



Name of Policy

CHILD PROTECTION AND ADULTS AT RISK POLICY

Purpose

To support staff to deal effectively with concerns relating to the protection of children and adults at risk (Objective 7 of the Safeguarding Policy).

Author / Job Title

Head of Student Services and Support

**Equality Assessment
By Whom**

Date

Version

**Date of next review
(month & year)**

Approved by

	Date
Senior Manager	07/15
SMT	
Corporation	

**Related policies or
procedures or parent
policy if applicable**

Work Related Learning Policy
 Health and Safety General Statement
 Risk Assessment documentation
 Safer Recruitment & Vetting Policy and Procedures
 Tutorial Scheme of Work
 Student Anti-Bullying & Harassment Policy
 Staff Disciplinary Procedures
 Student Disciplinary Procedures
 E-Safety Policy
 Social Media Policy
 14-16 Admissions Policy
 Keeping Children Safe in Education (2015)
 Working Together to Safeguard Children (2015)
 Prevent Duty Guidance 2015
 CESCIB Procedures Manual

**Groups/bodies consulted
in the development of the
policy**

**To be published on
College website**

YES

CHILD & ADULTS AT RISK PROTECTION POLICY & PROCEDURES

Purpose

As part of the Safeguarding agenda as outlined in the Keeping Children Safe in Education 2014 document the College has taken the decision to have a clear, separate policy and procedure document relating to Child and Adult at Risk Protection for instances of disclosure. This will support the College to deal effectively with concerns relating to the protection of children and adults at risk (Objective 7 of the Safeguarding Policy).

This policy and procedure guide will be disseminated to staff along with the Safeguarding Policy and Professional Practice document at the beginning of their employment with the College and will form part of their induction and refresher training as appropriate.

Students are advised at induction of the College's approach to both Safeguarding and its duties under child protection legislation.

Scope: All students, staff, governors and visitors to the site

Responsibility: The Corporation
Principal
Designated Safeguarding Lead (DSL)
Safeguarding Strategic Lead

In relation to Child and Adult at Risk Protection Macclesfield College will ensure the following:

- an appropriate responsibility structure is maintained for child and adult at risk protection (Appendix 1)
- all staff, volunteers and governors have appropriate training for their level of responsibility (Appendix 2)
- every member of staff, volunteer and governor knows the name and role of the designated safeguarding lead (DSL) for child and adult at risk issues
- all staff and volunteers understand their own responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the DSL or nominated deputies
- parents/carers are informed of the responsibility placed on Macclesfield College and its staff for child and adult at risk protection via communications with personal tutors and the website
- the development of effective links with relevant agencies and co-operation as required with their enquiries regarding child or vulnerable adult protection matters, including attendance at case conferences
- written records are kept about any concerns, even where there is no need to refer the matter immediately
- all records are kept securely, separate from the main student file, and in locked locations. Records will be kept indefinitely under "lifetime retention" after the student has left College
- procedures are in place and are followed in the event of an allegation being made against a member of staff or volunteer
- safe recruitment practices are always followed
- all staff are aware of what constitutes inappropriate relationships with students and that it is a criminal offence under the Sexual Offences Act 2003 (abuse of position of trust) to enter into a sexual relationship with students under 18, even if that relationship is consensual

When the College has been informed that a student is on the Child Protection Register the following actions will occur:

- Children's Social Care will be informed if there is an unexplained absence of more than two days of a student on the register
- if a student on the register leaves, their information will be transferred to the new establishment (if known) and their social worker will be informed

Staff and volunteers are made aware of how to proceed should they feel that a College decision not to report a concern is incorrect. See procedure 5.1

