



ST MICHAEL'S COLLEGE SAFEGUARDING (CHILD PROTECTION AND ADULTS AT RISK) POLICY 2017-18

St Michael's College is committed to providing a safe and secure environment for students, staff and visitors and promoting a climate where young people and adults will feel confident about sharing any concerns which they may have about their own safety or the safety or well-being of others.

The College's Safeguarding Policy draws upon the duties conferred by the Children Acts 1989 and 2004, S175/157 of the 2002 Education Act, the Education & Inspections Act 2006, the serious Crimes Act (2015) and the guidance contained in 'Working Together to Safeguard Children' (2015), 'Keeping Children Safe in Education' (DfE 2016 & 2017), 'What to do if you're worried a child is being abused' (DfE 2015) and the multi-agency procedures produced by the London Safeguarding Children Board, as adopted by the Southwark Safeguarding Children Board. The policy is applicable to all on-site off-site and online activities undertaken by students whilst they are the responsibility of the College.

In respect of students aged 18 and over, we will adhere to the principles and procedures detailed in 'Protecting adults at risk: London multi-agency policy and procedures for protecting adults at risk from abuse', as adopted by the Southwark Safeguarding Adults Board.

POLICY AIMS

The purpose of this policy is to:

- Identify the names of responsible persons in the college and explain the purpose of their role
- Describe what should be done if anyone in the college has a concern about the safety and welfare of a registered student
- Outline the additional measures that will be taken to safeguard those students deemed vulnerable by virtue of their special educational or additional needs
- Set out expectations in respect of training
- Ensure that the College complies with 'Safer Recruitment' principles and duties
- Set out expectations to ensure that our students are safeguarded when there is potential to come into contact with non-school staff, e.g. through work experience or alternative provision
- Outline how complaints or allegations against staff will be handled
- Set out expectations regarding record keeping
- Clarify how students will be kept safe through the everyday life of the College

- Describe how the SMSC, PSHEC, SRE and other curriculum areas will be used to protect vulnerable students and build all students' awareness of risk and safe behaviours
- Outline how the implementation of this policy will be monitored

This policy is consistent with all other policies adopted by the Governors and should in particular be read in conjunction with the following policies relevant to the safety and welfare of young people:

Online Safety and mobile devices

Anti-Bullying and Cyber-bullying

Attendance

SEN and Inclusion

Central Record of Recruitment and Vetting Checks

Health and Safety

Safer Recruitment

Equalities

Educational Visits

Off-site learners

RESPONSIBILITIES AND IMMEDIATE ACTION

All adults working in this College (including visiting staff, volunteers and professional students/trainees on placement) are required to report instances of actual or suspected child abuse or neglect to the Safeguarding Officer.

The Designated Safeguarding Lead is: Gerry McCaughan

The Safeguarding Officer and Deputy Designated Safeguarding Lead is: Debbie Freegard

The Safeguarding Officer will be the first point of contact for external agencies that are pursuing child protection investigations and co-ordinates the college's representation at child protection conferences and Core Group meetings (including the submission of written reports for conferences). When an individual concern/incident is brought to the notice of the Safeguarding Officer, they will be responsible for deciding upon whether or not this should be reported as a safeguarding issue to the Multi Agency Safeguarding Hub (MASH team) for the student's home address. Where there is any doubt as to the seriousness of this concern, or disagreement between the Safeguarding Officer and the member of staff reporting the concern, advice will be sought from the Designated Safeguarding Lead and the LA's Strategic Lead Officer for safeguarding in education services or the Early Help Service (EHS) Duty Manager, as necessary.

A member of the safeguarding team will be available throughout the College day during term and during those periods outside of term time when students are engaged in school journeys or other College-led activities.

The College acknowledges that safeguarding is the responsibility of the whole school community and that individual staff have the right to refer child protection concerns directly to Children's Social Care where they believe a student to be at immediate risk of harm. However, it is our expectation that the member of staff concerned will do so only in the case of a genuine emergency and having pursued the escalation procedures

described above as far as possible. Where a member of staff makes an independent referral, they will have the support of the Designated Safeguarding Lead in doing so.

Parents/carers will normally be contacted before a referral is made to the MASH team. However, if the concern involves alleged or suspected sexual abuse, female genital mutilation or other 'honour' based violence, fabricated/induced illness, or the Safeguarding Officer has reason to believe that informing the parent at this stage might compromise the safety of the student or any other individual, nothing will be said ahead of the referral and arrangements for informing the parents / carers will be agreed with the MASH team.

