



**Wac Arts**  
College

**Wac Arts College**  
**Safeguarding and Child Protection Policy**

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# 1. Key Contacts

## College/school

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## London Borough of Camden

**Child protection lead officer and Local Authority Designated Officer (LADO):**

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## 2. Purpose of Policy

Wac Arts College is committed to helping young people achieve good outcomes by providing a safe learning environment that promotes their welfare and helps them to develop socially and emotionally so that they can make the most of their life chances.

The college aims to ensure that:

Appropriate action is taken in a timely manner to safeguard and promote children's welfare

All staff are aware of their statutory responsibilities with respect to safeguarding

Staff are properly trained in recognising and reporting safeguarding issues

### **Legislation and statutory guidance**

This policy is based on the Department for Education's statutory guidance, [Keeping Children Safe in Education](#) and [Working Together to Safeguard Children](#), and the [Governance Handbook](#). We comply with this guidance and the procedures set out by our local safeguarding children board.

This policy is also based on the following legislation:

Section 175 of the [Education Act 2002](#), which places a duty on schools and local authorities to safeguard and promote the welfare of pupils

[The School Staffing \(England\) Regulations 2009](#), which set out what must be recorded on the single central record and the requirement for at least one person on a school interview/appointment panel to be trained in safer recruitment techniques

Part 3 of the schedule to the [Education \(Independent School Standards\) Regulations 2014](#), which places a duty on academies and independent schools to safeguard and promote the welfare of pupils at the school

[The Children Act 1989](#) (and [2004 amendment](#)), which provides a framework for the care and protection of children

Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the [Serious Crime Act 2015](#), which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18

[Statutory guidance on FGM](#), which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM

[The Rehabilitation of Offenders Act 1974](#), which outlines when people with criminal convictions can work with children

Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#), which defines what 'regulated activity' is in relation to children

Statutory [guidance on the Prevent duty](#), which explains schools' duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism

This policy also complies with our funding agreement and articles of association.

### **Definitions**

**Safeguarding and promoting the welfare of children** means:

Protecting children from maltreatment

Preventing impairment of children's health or development

Ensuring that children grow up in circumstances consistent with the provision of safe and effective care

Taking action to enable all children to have the best outcomes

**Child protection** is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

**Abuse** is a form of maltreatment of a child, and may involve inflicting harm or failing to act to prevent harm. Appendix 1 explains the different types of abuse.

**Neglect** is a form of abuse and 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. Appendix 1 defines neglect in more detail.

**Children** includes everyone under the age of 18.

In line with the Education Act 2002, Wac Arts College will ensure that arrangements are in place to safeguard and promote the welfare of students by:

- providing a safe, healthy learning environment that allows them to develop to their full potential;
- safeguarding their welfare, particularly those students who are most disadvantaged;
- providing students with opportunities to discuss issues and report problems affecting their safety and welfare;

- ensuring safe recruitment practices;
- ensuring robust procedures for recognition and referral where there are welfare or child protection concerns;
- monitoring and supporting students who are subject to child protection plans and contributing to the implementation of their plan;
- raising awareness amongst staff of child protection issues and ensuring staff are equipped to deal with concerns;
- teaching young people to keep themselves safe and ensuring they know who to approach for help;
- promoting partnership working with parents and professionals.

## 3. Roles and Responsibilities

### 3.1 Governing body

The governing body will ensure that:

- Wac Arts College safeguarding policies and procedures are consistent with Camden Safeguarding Young People Board procedures and that these are regularly monitored, reviewed and updated where necessary;
- related college policies around student welfare, such as SEND, behaviour and attendance, are in place to support the wider safeguarding of students;
- there is a responsible safeguarding governor and a designated child protection teacher who reports directly to the governing body on the implementation of child protection policies and liaises with Camden CSF on safeguarding matters;

- parents and students are made aware of the college's safeguarding policies and procedures;
- Wac Arts College has appropriate procedures in place to ensure safe recruitment practices and to deal with allegations against staff or volunteers that are consistent with statutory guidance and reviewed on an annual basis;
- all staff receive safeguarding and child protection training at least every 2 years;
- action is taken where any weaknesses in child protection or safeguarding policy and practice are apparent within the college or college;
- other organisations using Wac Arts College premises to provide extended or after-college activities have appropriate safeguarding and child protection policies and procedures in place.

### **3.2 Head teacher/principal**

The principal will ensure that:

- staff are fully aware of Wac Arts College's safeguarding and child protection policies and that these policies are fully implemented;
- all staff have a good understanding of their role in the identification and referral of safeguarding concerns;
- the designated child protection teacher is given sufficient time and resources to carry out their responsibilities;
- staff are released to attend child protection conferences, core group meetings and other meetings held to discuss safeguarding issues concerning students at the college;
- safe recruitment practice is followed whenever recruiting new posts;
- Wac Arts College offers a safe environment for staff and students to raise concerns about poor or unsafe practice;

- appropriate action is taken whenever an allegation is made against a member of staff;
- safeguarding issues are brought to the attention of the governing body.

## 4. Safeguarding Young People

### 4.1 Definition

Safeguarding covers a broad agenda and aims to achieve the following:

- protecting young people from maltreatment;
- preventing impairment of young people's health or development;
- ensuring young people are growing up in circumstances consistent with the provision of safe and effective care;
- undertaking that role so as to enable young people to have optimum life chances so they can enter adulthood successfully.

Safeguarding is a preventative agenda that helps young people to achieve their full potential regardless of negative factors such as poverty or social exclusion by providing services and support to overcome barriers to achievement.

## 4.2 Safeguarding framework

The framework for safeguarding is set out in the statutory guidance “*Keeping Children Safe in Education*” (2016). The guidance sets out how organisations such as colleges should work together to safeguard young people, including:

- making sure vulnerable young people get early help before problems escalate and more robust interventions such as child protection is needed;
- carrying out a CAF assessment to identify a child’s needs in a timely manner as problems emerge;
- making appropriate referrals where young people need early help or there are child protection concerns
- sharing information and working in an integrated way to ensure a co-ordinated response from agencies to support families and meet the child’s needs.

The guidance is available at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/447595/KCSIE\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf)

## 4.3 Role of the college

Wac Arts College recognises that students may face many barriers to learning that may affect their prospects in later life. Wac Arts College will safeguard and promote students’ welfare by focusing on preventative actions and services so that all students are able to fulfil potential under each of the 5 *Every Child Matters* outcomes:

### ***Being healthy***

***Aims:***

Wac Arts College will promote students’ health by educating them on healthy diets and lifestyles using the healthy colleges programme and college policies on healthy eating and physical exercise, as well as delivering information on sexual health and relationships and substance misuse via the curriculum.

