

CCSS Child Protection Policy

Please note that this policy is available to parents upon request.

It is important that the following policy is understood and acted upon by all employees of CCSS. As such, the policy relating to Child Protection is enshrined contractually in our employment framework policies. This document also contains guidance for colleagues relating to child protection.

- CCSS is committed to safeguarding and promoting the health, safety and welfare of its staff and students.
- CCSS staff have a duty of care to students, fellow staff and others supporting the education of students at CCSS. All staff are accountable for the way in which they exercise authority, manage risk, use resources, and protect students from discrimination and avoidable physical and emotional harm.
- CCSS recognises its responsibilities to all those who may be affected by its activities, is committed to achieving high standards of health, safety and child protection, and intends to ensure that risks to the health and safety of Staff, students, parents and visitors are kept as low as reasonably practical.
- CCSS recognises that the effective management of health, safety and child protection is essential to all its operations and as important as any other management function. CCSS will secure the commitment and involvement of Staff to improve health, safety and child protection management through effective and properly communicated procedures.
- The Trustees are committed to ensuring that Staff have the competence and resources to discharge their responsibility for health, safety and child protection matters.
- As a minimum, CCSS intends to comply with all relevant health, safety and child protection legislation, approved codes of best practice, and other relevant standards.

Organisation and responsibilities – child protection

The responsibility for managing safe working practices for the protection of students and staff lies with the College's designated Child Protection Officer (CPO). The CPO reports to the senior manager with responsibility for the protection of children.

General responsibilities of all CCSS Staff

As well as recognising, understanding and supporting the CCSS policy on Health, Safety and Child Protection, Staff must take reasonable care of themselves and impress upon students, parents, visitors and contractors the need to co-operate in matters of Health, Safety and Child Protection.

CCSS expects Staff to:

- Be aware and proactively promote all policies and practices relating to child protection and student welfare, including training requirements of self and colleagues.
- Ensure that students, parents, visitors and contractors are aware of and comply with relevant College Health, Safety and Child Protection procedures.

Guidance on child protection – what teaching and non-teaching colleagues need to know

The Children Act 2004 is an important piece of legislation. It has commenced in England with a Commencement Order setting out arrangements to safeguard and promote children's welfare from 1 October 2005. At the same time, Section 175 of the Education Act 2002 imposes duties on schools concerning the welfare of children, including making sure that they carry out their functions with a view to safeguarding and promoting the welfare of students, having regard to any government guidance.

The DfES issued guidance in June 2004 – 'Safeguarding Children in Education' (DfES/0027/2004), explaining how we can discharge our duty. All schools and colleges have to ensure that they have appropriate policies and procedures for safeguarding children's safety, including safe staff recruitment procedures, and procedures for dealing with allegations of abuse against staff and volunteers. They must also ensure that there is a senior member of staff designated to take lead responsibility in child protection issues.

Our senior staff member with child protection responsibilities is the Principal

Our Child Protection Officer (CPO) is Rizvan Ali

Our trustee with responsibility for Child Protection is Mary Forster-Lewis (Telephone number available from The Bursar or Principal)

The main responsibilities for the CPO are:

- to refer suspected cases of abuse to the appropriate authorities (see detailed procedures later);
- to ensure that all staff have training to recognise and identify signs of abuse, and when it is appropriate to make a referral, and to understand how child protection procedures operate;
- to raise awareness of child safety issues in the school;

- to ensure that policies and procedures are kept up-to-date; and
- to ensure that trustees and parents are kept informed.

The responsibilities of the Trustees are:

The Trustees will undertake an annual review of CCSS' child protection policies and procedures.

Preventing Unsuitable People Working with Children

There are three processes in place to prevent unsuitable people from working with students:

- pre-appointment checks;
- Criminal Records Bureau checks; and
- arrangements for reporting individuals to the Secretary of State on the grounds of misconduct.

CCSS follows the guidance and recommendations regarding child protection in all staff appointments during the appointment procedure. Some of the checks are mandatory in law, while others are strongly recommended. Schools and colleges are obliged to make all the checks unless there are overriding reasons for not doing so.

