



University Technical College Warrington (UTCW)

Child Protection Policy

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1. COMPLIANCE

1.1. This policy has been prepared with due regard to the following statutory provisions and guidance:

1.1.1.Children Act 1989;

1.1.2.Children Act 2004;

1.1.3.Childcare Act 2006;

1.1.4.Crime and Disorder Act 1998;

1.1.5.Education Act 1996;

1.1.6.Education Act 2002;

1.1.7.Education and Skills Act 2008;

1.1.8.Female Genital Mutilation Act 2003;

1.1.9.Housing Act 1996;

1.1.10. Legal Aid, Sentencing and Punishment of Offenders Act 2012;

1.1.11. Police Reform and Social Responsibility Act 2011;

1.1.12. The Department for Education's statutory guidance, "Keeping children safe in education" September 2016; and,

1.1.13. HM Government's guidance, "Working together to safeguard children" March 2015.

2. ABOUT THIS POLICY

2.1. University Technical College Warrington (UTCW) is committed to doing all it can to protect and safeguard the wellbeing of its students.

2.2. UTCW believes that children and young people have a fundamental right to be protected from harm, to be kept safe and have their welfare promoted. Students have the right to expect UTCW to provide a safe and secure environment.

2.3. Everyone who comes into contact with children and their families has a role to play in safeguarding children. UTCW acknowledges that its teachers and other employees are in a unique position to identify and to help abused and vulnerable children.

- 2.4. The purpose of this policy is to provide employees and trustees with the framework they need in order to keep children safe and secure in college and to inform parents and guardians how UTCW will safeguard students whilst within UTCW's care.
- 2.5. Unless otherwise stated, this policy applies to all members of UTCW community, namely students, all employees, trainees, part-time and fixed term employees, who for the purposes of this policy will be collectively referred to as employees, officers, trustees and volunteers.
- 2.6. UTCW is commitment to:
- 2.6.1. the practise of safe recruitment in checking the suitability of employees and volunteers to work with UTCW's students;
 - 2.6.2. raising student awareness of child protection and equipping students with the skills they need to keep them safe;
 - 2.6.3. developing and implementing procedures for identifying and reporting cases or suspected cases of abuse and to training employees to use these procedures effectively;
 - 2.6.4. supporting vulnerable students and those in difficult circumstances, as well as supporting those students who have been abused in accordance with agreed Child Protection Plans; and,
 - 2.6.5. establishing a safe environment in which children can learn and thrive.
- 2.7. In recognising that employees are well placed to observe the outward signs of abuse, UTCW will:
- 2.7.1. establish and maintain an environment in which students feel safe and secure and where they are encouraged to talk and are listened to seriously;
 - 2.7.2. ensure that students know that there are adults at UTCW whom they can approach if they are worried or in difficulty or if they are concerned about one of their peers;
 - 2.7.3. include appropriate opportunities within the curriculum for students to develop the skills to recognise abuse and to stay safe; and,
 - 2.7.4. ensure that wherever possible, every effort is made to establish working relationships with families and with colleagues within other agencies. UTCW will support the work of social care, the police, health services and other services to promote the welfare of students and protect them from harm. It should be noted that data protection is not a barrier to information sharing in relation to potential safeguarding concerns.

3. Roles and responsibilities

3.1. UTCW has overall responsibility for the effective operation of this policy and for ensuring compliance with any statutory framework.

3.2. The Trust Board has the responsibility to ensure that:

3.2.1. UTCW complies with legislation relating to child protection;

3.2.2. UTCW develops and adopts a Child Protection Policy and that procedures are in place that are in accordance with DfE and locally agreed inter-agency procedures;

3.2.3. the Child Protection Policy is reviewed annually and made available on the UTCW website;

3.2.4. UTCW is using safe recruitment procedures and that appropriate checks are carried out on new employees and volunteers;

3.2.5. there is at least one person on every recruitment panel that has completed Safer Recruitment training;

3.2.6. UTCW has procedures in place for reporting and dealing with allegations of abuse against employees and volunteers that comply with guidance from the Local Authority and the locally agreed inter-agency procedures;

3.2.7. senior members of the leadership team are designated to take lead responsibility for safeguarding and child protection and that appropriate deputies are also appointed to support the lead role (details of key employees are contained in Appendix A);

3.2.8. that a Trustee is nominated to be responsible for liaising with the Local Authority in the event of allegations of abuse being made against the Principal.

3.2.9. UTCW is aware of its duties re PREVENT/Channel (early multi-agency intervention process) referrals in conjunction with the police and the Local Authority, in particular that the UTCW community has “due regard to the need to prevent people from being drawn into terrorism”. All employees understand that they have a statutory duty to notify a member of the Safeguarding Team should they have a concern;

3.2.10. all employees are aware of their statutory duty to report Female Genital Mutilation (“FGM”) to a member of their Safeguarding Team and the Police;

3.2.11. ensure that all employee’s, volunteers and Trustees read and understand part one of the DfE’s Keeping Children Safe in Education document; and,

3.2.12. consideration is given to how students are taught, as part of a broad and balanced curriculum, the importance of safeguarding, including on-line safety.

3.3. The named Trustee for safeguarding is responsible for:

3.3.1. maintaining regular contact with UTCW's Designated Safeguarding Lead;

3.3.2. maintaining awareness of current responsibilities and requirements in relation to child protection by attending appropriate professional development activities;

3.3.3. being responsible for liaising with the local authority in the event of allegations of abuse being made against the Principal;

3.3.4. ensuring that this policy is effective and that local child protection guidelines are complied with.

