

# Christ The King Sixth Form College

## Safeguarding Young People – (Document A - G)

### Child Protection Policy

#### (Document A)

#### **Mission Statement**

We are a Catholic College dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this as a community we will:

- Provide the highest standards of teaching and learning.
- Expect students to show commitment to their studies and the Christian values of the College.
- Provide equality of opportunity, with mutual respect and positive encouragement.
- Build and further develop a partnership with parents, schools, parishes, higher education, employers and the local community.
- Value staff and support their professional development.

In doing this we will reflect Christ's teaching in the life and work of the whole College.

#### **1 Introduction**

- 1.1 Christ the King College is committed to safeguarding and promoting the welfare of young people within the ethos and context of its mission.
- 1.2 In expressing this commitment the College will ensure that it:
- Provides a safe environment in which young people can learn
  - Identifies young people who are suffering, or likely to suffer, significant harm
  - Takes appropriate action to see that such young people are kept safe within the College and, as far as possible, outside of it and at home.
- 1.3 For the purposes of this document, young people are defined as all students at the College who are under the age of 18. However, when a student who is over 18 is at risk of abuse or harm the College will consider whether the following procedures should be applied, with appropriate adaptations, to afford protection.

## 2 Legal context and Framework

2.1 This procedure supplements and accords with the **London Child Protection Procedures (2015)** adopted by the Lewisham Local Safeguarding Children Board and should be used in conjunction with these.

2.2 The policy takes into consideration the following statutory provisions:

- Children Act 1989
- Children Act 2004
- Section 175 of the Education Act 2002
- The Human Rights Act 1998

2.3 This policy and procedure also accords with the following guidance documents:

- DfE guidance – Sexual Violence and Sexual Harassment between Child in Schools and Colleges (2017)
- DfE guidance – Keeping Children Safe in Education (2018)
- “Working Together to Safeguard Children” (HM Government,2015)
- “What To Do If you’re Worried a Child is Being Abused” (DfE 2015)

2.4 The College has statutory duties to work in partnership with various agencies including Local Authority Education and Social Services with their enquiries where they reasonably suspect a child is suffering or is likely to suffer harm, and with safeguarding or promoting the welfare of the child.

Additionally, the College has pastoral responsibility towards students and to recognise they have a right to be protected from harm.

## 3 The Purpose of the Policy and Procedures

3.1 The purposes of this policy and the related procedures are:

- To confirm the College’s commitment and obligations in respect of safeguarding and promoting the welfare of young people.
- To ensure the College complies with the London Child Protection Procedures and other relevant Government guidance.
- To provide clear guidance to staff about how to respond when a case of possible harm, abuse or neglect is identified or suspected.
- To ensure staff are aware of their responsibilities in dealing with students.
- To ensure a prompt and effective response is taken when it appears a student may be at risk of abuse or neglect.

- To ensure staff are adequately briefed and trained in the implementation of the College's Child Protection Policy and Procedures.
- To ensure the roles and responsibilities of the designated Child Protection Officer and other key staff for child protection are known and understood by staff.

#### 4 **Definitions**

- 4.1 The duties placed on schools and colleges relating to safeguarding and supporting the welfare of children refer to any child or young person (ie under 18 years of age) who has suffered from, or may be at risk of, physical abuse, neglect, sexual abuse, emotional abuse or exploitation. These terms are recognised by the college as follows:

##### **Physical Abuse**

Physical abuse causes harm to a young person's well being. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocation. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring.

##### **Neglect**

Neglect is the persistent or severe failure to meet a young person's basic physical and/or psychological needs. It will result in serious impairment of the child's health or development.

##### **Sexual Abuse**

Sexual abuse involves a young person being forced or coerced into participating in or watching sexual activity. It is not necessary for the young person to be aware that the activity is sexual and the apparent consent of the young person is irrelevant.

##### **Emotional Abuse**

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

##### **Exploitation**

Exploitation can take a number of forms including sexual exploitation, financial exploitation and forced participation in criminal activity. It is likely to result in young people becoming embroiled in activities which are not of their choosing but which expose them to risk of serious harm or danger.

## 5 **The Role of the Governing Body**

5.1 The Governing Body is committed to ensuring that the College:

- Meets or exceeds its legal obligations regarding the safeguarding of young people at the College.
- Challenges and questions safeguarding arrangements and processes to ensure they are robust and effective in meeting the needs of students.
- Raises awareness of issues relating to safeguarding and promoting the welfare of children and young people in the College.
- Provides a safe environment in which children and young people learn.
- Identifies children and young people who are suffering, or at risk of suffering, significant harm and takes appropriate action to see that such children and young people are kept safe at the College.
- Has procedures for reporting and dealing with allegations of abuse against members of staff and volunteers.
- Operates safe recruitment procedures.
- Designates a member of staff with sufficient authority to take lead responsibility for child protection.
- Remedies any deficiencies or weaknesses with regard to child protection arrangements that are brought to the Governing Body's attention.

## 6 **The Designated Governor**

6.1 The Governing Body will annually nominate a Governor to undertake the role of Designated Governor. For 2018/19 the Designated Governors are Marlene Burt and Tricia Gilpin.

6.2 The Designated Governor(s) is responsible for liaising with the Executive Principal and Senior Designated Child Protection Officer over matters regarding child protection, including:

- Ensuring that the College operates a policy which is consistent with requirements of the Local Safeguarding Children Board (LSCB).
- Ensuring that the Governing Body considers the College Policy on Child Protection each year and that the implementation of the policy appears as a regular item on the agenda of meetings of the Audit and Risk Committee.
- Ensuring that each year the Governing Body is informed of how the College and its staff have complied with the Policy including, but not limited to, a report on the training that staff have undertaken.

6.3 The Designated Governor(s) shall meet with the Senior Designated Child Protection Officer and, where possible, a Child Protection Manager on two occasions annually in order to consider and review the effectiveness of the Child Protection procedures being followed. This will involve considerations of the

Child Protection Training undertaken by staff, the means by which Child Protection matters are taken forward in the college and the recording, storage and follow-up of information.

- 6.4 The Designated Governor(s) is responsible for overseeing the liaison with external agencies such as the police and/or social services in connection with allegations against the Executive Principal, Deputy Executive Principal or the Senior Designated Child Protection Officer. This will not involve undertaking any form of investigation, but will ensure good communication between the parties and provide information to assist enquiries.
- 6.5 To assist in these duties, the Designated Governor(s) shall receive appropriate training in line with LSCB procedures.

## **7 The Senior Designated Child Protection Officer**

- 7.1 The Senior Designated Child Protection Officer shall be the senior College manager who is designated with the overall responsibility for Child Protection and Safeguarding. The current Senior Designated Child Protection Officer is Mrs Camilla Crampton (Deputy Principal).
- 7.2 The Senior Designated Child Protection Officer is responsible for the management of the College's overall policy and procedures that relate to child protection and safeguarding issues. He/she will have received training in child protection issues and inter-agency working, as required by the LSCB, and will receive refresher training at least every two years. The Senior Designated Child Protection Officer will keep up to date with developments in child protection issues.
- 7.3 More specifically he/she has the responsibility for:
- Liaising with the Designated Governor(s), the Local Education Authority, Children's Social Services, the Local Safeguarding Children Board, the Police and other agencies to refer individual cases of suspected or identified abuse, neglect or such allegations.
  - Acting as the key safeguarding contact person within the College.
  - Being responsible for co-ordinating action within the College on child protection and safeguarding issues.
  - Where appropriate, liaising with staff to share information, but only on a "need to know basis", to protect the rights of young people to confidentiality.
  - Raising awareness about child protection and safeguarding, ensuring all staff are familiar with this Policy and Procedure and receive basic training in child protection issues.
  - Ensuring that specific staff are trained in the London Child Protection Procedures, the LEA guidelines and DfE guidance.
  - Providing advice and support to other staff on issues relating to child protection and safeguarding.