Wac Arts College will work closely with health professionals to monitor students' health and ensure that students with health needs receive the extra support they need to fully participate in education.

Students affected by their parents' or their own substance misuse problems will be referred to Camden's Forward Drug and Alcohol Service (FWD) to receive expert advice and support.

***Key safeguarding policies***

- Administering medicines (see link for DfE advice)  
[Managing medicines in colleges - The Department for Education](#)
- Sex and relationships
- Intimate care (see section 5.5.3)
- Link to drugs advice for colleges  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/270169/drug\\_advice\\_for\\_colleges.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270169/drug_advice_for_colleges.pdf)

***Staying safe***

***Aims:***

Wac Arts College aims to provide a safe learning environment where students are:

- kept safe from accidents whilst at college and during outings;
- protected from maltreatment through the implementation of Camden Safeguarding Young People Board child protection procedures and safe recruitment practices;
- taught to keep themselves safe via safety messages delivered through the curriculum and other forums;
- feel supported, safe and protected and able to raise concerns.

Safety messages will be delivered via the curriculum and students will be provided with opportunities to discuss issues they feel are affecting their safety at college and within the community.

***Key safeguarding policies:***

- Child protection policies and procedures listed in section 4
- Safeguarding young people and safer recruitment in schools  
<http://www2.cnwl.ac.uk/UserFiles/File/Safeguarding%20Young%20people%20and%20Safer%20Recruitment%20Practices%20in%20Education.pdf>
- Health and safety and risk assessments (see section 5.5 of this policy)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/279429/DfE\\_Health\\_and\\_Safety\\_Advice\\_06\\_02\\_14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/279429/DfE_Health_and_Safety_Advice_06_02_14.pdf)
- Educational visits (ensuring students are safe on college outings)
- Monitoring visitors (see section 5.3)
- Safe recruitment (see section 5.1)
- E-safety (keeping students safe on the internet)
- Anti-bullying and behaviour
- Anti-discrimination and equality
- Young people missing from college (action to be taken when a child disappears from Wac Arts College)
- Violent extremism
- FGM
- Sexual exploitation/trafficking/Grooming
- Guidance for schools on gangs and group offending  
<http://publications.teachernet.gov.uk/eOrderingDownload/00802-2008BKT-EN.pdf>
- Guidance on dealing with forced marriage (FCO 2008 – contains guidance for schools and colleges on what action to take)  
<http://www.fco.gov.uk/resources/en/pdf/3849543/forced-marriage-guidelines09.pdf>

### ***Enjoying and achieving***

***Aims:***

Wac Arts College will ensure that students attend regularly, enjoy learning and are achieving to their full potential.

***Key safeguarding policies:***

Attendance, behaviour and exclusions

SEN

Risk assessments (Trips & outings)

### ***Making a positive contribution***

***Aims:***

The ethos of Wac Arts College is one where students feel valued and are able to participate and contribute to the development of policies that support co-operation, inclusion and integration.

Students will be encouraged to participate in a wide range of activities at college and within the community and discouraged from engaging in anti-social behaviour.

Wac Arts College will follow guidance “Recording and reporting racist incidents” in order to challenge racist abuse or harassment by students and promote good race relations.

***Key safeguarding policies:***

- Anti-bullying

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/269678/preventing\\_and\\_tackling\\_bullying.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269678/preventing_and_tackling_bullying.pdf)

- Anti-discrimination and equality

- Participation

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/271814/Listening\\_to\\_and\\_involving\\_children\\_and\\_young\\_people.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/271814/Listening_to_and_involving_children_and_young_people.pdf)

### ***Achieving economic wellbeing***

***Aims:***

Wac Arts College will ensure that older students are helped to prepare to move on to further education, training or employment and are given opportunities for work experience.

***Key safeguarding policies:***

Work experience/Placements

#### **4.4 Supporting students**

Wac Arts College will support all students who have been assessed as having extra needs or are subject to a child protection plan. All young people will be made aware of who they can approach if they have any problems and will be listened to and their concerns taken seriously.

Colleges should ensure students know about the Camden Safeguarding Young People Board website that contains detailed information for young people and young people on a range of safeguarding issues and how to keep themselves safe and seek appropriate help.

[Camden Young people Safeguarding Board :: Staying safe: what you can do](#)

#### **4.5 Powers regarding management of student behaviour**

- Guidance from the Department of Education provides colleges with the powers to intervene in a variety of ways in order to manage behaviour within and outside the college. Details of these may be found in the policies listed at the following links.

##### ***Advice on behaviour and discipline***

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/277894/Behaviour\\_and\\_Discipline\\_in\\_Colleges\\_-\\_a\\_guide\\_for\\_headteachers\\_and\\_college\\_staff.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/277894/Behaviour_and_Discipline_in_Colleges_-_a_guide_for_headteachers_and_college_staff.pdf)

##### ***Use of reasonable force***

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/268771/use\\_of\\_reasonable\\_force\\_-\\_advice\\_for\\_headteachers\\_staff\\_and\\_governing\\_bodies\\_-\\_final\\_july\\_2013\\_001.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/268771/use_of_reasonable_force_-_advice_for_headteachers_staff_and_governing_bodies_-_final_july_2013_001.pdf)

##### ***Searching, screening and confiscation***

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/279245/searching\\_screening\\_confiscation\\_advice\\_feb14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/279245/searching_screening_confiscation_advice_feb14.pdf)

However, Wac Arts College strongly advises all staff:

- not to carry out non-consensual searches of students or their bags or lockers except in the presence of the safer colleges police officer
- only to use reasonable force where there is a risk of harm to the student or others or a risk of substantial damage to property.

College staff should be familiar with Camden's local policies on bullying, use of physical restraint and guidance on carrying out searches of students.

#### **4.6 Working with parents and carers**

Parents and carers have the main responsibility for safeguarding and promoting their child's welfare and Wac Arts College recognises the importance of working in partnership with them to ensure the welfare and safety of students.

Wac Arts College will:

- make parents aware of the college's statutory role in safeguarding and promoting the welfare of students, including the duty to refer students on where necessary, by making all college policies available on Wac Arts College's web-site or on request;
- provide opportunities for parents and carers to discuss any problems with class teachers and other relevant staff;
- consult with and involve parents and carers in the development of college policies to ensure their views are taken into account;
- ensure a robust complaints system is in place to deal with issues raised by parents and carers;
- provide advice and signpost parents and carers to other services and resources where students need extra support.