3.4. The Principal will ensure that:

3.4.1. the policies and procedures adopted by the Trustees are fully implemented and followed by all employees;

3.4.2. sufficient resources and time are allocated to enable the Designated Safeguarding Lead and other employees to discharge their responsibilities effectively; and,

3.4.3. all employees and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in accordance with UTCW's whistle blowing policies.

3.5. The Designated Safeguarding Lead is a senior employee responsible for:

3.5.1.the provision of leadership and vision in respect of child protection;

3.5.2.ensuring there are mechanisms in place to ensure employees and trustees are aware of, understand and can discharge their role and responsibilities under this policy;

3.5.3.monitoring the effectiveness of this policy and procedures and supporting the trustees with its annual review;

3.5.4.ensuring that all employees, trustees and volunteers have the details of the Designated Safeguarding Lead and deputy;

3.5.5.the practical implementation of the child protection policy in ensuring that child protection procedures are followed within the college and that appropriate referrals are made to the appropriate agencies;

- 3.5.6.the management of referrals involving suspected abuse or allegations to the relevant investigating agencies, police or the Local Authority Designated Officer (“LADO”) and
 - 3.5.7.the liaison between the Safeguarding Team, the Principal, the senior leadership team and trustees within UTCW in respect of safeguarding matters or issues and in particular any on-going enquires and/or police investigations;
 - 3.5.8.the recording of detailed, accurate secure written records of concerns, referrals and actions undertaken in respect of safeguarding;
 - 3.5.9.the co-ordination of all activities related to child protection and children in care, including record keeping, UTCW representation at child protection conferences and other related meetings, supporting students at risk, liaison with other professionals, and the monitoring of welfare and academic progress;
 - 3.5.10. being alert to the specific needs of children in need, particularly those with special educational needs and young carer responsibilities;
 - 3.5.11. the provision of training to all employees employed within UTCW so that they are aware of signs of abuse, what they need to do if they think that a student is being abused and how they can protect themselves from an allegation;
 - 3.5.12. ensuring every employee and volunteer read and understand part one of the DfE’s Keeping Children Safe in Education;
 - 3.5.13. ensuring that, as Designated Safeguarding Lead, he/she has received the appropriate training every two years with at least one annual update;
 - 3.5.14. to ensure that there is always appropriate cover in place for this role as and when required;
 - 3.5.15. attending child sexual exploitation training;
 - 3.5.16. maintaining awareness of PREVENT/Channel referrals in conjunction with relevant police/Local Authority guidance;
 - 3.5.17. ensuring that this policy is available publically and that parents are made of its of its contents in order that they are aware of the circumstances in which referrals about suspected abuse or neglect may be made and the role of UTCW.
- 3.6. All employees are expected to:

- 3.6.1. know the name of the Designated Safeguarding Lead and deputy and to understand the role of the Designated Safeguarding Lead and his/her team;
 - 3.6.2. understand and comply with this policy and its procedures;
 - 3.6.3. have read and understood part one of the DfE's Keeping children safe in education (as amended from time to time);
 - 3.6.4. attend appropriate training;
 - 3.6.5. behave in accordance with the UTCW Staff Code of Conduct;
 - 3.6.6. deal with any incidents of bullying that may occur in accordance with UTCW procedures;
 - 3.6.7. refer e-safety concerns to the Designated Safeguarding Lead or a member of his/her team;
 - 3.6.8. be aware of UTCW's obligation to pay due regard to the need to prevent people from being drawn into terrorism. Report any concerns of this nature to Designated Safeguarding Lead or a member of his/her team;
 - 3.6.9. be aware of their own statutory duty to inform the police of any reported incident of FGM along with reporting it to the Designated Safeguarding Lead or a member of his/her team;
 - 3.6.10. monitor vulnerable students within tutor groups and in lessons, reporting emerging concerns swiftly to Designated Safeguarding Lead or a member of his/her team to enable early identification and assessment;
 - 3.6.11. address risks and prevent issues escalating by recognising and adhering to the principal of early referral to the Designated Safeguarding Lead or a member of his/her team upon recognition of the early signs or abuse and neglect; and,
 - 3.6.12. understand the difference between an early help concern and an immediate danger/risk of harm situation and acting accordingly when reporting the concern to Designated Safeguarding Lead or a member of his/her team.
- 3.7. All students, parents, guardians, carers, supply staff and volunteers are expected to be aware of and comply with this policy and its procedures.

4. Safeguarding generally

- 4.1. This policy and all action relating to it is in line with the following guidance:

4.1.1. Keeping Children Safe in Education (September 2016). This policy must be read alongside this statutory guidance and all employees must read part 1 of this guidance document, as amended from time to time;

4.1.2. What to do if a Child is Being Abused guidance (March 2015);

4.1.3. The Working Together to Safeguard Children Document (March 2015); and

4.1.4. Counter Terrorism and Security Act 2015 together with the Prevent Duty guidance (June 2015).

4.2. Employees will be kept informed about safeguarding responsibilities and procedures through induction, briefings and training sessions with the DSL. All new employees will attend a training session on safeguarding as part of their induction programme as well as receiving the Staff Code of Conduct, e-safety and part one of Keeping Children Safe in Education. Where other adults are working in regulated activity within UTCW, the Principal or the Designated Safeguarding Lead will ensure that they are aware of the contents of these policies. Any trainee teachers will receive a training session on child protection awareness as soon as possible after their arrival.

5. Procedures – concern about a student

5.1. Anyone who receives a disclosure of abuse, an allegation of abuse or who suspects that abuse may have occurred must report it immediately to the Designated Safeguarding Lead or one of his/her team; in their absence the matter should be brought to the attention of the Principal or Vice Principal. This should be followed with a written record within 24 hours, using as far as possible the student's own words. It is important to remember that any employee can refer their concerns to the Local Authority directly along with informing their Designated Safeguarding Lead. Employees must take further action if they feel UTCW has not acted appropriately or robustly to safeguard. This may involve reporting to the Chair of Trustees, direct to the LADO, the NSPCC whistleblowing line 0800 028 0285 help@nspcc.org.uk or police.

