

# HAMPTON COLLEGE: SAFEGUARDING and CHILD PROTECTION POLICY

This policy has been adapted from the Peterborough LA model Child Protection and Safeguarding Policy.

## 1.0 Key Contacts

### 1.1 Key Contact List for Safeguarding at Hampton College

	Name	Telephone Number	Email
Designated Safeguarding Lead	Alex Macfarlane	01733 246820 ext 113	<a href="mailto:amacfarlane@hamptoncollege.org.uk">amacfarlane@hamptoncollege.org.uk</a>
Deputy Designated Safeguarding Lead	Paul Jones (primary)	01733 246820 ext 138	<a href="mailto:pjones@hamptoncollege.org.uk">pjones@hamptoncollege.org.uk</a>
Safeguarding Team	Helen Price John Gilligan Matt Norris Lydia Davies Michele Stuffins Katherine McAlister		
Safeguarding Governor	Karen Salt  Al Kingsley (Trustee)		<a href="mailto:KSalt@hamptonacademiestrust.org.uk">KSalt@hamptonacademiestrust.org.uk</a>  <a href="mailto:a.kingsley@netsupportsoftware.com">a.kingsley@netsupportsoftware.com</a>
Single Point of Contact (Prevent)	Alex Macfarlane	01733 246820 ext 113	<a href="mailto:amacfarlane@hamptoncollege.org.uk">amacfarlane@hamptoncollege.org.uk</a>

### 1.2 Key Local Contacts

<http://www.safeguardingcambspeterborough.org.uk/children-board/>

	Name	Telephone contact	Email
Contact Centre	Peterborough  Assessment Team Cambridgeshire	01733 864170 / 864180 01733 864612 0345 045 5203	Referral email: <a href="mailto:Referralcentre.children@cambridgeshire.gov.uk">Referralcentre.children@cambridgeshire.gov.uk</a>
Emergency duty Team (out of hours)		01733 234724	
Police Child Abuse Investigating Unit		01480 847743 or 101/999 (in an emergency)	
Early Help helpline	Peterborough  Cambridgeshire (EHH)	01733 863649  01480 376666	<a href="mailto:helpwithcaf@peterborough.gov.uk">helpwithcaf@peterborough.gov.uk</a> <a href="mailto:Early.HelpHub@cambridgeshire.gov.uk">Early.HelpHub@cambridgeshire.gov.uk</a>
Early Help Support	Becky Gibson	01733 864031	<a href="mailto:Rebecca.Gibson@peterborough.gov.uk">Rebecca.Gibson@peterborough.gov.uk</a>

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Education Safeguarding Lead	Currently contact Sara Rogers (Peterborough)		
	Sara Rogers (Cambridgeshire)	01223 729045	<a href="mailto:sara.rogers@cambridgeshire.gov.uk">sara.rogers@cambridgeshire.gov.uk</a> <a href="mailto:ECPSGeneral@cambridgeshire.gov.uk">ECPSGeneral@cambridgeshire.gov.uk</a>
LADO (Peterborough)	Gisela Jarman Jane Bellamy	01733 864038 01733 864090	<a href="mailto:LADO@peterborough.gov.uk">LADO@peterborough.gov.uk</a> <a href="mailto:Gisela.jarman@peterborough.gov.uk">Gisela.jarman@peterborough.gov.uk</a> <a href="mailto:Jane.bellamy@peterborough.gov.uk">Jane.bellamy@peterborough.gov.uk</a>
CME Officer	Claire Carrington	01733 864579	
School Nursing Service		01733 746822	
Youth Offending Service		01733 864210	

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## Introduction

- 2.0 Hampton College fully recognises its responsibility to protect and safeguard the welfare of children and young people in its care.
- 2.1 Section 175 of the Education Act 2002 places a statutory responsibility on the governing body to have policies and procedures in place that safeguard and promote the welfare of children who are pupils of the school (Working Together to Safeguard Children 2018).
- 2.2 Section 11 of the Children Act 2004 sets out the arrangements that Education services and schools must make to promote the welfare of and safeguard children and young people. 'All schools and further education institutes have a statutory duty to safeguard and promote the welfare of children. Consequently, staff in these establishments play an important part in safeguarding children from abuse and neglect by early identification of children who may be vulnerable or at risk of harm, and by educating children about managing risks and improving their resilience through the curriculum. All schools and further education institutions should create and maintain a safe environment for children and young people, and should be able to manage situations where there are child welfare concerns'.
- Through their day-to-day contact with students and direct work with families all staff in school have a responsibility to:
- Identify concerns early to prevent them from escalating;
  - Provide a safe environment in which children can learn;
  - Identify young people who may benefit from early help;
  - know what to do if a child tells them he/she is being abused or neglected;
  - Follow the referral process if they have a concern.
- 2.3 This policy sets out how the school's governing body discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children who are pupils at the school. The policy is consistent with the Safeguarding Children Partnership Board procedures and 'Keeping Children Safe in Education (September 2020)' which sets out the arrangements that education services and schools must make.
- 2.4 There are four main elements to our policy:
- PREVENTION** through the teaching and pastoral support offered to pupils and the creation and maintenance of a whole school protective ethos
- PROTECTION** by following agreed procedures, ensuring staff, governors, trustees and volunteers are trained and supported to respond appropriately and sensitively to child protection concerns.
- SUPPORT TO STUDENTS** who may have been abused or who find themselves in difficulty.
- SAFER RECRUITMENT** processes are followed to ensure that those who are unsuitable to work with children are not employed.
- 2.5 Our policy applies to all staff and volunteers working in the school including community education staff and governors. Teaching assistants, mid-day supervisors, administrators as well as teachers can be the first point of disclosure for a child. Concerned parents may also contact the school or any of the school governors.
- 2.6 The school recognises it is responsible for making referrals and not for making enquiries and investigating. Any referrals will normally made by the school's Designated Safeguarding Lead, as this aids consistency and careful monitoring. However, in an emergency or a genuine concern that appropriate action has not been taken. Other staff members can speak directly to Children's Social Care.

This policy is available to parents on request and is on the school website.

## Prevention

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3.0 Hampton College recognises that for our pupils, high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to prevent abuse, counter extremist views and contribute to keeping everyone safe.

