



UNIVERSITY
TECHNICAL COLLEGE BOLTON

CHILD PROTECTION POLICY

2018-2019

Approved: Chair Interim Management Committee

Signed: B Webster

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Introduction

This Child Protection Policy should be read in conjunction with the following UTC Bolton policies:

- Acceptable User
- Accessibility Plan
- Anti-Bullying
- Behaviour Policy
- Complaints Procedures
- Educational Visits Policy
- Equality and Diversity Policy
- GDPR Policy
- Preventing Radicalisation and Extremism Policy
- Safeguarding Policy
- Safer Recruitment Policy
- SEND Policy
- Staff Code of Conduct
- Supporting Students with Medical Conditions
- Whistleblowing

UTC Bolton is committed to supporting all staff to understand and undertake their responsibilities in relation to Child Protection and Safeguarding.

UTC Bolton has a statutory and moral duty to safeguard and promote the welfare of the students attending the UTC.

This policy and procedures do not form part of the contract of employment; however, they apply to all full and part time employees of the UTC, including those employed on temporary or fixed-term contracts. Volunteers and contractors who offer their services to the UTC and parents/carers will be made aware of this policy and procedures.

Legislation and Guidance

This Child Protection Policy is underpinned by the laws, principles and guidance drawn up to protect children, namely:

- The Children Act (1989)
- United Nations Convention of the Rights of the Child (1991)
- The Data Protection Act (1998)
- The General Data Protection Regulation (2018)
- The Human Rights Act (1998)

- The Sexual Offences Act (2003)
- Children Act (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Protection of Freedoms Act (2012)
- Children and Families Act (2014)
- SEND Code of Practice (2014)
- Bolton Safeguarding Children Board's Procedures.
- The Ofsted School Inspection Handbook Gov.UK (2018)
- *Safeguarding Concerns- Guidance for Inspectors Ofsted Gov.UK (2018)*
- *Keeping Children Safe in Education DfE Statutory Guidance (2018)*
- *Working Together to Safeguard Children- A guide to inter-agency working to safeguard and promote the welfare of children HM Gov (July 2018)*
- *Preventing and Tackling Bullying: Advice for School Leaders, Staff and Governing Bodies (2014) updated July (2017)*
- *Sexual Violence and Sexual Harassment between Children in Schools and Colleges DfE guidance (updated May 2018)*

UTC Bolton Commitment to Child Protection

UTC Bolton is committed to ensuring all students are safe and free from harm. The College will play a full and active part in the Multi-Agency response to Child Protection concerns and recognises that all its staff play an important proactive role in promoting the welfare of all students.

The UTC recognises that students are best protected when professionals work effectively together and share responsibility for protective action.

The UTC is committed to upholding the Teachers' Standards (2012), which state that teachers, including Headteachers/Principals, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

Research and Serious Case Reviews have repeatedly shown the dangers of failing to take effective action. Poor practice includes: failing to act on and refer the early signs of abuse and neglect, poor record keeping, failing to listen to the views of the child, failing to re-assess concerns when situations do not improve, sharing

information too slowly and a lack of challenge to those who appear not to be taking action.

'Keeping Children Safe in Education' DfE (September 2018), defines safeguarding and promoting the welfare of children as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children have the best outcomes.

Key Safeguarding Staff and Contacts

UTC Bolton Safeguarding Team

Designated Safeguarding Lead (DSL)

David Morley (Director of Inclusion and Student Support Services)

Telephone Ext 4806, email: D.Morley@utcbolton.org

Alternate Designated Safeguarding Lead (Alternate DSL)

Nicola Glynn (Vice Principal)

Telephone Ext 4823, email: N.Glynn@utcbolton.org

Governor with Responsibility for Safeguarding

John Baumber

Telephone: 07884232338; email: john.baumber@kunskapsskolan.com

The Bolton Safeguarding website <http://boltonSafeguardingchildren.org.uk/> provides information about what to do if there are concerns about the Safeguarding of a student. This includes details of how to contact the local Referral and Assessment Children's Services Teams:

North Bolton; Astley Bridge, Bradshaw, Brightmet, Bromley Cross, Tonge Moor
01204 337408 or 01204 331505

South Bolton; Burnden, Daubhill, Farnworth, Harper Green, Kearsley, Little Lever
01204 337729 or 01204 337730

West Bolton; Blackrod, Deane, Heaton, Halliwell, Derby, Smithills, Hulton Park,
Horwich, Westhoughton
01942 634625

The above numbers for the referral and assessment team are office hours only –
9am-5pm.