5.2. The Designated Safeguarding Lead (or one of the Safeguarding Team) will immediately refer cases of suspected abuse or an allegation of abuse to the relevant investigating agency by telephone or email and in accordance with the procedures outlined by the Local Authority's Safeguarding Team. Any referral will be confirmed in writing within 24 hours. Where possible the inter-agency referral form should be used. Where the allegation is against an employee, the Principal must first be informed.

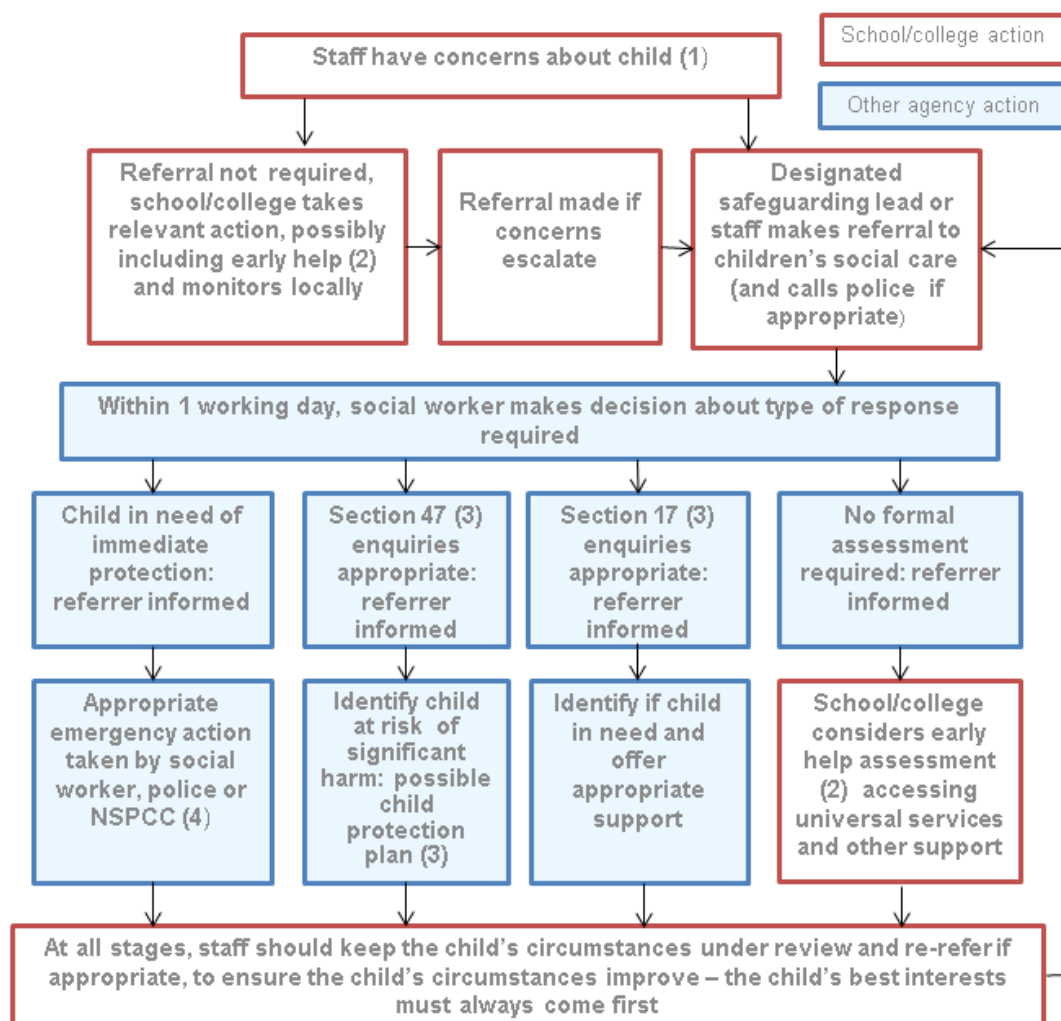
5.3. If the Designated Safeguarding Lead (or one of the Safeguarding Team) is unsure about whether a formal referral should be made or has a general concern about a child's health or

development, advice should be sought from local social care, the NSPCC or the Local Authority Safeguarding Service.

5.4. UTCW will inform parents/carers of the college's actions unless it is the colleges view that so doing could place the child at greater risk of harm or could impede a criminal investigation.

5.5. UTCW will inform parents and carers about the college's duties and responsibilities under safeguarding procedures.

Actions where there are concerns about a child



6. Early help

6.1. UTCW's aim is to identify student/families who would/could benefit from further support at the earliest stage possible. This support may involve sign posting/referring/information sharing with the appropriate agencies, family support worker interventions, counselling,

liaising/information sharing with agencies already working with families, assessments as well as offering the support from UTCW's pastoral/support team.

6.2. UTCW monitor students to ensure that the college can identify emerging trends that may indicate safeguarding issues Care/Police/ PREVENT panels to take decisions about individual students.

6.3. UTCW will listen and take seriously any disclosure or allegation of abuse and any concern expressed about the safety and well-being of the college's students.

