



# Anthony Colins Institute

## Educational Development

# Safeguarding Young People

## Policy and Procedures

*"Ensuring all young people have access to safe and rewarding learning."*

**A C I Education Ltd.**

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Registered in England and Wales No. 8432528*

### What are our Principles?

The Anthony Colins Institute fully recognises the responsibilities and duty placed upon us to have arrangements to safeguard and promote the welfare of all young people we work with. We recognise that staff and tutors have a part to play in protecting these young people from harm.

We recognise that the welfare of the young person is paramount regardless of: disability, gender, racial heritage, religious belief, sexual orientation or identity. We endeavour to work in partnership with young people, their parents, carers and other agencies in order to promote young people's welfare.

We believe in a caring, positive, safe and stimulating environment in which our students can learn and which promotes the social, physical and emotional wellbeing of each individual young person.

The Anthony Colins Institute understands, and takes very seriously, its responsibility and duty to report Child Protection concerns to the relevant Department in Children's Services or to the Police.

### What is abuse?

Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse. (NSPCC)

#### **Online abuse**

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones.

#### **Physical abuse**

Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.

#### **Sexual Abuse**

A child is sexually abused when they are forced or persuaded to take part in sexual activities. This doesn't have to be physical contact, and it can happen online. Sometimes the child won't understand that what's happening to them is abuse. They may not even understand that it's wrong.

#### **Neglect**

Neglect is the ongoing failure to meet a child's basic needs. It's dangerous and children can suffer serious and long-term harm.

### **Emotional Abuse**

Children who are emotionally abused suffer emotional maltreatment or neglect. It's sometimes called psychological abuse and can cause children serious harm.

### **Child sexual exploitation**

Child sexual exploitation is a type of sexual abuse in which children are sexually exploited for money, power or status.

### **Female genital mutilation (FGM)**

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons.

### **Bullying and cyberbullying**

Bullying can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

### **Domestic abuse**

Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

### **Child trafficking**

Child trafficking is a type of abuse where children are recruited, moved or transported and then exploited, forced to work or sold.

### **Grooming**

Children and young people can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional.

### **Harmful sexual behaviour**

Children and young people who develop harmful sexual behaviour harm themselves and others.

(NSPCC)

The Anthony Colins Institute ensures that all tutors are updated on Child Protection issues, and are fully coherent with this guidance.

### What are our aims?

- To raise awareness of all tutors of the need to safeguard all children and of their responsibilities in identifying and reporting possible cases of abuse.
- To ensure good communication between the Anthony Colins Institute and its' tutors in matters relating to child protection.
- To have a structured procedure in place for dealing with disclosures.
- To support all the young people we work with.
- To promote safe practice.

- To develop and promote effective working relationships with other agencies involved with safeguarding and promoting the welfare of children.

### What are our Objectives?

- Young people have a right to feel secure and cannot learn effectively unless they do so.
- All staff have a key role in prevention of harm and an equal responsibility to act on any suspicion or disclosure that may indicate a child is at risk of harm in accordance with the guidance.
- We acknowledge that working in partnership with other agencies protects young people and reduces risk and so we will engage in partnership working throughout the protection process to safeguard young people.

Whilst the Anthony Colins Institute will work openly with parents and Carers as far as possible, we reserve the right to contact Children’s Social Care or the Police, without notifying parents if this is in the child’s best interests.

### What are our Procedures?

- All tutors hold a current DBS and references and have been checked as to their suitability to work with children.
- All tutors have a Copy of this Safeguarding Policy and understand their role in reporting concerns.
- All concerns are passed to the Anthony Colins Institute Head Office to the Safeguarding Officer.
- All tutors know how to respond to a Young Person who discloses abuse.
  - Record their concerns if they are worried that a Young Person is being abused and report these to the Safeguarding Officer as soon as practical that day.
    - Dates and times of their observations.
    - Dates and times of any discussions they were involved in.
    - Any injuries.
    - Explanations given by the child / adult.
    - What action was taken?
    - Any actual words or phrases used by the child.
    - The records must be signed and dated by the author.
  - Establish and maintain an environment where the Young People feel secure, are encouraged to talk and are heard.
  - Treat information with confidentiality but never promising to “keep a secret”.
- The Safeguarding Officer at the Anthony Colins Institute is Colin Wallace. In his absence this will be Julie Spencer.
- Head Office knows how to respond to a Young Person who discloses abuse:
  - Children’s Services will be informed.
  - The Police may be informed.
  - Where a Young Person is in danger the Police will be informed immediately.
- Written records are kept of all concerns, whether or not there is a need to refer the matter immediately, and that these records are kept securely, •
- We provide an environment in which all students, including those with SEN, can feel confident and able to discuss their concerns.

- We recognise that matters related to the protection of Young People are of a confidential nature. The Anthony Colins Institute therefore only shares detailed information about a student with tutors on a need to know basis only.

#### How do we ensure Safer Recruitment?

- The Anthony Colins Institute operates a safe recruitment policy to ensure that all tutors are qualified and suitable as far as can be reasonably ascertained.
- Appropriate checks (i.e. enhanced DBS checks) are carried out on all potential tutors and staff.
- References are taken up and verified.
- At interview candidates are asked to account for any gaps in their employment history.

#### What about the Legal Framework?

Our policies are drawn from the following documentation:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children

#### What about allegations against staff at the Anthony Colins Institute?

Any allegations of abuse or misconduct by any of the Tutors/Staff representing the Anthony Colins Institute will be treated extremely seriously. It must always be reported to the Director of Education, or Administrative Manager as soon as possible.

If an allegation is made directly to the police, the Director of Education at the Anthony Colins Institute will work directly with the Police and Children’s Social Care on the incident.

#### What are our allegation Procedures?

- All allegations will be investigated as a priority to avoid any delay.
- The Tutor will be immediately suspended from working with the specific young person involved in the allegation.
- If a criminal offence has been committed or the Anthony Colins Institute feels it is necessary, we will refer the matter directly to the Police as a matter of urgency.
- Children’s social Care may be contacted.
- The Anthony Colins Institute will undertake an investigation into the allegation.
  - All parties concerned will be interviewed and statements provided.
  - The Anthony Colins Institute will report on its findings and appropriate sanctions/orders put into place.

## **Anthony Colins Institute – ACI Education Ltd. Safeguarding of Young People**

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- The tutor/parents have the right to appeal against the findings and a second investigation will be initiated.
- The Director of Education will consider carefully whether the circumstances of the case warrant the tutor/staff member being suspended or dismissed from contact with young people within the Anthony Colins Institute.

In effect from: September 2017

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