



4. CHILD PROTECTION

4.1 Purpose:

To ensure that any child protection issues are dealt with promptly, sensitively and in line with Local Authority guidelines.

Note that these guidelines are likely to be updated in the autumn 2009.

4.2 Associated Procedures:

Confidentiality

14 –16 Any Child Protection issue is to be passed on to designated School Child Protection Officer. School Child Protection Officer to be telephoned and asked to attend to take over situation immediately. If student raises issues whilst awaiting their arrival follow college/provider guide lines as follows;

Procedure:

4.2.1 Although it is not the provider's responsibility to investigate abuse, the provider has a duty to act if there is a cause for concern and to notify the appropriate agencies. The procedures must be followed whenever an allegation is made that a young person has been abused and when there is a suspicion that a young person has been abused.

4.2.2 All complaints, allegations or suspicions of abuse must be taken seriously. Staff are required to respond with tact and sensitivity to any young person who confides in them, recognising that it requires courage (and/or desperation) to share such painful and personal concerns.

4.2.3 Promises of total confidentiality cannot be given, but young people can be assured that as few people will be involved as possible and that nobody will be told more than they need to know. Information will be disclosed only on a need to know basis and the young person will always be informed of any action to be taken and their agreement sought.

4.2.4 In the event of any disclosures, leading questions should be avoided as this can cause problems in subsequent investigations and any court proceedings.

4.2.5 A full and careful record must be made, and kept secure and confidential, as soon as possible of the nature of the allegation and any other relevant information including:

- The date and time that the allegation was made
- Your name and the names of others present
- The date, time and place where the alleged abuse happened
- The name of the complainant and where different, the name of the child who has allegedly been abused
- A description of any injuries observed
- The account which has been given of allegations

4.2.6 Staff must be aware of any special considerations with regard to communication difficulties and equal opportunities as some young people with special educational needs may need a different approach from other young people.

- 4.2.7 Any suspicion, allegation or incident of abuse must be reported to the appropriate school's nominated member of staff with responsibility for child protection as soon as possible. If the nominated member of staff cannot be contacted, the report should be made instead to the alternative contact within the school.
- 4.2.8 Allegations against staff will also be subject to personnel procedures.
- 4.2.9 The nominated member of staff will discuss the situation with the Social Care team through the duty worker. This will include advice and discussion as to whether or not to make a formal referral for child protection. Advice and support can also be obtained from the Area Child Protection Committee and the Joint Agencies Child Abuse Team and other specialist agencies.
- 4.2.10 The discussion will also include advice regarding the Social Care team contact with the young person's family. In support of this process, any contact with parents by other members of staff will be referred to the nominated person.
- 4.2.11 A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing to the local authority Social Care team as soon as possible. The confirmation may be hand-written, posted or faxed, but a copy will be kept securely on file.
- 4.2.12 The nominated member of staff shall retain a copy of the written records and any other relevant material. These will be kept securely locked at all times.
- 4.2.13 It will be the responsibility of the nominated member of staff to review and monitor the procedures and to seek the advice of the Area Child Protection Committee and local authority Social Care team and to bring about a change in the procedures if necessary.

RESPONSIBLE: The L2W Project Manager

REVIEW: Every two years and in line with any changes to national or regional guidelines or legislation.