



POLICY AND PROCEDURES

CHILD PROTECTION AND SAFEGUARDING POLICY

Reviewed October 2014

Mission Statement

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

The College is committed to gender equality, disability awareness and race equality in accordance with the current legislation

Values Statement

Cardinal Newman College is a community which aims to live out the gospel values of service and love. This means that:

- *The individual student is central to all our endeavours*
- *The College values each individual as a unique person irrespective of gender, race, belief or ability and regards each person, made in the image and likeness of God, as worthy of the utmost respect*
- *The College strives to develop each person intellectually, socially and spiritually through an inclusive programme of study and enrichment*
- *The College values the spiritual journey of each individual and will offer opportunities for each to engage appropriately in their spiritual search*
- *The College is committed to creating a culture that is open and welcoming, free from fear and from violence of any kind, in which all individuals feel safe, happy and secure*
- *The College provides learning environments that are stimulating, enjoyable and challenging to students, fostering their creativity, imagination and search for truth*
- *The College encourages individuals to contribute positively to the world in which they live, to challenge injustice and to seek out more co-operative, just and peaceful forms of human existence*

INTRODUCTION

Cardinal Newman College is committed to safeguarding and promoting the welfare of young people within the ethos and context of its mission. We fully recognise the contribution the College can make to protect and support students. We recognise that high self-esteem, confidence, peer support and clear lines of communication with trusted adults helps all students, and especially those at risk of suffering abuse.

Safeguarding and promoting the welfare of young people can be defined as: protecting young people from maltreatment; preventing impairment of health or development; ensuring young people grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all young people to have the best outcomes.

'Young people' includes everyone under the age of 18 and all vulnerable adults.

Where a young person is suffering significant harm or is likely to do so, action should be taken to protect that person. Action should also be taken to promote the welfare of young people in need of additional support.

The College has statutory duties to assist various agencies with their enquiries where they reasonably suspect that a child is suffering, or is likely to, suffer harm and with safeguarding and promoting the welfare of the child.

All members of the College staff should be aware of:

- The child protection/safeguarding policy
- The College code of conduct for staff
- The College DSP

Our College will therefore:

- Provide a safe environment where learning can take place
- Identify young people who are suffering, or likely to suffer, significant harm
- Take appropriate action to ensure that young people are kept safe within the college and as far as possible, outside of college and at home
- Establish and maintain an ethos where students feel secure, are encouraged to talk and feel listened to.
- Ensure that students know that there are adults in the College whom they can approach if they are worried or in difficulty
- Include, in the curriculum, opportunities which will help to equip students with the skills they need to stay safe
- Ensure that every effort will be made to establish effective working relationships with parents and colleagues from other agencies

This Policy applies to all staff, including those employed by the college and those contracted to perform a service in the college, and to all volunteers working in the College.

**The Senior Designated person responsible for Safeguarding is Directors of Students
The Principal is to act in their absence.**

Legal Context and Framework

The policy takes into consideration the following statutory provisions:

Children Act 1989

Children Act 2004

Section 175 of the Education Act

This policy also accords with the following guidance documents:

DfE Guidance: Safeguarding Children and Recruitment in Education

HM Guidance: Working Together to Safeguard Children

DoH: What to do if you are worried a child is being abused

DfE Keeping Children Safe in Education April 2014

Ofsted Best Practice in Safeguarding

The Aims of the Policy

The aims of this policy are to:

1. Confirm the College's commitment and obligation to safeguarding and promoting the welfare of young people
2. Ensure that the College complies with national Child Protection guidelines
3. Give clear guidance and training to staff about how to respond when a case of harm, neglect or abuse is suspected
4. Ensure that staff are aware of their responsibilities in their dealings with young people
5. Ensure a prompt and effective response when concerns are raised
6. Ensure that the role of the DSP¹ and other key staff are known and understood by all staff
7. Ensure that staff are adequately trained in recommended procedures to keep themselves safe

Because of their day-to-day contact with individual students, teachers and other staff in the College are particularly well placed to observe outward signs of abuse, changes in behaviour or a failure of those in our care to develop (Safeguarding Children in Education DfES/0027/2004).

The first part of the document provides guidance on the duty to establish arrangements to safeguard and promote the welfare of children., Schools and FE institutions must establish arrangements, evidenced by policies and procedures that address the following two aspects:

- I. Arrangements to take all reasonable measures to ensure that risks of harm to young people's welfare are minimised
- II. Arrangements to take all appropriate actions to address concerns about the welfare of a student working to agreed local policies and procedures in full partnership with other local agencies.

The safeguarding duty not only covers the protection of individual young people but also issues such as: health, addressing bullying, medical needs, substance misuse and self harm – many of which are subject to separate requirements.

Cardinal Newman College recognises its responsibilities with regard to the protection of children from abuse and from inappropriate and inadequate care, and is committed to acting in accordance with the guidelines in all cases where there is concern.

The main purpose of this document is to outline the policy procedures that should be adopted, should any member of staff have cause to be concerned that a child is being neglected or subject to physical, emotional, or sexual abuse and to support staff in safe working practices .

This policy will be revised annually by the Governing Body.