Outside these times the Bolton Emergency Duty Team can be contacted on 01204
337777

Or alternatively discuss concerns can be discussed with the **NSPPC**:

T – Freephone 0808 800 5000

E – help@nspcc.org.uk

text – 88858

A child or young person who needs to talk to someone can contact Childline on
Freephone 08001111 or visit **Childline**.

CEOP

www.ceop.police.uk

The Role of UTC Bolton Staff

It is the role of all UTC Bolton staff to ensure:

- The welfare of the student is paramount;
- A robust 'Safe Recruitment' process is in place to deter possible abusers;
- They follow the Child Protection referral procedures and manage effectively any allegations or concerns about abuse if they arise and support social workers and other agencies following any referral;
- All students have an absolute right to a childhood free from abuse, neglect or exploitation;

- They take responsibility for providing a safe environment in which students can learn;
- They identify concerns early and provide help for students to prevent concerns from escalating;
- They fulfil their responsibility to be mindful of issues related to students' safety and welfare and a duty to report and refer any concerns however 'minor' they appear to be;
- Parents/carers are informed in respect of any concerns about their child's welfare, or any action taken to safeguard and promote their child's welfare, providing this does not compromise their child's safety;
- Make clear to students and parents/carers that where there are possible concerns about their child's safety, unconditional confidentiality cannot be guaranteed and should not be offered. When a student is subject to a Child Protection Plan, information about the student and their circumstances will only be shared on a 'need -to-know' basis;
- Take positive steps to inform students of their rights to safety and protection and the options available to express their fears or concerns. That their allegations about abuse or neglect will always be listened to, and they will have their comments taken seriously;
- The DSL/Alternate DSL attend Child Protection Strategy Meeting and Conferences when required and will provide information about students and families. This information will be shared with parents/carers beforehand if possible;
- Confidential Child Protection/Safeguarding records are kept separately from a student's academic and other College records;
- During term time the DSL, Associate DSL or Principal is available (during College hours) for staff in the UTC to discuss any Child Protection/Safeguarding concerns.

Students may also make disclosures about something that has happened. It is very important that all staff respond in the correct manner.

If a student makes a disclosure to a member of staff they should:

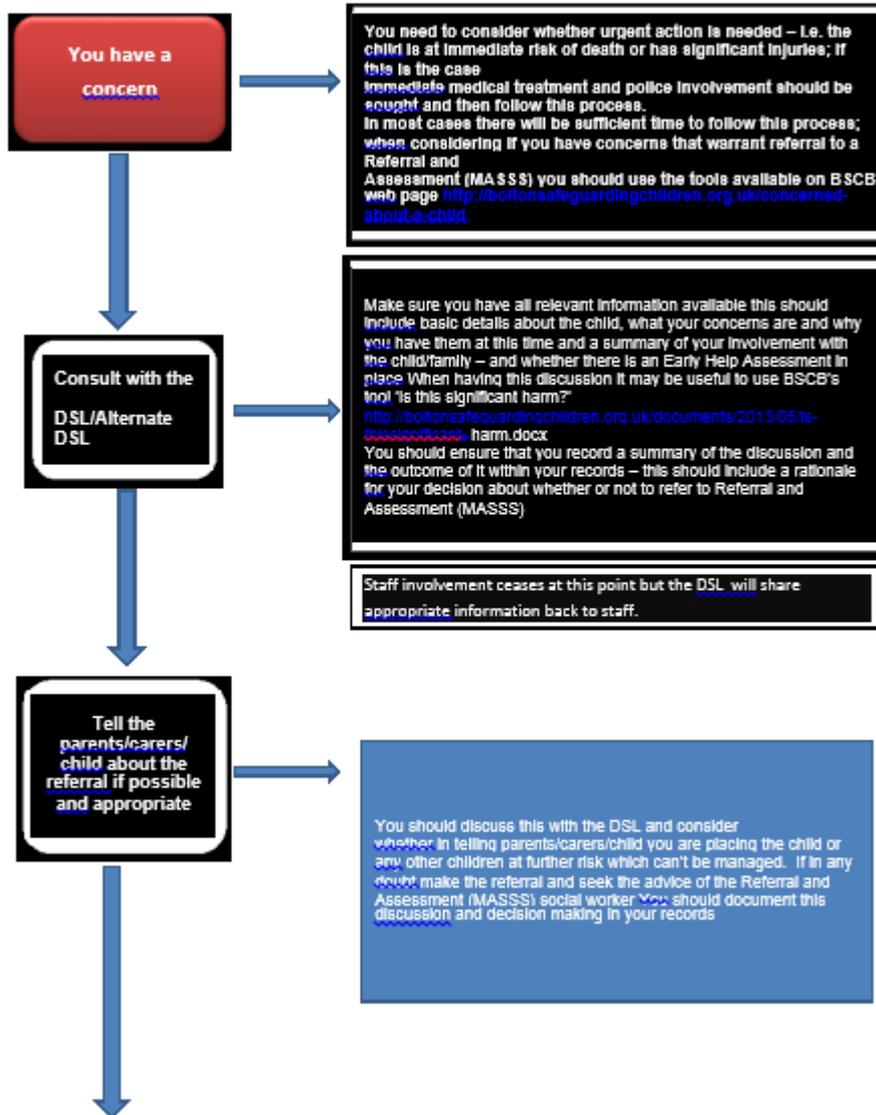
- ✓ Take the student seriously and believe in them.