As such, CCSS follows DfES recommendations that the following checks should be made on all people (including volunteers) who encounter students under the age of 18:

- Identity (e.g. by asking for proof of identity).
- Academic qualifications (e.g. by asking to see a relevant certificate).
- List 99.
- Health.
- Professional and Character References. References should always be obtained directly from a referee before an appointment is confirmed. The DfES recommends that a reference should be obtained from the current or most recent employer.
- Previous Employment History. CCSS will seek information about previous employment and get satisfactory explanation for any gaps in the curriculum vitae supplied.
- Criminal Record Check. Any person applying to work at CCSS (including volunteers and governors) must be asked to declare any convictions, cautions or bind-overs that they have incurred. The CRB issues three types of Disclosure (Basic, Standard, and Enhanced), representing different levels of check. CCSS requires an enhanced check for all its new staff.

A child protection trained person will take part in all interviews for teaching and non-teaching positions. CCSS has to take extra care in taking up references and carrying out checks on staff appointed from overseas.

The agreed CRB disclosure must have been completed before a new colleague commences work. If CCSS has made every effort to secure a disclosure in advance of starting employment but procedures are incomplete at the start of contract, the HR

Manager should inform the Principal (and Senior House Manager in the case of residential staff), who will implement additional supervision.

Child protection - all staff

Once appointed, all CCSS staff are expected to play a part in the prevention of abuse, and in maintaining a safe environment. This includes the crucial role of helping children understand what is unacceptable behaviour towards them, and to speak out if they are worried. Once they do, they must be listened to, and their concerns passed on to the CPO.

Training

CCSS requires all staff to have relevant training in child protection procedures, and to understand the part that all staff, including support staff, can play in improving protection. In addition to basic child protection training, the designated **CPO** undertakes training in inter-agency working that is provided by, or to standards set by, the Local Safeguarding Children Board (LSCB), and refresher training at **two-yearly intervals** to keep his/her knowledge and skills up to date.

All other staff undertake training that equips them with the knowledge and skills necessary to carry out their responsibilities for child protection that is kept up to date by refresher training at **three-yearly intervals**. Temporary staff and volunteers who work with children are made aware of the college's arrangements for child protection and their responsibilities. CCSS organises these training opportunities, but the onus is on staff to make themselves available for training within this timescale.

The Principal undertakes an annual review of the college's policies and procedures relating to safeguarding, and how the above duties have been discharged.

Boarding

We are inspected by Ofsted and the latest inspection reports are available from any college office. The inspection criteria specific to Child Protection relate to the Children Act 1989 as amended by the Care Standards Act 2000 and are intended to safeguard and promote the welfare of children for whom accommodation is provided by a boarding school. These criteria apply to all mainstream boarding schools and colleges in England and include Child Protection, allegations of abuse and set out what must be in place for these criteria to be met.

Practical advice

A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children and young people may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. Abuse may be by peers or by adults, either in college, or at home or outside the college.

In cases of suspected abuse, you may not be aware of obvious evidence, but become aware of secondary evidence such as changes in personality (for a student known to you) or a personality trait or behaviour that seems unusual (for one less well known).

Under-performance in work, poor peer relations and a seeming inability to engage with adults may all be signs (among others) that indicate a vulnerability to or experience of abuse. Child abuse may involve any of the following.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child, including by fabricating the symptoms of, or deliberately causing, ill health to a child.

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's 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 the exploitation or corruption of children.

Sexual abuse involves 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 (e.g. rape or buggery) or non-penetrative acts. They may include involving children in looking at, or in the production of, pornographic material, or encouraging children to behave in sexually inappropriate ways.

Neglect is 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, such as failing to provide adequate food, shelter and clothing, or neglect of, or unresponsiveness to, a child's basic emotional need.

Bullying does not normally constitute abuse, but persistent and physical/emotional bullying may well become a child protection issue. Please see our anti-bullying policy in the eHandbook.

Your role

You are likely to be involved in three main ways:

- you may have concerns about a child, and refer those concerns to the CCSS CPO.
- you may be approached by social services and asked to provide information about a student or family or to be involved in an assessment. This may happen regardless of who made the referral to social services;
- you may be asked to provide help or a specific service to the child or a member of their family as part of an agreed plan and contribute to the reviewing of the student's progress.

