

“Keeping children Safe in Education”

Child Protection and Safeguarding Pupils in Centres Policy

Date Created:	24 th November 2015
Date Reviewed	1 st October 2017
Date For Review:	1 st October 2018

CONTEXT

“Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children

Various other statutory duties apply to other specific organisations working with children and families and are set out in this chapter”

Taken from HM Government [“Working together to safeguard children” 2015 Chapter 2 Paragraph 4 \(pages 52, 53 & 54\)](#)

[“Individual organisational responsibilities” Chapter 2 Paragraph 9 \(page 55\)](#)

Furthermore page 55 relates to “Individual organisational responsibilities” and duties of “Centres and colleges” within the Section of 175 and 157 of the Education Act 2002 and [“Keeping Children Safe in Education” September 2016](#).

**Footnote: reference to “Centre” = All Educational Settings throughout this document

AIMS

- The aim of the centre policy is to make all within the centre feel safe and have clear roles and responsibilities in place for that to happen. This policy replaces the previous policy of October 1st 2016
- The centre’s duty of care will be in line with Government Legislation and [Local Telford & Wrekin Safeguarding Children Board \(TWSCB\) Procedures](#)
- The protection of children is the responsibility of everyone. Primary responsibility for the care and protection of children rests with parents, but a range of services is available to help them in this task. Many referrals to agencies are made by parents seeking help for themselves. Relatives, friends and neighbours may also directly, or encourage families to, seek help or alert statutory authorities to children about whom they are concerned. All agencies with staff that are in direct contact with children and families must be involved.
- The safety and protection of all children is of paramount importance to all those involved in Education. For avoidance of doubt the role of governing bodies of maintained centres and non maintained special centres is set out in [“Keeping Children Safe in Education” September 2016 \(KCSIE\)](#), effective from September 5th 2016. This guidance coupled with [“Working Together to Safeguard Children” March 2015 Chapter 2](#) and the areas identified above within the context, is the blueprint for all inter agency working and should be available and accessible to all those responsible for children’s welfare. This centre policy reflects the “Keeping Children Safe in Education” guidance making it clear to Governing Bodies that staff in all centres and colleges should ensure that all staff read at least [part one of KCSIE](#) and signed as such although best practice would be for all staff to be acquainted with all sections of KCSIE.

PURPOSE

- Children can develop a special and close relationship with the centre/college community and view them as significant and trustworthy adults. For the purpose of these policies and for avoidance of doubt, the centre community shall include all those that work at the setting. Those being teachers, whole centre staff, governors, children, parents that play an active role regularly at the setting and volunteers.
- All of the centre community believe that our centre/college should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual child. As a centre we will follow the Department for Education advice. ['What to do if a child is being abused'](#)
- Parents/Carers need to be in no doubt that this policy is our commitment towards the statement above and we expect that they embrace everything that is documented in our policy. ***In principle parents sign up to our centre ethos, the law and the legislation that sits behind it.***
- It is not surprising therefore that a child, if they have been abused, may confide or disclose to a teacher or another member of staff. For staff to interpret any concerns this centre will assess each incident as it appears. In respect of assessing any bruising to a child this centre will refer to the ["Bruising of Children" guidance produced by the TWSCB](#) to assist their decision making. It is important to note that the four defined categories of abuse being;
 - **Physical**
 - **Sexual**
 - **Emotional**
 - **Neglect**

But not forgetting **bullying** which can transgress across all four definitions.

The 4 categories can be viewed in KCSIE 2016 page 11 and within;

["Information for all centre and college staff" September 2016 page 8 which précis Section 1 of KCSIE](#)

As a centre we also recognise that extremist views in children can be a sign of potential abuse and will be dealt with in the same way as other concerns. The same principle applies to Domestic Violence, Female Genital Mutilation, Honour Based Violence, Child trafficking, Modern Slavery Forced Marriage, Drug and Substance Misuse, Gang Activity, Fabricated and Induced Illness (**see Section 7 Child Welfare**)

- Because of the day to day interaction with children, centre staff are also in a unique position to notice any change in demeanour such as being quieter than usual, clingy towards staff, changes in appearance, being withdrawn or not wishing to go home at the end of the centre day. Or circumstances where staff may notice injuries, marks or bruises when for instance children are doing PE, games or swimming which might indicate a child has been abused.

[\(In line with Telford & Wrekin Safeguarding Children Board \(TWSCB\)-Child Protection Procedures, 2010 which are reviewed and updated on an ongoing basis\)](#)

STATEMENT ON CHILD PROTECTION

At the Linden Centre we agree that the safety, welfare and protection of all children is paramount and any delay in reporting concerns unacceptable. All staff will adhere to this principle and the child protection procedures established by the Telford & Wrekin Safeguarding Children Board (TWSCB) and the underlying principles that lie within it. Our policy will be published on our Centre website for all to view and reviewed annually. However, if need be, it may be reviewed and refined before this yearly commitment so that it is flexible to change and current with new legislation.

- We will work appropriately with each child, their family and other agencies to protect in all cases the welfare of the child Furthermore, will work in partnership and fulfil the ethos and abide by the principles of the thresholds guidance produced by Telford & Wrekin Council within the Family Connect Model [“The Child’s Journey in Telford & Wrekin”](#). Furthermore, all centre staff will be prepared to identify children who may benefit from early help. For avoidance of doubt, early help means this centre will provide support as soon as a problem emerges at any point in a child’s life from foundation through to teenage years.
- On occasions the centre, where necessary, may be asked to participate in multi agency meetings and in cases of sexually harmful behaviour (including social media and “sexting”), be asked to undertake a risk and vulnerability management plan. This centre will use the [TWSCB Risk & Vulnerability Management Plan-Sexually Harmful Behaviour](#) to assist them if this is deemed necessary and appropriate, so clear support is in place. Furthermore, centre recognise that children are capable of abusing their peers and it will not be tolerated, and whilst participating in the above processes, the centre will not pass off the abuse as “banter” or “part of growing up”.
- The centre/colleges role is to refer with the information received and **under no circumstances** become the investigator.
- The centre also works to the TWSCB procedures for all staff who work with children, where allegations may be made by a child/adult of abuse in any form. All staff will adhere to the procedures drawn up by the Board in line with national guidelines and supported by the TWSCB managing allegations against those working with children (Section 1.14) “Allegation Against Staff and Volunteers”, where this is managed by the TWSCB through the Local Authority Designated Officer (LADO). The process for managing allegations can be viewed at <http://westmidlands.procedures.org.uk/> and [Section 4 of KCSIE](#).
- This centre believes that those who work within the centre community are in positions of trust and as such codes of conduct are based on the underlying principle that the highest standards are expected from all. In line with KCSIE a separate code of conduct policy will be adapted by this setting for [Staff](#) and [Governors](#).
- The document [“Guidance for safer working practice for those working with children and young people in educational settings”](#) produced by the Safer Recruitment Consortium October 2015, provides excellent guidance on the expected standards of all those that work with children. All those in the centre community will be made aware of its existence and this will work alongside the separate code of conduct mentioned above and any established Human Resources processes currently in place.