#### **4.7 Inter-agency working**

Wac Arts College recognises its duty under the Young People Act 2004 to work in partnership with other professionals and agencies within the young people's workforce in order to deliver integrated services that focus on prevention.

To achieve this, Wac Arts College will lawfully share information with agencies in order to ensure students receive appropriate services, and will use the Common Assessment Framework to assess those young people with extra needs and make appropriate referrals to agencies on behalf of the student.

Wac Arts College recognises the central role they play in safeguarding students and will ensure that a representative attends all multi-agency meetings such as case conferences and core group meetings.

Wac Arts College will liaise with Camden's lead officers for safeguarding wherever there are any concerns or issues relating to safeguarding practice or the safeguarding of individual students.

#### **4.8 Young people who are missing from education or home educated**

Colleges need to be aware of those young people who are persistently absent or missing from college as this may be an indicator of welfare concerns. Attendance policies should state clearly who needs to be notified and what action should be taken and any relevant timescales. Colleges should refer to Camden's "Young people missing from education" policy and the CSCB missing young people protocol for further details.

Where a parent notifies the college that they are removing the child so they can be educated at home, the following notifications should be made:

- The Education Welfare Service must be notified of all decisions
- If the child is already known to FSSW, their allocated social worker should be notified immediately
- If the child is not known to FSSW, but the college has concerns about their welfare, the designated child protection teacher should make a referral to FSSW.

#### **4.9 Role of Family Services and Social Work (FSSW)**

FSSW is responsible for carrying out Camden's statutory duty to safeguard and promote the welfare of young people in the borough by providing services for young people who have been assessed as being in need, in need of protection or in need of accommodation under the Young people Act 1989.

Intervention by FSSW is based on the assessed level of need or risk the child is experiencing. Levels of need and risk and corresponding responses by FSSW are explained in the division's eligibility criteria for services. FSSW offer a service at the following levels:

##### ***Early help – low level risk***

Family Services provide help for young people whose needs do not reach the threshold for a statutory social work service but who would benefit from support and services in order to improve outcomes and avoid escalation of problems.

Where staff wish to refer a child for early help services they should complete a CAF assessment and make an e-CAF referral to the Family Service. Parental consent must be sought prior to making any referral.

##### ***Young people in Need – medium level risk***

These are young people (including disabled young people) who are unlikely to meet a reasonable standard of health and development unless provided with services. Services for these young people focus on early intervention and prevention, and are aimed at supporting families so that young people are able to remain at home.

Staff who are concerned that a student may require a social work service from FSSW because they are in need should complete a CAF assessment and make a referral to the MASH team using an e-CAF referral.

Parental consent must be sought prior to making any referral. Staff may use the monitoring form shown at appendix 2 to record any concerns and/or monitor the students' progress.

- ***Young people in need of protection – high level risk***

These are young people who it is believed are suffering or likely to suffer significant harm requiring statutory intervention via child protection procedures (see section 4).

#### **4.10 To be added/The Prevent Duty**

## **5. Child Protection**

### **5.1 Role of college**

Wac Arts College will work to the following policy documents in order to support the protection of students who are at risk of significant harm.

- *“Keeping Children Safe in Education” (2016).*

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550499/Keeping\\_children\\_safe\\_in\\_education\\_Part\\_1.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550499/Keeping_children_safe_in_education_Part_1.pdf)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

- What to do if you're worried a child is being abused (*DCSF 2006*)

[What to do if you're worried a child is being abused - Every Child Matters](#)

- The London Safeguarding Young People Board child protection procedures

[London Safeguarding Young people Board: Child Protection Procedures](#)

- Camden Safeguarding Young People Board guidance on:
  - ❖ Missing young people
  - ❖ Trafficked young people
  - ❖ Child sexual exploitation
  - ❖ Working with neglectful parents
  - ❖ Working with parents affected by substance misuse
  - ❖ Protocol on working with young people who harm other young people (see section 4.5)

In line with these policies and procedures, Wac Arts College will carry out the following:

- identifying where there are child protection concerns and referring the student on to FSSW;
- contributing to the development and monitoring of child protection plans as a member of the core group;
- ensuring that the college has a senior member of staff who is designated to take on lead responsibility for child protection issues;
- ensuring staff are aware of their responsibilities and receive adequate training to enable them to carry these out;

## **5.2 Role of the designated child protection leader**

Wac Arts College will ensure that a senior member of staff is appointed to the role of designated teacher to take lead responsibility for child protection issues and that another member of staff is appointed to deputise in their absence.

DCP – Camille Curtis y Van Dyke

DCP2 – James Fornara

Their role is to:

- refer cases on appropriately to relevant agencies;
- provide advice and guidance for staff on child protection issues;
- take the lead in developing, monitoring and reviewing Wac Arts College child protection policy and procedures and keeping abreast of new policy developments;
- oversee child protection systems within the college, including management of records, provision of information to other agencies and the monitoring of students who are subject to child protection procedures;
- link with and report to the principal and the board of governors regarding child protection issues within the college;
- provide a link between Wac Arts College and other agencies, particularly FSSW and the Camden Safeguarding Young People Board;
- ensure staff, including temporary staff, are aware of Wac Arts College policies and procedures and that appropriate training is taken up at the required frequency;
- ensure parents are fully aware of Wac Arts College policies and procedures and that they are kept informed and involved.

### **5.3 Child protection procedures**

The following procedures set out what actions Wac Arts College will take where there are child protection concerns regarding a student.

#### **5.3.1 Recognition**

- Staff have a responsibility to identify those young people who are suffering from abuse or neglect and to ensure that any concerns about the welfare of a student are reported to the designated teacher.
- Staff should refer to **appendix 1** for a full definition of significant harm and the specific indicators that may suggest a student may be at risk of suffering significant harm.
- Any concerns held by staff should be discussed in the first instance with the designated teacher or their deputy and advice sought on what action should be taken.
- Concerns may be monitored over time and recorded on the monitoring/incident form shown at **appendix 2**. Details of any concerning incidents should also be recorded on this form.

### ***5.3.2 Dealing with disclosures***

If a student discloses to a member of staff that they are being abused, the member of staff should;

- listen to what is said without displaying shock or disbelief and accept what the child is saying;
- allow the child to talk freely;
- reassure the child but not make promises that it may not be possible to keep, or promise confidentiality, as a referral may have to be made to FSSW;
- reassure the child that what has happened is not their fault and that they were right to tell someone;
- not ask direct questions but allow the child to tell their story;
- not criticise the alleged perpetrator;
- explain what will happen next and who has to be told;
- make a formal record and pass this on to the designated teacher.