Definitions:

In the context of this policy, the terms recognised by the College include:

- **Physical Abuse**

Physical abuse may involve hitting, shaking, burning or scalding. It may be done deliberately or recklessly or be the result of a failure to prevent injury occurring.

- **Neglect**

Neglect is the persistent or severe failure to meet a young person's basic physical or psychological needs. It can result in severe impairment to health and development.

- **Emotional Abuse**

This occurs where there is persistent emotional ill treatment or rejection. It causes adverse effects on the young person's behaviour and emotional development and can result in feelings of low self worth. Some level of emotional abuse is present in all forms of abuse.

- **Sexual Abuse**

This involves a young person being forced or coerced into some kind of sexual activity. The apparent consent of the young person is irrelevant.

General Advice to Staff:

What follows is not a definitive list but some of the signs that may become apparent to staff:

Some Signs of Physical Abuse:

- Unexplained bites, burns injuries or bruises
- Admission of punishments to self or siblings which is excessive
- Shrinking from physical contact
- Fear of returning home or of parents being contacted
- Fear of medical help
- Aggression or bullying
- Unexplained patterns of absences which may serve to hide injuries

Some signs of Emotional Abuse:

- Continual self-deprecation
- Fear of new situations/persons
- Inappropriate emotional responses
- Self-harm
- Compulsive stealing or scrounging
- Drug or solvent abuse
- Air of detachment and 'don't care' attitude
- Social isolation – few friends, does not join-in
- Eating disorders
- Attention-seeking behaviour

The NSPCC website is a good source of advice: nspcc.org.uk - on line help and advice

Do:

Be aware of:

- your position of trust
- your duty of care
- Stop, listen and keep calm
- Use open questions
- Make brief notes—tell the student you are doing this
- Support the student
- Keep the student informed
- Report the incident to the DSP

Do Not

- Panic
- Make judgements
- Make a promise
- Ask leading questions
- Criticise
- Carry out an investigation
- Keep sensitive information to yourself
- Keep concerns to yourself

1 OBJECTIVES

Roles and Responsibilities

All adults working with young people in Cardinal Newman College have a duty of care towards those young people.

There are key people within Cardinal Newman College who have specific responsibilities under Child Protection procedures. These are:

I. Governing Body

The Governing Body should ensure that:

The College has a Child Protection Policy and Procedures in place that are in keeping with locally agreed inter-agency procedures and the Policy is made available to students/parents on request. The policy should be reviewed annually.

- The College operates safe recruitment procedures and makes sure that all appropriate checks are carried out on new staff and volunteers who will work with children, including Disclosure and Barring checks and List 99 checks.
- The College has procedures for dealing with allegations of abuse against members of staff and volunteers that comply with locally agreed inter-agency procedures and this guidance.
- Any deficiencies or weaknesses in regard to child protection arrangements are brought to its attention without delay
- An annual review of its policies and procedures takes place
- The Chair of the Governing body deals with any allegations made against the Principal

Neither the Governing body, nor individual Governors, have a role in dealing with individual student cases nor a right to know details of cases, except where exercising their disciplinary functions in respect of allegations against a member of staff.

II. The Principal

The Principal will ensure that:

- The policies and procedures adopted by the Governing Board are fully implemented, and followed by all staff
- All new staff undergo an enhanced DBS² check and a List 99 check before employment at the college is confirmed. This applies to all staff on site who could come into contact with young people
- The selection of new staff will include verification of previous employment history, reference checks, interview and teaching observations as appropriate
- On commencement of employment, and prior to a return from the DSB, all new staff will have a **risk assessment** undertaken, which could include checks such as contact with previous employers, requests for oral or emailed references etc.
- Although the DBS check is the property of the person for whom it concerns, copies of DSB records will be held securely and centrally in Human Resources

- Any member of the college community who is placed on the sex offenders register will have their employment terminated immediately, or, if that member of the community is a student, they will be permanently excluded from the college
- Sufficient resources and time are allocated to enable the DSP and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of young people
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to young people, and such concerns are addressed sensitively and effectively in a timely manner

III Designated Senior Person (DSP)

In accordance with guidelines Cardinal Newman College has a DSP responsible for child protection. This person is the Director of Students; in their absence the Principal will assume responsibility.

The DSP and the Directors of Students will manage:

A. Referrals

- Refer cases of suspected abuse or allegations to the relevant investigating agencies
- Act as a source of support, advice and expertise within the College when deciding whether to make a referral by liaising with relevant agencies
- Liaise with the Principal to inform him of any issues and on going investigations and ensure there is always cover for this role
- With the student consent, maintain a central secure, data base of vulnerable students

B. Staff Training

- Manage annual staff training to enable staff to recognise and identify signs of abuse and when it is appropriate to make a referral statutory requirements state that staff training should be updated every 3 years but annual training will ensure that knowledge is refreshed and new staff are captured] Training materials to be added to the Safeguarding area on Staff Moodle as they continue to be developed
- Attend and contribute to child protection conferences when required to do so
- Ensure each member of staff has access to and understands the College's Child Protection / Safeguarding Policy
- Ensure all staff have induction training covering child protection and safeguarding and are able to recognise and report any concerns immediately they arise [see General Advice to Staff in this policy]
- Ensure staff are aware of acceptable staff: student boundaries [see general guidelines on relationships between staff and students in this policy]. Staff guidelines are also available on the Moodle safeguarding area
- Keep secure written records of referrals made to other agencies
- Ensure parents or carers, where deemed appropriate, are informed if a referral to an external agency is made
- Obtain access to resources and attend any relevant or refresher training courses **at least every two years**