Where concerns arise about the safety, welfare or well-being of a student who is over the age of 18, contact with parents/carers will be made in accordance with the College's home-school and learner agreements. Where it is thought that an adult learner might be 'at risk' of abuse, neglect or exploitation and lack Mental Capacity because of an impairment of the mind or brain, the Safeguarding Officer will raise an 'alert' with Adult Social Care's, Safeguarding Adults Manager (SAM) to initiate consideration of a mental capacity assessment or other interventions

Referrals will be made to the MASH (or equivalent service) in the student's home local authority and will be confirmed in writing, using the relevant pro forma. This will be copied to Southwark's Schools Safeguarding Coordinator as an additional safeguard for the student and the College.

The DSL and Safeguarding Officer will exercise their duty to challenge the actions or decisions of Children's Social Care or any other partner agency where it is believed that an individual professional or agency may not be acting in the best interest of the student concerned.

In circumstances where a student has an unexplained or suspicious injury that requires urgent medical attention, the child protection referral process should not delay the administration of first aid or emergency medical assistance. **If a student is thought to be at immediate risk because of parental violence, intoxication, substance abuse, mental illness or threats to remove the young person during the college day, for example, urgent Police intervention will be requested.**

Where a student sustains a physical injury or is distressed as a result of reported chastisement, or alleges that they have been unlawfully chastised by the use of an implement or substance, this will immediately be reported as a safeguarding concern for investigation and possible referral to the MASH.

All parents applying for places at the College will be informed of our safeguarding responsibilities and the existence of this policy. Parents and carers are expected to inform the College of any illness, injury, upset or family event that might otherwise cause us to be concerned about the safety, welfare or wellbeing of the student, In situations where students sustain injury or are otherwise affected by an accident or incident whilst they are the responsibility of the college, parents will be notified of this as soon as possible.

St Michael's College recognises the need to be alert to the risks posed by strangers or others (including the parents or carers of other students) who may wish to harm young people in, or

travelling to/from, the College and will take all reasonable steps to lessen such risks through liaison with relevant community safety and police services.

VULNERABLE STUDENTS

The College's pastoral support systems reflect the governing body's legal obligations and commitment to safeguard and promote the welfare and wellbeing of all students. We recognise the value of early help, early intervention and coordinated support through a 'team around the child's approach, early help assessments and child in need plans.

Particular vigilance will be exercised in respect of students who are the subject of Child Protection or Child in Need Plans and any incidents or concerns involving these young people will be reported immediately to the allocated Social Worker (and confirmed in writing; copied to the LA's Schools Safeguarding Coordinator). If the student in question is a Looked-After child, this will also be brought to the notice of the **Designated Teacher with responsibility for children looked after in public care is: Debbie Freegard. The attendance of these pupils is monitored on a daily basis and reported to Welfare Check.**

The College retains safeguarding obligations in respect of any student who is educated off-site and we will regularly monitor the attendance, attainment, welfare and well-being of all such students. We will only place students off-site with appropriately registered providers.

If a student discloses that they have witnessed domestic abuse or it is suspected that they may be living in a household which is affected by family violence, this will be referred to the Safeguarding Officer as a safeguarding issue. The College acknowledges the additional need for support and protection of young people who are vulnerable by virtue of medical needs, learning or physical disability, risk of offending, homelessness, refugee/asylum seeker status, the effects of substance abuse within the family, those who are young carers, Travellers, mid-year admissions, excluded pupils or otherwise placed in alternative provision and speakers of English as an additional language. We will also be vigilant to the attendance and particular needs of students who might be at risk of female genital mutilation (FGM), forced marriage, radicalisation, involvement in gang activity, relationship abuse, sexual exploitation and bullying linked to race, gender or sexual orientation.

The College will use both the formal and informal curriculum to minimise the risk of peer on peer abuse and encourage respectful relationships between students. Staff and students are expected to report and challenge inappropriate behaviours, 'banter' and comments. We will have particular regard to need to support female students who are subject to sexual touching or assaults and also boys who might be subjected to initiation or 'hazing' acts of violence. All such incidents will be reported immediately to the Safeguarding Officer.

