

WYMONDHAM COLLEGE

CHILD PROTECTION AND SAFEGUARDING POLICY

Introduction

Wymondham College recognises its statutory and professional responsibilities to safeguard and promote the welfare of children in accordance with the Children Act 1989 (as amended) and Regulations, including the National Minimum Standards for Boarding Schools (NMS).

This policy applies to all staff, governors and volunteers working in the College and comprises five elements:

- **Safer Recruitment and Employment Practices:** Ensuring the College practices safe recruitment in checking the suitability of staff and volunteers to work with children and the suitability of other adults who have contact with children in boarding houses, ensuring compliance with the Code of Conduct for Staff and Volunteers and dealing appropriately with allegations against staff, volunteers and other adults in the boarding houses.
- **Raising Awareness and Staff Training:** Raising awareness of safeguarding issues and providing effective training for staff, volunteers and senior students where appropriate and working with parents to reduce the likelihood of abuse occurring.
- **Identification and Reporting:** Implementing our procedures for identifying and reporting cases, or suspected cases, of abuse and reviewing the effectiveness of those procedures.
- **Support for Abused Children:** Supporting pupils who have suffered abuse and others who may have been affected by it.
- **Education and Empowerment:** Establishing a safe environment in which children can learn and develop and empowering them by equipping them with the skills and confidence needed to keep them safe.

Annexes to this policy cover:

1. Child Protection Procedure
2. Care, Control and Physical Intervention Guidance
3. Adults other than Staff in Boarding Houses Policy
4. Guidance to staff on minimising the risk of allegations being made against them
5. Definitions of Abuse and Neglect
6. Safer Recruitment Policy
7. The Use of Volunteers
8. Code of Conduct for Staff and Volunteers

Aspects of the College Code of Conduct for Staff and Volunteers, the College Information Technology Use Policy, the Staff Discipline Policy, the College Behaviour Policy and Anti-Bullying Policy are also relevant to the approach of the College to safeguarding issues.

Responsibility for Implementation of the Policy

The Governing Body has appointed a Governor responsible for Child Protection and Safeguarding issues (Lucy Wayman).

The Principal is responsible to the Governing Body for the effective implementation of the policy.

The Principal has delegated routine operation of the policy to the Dean of Students (Walter Boyle) who works with a team of designated staff (The Child Protection and Safeguarding Team) to provide support to staff and students.

All staff have regular training on safeguarding issues and are expected to use their best endeavours to implement this policy effectively. The College retains the services of an Independent Listener outside the College as an aspect of its child safeguarding policy and procedures.

Safer Recruitment and Employment Practices

The College will follow approved procedures set out in its Safer Recruitment Policy to ensure as far as is possible that persons who are unsuitable to work with children are not employed by the College or allowed access to children as volunteers.

The Code of Conduct for Staff and the licences granted to resident members of staff will make clear their responsibilities in respect of other adults living in a boarding house as members of their households or as visitors.

The College will follow the Local Authority procedures for dealing with allegations against staff or volunteers, including the referral of all credible allegations to the Local Authority Designated Officer (LADO).

Raising Awareness and Staff Training

The College will provide a safeguarding briefing as part of the induction programme for all new members of staff, volunteers and others working in the College, such as trainee teachers.

There will be regular safeguarding updates for staff and formal training for every member of staff on at least a three yearly cycle.

Identification and Reporting

It is recognised that the extent of the contact that College staff have with students means they are well placed to observe the outward signs of abuse. The College will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the College, outside agencies and the Independent Listener whom they can approach if they are worried.
- Ensure every member of staff (including temporary and supply staff and volunteers) and members of the governing body know the name of the designated senior person (the Dean of Students) responsible for child protection and his role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the Dean of Students or another member of the Child Protection and Safeguarding Team.

- Ensure that parents/carers have an understanding of the responsibility placed on the college and staff for child protection by setting out its obligations in information sent to parents.
- Notify the Local Authority if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters, including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations.
- Follow approved procedures where an allegation is made against a member of staff, a student, a volunteer or another adult in a boarding house.

Support for Abused Children

The College recognises that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The College may be the only stable, secure and predictable element in the lives of children at risk. When at the College their behaviour may be challenging and defiant or they may be withdrawn. The College will endeavour to support the pupil through:

- The content of the curriculum.
- Access to specialist staff, including independent counsellors.
- The College ethos which promotes a positive, supportive and secure environment and gives students a sense of being valued.
- The College Behaviour Policy which is aimed at supporting vulnerable students in the college. The College will ensure that the student knows that some behaviour is unacceptable and that they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the student such as Children's Services, Family Solutions, Child and Adolescent Mental Health Service (CAMHS), Education Welfare Service and Educational Psychology Service.
- Ensuring that, where a student on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

Education and Empowerment

The College acknowledges that students themselves can be empowered to help protect themselves and each other from abuse. The College will therefore:

- Include opportunities in the curriculum for children to develop the skills they need to recognise and stay safe from abuse.
- Develop the capacity of children to support each other and to prevent abuse occurring.
- Encourage an attitude of intolerance to bullying in all forms amongst students and alert them to ways in which they may inadvertently expose themselves and each other to harm on the internet and by the use of other electronic media.
- Make clear to students the ways in which they can report abuse and the supportive attitude of the College to those who may have suffered abuse.

