



## CONTENTS

Child and Vulnerable Adult Protection Policy & Procedures	Page no
Introduction and aims	3
Roles and responsibilities <ul style="list-style-type: none"><li>▪ College</li><li>▪ Designated Child Protection Co-ordinator</li></ul>	4
General strategies	5
Procedures <ul style="list-style-type: none"><li>▪ Recognition and categories of abuse</li><li>▪ Responding to concerns</li><li>▪ Record keeping</li><li>▪ Information to be recorded</li><li>▪ Storage of records</li><li>▪ Referrals to Social Services</li><li>▪ Concerns involving members of staff</li></ul>	5,6,7,8
Code of Practice	9
Supervision and support	9
Training	9
Monitoring and Review	9

## INTRODUCTION:

This policy has been developed in accordance with the principles established by:

- The Children Act 1989 and amendments
- The Children Act 2004
- The Education Act 2002 Sections 175 and 176
- The Framework for the Assessment of Children in Need and their Families
- Working Together to Safeguard Children 2006
- Safeguarding of the Vulnerable Adult guidance 2006
- Multi Agency Safeguarding Vulnerable Adults Adult Protection Policy Protocols and Guidance for Kent and Medway

The Governors and staff of Hadlow College take seriously our responsibility to promote the welfare and safeguard all the children, young people and vulnerable adults entrusted to our care.

The Designated Child Protection Co-ordinators (DCPC's) who have overall responsibility for child protection practice in College are:

- **Sharon Lowen – Senior Warden & Accommodation Co-ordinator**
- **Abigail Vallance – Senior Welfare & Activities Co-ordinator**

As part of the ethos of the College we are committed to:

- Maintaining students welfare as our paramount concern
- Providing an environment in which children, young people and vulnerable adults feel safe, secure, valued and respected; confident to talk openly and sure of being listened to
- Providing suitable support and guidance so that students have a range of appropriate adults who they feel confident to approach if they are in difficulties
- Using the curriculum to provide opportunities for increasing self awareness, self esteem, assertiveness and decision making so that students have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others
- Working with parents to build an understanding of the College's responsibility to ensure the welfare of all children and vulnerable adults including the need for referral to other agencies in some situations
- Ensuring all staff are able to recognise the signs and symptoms of abuse and are aware of the College's Procedures and lines of communication
- Monitoring children and young people who have been identified as "in need" including the need for protection; keeping confidential records which are stored securely and shared appropriately with other professionals
- Developing effective and supportive liaison with other agencies

## **ROLES AND RESPONSIBILITIES:**

### **College:**

The College is responsible for ensuring that all action taken is in line with Kent's Child and Adult Protection Procedures. The child protection process implemented in April 2001 follows the requirements of the central government guidance contained in the Framework for Assessment of Children in Need and their Families and Working Together to Safeguard Children. The child protection process is now incorporated within a comprehensive policy and procedure for all children in need.

The role of the College within this procedure is to contribute to the identification, referral and assessment of children in need including children or vulnerable adults who may have suffered, be suffering or who are at risk of suffering significant harm. The College may also have a role in the provision of services to Children in Need and their families.

All adults in College have a role to play in relation to:

- Protecting children and vulnerable adults from abuse
- Promoting the welfare of children and vulnerable adults
- Preventing children and vulnerable adults from being harmed

**The role of the College in situations where there are Child or Adult Protection concerns is NOT to investigate but to recognise and refer.**

### **Designated Child Protection Co-ordinators (DCPC):**

The Designated Child Protection Co-ordinators are responsible for:

- Co-ordinating child and adult protection action within College
- Liaising with other agencies
- Ensuring that locally established procedures are followed including reporting and referral processes
- Acting as a consultant for staff to discuss concerns
- Making referrals as necessary
- Maintaining a confidential recording system
- Representing or ensuring the college is appropriately represented at inter-agency meetings in particular Child & Vulnerable Adult Protection Conferences
- Managing and monitoring the College's part in Child care / protection plans and Adult Protection Support Plans
- Liaising with the Staff Development Coordinator to arrange appropriate training
- Liaising with other professionals

## **GENERAL STRATEGIES:**

This section gives an opportunity for staff to identify the specific ways in which child and adult protection issues are addressed within the curriculum, policies and guidance or through college/community initiatives.