We will notify Children's Social Care of any private fostering arrangements that come to our notice. We will also prioritise the safeguarding needs of any student who is reported by their parents/carers as missing from home.

We acknowledge that young people who are affected by abuse or neglect, may demonstrate their needs and distress through their words, actions, behaviour, demeanour, academic work or other young people. The College has a strong commitment to an anti-bullying policy and

will consider all coercive acts and inappropriate child-on-child behaviour and unlawful sexual activity within a Child Protection context.

The College acknowledges our legal obligation to support students with medical needs and will work with students, parents and the health authorities to implement health care plans that support the attendance, inclusion and attainment of students with acute or chronic medical conditions.

Where it comes to our notice that a child under the age of 13 is, or may be, sexually active: whether or not they are a student of this College, this will result in an immediate referral to the MASH team. In the case of a young person between the ages of 13 and 16, an individual risk assessment will be conducted in accordance with the London Child Protection Procedures. This will determine how and when information will be shared with parents and the investigating agencies.

TRAINING

All College staff have been issued with, and briefed on the contents of, Part 1 of 'Keeping Children Safe in Education' (DfE 2016). They will also be briefed upon any subsequent DfE Guidance or advice.

Whole-school in-service training on safeguarding issues will be organised in accordance with the recommendations of the Southwark Safeguarding Children Board's Education Sub-group, which currently advises that this should be undertaken on a 3 yearly cycle. The next CP INSET session for all staff will take place in January 2020. In addition, staff will be regularly briefed on safeguarding issues and developments through staff meetings, updates and bulletins. All newly recruited staff (teaching and non-teaching) and Governors will be appraised of this policy and will be required to attend relevant internal or external training. In addition, all new and temporary staff will be required to attend an induction session with a member of the safeguarding team on their first day in the college.

The Designated Safeguarding Lead (and their Deputies) will attend a dedicated induction course and then refresher training at least every two years. Designated Leads will be encouraged to attend appropriate network meetings and will update themselves on an annual basis through online learning, attending conferences or participating in the multi-agency training programme and dissemination events organised by the Southwark Safeguarding Children Board, for example.

All staff have been made aware of the College's duty to prevent students from being drawn into violent extremism through dedicated 'Prevent' training and their obligation to refer students or families of concern to the Designated Safeguarding Lead as the College's 'Single Point of Contact' for Prevent.

RECRUITMENT

St Michael's College is committed to the process of maintaining a culture of safer recruitment and adopting recruitment processes that will help to deter, reject or identify unsafe adults and

safer recruitment principles are followed as a consequence. All staff recruited to the College will be subject to appropriate identity, qualification and health checks. References will be verified and appropriate Disclosure and Barring Service (DBS), barred/prohibited persons list checks will be undertaken in accordance with the latest version of the 'Keeping Children Safe in Education' DfE guidance.

Relevant members of staff and governors who are involved in recruitment will undertake online or face-to-face safer recruitment training, which has been accredited by the 'Safer Recruitment Consortium'. All recruitment panels must have at least one member who has successfully completed this training and individuals who are in charge of recruitment, will also have successfully completed this training within the past 5 years.

The College will only use employment agencies which can demonstrate that they positively vet their supply staff and will report the misconduct of temporary or agency staff to the agency concerned and to the Local Authority's Designated Officer (LADO). Staff joining the College on a permanent or temporary basis will be given a copy of this policy or a summary of key points and contacts. Additionally, the Staff Handbook issued to all staff confirms safeguarding procedures, the Staff Code of Conduct and the allegations against staff procedures within the College.

VOLUNTEERS

Any individual or organisation engaged by the College to work in a voluntary capacity with students will be subject to all reasonable vetting procedures and Disclosure and Barring Service checks. Where individual risk assessments deem that it is not appropriate to instigate an enhanced DBS check for occasional volunteers, they may be required to provide references and asked to sign a declaration that they have not been convicted of any criminal or disciplinary offence which could preclude their employment as a worker with young people. Volunteers will work under the direct supervision of an established staff member and will be subject to the same code of conduct as paid employees of the College. Volunteers will at no time be given responsibility for the personal care of students. Voluntary sector groups that operate within the College, provide off-site services for our students or use College facilities, will be expected to adhere to this policy or operate a policy which is compliant with the procedures adopted by the Southwark Safeguarding Children Board. Premises lettings and loans are subject to acceptance of this requirement.