ANNEXE 1:

PROCEDURES FOR REPORTING SUSPECTED (OR DISCLOSED) CHILD ABUSE

Teachers and other employees, by virtue of their daily contact with and knowledge of children, are in a unique position to identify abuse and help abused children. They therefore need to be aware of what action to take if abuse is suspected or disclosed. In Wymondham College, the following members of staff are responsible for matters relating to Child Safeguarding and Protection:

- **The Designated Senior Person for Safeguarding and Child Protection is Mr Walter Boyle. Dr Chris Jones and Mrs Julie Atkinson are members of the Child Protection and Safeguarding Team.**
- **In their absence Mr Melvyn Roffe, Principal, will assume responsibility for Safeguarding and Child Protection matters.**

If a student makes a disclosure to a teacher or other member of staff, which gives rise to concerns about possible abuse, or if a member of staff has concerns about a child, the member of staff must act promptly. A member of the Child Protection and Safeguarding Team should be informed as soon as possible and always within a 24 hour period. If the student is in danger at home, a member of the team must be informed before the student is due to leave the school premises.

Disclosures

College staff should not investigate – this is a matter for Children’s Services and/or the police. Listen carefully to what the student is saying. Don’t ask probing questions which could later compromise legal proceedings. Don’t offer confidentiality but explain to the student that you will only discuss things with those individuals who need to know in order that they may be helped. Talk to a member of the Child Protection and Safeguarding Team who will ask you to write down what you have been told. He / she will contact Children’s Services (within 24 hours) who will make a decision on how to proceed. In some cases, it may be decided that the student is not at risk of significant harm and that the College can deal with the situation. In other cases, the College will follow the guidance laid down by the statutory agencies responsible for investigating the allegation/disclosure.

Suspicious/Concerns

If you have a concern about a child or suspect that he/she is being abused, report your concerns immediately to a member of the Child Protection and Safeguarding Team. He / she will then give you advice on how to proceed. Depending on the nature of the concern, Children’s Services may be contacted, but the school may seek further clarification about the concerns raised before involving external agencies.

- **All notes relating to Child Protection disclosures or concerns are highly confidential. These notes are stored only by the Dean of Students. Other college staff must not make copies for themselves and these notes must not be kept in the student’s general records. Discussion amongst colleagues about Child Protection cases must only be conducted with those who have a responsibility for that particular case. General announcements at staff meetings or briefings can only be made with the permission of the Dean of Students or by the Principal.**

- **In order to ensure the smooth running of the College and of Boarding Houses and to promote the welfare of students, other College staff may be informed of Child Protection concerns. This could include, but is not limited to, Vice Principals, Heads of Houses or Heads of School. This will be done with the knowledge of the parent and student concerned.**

Children's Services

A member of the Child Protection and Safeguarding Team can telephone Children's Services to seek clarification– this is known as a professional consultation. Children's Services may direct the College to make a formal referral or may ask the College to deal with the concerns/issues in line with its own policies or procedures. Unless there are concerns that a parent may be the possible abuser, the parents will be informed immediately by a member of the team that a referral has been made. In cases where a student over the age of 14 and deemed to be Fraser Competent has requested that parents are not informed, the advice of Children's Services will be taken. The College will always seek to send a representative to any subsequent meetings when requested to do so.

The Principal is always informed when a referral has been made to Children's Services.

Allegations against staff

There are occasions when students accuse teachers or other members of staff of abuse. Any such allegations must be treated seriously and investigated fully. In these cases, a student must not be left alone or allowed to mix with other students until consultations have taken place and a course of action agreed. This may include the need for the student to return home.

If a complaint about possible child abuse is made against a member of staff, the Principal (or Dean of Students if he is not available) must be informed immediately. If a complaint is made against the Principal, the Chairman of the Governing Body must be informed directly by the member of staff. The College must then inform the Local Authority Designated Officer (LADO) at Norfolk County Council that an allegation has been made against a member of staff. The Principal/Chairman of the Governing Body and the LADO will decide how best to proceed. A discussion will take place as to who will inform parents, the member of staff against whom the allegation has been made and Children's Services if they are not already aware of the situation.

In many cases, the College will inform parents about the allegations. This will be done as quickly as possible. Parents will be kept informed about the progress of a case and told the outcome where there is not a criminal prosecution. The deliberations of a disciplinary hearing, and the information taken into account in reaching a decision, cannot normally be disclosed, but the parents or carers of the student will be told the outcome.

In cases where the student may have suffered significant harm, or there may be a criminal prosecution, the College and Children's Services will consider what support the student might need.

