

# Safeguarding

Child Protection Information: Safer Working Practice  
2019/20



## Child Protection

This section provides an overview of child protection and your broad responsibilities. You should also refer to the colleges' child protection policy and the DFE document Part 1 'Keeping Student Safe in Education 2018' (available on share point). For independent scrutiny and oversight of safeguarding a designated Senior Manager, outside of the student welfare function has senior responsibility for policy monitoring and reporting. This person is Paul Glossop (Director of Outcomes, Guidance & Improvement). In addition, we have a number of Designated Safeguarding Leaders (DSL) that you must promptly report in writing any concern about a student's safety or welfare.

### Name of Designated Safeguarding Leads (DSL)

#### Uzair Makadam

#### Signs of abuse may be obvious and sudden such as:

- evidence of non-accidental injury, bruising, scalding, fingermarks
- a student tells you they have been ill treated
- student tells you they are worried about another student or an adult shares their worry about a student
- you learn a student is in a home where there is domestic violence

#### Some signs emerge over a longer period:

- a student who is regularly dirty, hungry or unsuitably clothed
- a student shows age inappropriate behaviour e.g. sexual activity, language
- deterioration in work, distancing from friends and family
- use of drugs, alcohol, self-harm

### What you should do:

- report any concern in writing (email is fine), dated and signed to a DSL asap
- keep what has happened confidential and limited to only those that need to know
- do not investigate, question or interrogate the student or talk to the parent

#### If a student tells you about abuse:

- treat it seriously, reassure the student
- do not promise confidentiality, as you will have to pass the information on
- write up in the student's own words as far as possible in the account you give to the DSL

### What happens next?:

> the DSL will take a view as to whether a

> referral to the Duty and Assessment (DAS) team is required.

> if you feel you cannot report the concerns to the DSL or you are still worried about the safety of the student you must still take action – report to the Principal or to Duty desk directly

### Statutory Duty

- All staff have a duty to report cases of female genital mutilation to the Police

## Safer working practice

This section summarises some key points from the Government endorsed document 'Guidance for Safer Working Practice for those who work with Student and Young People in Education Settings' (October 2015). **You should read the whole document.** Please also consult the staff code of conduct & disciplinary policy available from HR or SharePoint.

**Breaches of the guidance could result in criminal or disciplinary action being taken.**

**Staff** includes all adults working with student in whatever capacity or setting, paid or unpaid. **Student** includes student and young people in education settings under 18 and safeguarding guidance also applies to students who have reached the age of 18.

### Underpinning principles – Staff should:

- be aware that the welfare of the student is paramount
- understand their responsibilities to safeguard and protect student
- be responsible for their own actions and behaviour, and avoid any conduct which could lead any reasonable person to question their motives and intentions
- apply the same professional standards regardless of age, disability, race, colour, ethnic or national origin, gender, religion or belief, sexual orientation,
- Physical intervention should never be inappropriately used, should follow relevant guidelines and be clearly recorded and reported.
- Physical contact should be minimal, time limited, age appropriate and able to be justified.
- Intimate care and first aid should only be administered according to relevant procedures.
- Staff should not offer lifts to student outside agreed requirements e.g. transport to a sports event. Any impromptu or emergency arrangement of lifts should be recorded and should be able to be justified.

### Safer working practices:

- Staff must treat information about student and their families discretely and not disclose confidential matters.
- Staff should be careful not to misuse their power and influence over student.
- Staff should ensure their behaviour remains professional at all times, including their dress, use of language and online communication which is, or could become publicly seen in texting, messaging, video chat, social networking sites etc.
- Staff should not receive gifts other than small tokens of appreciation.
- Staff should not give gifts other than as part of an agreed reward system or given to all student equally.
- Staff should not engage in personal email or telephone communication with student. This includes texting, messaging, video chat, social networking sites etc.

## Concerns about the conduct of a member of staff

- Any out of college contact should be planned and agreed with senior staff and parents. Appropriate social contact (e.g. when a teacher and parent are part of the same social circle) will be easily recognised and openly acknowledged.
  - Only authorised areas of the curriculum should contain any sexual or other sensitive material. Senior staff should be consulted if there is any chance of misinterpretation.
  - Internet use should be according to college policy and inappropriate content must not be accessed.
  - There should be no unauthorised photography of student. Photographs of student should be the property of the college and not retained on personal equipment.
  - Staff should guard against young people developing an infatuation with them and report any such concerns to a DSL.
  - Staff should be mindful of situations where a student or parent comes to depend on them for support outside their role and discuss this promptly with a DSL.
  - Staff are in a position of trust and should never engage in any sexual relationship with pupils in or out of school. Communication must never be sexually suggestive.
- Any concern that indicates that a member of staff or volunteer may be a risk to student must be reported to the Principal. Reports of what has been said or noticed have to be put in writing, dated and signed.
  - If you become aware that a colleague has breached the guidance for Safer Working Practice, you must report this immediately to the Principal.
  - If the concern is about the Principal you must report it to the Chair of Governors, or in their absence contact the City LADO (see below)
  - **Keep the matter confidential.**
  - Do not alert the person you are concerned about as this could compromise any future investigation.
  - Follow procedures, but you have a duty to ensure matters are taken forward and can contact the LADO yourself.
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## Contacts

DAS team (City) (for all referrals and advice) Emergency 0116 454 1004  
DAS team (known as First response for the county) 0116 305 0055

**LADO (city) Jude Atkinson**

**0116 454 2400 Email: [lado-allegations-referrals@leicester.gov.uk](mailto:lado-allegations-referrals@leicester.gov.uk)**

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