We will therefore:

- establish and maintain an ethos where children feel secure, including in a digital context, and are encouraged to talk, and are listened to;
- ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty and their concerns will be taken seriously and acted upon as appropriate.
- engage fully in the Early Help process to maximise the opportunity for timely intervention

3.0.1 Include, in the curriculum, material which will:

- help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to child care and parenting skills;
- reinforce essential skills for every child to include self-esteem and confidence building, thinking independently and making assessments of risk based on their own judgements;
- embed e-safety at every relevant opportunity;

and activities and opportunities which equip children with the skills they need to stay safe from abuse in all contexts, including;

At Primary Phase

- How to recognise if family relationships are making them feel unhappy or unsafe and how to seek help or advice from others if needed.
- How to recognise who to trust and who not to trust, how to judge when a friendship is making them feel unhappy or uncomfortable...and how to seek help or advice from others, if needed.
- The importance of permission-seeking and giving in relationships with friends, peers and adults.
- That some people behave differently online, including by pretending to be someone they are not.
- The rules and principles for keeping safe online, how to recognise risks, harmful context and contact and how to report them.
- How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met.
- About the concept of privacy and the implications of it for both children and adults; including that it is not always right to keep secrets if they relate to being safe.
- That each person's body belongs to them, and the differences between appropriate and inappropriate or unsafe physical, and other, contact.
- How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know.
- How to recognise and report feelings of being unsafe or feeling bad about any adult.
- How to ask for advice or help for themselves or others, and to keep trying until they are heard.
- How to report concerns or abuse, and the vocabulary and confidence needed to do so.
- Where to get advice e.g. family, school and/or other sources.

At Secondary Phase

- How to determine whether other children, adults or sources of information are trustworthy, judge when a family, friend, intimate or other relationship is unsafe and how to seek help or advice.
- The characteristics of positive and healthy friendships
- That some types of behaviour within relationships are criminal, including violent behaviour and coercive control
- What constitutes sexual harassment and sexual violence and why these are always unacceptable
- About online risks, including that any material someone provides has the potential to be shared online and the difficulty of removed potentially compromising material placed online
- What to do and where to get support to report material or manage issues online
- The impact of viewing harmful content

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- That specifically explicit material e.g. pornography presents a distorted picture of sexual behaviours, can damage the way people see themselves in relation to others and negatively affect how they behave towards sexual partners.
- That sharing and viewing indecent images of children (including those created by children) is a criminal offence which carries severe penalties including jail
- The concepts of, and laws relating to, sexual consent, sexual exploitation, abuse, grooming, coercion, harassment, rape, domestic abuse, forced marriage, honour-based violence and FGM and how they can affect current and future relationships.
- How people can actively communicate and recognise consent from others, including sexual consent and how and when that can be withdrawn (in all contexts including online).

## 3.1 Prevention of Peer on Peer Abuse

We recognise that peer on peer abuse can manifest itself in many ways. This can include but is not limited to: bullying, cyberbullying, sexual violence, sexual harassment, being coerced to send sexual images (sexting), teenage relationship abuse and physical abuse and upskirting (part of the Voyeurism (Offences) Act, April 2019).

### 3.1.1 All forms of peer on peer abuse are unacceptable and will be taken seriously.

The school will therefore:

### 3.1.2 Create a whole school protective ethos in which peer on peer abuse, including sexual violence and sexual harassment will not be tolerated.

### 3.1.3 Provide training for staff about recognising and responding to peer on peer abuse, including raising awareness of the gendered nature of peer abuse, with girls more likely to be victims and boys perpetrators.

### 3.1.4 Ensure that staff do not dismiss instances of peer on peer abuse, including sexual violence and sexual harassment as an inevitable part of growing up.

### 3.1.5 Include within the curriculum, information and materials that support children in keeping themselves safe from abuse, including abuse from their peers and online.

### 3.1.6 Provide high quality Relationship and Sex Education (RSE), including teaching about consent.

### 3.1.7 Ensure that staff members follow the procedures outlined in this policy when they become aware of peer on peer abuse.

## 4.0 Procedures

Hampton College will follow the procedures set out in the Cambridgeshire and Peterborough Safeguarding Partnership Board 'Inter-Agency Procedures'. A copy of these procedures can be found on their website:

<http://www.safeguardingcambspeterborough.org.uk/children-board/>

## 4.1 The Designated Safeguarding Lead

### 4.1.1 The school fully recognises the importance of the role of the Designated Safeguarding Lead. The DSL is a member of the Senior Leadership Team and the role is explicitly defined in their job description, with agreed time and training to undertake her duties. The Deputy Designated Safeguarding Lead also has their role defined in their job description, with time and training to undertake their duties. The Designated Safeguarding Lead has the appropriate status and authority to carry out the duties of the post.

### 4.1.2 The lead responsibility for safeguarding and child protection will not be delegated, though specific activities related to keeping students safe may be delegated to appropriately trained staff.

### 4.1.3 Contingency arrangements are in place should the Designated Safeguarding lead not be available.

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4.1.4 The DSL or other Designated Person will always be available during school hours. After school and during school holidays, designated staff may be available but there is no obligation for this to be the case. If there is an exceptional circumstance when a designated member of staff is not available, staff should consider seeking advice from a member of the Senior Leadership Team or from social care (KCSIE 2020, paragraph 45, page 12).

4.1.5 It is the responsibility of the Designated Safeguarding Lead to ensure that all of the child protection procedures are followed within the school.

The Designated Safeguarding Lead will therefore:

- ensure that he/she receives formal refresher training at two yearly intervals to keep his/her knowledge up to date;
- refresh their knowledge and skills at regular intervals, and at least annually (for example via e-bulletins, meeting other DSL or reading developments);
- ensure that she/he has undertaken Prevent awareness training;
- monitor the training of other Designated Personnel within the school;
- ensure that all new staff receive a safeguarding children induction and that temporary staff and volunteers are made aware of the school's arrangements for safeguarding children.

Staff members are required to log a concern via MyConcern and submit it to a Designated Person immediately (logging concern forms are available if the staff member cannot, for any reason, access the electronic system). If staff are concerned about the immediate safety of a student, they should ensure that they speak to a Designated Person about their concerns.

- ensure that all staff who work with children undertake the appropriate training to equip them to carry out their responsibilities for safeguarding children effectively and that this is kept up to date by sharing in a timely manner. Training takes place annually and in briefings at regular intervals throughout the year;
- ensure every staff member and every governor knows:
  - the name of the designated safeguarding leads/deputies and their role;
  - how to identify the signs of abuse and neglect;
  - how to pass on and record concerns about a pupil;
  - that they have an individual responsibility to be alert to the signs and indicators of abuse; and for referring child protection concerns to the DSL/DDSL;
  - that they have a responsibility to provide a safe environment in which children can learn;
  - where to find the Inter - Agency Procedures on the Safeguarding Children Partnership Board website;
  - their role in the early help process;
  - the process for making referrals to children's social care.
- ensure all visitors receive information about safeguarding procedures and details of the Designated Personnel on arrival on site. This is provided in the form of a leaflet at reception.
- ensure that the school operates within the legislative framework and recommended guidance;
- ensure the school safeguarding policy is reviewed annually and provide an annual report for the governing body detailing any changes to the policy and procedures;
- ensure that the Head of School is kept fully informed of any concerns;
- ensure that all staff, paid and unpaid, recognise their duty and feel able to raise concerns about poor and unsafe practice in regard to children and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies.

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- ensure that parents are informed of the responsibility placed on the school and staff in relation to child protection by setting out these duties in the school prospectus and on the school website.
- promote educational outcomes by sharing information about the welfare, safeguarding and child protection issues that children (including children with a social worker) are experiencing / have experienced with appropriate school staff.