The College will also keep the person who is the subject of the allegations informed of the progress of the case and consider what other support is appropriate for the individual, for example employee welfare arrangements. If the person is a member of a union or professional association, s/he will be advised to contact that body at the

outset. Every effort will be made to resolve cases as quickly as possible as far as this is consistent with a fair and thorough investigation. Every effort will be made to maintain confidentiality and guard against unwanted publicity while an allegation is being considered or during a subsequent investigation.

A record of the allegation and how it was followed up and resolved will be kept on the individual's confidential personnel file and a copy will be provided to the individual concerned. The purpose of the record is to enable accurate information to be given in response to any future request for a reference if the individual has left the College. It will provide clarification in cases where a future CRB Disclosure reveals information from the police about an allegation that did not result in a criminal conviction. The record will be retained in accordance with DCSF guidelines. Where applicable, the Principal will report allegations and their outcomes to the Independent Safeguarding Authority (ISA) or the General teaching Council for England (GTCE).

Suspension of a member of staff will only be considered in a case where there is cause to suspect that a child is at risk of significant harm, or the allegations warrant an investigation by the police, or it is so serious that it might be grounds for dismissal. The decision to suspend a member of staff will be taken by the Principal after discussion with the LADO and Chairman of the Governing Body.

When an allegation has become the subject of a full criminal investigation, the College will receive information from the police as to the outcomes of the investigation. This will enable the College to take disciplinary action where appropriate. In cases which are dismissed or where the accused is found to be not guilty of a criminal offence, the College will work with the individual to support them as they re-integrate to school life. However, the College may still need to complete its own internal disciplinary procedures as a member of staff who is not guilty of a criminal offence may have committed a disciplinary offence in not following College policy and procedures.

ANNEXE 2: CARE, CONTROL AND PHYSICAL INTERVENTION POLICY

Purpose of the Policy

1. To protect staff and students from harm.
2. To create a calm and ordered environment where the risk of physical intervention being needed is minimised
3. To protect students from any physical intervention that is unnecessary, inappropriate, excessive or unlawful.
4. To provide adequate information and training for staff so that they are clear about what constitutes appropriate intervention and can deal effectively with violent or potentially violent situations.
5. To provide support to staff who have been assaulted and have suffered verbal abuse from students, other staff or parents.

Definition

Physical intervention is a course of action taken by a member of staff or other authorised person under Section 93 of the Education and Inspections Act 2006 which makes lawful the use of such force as is reasonable to prevent a student:

- committing any offence, or something that would be considered to be an offence if the student were not under the age of criminal responsibility;
- causing personal injury to, or damage to the property of, any student (including the student himself)
- prejudicing the maintenance of good order and discipline at the College or among any students receiving education at the College, whether during a teaching session or otherwise.

Physical intervention is not corporal punishment. The law forbids a teacher to use any degree of physical contact which is deliberately intended to punish a pupil or which is intended to cause pain or injury or humiliation.

Staff authorised to use physical intervention under this policy

Section 95 of the Act defines those authorised to use force as follows:

- any teacher who works at the school
- any other person whom the Principal has authorised to have control or charge of the pupils, including support staff, teaching assistants and lunchtime supervisors.
- paid members of staff whose job does not normally involve supervising students including office staff and the caretaker.
- unpaid volunteers such as parents accompanying pupils on a school trip.

At Wymondham College this will include boarding staff, matrons, cover supervisors, learning support assistants, educational visits assistants and CCF staff. It would not include Governors, parents or other visitors attending an activity on site or other students unless specifically trained and authorised as supervisors of a specific activity either on or off the College site. Physical intervention must only be used

when the student is under the lawful control of a member of staff. It should be noted that Wymondham College students who are attending other establishments as part of a partnership arrangement will be subject to that establishment's Care, Control and Physical Intervention Policy. Similarly, students from other establishments attending Wymondham College become subject to the College's policy.

Deciding whether or not to use physical intervention

In determining whether or not to intervene physically, the following should be considered:

- a) The seriousness of the incident, assessed by the effect of the injury, damage or disorder which is likely if force is not used.
- b) Whether there is a chance of achieving the desired result by any other means.
- c) The relative risk associated with physical intervention compared to using any other strategy.

Physical intervention should be used only as a last resort when all other attempts to control a student have failed and every other approach has been considered. Practical methods to de-escalate the situation could include keeping calm, offering verbal prompts, guiding, steering or containment and retreat if this can be done without compromising the safety of others.

Help from another adult should also be sought by sending a student to the nearest classroom, to Reception or by using the telephone to summon the Senior Member of Staff on duty (ring 4444). Removing other pupils who may be at risk of harm from the area should be a priority.

Any decision to use physical intervention should take into account the student's age, understanding and any SEN or disability. A student with SEN whose behaviour may increase the potential to use physical intervention is likely to have a Risk Assessment or Positive Handling Plan already in place. This will detail strategies on how to best deal with that particular student.