- To ensure the safety and welfare of our children in our care, personal mobile phones are not permitted within this setting, when in the presence of children.
- Therefore we will ensure that the setting takes measures including;
 1. All mobile phones must be kept in a secure place and should not be accessed throughout contact time with the children.
 2. Photographs or images of any children within our care may only be taken following parental consent and only using the Centre camera and those images should remain within the setting.
 3. When on outings, mobile phones may only be used to make or receive phone calls relating directly to ensuring the safety and wellbeing of the children.
 4. Our own Mobile Phone use Policy that we can view.

KEY RESPONSIBILITIES

1. Headteacher and Management Committee

The Headteacher and Governors are committed to working together to create and maintain a safe learning environment for the children and young people attending the centre.

The Headteacher and Governors will follow the specific guidance as set out in paragraphs [Chapter 2 of “Working Together to Safeguard Children” 2015](#) and [“Keeping Children Safe in Education” September 2016](#) and will ensure that:

- clear arrangements are in place to encourage, facilitate and support the reporting of child welfare concerns, including instances where pupils are missing from centre
- that a Designated Safeguarding Lead (DSL) is available at all times whilst students are under direct supervision of centre staff
- provision is made for appropriate training, induction, support and supervision for DSL’s and other members of the centre’s community and workforce
- the centre works with the Local Authority Designated Officer (LADO) and appropriate partner agencies proactively to safeguard pupils
- records relating to safeguarding are kept safely and shared appropriately
- appropriate safeguarding policies are adopted, monitored and evaluated which will include areas such as:
 - ❖ child protection and safeguarding
 - ❖ bullying, harassment and discrimination
 - ❖ use of force and restraint and behaviour management
 - ❖ health and safety including use of equipment and provision of first aid
 - ❖ use of the internet, mobile phones and social networking sites
 - ❖ centre trips, placements, outdoor activities
 - ❖ drugs and substance misuse
 - ❖ codes of conduct for [staff](#) and [governors](#)
 - ❖ meeting the needs of pupils with special medical conditions
 - ❖ meeting the need of pupils in disseminating prescribed medications
 - ❖ extended services provision-(the extended services team provide separate guidance and support for centres)

- ❖ Intimate care
 - ❖ centre security
 - ❖ issues which may be specific to our local area or population, for example gang activity or knife crime
 - ❖ [“Speak Up” Policy](#)
- the centre premises are safe and that the centre grounds are not open to unwanted intruders but if public rights of way exist on centre grounds then appropriate risk assessments are undertaken
 - appointments to staff positions and other roles within the centre community are made following the safer recruitment guidance within KCSIE September 2016 and all appropriate vetting checks have been completed (see safer recruitment section)
 - approved safer recruitment training, as designated by the Lucy Faithfull Foundation Consortium, has been completed by appropriate members of selection panels (see safer recruitment section)
 - the centre’s single central record of recruitment and vetting checks covering all staff and others identified by the centre as having regular contact with children is kept up-to-date in line with Ofsted requirements.
 - the identity of visitors to the centre is checked, a record made in the visitors book, suitably identified/badged and that visitors are not left unsupervised within the centre.
 - The Designated Governor Safeguarding Lead has a Workbook of roles and responsibilities available which will ensure the completion of the Safeguarding s11 audit, on a yearly basis-[TWSCB s11 Safeguarding Self Assessment Toolkit Audit for Governors](#). These will be supplied by the Telford & Wrekin Council Safeguarding Children in Education Officer.

2. The Designated Safeguarding Lead’s (DSL’s)

The Designated Safeguarding Lead’s for child protection are:

Miss Rachael Brown
Miss Claire Harris

Guidance already referred to suggests this should be the Headteacher or another senior member of staff and best practice would be to have at least 2 nominated DSL’s for Child Protection and at least 1 Management Committee member. DSL’s form part of a Borough wide network of Centre DSL’s, where information is shared, in a 2 way process, with the Telford & Wrekin Council Safeguarding Children in Education Officer.

Responsibilities

- They have received DSL child protection training and will liaise in accordance with the TWSCB procedures and Telford & Wrekin People Services Team procedures (or other Human Resources procedures in the case of opt out). It is the professional responsibility of the DSL’s to update their own training gaps/needs with Level 2 updates which are held throughout the year and regularly offered by the TWSCB, conferences/workshops offered by private providers and other mainstream providers. If in doubt, “Keeping Children Safe in Education” September 2016 should be referred to for clarification about the role of DSL’s.