### ***5.3.3 Referral***

- A decision on whether or not to refer a student to FSSW should be made by the designated teacher or their deputy following a discussion with the member of staff who has raised concerns.
- It is an expectation that a Common Assessment Framework assessment (CAF) is completed for every referral either by the teacher raising concerns or by the designated teacher.
- Where there is any doubt about whether the concerns raised meet the thresholds for a child protection referral, the designated teacher may discuss the case on a “no names” basis with Camden’s Child Protection Co-ordinator or the MASH team to obtain advice on how to proceed.
- Parental consent must be sought prior to the referral being made unless to seek consent would place the child at risk of further harm. If parents do not consent, but the child is at risk of significant harm, the referral should still be made.
- If the child already has an allocated FSSW social worker, the referral should be made directly to them. If the child is not already known to FSSW, referrals should be made to the MASH team. If the child lives outside Camden, a referral should be made to their home local authority.
- All referrals should be in writing using the e-CAF referral record. However, urgent child protection referrals will be accepted by telephone but must be confirmed in writing within 48 hours.
- All referrals will be acknowledged by the MASH manager within 24 hours and the referrer informed of what action will be taken.

#### **5.3.4 Attendance at case conferences and core groups**

- The designated teacher will liaise with FSSW to ensure that all relevant information held by Wac Arts College is provided to FSSW during the course of any child protection investigation.
- The designated teacher will ensure that Wac Arts College is represented at child protection case conferences and core group meetings:
  - where possible, a member of staff who knows the child best, such as a class teacher or head of year will be nominated to attend;
  - failing that, the designated teacher or their deputy will attend;

- if no-one from Wac Arts College can attend, the designated teacher will ensure that a report is made available to the conference or meeting.

### **5.3.5 Monitoring**

Where a student is the subject of a child protection plan and Wac Arts College has been asked to monitor their attendance and welfare as part of this plan;

- monitoring will be carried out by the relevant staff member in conjunction with the designated teacher;
- all information will be recorded on the child protection monitoring/incident form shown at **appendix 2** prior to each conference and core group meeting;
- the completed monitoring form will be kept on the student's file and copies made available to all conferences and core group meetings;
- the designated teacher will notify FSSW if the child is removed from the college roll, excluded for any period of time or goes missing.

### **5.3.6 Records**

- Child protection records relating to students are highly confidential and will be kept in a designated welfare file separate to the students' education records. These records will be securely held within the college.
- The designated teacher will ensure that all welfare records have a basic information sheet (see **appendix 3**) attached and that this information is kept up to date.
- The designated teacher is responsible for ensuring that records are accurate, up to date and that recording is of a high standard.
- All information should be recorded on the safeguarding monitoring/incident form (see **appendix 2**) and all records should be signed and dated.
- Records should show:

- ❖ what the concerns were;
  - ❖ what action was taken to refer on concerns or manage risk within the college;
  - ❖ whether any follow-up action was taken;
  - ❖ how and why decisions were made.
- Any incidents, disclosures or signs of neglect or abuse should be fully recorded with dates, times and locations. Records should also include a note of what action was taken.
  - The monitoring/incident form must be completed;
    - ❖ whenever concerns arise or there is a serious incident **or**
    - ❖ where a child is being monitored, prior to a case conference or core group meeting.
  - Where a child who is subject to a protection plan transfers to another school/college, the designated teacher is responsible for ensuring that copies of all relevant records are passed to the designated child protection teacher at the new school/college.
  - Child protection records will only be kept until the student leaves Wac Arts College and should be disposed of as confidential waste.
  - The designated teacher is responsible for keeping central records of child protection and welfare concerns which should be recorded on the form shown at **appendix 4**.

#### **5.4 Confidentiality and information sharing**

- All information obtained by college staff about a student and their family is confidential and can only be shared with other professionals and agencies with the family's consent.
- If the child is under 12, consent to share information about them must be obtained from their parents or carers. Young people aged 12 to 15 may give their own consent to information sharing if they have sufficient understanding of the issues. Young people aged 16 and over are able to give their own consent.

- Where a child is at risk of suffering significant harm, schools and colleges have a legal duty to share this information with FSSW and make appropriate referrals. Equally, where a child is subject to a child protection investigation, schools and colleges must share any information about the child requested by FSSW.
- Parental consent to making a child protection referral should be sought but if withheld, the referral must still be made and parents made aware of this. Before taking this step, schools and colleges should consider the proportionality of disclosure against non-disclosure; is the duty of confidentiality overridden by the need to safeguard the child?
- Parental consent to referral need not be sought if seeking consent is likely to cause further harm to the child, interfere with a criminal investigation or cause undue delay in taking action to protect the child.
- Only relevant information should be disclosed and only to those professionals who need to know. Staff should consider the purpose of the disclosure and remind recipients that the information is confidential and only to be used for the stated purpose.
- In the event that a child makes a disclosure of neglect or abuse, staff cannot guarantee them confidentiality, but must explain why they have to pass the information on, to whom and what will happen as a result. Parents should also be made aware of the college's duty to share information.
- Staff should discuss any concerns or difficulties around confidentiality or information sharing with the designated teacher or seek advice from Camden's safeguarding lead officer or the MASH social worker.

## **5.5 Young people who harm other young people**

Wac Arts College may sometimes need to deal with young people whose behaviour causes significant harm to other young people. Examples of this may be young people who sexually abuse other young people, are violent towards other young people or who set fires.

These cases will be dealt with under the joint protocol between Wac Arts College, Family Services and Social Work (FSSW) and the Youth Offending service (YOS). In general, incidents will require a strategy meeting under child protection procedures and specialist assessment and intervention from FSSW and YOS.

## 6. Safe Learning Environment

### 6.1 Safe recruitment

Wac Arts College recognises that safe recruitment practices are an essential part of creating a safe environment for young people and will ensure that staff working in Wac Arts College are suitable to do so and do not pose any kind of risk.

Wac Arts College will follow the guidance set out in “Safeguarding children and safer recruitment in education” (Gov 2010).

<https://www.education.gov.uk/consultations/downloadableDocs/Safeguarding%20Children%20Guidance.pdf>

- Wac Arts College will carry out extensive enquiries on applicants for all positions, including voluntary and support roles and governors. No staff member, volunteer or governor will be allowed to take up posts until all checks and enquiries have been satisfactorily completed.
- All applicants for positions that involve regulated activity will be subject to checks with the Independent Safeguarding Authority to ensure they have not been barred from working with young people. This will include any applicant whose work will bring them into contact with young people on a frequent or intensive basis, defined as working once a week or more or four days in a single month.
- Wac Arts College will also ensure that all current staff that have regular or unsupervised contact with students have an up-to-date Disclosure and Barring Service (DBS) check.
- Wac Arts College will ensure that all DBS checks carried out on staff are renewed after 3 years of the original DBS disclosure.
- All job advertisements and application forms will clearly state that the role is a safeguarding role and that applicants will be expected to agree to undergo DBS and other checks as part of safe recruitment practices.
- Staff and governors who normally sit on interviewing panels will be trained in safeguarding interviewing techniques and no interview should go ahead unless at least one member of the panel has undertaken this training.