- Ensuring that parents or children and young people within the College are aware of the College's child protection policy.
- Liaising with agencies as appropriate.
- Where an inter-agency child protection plan is in place, ensuring the College is involved in, where appropriate, the preparation of the plan and ensuring the College's role is clearly defined. This will include any potential involvement with the Multi-Agency Public Protection Arrangements (MAPPA).
- Reporting annually to the Governing Body of the College on how the College has discharged its duties. The designated staff member is responsible for reporting deficiencies (which may be identified internally or by outside agencies) in procedure to the Governing Body at the earliest opportunity.
- Managing the use and implementation of the Vulnerable Student Processes across the collegiate (see Appendix A for a summary of processes relating to student vulnerability)
- Ensuring that the College fulfils its legal obligations regarding staff being issued with and reading Keeping Children Safe in Education Section A on an annual basis.

## 8 The Child Protection Manager

8.1 For the Emmanuel site Mrs Sylvia Harris (Vice Principal) is the College Child Protection Manager. At the St Mary's site the role is undertaken by Mrs Rosie Salmon (Pastoral Director) and at Aquinas Ms Lesley Davis (Vice Principal) has this responsibility.

The Child Protection Manager is responsible for:

- Liaising with the Senior Designated Child Protection Officer on matters relating to Safeguarding Young People and Child Protection.
- Providing first-line advice to staff and students on child protection matters.
- Representing the College at child protection meetings.
- Knowing how to make an appropriate referral and then to liaise with child protection officers in local authorities to seek advice on how best to deal with a specific case.
- Dealing with individual cases, including attending case conferences and review meetings as appropriate.
- Liaising with the Senior Designated Child Protection Officer to agree and implement actions relating to individual child protection cases.
- Advising on any changes that should be introduced to improve the procedures relating to child protection.
- Supporting the processes of briefing and training of staff on matters relating to child protection.

- Undertaking training in child protection issues and inter-agency working, as required by the LSCB.
- Overseeing the planning of any curricular or other provision, eg ensuring an effective approach to dealing with bullying.
- Maintaining a proper record of any child protection referral, complaint or concern (even where that concern does not lead to a referral).
- Liaising with schools which send pupils to the College to ensure that appropriate arrangements are made for the pupils in relation to Child Protection issues.
- Ensuring that there are effective arrangements for liaising with employers and training organisations that receive young people from the College on placements to ensure that appropriate safeguards are put in place.
- Managing the use and implementation of the Vulnerable Student Processes on their sites (see Appendix A for a summary of processes relating to student vulnerability)
- Facilitating the college's obligation regarding staff being issued with and reading Keeping Children Safe in Education Section A on an annual basis.

## 9 **The roles and responsibilities of all Staff**

- 9.1 Everyone in the College must be aware that the safeguarding of young people is of paramount importance and that it is the duty of all staff to implement college policy regarding such matters. In doing this all staff should recognise that any young person may be the victim of abuse, or may be at risk of, physical abuse, neglect, emotional abuse or sexual abuse.
- 9.2 The Executive Principal, Deputy Executive Principal and all staff working with children and young people will receive training sufficient to familiarise them with child protection issues and responsibilities and the College policy and procedures, with refresher training at least every three years.
- 9.3 Consequently all staff members must be familiar with these procedures. It is the responsibility of all members of staff to act immediately if they become aware of an actual case of abuse/neglect or become suspicious that there may be a risk of abuse/neglect or other safeguarding concern such as exposure to radicalisation.
- 9.4 The responsibility of staff is not exhausted upon referral and staff are required to follow up progress with concerns with the Vice Principal until they are satisfied that relevant action has been taken. Should they be dissatisfied with the response or action taken then staff should escalate the matter to the Head of Centre, Deputy Executive Principal or Executive Principal.

## 10 Dealing with Disclosure of Abuse and Procedure for Reporting Concerns

### 10.1 Confidentiality

Confidentiality is an issue which requires discussion and understanding by all those working with young people particularly in the context of child protection. Normally, personal information should only be disclosed to third parties with the consent of the subject of that information.

- 10.2 Wherever possible, consent should be obtained before sharing personal information with third parties. In some circumstances, consent may not be possible or desirable but the safety and welfare of the child dictates that the information should be shared.
- 10.3 Clear boundaries of confidentiality will be communicated. Staff have a professional responsibility to share relevant information about the protection of children with other professionals.
- 10.4 If a young person confides in a member of staff and requests the information is kept secret, it is important the member of staff tells the young person in an appropriately sensitive way that he or she has a responsibility to refer cases of alleged abuse or risk of harm to the appropriate people in the College and the young person should be assured the matter will be disclosed only to people who need to know.
- 10.5 All personal information regarding a child or young person will be kept confidential except when:
- (a) It is suspected that a child or young person is the victim of abuse or is at risk of harm.
  - (b) It is suspected that other young people are at risk from abuse or harm.
- 10.6 The Senior Designated Protection Officer and/or the Child Protection Manager will liaise with the student, if appropriate, in respect of disclosure to Agencies.

**The need to safeguard the interests of the young person will be the overriding consideration.**

## 11 Disclosure of Abuse

- 11.1 If a young person discloses abuse, or if abuse is suspected, staff should:
- Listen carefully and stay calm.
  - Question normally and without pressure, in order to be sure that what the young person is saying is fully understood by the member of staff.
  - Reassure the young person throughout that by telling a member of staff they have done the right thing.

- Inform the young person that the information must be passed on but that only those who need to know about it will be told. Inform the young person to whom the matter will be reported.
- Note the main points carefully and be factual using the young person's own words.
- Make a detailed note of the date, time and place where the alleged abuse took place, what the young person said, what happened and any questions that were asked.

11.2 For students in the College who have disabilities and difficulties in communicating, extra care should be taken to enable the young person to express themselves to a member of staff with appropriate communication skills.

11.3 Staff should **not**:

- Put words into the young person's mouth or ask leading questions.
- Investigate concerns or allegations. The College has no investigative role, but should report them immediately to the **Senior Designated Child Protection Officer** or the **Child Protection Manager**.
- Promise confidentiality.
- Forget to record what he/she has been told.
- Fail to pass on the information to the correct person.
- Assume someone else will take the necessary action.

## 12 **Immediate Action**

12.1 Any member of staff who has any concern about a young person must discuss the case with the Senior Designated Child Protection Officer or the Child Protection Manager immediately (at least within the same working day) so that, if necessary, a referral can be made to the relevant agency/local authority without delay.

12.2 If the Senior Designated Child Protection Officer, or the Child Protection Manager cannot be contacted the staff member should contact the relevant Head of Centre, the Deputy Executive Principal or the Executive Principal.

## 13 **Reporting to the Executive Principal**

13.1 The Senior Designated Child Protection Officer or the Child Protection Manager or Head of Centre must notify the Executive Principal as soon as practicable and in any event within twenty four hours of the disclosure or suspicion being raised.

## 14 **Action by the Senior Designated Child Protection Officer**

14.1 The Senior Designated Child Protection Officer will collate relevant information about the case and at the earliest opportunity (normally within the same day) will take a decision about whether the case should be referred to the relevant

external agency/Local Authority. The Senior Designated Child Protection Officer or the Child Protection Manager may discuss the case with relevant people/officers in the relevant agency/Local Authority to seek advice as to the appropriate action to be taken.