C. Raising Awareness

- Ensure the College's **Child Protection and Safeguarding Policy is updated and reviewed annually [although every 2 years covers the statutory requirement]** and work with the Governing Board regarding this
- Ensure parents have access to the Child Protection and Safeguarding Policy which alerts them to the fact that referrals may be made and the role of the establishment in this, to avoid possible conflict later. The policy will be referenced on the college website, in the parent/carers handbook and in the prospectus
- The DSP will take lead responsibility for dealing with child protection issues, providing advice and support to other staff, liaising with the LEA, and working with other agencies. The DSP will have the status and authority within the College's management structure to carry out the duties of the post including committing resources to child protection matters, and where appropriate, directing other staff
- In addition to basic child protection training, the DSP will undertake training in inter-agency working that is provided by, or to standards agreed by, the **ACPC⁴**, and **refresher training at 2 yearly intervals** to keep knowledge and skills up to date. The role of the DSP should not be seen as diminishing the role of all teachers in being alert to signs of abuse as part of their duty of care and pastoral responsibilities
- All other staff in college will undertake training to equip them to carry out their responsibilities for child protection effectively, which will be kept up to date by refresher training. Temporary staff and volunteers who work with children will be made aware of the College's arrangements for child protection and their responsibilities. [see Section b Staff Training]

D. Risk Assessments

- Where risk and vulnerability are known [for example in **CLA⁵**], the DSP will ensure that the College prepares for the young person in terms of liaising with High Schools, College staff and carers as appropriate
- In assessing and managing risk, accountability should be clear and support available clarified
- All staff should have a clear idea of what the main risks are and what can be done about them
- Clear ideas of how risks can be managed should be shared amongst all staff

2 **PROCEDURES**

- (a) If any members of staff, either teaching or non-teaching, has a child protection concern about a young person at the college s/he will IMMEDIATELY inform the DSP, and accurately record the event or events giving rise to the concern

The DSP will then follow the Local Safeguarding Children Board (**LSCB⁶**) guidelines

- (b) LSCB procedural guidelines can be found on the Lancashire Safeguarding Children Board website:

<http://www.lancashire.gov.uk/corporate/web/view.asp?siteid=3829&pageid=20741&e=ehttp://panla>

This is the most useful reference as it is up to date with all statutory changes.

(c) Confidentiality:

All staff have a professional responsibility to share relevant information about the protection of young people with other professionals. If a young person confides in a member of staff and asks that the information be kept secret, it is important to tell the young person that the member of staff has a responsibility to share the information with someone who can help. This needs to be done with care and sensitivity and the young person should be reassured that the matter will only be discussed with people who need to know.

(d) Records:

Good practice for keeping child protection disclosure records includes noting the date, event and what the young person said without being asked any leading questions.

DSP records should include action taken in cases of: -

- (i) Suspected child abuse
- (ii) When the young person's progress is being monitored because of the college's concerns but which the Social Services has not been able to act upon
- (iii) When a young person at college has their name on the Child Protection Register and is the subject of an inter-agency child protection plan

Child protection records should be kept securely. They can be kept on computer and are exempt from the disclosure provisions of the Data Protection Act 1984. For manual records, the Education (School Records) Regulations 1989 exempt information relating to child abuse from the requirement of disclosure. However, in cases of alleged child abuse which come to court, the court may require the college to provide its child protection records. Similarly, Counselling logs can also be called for scrutiny if a serious allegation is made.

(e) Reports:

Reports prepared for Child Protection Conferences should focus on the young person's educational progress, attendance, behaviour, and relations with other students and staff, and where appropriate, the individual's appearance. If relevant, reports should also include what is known about the individual's relations with his or her family and the family structure.

Reports should be objective and based on evidence. They should distinguish between fact, observation, allegation and opinion. It should be noted that the report would normally be made available to the individual's parents/carers at the Child Protection Conference.

Child Protection records and reports will be kept separate from the student's personal file, but where there are child protection concerns; these will be indicated on the personal file.

(f) College/School Transfers:

When an individual about whom there are child protection concerns leaves the College, the College will endeavour to transfer the information to the individual's new college/school, if appropriate, as soon as possible. The College will also inform the Key Worker that the child has left. The College will also ensure that students on work placements and/or work experience have appropriate arrangements that ensure their protection.

(g) Child Protection Conferences:

The College will endeavour to be represented at all Child Protection Conferences and will inform the member of staff who attends as fully as possible about the College's concerns.

(h) Core Groups and Child Protection Plans:

If a young person's name is placed on the Child Protection Register and becomes the subject of a child protection plan, it is more than likely that a member of the College staff will become a member of the Core Group set up to implement the plan. The appropriate person to be on the Core Group will be chosen by the designated teacher/Deputy Principal and given whatever support is necessary.