STAFF CODE OF CONDUCT

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with students and their families, on site, off site and online; which reflects the 'Teachers Standards' (DfE 2013) and the 'Guidance for safer working practice for those working with children and young people in education settings' (*Safer Recruitment Consortium 2015*). Young people will be treated with respect and dignity and no punishment, detention, restraint, sanctions or rewards are allowed outside of those detailed in the College's Behaviour Management Policy. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and young people, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. Where incidents occur which might otherwise be misconstrued, or in the exceptional circumstances where it becomes necessary to physically restrain a student for their own protection or others' safety, this will be appropriately recorded and reported to the

Principal and parents. Any physical restraint used will comply with DfE and LA guidance and the College's Behaviour Management Policy.

Staff are expected to present a professional image to Students and parents at all times and to dress appropriately for the task at hand. They must be careful not to enter into formal or informal discussions with students or parents that could undermine their credibility or the reputation of the College.

Except in cases of emergency, first aid will only be administered by qualified First Aiders. If it is necessary for the young person to remove clothing for first aid treatment, there will, wherever possible, be another adult present. If a young person needs help with intimate care, another adult should be present or within earshot. All first aid treatment and non-routine or personal care will be recorded and shared with parents/carers at the earliest opportunity.

For their own safety and protection, staff should exercise caution in situations where they are alone with students. Other than in formal teaching situations; musical instrument tuition, for example, the door to the room in which the one-to-one teaching, counselling or meeting is taking place, should be left open. Where this is not practicable because of the need for confidentiality, another member of staff will be asked to maintain a presence nearby and a record will be kept of the circumstances of the meeting. All rooms that are used for the teaching or counselling of students will have clear and unobstructed glass panels in the doors or walls.

College staff should also be alert to the possible risks that might arise from social contact with students outside of the college. Home visits to students or individual tuition of students should only take place with the prior knowledge and approval of the Principal. Visits/telephone calls by students to the homes of staff members should only occur in exceptional circumstances and with the prior knowledge and approval of the Principal. Any unplanned contact of this nature or suspected infatuations or "crushes" will be reported to the Principal. Staff supervising off-site activities or College journeys will be provided with a college mobile telephone as a point of contact for students, parents and carers.

Staff will not communicate with students, past students or parents through social networking sites unless these have been established by the College or this has been agreed in advance by the Principal.

Staff will only use the college's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Principal and Governing Body. Staff will only use the approved college email, College Learning Platform or other College-approved communication systems with students or parents/carers, and only communicate with them on appropriate College business and will not disclose their personal telephone numbers, email addresses or social networking details to students or parents/carers. Staff will not use personal cameras (digital or otherwise) or camera 'phones for taking and transferring images of students or staff without permission and will not store images at home.

Staff should be aware of the College's whistle-blowing procedures and share immediately with the Principal any disclosure or concern that relates to a member of staff and nothing should be said to the colleague involved. If the concern relates to the Principal, this should be reported to the Chair of Governors or Vice-chair in their absence.

CONTRACTORS

Building contractors who are engaged by or on behalf of the College to undertake works on site will be made aware of this policy and the reasons for this. Long-term contractors who work regularly in the College during term time will be asked to provide their consent for DBS checks to be undertaken. These checks will be undertaken when individual risk assessments by the Leadership Team deem this to be appropriate. During major works, when large numbers of workers and sub-contractors may be on site during term time, Health and Safety risk assessments will include the potential for contractors or their employees to have direct access to students in non-teaching sessions. All contractors and sub-contractors will be issued with copies of the College's code of conduct for staff and be required to present photographic identification upon their first visit to the site.

Individuals and organisations that are contracted by the college to work with, or provide services to, students will be expected to adhere to this policy and their compliance will be monitored.

COMPLAINTS / ALLEGATIONS MADE AGAINST STAFF

St Michael's College takes seriously all complaints made against adults in positions of trust. Procedures are in place for students, parents and staff to share any concern that they may have about the actions of any member of staff or volunteer.

