

# **SAFEGUARDING AND CHILD PROTECTION POLICY AND PROCEDURE**

Effective for employees, students, Directors and volunteers on or after 1 September 2018

Date: 25 August 2018

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## SAFEGUARDING AND CHILD PROTECTION POLICY

	<b>SECTION</b>	<b>PAGE</b>
<b>1.</b>	<b>BACKGROUND</b>	<b>3</b>
<b>2.</b>	<b>DEFINITIONS</b>	<b>3</b>
<b>3.</b>	<b>SCOPE</b>	<b>4</b>
<b>4.</b>	<b>INTENT</b>	<b>4</b>
<b>5.</b>	<b>THE SAFEGUARDING AND PREVENT TEAM</b>	<b>5</b>
<b>6.</b>	<b>DEALING WITH ALLEGATIONS AND CONCERNS</b>	<b>7</b>
<b>7.</b>	<b>YOUNGER CHILDREN</b>	<b>8</b>
<b>8.</b>	<b>WORK EXPERIENCE, WORK-BASED AND WORK-PLACE LEARNING</b>	<b>9</b>
<b>9.</b>	<b>SUPPORT FOR STUDENTS, PARENTS AND STAFF</b>	<b>9</b>
<b>10.</b>	<b>RECRUITMENT OF STAFF AND VOLUNTEERS</b>	<b>10</b>
<b>11.</b>	<b>VISITORS AND CONTRACTORS</b>	<b>10</b>
<b>12.</b>	<b>STAFF TRAINING AND DEVELOPMENT</b>	<b>10</b>
<b>13.</b>	<b>ALLEGATIONS OF ABUSE AGAINST STAFF</b>	<b>11</b>
<b>14.</b>	<b>MONITORING AND REVIEW</b>	<b>11</b>
<b>16.</b>	<b>APPENDICES</b>	<b>12</b>
<b>1.</b>	Definitions	
<b>2.</b>	Disclosure	
<b>3.</b>	Channel Referral procedure (SW England)	
<b>4.</b>	Sharing Information	
<b>5.</b>	Reporting and Dealing with Allegations of Abuse against members of staff	

## **SAFEGUARDING AND CHILD PROTECTION POLICY**

### **1. BACKGROUND**

- 1.1** In September 2016 the Department for Education published an updated guidance document 'Keeping Children Safe in Education', on safeguarding and promoting the welfare of children under Section 175 of The Education Act 2002.
- 1.2** Section 175 places a duty of care on Local Education Authorities, and on governing bodies of schools and further education institutions to make arrangements for carrying out their functions with a view to safeguard and promote the welfare of children. Keeping Children Safe in Education recognises that 'Safeguarding and promoting the welfare of children is everyone's responsibility. School and College staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating'.
- 1.3** L&F Training recognises its duty in this area and seeks to meet and exceed the welfare and safeguarding needs of children and vulnerable adults, as well as ensuring appropriate practices for staff recruitment and selection and providing a safe and secure environment in which to study.

### **2. DEFINITIONS**

#### **Safeguarding:**

- Protecting children (everyone under the age of 18) from maltreatment
- Preventing impairment of children's health or development
- Taking action where a child is suffering significant harm, or is likely to do so
- Taking action to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk

#### **Child Protection:**

- Specific protection measures for a child suffering or at high risk of harm, usually undertaken by Children's Social Care e.g. a Child Protection Plan

See Appendix 1 for definitions of types of harm and abuse.

**Early help:** providing support as soon as a problem emerges at any point in a child's life

Children and young people are those aged under 18 years. Vulnerable adults are those aged over 18 who may be considered vulnerable to abuse, for example those with learning difficulties or disability.

SSCB – Somerset Safeguarding Children Board

**Channel:** a multi-agency approach which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism.

### **3. SCOPE**

- 3.1** The Safeguarding and Child Protection Policy applies to all L&F Training staff (including temporary staff), job applicants, students, apprentices, prospective students, volunteers and governors whether they work or study in the main L&F Training Academy Centre, outreach centres, or other designated areas.
- 3.2** The policy applies to students on work experience placements (including those on work experience inside the Academy) and work-based and workplace learning programmes, and those engaged on any organised off site activity.
- 3.3** The policy applies to working arrangements with other agencies to support L&F Training Academy's Safeguarding and Child Protection Policy, including local education authorities, schools, support agencies, sub-contractors and employers.