(i) Allegations against a Member of Staff / Abuse by Professionals:

Where there are concerns about abuse by a member of staff, the Principal must be informed immediately. Careful notes should be taken of any disclosure and the guidance contained in the Government publication should be followed:

‘Safeguarding Children and Safer Recruitment in Education’ Jan 2007

These procedures indicate that Parents /Carers should be informed that an allegation has been made.

The student should be allowed approved absence whilst the disclosure is reported to the local authority designated officer [LADO⁷] and possibly investigated.

Documentation and access details to LADO are given on the following website:

<http://www.lancashire.gov.uk/corporate/web/view.asp?siteid=3829&pageid=34086&e=e>

The LADO will give appropriate advice on how to manage the allegation.

The Principal should inform the accused person about the allegation as soon as possible after consulting the LADO. However, where a strategy discussion is needed, or police or children's social care may need to be involved, the Principal should not do that until those agencies have been consulted, and have agreed what information can be disclosed to the person. If the person is a member of a union or professional body s/he should be advised to contact that body at the outset.

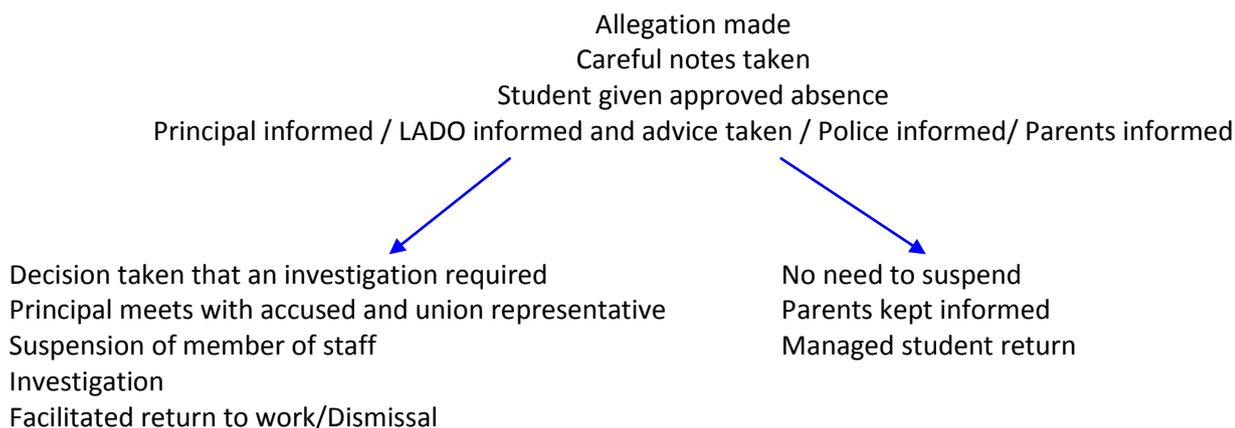
Suspension should be considered in any case where there is cause to suspect a young person is at risk of significant harm, or the allegation warrants investigation by the police, or is so serious that it might be grounds for dismissal. However, a person must not be suspended automatically, or without careful thought.

In cases where it is decided on the conclusion of the investigation that a person who has been suspended can return to work, the college should consider how best to facilitate that.

Where the allegation is made against the Principal, the Chair of the Governing Body must be informed. The procedures outlined by the ‘Safeguarding Children and Safer Recruitment in Education’ Jan 2007 will then be followed. This procedure is available on the following website:

<https://www.education.gov.uk/publications/eOrderingDownload/Final%206836-SafeGuard.Chd%20bkmk.pdf>

In summary:



In order to minimise the risk of unfounded allegations being made, staff should be reminded, in training, of our Networks Policy which advises against the use of social networking sites with students and giving students access to personal mobile phone numbers or email addresses.

Caveat: Any allegation should be treated in the context of the circumstance and with careful communication with the LADO and the police if necessary. There may be exceptions to the passing on of information to parents depending on the nature of the young person's home circumstances. Mindfulness should also be given to the fact that although it is our overriding duty to protect young people, unfounded allegations can be devastating to the staff concerned.

3. RELATIONSHIPS BETWEEN STAFF AND STUDENTS

General

- a. The College aims to provide a working and learning environment which enables staff and students each to realise their full potential and contribute to a vibrant and mutually supportive community. The College is keen to ensure that students' experience at the College is maximised, and acknowledges that as a part of achieving that goal, staff (both teaching and support staff) will form mutually rewarding and professional relationships with students.
- b. However, in order to protect staff and students, the boundaries of personal and professional life must be fully recognised and respected.
- c. Under the Sexual Offences Act 2003 it is a criminal offence for a person aged 18 or over ('A') to engage in prescribed sexual activity (including touching) with someone under the age of 18 ('B') where A is in a position of trust in relation to B. For these purposes, a position of trust includes where A looks after (including having responsibility for) persons under 18 who are receiving education at an educational institution and B is receiving education at that institution. The College also strictly prohibits any such activity.
- d. In addition, any relationship which could impair professional judgement, compromise integrity or affect the proper teaching or reputation of the College must be avoided.