- The DSL will ensure that all staff has received appropriate child protection training within the advised timescales. These staff will include full time, temporary and volunteer staff. It is advised that the content reflects the requirements identified by the TWSCB.
- The DSL will make known to the whole centre community the location of the TWSCB website address <http://www.telfordsafeguardingboard.org.uk> where the policies & procedures are on view; these are regularly reviewed and updated by the TWSCB.
- The DSL will ensure that all members of staff will have completed an induction to child protection and safeguarding systems within the centre and satisfy themselves that that member of staff understands their responsibility for sharing a concern and with whom. Furthermore, all staff will receive regular safeguarding and child protection updates (for example, via e mail, e bulletins and staff meetings) to provide staff with relevant skills and knowledge to safeguard children effectively. This will also allow staff to contribute to and shape safeguarding arrangements and child protection policy.
- The DSL has direct referral links with the **Social Care Safeguarding Advisors & Safeguarding Team via the Family Connect Team 01952 385385**. For avoidance of doubt the DSL should be the point of contact with regard to referring a child if there are concerns about possible abuse. A formal [written request for service](#) should not delay a verbal discussion so that immediate action can be taken if necessary. However, any referral should be confirmed in writing within 48 hours.
- The DSL must make it clear to all staff that if the DSL or someone from the Senior Management Team is not available, then this should not delay in sharing any concerns about a child to the Safeguarding Advisors Team via The Family Connect Team on 01952 385385. However, this centre will ensure that there is always a nominated cover presence on site for Child Protection and Safeguarding issues
- The DSL keeps all written records of concerns about a child even if there is no need to make an immediate referral for action; this will include any e technology use issues that may cause indirect abuse to a child. E safety will be treated as any other form of abuse and recognition that bullying can transgress across all four defined categories of abuse including bullying and harassment.
- Ensuring that all such records are kept confidentially and securely and are separate from pupil records, ensuring that an indication of further record keeping in terms of child protection is marked on the pupils records.
- Ensuring that they or a senior colleague are available to attend any Strategy / Resolution / Conference / Professionals / CAF / TAC / MAPPA/CATE Risk Panels/PREVENT Channel Panel/Core Group or Planning Meetings as deemed necessary in the remit of child protection. Also that attendance by any centre staff includes key information to be tabled at the meeting, especially attendance figures which are considered a key element of all conference reports.
- Ensuring information regarding any pupil currently subject to a Child Protection Plan and deemed “at risk”, who is absent without explanation for two days, is shared with Children’s Services Family Connect Safeguarding Team.
- The Designated Safeguarding Lead has a Workbook and will ensure the completion, on a yearly basis, of the [TWSCB s11 Safeguarding Self Assessment Toolkit Audit](#).

These will be supplied by the Telford & Wrekin Council Safeguarding Children in Education Officer.

3. The Staff

- All those in the centre community, including supply teachers, visiting professionals working with students in the centre (e.g. counsellors), those who support sex education (e.g. centre nurse), external providers of centre activities and those supporting centre visits, are informed of the name of the DSL's and the centre procedures for protecting children, for example, how to report their concerns, suspicions and how to receive, record and report disclosures:
 - ❖ during their first induction to the centre
 - ❖ through a copy of this policy
 - ❖ through the staff handbook
 - ❖ through induction/supply teachers' booklet
- All staff are required to be alert to signs of abuse. They should report any concerns or suspicions if not immediately, as soon as possible, that day to the DSL. If in doubt they should talk with the DSL(s), **delay is unacceptable**.
- We recognise that children cannot be expected to raise concerns in an environment where colleagues fail to do so. All of the centre community should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. Unacceptable standards, conduct or behaviour should be challenged appropriately at the outset, and will not be tolerated. A separate code of conduct policy has been adopted by this centre.
- We will adopt the **"Speak Up" Telford & Wrekin Policy** on raising concerns. However, where staff feel that they cannot report a concern through the above channels general guidance can be found at **Advice on whistleblowing**. The **NSPCC whistleblowing helpline** is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call **0800 028 0285** or e mail **help@nspcc.org.uk**
- Provision to view the TWSCB website should be made accessible to all staff. In the first instance if computer access is needed this should be requested through:

Miss Rachael Brown
Miss Claire Harris

4. Response in Centre

Reporting to the DSL

Any concern must be discussed with Rachael Brown or Claire Harris, or another DSL member of the Senior Management Team, as soon as is possible, no later than the end of the morning or afternoon session of that day. In Primary settings this must be the Headteacher or the Deputy.

Immediate Response to the Child

- It is vital that our actions do not abuse the child further or prejudice an investigation, for example:
 - ❖ listen to the child, if you are shocked by what is being said, try not to show it.

- ❖ it is OK to observe bruises but not to ask a child to remove their clothing to observe them.
- ❖ if a disclosure is made, the pace should be dictated by the child, without the child being pressed for detail or by asking leading questions such as “what did he/she do next?” or “where did he/she touch you?” **It is our role to listen not to investigate.** Use open questions such as “is there anything else you want to tell me?” or “yes?” or “and?”
- ❖ accept what the child says. Be careful not to burden them with guilt by asking “why didn’t you tell me before?” or “why did you let it happen”.
- ❖ do acknowledge how hard it was for them to tell you this and reassure them that they have done absolutely the right thing by telling you.
- ❖ don’t criticise the alleged perpetrator, the child may have warm feelings for them, but merely wish any abuse to stop.
- ❖ **don’t promise confidentiality**, reassure the child that they have done the right thing, explain whom you will have to tell (the DSL) and why; and, depending on their age, what the next stage will be. It is important that you don’t make promises that you cannot keep such as “I’ll stay with you all the time” or “It will be all right now”.

Recording Information

- Make some brief handwritten notes at the time or immediately afterwards; record the date, time, place and context of disclosure or concern, recording facts, who you shared them with and not assumption, supposition and interpretation.
- Also record where you spoke with them and personal safety details such as “I discussed the incident with the child in the Head’s office with the door open” or justify if it were closed, but naming those who you told this to be the case. If alone, reason that rationale stating “the child stated they would only confide in me if I was alone”.
- If it is observation of bruising or an injury try to record detail, e.g. “right arm above elbow”, “bruise noticed on fleshy part leg”.
- Note the non-verbal behaviour and the key words in the language used by the child (try not to translate into ‘proper terms’ ensuring that you use the child’s own words). Body language should be noted and support any disclosure.
- It is important to retain on file signed original handwritten notes and pass them on to the DSL’s who may ask you to complete a Family Connect Safeguarding Team referral request for service form.

Support for Children & Staff

Children.

- The child would be made aware of the centre Pastoral/Counsellor’s work and offered access to that or any other appropriate service if needed.
- Recognition that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self worth. We recognise that a child may feel self blame and we will ensure that all children know there is an adult in the centre whom they can approach if they are worried or in difficulty.

- Recognition that the centre may provide the only stability in the lives of children who have or who are at risk from harm. The centre community will therefore establish an ethos where children feel secure and are encouraged to talk and are always listened to.
- Acceptance that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn. We will ensure PSHE curriculum opportunities which equip children with the skills they need to stay safe from harm.
- Our policy on bullying and racist incidents is set out in separate documents and acknowledges that to allow or condone bullying or racism may lead to consideration under child protection procedures. These will be documented like all other incidents. Any bullying whether racist, emotional, physical, sexist, homophobic, extremist, cyber or in any other forms will not be tolerated under any circumstances.
- Children in Care (CIC) have access to a DSL in our centre/college, where they can seek support, where in certain circumstances the needs are specific or different. This may be the same DSL for all centre/college child protection issues but in some cases it is not. Our centre/college recognises the Children in Care Policy and which we will adhere to.