7. Searching, screening and confiscation

7.1. The Principal and/or authorised employee have the statutory power to search a student or his/her possessions, without consent, where they have reasonable grounds for suspecting that a student may have prohibited item/s:

7.1.1. knives or weapons;

7.1.2. alcohol;

7.1.3. illegal drugs;

7.1.4. stolen items;

7.1.5. tobacco and cigarette papers;

7.1.6. fireworks;

7.1.7. pornographic images;

7.1.8. any article that the employee reasonably suspects has been, (or is likely to be) used to;
or,

7.1.9. commit an offence, cause personal injury, or damage the property of any person.

7.2. Students are considered children up to the age of 18, however there may be times when a student is deemed to be vulnerable even though they have reached or exceeded 18. This policy will therefore also apply to vulnerable adults within UTCW's sixth form.

7.3. Inter-agency working will operate within the statutory guidance. This includes providing a coordinated offer of early help when additional needs of children are identified, and contributing to inter-agency plans to provide support to children subject to child protection plans. UTCW will allow access for Children's Social Care and the Police, where appropriate, to conduct a Section 17 or 47 assessment (Children Act 1989).

8. Procedures – allegation against an employee

- 8.1. It is essential that UTCW's high standards of concern and professional responsibility adopted with regard to alleged child abuse are similarly displayed when adults working in UTCW are accused, no matter how difficult this may be.
- 8.2. Corporal or physical punishment of children at UTCW is unlawful. Physical restraint of children is only permitted if the child or others are at risk. Excessive physical restraint or constant shouting may constitute abuse.
- 8.3. If an allegation is made against an employee, the Principal (or his/her deputy in his/her absence) should contact the LADO. UTCW's HR advisor should also be consulted. They will decide whether the incident should be referred to social care and/or the police. If this is agreed, the Principal should inform social care by telephone and follow this with written confirmation within 24 hours. In addition, the Principal should inform the Chair of Trustees and/or the Designated **Trustee** for safeguarding. Should the allegation be against the Principal, a deputy or the Designated Safeguarding Lead, the Chair of Trustees and the LADO should also be informed.
- 8.4. If for any reason it is decided that a referral is not appropriate, it may be necessary to address matters in accordance with UTCW's disciplinary procedures in liaison with the UTCW's HR Advisor. Where no further action is required, details and decisions should be recorded in a confidential file. The LADO and Chair of Trustees still need to be informed of the outcome.
- 8.5. Any employee who is concerned about the conduct of another employee or adult on UTCW's premises should contact the Principal as part of UTCW's whistleblowing procedures.
- 8.6. If there are any concerns about safeguarding practices within UTCW, employees and volunteers should feel able to raise concerns about 'unsafe' practice and potential failures to the Principal, Vice Principal or a member of the Safeguarding Team. Should concerns be about the Principal and/or the Designated Safeguarding Lead, the Chair of Trustees should be contacted; the Clerk to the Trust Board will provide details. Should you have any concerns about this process, you can still contact the LADO directly. Employees can also contact the NSPCC Whistleblowing line 0800 028 0285 help@nspcc.org.uk.
- 8.7. UTCW will refer to the DBS anyone harming/harmed or posing a risk/threat of harm to a student, or if there is a reason to believe this has happened.

9. Training and support

- 9.1. The Principal will ensure that the Designated Safeguarding Lead undertakes the necessary child protection training and that this is updated at regular intervals.
- 9.2. The Designated Safeguarding Lead will ensure that all members of the Safeguarding Team have adequate, regular training.
- 9.3. The Designated Safeguarding Lead (or a member of the Safeguarding Team) will offer safeguarding training as part of the induction package for all employees. The Designated Safeguarding Lead will also raise awareness of child protection issues as necessary at briefings and staff training days throughout the year. This training should raise awareness of safeguarding issues, clarify the actions to be taken if abuse is disclosed, alleged or suspected and also encourage employees to keep themselves as safe as possible from an allegation being made against them. Such training must be 'regularly' updated; however every employee has refresher training at the start of the new academic year, enhanced training during the year along with e-safety training annually and on-going briefings throughout the year i.e. to share lessons learned.

10. Confidentiality

- 10.1. All employees need to understand that the only purpose of confidentiality is to benefit the student. No one should guarantee confidentiality to a student nor should they agree with a student to keep a secret, as any child protection concern must be reported to the Designated Safeguarding Lead (or one of the Safeguarding Team) and may require further investigation by the appropriate authorities.
- 10.2. Employees will be informed of relevant information in respect of individual cases regarding child protection issues on a "need to know basis" only. Any information shared in this way must be held confidentially to themselves.

11. Records and Monitoring

- 11.1. Accurate records are essential to good child protection practice.
- 11.2. Anyone receiving a disclosure of abuse or noticing signs of possible abuse must make an accurate record within 24 hours of reporting the incident, noting what was seen or said, putting the event into context, and giving the date, time and location. This record must be signed and dated.
- 11.3. File notes are kept for any student on a Child Protection Plan (CPP) or for any student monitored for child protection reasons.

- 11.4. These records are kept in a locked cupboard and electronically on a secure area of the college's communications system.
- 11.5. If a student transfers from UTCW, any child protection notes will be forwarded to the student's new school/college marked "confidential" and for the attention of the receiving school/college's Designated Safeguarding Lead. A signature of receipt will be requested. Local school/colleges' files will either be collected or hand-delivered.