- 14.2 Where the Senior Designated Child Protection Officer is not available, the Child Protection Manager will collate the relevant information and take responsibility for referring the case to the Local Authority.

## 15 **Contact with Children's Services**

- 15.1 Should referral be necessary, the Senior Designated Child Protection Officer, Child Protection Manager, Head of Centre, Deputy Executive Principal or Executive Principal, must report the matter by telephone as soon as possible and within forty eight hours to social workers in the Children's Services department for the local authority where the young person lives. This referral should be followed using the standard processes.

- 15.2 A written record of the date and time of the report should be made and the report must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing, using the appropriate referral tools where possible, to the Children's Services department within forty eight hours. Staff should be aware that well-kept records are essential for good child protection practice.

- 15.3 The Senior Designated Child Protection Officer, Child Protection Manager, Head of Centre, Deputy Executive Principal or Executive Principal should discuss with the social worker:

- What action will be taken to inform the parents of the child/young person. A note of that conversation should be made.
- The process for keeping the College informed of further action taken.

## 16 **Investigation of a Case**

- 16.1 Individual members of staff **must not investigate** child abuse concerns. This will be carried out if necessary by the appropriate agency and usually by the Children's Social Services and/or the Police.

## 17 **Making Written Notes**

- 17.1 A member of staff must make a written record of their concerns at the earliest opportunity – recording relevant facts accurately and clearly. Care should be taken not to make any assumptions or confuse fact with opinion.
- 17.2 When recording discussion that took place regarding the case (eg with the young person), members of staff should try to record accurately what was said. Where possible, the actual words that were said should be recorded.

- 17.3 Any notes must be given to the Child Protection Manager as soon as possible and will help to ensure accuracy in recalling events later. Such notes should be stored safely.

## 18 **Written Records of Concerns**

- 18.1 The Senior Designated Child Protection Officer and Child Protection Manager shall retain a copy of:
- The report of any abuse or suspected abuse.
  - Any notes or correspondence dealing with the matter.
  - Any other relevant material.
  - Copies of reports, notes and all documents should be kept securely locked at all times and access to records will be confined to designated staff.

## 19 **Record Keeping**

- 19.1 All records relating to the welfare and/or child protection concerns for any student will be kept in locked filing cabinets: "The Welfare and Child Protection Files".
- 19.2 Records relating to the welfare of a student will remain on the "Welfare and Child Protection Files" for a period of three years from the date that the student leaves the College.
- 19.3 When the student leaves the College before reaching the age of 18, any educational institution to which the student progresses will be advised that the student's records, within the College, contain information about child protection concerns even where these are no longer current.

## 20 **Contacts with the Family**

- 20.1 Contact with the family should first be discussed with the College's Child Protection Manager, who will consult relevant staff within the appropriate external agency/local authority.
- 20.2 In cases where a minor physical injury causes concern, it is usual to discuss this with the parent or carer. If the explanation suggests a non-accidental cause of the injury (or a failure to protect the young person from harm), the parent or carer should be advised, where appropriate, that the matter may be referred to an agency and most likely to the Children's Services of the relevant local authority.
- 20.3 In cases of possible neglect or emotional abuse, the concern is likely to have built up over a period of time. There may have been discussion between College staff and the family about sources of help (eg the Children and Family Service), but if concerns persist, the Senior Designated Child Protection Officer will need to refer to the Children and Family Service and will normally advise the family of this.

- 20.4 In cases where there are suspicions of sexual abuse, where there is fabricated or induced illness or where to do so would place the young person in greater risk, the Senior Designated Child Protection Officer will seek immediate advice from the Children and Family Service staff before discussing the matter with the family, to determine whether it is appropriate for the Senior Designated Child Protection Officer to speak with the family or whether instead an external agency may liaise with the family.

## 21 **The Child Protection Register**

- 21.1 The College will normally be told by the relevant Children's Social Service when a student's name is on the Child Protection Register (CPR) whether in the London Borough of Lewisham, Bexley or within another local authority.
- 21.2 The name and contact details of the key social worker **must** be obtained and clearly recorded on the relevant student's record within "The Welfare and Child Protection Files".
- 21.3 The College will participate fully in the work of relevant professionals who are responsible for these students and will assist with the objectives of the Child Protection Plan for the student.

## 22 **Sharing information and request for assistance by other agencies**

- 22.1 The College has a legal duty to assist other agencies including the appropriate department within a local authority or the Police, when they are making enquiries about the welfare of young people.
- 22.2 It is therefore appropriate that information about a young person is shared with other agencies but such information must only be shared on a "need to know" basis with other agencies.
- 22.3 When telephone requests for information are received, the relevant member of staff should **always** contact the Child Protection Manager or the Senior Designated Child Protection Officer who will deal with the request in a manner consistent with that below.
- 22.4 Where a written request for information is received by a member of staff, the member of staff should always advise the Child Protection Manager or the Senior Designated Child Protection Officer and they should handle the information request or expressly authorise that member of staff to deal with the enquiry. If the staff member does not receive this authorisation they should not engage in detailed dialogue.
- 22.5 Requests for attendance at meetings about individual students (eg child protection conferences) should be notified to the Child Protection Manager or the Senior Designated Child Protection officer who will arrange the preparation of a report and attendance at the meeting.
- 22.6 Reports on students should contain information about the student's:

- Academic progress/performance monitoring.
- Attendance.
- Behaviour.
- Relationships with young people and adults.
- Family.
- Any other relevant matter.

22.7 Reports should be objective and distinguish between fact, observation, allegation and opinion.

22.8 Any report shall remain confidential for the purposes of any child protection investigation.

### **23 Suspected or disclosed instances of Female Genital Mutilation (FGM)**

23.1 Where staff have grounds to suspect that a student has been subject to FGM or where a student has disclosed to that member of staff she has been subject to FGM, the member of staff has a duty to report the situation to the Designated Child Protection Officer at the earliest opportunity, and no longer than 24 hours after the disclosure or suspicion occurred.

23.2 Where a report of actual or suspected FGM has been received the Designated Child Protection Officer will report the matter to the police and social services immediately.

23.3 The College will co-operate fully with requests for information or support from the police and social services in relation to an investigation of FGM it has reported.

23.4 Support will be provided to students suspected or known to have been subject to FGM by the College Counsellor, the Chaplaincy or any member of staff with which she feels comfortable. Advice from the police and social services will be sought and followed regarding any contact with parents.

### **24 Allegations against Members of Staff**

24.1 Where an allegation of abuse is made against a member of staff, the Executive Principal must be informed immediately. If the Executive Principal is not available, the Deputy Executive Principal must be informed in his/her absence.

24.2 If an allegation of abuse is made against the Executive Principal, the Chair of Governors must be informed.

24.3 All allegations against staff at the college will be handled in accordance with guidance contained in the Government publication Keeping Children Safe in Education (2015) which sets out the procedures which must be followed.