Using Physical Intervention

Before intervening physically a member of staff should:

- a) Tell the student that s/he is misbehaving and why
- b) Tell the student to stop misbehaving
- c) Tell the student what will happen if s/he does not stop.

During a physical intervention, a member of staff should:

- a) Continue to talk with the pupil throughout the incident.
- b) Make clear that physical contact will stop when it ceases to be necessary.
- c) Retain a calm and measured approach.
- d) Not give the impression of loss of temper or that action is being taken out of anger, frustration or a need to punish the student.

Types of Physical Intervention

Physical intervention can involve:

- coming between pupils;
- blocking a student's path;
- using a “caring C” safe contact to guide a student. This involves an open palm and leading the student by an elbow placed between thumb and forefinger
- leading (not gripping) a student by the hand or arm;
- shepherding a student away by placing a “caring C” on both upper arms;
- and in extreme circumstances, pushing, pulling or using more restrictive holds.

On no account should a member of staff act in a way that would be likely to cause injury, for example by:

- holding a student around the neck, by the collar or in a way that might restrict breathing;
- slapping, punching or kicking a student;
- twisting or forcing limbs against a joint;
- tripping up a student;
- holding or pulling by the hair or ear;
- Holding a student face down on the ground.

Reporting an Incident

Where an incident that has required physical intervention occurs, this must be reported immediately to the Principal or a Vice Principal and a full contemporaneous file note prepared. This must be done even if there is no subsequent action taken or complaint filed. The file note should comment on:

- a) The circumstances leading up to the incident
- b) The strategies that were used to try to diffuse the incident
- c) The nature of the danger to staff or students
- d) Why physical intervention was considered necessary
- e) The nature and duration of the physical intervention used
- f) The outcome of the incident
- g) The names of witnesses

Parents will routinely be informed of any such incident. Wherever possible this will be done orally by a Vice Principal and then confirmed in writing. The reports will be kept as part of the student's record. The Governing Body will be informed of the incident, but not the details of pupils and staff involved. A member of staff who has been assaulted may wish to consider reporting the matter to the police.

Post – Incident support

First aid and medical support will be given immediately by a First Aider or the Medical Centre if required. Emotional support for other pupils will be given individually by the school counsellors or Chaplain or collectively through Tutors. Staff can make use of the confidential counselling service provided by the local authority or can speak to the school counsellor or Chaplain. Consideration would be taken in a serious incident to the use of multi agency support.

For students whose behaviour is associated with SEN and/or disabilities appropriate support arrangements would be made involving their parents in the setting up of an individual behaviour plan. This plan would include strategies to prevent and deal with any recurrence of the behaviour that could lead to the use of force.

Physical Contact for Comfort or Congratulation

Staff must always avoid touching or holding a pupil in a way that might be considered indecent. Any form of touch, whether for comfort or congratulation should be from the side with the student's permission and in the presence of others.

Staff Training

Training will take place in College for all staff and others that have contact with students. Staff may be given additional training where it is practicable and available. Specialised training will be given to those members of staff dealing with students who are at high risk of requiring physical interventions.

Monitoring and review

Governors and senior managers will monitor the use of force in the College and ensure that policy guidance is followed. This policy will be reviewed by staff and governors every three years unless there is a change in legislation which requires an earlier review.

ANNEXE 3:

ADULTS OTHER THAN STAFF IN BOARDING HOUSES POLICY

Purpose of the Policy

In order to comply with the National Minimum Standards for Boarding Schools, the Governors are required to have a policy to ensure, as far as possible, that any adult (i.e. a person over 18 years of age) not employed by the College but living in the same building as boarding accommodation does not pose a risk to children.

This is achieved in four ways:

- The Written Declaration
- Criminal Records Checks
- Terms of Residential Accommodation
- The Code of Conduct for Staff and Volunteers

Written Declaration

Adults not employed by the College but living in the same building as boarding accommodation will be asked to sign the written declaration as soon as possible after the adoption of this policy or as soon as they reach the age of 18.

Adults not employed by the College but who will be living in the same building as boarding accommodation with a newly appointed resident member of staff will be asked to sign the written declaration before appointment of the resident employee is confirmed.

Adults not employed by the College but who wish to live in the same building as boarding accommodation with an appointed resident member of staff will be asked to sign the written declaration before the occupancy takes place.

A copy of the written declaration is at Appendix 1 of this policy.

Criminal Records Checks

All such adults living in the same building as boarding accommodation, whether or not employed by the College, are required to successfully complete an Enhanced Criminal Disclosure check either before taking up residence or on reaching the age of 18.

In the event that any adult not employed by the College but living in the same building as boarding accommodation is subsequently convicted of a criminal offence, or has accepted a caution in respect of an offence, the adult must report the fact to the Principal without delay. The Principal will decide whether the severity and nature of the offence is such as to compromise the continuation of occupancy in the residence.

