Forced Marriage* and contact the Forced Marriage Unit (FMU) on 020 7008 0151 for support and guidance. The Designated Manager will follow the actions recommended by the FMU, which may include contacting the police and North Yorkshire County Council Child Protection Team,

6. Dealing with Allegations against Staff

The following procedures should be used in respect of cases in which it is alleged that a member of staff (including a volunteer) has:

- Behaved in a way that has harmed a child/young person, or may have harmed a child/young person
- Possibly committed an offence or related to a child/young person
- Behaved towards a child/children or young person/people that indicate s/he is unsuitable to work with children/young people

The allegation should be reported to the Principal immediately, unless the allegation is about the Principal in which case it should be reported to the Chair of the Board of Directors.

If the allegation meets any of the above criteria the Principal should report it to the Local Authority Designated Officer (LADO) the same day by telephone on 01609 534527.

The member of staff whom such an allegation is made will be suspended under the Scarborough UTC Disciplinary or Harassment Procedures as appropriate.

The member of staff who is the subject of the allegation should be kept informed of the progress of the case and the Scarborough UTC should consider what support is appropriate, for example via occupational health and counselling arrangements. The member of staff should be kept informed of the developments at the Scarborough UTC while suspended and should be advised to contact their union or professional body at the outset.

Parents/carers of the child/young person involved should be told about the allegation as soon as possible and kept informed of the progress and outcome.

During the initial consideration the LADO will discuss the matter with the Principal and obtain further details including whether there is evidence that establishes the allegation is false or unfounded. The Principal should not investigate the allegation at this stage.

Where there is cause to suspect that a child/young person is suffering or likely to suffer significant harm the LADO will refer to Social Services. Where there is not cause to suspect significant harm but that a criminal offence has been committed the LADO will refer the case to the police.

The Scarborough UTC will deal with the allegation where initial consideration decides that the allegation does not involve a possible criminal offence. If the nature of the allegation does not require formal disciplinary action the Principal should take appropriate action within 3 working days. If a disciplinary hearing is required and can be held without further investigation this should take place within 15 working days.

Where further investigation is required to inform consideration of disciplinary action the Principal, the Director of Human Resources and the LADO should discuss who should undertake that. The investigating officer should aim to provide a written report to the Principal within 10 working days.

Once the report is received the Principal and the Chair of the Board of Directors should consult with the LADO and decide whether a disciplinary hearing is needed within 2 working days. If a hearing is needed it should be held within 15 working days.

The LADO will continue to liaise with the Scarborough UTC to monitor progress of the case and provide advice or support when required.

If a criminal investigation is undertaken and the police decide not to charge the individual with an offence or administer a caution, or the person is acquitted by a Court, the police should pass all information they may have which is relevant to a disciplinary case within 3 working days. If the person is convicted of an offence the police should inform the Scarborough UTC immediately so that appropriate action can be taken.

If on conclusion of the case the Scarborough UTC ceases to use the persons' services or the person ceases to provide their services, the Principal should inform the LADO about whether a referral to the DfE is required.

Every effort should be made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or being considered.

If the member of staff who is subject to the allegation tenders a resignation during the investigation, this must not prevent an allegation being followed up in accordance with these procedures. So called 'compromise agreements' must not be used in these cases. In the rare event that an allegation is shown to have been deliberately invented or malicious, the Principal should consider whether any disciplinary action is appropriate against the student who made it, or the police to consider whether any action might be appropriate against the person responsible if s/he was not a student.

In a case where an allegation is made against another student or a student the procedures apply but will be dealt with through the student disciplinary process. Consideration will be given to the age and stage of development of the student.