- e. For the purposes of this policy, an 'Intimate Relationship' includes:
 - a. any sexual or romantic relationship whether a heterosexual or same sex relationship'; and/or
 - b. any relationship which could impair professional judgement, compromise integrity or affect the proper teaching or reputation of the College.

Relationships between staff and students

- f. The College strictly prohibits intimate relationships between members of staff and students of the College.

g. Relationships between staff and former students

- h. In order to protect the welfare of members of staff and former students, to preserve the reputation of the College and to avoid incidents and allegations of impropriety, bias, abuse of authority, discrimination and harassment, conflict of interest, favouritism and potential disruption to the teaching and learning environment, the College strongly discourages any sexual or romantic relationship (whether a heterosexual or same sex relationship) between members of staff and former students of the College (including, in particular, any individual whose student relationship with the College ceased in the previous 12 months and/or who is under the age of 18).

Consequences of non-compliance and additional information

- i. Staff should be aware that a breach of this policy could lead to action under the College's Disciplinary Policy and Procedure, including sanctions up to and including dismissal.
- j. For any additional guidance in relation to this policy and its implementation, please contact the Designated Senior Person.

4. Domestic Violence:

Where a member of staff is aware of incidents of violence between adults in households where there are young persons attending college, they will share these concerns with the DSP.

The DSP will consider the need for a formal referral to the Social Services Department / Police on the basis of professional judgement and the level of any potential/actual risk to the individual or their siblings.

5. Staff Support:

The stress on staff involved in any aspects of child protection work is considerable and the school will ensure that such staff are properly supported. The Principal and the DSP will be responsible for supporting the staff concerned and, where necessary, seek help from outside the college.

6. Parents:

It is essential that parents are made aware of the college's responsibilities with regard to child protection. This will be done by including a statement in the prospectus and on the college web site.

“Parents should be aware that the College will take any reasonable action to ensure the safety of its students. In cases where we have reason to be concerned that a student may be subject to ill treatment neglect or abuse, staff have no alternative but to follow the Local Safeguarding Children Board Procedures and inform the Social Services of their concern”.

7. Child Protection and the Curriculum:

The College curriculum can play a part Safeguarding. The College offers this in RE and the Tutorial programme where related issues may be highlighted in a sensitive and reflective way. Awareness can be raised about the risks of different kinds of abuse and young people can be taught skills they need to help them keep safe and to feel that they can speak to members of staff should they have concerns of this nature.

A commitment to these procedures will be included in the College prospectus each year.

8. Training and Support for Staff:

All new staff will be trained in the implications and requirements of this policy during their induction. It will also be core to our processes for recruiting and inducting staff. We will endeavour to provide training annually although the statutory requirement is every 3 years.

9. Acceptable Restraint

The College follows the guidance as outlined in the DFE publication and recommended by the LEA:

Use of Reasonable Force: advice for school [or, for the purposes of this policy, College] leaders, staff and Governing Bodies which can be accessed via:

<http://media.education.gov.uk/assets/files/pdf/u/use%20of%20reasonable%20force%20%20%20guidance%20for%20school%20leaders%20staff%20and%20governing%20bodies.pdf>

This is non-statutory advice from the Department for Education. It is intended to provide clarification on the use of force to help staff feel more confident about using this power when they feel it is necessary and to make clear the responsibilities of school leaders and governing bodies in respect of this power.

10. Monitoring the Implementation and Effectiveness of the Policy

All staff at the College are responsible for implementing the Policy. This will be communicated via Induction, briefings, staff meetings and staff training.

The DSP will be responsible for monitoring the quality of this area through consultations with the tutorial team, and student services.

Students' views on the appropriateness and effectiveness of personal support will be sought through the confidential surveys carried out each year.

Suggestions for amendments to the content of the Policy will be discussed by SMT on an annual basis, prior to be taken to the Governing Body for approval

Useful Contact Numbers:

Police	01772 203203
Social Services	01772 538730/01772 538700
Police Family Protection Unit	01772 209901/904, 209126
Police Deter Team:	01772 209126
Forced Marriage	01772 209782
Fax for CAF	01772 538787
<i>LADO:</i>	Tim Booth - LADO Lancashire County Council Safeguarding Unit Room B16 County Hall Preston PR1 8RJ tim.booth@lancashire.gov.uk Tel - 01772 536694
CAMHS	01772 401040
YPS	01772 255300
Addaction	01772 255307
Barnados Bay 6 Nick Brooks	01772 641002
Homeless	01772 888268
MIND	08457660163
Childline	08001111

LSCB
Room 503/504
East Cliff County Offices
East Cliff JDO
PRESTON
PR1 3JT
+44 (0)1772 530283
+44 (0)1772 530329

If you have concerns about a child's safety or welfare please call Lancashire County Council Customer Service Centre on **0845 053 0009** or **0845 602 1043** for out of hours calls.

Central reference for advice available from LSCB:

<http://www.lancashire.gov.uk/corporate/web/view.asp?siteid=3829&pageid=20739&e=e>

Safety and Security of Students

Cardinal Newman College aims to ensure that it creates and maintains a safe and secure environment for all students, staff and visitors.

