



Safeguarding Policy

Safeguarding Policy for Unity College

Child protection is the responsibility of all college staff. The college will therefore:

- Establish and maintain an environment where students feel secure, are listened to
- Ensure students know that there are adults in the college whom they can approach if they are worried
- Include opportunities in the PSHE curriculum for students to develop the skills they need to recognise and stay safe from abuse.

Unity College fully recognises its responsibilities for child protection. Our policy applies to all staff, governors and volunteers working in the college.

There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with students.
- Raising awareness of child protection issues and equipping students with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse
- Supporting students who have been abused in accordance with his/her agreed child protection plan
- Establish a safe environment in which students can learn and develop.

Roles and responsibilities

All adults working with or on behalf of students have a responsibility to protect them. There are, however, key people within college and the local authority who have specific responsibilities under child protection procedures. The names of those carrying out these responsibilities for the current year are listed on the attached appendix.

It is the role of the governing body and the college leadership team to ensure that the designated child protection coordinator is properly supported to carry out the tasks and that they are given time to fulfil the duties that their role demands.

The college leadership team will ensure that the designated child protection coordinators attend the required training and that they refresh their training every two years.

All other staff and the nominated governor must be offered an appropriate level of training and must undergo refresher training every three years.

It is the role of the designated child protection coordinator to ensure that the child protection procedures are followed within the college, and to make appropriate, timely referrals to the children's social care in accordance with the locally agreed procedures. Additionally, it is the role of the designated child protection coordinator to ensure all staff employed including temporary staff and volunteers within the college are aware of the college's internal procedures, to advise staff and offer support to those requiring this.

The role of the nominated governor for child protection is to ensure that the college has an effective policy, that locally agreed procedures are in place, and that the policy and structures supporting safeguarding children are reviewed annually. Governors must not be given details relating to individual child protection cases or situations to ensure confidentiality is not breached.

A statement in the college prospectus and on the website will inform parents and carers about our college's duties and responsibilities under child protection procedures. Parents can obtain a copy of the college's child protection policy on request.

The governing body and college leadership team are responsible for ensuring that the college follows safe recruitment processes, including:

- Ensuring the headteacher, other staff responsible for recruitment and one member of the governing body completes safer recruitment training
- Ensuring the upkeep of a single central record of all staff and regular volunteers in accordance with government guidance.
- The designate child protection coordinator and the headteacher provide an annual report for the governing body detailing any changes to the policy and procedures, training undertaken by all staff and governors and other relevant issues.

Ethos

Unity college recognises the importance of creating an ethos within college that will help children feel safe and confident that they will be listened to.

We recognise that students who are abused or witness violence are likely to have low self-esteem and may find it difficult to develop a sense of worth. They may feel helplessness, humiliation and some sense of blame. Our college may be the only stable, secure and predictable element in their lives.

Unity college will endeavour to support all students through:

- Ensuring the content of the curriculum includes social and emotional aspects of learning.
- Ensuring that child protection is included in the curriculum to help students recognise when they don't feel safe and to identify who they should tell
- Promoting a positive, supportive and secure environment where students can develop a sense of being valued
- The college behaviour policy which is aimed at supporting vulnerable students within the college. The college will ensure that the student knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.

Safe Working Practice

Unity college has developed a clear code of practice that staff understand and agree to. The code of practice offers guidance to staff on the way they should behave when working with students.

Child Protection Procedures

Unity College adheres to child protection procedures that have been agreed locally through the local children's safeguarding board (see attached flow chart)

Confidentiality

All staff are aware that they must not promise to keep 'secrets' with students and that if students disclose abuse this must be passed on to the designated child protection coordinator as soon as possible and the student should be told who their disclosure will be shared with.

Staff will be informed of relevant information in respect of individual cases regarding child protection on a 'need to know' basis only.

Record Keeping

Child protection records are kept centrally and securely by the designated child protection coordinator. Staff are aware that they must make a record of child protection issues and events as soon as possible and that these records must be signed and dated. Child protection records must not be made in the child's curriculum file.

Working with other agencies

Child protection issues will be addressed through agreed procedures. The college will continue to play a role after a referral has been made and will develop strong links with partner agencies particularly social care.

Unity college recognises the importance of multi-agency working and will ensure that staff are able to attend all relevant meetings including case conferences, core groups and strategy meetings.

Allegation against members of staff

Unity College recognises that it is possible for staff and volunteers to behave in a manner that causes harm to students and takes any allegation made against members of staff or volunteers seriously. The local arrangements for managing allegations are understood and followed. All staff know who to talk to if they are concerned about the behaviour of an adult.

The use of college premises by other organisations

Where services or activities are provided separately by another body, using the college premises. The governing body will seek assurance that the body concerned has appropriate policies and procedure in place in regard to safeguarding children and child protection.