12. Safer recruitment/practice

- 12.1. Every effort will be made to ensure the safe recruitment of employees and all legislation regarding safer recruitment will be followed. This will include:
 - 12.1.1. following statutory DBS guidelines regarding checks on employees;
 - 12.1.2. requiring a standardised application form and not just a c.v.;
 - 12.1.3. stating clearly on any advertisement or written information relating to employment, UTCW's commitment to safeguarding children;
 - 12.1.4. ensuring at least one member of every interview panel has attended safer recruitment training;
 - 12.1.5. validating as far as possible qualifications, experience and expertise;
 - 12.1.6. proactively verifying references and testimonials as far as possible;
 - 12.1.7. verifying identity, preferably from current photographic ID and proof of address;
 - 12.1.8. verifying the right to work in the UK;
 - 12.1.9. examining all career breaks, sudden job changes and/or dismissals;
 - 12.1.10. maintaining a single central record of all employees;
 - 12.1.11. ensuring that all trustees will have an enhanced DBS check;
 - 12.1.12. checking the NCTL Teacher services system for any restrictions imposed by countries in the European Economic Area (EEA) for all employees in a teaching role, not just QTS, from these countries to ensure they are not subject to a Teacher Prohibition order under the Section 128 Education and Inspection Act 2008;
 - 12.1.13. ensuring that Section 128 checks are carried out via NCTL for any employee being employed to a managerial role;

- 12.1.14. all third party organisations will be supervised whilst working with UTCW students and will not take part in regulated activity without confirmation in writing of an enhanced DSB check;
- 12.1.15. ensuring that Local Authority, Social Care and Police always have their photo identity/warrant card checked when visiting site;
- 12.1.16. ensuring that UTCW follow the recommendations regarding trainee teachers and contractors as set out in the DfE's Keeping Children Safe in Education document (September 2016). Contractors operating in student circulation areas will be supervised. Where services or activities are provided separately by another body, using UTCW's premises, the Trust Board will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

13. Supporting students

- 13.1. In the area of child protection there is a pyramid of need for the support of vulnerable students. At the top are those students on CPP and those students for whom UTCW has major child protection concerns. Next are children 'Looked After' by the Local Authority, adopted children and those who are cared for by people other than a parent. Also, students who take the role as a significant carer for a family member. The Designated Safeguarding Lead is responsible for ensuring that UTCW has an up to date list of these groups of students. The names of vulnerable students are available for employees to access via the Safeguarding Team so that they can monitor students and raise any concerns with the Safeguarding Team. Confidential details will not be included on this list.
- 13.2. Next is a larger group of students who are vulnerable in some other way. This may be because of family circumstances, health issues or social reasons. Lastly there are the majority of students, who do not need on-going extra support but may need some support for a short period of time. This may be, for example, in the case of family illness, crisis or bereavement. The Designated Safeguarding Lead regularly checks UTCW's first aid/medical request log for students seeking medical assistance, so that UTCW can identify concerns at an early stage. UTCW are committed to providing support for all these groups of students appropriate to their needs. This may be provided by the Safeguarding Team, a member of the leadership team, a head of year, tutor, or an adult at UTCW specifically approached to do so.
- 13.3 UTCW will endeavour to support students through:
 - 13.3. the curriculum to encourage self-esteem and self-motivation;

- 13.4. the college ethos which promotes a positive, supportive and secure environment and which gives all students and adults a sense of being respected and valued;
- 13.5. the implementation of UTCW's behaviour management policies;
- 13.6. a consistent approach agreed by all employees which will endeavour to ensure the pupil knows that some behaviour is unacceptable but he/she is valued;
- 13.7. regular liaison with other professionals and agencies who support the students and their families;
- 13.8. a commitment to develop productive, supportive relationships with parents, whenever it is in the child's best interest to do so;
- 13.9. the development and support of a responsive and knowledgeable employee group, trained to respond appropriately in child protection situations;
- 13.10. recognition that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse so employees who work in any capacity with children with profound and multiple disabilities, sensory impairment and / or emotional and behavioural problems will need to be particularly sensitive to signs of abuse;
- 13.11. recognition that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support or protection.
- 13.12. establishing an ethos of respect and a culture that values, involves and listens to children. UTCW also supports its students in a myriad of ways for many reasons. UTCW will try to help students understand what is and is not acceptable behaviour towards them and how to speak up if they have worries. UTCW also encourages students to speak up about concerns they may have for their peers.

14. Children missing from education

- 14.1. A student missing from education for eight sessions or more is a potential indicator of abuse and neglect. Should a student go missing from UTCW, the Attendance & Welfare Officer will inform the Designated Safeguarding Lead and contact the Local Authority. The Designated Safeguarding Lead will consider further actions/support should it be required. UTCW will inform the Local Authority of any student removed from the UTCW's roll so that the Local Authority can identify and safeguard children missing from education.

15. Students on the child protection register or for whom UTCW has child protection concerns

- 15.1. The number of students on a child protection plan varies. There are also other students about whom the college has child protection concerns who are not on a CPP.
- 15.2. UTCW supports students in various ways by:
 - 15.2.1. following the guidance set out in any CPP;
 - 15.2.2. ensuring they know and are comfortable about whom they can approach for help or if they have specific concerns;
 - 15.2.3. monitoring their welfare carefully, including talking to them regularly about their wellbeing;
 - 15.2.4. attending any child protection meetings held on their behalf, including speaking on their behalf at such meetings should they request it;
 - 15.2.5. monitoring their attendance carefully and reporting any unexplained absence to social care;
 - 15.2.6. monitoring their academic grades carefully to try to ensure they are making good progress at UTCW;
 - 15.2.7. enlisting the support of and liaising with other agencies as appropriate;
 - 15.2.8. checking that they have access to all elements of college life, including visits and other activities;
 - 15.2.9. informing the student's Progress Leader and Key Stage Director that they are on a CPP without breaching confidentiality so he/she knows to register immediately any concerns however minor with the Designated Safeguarding Lead (or a deputy).