Any concern about the actions or conduct of any member of staff or volunteer should be brought to the attention of the Principal (or the Designated Safeguarding Lead if the Principal is not available) and nothing should be said to the individual involved. In cases where the Principal is the subject of the allegation or concern, this will be reported to the Chair of Governors, in order that they may activate the appropriate procedures. We will follow the procedures described in Part 4 of 'Keeping Children Safe in Education' (2016 - *pending review in 2017*) where it appears or it is alleged that the adult concerned has:

- behaved in a way that has harmed a student or might have harmed them;
- possibly committed a criminal offence against or related to a student; or
- behaved towards a child or young person in a way that indicates he or she would pose a risk of harm if they continued to work regularly or closely with young people.

The Local Authority's Designated Officer (LADO) will be informed of all allegations that come to the College's attention and appear to meet the above criteria. Contact may also be made with the LA's Schools Safeguarding Coordinator, who will liaise with the LADO. In cases which do not meet the criteria set out above, local arrangements will be followed to investigate and resolve complaints without delay. Where there is any doubt as to the correct course to follow, the College will consult the LADO.

Some rare allegations will be so serious they will require immediate referral to the LADO, who will convene a Strategy Meeting or Discussion in accordance with the DfE guidance and the London Safeguarding Children Board's procedures. This process will agree upon the appropriate course of action, the continued presence on site of the individual concerned, the time-scale for investigations and, as appropriate a communications or media strategy.

The College has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left ahead of or during a management investigation or disciplinary action. This referral will be instigated by the Designated Safeguarding Lead. Referrals will be made as soon as possible after the resignation or removal of the individual.

Whilst it will be appropriate to accurately record complaints and allegations, students will under no circumstances be asked by the College to sign 'statements' relating to incidents.

The Chair of Governors is: Marjorie Bannister

**The LADO is: Jackie Cook, Head of Social Work Improvement and Quality Assurance
There is a duty system and one of the CP Coordinators in Quality Assurance Unit is on duty each day to deal with LADO issues. Duty telephone number for all LADO enquiries/referrals is 020 7525 3297**

The LA's Strategic Lead Officer for safeguarding in education services is: Nina Dohel, Director of Education

The LA's Deputy is: the Early Help Service's Duty Manager 020 7525 3893

**The LA's Schools Safeguarding Coordinator is: Apo ÇAĞIRICI 020 7525 2715
EHS Duty Officer (Education): 020 7525 2714**

RECORDS

Brief and accurate notes will be kept of all incidents or concerns relating to individual students and contacts with parents/carers and external agencies. Parental agreement will be sought before making a Child in Need (S17) referral to the MASH team. If consent is withheld, consideration will be given to the potential impact of this upon the student's safety or wellbeing and thereby to the need for a child protection referral (S47), which does not require parental consent. The college will take into account the views and wishes of the young person who is the subject of the concern but staff will be alert to the dangers of colluding with 'secrets'.

Child protection records are not automatically open to students or parents. They are kept securely by the Safeguarding Officer and separately from educational records. They may only be accessed by the safeguarding team and the senior managers of the College. Referrals made to Children's Services under the London SCB's procedures will be confirmed in writing, with copies sent securely to the MASH and the LA's Schools Safeguarding Coordinator.

St Michael's College acknowledges the particular risks faced by students whose irregular or non-attendance might indicate that they are at risk of sexual exploitation, radicalisation, forced marriage or female genital mutilation. If a student is withdrawn from the College having not reached the normal date of leaving or transfer to another educational provision; due to a family move or any other reason, all efforts will be made to identify any new address and the school / college to which they are being admitted and to ensure that their educational records are sent without delay to the student's new setting. If the parent/carer fails to provide

this information, an urgent referral will be made to the Early Help Service either through the EHS Duty Officer or through the local team manager in order that they might make further enquiries. If the College receives educational records concerning a young person who is not registered with us, the records will be returned promptly to the sending school with a note, advising them to refer to their LA's Children's Services Department. **A student's name will only be removed from the College's Admissions Register in accordance with the Pupil Registration Regulations and with the authorisation of the relevant local authority.** The College will make all reasonable enquiries to confirm transfers before deleting a student's name from the Admissions Register.

All additions to or deletions from the school roll will trigger the completion of a Common Transfer File (CTF), which will be downloaded to the appropriate database via the S2S system. Where an onward destination cannot be determined and the student is of compulsory school age, the CTF will be downloaded to the Lost Students' Database.

The content of Child Protection Conference or Review reports prepared by the College will follow the headings recommended by Children's Services and will, wherever possible, be shared with the parents/carer and student in advance of the meeting.