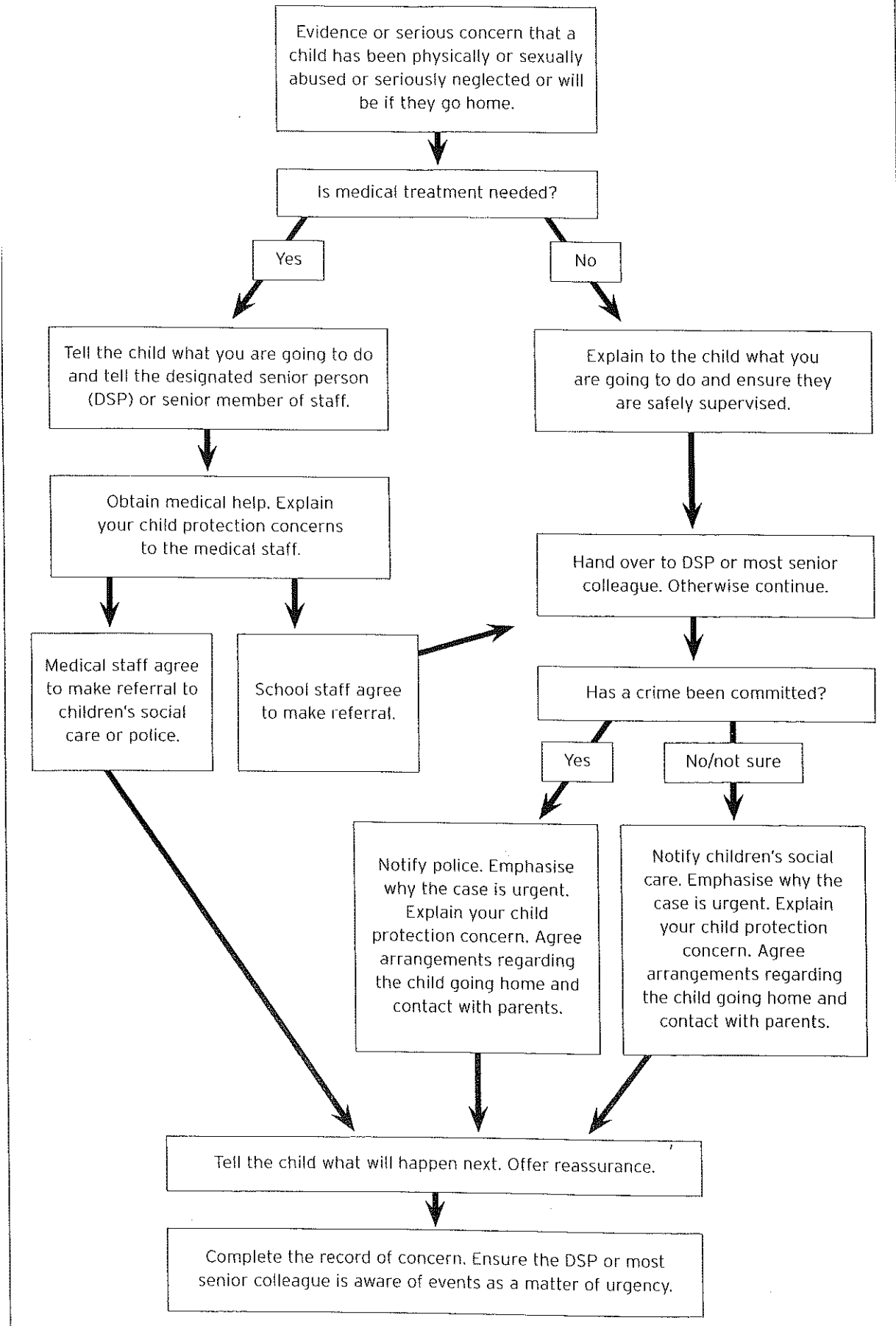
Cross reference to other school / college policies.

Unity College recognises that a number of other policies and procedure developed and operated by college form part of the wider agenda of safeguarding and promoting student's welfare and this policy should read in conjunction with the policies listed below:

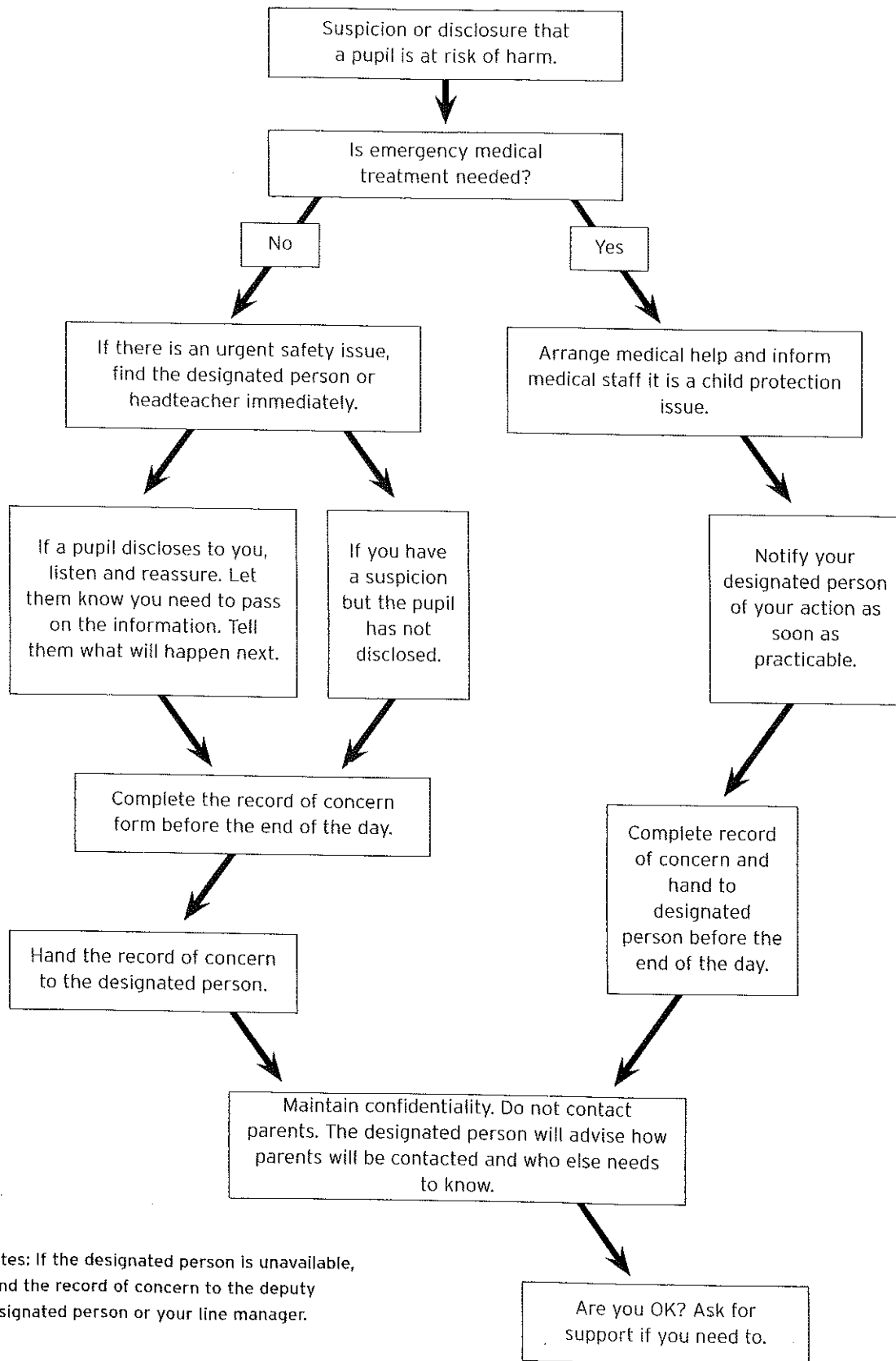
- Child Protection Procedures for staff
- Whole-college anti-bullying policy
- Health and Safety policy
- Procedures for assessing risk
- Safer recruitment policy and practice
- Induction and code of conduct for staff
- Behaviour policy

A. Hodgson (Jan 2011)

What to do in an emergency: flowchart for staff



Appendix 6 Reporting a concern flowchart



Notes: If the designated person is unavailable, hand the record of concern to the deputy designated person or your line manager.

Do not wait for 'evidence'. You do not need proof of your concern. Do not try to investigate.

Appendix 1

Code of ethical practice for all Unity College Staff

All college staff are valued members of the college community. Everyone is expected to set and maintain the highest standards for their own performance, to work as part of a team and to be an excellent role model for our students.

All college staff should:

- Place the safety and welfare of students above all other considerations
- Treat all members of the college community, including students, parents, colleagues and governors with consideration and respect
- Adhere to the principles and procedures contained in the policies in our safeguarding portfolio and in teaching and learning policies
- Treat each student as an individual and make adjustments to meet individual need
- Demonstrate a clear understanding of and commitment to non-discriminatory practice
- Recognise the power imbalances between students and staff, and different levels of seniority of staff and ensure that power and authority are never misused
- Understand that college staff are in a position of trust and that sexual relationships with a student, even over the age of 16, may be an offence
- Encourage all students to reach their full potential
- Never condone inappropriate behaviour by students or staff
- Take responsibility for their own continuing professional development
- Refrain from any action that would bring the college into disrepute
- Value themselves and seek appropriate support for any issue that may have adverse effect on their professional practice

Staff name_____

Signature_____

Date_____