- Although the principal will have day-to-day responsibility for the recruitment of staff, the board of governors will ensure that they maintain an overview of recruitment systems in order to scrutinise practice and ensure all statutory checks are carried out.
- Wac Arts College will use a checklist to ensure all safe recruitment practices are carried out (see **appendix 7**) for every applicant applying for posts. College and Human Resources staff with responsibility for carrying out recruitment checks should ensure they have a copy of any relevant documents or take relevant issue numbers from documents as proof that the document has been seen.
- The principal/senior administrator will keep a single central record of all staff, volunteers and governors that includes details of all checks carried out and the outcome of these checks in the format shown at **appendix 6**.
- Where staff are recruited via third parties such as employment agencies, the principal and the board of governors will seek written confirmation from the agency that they have carried out all necessary checks on the individual and request written confirmation of the outcome of all checks and ask to see the DBS disclosure prior to making any decision regarding the individual's employment.

Wac Arts College will:

- verify the applicant's identity and immigration status from their passport, including having sight of passports and/or relevant Home Office documents
- carry out enhanced DBS checks
- in the case of teaching staff, check the applicant's academic and vocational qualifications and registration status
- where the applicant has been living abroad, make enquiries in the country of origin
- make extensive enquiries of at least 2 referees, including previous and recent employers
- keep copies of the following documents on staff personnel files:
  - ❖ documents used as proof of identity such as passports or driving licences
  - ❖ a summary of the DBS certificate (but all other documents relating to the DBS check must be destroyed)
  - ❖ documents that prove the staff member's right to work in the UK (failure to do so can result in a fine for employing illegal workers).

## 6.2 DBS checks

In order to ensure that people who work in Wac Arts College are suitable to do so and are not barred from working with young people, Wac Arts College will take out police and other checks (ie: List 99) with the Disclosure and Barring Service (DBS) as part of the recruitment process. Wac Arts College will also refer individuals that are considered to be unsuitable to work with young people to the DBS.

DBS checks will only be taken out on individuals who are involved in regulated activity, which is defined as close, unsupervised contact on a regular basis involving activities such as:

- Teaching
- Training
- Supervising
- Care
- Guidance and advice
- Driving a vehicle
- Personal or intimate care

The activity must be carried out regularly as part of the staff member's day to day responsibilities and the checks will be reasonable in order to safeguard young people.

Decisions on whether a person's role requires a DBS check will be made by whoever is responsible for recruitment in the college, for example the principal or governor, and the following will be taken into consideration when deciding on whether or not to take out a DBS check:

- the age of the young people;
- their level of vulnerability;
- the numbers of young people in the group;
- the nature of the role;
- opportunities for contact with the young people.

Wac Arts College has robust procedures for day to day staff management and supervision and clear procedures for reporting and acting on concerns. Staff carrying out roles involving regulated activity will be suitably supervised on a regular basis by senior staff carrying out a similar role.

### **6.3 Volunteers**

The principal will ensure that unpaid volunteers, such as parents who accompany students on college outings or provide help in the classroom, are:

- subject to a DBS check where they are carrying out a regulated activity that brings them into frequent or intensive contact with young people (see section 5.2 for details);
- required to undergo a recruitment process, such as reference checks and interviews, that is appropriate and proportional to the duties assigned to them;
- competent to carry out the duties assigned to them;
- only assigned duties that are suitable to their qualification and experience;
- suitably supervised by teaching staff at all times;
- fully inducted in relation to all college policies and procedures.

It is the principal's responsibility to decide whether or not an individual volunteer requires DBS checks depending on the level of contact with students.

### **6.4 Site security and visitors**

- The board of governors is responsible for the security of the college premises and will take steps to ensure it is a safe environment and securely protected against trespass and/or criminal damage.
- The principal will decide whether or not individual visitors or contractors should be subject to DBS checks before being allowed access to the building, depending on the level of access they are likely to have to students. To help with this decision, the principal will apply the frequent or intensive basis test.
- Where the visitor is employed by an organisation where DBS checks are normally required, for example NHS staff, the principal will request written confirmation that relevant checks have been carried out for that individual.

- All visitors and contractors will be:
  - ❖ informed to report to reception on arrival;
  - ❖ expected to wear a name-badge or carry some form of identification at all times when on Wac Arts College premises;
  - ❖ suitably supervised by college staff at all times;
  - ❖ made aware of college health and safety procedures.
- The principal and the board of governors will ensure that any contract entered into with contractors clearly sets out the expectations for the workers' behaviour and the responsibility of contractors to monitor and ensure compliance with college policies.
- Contracted workers will not be allowed to approach or speak to students in any circumstances and must ensure that all equipment and working practices are in line with health and safety standards.
- Visiting organisations such as visiting artists or theatre groups who will be performing for or working directly with students will be expected to have adequate child protection procedures in place and must agree with class teachers in advance what level of supervision or contact they will have regarding students.
- Access to the College is monitored at all times by the Reception Area Manager and with the additional support of Closed-Circuit Television (CCTV)
- Electronic Card System controls access to specific areas of the building.
- Only WAC and Wac Arts College staff have access to all areas of the building.
- Separate clearly sign posted washroom facilities for visitors, staff, students and external organisations.
- Students are supported and monitored throughout the building

- A member of staff supports students during allocated break and lunch times
- The College works in close Partnership with the University of Third Age (U3A) Management Team. Clear lines of communication are put in place and effective monitoring of students from both organisations is undertaken.
- Meetings between the College & U3A are scheduled into the College timetable.
- The unique circumstances in which the College finds itself, having to share the College space with other organisations, has required Wac Arts College to take, specific, tailor-made steps to ensure the Colleges safeguarding policies is adhered to.

## **6.5 Staff**

### **6.5.1 *Induction and training***

- The principal will ensure that all staff are fully inducted, are made aware of the college's safeguarding policy and procedures and that staff are fully aware of their role in implementing these.
- The designated teacher will ensure that all staff are fully inducted with regard to Wac Arts College child protection procedures and that they receive safeguarding and child protection training on a two-yearly basis.
- The principal will keep a central record of all statutory and other training undertaken by staff members, governors and volunteers.
- College staff and governors will receive multi-agency safeguarding training at the relevant level.

