
Child Protection

(Updated 27 Nov 09)

1. Hijaz College recognises its legal duty under the Children Act 1989 and 2004 to work with other agencies in protecting children from harm and responding to abuse. The Children Act 1989 gives every child the right to protection from abuse and exploitation.
2. Hijaz College has used the Leicestershire County Councils' policies and procedures regarding the protection of children as a guide in developing this policy. It also has a Designated Senior Person (DSP) responsible for the coordination of child protection procedures and for liaison with the appropriate agencies.

Child Protection Policy - General

3. The staff at Hijaz College seek to adopt an open, accepting and sensitive attitude towards students as a part of their responsibility for pastoral care. Child abuse may stem from the home, school or even a child's relative. Therefore it is necessary for Hijaz College to take all possible measures to prevent child abuse taking place.
4. All members of teaching and non-teaching staff including volunteers have a duty to prevent the physical and sexual and emotional abuse and neglect of children studying at Hijaz, whether they are boarders or day students.
5. All staff and volunteers on site have a duty to report any abuse discovered or suspected. This must immediately be brought to the attention of the DSP in writing.

6. All staff including volunteers have a responsibility to share information about the protection of children with the appropriate agencies such as Social Care and the Police.

7. Staff should also note that they must not:
 - ◆ Promise to keep the matter secret or confidential.
 - ◆ Interrogate children or ask leading questions.
 - ◆ Speak with anyone about whom allegations are made, even if the allegations are about a colleague or another adult; all allegations about possible inappropriate conduct by a member of staff should be written down and taken directly to the Chief Executive.
 - ◆ Staff who observe injuries, which appear to be non-accidental, or who are told anything significant by a student must record the information they have seen or been told and report this to the DSP.

9. If a child makes an allegation about abuse by their parent or carer, the DSP at Hijaz College will contact the appropriate Children's Social Care Office for advice before a decision is made about who will speak to the parents or carers and when.

10. If a child makes an allegation about abuse against a member of staff or volunteer at Hijaz College, the Chief Executive at Hijaz College will undertake a preliminary assessment of the allegation and then hold discussions with the DSP. Advice will be sought from the Local Authority designated Officer (LADO) about how to proceed.

11. A discussion will take place between the Local Authority Designated Officer (LADO) regarding the involvement of social care and/or the Police.
12. The DSP at Hijaz College will ensure that written records are kept securely.
13. All parents and carers of children attending Hijaz College will be given a copy of this policy upon request.
14. All members of staff, teaching and non-teaching, and volunteers will be appointed; subject to a police check (CRB) and two suitable references.
15. Hijaz College will review this policy every two years.
16. If a student is missing from College at least two members of staff must organise and conduct a search and an Incident Record Sheet must be completed.

Child Protection Procedures

17. Any concern about abuse brought to the attention of a member of staff must be reported to the DSP. Concerns about a member of staff may arise in many ways, including:
 - ◆ A direct allegation from child or parent(s)/carer(s).
 - ◆ A concern expressed by a colleague.
 - ◆ A criminal investigation.
 - ◆ Disciplinary procedures.

- ◆ Complaints procedures.
- ◆ Information from another authority.

18. The individual member of staff/volunteer/other adult must:

- ◆ Complete Form 1A as soon as possible and practicable, writing a dated and timed note of what has been disclosed, noticed, said or done.
- ◆ Report immediately to the DSP for child protection.
- ◆ Pass on the written record.

19. A discussion will then take place with the Chief Executive and a preliminary internal investigation will be undertaken to ascertain the merits of the accusation. This may require the temporary suspension of the staff member in question. The DSP of Hijaz College will discuss the matter with the member of staff and read and countersign Form 1A. If the accusation is deemed serious enough then within 1 working day the Local Authority will be informed. This is to prevent malicious accusations from disrupting the College and to prevent unruly students to cause unnecessary harm to the reputation of a member of staff.

