



# Safeguarding Policy

Web Site Edition

**Autumn 2011**



**EARL MORTIMER**  
C O L L E G E

building achievement and  
excellence in our community



# **Safeguarding Policy**

***Incorporating Child Protection Procedures  
and (outgoing) Work Experience Guidance***

**Autumn 2011**

## **Contents**

Introduction and Key Issues

- 1 General Procedures
- 2 Child Concern Procedures
- 3 Contacts and Guidance

***N.B. THIS POLICY IS SUBJECT TO REVIEW  
PENDING OUTCOMES OF THE MUNRO REPORT,  
WITH SPECIFIC CHANGES EXPECTED 2012***

## **NOTES**

This policy should be read in addition to and in conjunction with existing Herefordshire Council Safeguarding Children Policies and Procedures available at:  
[www.herefordshire.gov.uk/hscbSafeguardingChildrenProcedures](http://www.herefordshire.gov.uk/hscbSafeguardingChildrenProcedures)

Earl Mortimer College has determined that its organisational safeguarding children/child protection policies are consistent with the countywide version of this policy.



## Introduction

Earl Mortimer College has adopted this policy in order to ensure that all young learners and their parents/carers in the community feel assured that their learning is carried out in a safe and caring environment.

The policy seeks to be consistent with DfE guidance and legislation and also the concepts inherent in Every Child Matters in that the personal development of each child is taken into account and meets the government's aim for every child to:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

This is a most important area to consider, particularly when working with 11-18 year old learners. Anyone under the age of 16 is a 'minor' for the purposes of the law. Work with learners over 16 and learners with additional educational needs may require assessment on a case-by-case basis.

The purpose of the policy is to ensure

- That all EMC staff realise the importance of and understand child protection issues and their duty of care for young learners
- EMC follows common procedures in use across the county
- Clear roles and responsibilities for staff are understood
- Secure environments are maintained for young learners
- Effective recording and evaluation procedures are utilised by key personnel

**The Children and Young People's Directorate will respond to and circulate any changes in legislation and guidelines to all providers and these will be incorporated into Earl Mortimer College policy upon receipt.**

Lead Child Protection Officer: J Wharam, supported by J Morris.



## Key issues

- 1 The **vulnerability of the learner** may arise for a variety of reasons:
  - Special and Additional Educational Needs
  - Age and level of maturity
  - Personal circumstances of the learner
  - Substance misuse
  - Personal qualities of the learner
  
- 2 In the case of work placements, the **specific circumstances** of the programme/work placement need to be assessed and communicated to all partners:
  - Learners working alone with a particular adult as part of a programme or placement (e.g. a sole trader, self-employed person)
  - Learners working with individual staff or employees for long periods
  - The length of time of one-to-one working
  - The gender of the individuals involved
  - The nature of the working environment (e.g. individual tuition or a decorator working alone relative to open classrooms, open plan offices, retail locations or large factories)
  - Placements at a distance from learner's home and/or overnight stays in the workplace or other accommodation. As a general principle, 'minors' are not allowed to undertake work experience outside the U.K. and it is inadvisable for post-16 learners.
  
- 3 Earl Mortimer College will show evidence that it has discharged its duty of reasonable care in relation to Child Protection and Health and Safety in accordance with DfE guidance and relevant legislation.
  
- 4 **Supervising staff** should be suitable and hold an enhanced CRB (Criminal Records Bureau) check.
  
- 5 It is essential that College staff communicate closely with other providers and employer staff to ensure that difficult circumstances are avoided by the provision of relevant profiling and information about the learner within the bounds of Data Protection issues. **A preparatory meeting**, to exchange relevant information, should be held between partner providers before learners start partnership programmes or work experience placements.



**Confidential Safeguarding and Child Protection files held by EMC include:**

Record	What it contains (based upon guidance issued by local authority)
Record of bullying and harassment incidents	A record of each incident, witnesses and the actions that have been taken. A governor will monitor this at intervals, although identities should be kept anonymous from governors in accordance with published guidance.
Record of racist incidents	A record of each incident, witnesses and the actions that have been taken. A governor will monitor this at intervals, although identities will be kept anonymous from governors in accordance with guidance.
Record of disclosures and referrals made to social care	<ul style="list-style-type: none"> <li>• Name and DOB of the person concerned</li> <li>• Date and time of the disclosure/ concern</li> <li>• Place and context</li> <li>• Important facts</li> <li>• Witnesses</li> <li>• Subsequent actions</li> <li>• Signatures</li> </ul>
Record of concerns	This will include referrals from members of staff and concerns that have been followed up within the college.
Record of incidents	This includes records of: <ul style="list-style-type: none"> <li>• violent outbursts against staff</li> <li>• times when a pupil has had to be restrained</li> <li>• any act of aggression - such as a fight between pupils.</li> </ul>
Single Central Record (staff)	This must include reference to: <ul style="list-style-type: none"> <li>• qualifications</li> <li>• identity check</li> <li>• references</li> <li>• CRB/ List 99</li> <li>• right to work in the UK</li> <li>• overseas criminal record checks (where appropriate)</li> <li>• ISA registration.</li> </ul>



## 1 General Procedures

1.1 All organisations working with young learners in Herefordshire must officially adopt a Safeguarding Children Policy like this one. This can be a unique organisational policy or the original county version. Schools already have a statutory duty to have a child protection policy. This document is the Earl Mortimer College Policy, based upon the countywide model.