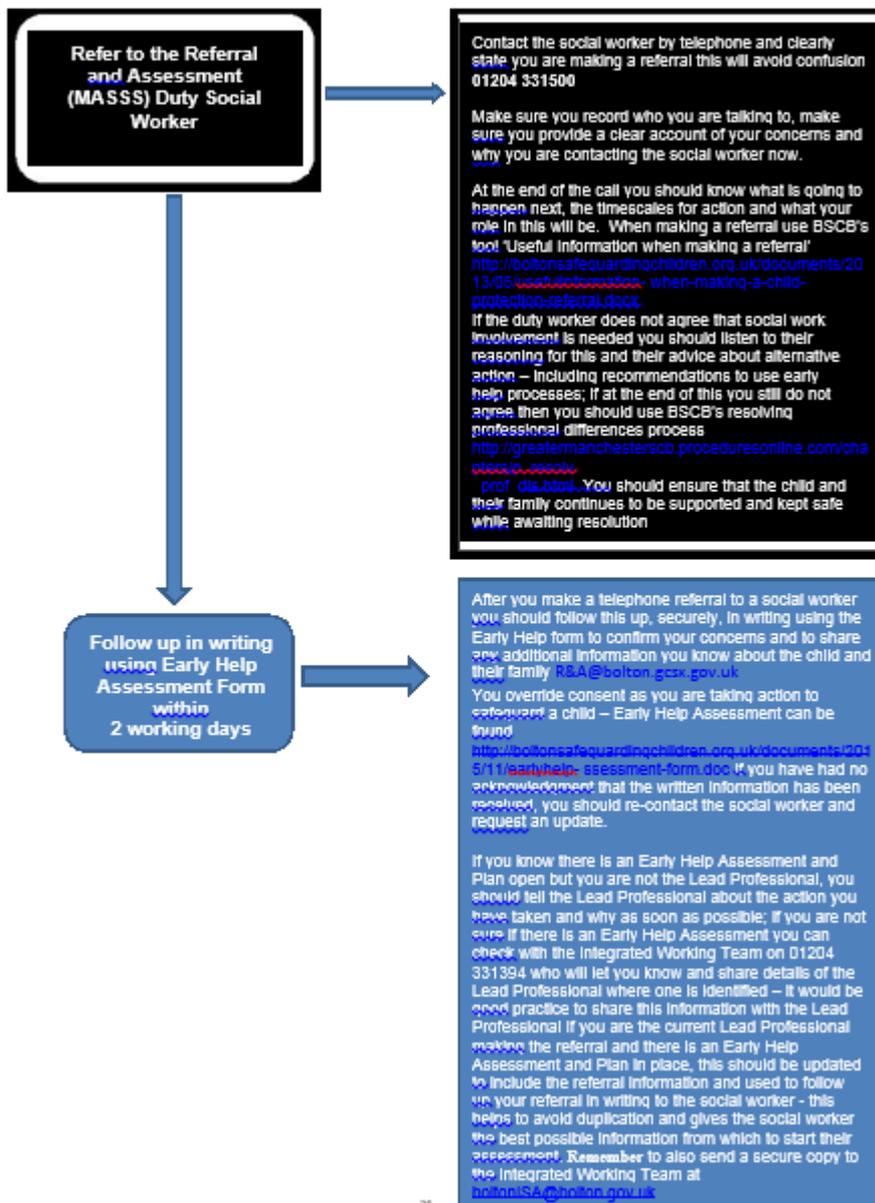
- ✓ Listen to the student. At this point the member of staff must not question the student as this may prejudice any future actions.
- ✓ Never stop a student who is freely recalling significant events
- ✓ Tell the student that they are glad they have shared the information.
- ✓ Acknowledge that the student has been brave to share the information.
- ✓ Reassure the student that what has happened is not their fault and that the abuser is responsible for what has happened to them.
- ✓ Reassure the student that what has happened is not unusual and has happened to others.
- ✓ Be honest about their own position and tell them that they will have to tell somebody else about the disclosure i.e. that the matter cannot be kept a secret.
- ✓ Keep the student fully informed.
- ✓ Give the student information about other confidential sources of help such as Childline.
- ✓ Make a note of the discussion, taking care to record the timing, setting and persons present as well as what was said.
- ✓ Report the matter to the DSL immediately using the 'Safeguarding Referral' form to record the details of the student's disclosure. If the member of staff believes the student to be at risk of significant harm they should take them to the DSL. If the DSL is absent staff should contact the Principal. **The absence of the DSL should not be a reason for a referral to be delayed or not made, as this may endanger the student.**