This may include:

Personal Health and Social Education  
Behaviour Management Policy  
Safe College initiatives  
Peer mentoring  
Community initiatives  
Anti-Bullying Strategies  
Care Plans/Education Plans

Student Councils (consultation/children's rights)  
Complaints Procedures  
Health and Safety  
Risk Assessments  
Extra Curricular Activities

## **PROCEDURES:**

A copy of Kent's Child in need/child protection procedure and Multi Agency Safeguarding Vulnerable Adults are kept in Student Support Services and contains details of procedures and the categories and definitions of abuse. A copy of the Assessment Framework can also be found in Student Support Services.

## **Recognition and categories of abuse:**

All staff in College should be aware of the definitions and signs and symptoms of abuse. There are four categories of abuse these are:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

## **In addition to the above categories vulnerable adults can also be the victims of:**

- Financial abuse
- Discriminatory abuse

The signs and symptoms of abuse are listed in leaflets given to all staff as part of their induction. A Child in Need / Child Protection Resource pack containing a range of information is available for staff from the DCPC. A copy of the Department Of Health guidelines "What to do if You're Worried A Child Is Being Abused" or Kent and Medway's "Adult abuse" information leaflet are also available to staff.

## **Responding to concerns:**

Concerns for a child, young person or vulnerable adult may come to the attention of staff in a variety of ways for example through observation of behaviour or injuries or disclosure. Any member of staff who has a concern for a child, young person or vulnerable adult, however insignificant this might appear to be, should discuss this with the DCPC as soon as is practically possible. More serious concerns must be reported immediately to ensure that any intervention necessary to protect the child or vulnerable adult is accessed as early as possible.

If a child or vulnerable adult makes a disclosure of abuse to a member of staff they should:

- Allow the child or vulnerable adult to make the disclosure at their own pace and in their own way
- Avoid interrupting, except to clarify what the child or vulnerable adult is saying (attentive listening/reflective feedback)
- Not ask leading questions or probe for information that the child or vulnerable adult does not volunteer
- Reassure the child or vulnerable adult that they have been heard and explain what you will do next and to whom you will talk
- Make a record of the conversation as soon as possible
- Inform one of the DCPC's

## **Record keeping:**

Staff can play a vital role in helping children in need or children and vulnerable adults at risk by effective monitoring and record keeping. Any incident or behavioural change in a child or vulnerable adult that gives cause for concern should be recorded on a C4C (cause for concern form), copies of which are kept on the Intranet under Policies. It is important that records are factual and reflect the words used by the child or vulnerable adult. Opinion should not be given unless there is some form of evidence base that can also be quoted. Records must be signed and dated with timings if appropriate. It is important to remember that any issues are confidential and staff should know only on a 'need to know' basis.

Staff Development sessions will explain and explore issues of disclosure, privacy, confidentiality and responsibility.

## **Information to be recorded:**

- Child or vulnerable adults name and date of birth
- Child or vulnerable adult in normal context, e.g. behaviour, attitude, (has there been an extreme change)
- The incident(s) which gives rise for concern with date(s) and times(s)
- A verbatim record of what the child or vulnerable adult has said.

- If recording bruising/injuries indicate position, colour, size, shape and time on body map.
- Action taken

**These basic details are vital to the information gathering process and do not constitute an investigation.** Written information should be passed to one of the DCPC's.

The Associate Principal, Student Support Services/Vice Principal should always be kept informed of any significant issues.

### **Storage of records:**

The DCPC will ensure that records relating to concerns for the welfare or safety of children and vulnerable adults are kept separate from other College files and are stored securely. Information will be shared on a strictly need to know basis and in line with child and adult protection policy guidance.