- 24.4 Where an allegation of abuse is brought to the attention of the Executive Principal or, in his/her absence, the Designated Child Protection Officer, the matter must be referred to the Local Authority Designated Officer (LADO) within 24 hours, provided:
- The allegation is that a member of staff has behaved in a way that has harmed or may have harmed a child/young person.
- Or
- It is alleged that a member of staff has possibly committed a criminal offence against, or related to, a child/young person.
- Or
- There is an allegation that a member of staff has behaved towards a child/young person in a way that indicates he/she is unsuitable to work with children or young people.
- 24.5 Once a matter has been referred to the LADO, the Child Protection Officer will take part in an initial discussion with the LADO to consider whether there is evidence or information that establishes that the allegation is false or unfounded. Where this is the case, the matter will be taken no further.
- 24.6 If the allegation is not patently false, and there is cause to suspect that the child/young person is suffering or likely to suffer significant harm, the LADO may convene a strategy discussion meeting in order to consider a way forward. The Principal, Deputy Executive Principal and/or the Child Protection Officer will attend the meeting.
- 24.7 If there is no cause to suspect that significant harm is an issue, but a criminal offence may have been committed, the LADO will inform the police and convene a strategy discussion meeting to decide whether a police investigation is needed. The Executive Principal or Deputy Executive Principal will attend the meeting.
- 24.8 Where the initial consideration resolves that the allegation does not involve a possible criminal offence, but may involve a breach of the College Code of Conduct for staff, the College Disciplinary Procedures will be invoked and followed, after due discussion with the LADO.
- 24.9 If the allegation requires a police investigation to be undertaken, the Executive Principal, Deputy Executive Principal and Designated Child Protection Officer will provide appropriate support if requested to do so by the police.
- 24.10 Upon conclusion of any case of allegations of abuse by staff, the Executive Principal or Deputy Executive Principal will consult with the LADO as to whether or not it is appropriate to pass details of the staff member involved on to the Independent Safeguarding Authority, which deals with maintaining lists of individuals considered unsuitable for working with children/young people.
- 24.11 The College will not, under any circumstances, enter into a 'compromise agreement' with any member of staff who is the subject of an allegation of abuse against a child/young person. A 'compromise agreement' is an agreement

by which a person agrees to resign and the college agrees not to pursue disciplinary/reporting action related to an allegation of abuse.

- 24.12 It is recognised that staff who are accused of abuse against a child/young person are likely to experience considerable stress, and that this will usually be compounded where such an allegation is false. As a caring employer, the College will always strive to provide appropriate support for staff who are the subject of such allegations. However, the safeguarding of young people must always remain paramount.

## 25 **Monitoring the Implementation and Effectiveness of the Policy**

- 25.1 All staff at the College are responsible for the implementation of the policy. This will be outlined to staff as part of their induction and via staff meetings and INSET.
- 25.2 All staff are provided with updated training concerning safeguarding and are made aware of College processes/procedures.
- 25.3 The extent to which the procedures contained in the policy are being followed by staff will be reviewed on an annual basis by the Designated Child Protection Officer, the Child Protection Manager and other appropriate staff. The effectiveness of the policy in meeting the needs of students will be similarly reviewed. As part of the process, input will be obtained from individual staff members who raised or became aware of child protection issues during the course of the year.
- 25.4 Suggestions for amendment of the content or implementation of the policy will be discussed by SLT on an annual basis, prior to being taken to a meeting of the Governing Body for approval.
- 25.5 A report outlining a review of the implementation of the policy will be taken to a meeting of the Governing Body on an annual basis. The report will address the ways in which:
- The requirements of relevant legal frameworks and guidance are being met.
  - The processes and procedures are clearly described and are still relevant.
  - The arrangements for briefing and training staff are being implemented and are effective.
  - The cases relating to child protection have been effectively managed or that lessons have been learnt where they have not been effectively managed and any necessary changes have been implemented.

## 26 **Recruitment and Selection Procedures**

- 26.1 The College has in place recruitment procedures which will ensure that every care is taken to ensure that young people are protected.

26.2 The recruitment procedures will apply to all staff and volunteers within the College who may work with young people. The recruitment procedures will include the following:

- Identity check.
- The post or role will be clearly defined.
- The key selection criteria for the post or role will be identified.
- Obtaining professional and character references.
- Verification of previous employment history.
- An Enhanced Disclosure and Barring Service (DBS)/List 99 check whilst maintaining sensitive and confidential use of the applicant's disclosure.
- Use of a variety of selection techniques (eg qualifications, previous experience, interview, reference checks).

26.3 An Enhanced DBS check will be carried out on all staff members every 5 years. Where a staff member has been promoted internally an Enhanced DBS check will be undertaken as part of their new role. This will occur regardless of whether or not it has been less than 5 years since their most recent check.

# Christ The King Sixth Form College

## Safeguarding Young People

### Anti-Bullying Statement

#### (Document B)

#### **Mission Statement**

We are a Catholic College dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this as a community we will:

- Provide the highest standards of teaching and learning.
- Expect students to show commitment to their studies and the Christian values of the College.
- Provide equality of opportunity, with mutual respect and positive encouragement.
- Build and further develop a partnership with parents, schools, parishes, higher education, employers and the local community.
- Value staff and support their professional development.

In doing this we will reflect Christ's teaching in the life and work of the whole College.

## **1 Introduction**

- 1.1 Bullying involves the abuse of power. It destroys self-esteem and clearly undermines our mission at Christ the King College.
- 1.2 Bullying is behaviour that consciously causes distress, either mental or physical, to others by hurting them with words or actions, or by making them feel humiliated, excluded, frightened or threatened. Bullying may take various forms:
- **Physical** (eg pushing, kicking or taking belongings).
  - **Verbal** (eg name calling, spreading rumours). It is a form of verbal bullying to write notes, to make phone calls or to send electronic messages or images that are offensive, hurtful, or worrying.
  - **Emotional** (eg unfriendliness, ignoring, tormenting, abusive looks or gestures).
  - **Passive** (eg not informing, not telling, not getting help). Passive bullying may reinforce the power of the bully and makes the bystander partly responsible.
  - **Cyber bullying** (eg via the use of the internet, social media, mobile phone or computer apps, or through email).
  - **Sexual** (eg unwanted conduct of a sexual nature including both online and offline comments, requests for indecent acts or images, sexual jokes or

taunting, physical behaviour such as deliberately brushing against someone or interfering with someone's clothing and online sexual harassment, including the sharing of indecent images or videos).

1.3 All forms of bullying are unacceptable and will not be tolerated at Christ the King College. We will actively seek to:

- Create an atmosphere that allows students to talk openly and confidently about their concerns.
- Encourage our students to develop positive and co-operative relationships with each other.
- Treat allegations of bullying seriously, supporting students who experience bullying and working with perpetrators and bystanders to change their behaviour.
- Promote our zero tolerance approach via continued reinforcement across all areas of the curriculum.

It is the duty of everyone who sees or suspects an instance of bullying, or potential bullying to act to stop it. This duty applies to **all** members of the College community.

## 2 Responsibilities

2.1 Governors are responsible for ensuring that:

- The College Anti-Bullying Policy is reviewed and approved on an annual basis.
- Training in matters related to bullying and its consequences feature in the College Development Plan.
- They are aware of the corporation's legal responsibilities in relation to Child Protection and Welfare legislation.

2.2 The Senior Management team are responsible for ensuring that:

- There is a positive and inclusive ethos in the College.
- They are aware of the College's legal responsibility to oversee the welfare and safety of all students.
- The Anti-Bullying Policy is implemented across the College in a consistent manner.
- Staff, students and other members of the College community are aware of their responsibilities under the policy.
- Appropriate action is taken in response to incidents of bullying.
- Opportunities for training in relation to anti-bullying measures and the consequences of bullying are available to all staff.

2.3 The Heads of Hall's teams, led by the Child Protection Managers are responsible for ensuring that:

- Students are informed of their duty not to bully, harass or intimidate others, and that they must report bullying if they witness or encounter it. This includes all forms of bullying and harassment whether physical, verbal or via electronic means such as email or social network sites and messaging services.
- Tutors are clear as to their duty to help stop incidents of bullying should they witness or be informed of any, and that they must report any disclosure of bullying to other relevant staff.
- Appropriate action is taken in response to incidents of bullying.
- Parents/carers are kept informed, as appropriate, of any action taken in relation to bullying involving their son/daughter.