- Training for staff that regularly work with young people, young people and families should enable them to:
  - ❖ develop knowledge, skills and the ability to work together on the processes for safeguarding and promoting the welfare of young people, including those suffering or at risk of suffering significant harm;
  - ❖ describe inter-agency roles and responsibilities for safeguarding young people;
  - ❖ understand what will happen once they have informed someone about those concerns;
  - ❖ make a full contribution to the process of child protection and have an understanding of the purpose of inter-agency activities and the decisions required at each stage of the child protection process;
  - ❖ demonstrate skills in effective collaboration between agencies to achieve intended outcomes for the child and their family.
- As well as basic safeguarding training, the designated teacher and deputy designated teacher will receive specific training on their role and other relevant multi-agency training courses provided by Camden SCB;
- College staff will also receive training on the use of the Common Assessment Framework assessment as part of their safeguarding training.

### **6.5.2 Conduct and safe teaching practice**

- Wac Arts College expects staff and volunteers to set a good example to students through their own conduct and behaviour and aims to protect them from the risk of allegations being made against them by ensuring they maintain high standards of professionalism and appropriate boundaries.
- The principal will ensure that each member of staff, including volunteers, signs a code of conduct agreement on appointment that sets out Wac Arts College expectations with regards to standards of professional behaviour and that all staff receive copies of relevant policies.
- Staff and volunteers should be aware of current guidance on safe teaching practice contained in the DCSF *“Guidance for safer working practice for adults working with young people & young people” (2009)*.

<http://www.youngpeopleengland.org.uk/upload/Guidance%20.pdf>

#### **Additional procedures**

*Individual colleges should record any additional procedures here or refer to any separate policies, which should cover the following areas:*

- *positions of power and trust for the purposes of the Sexual Offences Act 2003*
- *expected guidance on professional and personal standards of conduct and behaviour*
- *confidentiality*
- *duty of care*
- *contact and communications with students and parents, including appropriate physical contact, home visits, email and other electronic communications*
- *behaviour management and use of restraint*
- *dealing with allegations*
- *first aid and administering medicines*
- *photography and videos*

#### **6.5.4 Physical intervention and restraint**

It is the college's policy to use physical intervention and restraint only in line with Camden CSF policy "*Physical intervention policy for colleges and centres*".

#### **6.5.5 Allegations against staff**

In the event that an allegation is made against a member of staff or volunteer, Wac Arts College will follow Camden's "*Guidance for the management of an allegation against a member of staff*".

Wac Arts College will appoint a responsible staff member (normally the principal) who will be the college representative for the purposes of the allegations procedures and who will link with the Local Authority Designated Officer for all allegations raised. A further staff member will be identified as their deputy to act in their absence or if allegations are made against the responsible staff member.

Where a staff member is removed or resigns from Wac Arts College following the upholding of an allegation against that person and the responsible staff member and the LADO agree that the person is unsuitable to work with young people, the responsible person will refer the individual to the DBS.

The DBS referral form and guidance for completing the form can be accessed on line via the DBS website at:  
[Disclosure and Barring Service: criminal record checks, referrals and complaints - Detailed guidance - GOV.UK](#)

### **6.5.6 Whistleblowing**

Wac Arts College recognises that there may be circumstances where staff and students feel unable to raise concerns or incidents of malpractice within Wac Arts College's environment as there is reasonable doubt that these would be dealt with adequately.

All staff and volunteers have a legal duty to raise concerns where they feel individuals or colleges are failing to safeguard and promote the welfare of young people. Where it is not possible to raise concerns within the college, staff and volunteers may report concerns to the following;

- Camden's lead officers for child protection or safeguarding where there are issues regarding the welfare of a student;
- Camden Council's confidential and independent help-line for protected disclosure on **0800 734199** or the Ofsted whistle-blowing line on **0300 123 3155** where there are issues regarding the college's overall procedures around safeguarding.
- The principal is responsible for ensuring that these numbers are advertised on the college premises and made available to staff and students.

## **6.6 Health and safety and risk assessments**

### **6.6.1 Policy**

Governing bodies are legally responsible for ensuring the safety of students and staff within the college environment and all colleges should have a robust health and safety policy in place.

The Department for Education advice to colleges on health and safety issues stresses the need to balance risk avoidance against providing students with opportunities to take part in activities that help them learn to manage risk themselves.

<http://media.education.gov.uk/assets/files/pdf/d/departamental%20advice%20on%20health%20and%20safety%20for%20colleges.pdf>

Governing bodies should delegate their day-to-day responsibilities to a member of staff who is competent to carry out these duties and who has received the appropriate training.

Camden can also provide colleges with specialist health and safety advice available at the following weblink:

[Camden Essentials: Health and safety in colleges](#)

The advice covers issues such as reporting accidents, communicable diseases, safer management, risk assessment, science and technology safety and college trips and journeys. Colleges should also refer to Camden's "Emergency procedures for Schools" policy document.

### **6.6.2 Risk assessments**

Risk assessments are a method of:

- identifying hazards
- evaluating the risks these hazards may present to students and staff
- deciding on appropriate action to eliminate or reduce these risks.

Wac Arts College risk assessment pro formas are available on request from the office.

A risk assessment should be carried out:

- on an annual basis for the college environment as a whole;
- for each activity in all studio spaces
- for all college trips;
- for students travelling between locations during the college day;
- for all work-based learning or work experience placements;
- when a student who has been excluded for risky or violent behaviour is returning to the college;
- whenever there are any changes to the college environment or college practices;

- following any serious incident.

### **6.6.3 Working with aggressive and violent parents**

It is inevitable that parents who are involved with FSSW may become frustrated, angry or hostile; this is a very common reaction as parents are fearful of their young people being removed from their care and from the level of stress that FSSW intervention is likely to cause to their family. Such a reaction may be reflected in a mistrust of other agencies working with the child.

FSSW is aware of the impact of parental hostility on colleges and take the matter very seriously; any threats against a member of the child's professional network must be examined in order to ensure the safety of the whole network, and may provide an important indication of risk to the child.

Where colleges are working with families who are known to FSSW and there are concerns about the behaviour of parents towards members of college staff, this must be shared with FSSW.

If there are high levels of risk involved in contact with parents, FSSW may convene a risk assessment meeting with the network in order to discuss strategies to reduce risk, and it is vital that schools and colleges are part of this process.