4.1.6 Where students are educated off site or in alternative provision, the school and the provider will agree clear procedures about managing safeguarding concerns between the two agencies:

- written confirmation that the alternative provider has carried out appropriate safeguarding checks on individuals working at the establishment will be sought by the school;
- the school's attendance officer will liaise with the organisation to ensure that there is appropriate and daily follow up on attendance;
- should a safeguarding concern arise, the DSL will work with the provider to establish an appropriate level of response.

## 4.2 Liaison with Other Agencies

The school will:

4.2.1 Work to develop effective links with relevant services to promote the safety and welfare of all pupils.

4.2.2 Co-operate as required, in line with 'Working Together to Safeguard Children,' (July 2018), with key agencies in their enquiries regarding child protection matters including attendance and providing written reports at child protection conferences and core groups.

4.2.3 Notify the relevant Social Care Team immediately if:

- it should have to exclude a pupil who is subject to a Child Protection Plan (whether fixed term or permanently);
- there is an unexplained absence of a pupil who is subject to a Child Protection Plan;
- there is any change in circumstances to a pupil who is subject to a Child Protection Plan.

4.2.4 When a pupil who is subject to a child protection plan leaves, information will be transferred to the new school immediately. The Child Protection Chair and Social Work Team will also be informed.

## 4.3 Record Keeping

The school will:

4.3.1 Keep clear, detailed, accurate, written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to Social Care immediately.

4.3.2 Ensure all paper records are kept securely, separate from the main pupil file, and in a locked location and ensure electronic records are stored on a purpose-built, secure platform: MyConcern

4.3.3 Ensure all relevant child protection records are sent to the receiving school or establishment when a pupil moves schools in accordance with 'Keeping Children Safe in Education' (September 2020) and the Education Safeguarding Team's Guidance on Keeping and Managing Child Safeguarding Records. The DSL will consider whether it would be appropriate to share information with the new school/college in advance of a child leaving.

4.3.4 Make parents aware that such records exist except where to do so would place the child at risk of harm.

4.3.5 Ensure all actions and decisions are led by what is considered to be in the best interests of the child.

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## 4.4 Confidentiality and Information Sharing

- 4.4.1 The Data Protection Act 2018 does not prevent school staff from sharing information with relevant agencies, where that information may help to protect a child.
- 4.4.2 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children
- 4.4.3 Staff and volunteers will ensure confidentiality protocols are adhered to and information is shared appropriately. If there are any doubts about confidentiality, they should seek advice from a senior manager or outside agency as required. (See 'Information sharing; Advice for practitioners providing safeguarding services to children, young people, parents and carers,' DfE, July 2018).
- 4.4.4 The Designated Safeguarding Lead and other Designated Personnel will always aim to gain consent to share information and be mindful of situations where to do so would place a child at increased risk of harm. Information may be shared without consent if a person believes that there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner.
- 4.4.5 The Designated Safeguarding Lead will record when decisions are made to share or withhold information, who the information has been shared with and why. (See 'Working Together to Safeguard Children,' July 2018)
- 4.4.6 The Head of School or Designated Safeguarding Lead will disclose any information about a pupil to other members of staff on a need to know basis only. Parental consent may be required
- 4.4.7 Subject Access Requests (under the Data Protection Act 2018) from a student or parent should be referred to the Designated Safeguarding Lead or Head of School.
- 4.4.8 In cases where the 'serious harm test' is met, schools must withhold providing the data in compliance with schools obligations under the Data Protection Act 2018 and the GDPR. When in doubt, schools should seek independent legal advice.
- 4.4.9 All staff must be aware that they cannot promise a child to keep secrets.

## 4.5 Communication with Parents

- 4.5.1 Hampton College will ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus and on the school website.
- 4.5.2 Hampton College will undertake appropriate discussion with parents prior to involvement of another agency unless the circumstances preclude this. **Parents/carers should generally be consulted before a referral is made about them to another agency but there are certain circumstances when this is not the case.**
- 4.5.3 Staff will seek advice from Social Care if the school believes that notifying parents could increase the risk of harm to the child. *[Further guidance on this can be found in the Inter-agency Procedures of the Local Safeguarding Children Board].* Particular circumstances where parents **may not** be informed include any disclosure of sexual abuse or physical abuse where the child has an injury or where it may lead to loss of evidence.
- 4.5.4 Records of any discussions with parents should be made or if a decision has been made not to discuss it with parents, the reasons why will be noted. Records may subsequently be disclosable to relevant partner agencies if Child Protection proceedings commence.

## 4.6 Dealing with Sexual Violence and Sexual Harassment between Young People

Hampton College recognises that sexual violence and sexual harassment can occur between two children of any age and sex. Sexual violence may include rape, assault by penetration or sexual assault. Sexual harassment refers to 'unwanted conduct of a sexual nature', such as sexual comments, sexual taunting or physical behaviour such as deliberately brushing against someone. Online sexual harassment may include non-consensual sharing of sexual images and videos, sexualised online bullying, unwanted sexual comments and messages, and sexual exploitation, coercion and threats.

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Hampton College will:

- 4.6.1 Be clear that sexual violence and sexual harassment will not be tolerated.
- 4.6.2 Provide training for staff on how to manage a report of sexual violence or sexual harassment.
- 4.6.3 Make decisions on a case-by-case basis.
- 4.6.4 Reassure victims that they are being taken seriously, offer appropriate support and take the wishes of the victim into account when decision making.
- 4.6.5 Implement measures to keep the victim, alleged perpetrator and if necessary other children and staff members, safe. Record any risk assessments and keep them under review.
- 4.6.6 Give consideration to the welfare of both the victim(s) and perpetrator(s) in these situations.
- 4.6.7 Liaise closely with external agencies, including police and social care, when required.
- 4.6.8 Further guidance can be found in 'Keeping Children Safe in Education - Part Five' (September 2020), 'Sexual violence and sexual harassment between children in schools and colleges,' (DfE, May 2018).
- 4.6.9 **Sending or posting sexual suggesting images (sexting)**
  - Students should be aware that making, possessing and distributing any imagery of someone under 18 which is 'indecent' is illegal. This includes imagery of themselves if they are under 18.
  - All members of staff (including non-teaching) will be made aware of how to recognise and refer any disclosures of incidents involving 'youth produced sexual imagery'
  - Hampton College will follow UKCCIS Guidance: Sexting in schools and colleges, responding to incidents and safeguarding young people (2016) to assess the risk and determine the most appropriate course of action. This may include police and/or CSE involvement.