2.4 In addition to the above, Directors of Pastoral are responsible for ensuring that:

- Heads of Hall are supported in their role and that action taken in response to bullying is appropriate and consistent.
- The Heads of Centre are kept informed of complex or particularly serious incidents of bullying.

2.5 All staff are responsible for ensuring that:

- They act to stop incidents of bullying they encounter or witness. This responsibility is not limited to activity that takes place on the College site, but includes events that may happen with students whilst on visits or residential trips, or on journeys to and from College.
- They report instances of bullying that are brought to their attention. Such information should be passed to the Head of Hall and the tutor of the student/s concerned.

2.6 All students are responsible for ensuring that they:

- Behave in an appropriate manner at all times.
- Do not deliberately cause other students to feel threatened, harassed or excluded, or engage in any activity that could be regarded as bullying. This includes activity on social networking sites or messaging services which causes offence or hurt to others.
- Report any instances of bullying they encounter or witness to a member of staff at the College.

2.7 Parents are responsible for ensuring that they:

- Report to a member of staff any concerns or information they have regarding alleged bullying at the College.
- Contact a tutor if they wish to discuss any matters or concerns related to their son/daughter's welfare or progress at College.

### **3 Procedures and Consequences**

3.1 Where incidents of bullying are reported or observed, the College will take appropriate action to ensure that the situation is addressed.

3.2 If a student discloses to a member of staff that they are being bullied or that bullying is taking place, the member of staff will listen carefully and take a record of the main points. This information will then be passed to the relevant Head(s) of Hall. Where it would be appropriate to do so, the information will also be passed to the tutors of those concerned.

3.3 In speaking with students who have disclosed an incident of bullying, staff will adhere to the College approach to confidentiality. This means that confidentiality will be respected unless there is a clear risk of harm to the student or to others. This will be explained to students when making the disclosure.

3.4 All reports of alleged bullying will be investigated. The investigation will normally be undertaken by the relevant Head of Hall. However, in particularly complex situations this may be referred to the Child Protection Manager or Head of Centre to action.

3.5 The investigation into incidents of alleged bullying will involve speaking with each of the individuals concerned: victim, perpetrator and bystander. Each will usually be asked to write an account of what happened. The parents of students involved may also be asked to attend the College to discuss the situation.

3.6 The Head of Hall concerned, the Head of Centre or Child Protection Manager will decide what action to take and what sanctions to impose.

3.7 Sanctions may include temporary exclusion from specific areas of the College, temporary exclusion from the whole of the College site or, in particularly serious incidents, recommendation for permanent exclusion from the College.

3.8 Any decision to permanently exclude a student will be made by the Head of Centre.

3.9 Victims of bullying will be offered support from appropriate College staff and services. This may include tutors, subject teachers, Chaplaincy, Room 4U or Heads of Hall. Reference may also be made to relevant external agencies.

3.10 Perpetrators of bullying will be warned as to the serious consequences of their actions both for themselves and for other members of the College community. They will be encouraged to understand the impact that such behaviour has and will be told of the College's zero tolerance approach to bullying. Where appropriate they will also be offered support from College services including Chaplaincy, the Counselling Service or from Heads of Hall.

3.11 Parents will be kept informed of progress and decisions taken.

3.12 A record of the incident and action taken will be placed on the file of all students involved.

#### **4 Prevention**

4.1 The College encourages an ethos and environment in which everyone respects, supports and affirms the dignity of others.

4.2 The Catholic ethos of the College is reinforced at the outset by the Chaplaincy team. Bullying is implicitly referred to during the Chaplaincy induction programme which embraces spirituality, relationships, responsibility and gift of self.

4.3 The College encourages heightened awareness and vigilance of bullying within our community and recognises that early intervention is always the best approach.

4.4 The College recognises that students differ in their susceptibility to peer pressure, bullying and low self-image and self-esteem. All students who report incidents of bullying will be taken seriously.

4.5 Curriculum areas provide opportunities to explore, both directly and indirectly, bullying and related academic themes.

4.6 The Pastoral Programme makes explicit reference to bullying; specific examples of such reference may include area meetings, tutorial sessions or targeted materials. Specific reference is made to cyber bullying, the harm it can inflict, and the unacceptable nature of such activity.

4.7 All students have a minimum of three one-to-one interviews with their tutor across the academic year where students are given the opportunity to speak openly about any issues that may be troubling them. This also provides an opportunity to raise any bullying related concerns with students.

#### **5 Bullying - Advice to students**

5.1 Students have a right to expect a supportive, caring and safe learning environment at Christ the King. When they do not experience this and are being bullied, it is not always easy for a student to seek help. All students should feel able to tell any member of staff if they are being bullied and expect to receive a constructive response. All reports of bullying will be treated seriously and dealt with appropriately.

- 5.2 A variety of services are available to help any students who are facing the problem of bullying. As well as classroom teachers and tutors, students can approach the student services team, Heads of Hall, learning support staff, the Chaplaincy, and the College Counsellor.
- 5.3 Literature providing general and specific advice is available from the Chaplaincy, the College Counsellor and the LRC. Reference to the College stance on bullying is also made in the Student Induction Booklet and is the subject of a whole unit in the tutorial programme.
- 5.4 If a student is experiencing bullying – or knows that someone else is – they should tell the adult of their choice (teacher or support staff) as soon as possible. This report will be passed on to the relevant Head of Hall as appropriate and dealt with sensitively.
- 5.5 Christ the King recognises that students being bullied can be afraid to report the matter for fear of their reputation, escalation or reprisal. The College has a zero tolerance to bullying and will deal with the matter in consultation with the student concerned and the adults with whom they live, where appropriate.
- 5.6 Parents are encouraged to contact the College if they have any fears about bullying that may be taking place at the College. An appropriate and sensitive approach will be taken in all cases.

# Christ The King Sixth Form College

## Safeguarding Young People

### Security of Students

#### (Document C)

#### **Mission Statement**

We are a Catholic College dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this as a community we will:

- Provide the highest standards of teaching and learning.
- Expect students to show commitment to their studies and the Christian values of the College.
- Provide equality of opportunity, with mutual respect and positive encouragement.
- Build and further develop a partnership with parents, schools, parishes, higher education, employers and the local community.
- Value staff and support their professional development.

In doing this we will reflect Christ's teaching in the life and work of the whole College.

#### **1 Introduction**

1.1 Christ the King College aims to ensure that it creates and maintains a secure environment for all students, staff and visitors.

1.2 In seeking to give effect to this aim the college recognises that the security of its community relies upon:

- An appropriately secure site.
- The effective control of entry to and from the site.
- The creation and maintenance of a culture where violence or threats of violence are not tolerated.
- A zero tolerance approach to the carrying or use of offensive or highly dangerous weapons.
- Excellent communication links between the College and all other stakeholders.
- Addressing security issues with individuals where appropriate, and the inclusion of such issues in the education programmes of all students.
- The use of early intervention and prevention measures by staff and other members of the community.