20. Serious accusations are deemed to include Grievous Bodily Harm (with evidence of injury), sexual abuse, bullying and sufficient witnesses & opportunity for the above by the accused.

21. The DSP will then notify the Local Authority (LA) designated officer within 1 working day and a discussion will take place regarding the involvement of children's social care and /or the police.

22. If the allegation concerns the conduct of the DSP for Child Protection:

- ◆ Report this immediately to the Chief Executive.
 - ◆ Pass on the written record.
23. Form 1B must be completed by the member of staff that contacts the Local Safeguarding unit/social care or the police – this would normally be the DSP.
24. If a complaint or allegation is such that an investigation by children's social care and/ or the police is not necessary, the LA designated officer will discuss the matter with the Chief Executive.
25. The Chief Executive and the DSP will continue communicating with the relevant agencies as and when required.
26. The DSP will ensure that written records, which include the date, event and action taken, are maintained in a secure location.
27. Leicestershire County Council Safeguarding Unit: Children's Social Care office. When allegations are made against staff, contact Hilary Camp 0116 305 6545.

Induction and Training

28. Every new member of staff, including part-timers and temporary, visiting and contract staff, receives basic training on their responsibilities in being alert to the signs of abuse and bullying and on the procedures for recording and referring any concerns to the Child Protection Officer or the

Chief Executive. Child protection training is also given to new Governors and volunteers. Everyone attends refresher training at least every three years. Training in child protection is an essential part of the induction process.

Adult access to students and boarding accommodation

29. Students are protected from unsupervised contact at College with adults who have not been subject to the Colleges complete recruitment checking procedures and there is supervision of all unchecked visitors to the boarding premises.
30. All members of staff (including ancillary staff, sessional/contract staff and volunteers) must be satisfactorily checked with the Criminal Records Bureau before being allowed to work with students unsupervised.
31. Adults visiting student boarding accommodation must be supervised by permanent members of staff to prevent any incidents of unsupervised access to students or their accommodation.
32. On journeys to and from College, students cannot be entrusted to the care of adults who have not been satisfactorily checked with the Criminal Records Bureau. When students need to be transported to and from College, e.g. visits to the doctor or dentist, they must be escorted and supervised by a member of staff who has been Criminal Record Bureau checked.

33. All adults, not employed by the College but who are living in the same building accommodation as student boarding accommodation are required to sign a written agreement between them and the College. This agreement will outline the following:

- ◆ Terms of their accommodation
- ◆ Guidance on contact with students
- ◆ Their responsibilities to supervise their visitors
- ◆ The right of senior management to terminate their accommodation if there is evidence that they are unsuitable to have regular contact with children
- ◆ they notify an unrelated designated senior member of staff, if they are charged with, or convicted of, any offence

34. Anyone who refuses to sign this agreement or breaks the terms and conditions of their agreement their accommodation may be terminated immediately.