## 5.0 Supporting Students

The school recognises that **any** child may be subject to abuse and that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation and as such will support all children by:

- 5.1 Providing curricular opportunities to encourage self-esteem and self-motivation.
- 5.2 Creating an ethos that actively promotes a positive, supportive and safe environment and values the whole community.
- 5.3 Applying the school's behaviour policy effectively. All staff will agree on a consistent approach, which focuses on the behaviour of the child but does not damage the pupil's sense of self-worth. The school will ensure that the pupil knows that some behaviour is unacceptable but s/he is valued and not to be blamed for any abuse which has occurred.
- 5.4 Liaising with other agencies which support the pupil such as Social Care, Child and Adolescent Mental Health Services, Cambridgeshire Sexual Behaviour Service or Early Help Teams.
- 5.5 Developing productive and supportive relationships with parents/carers.
- 5.6 The school recognises that whilst **any** child may benefit from early help, staff are encouraged to consider the wider environmental factors present in a child's life which could pose a threat to their welfare or safety, (contextual safeguarding). Staff are required to be particularly alert to the potential need for early help for those:

### 5.6.1 Children with Disabilities, Additional Needs or Special Educational Needs

Statistically, children with additional needs, special educational needs, disabilities and emotional and behavioural difficulties are most vulnerable to abuse especially those with communication difficulties. School staff who deal with children with profound and multiple disabilities, cerebral palsy, sensory

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impairment and or emotional and behaviour problems are particularly sensitive to signs of abuse. We are mindful of:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the student's additional needs without further exploration;
- The potential for students with SEND being disproportionately impacted by behaviours such as bullying, without showing any signs;
- Communication barriers and difficulties in overcoming those issues; the school will provide additional training to staff to assist with this (eg Makaton training).
- Identifying appropriate strategies that will reduce anxiety and raise self-esteem as part of an overall support plan agreed with parents

As part of the PSHE programme, staff will teach personal safety skills commensurate with age, ability and needs. Students will be taught personal safety skills such as: how to recognise if they are feeling unsafe including within family relationships and friendships; how to ask for help; the difference between safe and unsafe secrets; the difference between safe and unsafe physical contact; and how to recognise and manage risk including in a digital context. The content of these lessons will be shared with parents so that the skills can be practised at home.

## 5.6.2 Children in Care

Children who are looked after may be particularly vulnerable. The school has a designated teacher (Alex Macfarlane) to promote the educational achievement and welfare of children who are looked after and to liaise closely with the virtual school head in the local authority.

## 5.6.3 Children who have returned home to their family from care

The school recognises that a previously looked after child potentially remains vulnerable. School will vigilantly monitor the welfare of previously looked after children, keep records and notify Social Care as soon as there is a recurrence of a concern in accordance with the Cambridgeshire and Peterborough Safeguarding Children Partnership Board 'Inter - Agency Procedures.'

## 5.6.4 Privately Fostered Children

Private fostering is when a child under the age of 16, (under 18 if disabled) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or relative in their own home for 28 days or more.

The school will follow the mandatory duty to inform the local authority of any 'Private Fostering' arrangements

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## 5.6.5 Young Carers

The school recognises that children who are living in a home environment which requires them to act as a young carer for a family member or a friend, who is ill, disabled or misuses drugs or alcohol can increase their vulnerability and that they may need additional support and protection.

School will: seek to identify young carers; offer additional support internally; signpost to external agencies; be particularly vigilant to the welfare of young carers and follow the procedures outlined in this policy, referring to Early Help or Social Care as required if concerns arise.

## 5.6.6 Children Frequently Missing Education

School recognises that children going missing, particularly repeatedly, can act as a warning sign of a range of safeguarding possibilities including abuse, neglect, child sexual exploitation and child criminal exploitation, mental health problems, risk of substance abuse, risk of travelling to conflict zones, and risk of FGM or forced marriage.

The school monitors attendance of individual pupils closely, as outlined in the Attendance Policy, and analyses patterns of absence to aid early identification of concerning patterns of absence.

The school endeavors to hold more than one emergency contact for each pupil to provide additional options to make contact with a responsible adult when a child missing education is identified as a welfare and/or safeguarding concern.

When a child is missing from education, the school follows the procedure as set out in Peterborough's Children Missing Education guidance. The school will inform the Attendance Service and Social Care if a missing child is subject to a Child Protection Plan or there have been ongoing concerns.

## 5.6.7 Children Misusing Drugs or Alcohol

The discovery that a young person is using illegal drugs or reported evidence of their drug use is not necessarily sufficient in itself to initiate child protection proceedings but the school will consider such action in the following situations:

When there is evidence or reasonable cause:

- to believe the young person drug misuse may cause him or her to be vulnerable to other abuse such as sexual abuse;
- to believe the pupil's drug related behaviour is a result of abusing or endangering pressure or incentives from others particularly adults;
- where the misuse is suspected of being prompted by serious parent/ carer drug misuse
- where the misuse indicates an urgent health or safeguarding concern
- where the young person is perceived to be at risk of harm through any substance associated criminality.

## 5.6.8 Children at Risk of 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.

Sexual exploitation can take many different forms from the seemingly consensual relationship to serious organised crime involving gangs and groups. Staff at Hampton College are aware that any child or young person may be at risk of sexual exploitation, regardless of their family background or other circumstances. Potential indicators of sexual exploitation will be addressed within staff training.

The Designated Safeguarding Lead will complete the Safeguarding Children Partnership Board's Exploitation (CSE / Criminal/Gangs) Risk Assessment and Management Tool and refer to Social Care if there is a concern that a young person may be at risk of CSE.

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The school recognises that young people who go missing can be at increased risk of sexual exploitation and has procedures in place to ensure appropriate response to children and young people who go missing, particularly on repeat occasions.

## 5.6.9 Children at Risk of Criminal Exploitation

Criminal exploitation of children is a form of harm that is a typical feature of county lines activity. Drug networks or gangs exploit children and young people to carry drugs and money from urban areas to suburban and rural areas. Exploitation can occur even if activity appears to be consensual.

All staff will consider whether children are at risk of abuse or exploitation in situations outside their families. School will address indicators of child criminal exploitation with staff through training. Staff will follow the procedures outlined in this policy if concerns of criminal exploitation arise.

The Designated Safeguarding Lead will complete Safeguarding Children Partnership Board's Exploitation (CSE / Criminal/Gangs) Risk Assessment and Management Tool and refer to Social Care if there is a concern that a young person may be at risk of criminal exploitation.

The school recognises that young people who go missing can be at increased risk of child criminal exploitation and/or trafficking and is vigilant and has procedures in place to ensure appropriate response to children and young people who go missing, particularly on repeat occasions.

## 5.6.10 Children Living with Substance Misusing Parents/Carers

Misuse of drugs or alcohol is strongly associated with Significant Harm to children, especially when combined with other features such as domestic abuse. Further enquiries and or further action will be taken when the school receives reliable information about drug and alcohol abuse by a child's parents/carers in the following circumstances:

- The parental misuse is regarded as problematic (i.e. multiple drug use including injection);
- Children are exposed to criminal behaviour;
- Unsafe storage of drugs and / or alcohol or injecting equipment;
- Children are exposed to unsuitable caregivers or visitor eg customers or dealers;
- A chaotic and unpredictable home environment which can be attributed to drug or alcohol misuse;
- Children are not being provided with acceptable or consistent levels of social and health care;
- Drugs and / or alcohol have an adverse effect on the growth and development of the unborn child.