In seeking to implement this aim the college recognises that the security of its community relies upon:

- A secure site
- The creation and maintenance of a culture where mutual respect is an expectation and inappropriate behaviour is not tolerated
- The creation and maintenance of an anti bullying culture
- Addressing safeguarding and security issues with students by the inclusion of such issues in the education programmes of all students

Security on Site

- The College maintains a secure physical environment in which students can achieve their full potential. This includes ensuring that all external fences and gates are kept in a good state of repair, are sufficiently robust and that the gates are locked when the College is closed
- The College employs a PCSO⁹ who is available to staff and students
- The College has offices in St Augustine's that are used by the Neighbourhood Police Team and therefore has quick and easy access to an excellent policing support service
- All students are issued, at induction, with identity cards and lanyards which operate all external doors. The lanyards should be visible at all times and cards should be shown on request. Lost cards can be replaced at a minimal charge to the student
- All visitors must sign into College and are issued with Visitors Badges that must be worn in a visible manner at all times whilst on site
- The College has an extensive CCTV system which operates throughout the site. Cameras are placed in strategic areas in and around the buildings so that any security or behavioural incidents can be followed up quickly
- Security guards are employed by the College to maintain the safety of the site

Safeguarding

- All staff have a responsibility in helping to oversee the safety and well being of students around College
- As part of this responsibility, staff will challenge inappropriate behaviour and take action to resolve the situation where this is deemed necessary
- The Principal and Deputy Principal should be notified of all incidents that involve threats or violence. These incidents will be investigated and parents will be informed. A note will be placed on the student record and appropriate disciplinary action will be taken
- There is a clear focus on the development of the student as whole person which includes, in addition to their academic development, moral, spiritual and social development. This is a key focus not only for Chaplaincy and general RE but tutorial and pastoral support and all curriculum departments
- Students are provided with a programme of study that includes tutorial provision with specific reference to personal safety and security issues affecting young people

- There are 2 College counsellors available for students
- Outside agencies are used and involved in delivering specialist advice and information to students
- Newman Day provides our students with an abundance of information with which to make informed choices about their own personal health, well being and safety. The College is committed to ensuring the continued success of this day in the College calendar
- Overall responsibility for the security of students rests with the Principal and the Senior Management Team

Illegal Substances/Substance Abuse

Context Statement

- This policy underpins the concerns for, and the promotion of, the health and wellbeing of all members of the College community as is clearly stated in the mission and values statement
- This policy has been developed as a response to the increase in availability and prevalence of a range of substances and reflects the need for a clear, consistent and balanced approach to education and incident management which is seen as a whole College, community and national issue
- The College has a zero tolerance policy towards the use of illegal substances and is committed to:
 - Facilitating the prevention of alcohol and drug misuse by education, training and developing good practice
 - Actively discouraging the non-medical use of drugs both on and off College premises
 - Recognising and accepting the College's legal responsibility under the Misuse of Drugs Act (1993) in not knowingly permitting any user of College premises or grounds to produce, supply, possess or be under the influence of any banned or illegal substance
 - Taking appropriate action in any instance where there are learners or staff possessing, using, dealing or producing any banned illegal substance
 - Taking appropriate action in incidents where drug misuse is suspected

Definition of Substances

The term 'drug' refers to

- Legal substances such as alcohol, tobacco and solvents/volatile substances
- Medicines – both prescription and 'over the counter'
- Illegal substances
- Any drug that can be potentially dangerous

Scope

This policy applies to:

- Everyone within the organisation: students, staff, contractors and visitors regardless of status or seniority.
- Substance misuse within or having an effect within, the College grounds and premises.
- All settings, including off-site activities and residential visits, where College activity takes place

Aims

- To create a positive climate of teaching and learning where students feel comfortable to discuss their perceptions of drug use
- To help raise and maintain student self esteem and to develop knowledge and understanding of drugs and medicines and how they are used / misused
- To provide a variety of learning experiences which will encourage the development of personal skills and the exploration of values and attitudes
- To develop decision making and risk assessment skills
- To enable students to recognise positive and negative influences

- To encourage students to develop healthy lifestyles

Confidentiality and The Classroom

- There should be no guarantee of confidentiality by tutors or teachers to any disclosure by students
- Visitors contributing to the curriculum abide by the College policy
- Professionals holding 'drop-in' clinics on College premises work to College policy.
- Professionals working with young people outside College comply with their own agency guidelines and boundaries

Procedures for Implementing the Illegal Substances/Substance Misuse Policy

- The College acknowledges that the number of young people who use drugs illegally on a national scale is rising, but it is also important to recognise that the majority of young people choose not to misuse drugs
- The College does not permit students to bring alcohol on site at any time and does not allow the consumption of alcohol whilst the college is in session
- The primary concern of the College is to minimise harm, to all parties, from substance misuse and to promote healthy lifestyle choices
- The College will consider each drug related incident individually and will recognise that a variety of responses will be necessary to deal with each incident
- The College will consider very carefully the implications of any action it may take
- If it is considered that the condition of the learner is likely to put them or others at risk, they must not be allowed to take part in any College activities. In extreme cases it may be necessary to call an ambulance
- The decision to suspend any learner must be taken by a Senior Manager. Care will be taken here to ensure that the suspension does not place learners in a more dangerous environment
- ***When responding to incidents, care should be taken to avoid overreacting to drug use and under reacting to drug misuse. National strategy aims to reduce drug related damage to young people's potential – care should be taken to ensure that sanctions do not adversely affect potential to a greater degree than the substance misuse.***