### **4. INTENT**

The intent of the Safeguarding and Child Protection Policy is to ensure that:

- 4.1** A safe environment is provided at L&F Training Academy for children and vulnerable adults at all times, including every effort being made to help keep children and vulnerable adults safe online.
- 4.2** The College is able to take appropriate action to protect young people who are suffering or at risk of suffering harm, including emotional, physical, and sexual abuse; bullying in all its forms; neglect; radicalisation; female genital mutilation; forced marriage; slavery; honour-based violence; sexual and financial exploitation (this list is not exhaustive). Action will be risk of harm occurs in the physical world or online.
- 4.3** There exist safe recruitment practices in checking the suitability of staff, Directors and volunteers to work with or in proximity to children and vulnerable adults.
- 4.4** Staff and Directors are trained to recognise the types of harm recognised above and take appropriate action in line with L&F Training Academy's procedures and with Keeping Children Safe in Education.
- 4.5** L&F Training Academy ensures that it regularly consults with learners about how safe they feel and about their general welfare, and action is taken where learners tell us they do not feel safe.
- 4.6** L&F Training Academy takes steps to support and protect the most vulnerable learners, including those with special educational needs and disabilities, and will support other organisations such as the police in the case of L&F Training Academy students becoming missing children.

## 5. THE SAFEGUARDING AND PREVENT TEAM

### 5.1 Designated Safeguarding Lead (DSL)

**5.1.1** In line with Keeping Children Safe in Education, the Designated Safeguarding Lead, and Single Point of Contact (SPOC) for Prevent is a member of the Senior Management Team of the L&F Training Academy:

**Fran Deeley, Director/Business Manager**

**5.1.2** The DSL takes the ultimate lead responsibility for child protection for L&F Training Academy.

**5.1.3** The DSL will receive training in child protection issues, as required and will receive refresher training at least every 2 years.

**5.1.4** The DSL will oversee the referral of alleged harm or abuse to Children's Social Care.

**5.1.5** The DSL is also the L&F Training Academy Single Point of Contact for Prevent, and will oversee any referrals to the Channel programme.

**5.1.6** The DSL is also responsible for ensuring that:

- Advice, support and regular updates are provided to staff on issues relating to safeguarding, child protection, Prevent and online safety.
- A proper record of any child protection or Channel referral, complaint or concern is maintained (even where that concern does not lead to a referral)
- Ensuring that parents and carers of children and vulnerable adults within the L&F Training Academy are aware of the L&F Training Academy Safeguarding and Child Protection policy
- Every effort is made to be aware of Children Looked After enrolled in the L&F Training Academy, and their social worker and virtual school head are known
- The L&F Training Academy liaises with local authorities and other appropriate agencies
- The L&F Training Academy liaises with secondary schools which send pupils to the L&F Training Academy to ensure that necessary awareness of Child Protection issues is shared appropriately
- The L&F Training Academy liaises with employers and training organisations that receive children or vulnerable adults from the L&F Training Academy on work experience and placements to ensure that appropriate safeguards are put in place
- Staff receive initial safeguarding and Prevent training, and regular updates, and are aware of the L&F Training Academy safeguarding and child protection procedures, and of the principles of Keeping Children Safe in Education.
- L&F Training Academy's Safeguarding Committee meets as a minimum once per term

- A Safeguarding Operating Plan is prepared and reviewed annually and forms part of the L&F Training Academy's annual Operating Plan, and is therefore subject to Senior Management team scrutiny.
- A Prevent Risk Assessment and Action Plan is in place and progress made against it.

## **5.2 Designated Staff Members for Safeguarding and Prevent**

**5.2.1** The L&F Training Academy will appoint an appropriate number of Deputy DSLs and designated Safeguarding Officers, ensuring that a designated officer is present. The current Safeguarding team is:

### **DSL**

Fran Deeley, Director of Student Services

Tel 07867692924, email [frandeelay@landftraining.com](mailto:frandeelay@landftraining.com)

### **Deputy DSLs/Safeguarding Officer**

Angie Clift

email [angieclift@landftraining.com](mailto:angieclift@landftraining.com)

Note that if a situation arises in which none of the Safeguarding Officers are available, Keeping Children Safe in Education advises that 'any staff member can make a referral to children's social care' (Section 21). Somerset Children's Social Care can be contacted on 0845 345 9122.

Outside normal term time the DSL will ensure appropriate availability of the Safeguarding Team for the level of activity taking place.

**5.2.2** Appropriate training and support will be provided to enable the designated staff to fulfil their role. Deputy DSLs will be trained to the same level as the DSL. Safeguarding Officers:

- Report to the senior member of staff with lead responsibility.
- Are trained to make appropriate referrals to Children's Social Care, and Channel referrals under the Prevent Duty.
- Will be available to advise and support other staff on issues relating to safeguarding and Prevent.
- Have particular responsibility to be available to listen to children and young people studying at the L&F Training Academy.
- Will deal with individual cases, including attending case conferences and review meetings as appropriate.
- Will work together to share best practice in safeguarding.
- Have received training in safeguarding issues, as required and will receive refresher training at least every 2 years.
-

## **6 DEALING WITH ALLEGATIONS AND CONCERNS**

### **6.1 Allegations of harm or abuse against children or vulnerable adults**

- 5.3.1** Staff should not investigate concerns or allegations themselves, but should report them immediately to a designated Safeguarding Officer. See Appendices 2 and 3 for further guidance.
- 5.3.2** Records of concerns about children and vulnerable adults will be kept, even where there is no need to refer the matter immediately.
- 5.3.3** All records will be kept securely, separate from other student files, either online and password protected or in secure locations by a designated Safeguarding Officer.