CHILD & ADULT AT RISK DISCLOSURE PROCEDURES

		Responsibility
1 Suspicions or allegations of abuse		
1.1	Definitions of abuse are given in Appendix 3. Training on identifying indicators will be given to all staff at induction and will be maintained through refresher training every 3 years. See Appendix 2.	DSL
1.2	Any suspicion, allegation or incident of child abuse is to be discussed with the DSL or deputy immediately. If the named manager is not available, then an approach should be made to a member of the Senior Management Team. Staff, whilst able to make direct disclosures to Children's Social Care, are encouraged to follow internal procedures for reporting unless in an emergency situation where no-one is available.	All staff, governors and volunteers
1.3	A record should be made of any suspicion of abuse or concern relating to radicalisation/extremism. This should be passed to the DSL or deputy. This record, which will be kept in a secure place, should contain: <ul style="list-style-type: none"> ▪ the date ▪ the time ▪ the place where the alleged abuse happened if relevant ▪ the name of the person reporting the incident and names of others present ▪ the name of the complainant and, where different, the name of the young person involved ▪ the details of the alleged abuse or concern ▪ an accurate description of any injuries observed, including diagrams where appropriate <p>A copy of this record should not be kept by the individual preparing it. This record can be made within the confidential comments section of ProMonitor for expediency where possible or in writing and passed to DSL.</p>	Individual having suspicion or receiving allegation
1.4	Promises of confidentiality MUST NOT be given to the student, as the matter may develop in such a way that these cannot be honoured.	Individual having suspicion or receiving allegation
1.5	If the complainant is the young person themselves, then questions are to be kept to the minimum necessary to understand what is being alleged, as leading questions can cause problems for any subsequent investigation and any court proceedings. Use the acronym TED to guide your conversation – Tell, Explain, Describe. It is not the responsibility of staff to explore the situation, but simply to pass concerns on to the relevant person.	Individual having suspicion or receiving allegation
1.6	Where the disclosure would appear to warrant the intervention of Children's Social Care or other appropriate agency (eg Channel) they will be contacted by the DSL or deputy. This will be initially by telephone but followed up in writing within 48 hours.	DSL/Deputy

1.7	If the student is aged 16-18 then their preferences should be taken into consideration and logged. However, the College may not have all the information to make an informed judgement and should seek advice. When students are under 16 or where other children under 16 are involved, then a report to Children's Social Care must be made if the severity of the allegation warrants it.	DSL/Deputy
1.8	Where the young person is at College on a 14-16 programme, the College will pass any allegation or suspicion on to the school which retains duty of care.	DSL/Deputy
2 Allegations or concerns on educational visits		
2.1	When the alleged abuser and person abused are both members of an educational visit away from the College site, the primary consideration is the initial protection of the child or adult at risk. Action to ensure this should be taken by the member of staff in charge of the visit. Once there is no immediate risk of further abuse then a more considered approach can be taken. For students aged 16-18 it is important that their views are given consideration from the start. However, It is also important to note that all offences against children up to the age of 18 yrs must be reported. (Cheshire East LSCB on-line procedures)	Member of staff in charge of the visit
2.1.1	Contact should be made with DSL or a member of the Senior Management Team at the College for initial advice	Member of staff in charge of the visit
2.1.2	If an offence is thought to have been committed staff should contact local police in the first instance.	Member of staff in charge of the visit
2.1.3	Careful consideration should be given as to how best to inform the student's parents/carer and whether any or all of the students should be returned home. This will depend on the seriousness of the incident, the effect on the students and the risk present. This should be discussed with a Senior Manager.	Member of staff in charge of the visit/DSL/ Senior Manager
2.2	When the allegation disclosed on an educational visit away from the College concerns abuse of the student at their home , the standard reporting procedure should be followed. Staff should discuss the allegations with the DSL/deputy or a member of the Senior Management Team by telephone at the earliest opportunity.	Member of staff in charge of the visit
2.3	When the alleged abuser is a member of the local population, staff should contact the local police in the area that they are visiting.	Member of staff in charge of the visit
3 Allegations about members of staff		
3.1	Any suspicion, allegation or actual abuse of a young person by a member of staff must be reported to the Safeguarding Strategic Lead (SSL) immediately. This would include any concerns regarding the expression of extremist views. If the SSL is the subject of the allegation or complaint then the report should be made to the Principal. If the Principal is the subject of the allegation or complaint then the Safeguarding Strategic Lead along with the nominated governor should be informed.	Individual having suspicion or receiving allegation. SSL/ Principal/Governor