Access to and security of accommodation

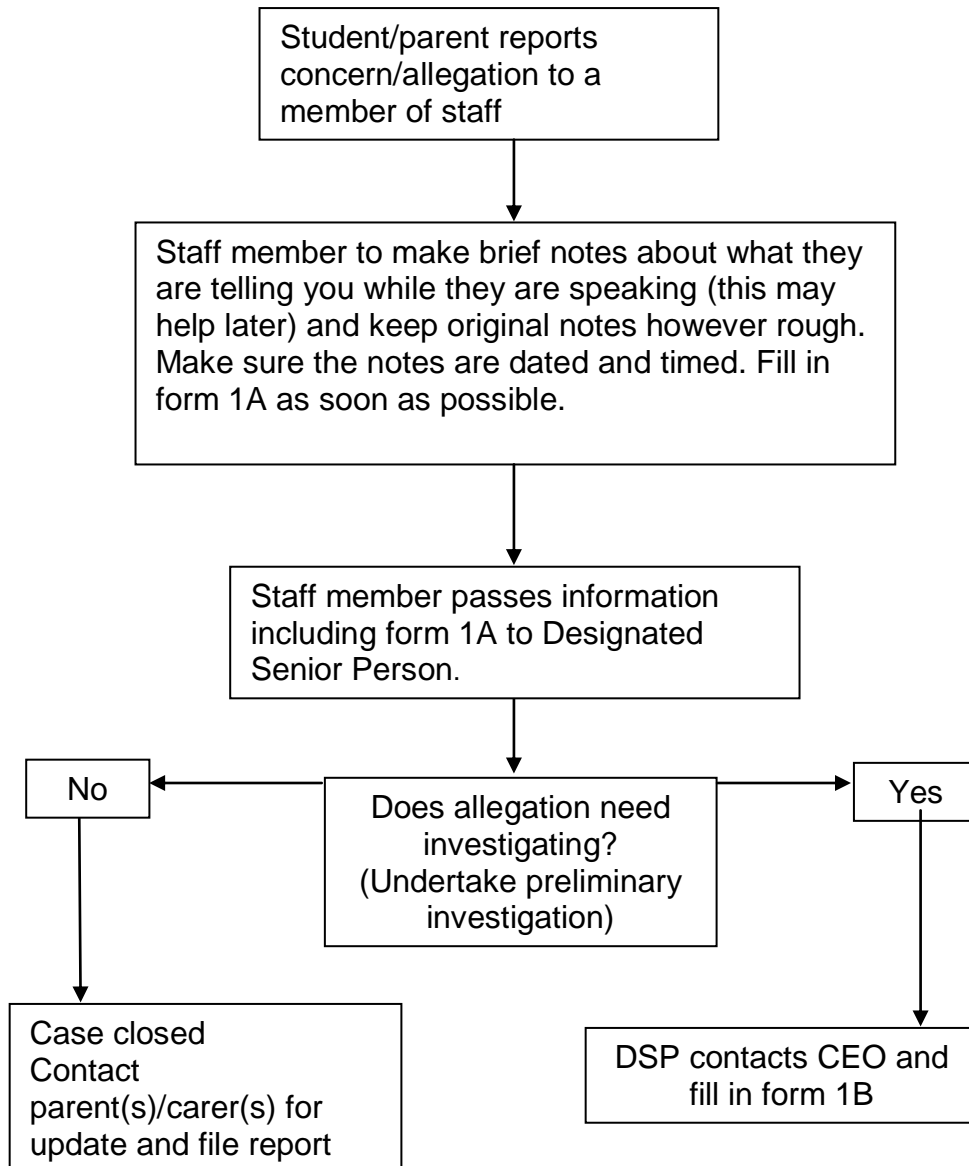
35. Student accommodation is reserved for the use of those boarders designated to use it, and protected from access by the public in the following ways:

- ◆ Boarders are made aware, through the student handbook and induction process, that living and sleeping areas are for the exclusive use of students only.
- ◆ All members of College staff, adults not employed by the College but living in the same building as boarding accommodation and adults visiting boarding accommodation are made aware that there is a clear