Staff-Disclosures and Allegations

- Staff (to whom a disclosure was made, who will be supporting the child and who might be attending, strategy and case conferences) would be able to liaise with the DSL, with the minimum number of people involved who have “a need to know basis” of detail.
- Of the staff not directly involved they will be informed on a “need to know basis”.
- Staff may also need support either as a person who has received a disclosure or if an allegation has been made against them and subsequently needs investigation to conclusion. In both cases support should be offered and Human Resources Business Partner for your centre consulted appropriately.
- Staff should not accept personal invitation visits to the homes of children unless permission or instruction has been sought from the Head teacher and it is viewed as a professional appointment, for example supporting Education Welfare issues etc. This should be viewed on a case by case basis. To support this, guidance from the **Department of Education (September 2010) states “Meetings with pupils away from the centre premises should only be arranged with the specified approval of the Headteacher and the prior permission of the pupil in question”.**
- We accept this guidance from the Department of Education (September 2010) stating that in the case of private meetings; **“Staff and volunteers should be aware that private meetings with individual pupils could give cause for concern. There will be occasions when a confidential interview or a one-to-one meeting is necessary. Such interviews should be conducted in a room with visual access or an area which is likely to be frequented by other people. Another pupil or adult should be present or nearby. Where conditions cannot apply, staff should ensure that another adult knows that the interview is taking place”.**
- Staff should be advised to seek support from their Professional Association or Trade Union if it is needed.

- All staff/governor meetings will have Child Protection and Safeguarding as a standing agenda item on all meetings; this is testament to our centre/college making these priority areas and at the forefront of our minds.
- The process of managing allegations against those who work with children can be viewed on <http://westmidlands.procedures.org.uk/> Section 1.14 “Allegations Against Staff or Volunteers”.
- The centre has internal procedures and processes in place for dealing with allegations and will follow TWSCB Policies & Procedures and involve the DSL in centre. The procedures make it clear that all allegations are to be reported straight away, normally to the Head teacher or Principal for referral if necessary. The procedures also allow for the Chair of Governors to be informed. If the Head teacher or Principal themselves are the subject of the allegation, the Deputy Head and DSL (if not the Head) will liaise with the Chair of Governors and follow the appropriate process. The TWSCB procedures allow for the Local Authority Designated Officer (LADO) to be party and responsible for monitoring cases to conclusion.
- To avoid potential allegations and for the safety and welfare of pupils and the protection of staff, we will make classrooms highly visible places whereby easy viewing is possible, this is in light of national Serious Case Review recommendations and lessons learnt from them. Therefore, the masking of windows will be forbidden and as such treated as a health & safety issue for the protection of all. There may be exceptional circumstances where masking of classrooms is needed and justified, for example for the teaching of drama, in these cases the Head will make a judgement on a case by case basis being appropriate, balanced and proportionate.

Confidentiality

- If abuse is suspected, information should be given directly to the DSL for child protection or, in their absence, to another member of the DSL of the Senior Management Team.
- The personal information about all families is regarded by those who work in this centre as confidential. All staff need to be aware of the confidential nature of personal information and will aim to maintain this confidentiality in all areas of the centre.
- Staff should understand they need know only enough to prepare them to act with sensitivity to a child and to refer concerns appropriately. It is inappropriate to provide all staff with detailed information about the child, the incident, the family and the consequent actions.
- Staff have a professional responsibility to share relevant information about the protection of children with other professionals, particularly investigating agencies.
- If a child confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the child sensitively that he/she has a responsibility to refer cases of alleged abuse to the appropriate agencies for the welfare of that child.
- Within that context, the child should however be reassured that this will be shared on a “need to know” basis. If conversations need to take place and confidentiality is paramount to welfare, then these conversations will be held in appropriate settings and

away from any general areas, where that confidentiality may be compromised. Further details on information sharing can be viewed at the Department of Education website.

Parents & Carers

- Parents and Carers play an important role in protecting their children from abuse. The centre is required to consider the safety of the child and should a concern arise, professional advice will be sought prior to contacting parents/carers. If deemed appropriate parents/carers will be contacted, and the centre will continue to work with the parents/carers to support the needs of their child. Gaining consent from the parents/carers will be sought, although in exceptional circumstances and with the best interests of the child being considered, this may be overridden.
- The centre aims to help parents understand that the centre, like all others, has a responsibility for the welfare of all children and has a duty to refer cases to Family Connect in the interests of the child. The Governors will include a child protection statement in the centre e prospectus and all parents can view a copy of this policy. The policy will be made available electronically via the centres portal website.
- The centre takes seriously its duties to assist parents and help them with on line safeguarding resources. As such, we will make them aware of the web page **Parent Info** which a comprehensive, free resource for centres and parents is covering a range of safeguarding topics and information about apps and when they are updated etc. The content is updated by CEOP (Child Exploitation & Online Protection Centre) and can be found at <http://parentinfo.org/>
- Parents/Carers that may have concerns regarding a whole centre staff member can in the first instance raise those with the Headteacher, DSL or Governing Body of the centre for further exploration. This may involve sharing those concerns with the relevant agencies. Where the parent/carers may have concerns regarding the Headteacher, the Governor for Child Protection or Deputy Head should be consulted in the first instance.
- Parents/Carers can liaise with Ofsted on such conduct issues or regulatory concerns, advice can be found on its website www.ofsted.gov.uk or contact can be made direct to Ofsted on; Helpline (08456 40445) or a Whistle-blowing line (08456 404046). Parents/Carers can also access **“Parent View”** which is an online survey questionnaire where parents/carers can give their views on 12 statements from strongly agree to strongly disagree. The statements relating to safeguarding are:
 - **my child is happy at this centre**
 - **my child feels safe at this centre**
 - **my child is well looked after at this centre**
 - **this centre deals effectively with bullying**
 - **this centre responds well to any concerns I raise**
- We will keep parents/carers informed in all areas of safeguarding and child protection through the regular methods of interaction such as parent’s/carers evenings, newsletters and through the centre/college learning platform portal. We will also monitor “Parent View” at regular intervals and seek to quickly address any concerns

with parents/carers that may be expressed on this site. At the start of any inspection process we will make available a list of no named referrals that have been made to the DSL, those subsequently referred to the local authority and brief details of resolutions, with the aim being a transparency of operation.