Guidelines for Approaching Learners suspected of being involved in a drug related incident

1. Consider what evidence can be seen, heard, smelled
2. If there is evidence, contact your line manager
3. Approach the learner with another member of staff. Identify yourself and ask the learner for the name of their Tutor
4. Do not attempt to restrain or pursue a learner if they try to run away

5. Inform the learner that it may be necessary to speak to them in a more private place
6. Explain your suspicions to the learner and inform them that it will be necessary to take the matter further
7. At this point a Senior Manager should be involved in the interview
8. Notes of the incident should be made
9. The Senior Manager will take advice on appropriate action to take
10. If a learner makes a disclosure about their own drug misuse, they should be made aware of the confidential support that is available in College
11. Where medical attention is required, a first aider and /or an ambulance should be called
12. College staff do not have the right to stop and search learners
13. If the learner is under 18, the parent or carer may be informed. In law, learners over the age of 16 have rights of confidentiality
14. Any suspicious substances found on the premises will be immediately taken to a member of SMT

Police Involvement

- There is no legal obligation to inform the police of a drug related incident
- Selling illegal substances will always be reported
- All drug related incidents must be reported to SMT who will contact the Community PC if appropriate

Disposal of Illegal Substances

- A second member of staff should always be present in the event of taking possession of these items
- Items should be handed to the Health and Safety Co-ordinator who will ensure that they are kept securely or disposed of safely. 'Sharps' should be disposed of in the 'sharps box'

Smoking

- Persons seen smoking in non-designated areas should be reported to the appropriate Manager who will take the necessary action.

Key Documents

- Drug prevention and Schools Circular 4/95 DfEE 1995
- Drug Education: Curriculum Guidance for Schools SCAA 1995
- Protecting Young People: Good Practice in Drug Education in Schools and The Youth Service DfEE 1998
- The following have been distributed to all schools in Lancashire through the LEA:
- The Right Choice: Guidance on Selecting Drug Education Materials for Schools
- The Right Approach: Quality Standards in Drug Education
- The Right Responses: Managing and making Policy for Drug-related Incidents in Schools

Copies of all the above can be obtained from DfEE publications – 0845 602 2260

Useful Contacts

Addaction Urban Exchange
Telephone: 07771662351
www.addaction.org.uk

Lancashire Drug Action Team Ribbleton Medical Centre, 243 Ribbleton Ave, Ribbleton Preston PR2 6RD
Telephone 01772 705141

Drugline, 2 Union Court, Union Street, Preston, PR1 2HD
Telephone 01772 253840
Fax 01772 887927

NW Health Young Person's Substance Misuse Service
Telephone 01772 881405

South Ribble Drug Support Project
Telephone 01772 457107

Health Promotion Units

South Lancashire Health Authority, Chorley & South Ribble District Hospital, Preston Road, Chorley, PR7 1PP
Telephone 01257 245361

Anti Bullying

Values Statement

- *The College values each individual as a unique person irrespective of gender, race, belief or ability and regards each person, made in the image and likeness of God, as worthy of the utmost respect*

This second bullet point (above and underlined) of the College Values Statement is particularly relevant to this policy.

What is bullying:

Bullying is the wilful and conscious desire to undermine, hurt, frighten, threaten or intimidate another person. It can be any words or actions that are aimed at causing someone to feel frightened or miserable in College. Bullying can be physical, verbal or take the form of psychological pressure. Bullying can also take the form of abusive or threatening text messages, emails or web based text or images.

Bullying:

- Is deliberately hurtful
- Is difficult for victims to defend themselves against
- Can be an isolated incident or repeated over a period of time

Three main types of bullying are:

- Physical: such as hitting, kicking or taking belongings
- Verbal: such as name-calling, insulting or making offensive remarks
- Indirect: such as spreading rumours, exclusion from social groups, sending malicious emails or texts

Aims of this Policy

- To ensure that everyone has a right to come to College and be safe from threats of unkindness, threats or violence
- To ensure that people who bully are stopped and made to understand that this behaviour is unacceptable
- To encourage students who are bullied to learn how to avoid it happening to them
- To encourage an open atmosphere in which students are able to talk to staff about bullying
- To make explicit to students, staff and parents what we will do when someone talks to us about bullying

As a College we are committed to not only dealing with bullying, but to do all that we can to stop it happening in the first place. The College has a duty to provide a safe and caring environment for all its

students and staff and therefore all members of the College community have a responsibility to establish this.

Bullying must not be allowed to go unnoticed and positive steps must be taken to deal with any incidents.

The College will take very seriously any reported incidents and act immediately according to the procedures outlined in this policy document.

We seek to build self-esteem in all students and to develop tolerance of others.

In College, Tutorial time and general RE time will be used to explore issues around bullying and to consider other people's point of view. The College aim is to raise awareness amongst students of the College anti bullying policy and the strategies of support we have in College.