It is important that staff do not:

- ✗ Make promises that cannot be kept.
- ✗ Interrogate the student.
- ✗ Cast doubt on what has been said.
- ✗ Ask why the student hasn't said anything before.
- ✗ Sound angry – the student may perceive the anger as directed at them.

PRACTITIONERS QUICK GUIDE TO MAKING A REFERRAL ABOUT THE SAFETY OR WELFARE OF A CHILD





Early Help

Early Help means providing support as soon as a problem emerges, at any point in a child's life.

Bolton LA's Framework for Action, provides guidance on how Early Help should be delivered to facilitate a high quality, collaborative approach to holistic assessment, support and planning and enable positive outcomes. For this to be effective, all agencies are required to work together to:

- Identify children and families who would benefit from support;
- Undertake an assessment of need;
- Provide services to address those needs;
- Review progress to ensure that positive change has happened.

This might mean when a child:

- Has specific additional needs or is disabled;
- Has specific educational needs;
- Is a young carer;
- Is showing signs of engaging in anti-social or criminal behaviour;
- Is in a family circumstance presenting challenge for the child, such as substance abuse, adult mental health, domestic violence;
- Is showing early signs of abuse and neglect.

Through regular training, UTC Bolton staff are aware of the Early Help process and understand their role in identifying emerging problems, sharing information with other agencies and for designated staff acting as the lead professional in undertaking Early Help assessments. UTC Bolton adheres to Bolton's Framework for Action (October 2014) and will implement the Early Help process to support the wellbeing of students and families by addressing emerging needs at the earliest opportunity and preventing them from escalating.

Bolton's Integrated Working Team provides advice, support, guidance documents and training on Early Help processes. They can be contacted:

- By 'phone: 01204 331392/4
- By email: boltonISA@bolton.gov.uk

- By writing to: Integrated Working Team, Castle Hill Centre, Castleton Street, Bolton, BL2 2JW
- On the <http://boltonsafeguardingchildren.org.uk/resources>

Types of Abuse and Neglect

A comprehensive list of the types of abuse and their definitions can be found in the UTC Safeguarding Policy.

Specific to this policy are:

Neglect

Neglect remains the most common form of child abuse across the UK and in Bolton. Neglect is one of the forms of child abuse where there are opportunities to improve identification, make predictions about the likelihood of its continued occurrence and take more effective and earlier interventions to reduce the impact on a child.

Research from Serious Case Reviews has shown that there are often a number of missed opportunities to identify early emerging patterns of neglect. UTC Bolton is committed to ensuring these opportunities are recognised and responded to.