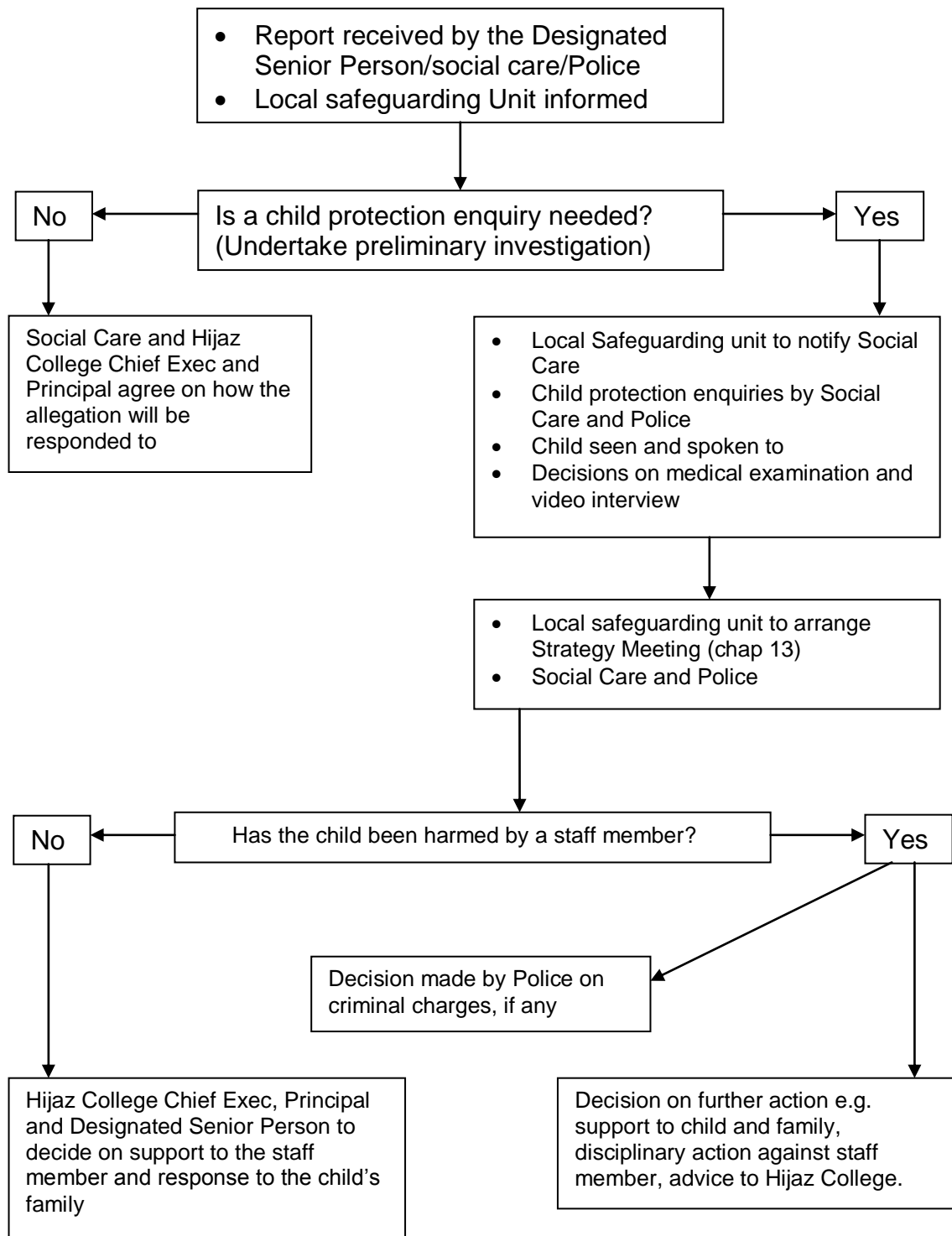
policy restricting access to College premises and boarders by people from outside the College.

- ◆ Measures are in place to prevent unauthorised access by the public to boarding houses and other College buildings used by boarders (e.g. security locks, restrictors on vulnerable windows, intruder alarms).
- ◆ There is a barrier in place on the drive leading up to the main College site and plans are under discussion to introduce password restricted entry to the College grounds
- ◆ CCTV surveillance cameras do not intrude on boarders' reasonable privacy and are monitored by staff who are responsible for College security.