3.2	The allegations will be investigated according to Cheshire East LSCB/or appropriate agency procedures which will include reporting to, and seeking advice from the Local Authority Designated Officer (LADO)/Channel Co-ordinator. A risk assessment may be undertaken and where appropriate the member of staff will be suspended on full pay without prejudice, pending the outcome of the investigation.	SSL/Head of Human Resources
3.3	Macclesfield College Staff Disciplinary Procedure will come into effect as appropriate. If the staff member is dismissed or removed due to safeguarding concerns (or would have been if they had not resigned) then a referral to the Disclosure and Barring Services must be made.	Senior Manager/Head of Human Resources
3.4	Where a student is proven to have made a malicious false allegation against a member of staff, the Student Disciplinary Procedure will come into effect.	Vice Principal: Curriculum and Quality
4	Allegations about students	
4.1	If any student is the subject of a concern this should be reported to the DSL/Deputy. Contact will be made with appropriate external agencies. A risk assessment will be undertaken and appropriate measures taken, without prejudice to the outcome of an investigation. This might include restricting the student's range of activity or suspending the student until the outcome of an investigation is known.	Individual having suspicion or receiving allegation DSL/Deputy
5	Staff concerned about the College's response	
5.1	If a member of staff who originates a concern disagrees with a decision by the DSL/Deputy not to progress the issue they should in the first instance discuss their concerns with the SSL. If they are still not satisfied then they have the right and the duty to refer the case directly to Children's Social Care or appropriate agency. They should at the same time write to the Clerk to the Governors to inform them that they have done so. The issue will then be dealt with in confidence as consistent with the Whistleblowing Procedure.	Individual having suspicion or receiving allegation SSL Clerk to the governors
6	Records	
6.1	Records must be kept of all stages of any allegation, suspicion or incident of child abuse/concern and the subsequent investigation. These will be kept securely within Student Services. Copies should not be kept by the originating division.	DSL/Deputy Human Resources Manager
7	Information/Support for students and parents/guardians	
7.1	Information on Macclesfield College Child and Adult at Risk Protection Policy will be given to students through induction and in tutorials, and to parents/carers via the College website and parents/carers evenings.	DSL/Deputy Head of Vocational Curriculum
7.2	Emotional support and wellbeing is available via the College counsellor and will be offered at the time of disclosure.	DSL/Deputy College Counsellor

Appendix 1 RESPONSIBILITIES IN RELATION TO THE PROTECTION OF CHILDREN AND ADULTS AT RISK

Detailed guidance on responsibilities can be found in the DfE document 'Keeping Children Safe in Education' (April 2014), but in summary:

Designated Safeguarding Lead

The designated safeguarding lead at Macclesfield College is the Head of Student Services and Support.

The designated safeguarding lead takes lead responsibility for child and adult at risk protection for the College.

The broad areas of responsibility, as stated in the DfE document "Keeping Children Safe in Education" (April 2014) are:

- Managing referrals
 - Refer all cases of suspected abuse to the local authority children's social care and to the police where a crime may have been committed
 - Liaise with the Principal and Vice Principal to inform them of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
 - Act in an advisory capacity to the SSL and Head of HR with regards to allegations against staff
 - 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 should receive appropriate training carried out every two years in order to:
 - understand the assessment process for providing early help and intervention
 - 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 College's child protection policy and procedures, especially new and part time staff
 - be alert to the specific needs of children in need, those with special educational needs and young carers
 - be able to keep detailed, accurate, secure written records of concerns and referrals
 - obtain access to resources and attend any relevant or refresher training courses
 - encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the College may put in place to protect them.
- Raising Awareness
 - The designated safeguarding lead should ensure the College's policies are known and used appropriately by:
 - ensuring the College's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies regarding this
 - ensuring 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 College in this
 - linking with the LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding

- ensuring where students leave the College, their child protection file is copied for any new college as soon as possible

Strategic Safeguarding Lead

The College's Strategic Safeguarding Lead, having oversight of all aspects of Safeguarding for students (not just Child and Adult at Risk Protection referrals) is the Vice Principal: Curriculum and Quality

This designated member of staff is responsible for:

- the co-ordination of an appropriate Strategic Safeguarding Action Plan incorporating all aspects of Safeguarding
- supporting the DSL to ensure they have authority and the resources to carry out their role effectively
- liaising with the local authority designated officer (LADO) for child protection concerns (where a staff member is named in the allegation)
- reporting to the Disclosure and Barring Service in cases where a person is dismissed or left due to risk/harm to a child
- monitoring the activities and outcomes from the DSL through regular meetings

Macclesfield College Corporation has responsibility for ensuring that appropriate and effective Child and Adult at Risk Protection measures are in place and being followed.