In these cases, you should:

1. Refer any concerns about child abuse or neglect to the CPO immediately (but see point two, below). If outside of college hours, the case must still be referred immediately. The CPO has a very clear framework, laid down by the Cambridge Child Protection authorities, for what the CPO must do next (an overview is

- provided later). It is they who carry out any detailed investigation. In the absence of the CPO, refer cases to the Principal or Senior House Manager.
2. All referrals should be to the CPO except those against a member of staff. In this event, referral should be to the Principal. If absent and not in contact, the matter should be reported to a Vice-Principal, who will also inform the Chair of Trustees.
 3. In the unlikely event that these procedures cannot be carried out, the colleague should contact the Cambridge social services department – number at end of this document.
 4. Remember that an allegation of child abuse or neglect may lead to a criminal investigation, so do not do anything that may jeopardise a police investigation, such as asking a child leading questions or attempting to investigate the allegations of abuse. Never show disbelief.
 5. When referring a child to the CPO, you should consider and include any information you have on the child's developmental needs and their parents'/carers' ability to respond to these needs within the context of their wider family and environment.
 6. Communicate with the child in a way that is appropriate to their age, understanding and preference. This is especially important for students whose preferred language is not English. The nature of this communication will also depend on the substance and seriousness of the concerns and you may require advice from the CPO, social services or the police to ensure that neither the safety of the child nor any subsequent investigation is jeopardised.
 7. Where concerns arise as a result of information given by a child it is important to reassure the child but not to promise confidentiality. Please see CCSS' Confidentiality Policy in this handbook.
 8. Tell the informing student or adult that you will now make sure that the appropriate people are brought in to follow the problem up. This will include a specialist social worker and that the worker may need to involve the police.
 9. Ask the informing student or adult what steps they would like taken to protect them now that they have made an allegation, and assure them that the college will try to follow these wishes.
 10. Record all concerns, discussions about the child, decisions made, and the reasons for those decisions, distinguishing between fact, observation, allegation and opinion. Be aware that the written record that will be made of any discussion that involves potential child abuse remains confidential unless subsequent formal action is taken by the authorities, in which case the law requires the disclosure of all relevant records and information.
 11. Never investigate reports of abuse. Alleged victims, perpetrators, those reporting abuse and others should not be interviewed by college staff beyond the point at which it becomes clear that a genuine allegation or suspicion of abuse exists.
 12. Talk to the CPO to follow up your concerns and always follow up oral communications to other professionals in writing and ensure your message is clear.
 13. Remember that the requirements of the Children Act 1989 inevitably lead to some investigations being triggered that do not substantiate the allegations made.

Responses of the CPO

The CPO will:

1. Take any steps necessary to protect any student from risk of immediate harm.
2. Refer the matter immediately and not later than 24 hours to the manager of the Cambridge child protection team (directly – not leaving a message).
3. Confirm in writing the need for a formal referral with the manager of the child protection team.
4. Consult with the child protection manager and follow advice with regard to contacting parents, other staff, police, doctor, alleged perpetrator or witnesses direct.
5. Take advice from the child protection manager on informing other people at the college.
6. Inform the student or adult who made the initial allegation of what the next steps are to be, having agreed these with the child protection manager.
7. Inform the Principal in line with advice as above.
8. Take any necessary steps for the longer-term protection and support of the student alleged to have suffered from abuse.
9. Take any steps necessary to protect and support a student who is alleged to have abused another.
10. Ensure that any student being interviewed by the police has a supportive member of staff of his or her own choosing present.
11. Notify the Cambridge County Council of any allegation against a member of staff who is being investigated.

Disciplinary proceedings against staff

CCSS is required to act where the balance of probabilities gives cause for concern rather than “beyond reasonable doubt”. Where the college has low-level concerns that do not amount to allegations or suspicions of specific abuse, the Principal (or a senior delegated other) will discuss these informally with the Cambridge social services department.

Whistle blowing

In raising concern or allegation about school practices or the behaviour of colleagues which are likely to put students at risk of abuse or other serious harm, you are protected in law from disciplinary action or discrimination for ‘whistle-blowing’, provided that you can show you acted in good faith.

Staff protection

CCSS issues guidelines on issues such as physical contact between staff and students, as well as time alone with students and any problems and perceptions of favouritism. All colleagues (teaching and non-teaching) should understand that these are designed to minimise the risk of a false accusation as well as reducing the vulnerability of both staff and students. This guidance is published elsewhere in our staff handbook.

The Parents'/Students' Handbook

This handbook provides practical advice for parents and students, including contact numbers of outside agencies, both local and national.

Published April 2006

Minor amendments June 2006

Minor amendments Jan 2007

Minor amendments June 2009