

**WAC Arts College**  
**CHILD PROTECTION POLICY**  
**Summary**

In your day to day work with children and young people you are in a unique position to identify child protection issues and abuse of various kinds. It is therefore important that you are alert to and recognise signs of child abuse. This very rarely happens but we feel it is important that you know what to do so that we can support the young people in our care.

Identifying abuse can be difficult and requires close collaborative consultation with your line manager.

You need to remember:

- Everyone has a duty to report suspected or alleged child abuse
- You need to note not just major incidents but also signals which make you feel suspicious or concerned. If a child tells you that they are being abused you need to tell them that you will have to report this to a senior member of staff.
- You should always discuss your worries however unspecific with the senior member of Wac Arts College staff on duty and **not** keep these worries to yourself. This is a confidential matter and should only be discussed with this member of staff in the first instance. Only through the sharing of known facts and discussion can your concerns be alleviated, or can an appropriate monitoring plan be made.
- All such worries should be recorded (via email & in Brom.Com) using the Wac Arts College form (see below).

If it is agreed that a referral should be made the following will happen

1. Stage 1 is a recognition of concern and reporting to the statutory agency – ie. the Social Services Duty Officer. The Wac Arts College Designated Child Protection Officer (Celia Greenwood) or deputy (Melanie Ancliff) staff will do this if it is agreed as appropriate.
2. Stage 2 involves planning what action is necessary and the investigation. Wac Arts College will not be responsible for this stage but you may be asked to provide the investigation with information.
3. Stage 3 follows the investigation and includes the conference and making of a comprehensive assessment. You may be asked to contribute to this process.

Signed:  
John Bolt, Chair  
Wac Arts College ,Board of Governors

Signed:  
James Fornara, Principal  
Wac Arts College

Date:

Date:

Annual review date: August 2015

**WAC Arts College**  
**Concern/Incident Management Investigation Form**

Person completing this form:

Name:

Position:

**1. DETAILS OF CONCERN/ INCIDENT**

Date of concern/ incident:

Time:

Place:

Location:

Name of person:

Age:

Name of parent/carer (if under 18):

Others involved:

In the space below, please give a brief account of the concern/ incident:

**2. DETAILS OF CAUSE**

Please describe what you understand to have been the cause of the concern/ incident:

**3. DETAILS OF ACTION PLAN**

Please describe what additional action has been introduced following the concern/ incident to prevent any further occurrence of this concern/ incident:

**Signature:**

**Date:**