Designated Governor

The College has a designated member of the governing body with responsibility for child protection issues. This governor will undertake relevant training as delivered by the Supporting Children in Educational Settings (SCiES) team.

The designated governor is responsible for liaising with the Principal, the DSL and other staff members with responsibility over matters regarding child protection, including:

- ensuring that the College has procedures and policies which are consistent with the Local Safeguarding Children's Board (LSCB) procedures
- ensuring that the governing body considers the College policy on Child & Adult at Risk Protection each year alongside the overarching Safeguarding Policy
- ensuring that each year the governing body is informed of how the College and its staff have complied with the policy, including but not limited to a report on the training that staff have undertaken

The designated governor is nominated to liaise with the local authority and/or partner agencies on issues of child protection in the event of an allegation of abuse being made against the Principal. This will not include undertaking any form of investigation, but will ensure good communication between the parties and the provision of information to assist enquiries.

Macclesfield College Principal has responsibility for ensuring that Child Protection Policies and Procedures adopted by the Governing Body are fully implemented and for creating a positive culture for safeguarding children and vulnerable adults.

Macclesfield College Strategic Safeguarding Committee will oversee and review Child and Adults at Risk Protection arrangements as part of its wider Safeguarding remit.

Appendix 2 CHILD & ADULT AT RISK PROTECTION TRAINING

- 1 The Designated Safeguarding Lead, Deputies and Strategic Safeguarding Lead will receive training in Child Protection and inter-agency working that is provided by, or to standards agreed by the Local Safeguarding Children's Board and refresher training at 2 yearly intervals to keep their knowledge up to date.
- 2 The Principal, other staff, and the nominated Governor will be provided with training to equip them to carry out their responsibilities for Child Protection effectively, and refresher training at 3 yearly intervals.
- 3 Temporary (hourly paid) staff and volunteers will be made aware of the College's arrangements for Child Protection and their personal responsibilities through induction with the DSL.

Appendix 3 DEFINITIONS OF ABUSE

Further information is available from Keeping Children Safe in Education March 2015.

Neglect

The persistent failure to meet a child's physical and psychological needs, likely to result in the serious impairment of their health or development. It may involve:

- failing to provide adequate food, shelter and clothing
- failing to protect a child from physical harm or danger
- failure to ensure access to appropriate medical care or treatment
- neglect of a child's basic emotional needs
- failure to ensure satisfactory education

Physical Abuse

May involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm. It may be done deliberately or recklessly, or be the result of deliberate failure to prevent injury occurring. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child. This situation is commonly described using terms such as factitious illness or Munchausen's syndrome by proxy.

Sexual Abuse

Forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve:

- physical contact including penetrative or non-penetrative acts.
- non-contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities.
- encouraging children to behave in sexually inappropriate ways, including involvement in prostitution.
- Child sexual exploitation (CSE): is a form of sexual abuse that involves the manipulation and/or coercion of young people under the age of 18 into sexual activity in exchange for things such as money, gifts, accommodation, affection or status (see further details below)

Emotional Abuse

The persistent emotional ill-treatment of a child so as to cause severe and persistent adverse effects on their emotional development. It may involve:

- conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.
- age or developmentally inappropriate expectations being imposed on children
- causing children frequently to feel frightened or in danger
- the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Additional forms of Abuse

Domestic Abuse

Domestic abuse is defined as any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between individuals aged 16 years and over who are or have been intimate partners or family members regardless of gender or sexuality.

Child Sexual Exploitation

Involves exploitative situations, contexts and relationships where young people receive “something” (food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of performing sexual activities and/ or another performing sexual activities on them.

Can occur through use of technology without the child's immediate recognition eg persuasion to post sexual images on the internet/mobile with no immediate payment or gain.

Those exploiting the child/young person have power over them by age, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common.

It is unlikely that concerns about possible sexual exploitation are as a result of a one off incident.

Female Genital Mutilation

Female Genital Mutilation (FGM) is an unacceptable form of abuse and violence against girls and women; it is known as female circumcision and is illegal in the UK. FGM is practised in at least 28 African countries as well as countries in Middle East and Asia.

Research in the UK has identified three key communities, Somalis, Kenyans and Nigerians.

These groups have both a higher prevalence of FGM and a significant UK Population. The practice tends to occur in areas of high populations of FGM practising communities.

Professionals need to be alert to the possibility of a girl being at risk of FGM, or already having suffering FGM. The practice is usually carried out on girls between infancy and 15 years.

Forced Marriage

Forced marriage is primarily an issue of violence against women. Most cases involve young women and girls aged between 13 and 30 years, although, there is evidence to suggest that as many as 15% of victims are male. Forced Marriage is a criminal offence, the offences can include, abduction, physical violence, threatening behaviour. Sexual Intercourse without consent is rape.

Hidden Harm

The effects on the young person as a result of a parent or carers misuse of substances such as drugs or alcohol.

Radicalisation

Is the process by which a person comes to support terrorism and forms of extremism leading to terrorism. Keeping Children Safe in Education (March 2015) states: ‘The Counter-Terrorism and Security Act, which received Royal Assent on 12 February 2015, places a duty on specified authorities, including local authorities and childcare, education and other children’s services providers, in the exercise of their functions, to have ‘due regard to the need to prevent people from being drawn into terrorism’ (“the Prevent duty”).

The Counter-Terrorism and Security Act 2015 will also place a duty on local authorities to ensure Channel panels are in place. The panel must include the local authority and chief officer of the local police. Panels will assess the extent to which identified individuals are vulnerable to being drawn into terrorism, following a referral from the police and where considered appropriate and necessary consent is obtained, arrange for support to be provided to those individuals. The Act will require partners of Channel panels to co-operate with the panel in the carrying out of its functions and with the police in undertaking the initial assessment as to whether a referral is appropriate. Schools and colleges which are required to have regard to Keeping Children Safe in Education are listed in the Act as partners of the panel. The relevant provisions of the Act will come into force on 12 April 2015 but many local authorities already have Channel panels set up in their area.

Young people and vulnerable groups are particularly targeted by groups who may promote violent extremist activity. College staff should be aware of signs of radicalisation and have the confidence to report their concerns to the Safeguarding Team.

The College will also promote the ethos of the 'Prevent' agenda by encouraging free and open debate but challenging extreme views. It will encourage through its classroom practice, theme weeks and induction activities, a belief in Equality of Opportunity and the celebration of Diversity.

The College will not host or allow its premises to be used by extreme groups and will seek to prevent the distribution of extreme literature.

The College has a legal responsibility to forbid the promotion of partisan political views in the teaching of any subject in the college and must take such steps as are reasonably practicable to secure that where political issues are brought to the attention of students they are offered a balanced presentation of opposing views. Promotion of any organisations linked to violent extremism is contrary to the values of the college and could constitute misconduct.

The College will provide appropriate support through its own staff or by referral to external agencies, for any student in danger of radicalisation.

Teenage Relationship Abuse

Abuse in young people's relationships can involve the same forms of controlling and coercive behaviour, physical, emotional, psychological, financial and sexual violence and abuse as seen in adult relationships.

Additional forms of abuse relevant to Adults at Risk

Financial Abuse

Including theft, fraud, exploitation, the misuse of possessions or benefits and pressure applied in relation to financial transactions.

Discriminatory Abuse

This includes discrimination on the basis of race, culture, language, religion, gender, age, sexuality or disability and includes hate crime incidents

Unlawful deprivation of liberty

Restrictions or restraint can take away a person's freedom and so deprive them of their liberty. This may happen if restraint is used frequently or for extended periods, or a number of different restrictions are in place. There is no clear definition of when the use of restrictions and restraint crosses the line to depriving a person of their liberty.

Institutional

Institutional abuse occurs when the systems, processes and/or management of these is failing to safeguard a number of adults leaving them at risk of, or causing them, harm.