1.2 Designated contacts in all provider and employer organisations should be identified as a Safeguarding Coordinator with that responsibility articulated in their job description. These members of staff should have close communication with staff responsible for work related learning and work experience programmes and be suitably trained in child protection and safeguarding. The Designated Child Protection Officer at Earl Mortimer College is **Mr Julian Wharam**, Assistant Principal and **Mrs Jane Morris**, Key Stage 3 Learning Manager. **Mrs Victoria Howells**, Key Stage 4 Learning Manager, oversees the selection of students for regular work placements.

1.3 Any staff members or employees that have contact with young learners are made aware that they have a duty of care for young people, understand child protection issues and procedures and must be alert to possible problems. Guidance is issued to them in the Staff Handbook.

1.4 All staff or employees working with learners under 18 have an enhanced CRB check in accordance with current legislation. Staff who are not police checked will not have 'substantial unsupervised access' with young learners – discretion is exercised in deciding exactly what this means in specific circumstances:

- Periods spent alone with a young learner can amount to substantial unsupervised access; time spent with young learners in an open area with others present may not be deemed to be substantial.
- The nominated person with chief responsibility for training or supervising students on work experience must have a full CRB disclosure (Safeguarding Children, DfES, p69, point 6, 2007).

It is a mandatory requirement that Earl Mortimer College staff are CRB checked. Details are stored within the Single Central Record.

1.5 All employers providing work placements are encouraged to complete CRB checks voluntarily through Herefordshire Council. The nominated person with chief responsibility for training or supervising students on work experience **must** have a full CRB disclosure (Safeguarding Children, DfES, p69, point 6, 2007).

1.6 Work Experience placements are of varying lengths of time. For longer periods (10 days or more) they will almost certainly be advisable. The nominated person with chief responsibility for training or supervising students on work experience must have a full CRB disclosure (Safeguarding Children, DfES, p69, point 6, 2007).

1.7 EMC retains the overall duty of care for all their learners when they are on partnership programmes or work placements. EMC procedures ensure regular checks of their learners' welfare and safety e.g. visits which allow individual discussion with the learner and telephone contact numbers given to the learner.



## **CHILD CONCERN AND CHILD PROTECTION**

These are the two sides to consider when safeguarding children to ensure that the 'duty of care' for the welfare of young people is fulfilled and they are safe and protected. Both are included in this policy and need to be considered from both the staff and the learner's point of view.

### **2 Child Concern Procedures: work experience and employment placements**

2.1 Staff and employees are appropriately trained to ensure that they are both competent and confident in working with young learners.

2.2 EMC follows the agreed local Safeguarding Children Policy and Procedures as approved by the Herefordshire Safeguarding Children Board and available on the website [www.herefordshire.gov.uk/hscbSafeguardingChildrenProcedures](http://www.herefordshire.gov.uk/hscbSafeguardingChildrenProcedures).

2.3 EMC operates a Health and Safety Policy.

2.4 Health and Safety issues are risk assessed by EMC to ensure that appropriate facilities, equipment, information and supervision are provided to ensure learners are not at risk. Records are kept of risk assessments and available to all provider partners and parents/carers.

2.5 Learners are recruited for programmes and placements that not only match their aspirations and skills, but also their personal circumstances e.g. learners will not be placed with employers where personal relationships might not be conducive to their welfare or achievement on the course.

2.6 All partners involved in working with young learners need to ensure that appropriate profiling and information is made available to enable providers and employers to accommodate specific circumstances or vulnerable learners e.g. if a learner has a background of difficult relationships with small children, it is inappropriate to place them in a primary school or nursery setting. V Howells informs providers of particular circumstances in Key Stage 4 placements e.g. sole traders or vulnerable learners.

2.7 Preparatory contact is made between partner providers before learners start partnership programmes or work experience placements to exchange relevant information. It is incumbent on EMC staff to communicate closely with other provider and employer staff to ensure that difficult circumstances are avoided by the provision of relevant profiling and information within the bounds of Data Protection issues.

2.8 Supervision of all programmes and placements should be undertaken by the work related learning coordinator in the school.



### **3 Contacts and Guidance**

#### **Herefordshire Children's Service**

In office hours: The Referral and Assessment Team 01432 261628

Out of office hours: The Emergency Duty Team 01905 768020

#### **West Mercia Police 08457444888**

#### **Herefordshire Safeguarding Children Board 01432 260100**

Safeguarding Children Policy and Procedures

#### **NSPCC Helpline 0808 800 5000**

#### **Herefordshire PCT Safeguarding Advice 01432 363916**

#### **Herefordshire Council**

- Safer Recruitment Guidance for Educational Settings
- Working Together
- What to do if