### **6.2 Allegations of abuse made against other children**

**5.4.1** L&F Training Academy recognises that children are capable of abusing their peers.

**5.4.2** Staff training, and the Tutorial programme for students, will seek to promote a culture of mutual respect and tolerance, and staff will be trained to recognise the forms that peer abuse may take, including online abuse, sexting, banter, initiation ceremonies and sexual harassment.

**5.4.3** L&F Training Academy's Staff and Student Disciplinary procedures will be invoked when peer abuse is recognised, and support offered to the victims of peer abuse through the Personal Tutor system and Counselling service.

### **6.3 Concerns about potential radicalisation**

- 5.5.1** Staff should pass on concerns to the Single Point of Contact for Prevent (Fran Deeley), or in her absence, to any Safeguarding Officer.
- 5.5.2.** The SPOC or Safeguarding Officer may make a Channel Referral (see Appendix 3), or discuss with the Prevent Coordinator.
- 5.5.3** In the light of the concern that the L&F Training Academy might be perceived of as a potential target for a terrorist attack, L&F Training Academy will promote the run-hide-tell response to students and staff.

## **7 YOUNGER CHILDREN**

### **7.1 Younger children on L&F Training Academy premises**

**7.1.1** L&F Training Academy has a duty of care towards young people who are studying on a school link programme whilst on L&F Training Academy premises. In arranging school link programmes for young people of compulsory school age the

L&F Training Academy will:

- Provide schools with adequate details of provision to enable the school to obtain parental consent for their child to participate. L&F Training Academy will require evidence of this written consent
- Seek to ensure that for young people with special education needs (SEN), L&F Training Academy is informed of the details of the statement that has been agreed, in order to determine the level of support needed
- Request details from the school of any medical needs or requirements a young person may have and agree with the school how the necessary support can be provided
- Ensure that young people are made aware of the general standards of safety with which all young people and FE at L&F Training Academy students should comply.

**7.1.2** Concerns regarding safeguarding or Prevent for young people on school link programmes must be referred to the Child Protection Officer at the school where the child is on roll (or the child's social worker if the child is not on a school roll), and to the relevant L&F Training Academy Safeguarding Officer if other L&F Training Academy students or staff are involved or affected.

**7.1.3** Similar arrangements will be made to ensure the safety of children visiting the L&F Training Academy for Taster Days and other events.

**7.1.4** Staff should discourage students with young children from bringing them onto L&F Training Academy sites repeatedly or for extended periods

## **8 WORK EXPERIENCE, WORK-BASED AND WORK-PLACE LEARNING**

**8.1** Staff who arrange, vet and monitor work experience placements and work-based or workplace learning must undertake appropriate safeguarding training.

**8.2** Organisations who offer work experience placements or work-based / workplace learning for L&F Training Academy students will be vetted for their suitability to do so. The assessment will include a check on whether an employer carries out DBS checks on staff who work with children.

**8.3** When the assessment suggests that an employer does not have safeguarding and child protection policies, or awareness of safeguarding and child protection issues, or where there is any evidence of risks a student's safety, the L&F Training Academy will ensure that no students are placed with that employer until the DSL or a Deputy DSL has made an appropriate assessment. If an employer is deemed unsuitable for work experience placements or work-based / workplace learning, L&F Training Academy will make the SSCB or police aware of this.

- 8.4** Children and vulnerable adults who are placed with employers will be given clear advice about whom to contact if they are worried or uncomfortable about the surroundings, or if they suffer abuse.

## **9 SUPPORT FOR STUDENTS, PARENTS AND STAFF**

- 9.1** Students will be made aware of possible risks to their safety, including online safety, through tutorial, and in the course of studying in the L&F Training Academy, with the intent that they are better able to protect themselves and others from situations of potential harm.
- 9.2** To ensure that everyone on L&F Training Academy premises can be identified, students will be expected to wear a student uniform whilst at L&F Training Academy or elsewhere representing L&F Training Academy.
- 9.3** L&F Training Academy will seek to raise student's awareness of the risks inherent in radicalisation and extremism.
- 9.4** L&F Training Academy will seek to ensure that parents have an understanding of the responsibility placed on L&F Training Academy and staff for safeguarding and child protection by setting out its obligations.
- 9.5** Safeguarding Officers and staff who may receive disclosures from young people may find themselves distressed by what they have witnessed or learnt. L&F Training Academy recognises this possibility and will support staff in this situation via its own Counselling service or other appropriate support.