The definition of neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers);
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Domestic Violence

The definition of domestic violence and abuse

This can include 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;
- Emotional.

This definition includes so-called 'honour-based' violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

Domestic abuse is a safeguarding children issue and statistics show that in 90% of cases children are present in a household during a domestic abuse incident. Often the following day children are ill-prepared to deal with the school day.

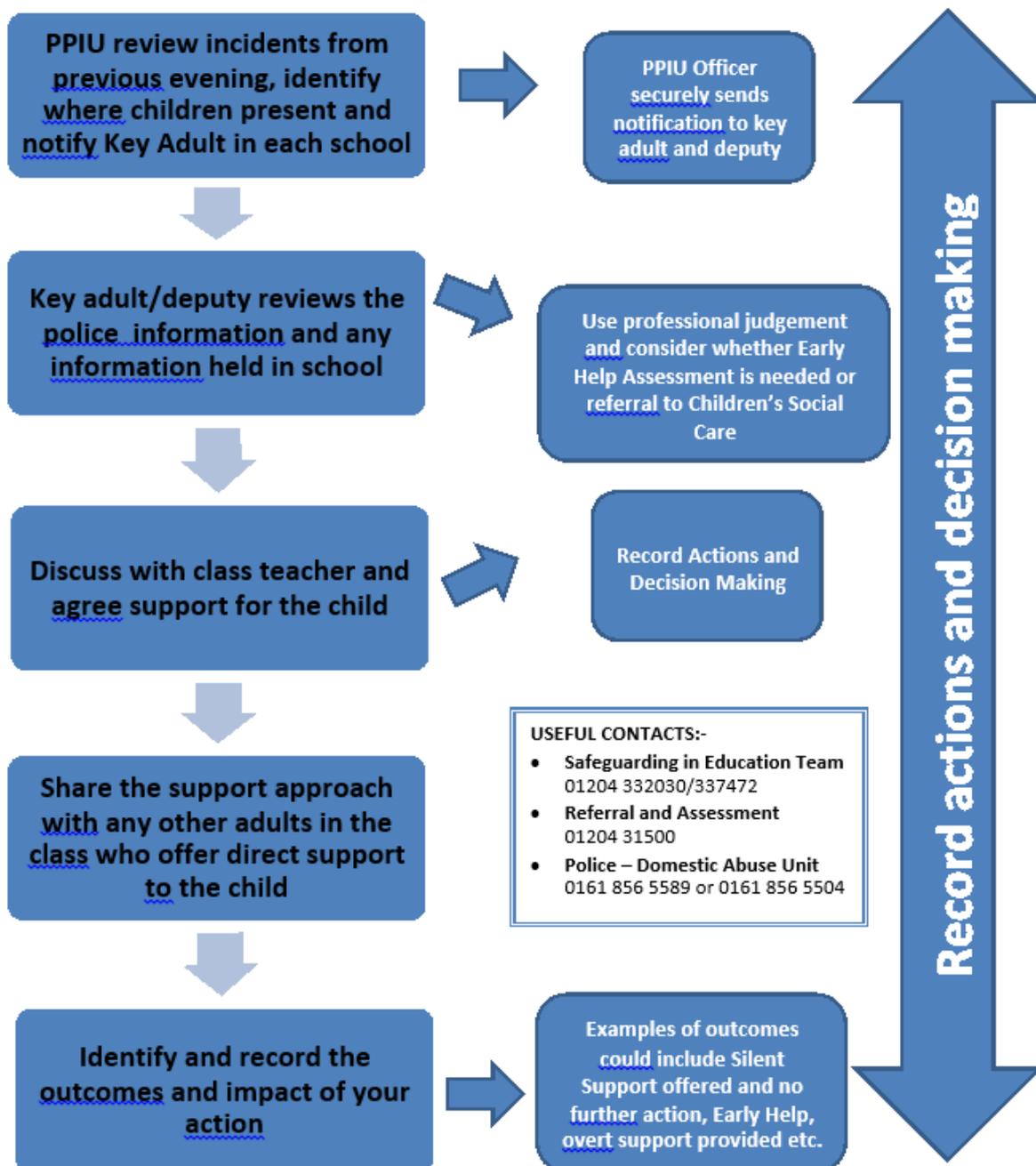
Bolton LA recognises domestic abuse and the impact this may have on children and young people and has adopted the process of *Operation Encompass* to which UTC Bolton is committed.