- This centre wish to make it clear to parents the standards, behaviour and respect we expect from them and conversely from us. In relation to this we understand that on some occasions tensions can run high where safeguarding concerns arise and need to be discussed, but for the safety of all we wish to remind parents that although centres are fulfilling a public function, centres are private places. This centre will therefore act to ensure they remain a safe place for pupils, staff and other members of the community. The public has no automatic right of entry. The same principles of safety will apply to social media issues where we will ***expect parents to talk to centre in the first instance, before taking to social media to express their thoughts***
- If a parent's behaviour is a cause for concern, the centre will ask him/her to leave centre premises. We wish to make it clear that in serious cases, the Headteacher or the local authority can/will notify parents in writing that their implied licence to be on the centre premises is temporarily revoked, subject to any representations that the parent may wish to make. This centre will give parents the opportunity to formally express their views on the decision to bar in writing and this will be reviewed via the formal Complaints stand alone policy. The content above has been adopted by this centre from Department of Education advice "**Best Practice Advice for Centre Complaints Procedures 2016**"

Record Keeping

- The present policy for record keeping is to chronologically record concerns in a confidential file, including details of dates, times, staff involved and action taken. These should be handwritten but can be typed up to sit alongside handwritten notes. **Never discard handwritten notes.**
- Copies of e mail streams are also useful additions which can clearly document sequential action. Again, these should be used alongside handwritten notes and by no means be regarded as a substitute action. It is preferable not to name children in an e mail, but if they are then this should be password protected.
- In the absence of a national standards framework across the country for record keeping we have adopted guidance from Telford & Wrekin Safeguarding Board "[**Workbook Guidelines for Child Protection Records, Transfer, Retention & Archiving**](#)" (July 1st 2017) to keep our systems robust with the latest current advice.
- If as a centre we prefer to note down these concerns in a specific file/book, we will ensure that it is not loose-leaf or ring binder style. Any books used shall be bound and in line with the guidance above or a suitable system will be employed which ensures security and the style of our centre management of records, if books are not used. By using a specific centre process, the concerns can then be noted sequentially to match the child's journey with us, with each entry noted for that child alone. It is our intention to tell a child's story during the time of their education with us.
- This Centre is looking to adopt an electronically maintained recording system called Child Protection Online Management System (CPOMS). The CPOMS system is a totally secure system of record keeping which enables us to quickly encapsulate a child

journey with us. We will ensure that a restricted number of staff will have full access to this system as named key holders.

- The records are reviewed annually in the Summer Term by the DSL's and checked to be chronological, tidy, legible and factual in content. This should be undertaken each year, as records may sometimes be immediately required by Professionals. Where reports are needed for Child Protection Conferences these should include attendance figures where the child is of compulsory centre age.
- Where children are transferring to other centres within and outside of the district we will follow the transfer guidance within the Workbook Guidelines. This includes any transfer to Further Education Colleges
- Access to these records should be clearly stated as to whom—i.e. DSL's, Headteacher, Head of Year, Senior Management Team or as the centre feels appropriate.
- All child protection records are clearly marked as such and are kept securely locked on the premises. Withdrawal from the centre by staff will be noted and signed for, as will files released to Professionals, such as the Group Solicitor, Safeguarding/Child Protection Officers, LADO, NSPCC or Police Teams. We will follow the Workbook Guidelines guidance on release and return.
- In respect of files being released when requested by the Police under [Section 29 of the Data Protection Act a Form A222](#) should accompany that release and a copy will be retained for our records. Also we will consider the [7 Golden Rules for Information Sharing](#). If in any doubt we will seek advice from the [T&W Information Governance Team](#) on 383103
- Upon releasing records the centre will request ID Badges for release.
- No named statistics in relation to Child Protection are an important part of performance information. Since 1 October 2011 each DSL has access to a DSL Workbook. This information will be collated in the Workbook and will inform the Head and the Governing Body of how our centre is coping with child protection issues. These will be entered and updated on a regular basis either in the Workbook or within the CPOMS process. [The Workbook for DSL's and Governors can be downloaded here.](#)

5. When a Child Transfers to Another Centre

- If a child is subject to a Child Protection Plan deemed at risk, the child's key worker within Social Care will be contacted by the DSL.
- When a child changes centre within or outside the authority, all child protection records will be passed on to the DSL of the next educational setting by the current DSL Person or Headteacher, or to Social Care within the authority if the child is transferring to another authority. If the child is transferring/leaving to another centre within term time, best practice would be for a signed record/or hard copy acknowledgement that the transfer of files has taken place. The current host centre in this process should **not** photocopy and retain child protection records as this is deemed from the Information Commissioners Office that this would contravene the Data Protection Act, but rather produce a chronology to pass on and retain a copy of this chronology for themselves for audit purposes, this would be deemed as best practice. We will follow the Workbook Guidance in all circumstances.

6. Retention of Children's Files

All centres must keep educational records on their children. These should include:

- copies of the reports which have been sent to parents/carers on the child's achievements, as well as other records about those achievements
- exchanges of correspondence between parents/carers and the centre
- any information the centre has on the child's education from the local authority
- any statement of special educational needs
- any personal educational plan

There may be other records kept like details of attendance, exclusions, behaviour and family background. This is not compulsory but would be viewed as "best practice". The educational record does not include the notes that a teacher makes for his or her own use only.

The Child Protection file is a separate file to the educational records. It must be noted that if files are asked to be secured, both files are key elements in any processes for which they are needed. It is important that on releasing files they are signed for on release and on return.