### **Referrals to Social Services:**

It is the responsibility of the DCPC to decide when to make a referral to the Social Services Directorate. To help with this decision s/he may choose to consult with the Area Children's Officer (Child Protection) or the Duty Officer for Adult Social Services. Advice may also be sought from Social Services who offer opportunities for consultation as part of the Child in need / child protection process. Issues discussed during consultations may include the urgency and gravity of the concerns for a child or vulnerable adult and the extent to which parents/carers are made aware of these. Some concerns may need to be monitored over a period of time before a decision to refer to Social Services is made. **In all but the most exceptional cases for a child in need referral, parents/carers will be made aware of the concerns felt for a child or young person at the earliest possible stage and in the event of this becoming necessary, their consent to a referral to Social Services will be sought.**

Referrals to Social Services will be made using Kent's inter-agency referral forms. In situations where there are felt to be urgent or grave concerns a telephone referral will be made prior to the form being completed and sent to the County Duty social services office.

If a child or vulnerable adult is referred, the DCPC will ensure that the Associate Principal, Student Support Services/Vice Principal and other relevant staff are informed of this.

If after consultation with the DCPC a member of staff feels that appropriate action is not being taken in respect of his or her concerns for a child or vulnerable adult s/he should refer directly to Social Services. The Associate Principal, Student Support Services or Vice Principal should be informed of this decision immediately.

## **Child protection concerns involving members of staff:**

Any concerns that involve allegations against a member of staff should be referred immediately to the Associate Principal, Student Support Services or Vice Principal, who will contact The Area Children's Officer (Child Protection) to discuss and agree further action to be taken in respect of the child and the member of staff.

Further information regarding the procedure for managing situations involving members of staff, the Principal/Vice Principal or the DCPC can be found in the Child Protection Procedures for Managing Allegations Against Staff.

Allegations made against staff will be investigated in accordance with the college disciplinary procedure, a copy of which can be found in the staff handbook.

Staff members may be suspended on full pay pending the outcome of the investigation for their own and the student's protection.

**When in doubt – consult.** (For specific guidance on how to respond to allegations against staff, please refer to the Child Protection Procedures for Managing Allegations Against Staff).

## **Adult protection concerns involving members of staff:**

Any concerns that involve allegations against a member of staff should be referred immediately to the Associate Principal, Student Support Services or Vice Principal, who will contact the Duty Officer for Adult Social Services. Allegations made against staff will be investigated in accordance with the College Disciplinary Procedure, a copy of which can be found in the staff handbook.

Staff members may be suspended on full pay pending the outcome of the investigation for their own and the student's protection.

**All staff need to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child, young person or vulnerable adult at risk.**

## **CODE OF PRACTICE:**

All College staff should take care not to place themselves in a vulnerable position with relation to child or adult protection. It is always advisable for interviews or work with individual children vulnerable adults or parents to be conducted in view of other adults. Physical intervention should only be used when the child or vulnerable adult is endangering him/herself or others and such events should be recorded and signed by a witness. Staff should be aware of the college's own Behaviour Management Policy, and any physical interventions must be in line with agreed restraint policy and procedure in which appropriate training should be provided.

All College staff should work towards providing an environment and atmosphere for children, young people and vulnerable adults to enable them to feel safe to talk. However, staff should never promise a child or vulnerable adult to keep certain information confidential. It must be explained that staff have certain duties to help keep that child or vulnerable adult safe, which may involve informing others.

## **SUPERVISION AND SUPPORT:**

Any member of staff affected by issues arising from concerns for a child or vulnerable adult's welfare or safety can seek support from the DCPC.

All newly appointed teaching staff have a mentor or Line Manager with whom they can discuss concerns including the area of child protection.

The DCPC can put staff and parents in touch with outside agencies for professional support if they so wish. Staff can also approach Support Lines directly.

## **TRAINING OPPORTUNITIES:**

The DCPC in consultation with the Staff Development Officer is responsible for ensuring that they and other staff receive training in the area of child and vulnerable adult protection. The LEA's Children's Safeguards Service provides training to all schools and Colleges in the roles and responsibilities of a DCPC and the Child in need/Child Protection Procedure.

## **MONITORING AND REVIEW:**

All College personnel and governors will have a copy of this policy and will have the opportunity to consider and discuss its contents prior to the approval of the Governing Body being formally sought.

This policy has been written to reflect the new guidance and legislation issued in relation to safeguarding children and vulnerable adults and promoting their welfare within colleges.

The policy forms part of our College development plan and will be reviewed annually.

**All staff should have access to this policy and an induction signed to the effect that they have been given a copy.**