16. Looked After students

- 16.1. UTCW has a Designated Safeguarding Lead and a deputy along with a **Trustee** responsible for Looked After Students. The college keep a list of students who are looked after by the Local Authority. In the light of the research that shows that these students fare less well at colleges than their peers and to narrow this gap, UTCW monitors their progress and wellbeing carefully by:
 - 16.1.1. being involved in and following the guidance set out in the student's personal education plan (PEP) and takes a particular interest in the student's welfare and to talk to them regularly;

- 16.1.2. offering in college support such as anger management, assertiveness or social skills training as appropriate;
 - 16.1.3. targeting pupil premium specifically to support children in care;
 - 16.1.4. attending any liaison or review meetings held on their behalf, including speaking for them or acting as their advocate at such meetings should they request it, and keeping in touch with social workers and/or carers;
 - 16.1.5. monitoring their attendance carefully and reporting any unexplained absence to social care and the Local Authority;
 - 16.1.6. monitoring their academic grades carefully to try to ensure they are making good progress at UTCW;
 - 16.1.7. informing their Progress Leader/Key Stage Director that they are on the Looked After Register without breaching confidentiality so he/she knows to register any concerns speedily to the Safeguarding Team;
 - 16.1.8. being careful not to accept any under achievement just because the child is 'Looked After';
 - 16.1.9. looking out for difficulties with homework or resources that may be a result of their being in care and giving them help to organise and manage their work and by providing the resources needed;
 - 16.1.10. enlisting the support of and liaising with other agencies as appropriate;
 - 16.1.11. checking that they have access to all elements of college life, including visits and other activities, and by giving these students the opportunities to take part in those self-esteem projects/residential visits organised by UTCW as and when appropriate.
- 16.2. In addition, UTCW also keeps a record of those students who are looked after by someone other than a parent, Adopted, on Special Guardianship plans or attend a behavioural facility.

17. Young carers

- 17.1. It is the responsibility of the Designated Safeguarding Lead (or a deputy) to keep a record of those students who play the part of a major carer for a family member. However, such families do not often publicise their situation for fear of social care involvement.

18. SEND

18.1. SEN/D children are more likely to be abused or neglected and for this to go unnoticed. Disabled children may be less able to recognise or understand that they are being abused. Communication difficulties may make it harder for them to disclose abuse and/or dependency on their care giver may mean they have no-one to tell. The college's SENDco will be a member of the Safeguarding Team. Professionals may focus on meeting the needs of the child's impairment, however, UTCW will always try to ensure that the voice of the child is heard/sought.

19. Child Sexual Exploitation (CSE)

19.1. CSE involves young people receiving something in exchange for sexual acts. Sexual exploitation can take many forms ranging from seemingly consensual relationships to serious gang and group exploitation. UTCW employees should be aware that sexual exploitation can take place in many forms and that students may not exhibit external signs of abuse. Therefore employees must be vigilant for the less obvious signs, lots of new electronic equipment, when before there was none, seeming to have extra money to spend, moving away from established friendship groups, older boy/girlfriends, involved with other vulnerable children/adults etc.

19.2. When an electronic device is identified as containing an indecent image of a child (anyone under the age of 18) the employee will not view the image, they will confiscate the electronic device and refer straight to the Key Stage Director or a member of the safeguarding team. If the image is consensual between two children of a similar age (or should the image not be consensual as described) and/or there appears to be an element of grooming, it should be referred immediately to a member of the Safeguarding Team. The Designated Safeguarding Lead and at least one other member of the team will have undertaken child sexual exploitation training.

20. Peer on Peer Abuse

20.1. Employees will recognise that children are capable of abusing their peers; this occurs when a child intentionally threatens, harms or causes distress to another child. Employees will refer any concerns immediately to the relevant Key Stage Director or a member of the Safeguarding Team. It may be considered a safeguarding matter if the allegation is around:

20.1.1. physical abuse;

20.1.2. violence, particularly pre-planned;

20.1.3. forcing others to use drugs or alcohol;

20.1.4. emotional abuse;

20.1.5. blackmail or extortion;

20.1.6. threats and intimidation;

20.1.7. sexual abuse;

20.1.8. indecent exposure, indecent touching or serious sexual assaults;

20.1.9. forcing others to watch pornography or take part in sexting;

20.1.10. encouraging other children to engage in inappropriate sexual acts;

20.1.11. photographing or videoing other children performing indecent acts;

20.1.12. sexting;

20.1.13. bullying;

20.1.14. gender related issues;

20.1.15. sexualised touching;

20.1.16. violence;

20.1.17. gang initiation/hazing (Hazing is the practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group.

20.2. The signs of this may include:

20.2.1. changes in behaviour;

20.2.2. sudden reluctance or refusal to participate or engage;

20.2.3. avoiding particular students;

20.2.4. staying close to adults;

20.2.5. self-harm;

20.2.6. angry outbursts;

20.2.7. decline in academic performance;

20.2.8. excluding themselves;

20.2.9. sudden development of sexualised behaviours; or

20.2.10. vague disclosures.

20.3. Employees will always challenge abuse and will not merely pass it off as 'banter' or 'part of growing up'. Please also refer to UTCW's Behaviour Policy.

20.4. UTCW's bullying log is located held by the Director of Key Stage 4.

21. Female mutilation/ female genital mutilation

21.1. FGM involves cutting, and sometimes sewing the girl's genitalia, normally without anaesthetic, and can take place at any time from birth onwards. It is sometimes referred to as 'female circumcision' but this misnomer belies the invasive and irreversible nature of the procedure. It is now more correctly termed female genital mutilation.

21.2. The procedure has a cultural, rather than religious, origin and is practised by disparate ethnic communities in many countries, including Ethiopia, Somalia, Sudan, Egypt, Nigeria, India, Pakistan, Yemen and Iraq.