Operation Encompass is a partnership between Greater Manchester Police, (in Bolton this is the (PPIU) Police Protection Investigation Unit), Bolton Safeguarding Children Board and designated school/college staff, known as Key Adults. Working together to safeguard children, Greater Manchester Police will inform the Key Adults within schools/colleges about any domestic abuse incident where the child or young person has been present. This enables the UTC to take appropriate steps to support a student during what could be an emotionally difficult day. Key adults within the UTC, typically the Director of Inclusion and Student Services who is the Designated Safeguarding Lead (DSL) and Alternate DSL can then accommodate the College day to lessen the impact and support the student if he/she needs it. Creating a safe

space and providing comfort and support to all vulnerable students is a key principle of safeguarding and child protection at the UTC.

Further details of Operation Encompass can be found in the Bolton LA Domestic Abuse Handbook (2017) which can be accessed via Bolton Safeguarding Children Board Website. <http://www.publications.bolton.gov.uk/bdav/>

BOLTON'S OPERATION ENCOMPASS FLOW CHART



Children with Sexually Harmful Behaviour

Children may be harmed by other children or young people. Research indicates that up to 30 per cent of child sexual abuse is committed by someone under the age of 18.

Although the UTC Anti-Bullying Policy is discussed with all staff and students on a regular basis and staff are aware of signs and symptoms of abuse, there will be occasions when a student's behaviour requires a response under Child Protection rather than anti-bullying procedures.

Managing students with sexually harmful behaviour is complex and the UTC works with other relevant agencies to maintain the safety of the whole UTC community. Students who display such behaviour may be victims of abuse themselves and the Child Protection procedures will be followed for both victim and perpetrator. Students who harm others will be held responsible for their harmful behaviours while being identified and responded to in a way which meets their needs as well as protecting others.

If a student displays sexually harmful behaviour a referral will be made to Social Care and the Safeguarding in Education Team will be contacted to support the UTC in implementing a Safety Plan.

Consent Issues: If a young person is under the age of 13 years old, under the Sexual Offences Act (2003) they cannot legally consent to any form of sexual activity. Therefore, a referral to Social Care is required in all such cases.

The Sexual Offences Act (2003) reinforces that, whilst mutually agreed, non-exploitative sexual activity between teenagers does take place, the age of consent still remains at 16 years of age. This acknowledges that this group of young people are still vulnerable even when they do not view themselves as such. Whilst a referral to Social Care or the Police is not mandatory in such cases, careful consideration (including whether the children are Gillick Competent (using Fraser Competent guidelines) must be given and explore any difference of age, maturity, functioning and experiences and also an awareness of the potential consequences of their act.

In all such cases the Designated Safeguarding Lead would seek guidance from Social Care.

Children Missing from Education

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local Authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area. A child going missing from education is a potential indicator of abuse or neglect and is a Safeguarding issue.

UTC Bolton staff are aware of the UTC's policy on unauthorised absence and students missing from education procedures. These and the Attendance Policy provide details of the procedures for dealing with students who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Safeguarding and Child Protection training at the UTC ensures all staff are alert to the signs to look out for and the individual triggers to be aware of when considering the risks of potential Safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

The UTC complies with the statutory requirement to have an Admission Register and an Attendance Register, both of which are kept up-to-date by the Attendance Officer.

UTC Bolton will inform Bolton or any relevant Local Authority of any student who is going to be deleted from the Admission Register as soon as the grounds for deletion are met, but no later than deleting the student's name from the register where they:

- Have been taken out of the UTC by their parents/carers and are being educated outside the school system e.g. home education;
- Have ceased to attend the UTC and no longer live within reasonable distance of the UTC where they are registered;
- Have been certified by the appropriate health professional as unlikely to be in a fit state of health to attend the UTC before ceasing to be of compulsory school age, and neither he/she nor his/her parent/carer has indicated the

intention to continue to attend the UTC after ceasing to be of compulsory school age;

- Are in custody for a period of more than four months due to a final Court order and the proprietor does not reasonably believe they will be returning to the UTC at the end of that period;
- Have been permanently excluded.

The UTC will inform the Local Authority of any student who fails to attend the UTC regularly or has been absent without the permission of the UTC for a continuous period of 10 College days or more, at such intervals as are agreed between the UTC and the Local Authority.

