

CAMBOURNE VILLAGE COLLEGE



Safeguarding Children - Child Protection Information

2015-2016

Information for Visitors

1. **Child Protection advice**

As a College we are committed to safeguarding and promoting the wellbeing of all the children in our care and we hope this leaflet will provide some useful advice when working with young people at Cambourne Village College.

2. **What are my responsibilities as an adult working with children?**

All adults who come into contact with young people in their everyday work, whether paid or voluntary, have a statutory duty to safeguard and promote the wellbeing of children.

3. **DBS (Disclosure and Barring Service) checks**

Cambourne Village College's recruitment and selection procedures specify that all adults working with children have an enhanced DBS disclosure. This is to help ensure that all unsuitable people are prevented from working with children. You will be informed by the Principal, or her representative, whether or not you require a DBS disclosure and if you should not therefore be left unsupervised with young people.

DBS forms are available from the Admin Office, through Josephine Jenkins, who will help you to complete the application and advise you on the documentation that is necessary for the check to be completed.

It is essential that you inform the Principal immediately if you become subject to any criminal investigation, caution or conviction. This is to protect you as well as the young people in your care.

A copy of Cambourne Village College's Child Protection Policy is available from Reception and is on the College website.

4. **What should I do if I am worried about a child?**

If, while you are working with young people, you become concerned about:

- Comments made by the young person
- Any unexplained marks or bruising
- Changes in a young person's behaviour or demeanour
- Comments made by young people about others

Please report these concerns immediately to the designated personnel; Claire Coates, Daisy Worzcrafft or Megan Watkins. If there is a serious concern in their absence, the Child Protection team at Comberton should be contacted.

5. **What should I do if a young person discloses that he/she is being harmed?**

Young people rarely lie about such matters so it is important to take this seriously:

- Listen to what is being said without passing comment or displaying shock and disbelief: in short accept what is being said
- Allow the young person to talk freely and tell them you believe them
- Reassure the young person that you will be supportive but do not make promises that you may be unable to keep

- Do not promise confidentiality but explain to the young person that you will have to share this information with someone else in order that you can help them further
- It is important not to interrogate the young person or ask leading questions: just encourage them to talk
- Reassure the student that it is not their fault
- Stress that it was the right thing to share this information
- Do not be drawn into criticising the alleged perpetrator: remain sympathetic but impartial.

Immediately record the details of the disclosure on a Logging a Concern form, available from the staffroom, Reception or PA to Principal's office, including wherever possible the exact words or phrases used by the young person. This should be handwritten and not sent by email. Logging Concern sheets should be passed immediately to the Child Protection Officer or can be left confidentially in an envelope at Reception for attention of Child Protection designated person (please ask at Reception for assistance if you need further confirmation). Please ensure you have signed and dated the information.

6. **What should I do if the alleged abuser is a member of staff?**

You should report such allegations to the Principal as soon as possible (or in the case of the Principal, to the Chair of Governors or the Local Education Authority Designated Officer (LADO) for Safeguarding Children). A copy of Cambourne Village College's Whistle Blowing Policy can be made available on request.

7. **How do I ensure that my behaviour is always appropriate?**

All good relationships are based upon mutual trust and respect. Young people are often spontaneously affectionate and tactile, (e.g. by shaking hands) and it is important not to alienate them through lack of response or appearing to reject this. You should, however, be very careful about physical contact with young people.

If you are working with a student on his or her own, ensure that a door is left open and that you are visible to other adults.

Do not photograph students, unless it is with official permission, and do not exchange personal e-mails or texts; you should not give young people your personal contact details.

Do not make contact with students on internet social networking sites.
It is essential that staff follow the Guidance for Safer Working Practice

Summary

Everyone who visits or works at Cambourne Village College has a responsibility to make sure that young people are safe and happy. This leaflet has been given to you to show what is expected. If you are unclear about any part of it, it is essential that you speak with somebody in authority to achieve clarity. Please keep this leaflet in a safe place so that you can refer to it again in the future.

Remember, if you are worried about the safety or wellbeing of any young person in our College, the College has a duty of care to report any concerns to the designated personnel – Claire Coates, Daisy Worzencraft and Megan Watkins.