## **10 RECRUITMENT OF STAFF AND VOLUNTEERS**

- 10.1** Recruitment procedures will seek to reflect the requirements of Keeping Children Safe in Education and will aim to 'prevent people who pose a risk of harm from working with children' (Section 71).
- 10.2** L&F Training Academy will ensure that procedures are in place to ensure that all appropriate checks are carried out on staff, Directors and volunteers who have substantial access to children and vulnerable adults, including enhanced DBS checks, and that a single central record is kept of such checks. This process is detailed further in the DBS and Rehabilitation of Offenders Policy and Procedure.
- 10.3** On occasions when an individual starts work in regulated activity before the DBS certificate is available, HR will ensure other recruitment checks have been carried out and the individual is appropriately supervised.
- 10.4** HR staff are trained in Safer Recruitment. A range of Safe Recruitment procedures will be employed and these are described in the Recruitment and Selection Policy and Procedure.

## **11 VISITORS AND CONTRACTORS**

- 11.1** Visitors to the L&F Training Academy will be required to sign in at Reception.
- 11.2** Where events draw many visitors to the L&F Training Academy, for example an Open Evening, the manager responsible for the event should use their discretion about the need to supervise visitors.

## **12 STAFF TRAINING AND DEVELOPMENT**

- 12.1** L&F Training Academy will provide regular Safeguarding and Prevent training for all staff and governors. The training will be available in a variety of formats, address a range of Safeguarding and Prevent-related topics, and ensure awareness is updated annually.
- 12.2** A Safeguarding and Prevent briefing is included within the induction programme for new staff, and all new staff will be expected to complete the online Safeguarding modules and attend face to face Safeguarding training within the 6 month probation period
- 12.3** After the first year of employment, all staff will be expected to undertake a minimum of one Safeguarding or Prevent-related training in each year of employment. This can include (the list is not exhaustive):
  - Face to face Safeguarding training
  - Prevent or WRAP training
  - Online safety

These first three should be regarded as the priority courses, and good practice is to repeat these regularly to receive updated information. Other internal or external courses / events that qualify include:

- Attendance at a Safeguarding update briefing at L&F Training Academy Training Day or Staff Conference
- The Somerset Safeguarding training (levels 1 – 3)
- Courses or workshops on:
  - Domestic Violence
  - Child Sexual Exploitation (CSE)
  - Female Genital Mutilation (FGM)
  - Drugs and substance misuse
  - Relationship / peer to peer abuse
- Project Argus / terrorist incident training
- A revisit to Safeguarding Essentials, especially when this is updated.

- 12.4** At appraisal managers will discuss with staff that year's Safeguarding or Prevent-related training.

### **13 ALLEGATIONS OF ABUSE AGAINST STAFF**

**13.1** Where there is an allegation of harm or abuse against staff, both inside and outside the work setting, L&F Training Academy will work to ensure allegations are dealt with quickly, fairly and consistently. Procedures under this policy apply to all staff, as well as volunteers. The procedures are detailed in Appendix 5.

**13.2** If concerns arise during the course of employment of an existing member of staff about that person's suitability to work with children and vulnerable adults, the L&F Training Academy will carry out checks as if that person was a new member of staff, which might include, for example, revisiting or seeking new references and interviewing the member of staff.

### **14 MONITORING AND REVIEW**

- 6.1** This policy will be reviewed annually and will be referred to in the L&F Training Academy publications and available on the L&F Training Academy website.
- 6.2** L&F Training Academy Safeguarding Management Team will monitor and review this policy annually.
- 6.3** The senior manager with responsibility for safeguarding issues is the Director of Student Services, who will prepare an annual report which reviews how the duties have been discharged.
- 6.4** Any significant deficiencies or weaknesses in regard to safeguarding and child protection arrangements will be remedied without delay.
- 6.5** This policy should not be read in isolation and should be cross-referenced to other relevant L&F Training Academy student and employment and policies and procedures, including:

## Appendix 1

### DEFINITIONS

**Physical Abuse:** Physical abuse causes harm to a person. It may involve hitting, shaking, and cutting, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring. Physical abuse also includes a parent or carer fabricating illness in a child.

**Neglect:** Neglect is the persistent or severe failure to meet a child or vulnerable adult's basic physical and/or psychological needs. This can result in serious impairment of the child's health or development.

**Sexual Abuse:** Sexual abuse involves a child or young person being forced or coerced into participating in or watching sexual activity. It is not necessary for the child to be aware that the activity is sexual and the apparent consent of the child is irrelevant. Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. Young people may be forced to exchange sexual activity for money, drugs, gifts, affection or status.