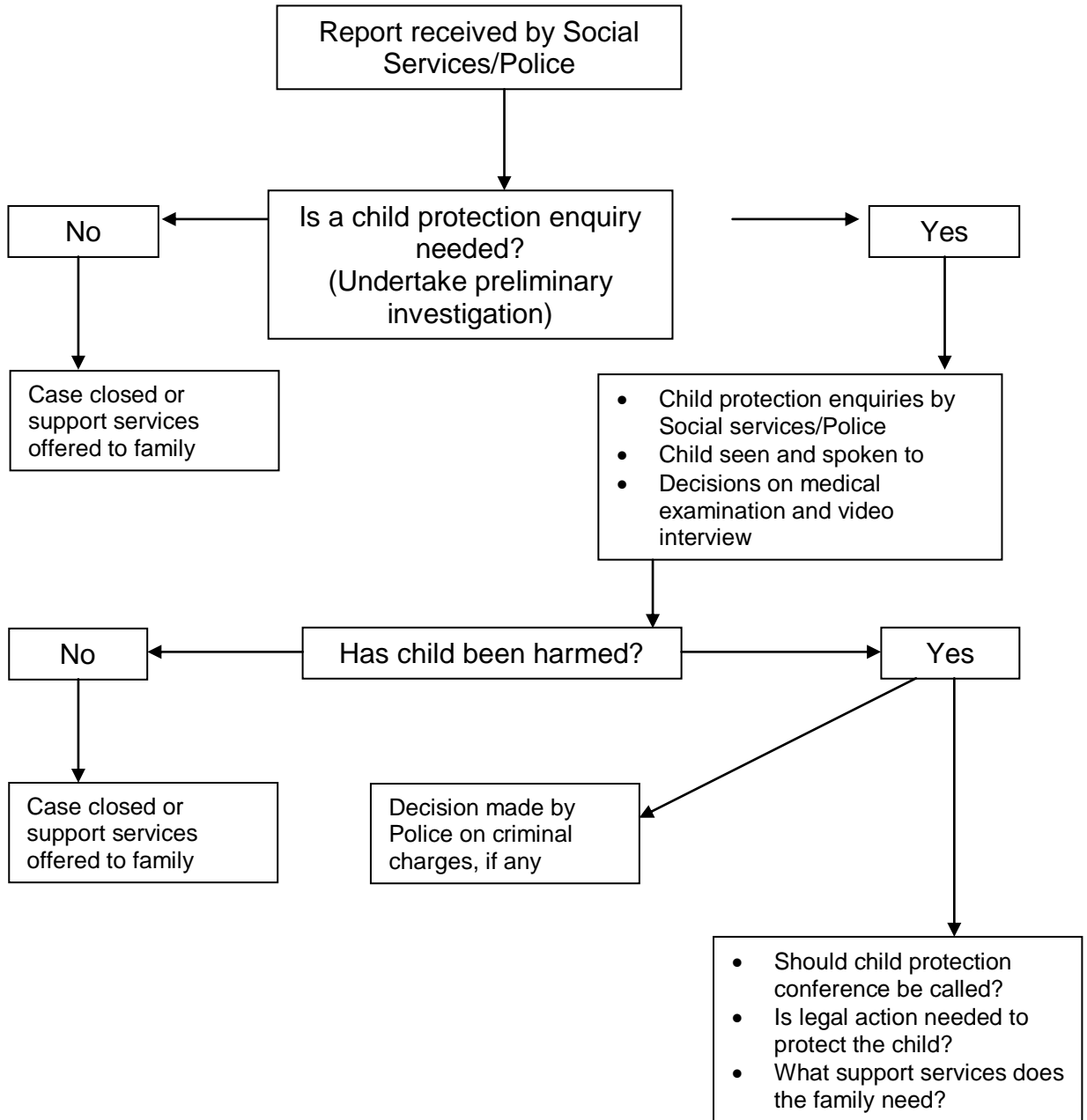
Flowchart 1: What to do if a concern is brought to your attention



Flowchart 2: Allegations made against a member of staff/volunteer



Flowchart 3: Child Protection Enquiries



Source Documents

1. "Child Protection Training (single Agency) "
Leicestershire county council, August 2006
2. "Chapter 13" from the Local Safeguarding Children Board- Procedures
http://www.lscb-llr.org.uk/chapter_13_may08.pdf
3. "Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings"
Produced by The National Network of Investigation and Referral Support Co-ordinators, DFES, September 2006
4. "Safe Children, Sound Learning, Guidance for Madrassahs"
Kirklees Council, July 2003