21.3. The Female Genital Mutilation Act 2003 makes it a criminal offence, not only to carry out FGM in England, Scotland and Wales on a girl who is a UK national or permanent resident but also to take a girl out of the UK to have FGM performed abroad, even to countries where FGM is still legal. **Professionals have a mandatory duty to report such offences to the police.**

21.4. The indicators of FGM may initially mirror those of sexual abuse. You may notice, for example, that a girl or young woman shows signs of pain or discomfort, needs to visit the toilet constantly, has vaginal blood loss or is unable to sit comfortably. She may make excuses to avoid PE and other physical activity or refuse to use public showers. She may also become evasive or fearful if you enquire if she is unwell, and assure you that she is fine when she clearly is not. If she is a BME child, has recently arrived back from a 'holiday' abroad or a period of absence from the college, seems to be in pain and has not been taken by her family to see a doctor, you should consider FGM, alongside other possible explanations.

21.5. Breast ironing (also known as breast flattening) is the pounding and massaging of a pubescent girl's breasts, using hard or heated objects, to try to make them stop developing or to disappear. Usually carried out by mothers on their daughters to protect them from rape and sexual harassment. In certain African cultures men believe that as soon as a girl has breasts she is ready to have sexual relationships. There have been incidents of this happening in the UK, you may notice an unwillingness to get changed for PE, pain when moving, or a flattened breast area.

22. Forced marriage

22.1. Forced marriage occurs when a young person is forced into a marriage that they do not want with someone they have not chosen, following coercion, intimidation, threats and possibly

physical and sexual abuse. It is very different from an arranged marriage, where both young people can make the decision to accept or decline the partner chosen for them by their parents.

22.2. Once again, colleges can be seen as being in the front line in protecting young people from this type of abuse. A student who fears that they are likely to be forced into a marriage may disclose this to an employee. Their initial approach, in common with many disclosures of abuse, may be seemingly innocuous, such as talking about taking a holiday abroad. Their fear, that the proposed holiday will result in a forced marriage, may only become apparent after a number of conversations.

22.3. These young women may also become victims of what is termed honour-based violence. Forced marriage, here or abroad, is a crime; UTCW will always report to both police and Local Authority.

23. Honour based violence (“HBV”)

23.1. ‘Murder or violence in the name of so-called honour’ are murders/violence in which, predominantly females, are killed/harmed for actual or perceived immoral behaviour, which is deemed to have breached the honour code of a family or community, causing shame. They are sometimes called ‘honour killings/violence’. There is, however, no honour in murder/violence.

23.2. The honour code may allege (incorrectly) that women must follow rules that are set at the discretion of male relatives and which are interpreted according to what each male family member considers acceptable. Breaking the rules is seen as destroying the good name of the family, and is deserving of punishment at the discretion of male relatives.

23.3. Honour is an unwritten code of conduct that involves loss of face on someone’s part if offended against, especially in groups where loyalty is considered paramount. Honour Based Violence cuts across all cultures and communities: Turkish, Kurdish, Afghani, South Asian, African, Middle Eastern, South and Eastern European for example. This is not an exhaustive list. Where a culture is heavily male dominated, HBV may exist.

23.4. Signs:

23.4.1. withdrawal of student from the college by those with parental responsibility;

23.4.2. student being prevented from attending higher education;

23.4.3. truancy or persistent absences;

23.4.4. request for extended leave or student not returning from an overseas visit;

23.4.5. surveillance by siblings/cousins/extended family members at the college;

23.4.6. decline in behaviour, engagement, performance or punctuality, poor exam results. – in particular for previously motivated student; or

23.4.7. decline in physical presentation or demeanour.

24. Radicalisation/PREVENT

24.1. Appendix B included in this policy outlines the overall approach to PREVENT Safeguarding. The Counter Terrorism and Security Act 2015 places a duty on specified authorities, which includes schools/colleges, to have due regard to the need to prevent people from being drawn into terrorism (the PREVENT duty). Possible Channel referrals will be discussed by the college Safeguarding Team, if appropriate, and in accordance with government guidelines. UTCW employees have a statutory duty to inform the Designated Safeguarding Lead should they have any concerns.

25. Honour based violence lesbian, gay, bisexual and transgender (LGBT)

25.1. UTCW believes that respect is a fundamental right and responsibility of/for all. It is the duty of all employees to ensure that every member of the college community feels valued, irrespective of their sexual/gender orientation, race or religion.

25.2. Diversity is celebrated and valued at UTCW.

26. Other vulnerable students

26.1. Members of the Safeguarding Team are often aware of students who are vulnerable for other reasons.

26.2. It is the Safeguarding Team's responsibility to ensure that these students receive support either from a teacher in college to whom the student relates or from an external agency. The student's Key Stage Director will be informed of the situation. This situation might be a temporary one or may be on-going. This also includes any vulnerable students who may be 18 and over in UTCW's sixth form. Parents/carers are informed of the situation wherever appropriate.