## **7. Monitoring and Reviewing Policies**

To enable Wac Arts College to monitor the safety of the premises and the college environment, as well as the implementation of policies, the principal will ensure that;

- all college policies are regularly monitored by the designated teacher and annually reviewed by the principal and governing body;
- Wac Arts College keeps a central record of all accidents and incidents including what action was taken and by whom;
- staff are aware of their responsibility to record accidents and incidents;
- the principal has an overview of all accidents/incidents;

- racist incidents are recorded and dealt with in accordance with DCSF guidance;
- serious accidents and incidents are reported to the board of governors;
- the designated teacher ensures a high standard of recording of child protection concerns;
- all accidents and incidents are scrutinised on a regular basis by the board of governors to identify any problems or weaknesses around college safeguarding policies and procedures or any emerging patterns, and agreeing to any course of action.

## 8. Safeguarding Vulnerable Young People

Some young people are living in circumstances that may make them more vulnerable to abuse, neglect or poor outcomes. Some may need help or intervention from FSSW or other agencies in order to overcome problems or keep them safe. The following has been written to help college staff recognise those young people.

### 8.1 Young people at risk of sexual exploitation

Child sexual exploitation describes situations where a young person takes part in sexual activity either under duress or in return for goods, food or accommodation. It normally takes place in the context of an exploitative relationship where there is a power imbalance between the young person and their abuser, for example a much older boyfriend. Often, the young person is not aware that they are being abused, but a feature of the exploitation is that the young person cannot be said to have given proper consent.

In order to protect these young people, colleges need to make appropriate referrals to FSSW. Some young people may already be in exploitative sexual relationships, others may be being groomed. In particular, colleges should be aware of students who are truanting, who have unexplained expensive goods and clothes or who talk about a much older sexual partner.

Colleges can get more information on this subject from the multi-agency practice guidance available on the Camden Safeguarding Young People Board website.

[www.cscb.org.uk](http://www.cscb.org.uk)

## **8.2 Young people at risk of female genital mutilation (FGM)**

FGM is a cultural practice that involves a procedure to remove part or all of a young girl's female genital organs. UK law regards FGM as violence against women and girls and forbids the practice in the UK or the removal of a woman or girl to another country for the purpose of carrying out the procedure.

The practice of FGM can be found mainly amongst communities from sub-Saharan Africa but can also be practised in communities from the Middle East and Asia. The procedure can be carried out at any age from birth onwards but the average age tends to be 10 to 12 years. The practice can have negative health consequences for the girl both in the short and long term.

Colleges need to be aware of girls who are at risk of FGM or have been abused through FGM. For those at risk, colleges should be aware of family plans to take the girl out of the UK for a prolonged period. If there is good reason to suspect that the child may be about to have the procedure, colleges should contact FSSW without notifying parents.

For girls who have already had the procedure, colleges should be aware of girls returning from a long period abroad and any noticeable changes in behaviour or health difficulties related to this. Any concerns should be referred to FSSW immediately, especially if the girl has younger female siblings.

Colleges can get more information on this subject from the multi-agency practice guidance available on the Camden Safeguarding Young People Board website.

[www.cscb.org.uk](http://www.cscb.org.uk)

## **8.3 Young people at risk of forced marriage**

Any young person who is being forced into a marriage that they do not consent to will be the victim of child abuse and should be protected. They are likely to be in conflict with their family and may have little trust of adults, especially those from their own community. The family may have made plans to take the young person abroad for the marriage and once this has happened, it becomes more difficult for the authorities in the UK to intervene.

The Forced Marriage Unit of the Foreign and Commonwealth Office has issued guidance for agencies on what action to take when there is reasonable cause to believe a young person may be being forced into marriage. Chapter 7 deals exclusively with the role of colleges.

Where colleges are concerned or aware that a young person is about to be taken out of the UK for the purposes of a forced marriage, they should notify FSSW immediately. The family should not be notified or approached in any way. Colleges should remain aware of a family's plans to go overseas for a period of time and also if an older sibling has been known to have been forced to marry.

[Forced marriage - Detailed guidance - GOV.UK](#)

#### **8.4 Young people who run away**

Running away is a dangerous activity that puts young people at risk. Colleges need to be aware of the Camden Safeguarding Young People Board guidance on missing young people so that they are clear of their role in helping to locate missing young people and actions the college can take to help them reintegrate into college on their return.

[http://cscb.org.uk/downloads/policies\\_guidance/local/CSCB%20Missing%20Young\\_people%20protocol%202010.pdf](http://cscb.org.uk/downloads/policies_guidance/local/CSCB%20Missing%20Young_people%20protocol%202010.pdf)

If colleges are worried about a child or young person who is thinking about running away, they can refer the young person to the Barnardo's project on **020 7700 2253** for support to help them to deal with issues and stop them running away.

Colleges should also be aware that going missing is an indicator of other issues, such as child sexual exploitation, gang activity and trafficking.

#### **8.5 Young people living with domestic or sexual violence**

Some young people may be at risk because of parental domestic violence or because they are involved in a violent relationship themselves. Colleges can refer young people affected by domestic or sexual violence to the specialist worker based in the Camden Safety Net on **020 7974 1864** for advice and support.

#### **8.6 Young people at risk from gang activity or serious youth violence**

Some young people may be at risk either because they are involved in gang activity or because they become a victim of gangs. Gang members may also be putting younger siblings at risk of violence from rival gangs, or younger siblings may be being groomed into the gang culture. Female siblings in particular may be at risk of sexual exploitation or sexual violence.

For more information, colleges can refer to the Department for Education guidance.

[Safeguarding young people and young people who may be affected by gang activity - Publications - Inside Government - GOV.UK](#)

Camden has a comprehensive strategy for reducing the risks posed by gang activity, and colleges can refer young people to the Young Person's Advocate based in the Youth Offending Service on **020 7974 6174** for advice.

### **8.7 Trafficked young people**

Some young people may have been illegally brought into the UK for the purposes of commercial gain, for example as domestic servants or forced labour. They will be heavily controlled by their exploiters and likely to be moved frequently in order to avoid detection by the authorities.

To avoid suspicion, traffickers may enrol a child on entry to the UK posing as a family member but remove the child from college shortly after. Colleges need to be aware of any child who suddenly "disappears" off the college roll with no prior explanation, or applications for a place at the college for several unrelated young people from the same address.

Any concerns about a child should be notified to FSSW. Further details can be found in the Camden Safeguarding Young People Board guidance on child trafficking.

[http://cscb.org.uk/downloads/policies\\_guidance/local/ChildTrafficking.pdf](http://cscb.org.uk/downloads/policies_guidance/local/ChildTrafficking.pdf)

### **8.8 Privately fostered young people**

A privately fostered child is a child or young person aged up to 16 who is cared for by someone who is **not** a parent or close family member such as a grandparent, aunt, uncle or sibling and where the care arrangement will last more than 28 days.