7. Safe Recruitment Practice

The procedures for safer recruitment practice are compliant with the Disclosure and Barring Service (DBS) and include, but are not limited to:

- Job descriptions that make reference to the responsibility for safeguarding and promoting the welfare of children and young people
- The person specification includes specific reference to suitability to work with children
- Comprehensive information is obtained from applicants and scrutinised, discrepancies or anomalies are taken up and satisfactorily resolved
- Independent professional and character references that answer specific questions to help assess an applicants' suitability to work with children are obtained prior to commencing employment, with concerns followed up
- Applicants are subject to a face to face interview that explores the candidates' suitability to work with children/young people as well as suitability for the post
- The successful applicant's identity is verified
- The successful applicant's academic and vocational qualifications claimed are verified
- The applicant's previous employment and history is checked
- The applicant's health and physical capacity for the job is verified
- All staff (including volunteers, agency and Directors) are subject to enhanced CRB disclosure
- Mandatory check of List 99, are carried out for all candidates
- Checks are made to confirm that candidates have the right to work in the UK.
- For those staff/appointees who have lived abroad in addition to CRB disclosures, further checks are obtained, for example certificates of good conduct from relevant embassies or police forces, or additional references
- Where possible CRB disclosures are obtained prior to commencing appointment. Where this is not possible a risk assessment is undertaken and control measures put in place, including not working with children/young people unsupervised
- All visitors, including contractors to Scarborough UTC are required to sign in and out, and wear a visitors' badge

8. Work Placements

Additional safeguards are required for children and young people on longer term work placement. These requirements do not apply for placements lasting one term or less. For example; a placement of a half day or one day, spread over 10 weeks. However, if a work placement comes under one or more of the following conditions:

- For more than 1 day a week

- For longer than 1 term in any academic year
- Aimed at children and young people who may be vulnerable e.g. those who have special needs or are young (under 16)
- One where a workplace supervisor or colleague has substantial unsupervised access to the child because of the nature of the business (i.e. micro business, sole trader)
- One that has a residential component

The following safeguards and procedures must apply prior to any child or young person starting the work placement:

- Staff who arrange, assess or monitor work placements must have training in child protection
- Prior to commencing placement, a health and safety risk assessment must be carried out and safeguarding children must form part of this assessment
- Employers and work placement providers will be given a copy of the Scarborough UTC's Safeguarding Children and Young People Policy and must agree to the safeguards by signing that they have read and understood on the risk assessment
- Where a person in the work placement will have substantial access and/or designated responsibility for looking after, supervising or directly training the child or young person on placement they must be vetted and subject to DBS/CRB Disclosure to ensure suitability for working with children and young people. This will be arranged by the Scarborough UTC and the person should be regarded as a volunteer for the purpose of Disclosure
- This designated person should be given basic child protection training and the details of the Scarborough UTC Safeguarding Designated Manager in the event that there are concerns about a child or young person for whom they are responsible
- Young people on work placement should be given clear advice on whom to contact at Scarborough UTC if they are concerned, worried or uncomfortable
- If Child Protection issues are raised prior, during or after the work placement the procedures for disclosure should be followed

9. Visitors to Scarborough UTC

See Appendix 2

Appendix 1

Categories of abuse

Signs/symptoms to look out for:

Neglect

Physical signs to look out for:

- Being constantly hungry and sometimes stealing food from others.
- Being in an unkempt state; frequently dirty or smelly.
- Loss of weight or being constantly underweight.
- Being dressed inappropriately for the weather conditions.
- Untreated medical conditions – not being taken for medical treatment for illness or injury.

Behavioural signs to look out for:

- Being tired all the time.
- Frequently missing school or being late.
- Failing to keep hospital or medical appointments.
- Having few friends.
- Being left alone or unsupervised on a regular basis.
- Compulsive stealing or scavenging, especially of food.

Physical abuse

Physical signs to look out for:

- Injuries that the child cannot explain or explains unconvincingly.
- Injuries that have not been treated or treated inadequately.
- Injuries on parts of the body where accidental injury is unlikely, such as the cheeks, chest or thighs.
- Bruising which reflects hand or finger marks.
- Cigarette burns, human bite marks.
- Scalds, especially those with upward splash marks where hot water has been deliberately thrown over the child, or tide marks/rings on the child's arms, legs or body where the child has been made to sit or stand in very hot water.