27. Other UTCW policies

27.1. This policy needs to be read in conjunction with other policies, in particular:

27.1.1. Behaviour Policy;

27.1.2. Equality Policy;

27.1.3. PSHE policy;

27.1.4. Staff Code of Conduct.

APPENDIX A

Safeguarding Team

Role	Name	Contact Details
Designated Safeguarding Lead	Amanda Downing	Vice Principal adowning@utcwarrington.org
Deputy Designated Safeguarding Lead	Jemma Chilton	Attendance & Welfare Officer jchilton@utcwarrington.org
Safeguarding Team	Paul Rigby Joe Varey	Director of KS4 prigby@utcwarrington.org Director of KS5 jvarey@utcwarrington.org

Referrals Contact Information

Body	Contact Details
Child Exploitation & Online Protection	Steven Panter – Education Safeguarding Team 01925 443179
Police	Cheshire Police
LADO	01925 442079
Social Services	01925 443400 Children's safeguarding/social work team New Town House Warrington, WA1 2NH childreferral@warrington.gcsx.gov.uk

APPENDIX B

PREVENT Safeguarding Objectives

- 1.1. Within this overall framework the Prevent strategy will specifically:
 - 1.1.1. respond to the ideological challenge of terrorism and the threat we face from those who promote it;
 - 1.1.2. prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support; and
 - 1.1.3. work with sectors and institutions where there are risks of radicalisation which we need to address.
- 1.2. UTCW can help to protect children from extremist and violent views in the same ways that they help to **safeguard children** from drugs, gang violence or alcohol.
- 1.3. The purpose must be to protect children from harm and to ensure that they are taught in a way that is consistent with the law and the college's values. Awareness of PREVENT and the risks it is intended to address are both vital. Employees can help to identify, and to refer to the relevant agencies, children whose behaviour suggests that they are being drawn into terrorism or extremism.
- 1.4. Schools/Colleges of all kinds can play a role in enabling young people to explore issues like terrorism and the wider use of violence in a considered and informed way. UTCW can facilitate understanding of wider issues within the context of learning about the values on which our society is founded and our system of democratic government. These are important for reasons which go far beyond PREVENT but they connect to the PREVENT agenda.

PREVENT referrals should be reported in line with other safeguarding procedures.

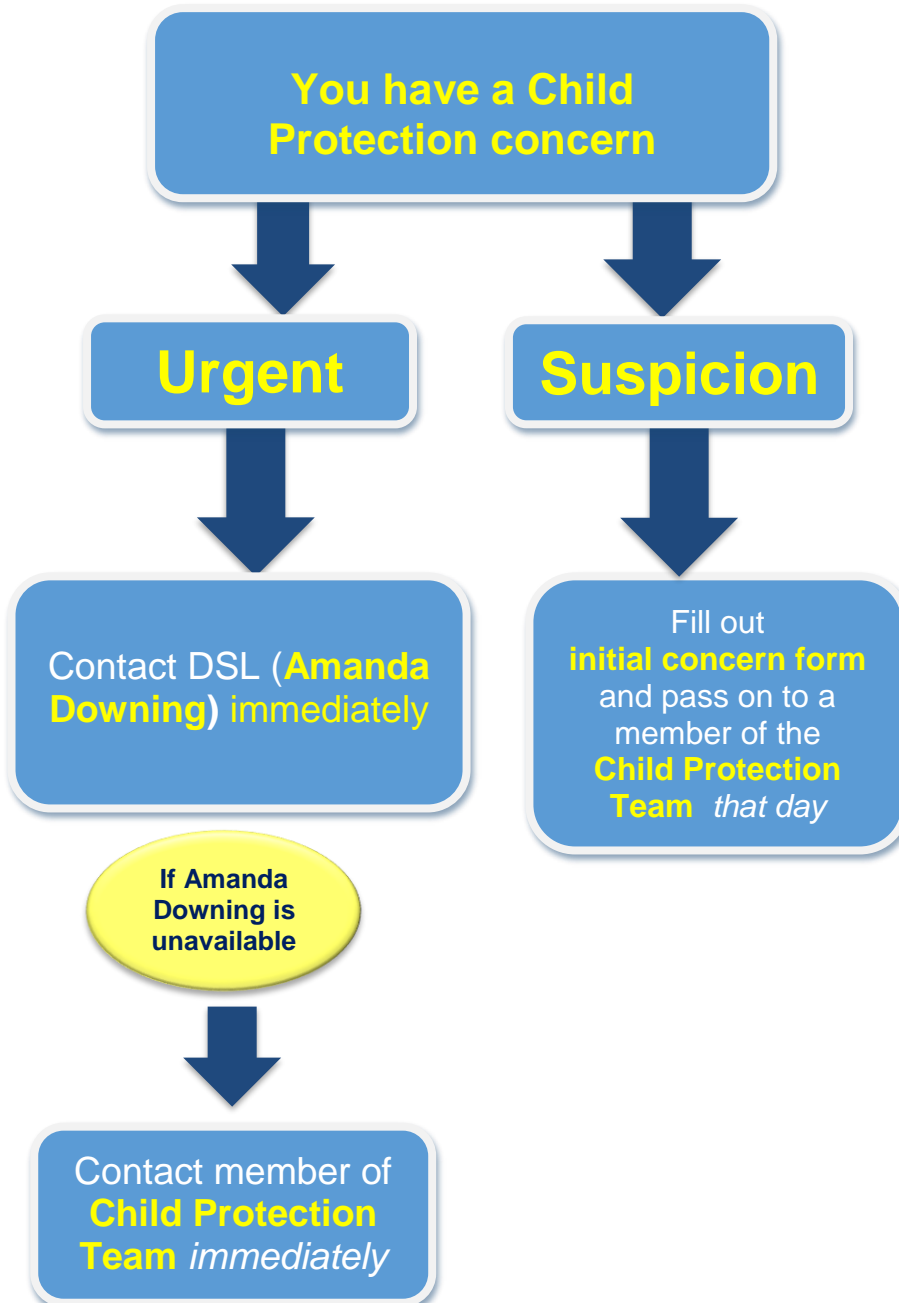
APPENDIX C

Child Protection Referral Procedures

All members of staff have a legal responsibility to protect and safeguard children.

Do not judge or decide how important you think something is.

It is your responsibility and duty to pass on any concerns and disclosures to the relevant Designated Safeguarding Lead as indicated below.



APPENDIX E

Safeguarding Responsibilities at UTC Warrington