Pupil record files must be kept until the individual reaches the age of 25 years. At this point the file should be shredded. Also a useful document to be familiar with is the ["Records Management Toolkit for Centres" Version 4 May 2012 guidance from the Information and Records Management Society](#) and ["Workbook Guidelines for Child Protection Records, Transfer, Retention & Archiving" TWSCB July 1st 2017](#)

Further information is available via: www.education.gov.uk and www.direct.gov.uk

7. Children's Welfare

- **Poor or Irregular Attendance**-**"Centre staff need to be particularly sensitive to signs which may indicate possible safeguarding concerns. This could include for example, poor or irregular attendance or children missing from education"** (Ofsted September 2009). The recognised figure for persistence absence being less than 90%, although concerns may still be raised if above this. The centre will comply with the statutory guidance ["Children Missing Education" \(September 2016\)](#)
- In respect of this and at a local Telford & Wrekin Council level, the centre will require behaviour and attendance leads to refer to and use the established protocol document of notification to the Local Authority, filling out the appropriate paperwork, ["Policies and Procedures for Identifying Children Not Receiving Education \(CNRE\) and Children Missing Education \(CME\)" Telford & Wrekin Council \(September 2016\)](#). This document has a further two supplementary elements that will be complied with and adhered to ["Modified Timetable Protocol" Telford & Wrekin \(September 2016\)](#) and ["Children Out of Centre Protocol" Telford & Wrekin Council \(September 2016\)](#).
- **Forced Marriage, Honour Based Violence & FGM**-Where issues may be raised of Forced Marriage, Honour Based Violence or Female Genital Mutilation (FGM) whether by people within centre community, the wider community, older or younger children in all centre settings, we will follow Government guidance; ["Handling cases of Forced](#)

["Marriage" \(multi agency practice guidelines\) June 2009](#) ["Female Genital Mutilation" \(multi agency practice guidelines\) HM Government 2014 pages 42-44](#) and [Home Office "Mandatory reporting of female genital mutilation: procedural information" October 2015](#) and further advice from the Home Office [for all professionals and agencies "Multi-agency statutory guidance on female genital mutilation" April 2016.](#)

- In respect of FGM this centre will adopt the local [TWSCB "FGM Practice Guidelines and Resource Pack"](#) as part of safeguarding responsibilities and inform/educate our staff in this particular area.
- We will consult appropriately and sensitively, in a two way process, in line with that national guidance current, future and local procedure. This centre recognises that FGM is against the law and can happen across all ranges of educational settings and we will alert staff to free on line training at www.fgmelearning.co.uk. Furthermore, this centre wish to make it clear that in line with Section 74 of the Serious Crime Act 2015 that "If a **teacher**, in the course of their work in the profession, discovers that an act of Female Genital Mutilation appears to have been carried out on a girl under the age of 18 the **teacher** must report this to the police"
- **Child Sexual Exploitation**-Where we as a centre may feel that children may be being abused through exploitation (CATE), we will consult in the normal way with the Safeguarding Team Helpdesk via The Family Connect Team on 01952 385385 and seek advice as to whether the incident follows a [CSE Care Support Pathway](#). The concerns will be followed through sensitively and appropriately with fellow professionals and the [CATE Referral Form](#) will be completed. In relation to the fortnightly CATE Risk Panels, where concerns are expressed around a child attending our centre, we will ensure attendance whenever possible as part of the established multi agency process. In addition we have noted and made relevant staff aware of the ["Child Sexual Exploitation-Definition and guidance for practioners" issued by the DfE February 2017](#). Along side this we have taken the same steps and made all staff aware of the [CSE Warnings Checklist](#).
- **Potential victims of Modern Slavery and Child Human Trafficking**-Modern slavery, including child trafficking, is child abuse. If as a centre we become aware or have suspicions that a child may have or is being exploited or trafficked, we will contact Family Connect in the normal manner to seek advice and support. All children, irrespective of their immigration status, are entitled to safeguarding and protection under the law. This centre recognises this as any normal child protection referral and potential victims of trafficking and modern slavery can be of any nationality and may include British children. This may cover not only those trafficked for sexual exploitation but those trafficked as drug carriers internally in the UK.
- **Children Leaving Centre without Permission**-Where children leave the classroom or leave centre grounds without permission, this is covered within our behaviour management policy and is also set against the backdrop of the legal framework of the **Children Act 1989 s3 (5)**; "Anyone who has care of a child without parental responsibility may do what is "reasonable" in all the circumstances to safeguard and promote the child's welfare. It is likely to be "reasonable" to inform the police, or children's services departments, and, if appropriate, their parents, of the child/young person's safety and whereabouts."
- However in principle, if a pupil runs out of class we will establish where he or she has gone. For avoidance of doubt and for all within and outside of the centre, teachers will

not run after them but will send a message to the office for adult support. It is advisable to keep a watchful eye on any child who has taken themselves out of the centre building and possibly out of the centre grounds, unless this watchful eye provokes the child to run further. It is and will be a judgement call for staff to take what they feel is **“reasonable”** action in line with the advice above. If a child is no longer on centre premises, parents/carers will be contacted in the first instance. If they are not at home or contactable the police will be informed that a pupil has left centre and is at risk.

- **Children That Have Gone Missing (flowchart)**-Where children have gone missing and not in manner of the above we will follow the **“Local Missing Children Process” January 2016.**
- **Private Fostering-** A private fostering arrangement occurs when someone other than a parent or close relative cares for a child for a period of 28 days or more, with the agreement of the child’s parents. It applies to children under the age of 16, or under the age of 18 if the child is disabled. Children who are looked after by the local authority or who are placed in a residential centre, Children’s home or hospital are not considered to be privately fostered. Most privately fostered children remain safe and well, but safeguarding concerns have been raised in some cases where so called “sofa surfing” has been evident. It is important that centres are alert to possible safeguarding issues, including the possibility that a child has been trafficked into the country.
- By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify Children’s Social Care as soon as possible. When the centre becomes aware of a private fostering arrangement for a student that has not been notified to Children’s Social Care, the centre will encourage parents and private foster carers to notify Children’s Social Care and will share information to Children’s Social Care as appropriate.
- **Drug and Substance misuse-**Where issues come to attention of the centre in relation to drugs and substance misuse we will follow the non statutory advice contained within **“DfE and ACPO drug advice for centres” September 2012.** This document clearly sets out issues around broader behaviour and pastoral support, as well as managing drugs and drug related incidents within our centre. The document produced by the Department of Education and the Association of Chief Police Officers clearly sets out the role of centres, their powers and what centres can do. Coupled with this preventative and supportive approach this will sit hand in hand with our statutory functions of child protection and the alerting to established referral procedures and the law of the land. Our drugs policy is a stand alone policy but for avoidance of doubt our stance and our approach is stated here.
- **Domestic Violence and Serious Harm-**Research increasingly indicates that Domestic Violence/Serious Harm in any form can and does have an impact on children and young people of all ages and backgrounds. For the avoidance of doubt, and in the spirit of children’s welfare, this centre will liaise with agencies in a two way process where Domestic Violence/Serious Harm is a factor in the household. Children within our care will be supported where needed and centre available for them. This centre is part of the Operation Encompass process where Domestic Violence issues are shared directly with centre, so that centre have an initial awareness. To this end, we will be part of any agency referral, in a two way process, such as the Domestic Violence MARAC (Multi Agency Risk Assessment Conferences), MAPPA (Multi

Agency Public Protection Arrangements) or any other named agencies where these specific issues are a factor that may impair and impact on a child's development.