## 2 Security on Site

- 2.1 The College maintains a secure physical environment in which students can achieve their full potential. This includes ensuring that all external fences and gates are kept in a good state of repair, are sufficiently robust and that gates are locked when the College is closed.
- 2.2 Security guards are employed or contracted by the College to ensure that the identity of all people entering or leaving the site is ascertained and that there is a legitimate reason for them being on site.
- 2.3 All students are issued with an identity card. This will usually occur as part of the induction process. The cards must be shown upon entry at the College gate and can be requested to be seen by any member of staff without any reason being given. Students are informed of this via the Student Induction Booklet and at area meetings throughout the year.
- 2.4 Inspection of student identity cards is overseen at the College gate by the Security Guards. Students failing to show a valid card are challenged and may be issued with a temporary card where appropriate. Permanent new cards can be requested by students who have lost them, and a £5 fee will be charged for this. Students refusing to show their identity card may be suspended from College.
- 2.5 Temporary identity cards issued to students will be handled by a permanent security guard who will validate the student's identity prior to issuing of the card. Should an inexperienced or short term security guard be on duty when a temporary pass is requested, a permanent guard or a senior staff member will be called to issue the temporary identity card to the student.
- 2.6 Any incident involving a breach of our security at any site will be immediately shared with all Heads of Centre and the Collegiate and Deputy Collegiate Principal as well as the Head of Security to ensure that appropriate action is taken at all sites in the light of any lessons learnt from such a breach.
- 2.7 All visitors are issued with visitor badges that must be worn in a visible manner at all times whilst on site.
- 2.8 The College uses a CCTV system which operates throughout each site. Cameras are placed in strategic areas in and around the buildings so that any security or behavioural incidents can be followed up with those concerned. The system also helps to reassure members of the community that security is a very high priority at the College.
- 2.9 Throughout the day, and particularly at break time, lunch time and at the end of the afternoon lesson, security guards patrol the building to help oversee the management of students. In doing this the profile of the guards is raised with students and this helps to ensure the maintenance of a safe and secure environment.

- 2.10 Senior staff patrol the building at break time, lunch time and at the end of the afternoon lesson. This is organised on a rota basis, and helps to ensure that the behaviour of students is overseen effectively.
- 2.11 A duty rota for incident management is in operation throughout the day whereby senior staff deal with any issues concerning breaches of College rules by students or help to support students as appropriate. This system ensures that any matters which arise are dealt with quickly and in a consistent manner.

### **3 Management of Larger Scale Incidents**

- 3.1 It is very unusual for larger scale incidents of disturbance or student misconduct to take place at the College. This reflects the proactive management of students on all sites and the zero tolerance approach that is taken to incidents which impact upon student learning or wellbeing. However, on the rare occasions where such incidents may take place an agreed procedure is used.
- 3.2 Security cameras are used to monitor activity in areas of the College where students gather. This includes the dining rooms, corridors, outside play areas and main entrances to the sites. Cameras are used to identify early signs of any difficulties that may arise. This allows staff to attend the area very quickly.
- 3.3 Senior staff and members of the security team patrol the buildings to ensure students comply with college behaviour standards. Such staff will intervene in a safe, considered manner to prevent or defuse disturbances or difficulties that may have arisen.
- 3.4 Senior staff and members of the security team use college radios to communicate and call for assistance where necessary.
- 3.5 All teaching and support staff are aware of the duty rota and security team system so that an appropriate level of staff presence can be made available to deal with any significant incident.
- 3.6 The priority when attending an incident is to establish control and keep students safe. This involves identifying the main perpetrators and/or victims as well as removing all other students from the area in a clear, controlled manner.
- 3.7 The main perpetrators and/or victims will be managed by senior staff who will ensure that the situation giving rise to the disturbance is brought to an end.
- 3.8 College disciplinary processes will be used, as appropriate, in taking any follow up action with the students concerned.
- 3.9 Where an incident has taken place outside of the college gates which places students in danger, the police will be contacted and asked to attend.
- 3.10 Follow up action with the main perpetrators and/or victims will take place as outlined above. This reflects the seriousness with which the college views violent or threatening behaviour and the thorough approach that is taken to investigating all such outcomes.

- 3.11 In all cases where students have been a perpetrator in a serious or larger scale disturbance appropriate disciplinary action will be taken which may include suspension, parental meetings or exclusion from College.

#### **4. Violence or Threats of Violence**

- 4.1 The College will not tolerate violence or threats of violence from or towards any member of our community. All students are informed of this as part of their induction programme and are reminded via the Student Induction Booklet and in area meetings.
- 4.2 Where a violent incident or any incident which has an express or implied threat of violence occurs, the College will act quickly to ensure the safety of anyone who may be affected by it.
- 4.3 Where a student has acted in a violent or threatening way towards another student or other member of the College community this will usually lead to an automatic suspension. The student concerned will not be allowed to return to College until the matter has been thoroughly investigated by a senior member of staff and the parents/carers of the student have attended a meeting to discuss the situation. Where it is deemed appropriate by the senior member of staff involved, the student may be allowed to return to College. If the incident is regarded by the senior member of staff sufficiently serious as to warrant a recommendation for permanent exclusion, this will be made to the Head of Centre in accordance with the Student Exclusions Policy.
- 4.4 Where appropriate, counselling or other support is offered to students who have perpetrated acts/threats of violence against others.
- 4.5 Students who have been the victim of violence or threats of violence are offered counselling or other support as is appropriate.

#### **5 Offensive Weapons**

- 5.1 The College operates a zero tolerance approach to the carrying of offensive or highly dangerous weapons.
- 5.2 The definition of offensive or highly dangerous weapons includes firearms, replica firearms, knives, corrosive liquids or any other article which, in the view of the College, is being carried or kept for the purpose of causing harm to others.
- 5.3 Any student found to be in possession of an offensive or highly dangerous weapon will automatically be excluded from College.
- 5.4 The College will inform the police of any incidents concerning offensive or highly dangerous weapons.
- 5.5 Students are informed of the College stance on the possession of offensive and highly dangerous weapons as part of the induction process and are reminded via

the Student Induction Booklet and in area meetings during the course of the year.

- 5.6 Students who are concerned about issues related to the possession of offensive or highly dangerous weapons are encouraged to speak to a member of staff, including either their tutor, one of their teachers, the security manager, the College counsellor or one of the Chaplaincy team. Support is provided for students in the form of guidance, advice, referral to specialist external agencies and a listening ear facility. Specific bespoke support may also be provided as appropriate.
- 5.7 Information regarding the dangers posed by offensive or highly dangerous weapons and the consequences of possessing them is available to students as part of the tutorial programme. The range of information available and the methods by which it is presented to students is reviewed throughout the year by the pastoral team, led by the Director of Pastoral on each site.

### **Measures to prevent harm to students**

- 6.1 The College fosters the creation of a culture where violence or threats of violence are not tolerated either within the College grounds or in the wider community. It achieves this through the implementation of a range of measures including:
- A clear focus on the development of the whole person including academic achievements as well as the social, spiritual and moral development of all students.
  - Effective staff supervision of public spaces within the College including the diner, recreational areas and the Learning Resources Centre.
  - Vigilance by staff to any suggestions or signs that security issues may arise. This includes the presence of senior staff outside of the College gates at key times during the day, the following up of all instances of poor behaviour including what may appear to be minor disputes between students, following up any information received from students or staff that there may be a potential difficulty about to arise, and the proactive use of the security manager in watching for signs of unrest/concern among students.
  - Challenging inappropriate behaviour and language by students including the use of 'street' slang and the wearing of any clothing associated with gang culture.
  - Providing students with a programme of study, including tutorial provision, which includes specific reference to, and information regarding, personal safety and security issues affecting young people.
  - Participation by the College in local and national schemes aimed at informing young people about safety issues.
  - Promoting and developing the role of the personal tutor, Chaplaincy and other College services in proactively supporting students with regards to security and safety issues.