Terms of the Residential Accommodation

All adults living in the same building as residential accommodation are required to adhere to the terms of the Residential Licence that has been signed by the residential licence holder in respect of their occupancy of the accommodation. This includes the provision that the Residential Licence may be terminated where the Principal reasonably considers that a member of the household of the licence holder may pose a safeguarding risk to children.

Code of Conduct for Staff and Volunteers

All adults living in the same building as residential accommodation are required to act in accordance with the Code of Conduct for Staff and Volunteers as far as their occupation of school accommodation is concerned, whether or not they are employed by the College.

ANNEXE 3 : Appendix 1:

DECLARATION BY NON COLLEGE EMPLOYED ADULTS RESIDENT IN BOARDING HOUSES

In order to comply with the National Minimum Standards for Boarding Schools, all adults not employed by the College but living in the same building as boarding accommodation must sign this written declaration before the right to reside in the boarding house is confirmed or as soon as they reach the age of 18.

Adults who have a conviction for a criminal offence (other than fixed penalty traffic offences), or who have accepted a caution in respect of such an offence, must declare it in a letter addressed to the Principal and placed in a separate envelope marked "Private and Confidential" and enclosed with this declaration.

Please make the following declaration and tick the appropriate box.

I have read the statement about Criminal Convictions and I hereby declare that:

I have nothing to declare

I have information to declare and I have attached a sealed envelope containing details

I hereby undertake to inform the Principal in writing if during my occupation of accommodation within the boarding house I am convicted of a criminal offence (other than a fixed penalty traffic offence) or accept a caution in respect of any such offence.

I hereby declare that I shall abide by the Wymondham College Code of Conduct for Staff and Volunteers as far as it relates to my occupation of accommodation within a boarding house.

Signed:

Date:

Name:

Location of Accommodation:

ANNEXE 4:

GUIDANCE TO STAFF ON MINIMISING THE RISK OF ALLEGATIONS BEING MADE AGAINST THEM

All actions concerning children and young people must uphold the best interests of the young person as a primary consideration. Staff must always be mindful of the fact that they hold a position of trust, and that their behaviour towards young people in their charge must be above approach. This guidance is not intended to detract from the enriching experiences young people gain from positive interaction with staff. It is intended to assist staff in respect to the complex issue of child abuse, by drawing attention to the areas of risk for all staff and by offering guidance on prudent conduct. This guidance should be read alongside the College's 'Staff Code of Conduct', the 'Care, Control and Physical Intervention Policy' and the guidance given in the 'Dos and Don'ts' section of the document, 'Boarding Duties at Wymondham College'.

1. Private meetings with Students

- a) Staff should be aware of the dangers which may arise from private interviews with individual students. It is recognised that there will be occasions when confidential interviews must take place. As far as possible, staff should conduct such interviews in a room with visual access, or with an open door.
- b) Where such conditions cannot apply, staff are advised to ensure that another adult knows that the interview is taking place. It may be necessary to use a sign indicating that the room is in use, but it is not advisable to use signs prohibiting entry to the room.
- c) Where possible another student or (preferably) another adult should be present or nearby during the interview.
- d) Staff should not transport students in their own cars unless they have the adequate insurance and a member of the Senior Team or Head/Deputy Head of House is aware of this. Staff should, in as far as it is possible, minimise the amount of time they are alone with students in a vehicle.

2. Relationships and Attitudes

Staff should ensure that their relationships with students are appropriate to the age, maturity and sex of students, taking care that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when staff are dealing with adolescent boys and girls. Any behaviour which could be considered flirtatious or sexually provocative could be viewed as an abuse of trust and grooming and result in a referral to the LADO. Any sexual relationships between a member of staff and a student at the College constitutes a criminal offence even if the student is otherwise old enough to give consent.

It would be impossible and inappropriate to lay down hard and fast rules to cover all the circumstances in which staff interrelate with children and young people, or where opportunities for their conduct to be misconstrued might occur. From time to time, however, it is prudent for all staff to reappraise their teaching styles, relationships with young people and their manner and approach to individual young people, to ensure that they give not grounds for doubt about their intentions, in the minds of colleagues, of young people or parents / guardians.

In all circumstances employees' professional judgement will be exercised and for the vast majority of employees this guidance will serve only to confirm what has always been their practice. If employees have any doubts about points in this guidance, or how they should act in particular circumstances, they should consult their Line Manager or the Designated Senior Person for Safeguarding and Child Protection.

ANNEXE 5: DEFINITIONS OF ABUSE

There are four recognised categories of abuse

1. Physical Abuse

Physical Abuse is the actual or likely physical injury to a child, or failure to prevent physical injury or suffering to a child including deliberate poisoning, suffocation and Facilitated Illness Syndrome.

2. Neglect

Neglect means persistent or severe neglect or failure to protect a child from exposure to any kind of danger including cold or starvation, or extreme failure to carry out important aspects of care, resulting in significant impairment of a child's health or development, including failure to thrive.

3. Emotional Abuse

Emotional Abuse is the actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment, rejection or witnessing domestic violence.