The College will require documentary proof as to the identity of students presented for admission. If there is any doubt as to the identity of a student, advice will be sought from the local authority and other statutory agencies, as appropriate. We will maintain accurate records of those with Parental Responsibility and emergency contacts. Students will only be released to the care of those with Parental Responsibility or a responsible adult acting with written parental consent.

Child Protection records will be sent to receiving schools or colleges separately and under a confidential cover, addressed to the Designated Safeguarding Lead. An inventory will be kept of the records sent and, wherever possible, a receipt will be obtained from the receiving school or college. Where no onward destination is known, the child protection file will be retained by the College in accordance with LSCB and DfE advice.

SAFETY IN THE COLLEGE

No internal doors to classrooms will be locked whilst students are present in these areas. Entry to College premises will be controlled by doors that are secured physically or by constant staff supervision or video surveillance. Authorised visitors to the college will be logged into and out of the premises and will be asked to wear their identity badges or be issued with college visitor badges. Unidentified visitors will be challenged by staff or reported to the Principal or College office. Carelessness in closing any controlled entrance doors or gates will be challenged.

The presence of intruders and suspicious strangers seen loitering near the college or approaching students will be reported to the Police and the LA with a view to alerting other local schools through the Schools' Safeguarding Coordinator.

Parents, carers or relatives may only take still, video or digital images of students in College or on College-organised activities with the prior consent of the College and then only in designated areas. Images taken must be for private use only. Recording and/or photographing student images would require the consent of the parents whose children may be captured on

film. Without consent the data protection legislation is likely to have been breached. Similarly, uploading images of students to the world wide web without consent might constitute a criminal offence. If parents do not wish their children to be photographed or filmed and express this view in writing, their rights will be respected.

CURRICULUM

St Michael's College acknowledges the important role that the curriculum can play in the prevention of abuse and exploitation and in the preparation of our students for the responsibilities of adult life and citizenship. It is expected that all curriculum co-ordinators will consider the opportunities that exist in their area of responsibility for promoting the welfare and safety of students and to promote fundamental British values. As appropriate, the curriculum will be used to build resilience, help students to keep safe and to know how to ask for help if their safety is threatened. As part of developing a healthy, safer lifestyle, students will be taught, for example:

- to recognise and manage risks in different situations and then decide how to behave responsibly;
- to judge what kinds of physical contact are acceptable and unacceptable;
- to recognise when pressure from others (including people they know) threatens their personal safety and well-being; including knowing when and where to get help;
- to use assertiveness techniques to resist unhelpful pressure;
- mindfulness and emotional literacy.

All computer equipment and internet access within the College will be subject to appropriate 'parental controls' and internet safety rules, in line with the Online Safety Policy. This Policy also describes how the College will use the resources and guidance of the Child Online Protection Centre (CEOP) to help students (and parents) to understand the risks associated with online grooming and the inappropriate use of social media for sexting, hazing and other abusive acts.

St Michael's College will work with partners (including the Agencies Supporting Southwark Programme (ASSP) and Safer Schools Partnership) to promote "Healthy School" status through the curriculum with the aim of:

- Developing a college ethos and environment which encourages a healthy lifestyle for students;
- Using the full capacity and flexibility of the curriculum to help students to achieve safe and healthy lifestyles;
- Ensuring that food and drink available across the College day, reinforce the healthy lifestyle message;
- Providing high quality Physical Education and sport to promote physical activity;
- Promoting an understanding of the full range of issues and behaviours which impact upon lifelong health and wellbeing

We will fulfil our obligations under the 'Counter Terrorism and Security Act' (2015), to prevent students from being radicalised by violent extremists from religious, political, animal rights and other extremist groups through the Spiritual, Moral, Social and Cultural Curriculum (SMSC) by;

- Enabling students to develop their self-knowledge, self-esteem and self-confidence;
- Enabling students to distinguish right from wrong and to respect the civil and criminal law
- Encouraging students to accept responsibility for their behaviour and make a positive contribution to the lives of others
- Enabling students to acquire a broad general knowledge of and respect for, public institutions and services
- Furthering tolerance and harmony between different cultural traditions and acquire an appreciation of and respect for their own and other cultures
- Encouraging respect for other people
- Encouraging respect for democracy and support for participation in the democratic processes

In addition, we will:

- Establish a single point of contact for the ‘Prevent’ strategy
- Establish a register of students deemed to be at risk of being drawn into terrorism
- Develop an action plan to reduce the risk
- Train staff to recognise radicalisation and extremism
- Refer vulnerable people to ‘Channel’ risk assessment Panels
- Prohibit extremist speakers and events
- Manage access to extremist material
- Have regard to published DfE advice

The Prevent Lead is: Gerry McCaughan

WORKING IN PARTNERSHIP WITH PARENTS

It is our policy to work in partnership with parents or carers to secure the best outcomes for our students. We will therefore communicate as clearly as possible about the aims of this policy.