**Emotional Abuse:** Emotional abuse occurs where there is a persistent emotional ill treatment or rejection. It causes severe and adverse effects on the child's or young person's behaviour and emotional development, resulting in low self-worth. Some level of emotional abuse is present in all forms of abuse.

**Financial Abuse:** Financial abuse occurs when someone forcibly controls another person's money or assets. For example, a parent withholding the money a young person has been given or earned in order to prevent them from gaining independence.

### Other issues to be aware of

Honour-based violence (HBV)

These are crimes which have been committed to protect or defend the honour of the family or community, and include:

**Forced marriage:** Marriage in which one or both spouses do not (or, in the case of some adults with disabilities, cannot) consent to the marriage and duress is involved. Further guidance is available here: <https://www.gov.uk/forced-marriage>

**Female genital mutilation (FGM):** any procedure that's designed to alter, remove or injure a girl's (or woman's) genital organs for non-medical reasons. The practice is illegal in the UK, and if suspected, the police should be contacted immediately. Further guidance is available here: <https://www.gov.uk/female-genital-mutilation>

**Breast binding / breast ironing:** attempts to make a female child appear male but causing long lasting physical harm by flattening the breasts.

**Prevent:** Prevent is part of the government's counter-terrorism strategy, CONTEST. Its aim is to stop people becoming terrorists or supporting terrorism. Channel is about safeguarding

children and adults from being drawn into committing or assisting terrorist-related activity. It is about early intervention to protect and divert people away from the risk they face before illegality occurs.

## Appendix 2

### DISCLOSURE

Children and young people have a right to expect the College to provide a safe and secure environment and a fundamental right to be protected from the kinds of harm defined in Appendix 1.

If a child or young person discloses that she / he, or another child, is subject to these kinds of harm or neglect it is essential that you:

Listen carefully but do not question or interview	It is not the role of L&F Training Academy to investigate allegations of harm or abuse. Disclosure gives the opportunity to gather information to assist in making an informed decision on any further appropriate action or referral to external agencies. Do not ask questions or interview – inexperience can result in unintentional leading questions which could negate some of the information gathered.
Do not make judgements	It is important to remain neutral in your approach and make no judgements on the situation or information given.
Reassure	The child or young person is likely to be emotional / angry / distressed / detached / reluctant at the point of disclosure. Quietly reassure that, following this disclosure you will be able to get them the help they need to take the issue forward.
Keep accurate notes	Take brief accurate notes if there is an opportunity to do so. Try to record any names or relationships disclosed and be specific on the language used. Notes are confidential and should be given to a designated Safeguarding Officer. No copies should be kept and no reference should be added to the student file. All notes should be signed and dated by the member of staff (it is not necessary to ask the student to sign the notes).
Refer	All concerns must be reported to a L&F Training Academy designated Safeguarding Officer, or to Somerset Children’s Social Care, as soon as possible, and urgently if the child or young person appears to be in immediate danger.

In addition, you MUST tell the child or young person that you have to pass this information on to a L&F Training Academy Safeguarding Officer.