- Working closely with outside agencies including the police and the local authority to share information and help to inform and educate students in generic or specific areas connected to safety and well being.
- Ensuring that all staff at the college are kept informed via briefings, meetings or in an electronic format about any specific or general concerns regarding security incidents. This includes incidents that have already taken place as well as those which have the potential to arise.
- Providing INSET for staff on matters related to security.

## 7 **Communication with Key Stakeholders**

- 7.1 Key stakeholders concerned with the safety of students at the College include parents/carers, staff, governors, the local authority, the police and partner/other schools.
- 7.2 The College works with all key stakeholders to promote the safety and security of students.
- 7.3 Effective communication with parents/carers is often critical in providing appropriate support for individual students. The College informs parents/carers of any concerns regarding the safety of their son/daughter that may arise, providing this does not contravene the Child Protection Policy. Communication with parents will either take the form of a telephone call, letter home or a meeting arranged with a member of staff. All telephone calls or meetings, will generally be followed up by a letter from the member of staff concerned or a note placed on the pastoral log.
- 7.4 Where a parent raises a concern about the safety of their son/daughter this is followed up by a Head of Hall and the outcomes communicated to the parents by letter. A copy of the letter is uploaded to the student ProMonitor page.
- 7.5 Governors are kept informed of any incidents that occur relating to security of students via meetings which take place throughout the year.
- 7.6 Governors will also be informed of measures taken to promote the security of students via reports from the Heads of Centre on curriculum and student related matters.
- 7.7 The College works with partner and other schools to promote student welfare by sharing information regarding security-related incidents as appropriate. This includes information on gang related activity, incidents of violence or threats of violence and any measures taken to avoid or alleviate safety related problems.
- 7.8 Where appropriate, the College will participate in local authority and police schemes aimed at raising awareness of the danger presented by violent crime/threat of crime. This may also include the sharing of information about specific incidents. In doing this the College will help to cement important relationships with these key stakeholders for the benefit and safety of all students.

## **8 Staff responsibilities**

- 8.1 All staff have a responsibility for helping to oversee the safety and well-being of students at the College.
- 8.2 As part of their responsibility towards students, staff will challenge all students found to be in breach of College rules or displaying inappropriate behaviour and take action to resolve the situation where this is deemed necessary.
- 8.3 Where an incident occurs which involves violence or the threat of violence staff should do all that is reasonable to stop or alleviate the situation, but should not place themselves at risk of physical harm. Where necessary, the staff member should call for assistance and ask for the police to be notified.
- 8.4 The Heads of Centre, Directors of Pastoral and Heads of Hall should be notified of all incidents involving violence or threats of violence that occur involving students. An Incident Report Form should be completed and circulated to all relevant parties. The student log should also be updated.
- 8.5 All incidents of violence/threats of violence are investigated and followed up with appropriate action taken. The investigation should be conducted by a senior member of staff, which may include a Head of Hall.
- 8.6 Parents/carers will be informed of any incident involving their son/daughter by the relevant senior manager conducting the investigation. A copy of any letter sent will be uploaded onto the student ProMonitor page. The student log should also be updated.
- 8.7 Overall responsibility for the security of students rests with the Principal, supported by all other members of the Senior Management Team.
- 8.8 An Annual report analysing all incidents of violence, and action taken, is produced for each site and used to inform a review of College procedures.

## **9 Governors' responsibilities**

- 9.1 Governors are responsible for overseeing the implementation of the College mission statement which includes ensuring that students are kept safe whilst on site.
- 9.2 In exercising their duty Governors work closely with College managers to ensure that appropriate safeguarding procedures are in place and that implementation of the procedures is monitored effectively.

## **Christ The King Sixth Form College Safeguarding Young People Misuse of Drugs and Alcohol Policy (Document D)**

### **Mission Statement**

We are a Catholic College dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this as a community we will:

- Provide the highest standards of teaching and learning.
- Expect students to show commitment to their studies and the Christian values of the College.
- Provide equality of opportunity, with mutual respect and positive encouragement.
- Build and further develop a partnership with parents, schools, parishes, higher education, employers and the local community.
- Value staff and support their professional development.

In doing this we will reflect Christ's teaching in the life and work of the whole College.

### **1 Introduction and policy statement**

- 1.1 Christ the King Sixth Form College is dedicated to meeting the personal and educational needs of all students and this entails providing the highest level of academic and pastoral support.
- 1.2 In creating a supportive and appropriate learning environment the College strongly opposes the possession or use of alcohol as well as all illegal substances, both on and off the College site. It also opposes the misuse of legal drugs including what were previously referred to as "legal highs". "Legal highs" are now referred to as New Psychoactive Substances (NPS).
- 1.3 The College will not permit or condone the possession, selling or passing on of any illegal substances on its premises or at any other venue/event where college activity is taking place. This includes within the local community and neighbouring streets.
- 1.4 Students found to be acting in contravention of paragraph 1.3 of this policy in relation to illegal substances will be recommended for permanent exclusion from the College.

- 1.5 The College does not permit students to bring alcohol or NPSs on site at any time and does not allow the consumption of alcohol on site whilst the College is in session.
- 1.6 Students found to be in possession of alcohol or NPSs will have the relevant items confiscated and will be suspended from College. The suspension will not be lifted until a meeting has taken place with the parents/carers of the students concerned. Students found to be in possession of alcohol or NPSs on more than one occasion will be considered for permanent exclusion.
- 1.7 Students found to be in possession of any paraphernalia associated with the use of drugs or NPS will be treated in the same manner as those found in possession of drugs.

## **2 Education and Information**

- 2.1 The College recognises the importance of high quality and accurate information as a means of educating young people on the dangers of becoming involved with legal or illegal drugs and with alcohol.
- 2.2 The drugs and alcohol education and information provided at the College will include:
  - Tutorial input from teaching staff using materials specifically aimed at 16-19 year old students.
  - Referral to specialist outside agencies where appropriate.
- 2.3 Staff training in relation to legal and illegal drugs and to alcohol education and information will be provided, and will focus on, where appropriate:
  - Whole staff education and training.
  - Staff with particular responsibility for supporting students who may be affected by drugs, alcohol and/or related issues.

## **3 Support for students with drugs or alcohol related issues**

- 3.1 The College is committed to giving support and advice on any drug or alcohol related issue, where it is appropriate to do so. Students are actively encouraged to approach a member of staff where they have any concerns related to legal or illegal drugs or the drinking of alcohol.
- 3.2 Staff who are approached by a student concerned about a drugs or alcohol related issue should inform the relevant Head of Hall within twenty-four hours. Staff may also refer students to a member of the Chaplaincy team or to the College Counselling service for an initial discussion.
- 3.3 Staff who are approached by a student concerning a drugs or alcohol related issue must break student confidentiality where there is a risk to the student or a third party.

3.4 It is recognised that staff need to build trust to support students. However, it is the College policy to share information sensitively as this safeguards the whole community. It is, therefore, important that students are informed at the outset about the degree of confidentiality to expect.

3.5 Where concerns regarding suspected drug or alcohol abuse arise from observation of performance and behaviour over a period of time, but the student has not sought support, an interview should be arranged with the relevant Head of Hall in order to invite the student to discuss the matter.

Where appropriate, the Head of Hall should inform the student of the support provided by the College Counselling service at the College.

3.6 Students will be referred to specialist outside agencies for advice and counselling where the College is unable to support their needs.

#### 4 **Dealing with Drug or Alcohol Related Incidents.**

4.1. Where a student has collapsed, staff should:

- Deal with the first aid issues following the College First Aid Procedures.
- Inform the Principal, Head of Centre or Director of Pastoral who will arrange for the parents of the student to be contacted.
- Complete an incident form.
- Initiate disciplinary procedures at a later stage, where appropriate.