## 5.6.11 Children Living with Domestic Abuse

Domestic Abuse is defined as any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: psychological, physical, sexual, financial and emotional.

The school recognises that where there is Domestic Abuse in a family, the children/young people will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships. Domestic Abuse can also affect children in their personal relationships as well as in the context of home life.

Staff will follow the procedures outlined in this policy if concerns of Domestic Abuse arise. The school will vigilantly monitor the welfare of children living in domestic abuse households, offer support to them and contribute to any Multi-Agency Risk Assessment Conference (MARAC) safety plan as required.

At Hampton College, we are working in partnership with Cambridgeshire Police and Peterborough City Council to identify and provide appropriate support to pupils who have experienced domestic abuse in their home; this scheme is called Operation Encompass.

In order to achieve this, Cambridgeshire's Education Safeguarding Team will share police information of all domestic incidents, where one of our pupils has been present, with the Designated Safeguarding Lead(DSL) (Domestic Abuse (DA) Lead).

# HAMPTON COLLEGE: SAFEGUARDING and CHILD PROTECTION POLICY

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On receipt of any information, the DSL Lead will decide on the appropriate support the child may require. The Operation Encompass information is stored in line with all other confidential safeguarding and child protection information. All information sharing and resulting actions will be undertaken in accordance with the 'Cambridgeshire and Peterborough *Joint Agency Protocol for Domestic Abuse - Notifications to Schools, Colleges and Early Years settings*'.

## 5.6.12 Children showing signs of Abuse and/or Neglect

School recognise that experiencing abuse or neglect may have an adverse impact on those children which may last into adulthood without appropriate intervention and support. School may be the only stable, secure and predictable element in the lives of children at risk. Children who have experienced abuse or neglect may display this through their own behaviour, which may be challenging and defiant or passive and withdrawn. We recognise that children may develop abusive behaviours and that these children may need to be referred on for appropriate support and intervention.

All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside of these environments. All staff, but especially the Designated Staff should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.

School will provide training for staff to ensure that they have the skills to identify and report cases, or suspected cases, of abuse in accordance with the procedures outlined in this policy. The definitions of the four categories of abuse are attached (see Appendix A).

## 5.6.13 Children at Risk of 'Honour-Based' Violence including Female Genital Mutilation (FGM)

So called 'honour-based' violence encompasses incidents which have been committed to protect or defend the honour of the family and/or community, including breast ironing, female genital mutilation (FGM) and forced marriage. Hampton College takes these concerns seriously and staff are made aware of the possible signs and indicators that may alert them to the possibility of HBV through training. Staff are required to treat all forms of HBV as abuse and follow the procedures outlined in this policy.

Female genital mutilation (FGM) is a procedure involving the partial or total removal of the external female genitalia or other injury to the female genital organs. It is a form of child abuse and is illegal in the UK. The fear of being branded racist or discriminatory must not weaken the protection required by those who are vulnerable and staff will follow the school's agreed safeguarding procedures when concerned. In these cases, parents will not be informed before seeking advice and the case will still be referred to social care even if it is against the student's wishes.

Staff must be aware that enquiries related to FGM should be undertaken by police officers with assistance from social workers. If a girl has been absent from school for a long period and there is a need to make informal enquiries, the fact that enquiries are related to FGM **will not** be revealed as this may increase risk.

In accordance with the 2015 'Duty', all **known** cases of FGM in girls under the age of 18 will be reported to the police. Teachers should still consider and discuss any such case with the Designated Safeguarding Lead and involve social care as appropriate, but the teacher will personally report to the police that an act of FGM appears to have been carried out.

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## 5.6.14 Children at Risk of Radicalisation and Extremism

Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. Nationally, there have been occasions where extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

Whilst Hampton College values freedom of speech and the expression of beliefs / ideology as fundamental rights underpinning our society's values, we also recognise that free speech is subject to laws and policies governing equality, human rights, community safety and community cohesion.

Hampton College seeks to protect children and young people against the messages of all violent extremism and will view any attempt to manipulate the vulnerable in this way as a matter of safeguarding. (See Appendix C)

The School fully recognises its statutory duty to identify and support pupils at risk, and to follow the referral process when appropriate.

The school governors, the Head of School and the Designated Safeguarding Lead will assess the level of risk within the school and put actions in place to reduce that risk. Risk assessment may include consideration of the school's RE curriculum, SEND policy, assembly policy, the use of school premises by external agencies, anti-bullying policy, e-safety and other issues specific to the school's profile, community and philosophy.

Staff, including support staff, have received training to support their understanding of the Prevent strategy.

The School's SPOC (Single Point of Contact) is Alex Macfarlane. She will be the lead for safeguarding in relation to protecting individuals from radicalisation, sharing relevant information in a timely manner with the appropriate agency, including Channel.

See also 'The Prevent Duty, Departmental advice for schools and childcare providers', DFE (June 2015), and Revised Prevent Duty Guidance: for England and Wales', HM Government (July 2015).

## 5.6.15 Children who have Family Members in Prison

Hampton College is committed to supporting children and young people who have a parent or close relative in prison and will work with the family to find the best ways of supporting the child. The school recognises that children with family members in prison are at risk of poor outcomes including: poverty, stigma, isolation, poor mental health and poor attendance.

The school will treat information shared by the family in confidence and it will be shared on a 'need to know' basis. We will work with the family and the child to minimise the risk of the child not achieving their full potential.

## 6.0 Safer Recruitment

- 6.1 Hampton College has a separate safer recruitment policy which is compliant with local and national requirements and regularly reviewed to reflect DFE guidance.
- 6.2 Hampton College will operate safer recruitment practices including ensuring pre-employment checks and appropriate DBS and reference checks are undertaken according to Part three of 'Keeping Children Safe in Education' (2020).
- 6.3 All governors have undertaken appropriate DBS and reference checks. Volunteers visiting the College during school hours, on more than two occasions in a term, will be considered to have a familiar face to students. Hampton College will therefore undertake appropriate DBS and reference checks. Under no circumstances will volunteers of whom no checks have been obtained be left unsupervised with children or allowed to work in regulated activity.