4. Sexual Abuse

The sexual exploitation of a child or young person for an adult's or young person's own sexual gratification; the involvement of children or young people in sexual activities of any kind (including exposure to pornography) which they do not understand, to which they are unable to give informed consent or that violate normal family roles.

ANNEXE 6: RECRUITMENT, SELECTION AND APPOINTMENTS POLICY

INTRODUCTION

1. In order to ensure that fair and effective arrangements exist for the appointment of staff the following procedures shall be employed to provide the means of ensuring that
 - (a) the most suitable applicant is appointed to each vacant post, having regard to the real needs of the job;
 - (b) equal opportunities are provided for all applicants;
 - (c) legal obligations are met
 - (d) good employment practice is followed.
 - (e) arrangements to ensure the safeguarding of children and vulnerable adults are in place
2. This procedure shall apply to the appointment of all teaching and non-teaching staff who are employed at Wymondham College.

EMPLOYMENT LAW AND RELEVANT LEGISLATION

3. The following legislation applies in relation to this Policy:
 - Sex Discrimination Act 1975
 - Race Relations Act 1976
 - Employment Equality Regulations 2006
 - Disability Discrimination Act 1995
 - Asylum and Immigration Act 1996
 - Safeguarding Vulnerable Groups 2003
 - Police Act 1997

ADVERTISEMENTS

4. All posts open to external candidates will also be advertised internally throughout the College. External advertisements will be placed in a wide variety of media according to the post being advertised.
5. Advertisements shall give brief details of the College, the post, salary level, brief details of the person specification, address for application form and further details and a closing date which shall give sufficient time for potential applicants to receive the application form and further details and prepare an application. Advertisements will state that Wymondham College is an equal opportunities employer and that applications are welcome regardless of race, ethnic origin, sex, disability and age.
6. The College has a policy of making gender specific appointments in boarding houses. Accordingly S.7 (2)(e) SDA is to be inserted in advertisements for such appointments.

7. Except as provided in Para 6 above, advertisements shall be worded in a non-discriminatory form, using both masculine and feminine pronouns so that no individual group is disadvantaged from making an application.

INFORMATION TO APPLICANTS

8. All persons expressing an interest in a vacant post shall, subject to the above, be sent a recruitment pack containing the following information:
 - (a) a standard non-discriminatory application form
 - (b) a job description and person specification for the post;
 - (c) further information as necessary:
 - Department information
 - Information on the College and its locality.
 - (d) Ethnic monitoring form
 - (e) Medical questionnaire.
9. Unsuccessful applicants shall always receive a letter thanking them for applying/ attending as appropriate.

SHORTLISTING

10. Shortlisting and interviewing will be carried out on the basis of the person specification, and that each candidate will be assessed on how well he or she meets the criteria stated. The shortlisting process will be carried out by the Principal (or nominated Deputy) and usually by a nominated Governor or two Governors, depending on the status of the post if appropriate).

CHECKING QUALIFICATIONS AND IDENTITY

11. When an appointment has been made on the basis of a specific qualification then the applicant should be asked to provide evidence that they hold the qualification either through supply of an original certificate or through a certified copy. If there is any doubt as to the validity of the qualification, checks must be made with the awarding authority. The applicant must also provide photographic proof of identification, such as a passport or driving licence.

REFERENCES

12. All successful appointments must be subject to:
 - (a) At least two written references, including the most recent employer, with a reference request letter that specifically states any known reason why the person should not be employed to work with children and that there should be no material mis-statement or omission relevant to the suitability of the applicant. References from employers should be submitted on headed paper.
 - (b) The College will contact at least one referee to verify the reference
 - (c) All applicants must supply a full employment history with any gaps in employment being explained appropriately.
13. While offers of employment may be made conditionally on two satisfactory references being provided, no employee may commence duties without these references having been taken up, received and deemed to be satisfactory by the College.

SELECTION INTERVIEWS

14. The Principal (or nominated deputy) and the Personnel Assistant shall determine the arrangements for interview, including which member of the interview panel shall act as Chairman. The interview panel will include a Bischard trained member and will also decide in advance the topics to be covered by questioning during the interview, which shall be such to test the shortlisted candidate on all the criteria set out in the person specification. In particular, care should be taken to ensure no questions of a discriminatory nature are asked.
15. All candidates interviewed shall be asked the same core questions to ensure fairness and equality. Supplementary questions may be asked on the basis of a candidate's reply, in order to develop a particular topic or allow a candidate to supply more information. The interview panel must question the candidate on where they have indicated gaps in employment history on their application form.
16. Each panel member will be supplied with:
 - (a) a job description
 - (b) a person specification
 - (c) an interview assessment form

INTERVIEW ASSESSMENT

17. After each candidate has been interviewed, each individual member of the Appointment Panel shall complete an assessment of the candidate's performance at interview based on the pre-agreed criteria discussed at paragraph 14.
18. At the close of interviews the Panel shall discuss their individual assessments of each candidate and make their appointment decision.
19. A record shall be made of the reasons for selection or rejection of each candidate. These notes, including shortlisting information, individual panel member's notes, together with application forms, interview assessment forms (if applicable), reference material, job description and person specification shall be held on confidential file for a minimum of six months from the effective date of appointment.
20. Candidates shall be informed of the results of the interview at the earliest possible opportunity and written confirmation of the offer of appointment sent to the successful candidate.