### Referral

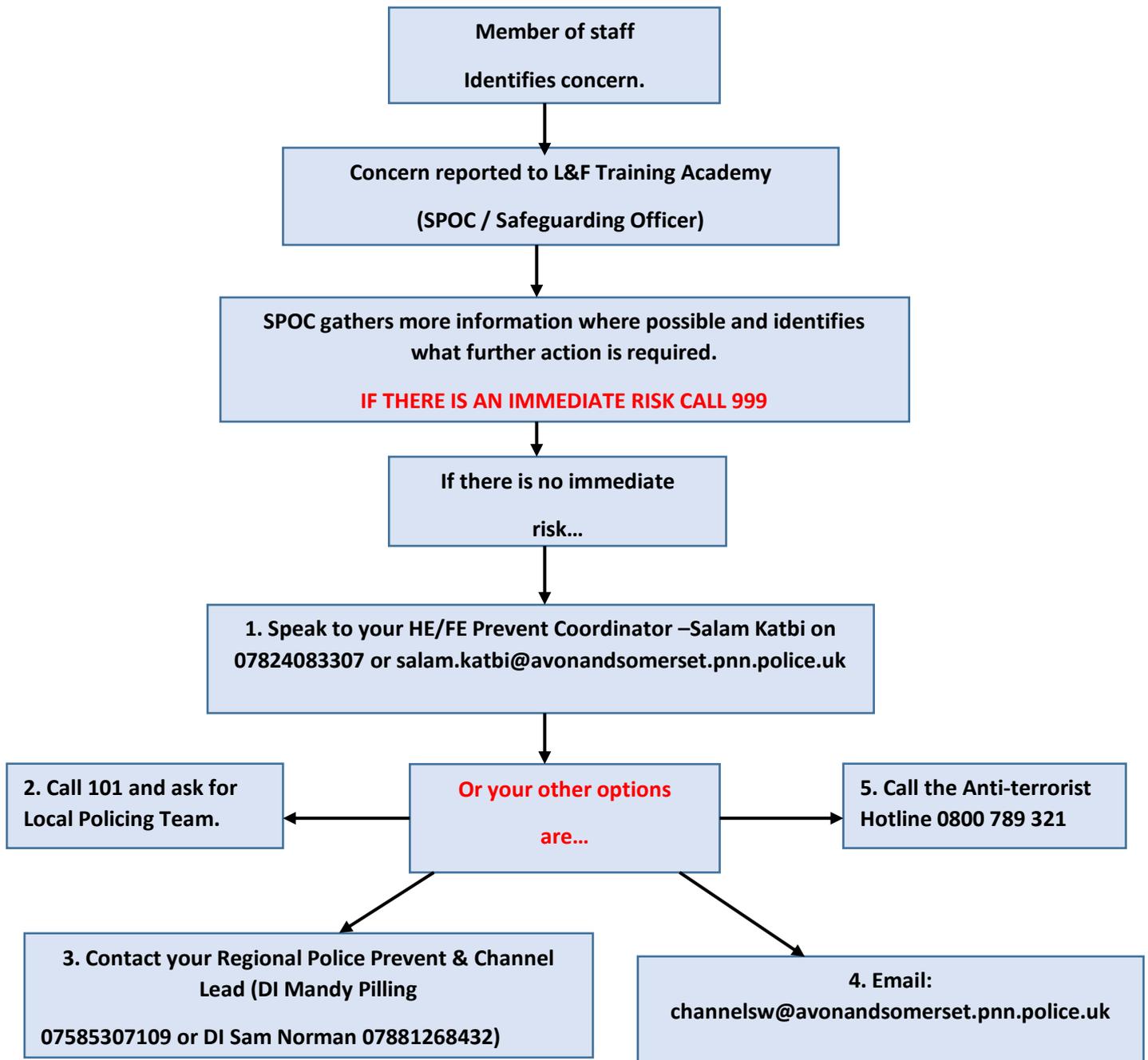
- All reports of Child Protection issues must be referred to a designated Safeguarding Officer as soon as possible after disclosure has been made (see section 5).
- Once the initial referral has been made a designated L&F Training Academy Safeguarding Officer will make a decision regarding further appropriate action.
- L&F Training Academy responsibility is not confined to the protection of L&F Training Academy students. If any member of staff is made aware of any harm to any child, a referral to a designated Safeguarding Officer, or a direct referral to Somerset Children's Social Care, should be made.

### **Confidentiality**

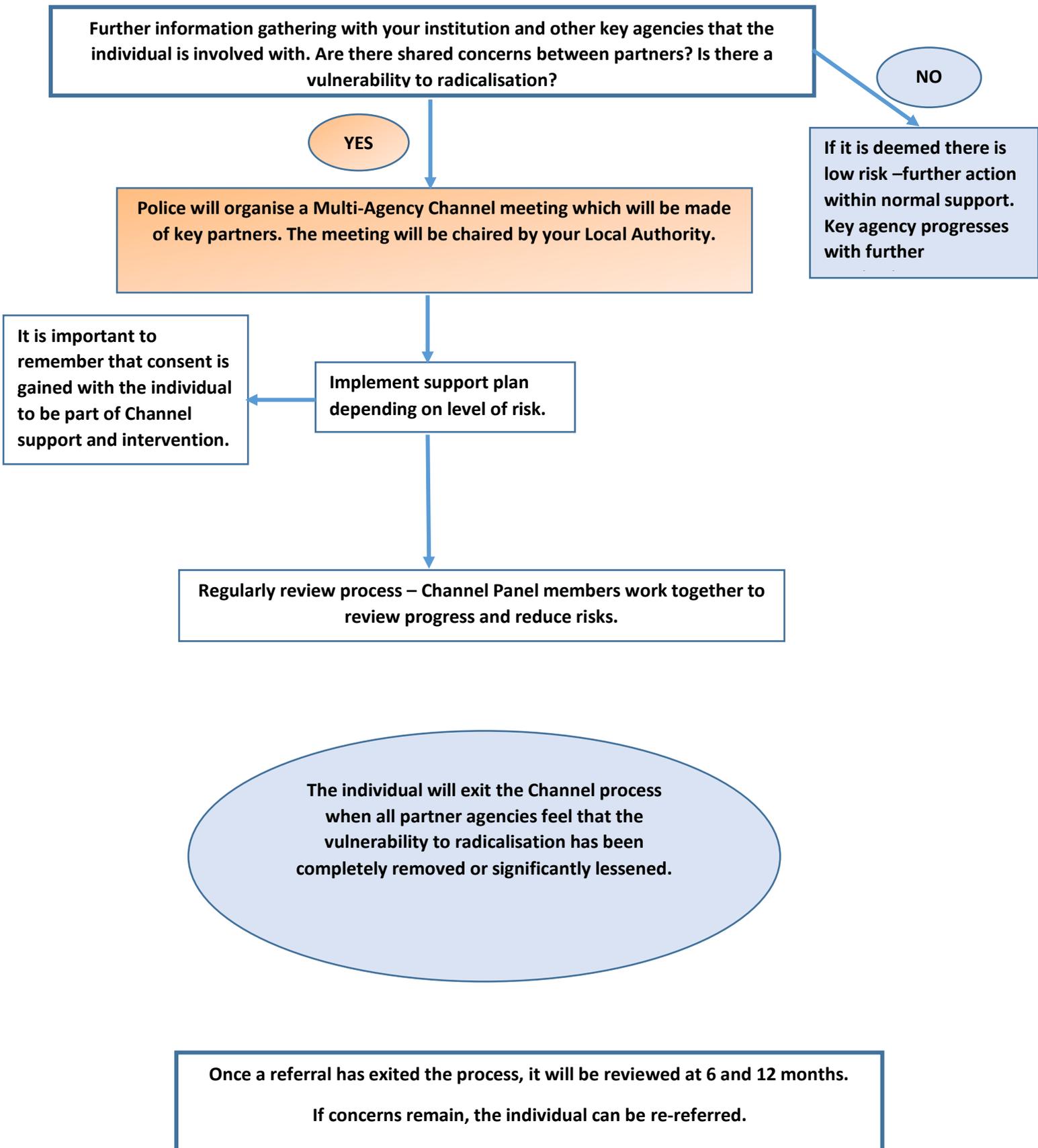
- Once disclosure and referral have been made the incident should be considered confidential. The situation should not be discussed with any other member of staff (with the exception of a designated Safeguarding Officer), student or outsider.
- Do not engage the student in any further discussion. If the child or young person tries to instigate further discussion he/she should be referred to a designated Safeguarding Officer.