# HAMPTON COLLEGE: SAFEGUARDING and CHILD PROTECTION POLICY

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- 6.4 The local governing body will ensure that at least one person on any appointment panel has undertaken safer recruitment training (Appendix G).
- 6.5 All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- 6.6 Any allegation against a member of staff or volunteer must be reported to the Head of School, without delay, unless the Head of School is the subject of the allegation when the Executive Headteacher and the Chair of Governors must be informed. (See Allegations flowchart Appendix E). The school will follow the procedures set out in Part 4 of 'Keeping Children Safe in Education' (2020)
- 6.7 The school will consult with the Local Authority Designated Officer (LADO) in the event of an allegation being made against a member of staff, supply staff or volunteer and adhere to the relevant procedures set out in 'Keeping Children Safe in Education', (2020), Staff Handbook and the school's Personnel Manual from EPM Ltd
- 6.8 The Head of School or Chair of governors will ensure that all allegations are reported to the LADO within one working day. The LADO will advise on all further action to be taken. Please note that the Head Teacher, Executive Headteacher or Chair of Governors should **not** seek to interview the child/ren or members of staff involved until advice has been sought. Doing so may compromise any police interviews that may be necessary.
- 6.9 The school will ensure that any disciplinary proceedings against staff, supply staff or volunteers relating to child protection matters are concluded in full even when the member of staff, supply staff or volunteer is no longer employed at the school. Hampton College recognises **it has a legal duty to refer to the DBS and any other relevant professional bodies anyone who has harmed, or poses a risk of harm, to a child.**
- 6.10 Staff (including supply staff and volunteers) who are the subject of an allegation have the right to have their case dealt with fairly, quickly, and consistently and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, staff may be suspended where this is deemed to be the best way to ensure that children are protected.
- 6.11 Consideration must be given to the needs of the child and a recognition that a child may make an allegation against an innocent party because they are too afraid to name the real perpetrator. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen.
- 6.12 The school will ensure that all staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships with pupils and parents, as advised within the Local Authority's Code of Conduct: 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings' (May 2019). As part of the Induction process, all staff, paid and unpaid, will receive guidance about how to do this (in both the real and virtual world), especially with vulnerable young people.
- 6.13 **All staff will have been given a copy of 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings' (May 2019) as part of their induction and have signed as an undertaking that they will comply with this guidance.**
- 6.14 The school will ensure that staff, supply staff and volunteers are aware that sexual relationships with pupils aged under 18 are unlawful and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of position of trust).
- 6.15 All staff are aware of their whistle blowing responsibilities and will promptly report any concerns in the interests of protecting children and staff from poor practice and/or unsuitable behaviour. This includes the requirement to self-disclose any personal issues which may impact on their suitability to work in an education setting.
- 6.16 Staff will also be aware of the need to report inappropriate sexualised behaviour to Children's Social Care.

# HAMPTON COLLEGE: SAFEGUARDING and CHILD PROTECTION POLICY

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6.17 Hampton College will ensure communication between students and adults, by whatever method, is transparent and take place within clear and explicit boundaries and are open to scrutiny.

## 7.0 Other Related Policies and Procedures

### 7.1 E-Safety and Acceptable Use

7.1.1 Hampton College believes that the use of information and communication technologies bring great benefits. We recognise that there are e-safety issues that need to be planned for accordingly that will help to ensure appropriate, effective and safer use of electronic communications.

7.1.2 The school has a separate e-safety and Acceptable Use policy for staff and students which should be considered in line with this policy.

7.1.3 Chat rooms and social networking sites are increasingly the source of inappropriate and harmful behaviour and children are not allowed to access these sites whilst in school.

### 7.2 Mobile technology

7.2.1 Any use of photographic images must have parental consent.

7.2.2 The use of video technology as a coaching aid is fully recognised by Hampton College. However, express written permission to use video to this end must be sought through individual participants and their parents / carers.

7.2.3 The use of cameras and mobile phones is prohibited in all toilet and changing areas. Students filming for school projects must present a clear plan to their subject teacher, prior to filming.

7.2.4 Images of subjects should be appropriately dressed. (There are some sports activities - swimming, gymnastics and athletics for example where the risk of potential misuse is much greater. With these sports the content of the photograph should focus on the activity not focus solely on a particular subject).

7.2.5 No photographs should be taken on personal mobiles/tablets or for an adult's own records.

7.2.6 All staff are aware of safeguarding issues around the use of mobile technologies and their associated risks and will rigorously follow protocols set out in the Acceptable Use Policy, the Mobile Devices Policy and the Mobile Technology policy in settings with Early Years provision

### 7.3 Physical Restraint

Staff should only ever use physical intervention as a last resort, and at all times it must be the minimum force necessary to prevent injury to themselves, another person or property.

### 7.4 Anti-Bullying

The policy includes reference to all prejudice related bullying; we acknowledge that to allow or condone bullying may lead to consideration under child protection procedures.

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a student. An abuser may be a young person, for example in the case of bullying.

### 7.5 Health and Safety

The Health and Safety policy reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits.

### 7.6 Other Policies

This policy also links to our policies on:

Attendance  
Behaviour  
Code of Conduct  
Children Missing from Education  
Complaints Procedure

# HAMPTON COLLEGE: SAFEGUARDING and CHILD PROTECTION POLICY

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Critical Incident Plan  
Equality  
First Aid Policy  
Teaching and Learning  
Curriculum including PSHE, including drug education and sex education  
Recruitment and selection  
Administration of medicines  
Allegations of Abuse Against Teachers and Other Staff and Volunteers  
Staff Code of Conduct  
Staff Discipline and Grievance Procedures  
Whistle-blowing Policy  
Protocol for students not collected at the end of the school day / activity

## 8.0 The Local Governing Body

8.1 The Local Governing Body fully recognises its responsibilities with regard to child protection and to safeguarding and promoting the welfare of children. It aims to ensure that policies, procedures and training in school are effective and comply with the law and government guidance at all times.

The Local Governing Body will therefore:

- designate a governor or trustee for child protection and safeguarding who will oversee the school's policy and practice and champion safeguarding issues;
- nominate a member of the governing body (usually the Chair) to be responsible in the event of an allegation of abuse being made against the Head of School;
- review safeguarding policies and procedures annually and provide information to the Education Safeguarding Team about them and about how statutory duties have been discharged, ensuring that deficiencies or weaknesses in safeguarding arrangements are remedied without delay;
- liaise closely with the Designated Safeguarding Lead to monitor procedures and practice, and ensure compliance with LSCB guidelines;
- undertake regular training in relation to safeguarding and Prevent and ensure further appropriate training is undertaken by those staff and governors with specific roles in safeguarding / Prevent
- ensure student's wishes and feelings are taken into account where there are safeguarding concerns
- ensure safe recruitment procedures;
- ensure safe management of allegations;
- ensure students are taught about safeguarding, including online;
- ensure that appropriate filters and monitoring systems are in place, whilst taking care to avoid imposing unreasonable restrictions;
- understand that information on individual child protection cases or situations is confidential and will not be discussed.

## 8.2 Before and After School Activities

8.2.1 For activities that take place before or after school, directly under the supervision or management of school staff, the school's arrangements for safeguarding as written in this policy shall apply.

8.2.2 Where services or activities are provided separately by another body the governing body will seek assurance that the body concerned has appropriate policies and procedures in place for safeguarding children and child protection and there are arrangements to liaise with the school on these matters where appropriate.

## 9 Trips and Foreign Exchange Visits

9.1 When organising a school trip, it is important that the trip leader liaises closely with the Designated Safeguarding Lead. The Designated Safeguarding Lead will check the list of students who have been selected to take part and will provide advice, as appropriate, regarding any student participating in the trip.