Notification and Referral Route

If a member of UTC staff becomes aware of a child missing from education (CME), in whatever capacity, they should notify the DSL who will contact the LA CME Officer 01204 332139, complete the CME referral form and email it to the CME Officer at childrenmissingeducation@bolton.gov.uk.

The CME Officer will make necessary enquiries and create a referral to the Early Intervention Team Service, if appropriate, so that further investigations can be undertaken.

Looked After Children

The most common reason for children becoming looked after is as a result of abuse and/or neglect. Bolton UTC Interim Management Committee (IMC) receive anonymised updates from the DSL on all students who are on the 'Live' list of the College, which includes Looked After Children at every meeting of the IMC. The designated IMC Governor is updated after each weekly meeting of the Synergy team at which all students on the 'Live' list are discussed and actions agreed.

The DSL has information in relation to:

- A student's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility;

- The student's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her;
- Details of the student's social worker and the name of the virtual school Head in the authority that looks after the student.

The UTC will work with the virtual school Head to discuss how that funding can be best used to support the progress of looked after children in the UTC and meet the needs identified in the student's personal education plan.

Bolton (Looked After Children) Virtual Schools guidance and process - <http://boltonsafeguardingchildren.org.uk/documents/2016/03/having-a-looked-after-child-in-yourschool.pdf> • Looked After Children Virtual School – Education Bob Horrocks/ Mikaela Wallace-Brannon contact details: 07887634065
bob.horrocks@bolton.gov.uk

Child Protection/Safeguarding File

Where a student leaves the UTC, the DSL ensures their Child Protection/Safeguarding file is transferred to the new school or college as soon as possible. It is transferred separately from the main student file, ensuring secure transit and confirmation of receipt is required within 5 days as per Working Together to Safeguard Children (2018).

Guidance for Child Protection/Safeguarding Records

UTC Bolton has the following guidance in relation to Child Protection/Safeguarding files for students:

The Safeguarding Referral Form:

- Is dated, signed and details are legible, initials are not used;
- The incident / event / observation of concern is described clearly and concisely;
- This is written using straightforward language and fact and opinion are differentiated;
- If recording a disclosure, the student's own words are recorded and any questions which may have been asked are included;
- Physical marks and injuries are recorded where appropriate;

- Any action taken is noted;
- The level of detail of this record will depend on the nature and seriousness of the concern but may include:
 - Requests to staff for monitoring specific aspects of the student's presentation, behaviour, attendance etc.;
 - Discussions and telephone calls (with colleagues, parents/carers, students, Social Care and other agencies or services);
 - Professional consultations;
 - Letters sent and received;
 - Early Help Assessments and referrals (both for external and education-based).

Where concerns relate to more than one student from the same family at the UTC, a separate file is created for each student. Common records e.g Child Protection conference minutes are duplicated for each file where appropriate.

The Keeping Children Safe in Education DfE (2018) statutory guidance implies that the original file is transferred to the new school and no copies are kept: '*Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained and the 'Transferring of Safeguarding Information' completed (Appendix 6).*

In addition to the child protection file, the designated safeguarding lead should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse and have that support in place for when the child arrives.'

Recording of Injuries

The UTC observes the following practice in documenting injuries:

- The date and time of the recording are stated, together with the name and designation of the person making the record. Further comments are added as required;

- A copy of the Safeguarding Referral form is kept on the student's confidential Child Protection/Safeguarding file;
- First Aid is provided where required and recorded;
- Clothing is not removed for the purpose of the examination unless the injury site is freely available because of treatment.

The following is recorded in respect of each visible mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:

- ✓ Exact site of injury on the body, e.g. upper outer arm/left cheek;
- ✓ Size of injury - in appropriate centimetres or inches;
- ✓ Approximate shape of injury, e.g. round/square or straight line;
- ✓ Colour(s) of injury;
- ✓ Is the skin broken?;
- ✓ Is there any swelling at the site of the injury, or elsewhere?;
- ✓ Is there a scab/any blistering/any bleeding?;
- ✓ Is the injury clean or is there grit/fluff etc.?;
- ✓ Is mobility restricted as a result of the injury?;
- ✓ Does the student feel pain?;
- ✓ Has the student's body shape changed?;
- ✓ Are they holding themselves differently?