- We will use clear statements in our brochures and correspondence.
- We will involve parents and students in reviews of this policy and the development of Codes of Conduct and Equalities and Behaviour Management policies.
- We will liaise with agencies in the statutory, voluntary and community sectors and locality teams that are active in supporting families through our ‘Early Help’ offer.
- We will be alert to the needs of parents/carers who do not have English as their first language and use translation services as necessary.
- We will distribute the LA’s leaflet for parents, ‘*Protecting Children in Education Settings*’.
- We will publish this policy on the College’s web site.
- We will keep parents informed of safeguarding issues as and when appropriate.
- We will encourage parents and carers to use the Principal’s regular ‘round table’ open meetings to express their views
- Encourage parents to be aware of online safety risks to their children through unsupervised access to the internet, social media and interactive computer gaming.

THE ROLE OF THE GOVERNING BODY – to reflect oversight of monitoring at Health, Safety & Premises Committee.

The Governing Body will ensure that they comply with their duties under legislation to ensure the safety, welfare and wellbeing of all students and ensure that policies, procedures and training in the College are effective and comply with current legislation, DfE guidance / advice and the London Safeguarding Children Board's (LSCB) procedures at all times.

The Governing Body will ensure that the College contributes to inter-agency working and the local Early Help offer in line with statutory guidance, '*Working Together to Safeguard Young Children*' and that the College's safeguarding arrangements take into account the procedures and protocols of the Southwark Safeguarding Children Board.

In formally adopting this policy, the Governing Body will review its contents annually or sooner if any legislative or regulatory changes are notified to it by the LSCB, local authority or the Principal.

The Governing Body has nominated **Marjorie Bannister (Chair)** to liaise with the local authority and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the Principal and she will attend any strategy meetings called in respect of such an allegation.

The Principal will provide termly and annual reports to the Governing Body, outlining details of any safeguarding issues that have arisen during the term/year the outcome of any cases identified and the numbers and types of referrals made to the investigating agencies and the outcomes of these referrals. These reports will respect all issues of confidentiality and will not therefore identify any person(s) by name. Governors will also note any training undertaken by College staff or Governors and also any changes in national or local guidance and priorities. This is in addition to and does not replace the responsibility that rests with the Principal to monitor the work of the Designated Safeguarding Lead.

The Governing Body has nominated **Janice Babb** as its champion for safeguarding issues in the College. The champion will meet on a termly basis with the Designated Safeguarding Lead to ensure that the College is meeting its duties and extending Governors' understanding of current issues and challenges faced by staff and students.

MONITORING

- This policy will be reviewed and updated annually in line with the LA model policy.
- The Principal will monitor all incidents and cases that fall within the scope of this policy.
- The Governing Body will review and scrutinise this policy annually.
- The Governing Body will receive an annual report from the Principal; reporting on levels of child protection referrals made by the college, trends and outcomes, training undertaken by staff and Governors, and any changes in legislation or national or local guidance.
- The outcome of the local authority's Schools' Safeguarding Coordinator's safeguarding audit will be reported to the Principal and Chair of Governors.
- Annual student questionnaires will ascertain how safe students feel in the College.

- The Head-teacher’s ‘Round Table’ consultations with parents/carers will be used to consult with parents on their concerns and issues.
- The College Council will be consulted regularly.
- All safeguarding training will be evaluated for relevance and impact.

COMPLAINTS

All complaints arising from the operation of this policy will be considered under the college’s complaint procedure, with reference to the LA’s Strategic Lead Officer for safeguarding in education services as necessary.

July 2017

_____ **Chair of Governors** _____ **Date**

_____ **Principal** _____ **Date**

_____ **Designated Safeguarding Lead** _____ **Date**

Review Date July 2018