## Channel Referral Procedure (SW England)

It is important for you as a member of staff to know where to go if you have a concern that someone may be on the route to radicalisation. Below is a flow chart which aims to show the process as to which you can follow:



Once a referral has been made and enters the Channel process, the below process map illustrates what happens next...



## Appendix 4

### Sharing Information

- All information regarding child protection issues will be kept securely by a designated Safeguarding Officer.
- L&F Training is obliged to work and share information with external agencies charged with the protection of children and young people. This includes Children's Social Care, the police, local schools etc.
- L&F Training seeks to demonstrate excellence in inter-agency cooperation to enhance the safety and safeguarding of children and vulnerable adults.
- The designated Safeguarding Officers are in regular contact with the Somerset Local Authority Designated Officer and seek advice as appropriate.

**Note:** 'confidentiality' is often misunderstood. An over emphasis on confidentiality can leave young people in danger of harm. If something is confidential, this does not mean that it cannot be shared. However, it is important to:

- Share only what it is necessary to share to protect a child or young person
- Record what you shared, and with who
- Record your reasons for sharing.

## **Appendix 5**

### **REPORTING AND DEALING WITH ALLEGATIONS OF ABUSE AGAINST A MEMBER OF STAFF**

#### **1 Introduction**

1.1 L&F Training Academy recognises that a safeguarding allegation made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay.

1.2 L&F Training Academy recognises that the Children Act 1989 states that the welfare of the child or vulnerable adult is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within L&F Training Academy will do so with sensitivity and will act in a careful, measured way.

#### **2 Receiving an Allegation from a Child or Vulnerable Adult**

2.1 A member of staff who receives an allegation about another member of staff from a child or vulnerable adult should follow the guidelines in Appendix 2 for dealing with disclosure.

2.2 The allegation should be reported immediately to The Academy Manager Fran Deeley or the HR Officer Anthony Paul. This may be via a designated Child Protection Officer. Where the Academy Manager is the person against whom the allegation is made, the allegation should be reported to the HR Officer Anthony Paul.

#### **The Academy Manager should:**

2.2.1 Obtain written details of the allegation from the person who received it and sign and date these. The written details should be countersigned and dated by the Academy Manager.

2.2.2 Record information about times, dates, locations and names of potential witnesses.

#### **3 Initial Assessment**

3.1 The Academy Manager should make an initial assessment of the allegation, consulting with the HR Officer as appropriate. In most cases the advice of the LADO should be sought where there is any cause for concern, not just where the allegation is considered to be either a potential criminal act or indicates that the child or vulnerable adult has suffered, is suffering or is likely to suffer significant harm.

3.2 Following the Working Together to Safeguard Children (September 2016) guidance, the Academy Manager will refer to the LADO an allegation of abuse or maltreatment made against “a person who works with children where that person who works with children has:

- Behaved in a way that has harmed a child or may have harmed a child or vulnerable adult;
- Possibly committed a criminal offence against or related to a child or vulnerable adult;
- Behaved towards a child or vulnerable adult in a way that is unsuitable to work with children, in connection with the person’s employment or voluntary activity.”