CONFIRMATION OF APPOINTMENT

21. The successful candidate should be made a verbal offer of the position as soon as possible, and normally within 48 hours of the interview. If the position is verbally accepted a written confirmation of the offer of employment should follow with the minimum of delay. This written offer of employment will provide for a probationary period to be served as required by regulations. All offers of employment are considered conditional until enhanced clearance had been obtained from the Criminal Records Bureau.
22. The College's Personnel Office maintains a central database of all CRB disclosures. The successful applicant's details will be placed on the database once enhanced clearance has been received by the College.

DISABLED APPLICANTS

23. The appointments panel are to treat disabled interviewees in the same way as all other interviewees. Due consideration should be given to the location of the interview to ensure equality with other candidates. The applicant needs to be fully informed of what the job entails. At the end of the interview it may be appropriate to discuss what reasonable adjustments may be needed where the individual's disability is relevant to the post being applied for.

ANNEXE 7: THE USE OF VOLUNTEERS

1. From time to time, staff may seek the assistance of a volunteer to help with specific tasks. Some of these tasks may qualify as 'regulated activity'. Where the role is a 'one-off', it is not necessary for the volunteer to obtain an Enhanced Disclosure from the Criminal Records Bureau. However, if a volunteer is required at least once per month, or three times in any one month, an enhanced disclosure would have to be sought. An enhanced disclosure is always required for overnight stays. Volunteers should not be left alone with students as the member of staff retains their supervisory responsibility at all times. It is the responsibility of the member of staff to ensure that the volunteer is directed to the College's Personnel Office where they will be required to apply for an Enhanced Disclosure from the Criminal Records Bureau. Volunteers will also be asked to provide the details of two referees who can verify that they do not know of any safeguarding or other issues as to why the volunteer should not work with children and young people. The volunteer should not start voluntary activities at the College until satisfactory clearance is received by the College from the CRB and references have been checked. When volunteers recruited by another organisation are used by College staff, e.g. sports coaches from a local club, the College needs assurance from that organisation that the person has been properly vetted.
2. In the case of students staying with host families, the parents of the visiting student will be asked to sign a declaration from the College stating that it knows of no reason as to why a visiting student should not stay at the proposed address. The College's Designated Senior Professional for Safeguarding will confirm this and counter sign the declaration, confirmed in Annex 9. There are no checks on host families abroad which the College can effectively take and this will be pointed out to parents before exchanges take place.
3. The College will comply with new regulations from the Independent Safeguarding Authority as and when they become applicable.

ANNEXE 8 :

CODE OF CONDUCT FOR STAFF AND VOLUNTEERS

(adopted Governing Body : 6 June 2008)

INTRODUCTION

1. All staff and those who work with students in a voluntary capacity have a responsibility to act only in the best interests of those in their care and to protect them from harm. They are also expected to show exemplary standards of professionalism and propriety in their work for the College and to uphold its good name and reputation.
2. For ease of expression this Code of Conduct uses the term “member of staff” to indicate all who work within the College, either on a paid or voluntary basis. The Code of Conduct should also guide the conduct of those who work at Wymondham College as contractors or as their employees.

PROTECTION OF CHILDREN AND VULNERABLE ADULTS

3. Members of staff have a duty of care to all students in the College and must act at all times in a manner which safeguards and promotes their physical, emotional and moral welfare.
4. Members of staff must not seek physical, emotional or sexual gratification from their relationships with students, nor give the impression that they may be doing so. They must exercise care in using language or exhibiting behaviour which may be misconstrued as inappropriate and must avoid situations where their integrity may appear compromised.
5. Physical contact with students must be kept to a minimum and must only take place where it is necessary in the discharge of the duties of a member of staff. Except in cases of emergency, the reason for physical contact should be explained to students before it takes place and consent obtained.
6. Physical punishment of students is forbidden by law. Minimum necessary force may be used in a situation to protect a student, member of staff or any other person from physical harm. Any incident where force is used must immediately be reported in full to the Principal.
7. Any member of staff who believes that a student may be at risk of physical or sexual abuse (whether by an adult or a child) or of neglect has a legal duty to report the matter to the College’s Child Protection Liaison Officer. For this reason, members of staff should not give assurances of confidentiality when counselling students.
8. These provisions apply equally in the case of all students whether or not they are legally adults. They also apply in any situation where a member of staff may be working with vulnerable adults.