Private fostering is a private arrangement between parents and the carer and normally happens where parents are working or studying away or a child is sent to the UK to live with family friends or distant relatives. In general, privately fostered young people are well cared for but some arrangements may be a cover for trafficking.

All private fostering arrangements must be notified to the local authority and Camden has a duty to visit a privately fostered child in order to safeguard their welfare. Colleges have a legal duty to notify the local authority of any student they know to be privately fostered. Colleges should contact the Fostering Team on **020 7974 6783** to notify Camden of any private fostering arrangements that come to their notice.

### **8.9 Young carers**

Young carers are young people who frequently take on responsibility for looking after parents or younger siblings, carrying out household tasks such as cleaning and cooking beyond what would normally be expected of a child of their age. This may be due to parental disability or ill health. Being a young carer can severely restrict a child's life and can lead to poor educational outcomes and social isolation.

If colleges have concerns about a student they believe to be a young carer, they can contact Family Action on **020 7272 6933** for advice and can refer the student on for services and support. Further details can be found on the website.

[www.family-action.org.uk](http://www.family-action.org.uk)

## **9. Policy Review**

Wac Arts College Principal and Board of Governors will review this policy on an annual basis and ensure that practice across the college is in line with this policy. Any review will take into account the most up-to-date legislation and will ensure compliance.

| <b>Further information on matters within this policy area</b> |  |
|---|--|
| <b>Legislation</b>  | Education and Inspections Act 2006: Section 5                  |
|   | Education Act 2011   |
|   | School Staffing (England) Regulations 2009                     |
| <b>Statutory guidance</b>                                     | Safeguarding Children and Safer Recruitment in Education       |
| <b>Website</b>  | <a href="http://www.education.gov.uk">www.education.gov.uk</a> |

**Signed:**

**James Fornara, Principal  
Wac Arts College**

**Date:**

**Signed:**

**John Bolt, Chair of Board of Governors  
Wac Arts College**

**Date:**

## Appendix 1: Child Protection; Definitions and Indicators

### Definitions

Child protection is part of the safeguarding agenda that focuses on preventing maltreatment and protecting young people at risk of neglect or abuse. Under the Young People Act 1989, FSSW have a legal duty to investigate and take any action to protect young people where there are concerns that they are at risk of suffering **significant harm**, which is defined as:

**Neglect:** failure to provide basic care to meet the child's physical needs, such as not providing adequate food, clothing or shelter; failure to protect the child from harm or ensure access to medical care and treatment.

**Physical abuse:** causing physical harm or injury to a child.

**Sexual abuse:** involving young people in sexual activity, or forcing them to witness sexual activity, which includes involving young people in looking at or the production of pornography.

**Emotional abuse:** failure to provide love and warmth that affects the child’s emotional development; psychological ill treatment of a child through bullying, intimidation or threats.

**Possible indicators of abuse and neglect**

|                              |   |
|------------------------------|---|
| <p><b>Neglect</b></p>        | <ul style="list-style-type: none"> <li>• Inadequate or inappropriate clothing</li> <li>• Appears underweight and unwell and seems constantly hungry</li> <li>• Failure to thrive physically and appears tired and listless</li> <li>• Dirty or unhygienic appearance</li> <li>• Frequent unexplained absences from college</li> <li>• Lack of parental supervision</li> </ul>                                   |
| <p><b>Physical abuse</b></p> | <ul style="list-style-type: none"> <li>• Any injury such as bruising, bite marks, burns or fractures where the explanation given is inconsistent with the injury</li> <li>• Injuries in unexpected places or that are not typical of normal childhood injuries or accidents</li> <li>• High frequency of injuries</li> <li>• Parents seem unconcerned or fail to seek adequate medical treatment</li> </ul>     |
| <p><b>Sexual abuse</b></p>   | <ul style="list-style-type: none"> <li>• Sexual knowledge or behaviour that is unusually explicit or inappropriate for the child’s age/stage of development</li> <li>• Sexual risk taking behaviour including involvement in sexual exploitation/older boyfriend</li> <li>• Continual, inappropriate or excessive masturbation</li> <li>• Physical symptoms such as injuries to genital or anal area</li> </ul> |

|   |   |
|---|---|
|   | <p>or bruising, sexually transmitted infections, pregnancy</p> <ul style="list-style-type: none"> <li>• Unwillingness to undress for sports</li> </ul>  |
| <b>Emotional abuse</b>                          | <ul style="list-style-type: none"> <li>• Developmental delay</li> <li>• Attachment difficulties with parents and others</li> <li>• Withdrawal and low self-esteem</li> </ul>  |
| <b>Indirect indicators of abuse and neglect</b> | <ul style="list-style-type: none"> <li>• Sudden changes in behaviour</li> <li>• Withdrawal and low self-esteem</li> <li>• Eating disorders</li> <li>• Aggressive behaviour towards others</li> <li>• Sudden unexplained absences from college</li> <li>• Drug/alcohol misuse</li> <li>• Running away/going missing</li> </ul> |
| <b>Parental attributes</b>                      | <ul style="list-style-type: none"> <li>• Misusing drugs and/or alcohol</li> <li>• Physical/mental health or learning difficulties</li> <li>• Domestic violence</li> <li>• Avoiding contact with college and other professionals</li> </ul>  |

## Appendix 2: College's Central Checks Record

| Post & Date of Commencement in School | Identity Checks (Note 1) |     |         |   | Childrens Barred List (Note 2)              | Prohibition from teaching check (date and name of person carrying out check) | Enhanced DBS (Note 3)  |   | Right to work in the UK (Note 4) |                                      | Qualifications (Note 5) |                        |                                    | Overseas Checks (See Note 6) |  |
|---------------------------------------|--------------------------|-----|---------|---|---|--|------------------------|---|----------------------------------|--------------------------------------|-------------------------|------------------------|------------------------------------|------------------------------|--|
|                                       | Name                     | Dob | Address | Evidence of Identity Check made by (name and/or post title), document seen and Date | Date Childrens Barred List check undertaken | Disclosure Number & Level  | Check made by and date | What evidence of right to work in UK was provided | Check made by and date           | Is a Qual a requirement for the post | What Qual was provided  | Check made by and Date | What further checks have been made | Check made by and date       |  |
|                                       |                          |     |         |   |   |  |                        |   |                                  | Y/N                                  |                         |                        |                                    |                              |  |

\* For agency staff, please give details of confirmation of checks that have been carried out by the supplying agency.