Behavioural signs to look out for:

- A child is reluctant to have their parents contacted.
- Aggressive behaviour or severe temper outbursts.
- A child who runs away or shows fear of going home.
- A child who flinches when approached or touched.

- Reluctance to get undressed for sporting or other activities where changing into other clothes is normal.
- Covering arms and legs even when hot.
- Depression or moods which are out of character with the child's general behaviour.
- Unnaturally compliant to parent or carers.

Sexual abuse

Physical signs to look out for:

- Pain, itching, bruising or bleeding in the genital or anal areas.
- Any sexually transmitted disease.
- Recurrent genital discharge or urinary infections without apparent cause.
- Stomach pains or discomfort when the child is walking or sitting.

Behavioural Signs to look out for:

- Sudden or unexplained changes in behaviour.
- An apparent fear of someone.
- Running away from home.
- Nightmares or bedwetting.
- Self-harm, self-mutilation or attempts at suicide.
- Abuse of drugs or other substances.
- Eating problems such as anorexia or bulimia.
- Sexualised behaviour or knowledge in young children.
- Sexual drawing or language.
- Possession of unexplained amounts of money.
- The child taking a parental role at home or functioning beyond their age level.
- The child not being allowed to have friends (particularly in adolescence).
- Alluding to secrets which they cannot reveal.
- Telling other children or adults about their abuse.
- Reluctance to get undressed for sporting or other activities where changing into other clothes is normal.

Emotional abuse

Physical signs to look out for:

- A failure to grow or to thrive (particularly if the child thrives when away from home).
- Sudden speech disorders.
- Delayed development, either physical or emotional.

Behavioural signs to look out for:

- Compulsive nervous behaviour such as hair twisting or rocking.
- An unwillingness or inability to play.
- An excessive fear of making mistakes.
- Self-harm or mutilation.
- Reluctance to have parents contacted.
- An excessive deference towards others, especially adults.

- A lack of confidence.
- An excessive need for approval, attention and affection.
- An inability to cope with praise.

Significant harm

Some children may be in need because they are suffering or likely to suffer significant harm. The Children Act part V section 46 (1) introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interest of the children.

Drug/Alcohol Abusing Parents

Not all parents who abuse drugs or alcohol mistreat or neglect their children. But sometimes they can be put at considerable risk. There is an increased risk of violence in families where parents abuse substances. Children can suffer from lack of boundaries and discipline and live chaotic lives. This can seriously affect their psychological and emotional development and may cause problems with their relationships later on in life. The children most vulnerable are those whose parents are violent, aggressive, neglectful or rejecting.

Domestic Violence

The effect of domestic violence is such that it should be considered as abuse. Either witnessing or being the subject of it is likely to adversely impact on a child and it should be treated as physical or emotional abuse as appropriate. Children in violent homes are more likely to be injured and abused, either directly or while trying to protect their parent. These serious effects can result in behavioural issues, absenteeism, ill health, bullying, anti-social behaviour, drug and alcohol misuse, self harm and psychosocial impacts. There may also be social isolation, loss of friends and insecurity if the mother changes her address often to escape her violent partner.

Female Genital Mutilation

Female genital mutilation (FGM) is also known as female circumcision or cutting. FGM refers to procedures that include the partial or total removal of the external female genital organs for cultural or other non-therapeutic reasons. The procedure can have long-lasting physical and psychological effects such as chronic pain, sexual difficulties and complications in pregnancy and childbirth. It is therefore, very important that women and girls receive the right care within the NHS.