PROFESSIONAL CONDUCT

9. Members of staff must discharge their duties in the College to the best of their abilities and using their best endeavours, remembering that the interests of students are paramount. They must co-operate with colleagues and other adults as required and contribute to the creation of a pleasant and productive working environment.

10. Bullying of any kind, including sexual harassment, is entirely unacceptable.
11. Members of staff must not demean or undermine students, their parents, carers or colleagues, or act towards them in a manner which is discriminatory in relation to gender, marital status, religion, belief, colour, race, ethnicity, social group, sexual orientation, disability or age.
12. Members of staff must comply with relevant statutory provisions and other instructions which support the well being and development of students, including where these require co-operation and collaboration with outside agencies. They must comply with the requirements of statutory bodies relating to the examination, assessment and evaluation of pupil achievement and attainment.
13. Members of staff must be prepared to undertake training and other professional development opportunities as appropriate.
14. Members of staff must adopt appropriate professional dress during the College day and set a good example to students concerning behaviour and appearance at all times.
15. The College is a no smoking site and smoking is therefore entirely prohibited except in those parts of domestic accommodation to which students and other staff have no access. Members of staff must never smoke where they may be seen by students.
16. Where members of staff are provided with accommodation for the better performance of their duties, they must ensure that the accommodation is maintained in a clean and presentable condition and that the provisions of their Licence with the Governing Body are observed.

INFORMATION AND COMMUNICATION TECHNOLOGY

17. Information and Communication Technology facilities are provided for the better performance of the duties of members of staff. They may also be used for personal purposes provided that such use does not involve the College in any additional cost, compromise the integrity of the College's systems, impede their efficient operation or interfere with the performance of the duties of the member of staff.
18. Members of staff must observe professional propriety in using electronic means of communication, whether or not provided by the College. In particular, they must not access or attempt to access pornographic or otherwise inappropriate material from the internet. Members of staff must not interact with students via electronic media in any way that may compromise their integrity or bring themselves or the College into disrepute.
19. The Principal may authorise the monitoring of Information and Communication Technology facilities used by staff to detect misuse or malpractice.

FINANCIAL PROBITY

20. Members of staff must maintain high standards of honesty and integrity in management and administrative duties, including in the use of College property and finance.

21. Members of staff must not hold monies belonging to the College, to students or their parents in their own bank accounts at any time or for any reason without the express consent of the Bursar. They must not use the resources of the College for their own benefit nor derive personal pecuniary benefit other than that allowed by the College's Personal Pecuniary Benefit policy.
22. Members of staff making decisions concerning the procurement of goods or services must declare any conflict of interest that may arise.

CONFIDENTIALITY AND THE REPUTATION OF THE COLLEGE

23. Members of staff must not act in a way that is likely to bring Wymondham College into disrepute. They are reminded that, as employees, they have a duty of confidentiality to the College as their employer and they must therefore not divulge information concerning the College or any student to third parties, except in relation to their professional duties.
24. Only the Principal, or a person acting under the authority of the Principal, is entitled to speak on behalf of the College to the media.
25. Members of staff must not misuse or misrepresent their professional position, qualifications or experience or their role in the College.

WHISTLEBLOWING

26. A member of staff who believes that criminal activity or wrongdoing of any other serious kind is taking place in the College must report the matter to their line manager, to the Principal, Governors, the Police or other appropriate authority. In doing so they are protected from recrimination by the Governors' "Whistleblowing" Policy.

CONVICTION OF A CRIMINAL OFFENCE

27. A member of staff who is convicted of a criminal offence, or has accepted a caution in respect of an offence, must report the fact to the Principal. The Principal will decide whether the severity and nature of the offence is such as to compromise the role of the member of staff in the College.

THE GENERAL TEACHING COUNCIL FOR ENGLAND AND OTHER PROFESSIONAL BODIES

28. The conduct of teachers is regulated by General Teaching Council for England. Teachers are also subject to certain statutory obligations including the obligation to maintain registration with the GTCE. Details of the Code of Conduct for Registered Teachers may be found at www.gtce.org.uk/code.
29. Some members of the support staff will also be subject to codes of conduct relating to their membership of professional bodies.

**ANNEXE 9:
DECLARATION**

In England, all teaching and boarding staff in schools are checked as to their suitability to work with young people. This process includes a check for any criminal record. There is no requirement for host families to undergo similar checks. However, the Exchange Organiser has checked with Wymondham College’s Child Protection Officer and there is no known reason why your son or daughter should not stay with the chosen family.

Please sign below to confirm your understanding and acceptance of this host family placement. Signed forms should be returned to the teacher in charge of the Exchange in your country one month prior to the date of departure.



I understand that all due care has been taken by the Exchange Organiser at Wymondham College in choosing a suitable host family for my son / daughter and that Wymondham College’s Child Protection Officer has been consulted as part of this process. I understand there is no known reason to question the family’s suitability to host my son / daughter.

I am happy for my son / daughter to stay in the host family on this basis and accept full responsibility for this placement.

Signed: (Parent / Guardian)

Date: