

**Name of Policy**

**CHILD PROTECTION AND ADULTS AT RISK POLICY & PROCEDURES**

**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**

Director of Pastoral and Academic Progress

**Equality Assessment  
By Whom**

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**Approved by**

	<b>Date</b>
Senior Manager	
ELT	April 2017
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 (2016)  
Working Together to Safeguard Children (2015)  
Prevent Duty Guidance 2016  
CESCB Procedures Manual

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

Local Children's Safeguarding Board

**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)

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 in line with recommendations from the Cheshire East Local Safeguarding Board which is until their 25<sup>th</sup> birthday has been reached. An adult at risk referral for 8 years after the last point of contact with the student. The records will remain on site
- 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
<b>1 Suspicions or allegations of abuse</b>		
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 Executive Leadership 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"> <li>▪ the date</li> <li>▪ the time</li> <li>▪ the place where the alleged abuse happened if relevant</li> <li>▪ the name of the person reporting the incident and names of others present</li> <li>▪ the name of the complainant and, where different, the name of the young person involved</li> <li>▪ the details of the alleged abuse or concern</li> <li>▪ an accurate description of any injuries observed, including diagrams where appropriate</li> </ul> <p>A copy of this record should <b>not</b> 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 <b>MUST NOT</b> 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
<b>2 Allegations or concerns on educational visits</b>		
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 Executive Leadership 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 <b>at their home</b> , the standard reporting procedure should be followed. Staff should discuss the allegations with the DSL/deputy or a member of the Executive Leadership 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
<b>3 Allegations about members of staff</b>		
3.1	Any suspicion, allegation or actual abuse of a young person by a member of staff must be reported to the Director of HR immediately. This would include any concerns regarding the expression of extremist views. If the Director of HR 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 Director of HR along with the nominated governor should be informed.	Individual having suspicion or receiving allegation. Director of HR/ 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.	Director of HR
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.	Director of HR
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
<b>4</b>	<b>Allegations about students</b>	
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
<b>5</b>	<b>Staff concerned about the College's response</b>	
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 Principal. 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 Principal Clerk to the governors
<b>6</b>	<b>Records</b>	
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 where in relation to external abuser. There will be further records kept within HR where in relation to allegations against staff members. Copies should not be kept by the originating division.	DSL/Deputy Director of Human Resources
<b>7</b>	<b>Information/Support for students and parents/guardians</b>	
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/ Assistant Principal
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
7.3	Staff will always take into account the special educational needs of a student and be aware of the additional barriers they may face when identifying concerns.	All staff

## **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 Director of Pastoral and Academic Progress.

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" (Sept 2016) are:

### **Manage referrals**

- refer cases of suspected abuse to the local authority children's social care as required;
- support staff who make direct referrals to local authority children's social care;
- refer cases to the Channel programme where there is a radicalisation concern as required;
- support staff who make direct referrals to the Channel programme;
- act in an advisory capacity to the Director of HR with regards to allegations against staff;
- refer cases where a crime may have been committed to the Police as required; and

### **Work with others**

- liaise with the Principal to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- as required, liaise with the case manager and the designated officers at the local authority for child protection concerns (all cases which concern a staff member); and
- liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.

### **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 (and any deputies) should undertake Prevent awareness training.

In addition to the formal training set out above, their knowledge and skills should be refreshed at regular intervals, as required, but 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 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;

- 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 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;
- 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 College may put in place to protect them.

### **Raise Awareness**

The designated safeguarding lead should:

- ensure the College's child protection policies are known, understood and used appropriately;
- 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;
- link with the LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding; and
- ensure where students leave the College, their child protection file is copied for any new college as soon as possible.

### **Director of HR**

This designated member of staff is responsible for:

- liaising with the local authority designated officer (LADO) for child protection concerns (where a staff member is named in the allegation) with support from DSL as required; and
- reporting to the Disclosure and Barring Service in cases where a person is dismissed or left due to risk/harm to a child

**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 and Deputies 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 formal 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.
- 4 In addition all staff members will receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings) as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

## **Appendix 3 DEFINITIONS OF ABUSE**

Further information is available from Keeping Children Safe in Education (September 2016).

### **Abuse**

“A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.” (Keeping Children Safe in Education September 2016)

### **Neglect**

The persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

### **Physical Abuse**

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **Sexual Abuse**

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

- physical contact including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.
- non-contact activities, such as involving children in looking at, or in the production of sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet)

### **Child Sexual Exploitation**

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

### **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**

All staff should have an awareness of safeguarding issues - some of which are listed below. Staff should be aware that behaviours linked to the likes of drug taking, alcohol abuse, truancy and sexting put children in danger.

### **Peer on Peer Abuse**

All staff should be aware safeguarding issues can manifest themselves via peer on peer abuse. Peer on peer abuse occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age; everyone directly involved in peer on peer abuse is under the age of 18. 'Peer-on-peer' abuse can relate to various forms of abuse (not just sexual abuse and exploitation). It can occur through bullying (including cyber bullying), child sexual exploitation, harmful sexual behaviour (including sexting), gang activity and youth violence and teenage relationship abuse.

Research suggests that girls and young women are more at risk of abusive behaviours perpetrated by their peers; however it can also affect boys and young men, those with learning difficulties or disabilities, LGBTQ Children and young people (CYP) and those who are from different communities.

The College will investigate allegations of Peer on Peer abuse using the bullying and harassment procedure in the first instance. If required we will request support from the local school police liaison officer.

### **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.

### **Honour Based Violence**

So-called "honour-based" violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so called HBV are abuse (regardless of the motivation) and should be handled and escalated as such.

### **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.

Since 2015 there has been a statutory duty upon teachers along with regulated health and social care professionals in England and Wales, to personally report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18.

### **Forced Marriage**

A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage.

### **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.

## **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.