3.3 It is important that the Academy Manager does not investigate the allegation. The initial assessment should be on the basis of the information received. The Academy Manager should make a decision based on whether or not the allegation warrants further investigation.

3.4 Potential outcomes are:

3.4.1 The allegation warrants further investigation.

3.4.2 The allegation represents inappropriate behaviour or poor practice by the member of staff and is neither potentially a crime nor a cause of significant harm to the child or vulnerable adult. The matter should be addressed in accordance with L&F Training Academy disciplinary procedures.

3.4.3 The allegation can be shown to be false because the facts alleged could not possibly be true.

#### **4 Enquiries and Investigations**

4.1 Child Protection enquiries by social services or the police are not to be confused with internal, disciplinary enquiries by the L&F Training Academy. L&F Training Academy may use the outcome of external agency enquiries as part of its own procedures. The child protection agencies, including the police, have no power to direct the L&F Training Academy to act in a particular way, however, L&F Training Academy will assist the agencies with their enquiries.

4.2 L&F Training Academy internal enquiries should wait while the formal police or social services investigations proceed; to do otherwise may prejudice the investigation. Any internal enquiries should conform to the existing staff disciplinary procedures. The member of staff will be made aware of these rights under L&F Training Academy’s disciplinary procedures.

4.3 If there is an investigation by an external agency, the Academy Manager will be involved in, and contribute to, the inter-agency strategy discussions. The Academy Manager is responsible for ensuring that L&F Training Academy gives every assistance with the agency’s enquiries, and that appropriate confidentiality is maintained, in the interests of the member of staff about whom the allegation is made.

4.4 Subject to objections from the police or other investigating agency, the Academy Manager

shall:

4.4.1 inform the child/children, vulnerable adult(s) or parent/carer making the allegation that the investigation is taking place and what the likely process will involve.

4.4.2 ensure that the parents/carers of the person making the allegation have been informed that the allegation has been made and what the likely process will involve.

4.4.3 inform the member of staff against whom the allegation was made of the fact that the investigation is taking place and what the likely process will involve.

4.4.4 inform the appropriate bodies of the allegation and the investigation.

4.5 The Academy Manager shall keep a written record of the action taken in connection with the allegation.

## **5 Suspension of Staff**

5.1 In the case of allegations of abuse against a member of staff, suspension will occur:

5.1.1 where a child or vulnerable adult is at risk.

5.1.2 where the allegations are potentially sufficiently serious to justify dismissal on the grounds of gross misconduct.

5.1.3 where necessary for the good and efficient conduct of the investigation.

5.2 The suspension will follow the process outlined under L&F Training Academy disciplinary procedures. However, where a member of staff is suspended following an allegation of abuse, the Academy Manager will address the following issues:

5.2.1 the directors and the LADO should be informed of the suspension in writing.

5.2.2 depending on the nature of the allegation, the Academy Manager will consider whether a statement to the students of the Training Academy and/or parents/carers should be made.

5.2.3 where the Academy Manager has been suspended, the HR Officer will need to take action to address the management of L&F Training Academy.

## **6 The Disciplinary Investigation**

6.1 The disciplinary investigation should be conducted in accordance with the existing L&F Training Academy disciplinary procedures.

## **7 Allegations without foundation**

7.1 False allegations may be indicative of problems of abuse elsewhere. A record will be kept and consideration given to a referral to the Local Safeguarding Children Board (LSCB) in order that other agencies may act upon the information.

7.2 In consultation with the designated senior member of staff, The Academy Manager shall:

7.2.1 inform the member of staff against whom the allegation is made both orally and in writing that no further disciplinary or child protection action will be taken.

7.2.2 inform the parents/carers of the alleged victim that the allegation has been made and of the outcome.

7.2.3 where the allegation was made by a child or vulnerable adult other than the alleged victim, consideration will be given to informing the parents/carers of that other.

7.2.4 prepare a report outlining the allegation and giving reasons for the conclusion and confirming that the above action had been taken.

7.2.5 consider whether the allegation made against the member of staff was malicious. In such an event if the child or vulnerable adult is a student at the L&F Training Academy, an investigation under the L&F Training Academy Student

Disciplinary Procedures may be undertaken.

## **8 Records**

8.1 It is important that documents relating to an investigation are retained in a secure place, together with a written record of the outcome and, if disciplinary action is taken, details retained on the member of staff's personal and confidential file.

8.2 If a member of staff is dismissed or resigns before the disciplinary process is completed, he/she will be informed about the L&F Training Academy statutory duty to inform the Secretary of State for Education with reference to the Children and Vulnerable Adults Barred Lists.