9.2 In circumstances where Hampton College arranges for pupils to stay with host families, for example on a foreign exchange or sports tour, it is important to consider the suitability of the adults in the respective families who will be responsible for the visiting child.

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If a student is being provided with care and accommodation in the home of a family to which they're not related, in the UK, this counts as regulated activity. Anyone living in the house, over the age of 16, should have an enhanced Disclosure and Barring Service (DBS) check with barred list information (There is no cost for this service if the hosts are not being paid).

It is not possible for schools and colleges to obtain criminality information from the DBS about adults who provide homestays abroad. Schools and colleges should liaise with partner schools abroad, to establish a shared understanding of, and agreement to the arrangements in place for the visit. They should use their professional judgement to satisfy themselves that the arrangements are appropriate and sufficient to safeguard effectively every child who will take part in the exchange. Parents should be aware of this agreed arrangement.

Further information and guidance on safeguarding arrangements for host families are set out in annex E of 'Keeping Children Safe in Education' (2020).

For the school year, 2020-2021, residential trips in the UK and abroad have been paused.

## 10 Pandemic safeguarding arrangements

In response to the 2020 COVID 19 pandemic schools were required to take measures to ensure the health and wellbeing of both children and staff. This included children spending significant amount of time at home and away from the school environment.

An addendum document was issued that applied to the educational provision of the schools during the pandemic relating to Covid-19. This document will be reviewed, and updated according to developments and advice from government and the local authority. Unless otherwise communicated, normal safeguarding and child protection policy and procedures continue to apply.

## 11 Monitoring and Evaluation

Safeguarding and Child Protection policy and procedures will be monitored and evaluated by:

- Governing Body visits to the school
- SLT 'drop ins' and discussions with children and staff
- Student and Parent surveys and feedback
- Scrutiny of attendance data
- Scrutiny of a range of risk assessments
- Monitoring of logs of behaviour and prejudice related incidents

## Policy review

This policy is reviewed yearly or sooner if there are statutory guidance updates.

APPROVED BY GOVERNORS:

.....  
SIGNATURE

.....  
NAME

.....  
DATE

# HAMPTON COLLEGE: SAFEGUARDING and CHILD PROTECTION POLICY

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## Appendix A

### Guidance to Staff: Responding To A Young Person Making a Disclosure or Allegation.

A member of staff receiving information concerning disclosure should:

- react calmly so as not to frighten the student
- reassure the student that he/she was right to tell
- not make promises of confidentiality, but let them know you will have to tell another adult
- take what the student says seriously, recognising the difficulties inherent in interpreting what is said by a student
- keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said. Questions should not be leading. Questions should only consist of Who...? What...? When...? Where...? It should be information gathering and fact finding, under no circumstances should you investigate the incident. It should include
  - a) the nature of the allegation
  - b) a description of any visible bruising or other injuries using the body map on reverse of log sheet.
  - c) the student's account, if it can be given, of what has happened and how any bruising or other injuries occurred,
  - d) witnesses to the incident(s)
  - e) any times, dates or other relevant information
  - f) a clear distinction between what is fact, opinion or hearsay

Make a full written record of what has been said, heard and/or seen as soon as possible using an Incident Report form (see Appendix B)

#### **Actions to be avoided**

The person receiving the disclosure should not:

- panic
- allow their shock or distaste to show
- probe for more information than is offered
- speculate or make assumptions
- make negative comments about the alleged abuser
- approach the alleged abuser
- make promises to agree to keep secrets
- discuss the issue with anyone other than Designated Staff or another member of the Senior Leadership Team

Staff are not responsible for deciding whether or not student abuse is taking place. However, there is a responsibility and a duty to act on any concerns and to protect students in order that appropriate agencies can then make enquiries and take the necessary action to protect the student.

#### **Four categories of abuse**

**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.

**Neglect** - 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.

It may occur during pregnancy as a result of maternal substance misuse.

It may involve the neglect of or lack of responsiveness to a child's basic emotional needs.

It also includes parents or carers 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

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- Ensure access to appropriate medical care or treatment

**Emotional Abuse** - Is the persistent emotional maltreatment so as to cause severe and adverse effects on a child's emotional development.

It may involve conveying to a child that they are:

- Worthless
- Unloved
- Inadequate
- Valued only insofar as they meet another persons needs

It may include:

- not giving the child opportunities to express their views
- deliberately silencing them
- 'making fun' of what they say or how they communicate

It may also feature age or developmentally inappropriate expectations being imposed on children including:

- interactions that are beyond the child's developmental capability
- overprotection and limitation of exploration and learning
- preventing participation in normal social interaction.

It may involve:

- Seeing or hearing the ill-treatment of another
- Serious bullying (including cyberbullying) 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 maltreatment although it may occur alone

**Sexual Abuse** - involves 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.

This may involve:

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

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.



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Name of person responding to concern:	
Date:	Time:
<b>Action Taken</b> (include response to student, family and outside agencies)	<b>Reason</b>
Has the parent been informed YES / NO	Reason for not informing parent / Outcome of informing parent:
Number of previous concerns?	Pre-CAF Assessment?
Further Action agreed?	Reason

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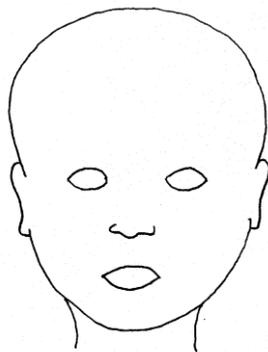
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## Body map

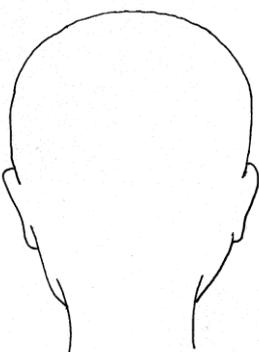
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Date of birth: .....