- **Fabricated and Induced Illness**

“The fabrication or induction of illness in children is a relatively rare form of child abuse. Where concerns exist about fabricated or induced illness, it requires professionals to work together, evaluating all the available evidence, in order to reach an understanding of the reasons for the child's signs and symptoms of illness. At all times professionals need to keep an open mind to ensure that they have not missed a vital piece of information”. [Taken from "Safeguarding Children in whom illness is fabricated or induced" HM Government](#). This supplementary guidance to ["Working Together to Safeguard Children" will be adopted by this establishment and we will adhere to our duties to refer as set out on pages 31 & 32 paragraphs 3.84-3.89](#)

- **Youth Violence and Gang Activity**

“The vast majority of young people and educational establishments will not be affected by serious violence or gangs. However, where these problems do occur there will almost certainly be a significant impact.” [Taken from the Home Office "Preventing youth violence and gang involvement Practical advice for centres and colleges"](#) In light of this we will embrace the Home Office document and follow this guidance which clearly sets out understanding the issue, seeking support, working with local partners, early intervention and legal powers for staff. Our educational establishment has a duty and a responsibility to protect our students and staff and we recognise dealing with violence also helps attainment. To this end we will ensure students must;

- feel safe at our setting all the time
- understand very clearly what safe situations are; and
- be highly aware of how to keep themselves and others safe

- **Extremism, Radicalisation & the PREVENT Agenda**

- Extremist views by anyone in centre will not be tolerated. Therefore, we will take and expect quick and decisive action where issues of this nature are brought to our attention and we as a centre will follow the [PREVENT duty departmental advice for centres and childcare providers June 2015](#). Namely, that we expect staff to encourage pupils to respect the fundamental British Values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. Staff should ensure that partisan political views are not promoted in the teaching of any subject in the centre and where political issues are brought to the attention of pupils; reasonably practicable steps have been taken to offer a balanced presentation of opposing views. **We will treat extremism and radicalisation like any other child protection referral.**
- As a centre we have procedures in place to monitor IT usage and have a duty to seek advice and explore by filtering suspicious content being viewed. Those within and outside the centre community should be left in no doubt our duty to cooperate under the law. Further details are included in Section 10 of this policy.
- We will ensure that every frontline member of staff in centre has received a **Workshop to Raise Awareness of Prevent (WRAP 3 Training)** as identified in the [PREVENT Duty Guidance 2015](#) and delivered by an approved WRAP 3 trainer.

- As a centre if we feel children are being abused through extremism or being radicalised, we will consult directly with Family Connect and the police PREVENT Team and seek advice. This is done with a [PREVENT referral form](#) (please see [the flowchart](#)) for avoidance of doubt any PREVENT referral will be sent to **Family Connect and the Police**. As with all referrals this referral will be dealt with appropriately with professionals. If it is deemed from the PREVENT Team that the intervention is not criminal and does not warrant a Channel Panel, but needs local support, we will work with those professional leads for Telford & Wrekin Council. Presently those being **Paul Fenn and Jas Bedesha**. Our policy also recognises that the local police can be contacted in imminent circumstances on **01386 591835/591825 or 591816** and at prevent@warwickshireandwestmercia.pnn.police.uk

8. Health & Safety and Physical Intervention

- Policies on Health & Safety and Physical Intervention are set out in separate documentation. It reflects the consideration we give to the protection of our children both within the centre environment and when away from the centre when undertaking centre trips and visits. There is separate documentation for this and we will liaise and contact Jo Barnett (T&W Outdoor Education Service Manager 382057) for the relevant guidance to follow refer to www.twccommercial.co.uk/educationalvisits

9. Training

- The Centre will set aside a sum of money per annum to be agreed within its budget as contingency for training, updates and for attendance at inter-agency meetings for Miss Rachael Brown and Miss Claire Harris.
- All new staff receives knowledge of how to access the TWSCB policies & procedures on induction and access whole centre training when held.

10. Safer Recruitment and Online Safety

- It was proposed that Safer Recruitment Training is a requirement from 1 January 2010. The proposal is that from this date, at least 1 person involved in interviewing an applicant for a post of Headteacher, Deputy Headteacher, Teacher or member of the whole centre support staff must have completed the safer recruitment training. This training can be received from any provider but must be accredited by The Lucy Faithfull Consortium; this is acknowledged as the required provider's qualification. This will continue to be part of our policy on child protection. This requirement states that centres should access "suitable" training. The centre maintain the right to seek this training from reputable accredited providers that they choose. However, on each interview panel will clearly officially mark as to whom on the panel is the person who has been fully "Safer Recruitment" trained.
- All staff working in the centre/college community will be subject to enhanced Disclosure Barring Service (DBS) checks and the centre adhere and comply with ["Keeping Children Safe in Education" Statutory Guidance \(September 2016\)-Section 3 Safer Recruitment](#)
- All within the centre community must adhere to ["The Corporate Information Security Policy \(CISP\)](#) including ["Acceptable Use of Equipment"](#) and the ["Social Media Policy-Acceptable Use for Employees"](#); the centre will make all aware of its

existence and importance. Where appropriate, intervention will take place when anyone uses e-technology in an unacceptable fashion.