An outline of the College policy is given in the Student Diary

Awareness of Possible Signs of Bullying

Parents, Teachers, Tutors, the Chaplaincy Team, and College Counsellors are in ideal positions to observe changes in student behaviour which may indicate that they are being bullied:

Teachers, Tutors, the Chaplaincy team and all other College staff should be aware of the student who:

- Becomes withdrawn or moody
- Becomes uncharacteristically withdrawn or argumentative
- Displays uncharacteristic aggressive or depressive behaviour
- Exhibits a sudden lowering of their self-esteem
- Shows a sudden decline in academic achievement
- Becomes agitated about missing possessions
- Develops unexplained injuries
- Is reluctant to eat
- Tells of sleep disturbances or nightmares
- Makes them aware of lack of money for food or transport

Taken individually these signs might not be because of bullying, but a combination of some of them could be a good reason to suspect it.

Students who are being bullied should:

- Talk to an adult that they trust
- Be made aware that it is the bully who is in the wrong – not them
- Be made aware that they will be taken seriously
- Be made aware that they will be safe whilst the incident is being investigated

Bullying is referenced in the student diary, so that all students of the College are aware of the zero tolerance approach adopted by College to bullying, and the steps the student should take if they experience bullying.

Staff who become aware of a bullying situation must:

- Listen to the student in a 1:1 situation
- Take it seriously
- Make notes on what has been said
- Make it clear to the student that they have done the right thing by confiding in a member of staff

- Make it clear to the student that the information must be passed on and cannot be confidential
- Monitor those students involved in future
- Pass the information on to a senior member of staff: this should be the Deputy Principal or the Director of Students, or any member of SMT if they are unavailable

Bullying by text messages, web sites (such as 'my space') and email:

In this age of increasing communication by text or email, the College is aware that this may become an increasing problem. As such:

- Student should be aware of their responsibilities when logging on to a College computer
- Students should be careful to whom they give their phone number
- Students should save any offensive messages
- Students should show offensive messages to a chosen member of staff
- Offensive texts, web threads, comments or emails will be taken as seriously as any other type of bullying

3 PROCEDURES FOR DEALING WITH BULLYING

- Staff who suspect that a student is being bullied, who witness an incident of bullying, or in whom a student confides, should report the matter immediately to a member of SMT
- Parents who suspect that their son/daughter is being bullied should do the same by a phone call or a letter, and if possible by making an appointment to discuss the problem in College
- Students are encouraged to take appropriate action i.e. make a disclosure to a member of staff, if they, or another student, are victims of bullying. This member of staff could be anyone, but the expectation is that it will be a member of staff the student feels comfortable with, such as the Personal Tutor, a subject teacher, a Senior Tutor, the Head of Student Support, a member of the Chaplaincy Team or a member of Student Services
- When an incident is disclosed to a member of staff, the following procedures will come into place:
 - The disclosure will be immediately reported to the Deputy Principal or the Director of Students who will take the following action:
 - Immediate steps will be taken to reassure, protect and support the student ALLEGING BULLYING
 - The victim of ALLEGED bullying, the person accused of bullying and any witnesses will be interviewed separately. Notes will be taken during these interviews, and the student will be asked if the notes are true reflection of the discussion.
 - If it is felt to be appropriate, and agreed by the parties concerned, the two will meet, with supervision, face to face to explain how each felt about what was happening and what they would like to happen in the future. This would be a conciliatory meeting.
 - Parents of both the victim and the person accused will be informed and involved in any progress
 - When it is clear that a student has been the perpetrator of bullying, they will be suspended from College according to Level 3 Disciplinary Procedures. A 'temporary exclusion from college' form will be completed and emailed to appropriate staff (The Principal, SMT. Senior Tutors, Personal tutor, subject

teachers and Head of Faculty). Parents will be informed by letter and asked to make an appointment to come into College with their son/daughter to have an interview with SMT.

- It is recognised and understood by the College that those who undermine or intimidate others have issues themselves that need to be addressed in a supportive and constructive way. However, under no circumstances will the College tolerate behaviour that is damaging to others.
- If the bullying should continue then the perpetrator will be informed of the harassment law and the possibility that it could become a matter for the police

If we observe, listen and act then students and parents will feel confident that bullying is regarded as unacceptable behaviour and will not be tolerated at the College. HOWEVER, TALKING AN ISSUE THROUGH IS OFTEN A MUCH BETTER SOLUTION THAN HARD LINE EXCLUSION TACTICS AND EACH CASE SHOULD BE CONSIDERED IN CONTEXT.

This policy will be available on the College website so that all students, staff and parents are aware of the zero tolerance adopted by College to bullying in any form.

References:

- DfES 2002
- DfES 0511-2004
- www.bullying.co.uk

This policy has been developed in consultation with the Student Council

Glossary of Abbreviations [emboldened. Italicised and underlined in the policy]

DSP ¹	Designated Senior Person
DBS ³	Disclosure and Barring Service [replaced CRB in 2012]
ACPC ⁴	Area Child Protection Committee
CLA ⁵	Child Looked After
<i>LSCB</i> ⁶	Local Safeguarding Childrens' Board
LADO ⁷	Local Authority Designated Officer
ECM ⁸	Every Child Matters
PCSO ⁹	Police Community Support Officer