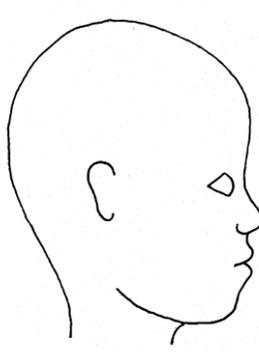
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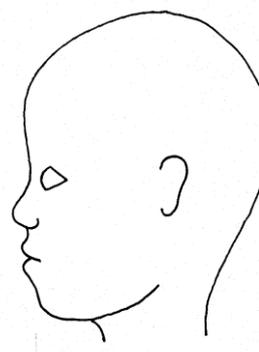
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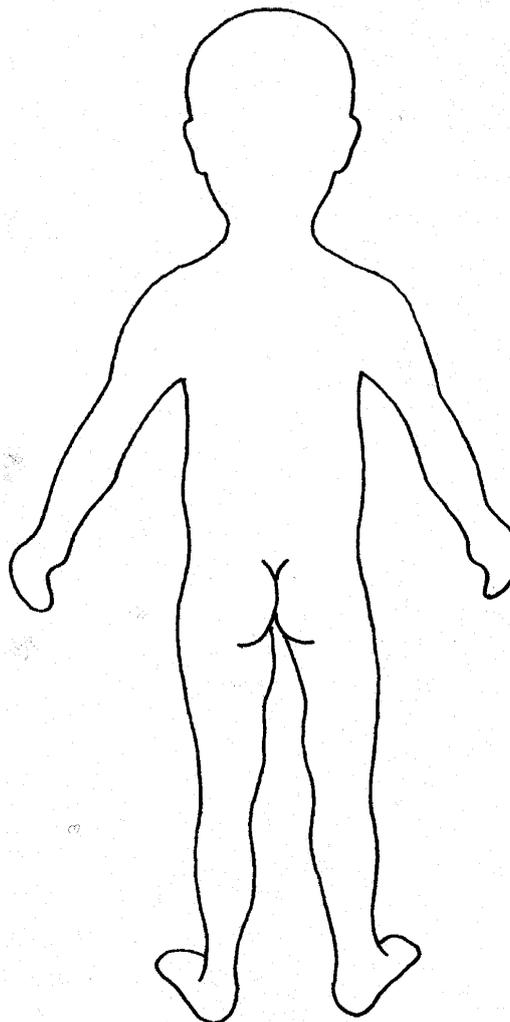
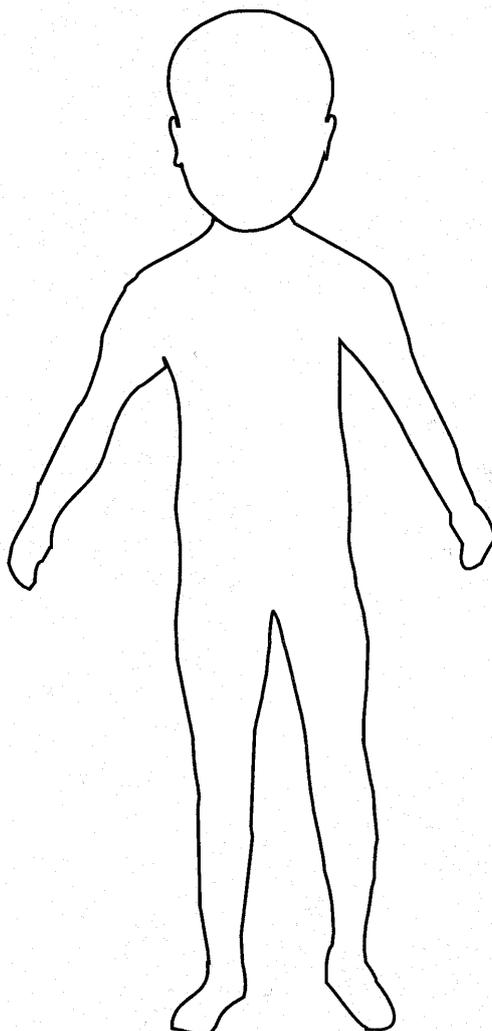
**BACK**



**RIGHT**



**LEFT**



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## Appendix C

### *Additional Guidance*

“Keeping children safe in education: Statutory guidance for schools and colleges” (September 2020)

COVID-19: safeguarding in schools, colleges and other providers (May 2020)

“Guidance for Safer Working Practice for those working with children and young people in education settings” (May 2019)

“Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers” (July 2018)

“The Prevent Duty, Departmental advice for schools and childcare providers” (June 2015)

“Revised Prevent Duty Guidance: for England and Wales” (July 2015)

“Sexting in schools and colleges: Responding to incidents and safeguarding young people” published by the UK Council for Child Internet Safety (UKCCIS) - (September 2016)

“Sexual violence and sexual harassment between children in schools and colleges” (May 2018)

“What to do if you’re worried a child is being abused: Advice for practitioners” (March, 2015)

“Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children” (July 2018)

# HAMPTON COLLEGE: SAFEGUARDING and CHILD PROTECTION POLICY

Hampton College Staff Training Log

Appendix D

Staff	Course	Provider	Date
<b>Designated Training</b>			
Alex Macfarlane	Two year update	Cambs	June 2019
	Domestic Abuse Lead	Cambs	October 2018
	Online Training	National Education Group	August 2018
	Safeguarding Conference	Cambs	March 2019
	Prevent Update	Cambs	March 2020
Paul Jones	Two year update	Cambs	May 2018
Helen Price	Two year update	Cambs	December 2018
Michele Stuffins	Two year update	Cambs	November 2018
Kathryn McAllister	Two year update	Cambs	November 2018
John Gilligan	Two year update	Cambs	February 2019
Lydia Davies	Two year update	Cambs	July 2019
Matt Norris	Two year update	Cambs	December 2018
<b>Whole Staff Training</b>			
Whole Staff	General information - CP and Prevent	A Macfarlane / M Norris / Sarah Judge	September 2019
New Staff Induction Programme	General information - CP and Prevent.	S Judge / M Norris / A Macfarlane	Review at the start of each half term to ensure that new and returning staff have essential knowledge and understanding. Ongoing
Cleaners	General information - CP and Prevent	A Macfarlane	January 2020 (2 sessions)
Whole Staff	Two year update	G Mansell PCC	September 2018
New Staff	Two year update	G Mansell PCC	September 2017
Whole Staff	New School Year update (CP, Prevent and CSE)	A Macfarlane / P Jones	September 2017
Whole Staff	New School Year update (CP, Prevent and CSE)	N Stephenson / A Macfarlane	September 2016
	Two year update (3 hours)	G Mansell PCC	January 5 2015 January 4 2017
<b>Safer Recruitment</b>			
Helen Price	February 2018	Samantha Britten	July 2015
Paul Jones	January 2017	Kim Garcia	February 2018
John Gilligan	May 2016	Tony Gardiner	July 2015
Alex Macfarlane	July 2015	John Grant	February 2018
Alison Yeoman	July 2015	Al Kingsley	August 2017
Paul Ednbrow	July 2015	Ericha Knowles	July 2015
Becky Armour	September 2019	Matthew Patchett	February 2018
Caroline Behan	July 2015	Debbie Pope	July 2015
Rachel Lewis	July 2015	Abby Allen	May 2019
Emily Culpin	July 2015	Rebecca England	February 2018
Michele Stuffins	September 2018	Joanne Spencer	August 2019
Alison Harris	May 2016		

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<b>Early Help Assessment Leads</b>			
Paul Jones	Craig Dixon		
Alex Macfarlane	Katherine McAllister		
Alison Jeffcote	Lynda Johnson		
Lydia Davies	Kathryn McAllister		
Becky Armour	Rachel Bowd		

# HAMPTON COLLEGE: SAFEGUARDING and CHILD PROTECTION POLICY

## Managing an Allegation Against a Member of Staff or volunteer in your Establishment - Peterborough

## Appendix E