- Authority wide monitoring software is used within all centres and will be reviewed, updated and checked regularly. This addresses and includes all on line risk of harm, including risks posed by the online activity of extremist and terrorist groups. On occasions unacceptable websites might be accessed inadvertently; if this occurs then this should be closed down immediately and logged and reported to Senior Management and to the ICT Team.
- It is recognised at this centre that all Information Technology, whether personal or work based, is **a whole centre issue** and all staff has a duty to be vigilant. The policies already mentioned cover the extent of this activity and its suitability, staff and pupils are to be left in no doubt that contravention of them will be forwarded to the appropriate agencies to be dealt with.
- Some useful guidance around Facebook and associated social networking **[“Facebook Checklist” produced by the UK Safer Internet Centre](#)** will form part of staff awareness training.
- E safety is a major concern for all professionals’ not only Social Media forums but issues around **[“sexting”](#)**. For information and support in these areas the following websites below are available for all staff and parents to view. The sites are for all age groups, parents and carers. which will form the basis and assist with e safety education, support and policy in our centre.
- <http://swqfl.org.uk/> www.thinkuknow.co.uk & www.virtualglobaltaskforce.com
www.parentsprotect.co.uk www.lucyfaithfull.org.uk www.stopitnow.org.uk
<http://parentinfo.org/>

11. Taking Photographs in Centres

- Good practice guidance from the Information Commissioners Office, on taking photographs in educational institutions will be followed. This is attached for information. In the interests of safeguarding a common sense approach on a case by case basis will be taken in this area. A full copy of the guidance can be viewed at **[Taking photographs in centres guidance 2010.](#)**

12. Curriculum and Wider Activity in Keeping Children Safe including Section 11 Safeguarding Audits

Leadership:

- Management committee Poster with roles and Responsibilities
- Management Committee Member in charge of Safeguarding – Gill Knox
- Management committee folders with Designated Governor Workbook
- DSL Leads-Rachael Brown & Claire Harris
- Safeguarding Statement
- Safeguarding Umbrella
- Designated Leads Poster
- PREVENT Poster
- Family Connect Poster
- Job Descriptions
- Safeguarding Booklet

- Safeguarding Folder and Booklet for Staff
- Termly Network Meetings
- Safeguarding Standing Agenda on all Staff Meeting Minutes

Policies & Procedures:

- Safeguarding Policy on Website, Staff Room on T Drive and in Staff Safeguarding Folders
- Speak Up Policy on Website, Staff Room on T Drive and in Staff Safeguarding Folders
- Allegations of abuse against staff policy on Website, Staff Room on T Drive and in Staff Safeguarding Folders
- Code of conduct Policy on Website, Staff Room on T Drive and in Staff Safeguarding Folders
- Social Media Policy & Mobile Phone on Website, Staff Room on T Drive and in Staff Safeguarding Folders
- NSPCC Whistleblowing Helpline Poster on Website, Staff Room on T Drive and in Staff
- Behaviour Policy
- Anti-bullying Policy

Safer Recruitment:

- Safer Recruitment Training – Rachael Brown, Claire Harris, Kate Beach
- Safer Recruitment Certificates
- Safer Recruitment Practices – Kate Beach
- Locked Cabinet of Staff Files
- Job Descriptions
- Adverts
- Locked Cabinet of Applications, Interview Documents and References for successful and unsuccessful
- Appraisal Documents and Progression
- Disqualification by Association – all staff
- Right to Work in the UK in Staff Files
- Single Centre Record

Training and Development:

- Local Authority DSL Training - Rachael Brown and Claire Harris
- Local Authority Safeguarding Training
- Safeguarding Teacher Training
- KWANGO – all staff
- Training Records
- S11 Audit
- Health and Safety Audit
- Fire Safety Training
- Fire Safety Audit
- Staff Safeguarding Folders
- Safeguarding Booklet
- Safeguarding Sticker on Badges
- Incident notice
- Staff and Management Committee signing of KCSIE
- Staff and Management committee singing of PREVENT Training
- Sexting letters to all pupils and parents 2016

- Curriculum – bullying, cyberbullying, sexual exploitation and radicalisation, FGM, honour Based violence, Drugs/Substance Misuse, Gang Activity, DV and Forced Marriage

Effective Practice:

- NSPCC Posters
- Bruising Poster
- Safeguarding Pupil Concern Forms – Bound Book
- Multi Agency Meetings, Core Group, Case conferences, CAF, TAC – Headteacher/Deputy Headteacher & Teachers/Tutors
- Restraint Book which is counter Signed by Management Committee Designated Lead
- Family Connect Poster in Staff Safeguarding Folders
- Racist, Homophobic and Bullying Slips Records – Bound Book
- Violent Incident Forms Records – Bound Book
- First Aiders Poster
- Allergies Poster

Contracting with Third Parties:

- Visitor Badges
- Signing in book
- Visitor Booklets

Sharing and Storing Information:

- Safeguarding documentation is kept in a locked folder
- Information Governance Service
- Guidelines for Child Protection Records, Transfer, Retention & Archiving Policy

Learning from Reviews:

- Telford and Wrekin Safeguarding Board Poster

The Curriculum:

- Tutors Time – News and discussion
- PE – Health and Safety
- Cooking Award – Health and Safety
- Out and About challenge – personal safety
- E-safety and cyber bullying
- International Days, PSHE, Citizenship and MBV – Bullying, Sexual exploitation, radicalisation, FGM, Honour Based violence, Drug/substance Misuse, Gang Activity, Domestic violence, forced Marriage
- Anger, anxiety and Resilience lessons
- English Literature – To Kill a Mocking Bird
- After School Clubs
- Sexting letters
- NSPCC Pants Rule Letters
- Specialist theatre Groups
- Risk Assessment for Out & About Challenge
- Sex education

****All staff and the wider centre community will be given a copy of these policies**

COMMITTMENT TO REVIEW

These Policies will be flexible to change and will be reviewed on an ongoing basis to reflect where there are any changes in Government Legislation or any changes in the duty of statutory agencies in Child Protection and the wider Safeguarding agenda. If it is not appropriate to refine the policy during the year, then this will be done as a matter of course on yearly basis by a named person responsible below, who shall be accountable for that action.

Child Protection Policy and Safeguarding in Centre Policies 2017/18- Document Status			
Date of Policy Creation	October 1 2017	Named Responsibility	Rachael Brown
Date of reviews for 2017/18 to be completed by	September 30 2017	Named Responsibility	Rachael Brown
Inception of new Policy	October 1 2017	Named Responsibility	Rachael Brown
Date of Policy Adoption by Governing Body			