Some indications that a child / young woman has already been subjected to FGM may include:

- A girl / young woman may spend time out of the classroom or from other activities, with bladder or menstrual problems.
- A long unexplained absence from school or holiday abroad could be an indication that a girl/ young woman has recently undergone an FGM procedure, when there are noticeable behavioural changes on her return (NB. This may also be due to a forced marriage)
- A girl / young woman requiring to be excused from physical exercise lessons without the support of her GP
- A girl / young woman may ask for help, either directly or indirectly
- A girl / young woman who is suffering emotional / psychological effects of undergoing FGM, for example withdrawal or depression
- Midwives and obstetricians may become aware that FGM has taken place when treating a pregnant woman / young woman.

Forced Marriage

A clear distinction must be made between a forced marriage and an arranged marriage. In arranged marriages, the families of both spouses take a leading role in choosing the marriage partner but the choice whether or not to accept the arrangement remains with the young people. In forced marriage, one or both spouses do not consent to marriage or consent is extracted under duress. Duress includes both physical and emotional pressure. Forced marriage is a human rights abuse and falls within Crown Prosecution Service definition of domestic violence. Young people at risk of a forced marriage may be experiencing emotional and or physical abuse at home. The majority of cases of forced marriages encountered in the UK involve South Asian families. However, it is clear that forced marriage is not solely a South Asian problem and there have been cases involving families from East Asia, the Middle East, Europe and Africa. Forced marriage cannot be justified on religious grounds.

Young people forced to marry, are frequently withdrawn from education, restricting their educational and personal development. Educational professionals should be alert to potential warning signs and consider that forced marriage could be the reason but should be careful not to assume that forced marriage is an issue simply on the basis that a student presents with these problems. Some of these warning signs could be indicative of other forms of abuse or neglect.

Warning signs to look for:

- Anxious, depressed, emotionally withdrawn with low self esteem
- Mental health disorders
- Behaviours; self harm, self-cutting, anorexia
- Sudden decline in performance, aspirations, motivation
- Decline in punctuality and attendance
- Unable/reluctance to take part in enrichment activities
- Incomplete, rushed homework
- Tiredness, lethargy, difficulty in concentrating
- Family history of older siblings leaving education early
- Considerable absence authorised by parents during term time
- Limited career and progression choices

Appendix 2

Visitors, Supply staff & Volunteer Procedures

1. All staff expecting either Visitors, supply staff or Volunteers to the UTC must inform reception outlining the following details:
 - **Name of visitor, supply staff or volunteer and nature of visit**
 - **Date and time visitor, supply staff or volunteer is expected**
 - **Who they are scheduled to see**

Volunteers who attend the UTC more than 3 times in 30 days (all EES, YES and Mentors fall into this group) must have a Scarborough UTC standard DBS completed. Please inform enquiries who will supply paperwork.

2. Visitors, supply staff, volunteers and Directors
 - **Visitors** - All visitors must complete the visitor book. Reception staff must ask for and check ID to verify visitor (needs to be photo ID if possible). Reception staff must then contact member of staff to collect visitor.
 - **Supply staff** - All supply staff must complete the visitor book. Reception staff must ask for, check and take copy of photo ID. Reception staff to notify Tracey Bond of arrival.
 - **Volunteers** – All volunteers must complete the visitor book. Reception staff must ask for and check ID to verify volunteer (needs to be photo ID if possible). enquiries will supply reception with a list of current volunteers who have a Scarborough UTC DBS.
 - **Directors** – All Directors must complete the visitor book and wear their Scarborough UTC ID Card.
 - Please could all Scarborough UTC staff who are visiting the school out of contracted hours please complete the staff signing in/out form
3. Ask visitors, supply staff and volunteers to read information sheet on counter
4. Issue Scarborough UTC lanyard with badge and ask visitor, supply staff and volunteer to sign the back
5. Scarborough UTC Lanyards must be worn at all times by all visitors, supply staff and volunteers regardless of whether they have company ID lanyards.
6. **All staff who receive visitors and volunteers must ensure that they collect them from reception, accompany them throughout their stay and escort them back to reception.**
7. On leaving the UTC] all visitors, supply staff and volunteers must sign out and return lanyards. Please keep paper badge until the end of the day.