4.2 Where a student has arrived under what appears to be the influence of drugs or alcohol, staff should:

- Seek advice from a First Aider.
- Contact the relevant Head of Hall, the Executive Principal, Head of Centre or Director of Pastoral.

If the student is to be sent home, the relevant senior member of staff will ensure that they are escorted, and that someone will be there to receive them.

If the student is to remain in college, the relevant senior member of staff will ensure that they are in a room where they can be kept under surveillance.

Disciplinary procedures may be initiated against the student at a later stage.

4.3 Where a student has been observed taking or using an NPS or an illegal substance, staff should:

- Gain the support of at least one other member of staff or security officer (if possible) before approaching the student.
- Ascertain the identity of the student.
- Where it is possible and safe to do so, the members of staff and/or security officer should confiscate any evidence of illegal substances or NPSs.
- The relevant Head of Hall, and Executive Principal, Deputy Executive Principal and Head of Centre or Director of Pastoral should be informed as soon as possible.
- The relevant senior manager should arrange for the student to be interviewed and the main points of the discussion noted down.
- In line with DfE guidelines, members of staff should not conduct a personal search of the student, although the student should be encouraged to voluntarily hand in any illegal substances they may have in their possession.
- The Executive Principal, Deputy Executive Principal or Head of Centre have the authority to search students for prohibited items – although every reasonable attempt should be made to gain the consent of the student before doing so. In the absence of those staff, a search may be carried out by the Director of Pastoral on each site. Any such search may also include bags carried by the student or lockers used by them. Any search should be carried out in the presence of another member of staff.
- Should a student be witnessed trying to conceal items under clothes prior to a search, the police may be contacted to search the student at the discretion of the Head of Centre.
- Once a student has been interviewed the relevant Head of Hall, the Executive Principal, Deputy Executive Principal, Head of Centre or Director of Pastoral should suspend the student pending an investigation.
- Where the investigation confirms that the student was using or taking prohibited substances on site, they will be recommended for permanent exclusion from the College.

4.4 Where an illegal substance or drugs related equipment is found on site, staff should:

- Contact the Director of Finance and Estates, Executive Principal, Deputy Executive Principal, Head of Centre or Director of Pastoral who will arrange for the substance/equipment to be removed.
- Record the matter using an Incident Report Form and file a copy in the General Office.

## **5 Informing Parents of Incidents and Concerns**

- 5.1 All students will be actively encouraged by College staff to tell their parents about any drugs or alcohol related concerns they may have.
- 5.2 Where students do not wish to inform their parents of a substance or alcohol difficulty they are experiencing, the matter will be referred to the Pastoral Director and Head of Centre who will endeavour to respect the wishes of the student provided, having assessed the risk, that there is no threat to the student's immediate wellbeing.
- 5.3 Where the College believes that there is a danger to a student from a drugs or alcohol related incident or concern, it will inform the parents of the student concerned. This will be done sensitively, and with due regard to the over-riding interests of the student.
- 5.4 All contact with parents regarding drugs or alcohol related issues or concerns will be formally recorded and placed on file.
- 5.5 Where there is a disciplinary matter the procedures for contacting parents as outlined in the Student Exclusion Policy will be followed.

## **6 Contact with the Police**

- 6.1 The College aims to promote good relationships with the local police and to co-operate with the police on drugs related issues.
- 6.2 Any decision as to whether the police will be informed of any drugs related incident or concern at the College will be taken by the Executive Principal or, in her/his absence, by the Head of Centre.

## **7 Implementing, Monitoring and Reviewing the Policy**

- 7.1 All staff have responsibility for implementing the policy. The College position on the use of illegal drugs/misuse of legal drugs is clear in that such activities will not be tolerated.
- 7.2 The Executive Principal has overall responsibility for ensuring that the college policy is being implemented consistently and appropriately across the College at all sites.
- 7.3 Governors have responsibility for monitoring the effectiveness of the policy in meeting the needs and aims of the College.
- 7.4 The policy will be reviewed on an annual basis to ensure that it continues to meet the needs of the College.

## **8 Publication of the Policy**

- 8.1 The policy will be distributed to staff via the policies site on the college Intranet.
- 8.2 A condensed version of the policy will be placed in the Student Induction Booklet and will be referred to/highlighted during induction for all students.

## **9 Links with other College Policies and Procedures**

- 9.1 The policy is intended for use as part of an over-arching safeguarding scheme and in conjunction with other College policies/procedures, including:
- The Student Exclusion Policy
  - The Child Protection Policy
  - The Appeals Procedure
  - The Health and Safety Policy
  - The Anti-Bullying Statement
  - The Security of Students Policy

# Christ The King Sixth Form College

## Safeguarding Young People

### E-Safety Policy

#### (Document E)

#### **Mission Statement**

We are a Catholic College dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this as a community we will:

- Provide the highest standards of teaching and learning.
- Expect students to show commitment to their studies and the Christian values of the College.
- Provide equality of opportunity, with mutual respect and positive encouragement.
- Build and further develop a partnership with parents, schools, parishes, higher education, employers and the local community.
- Value staff and support their professional development.

In doing this we will reflect Christ's teaching in the life and work of the whole College.

#### **1 Introduction**

- 1.1 In the context of the college mission statement Christ the King recognises and embraces the importance of digital and information technologies in supporting the education of young people.
- 1.2 However, it is also recognised that the use of such technologies can sometimes put young people at risk within, as well as outside of, the college environment.
- 1.3 Some of the potential dangers young people can face when using advanced technologies include:
  - Access to illegal, harmful or inappropriate images or other content.
  - Unauthorised access to/loss of/ sharing of personal information.
  - The risk of being subject to grooming by those with whom they make contact on the internet.

- The risk of being targeted by extremist organisations or exposed to the risk of radicalisation.
- The sharing/distribution of personal images with or without an individual's consent or knowledge.
- The risk of being subject to sexual exploitation.
- Inappropriate communication/contact with others, including strangers.
- Cyber-bullying.
- Access to unsuitable video/internet games.
- An inability to evaluate the quality, accuracy and relevance of information on the internet.
- Plagiarism and copyright infringement.
- Illegal downloading of music or video files.
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

1.4 Many of these risks also reflect situations that arise elsewhere in young people's lives, and thus it is essential to view this policy in conjunction with each of the other documents that form part of the college's Safeguarding Policy.

1.5 As with all other risks facing young people it is impossible to completely eliminate the dangers that exist. However, it is essential to support students in developing resilience to the risks to which they may be exposed, so that they have the confidence and skills to manage them.

## 2 Roles and responsibilities

2.1 It is the responsibility of all members of the college community including staff, governors and students to be alert to the potential dangers that exist when they or others are using the internet, email, messaging services and other forms of electronic communication, including mobile phone or tablet Apps. However, specific responsibilities also arise.

2.2 Governors are responsible for the approval of the E-Safety Policy and for reviewing its implementation and impact. This will be achieved through an annual review of the policy, and an annual report of any E-Safety incidents as part of the Safeguarding Report that is received each year.

2.3 The Executive Principal and Senior Management Team are responsible for ensuring the overall safety (including E-Safety) of all members of the college community whilst on site, and whilst taking part in college activities. However, day to day responsibility for E-Safety is delegated to the Head of Centre on each site.

- 2.4 The Executive Principal, Deputy Executive Principal and Head of Centre on each site are responsible for ensuring that all relevant staff receive suitable INSET to enable them to carry out their duties in relation to E-Safety.
- 2.5 The Executive Principal, Deputy Executive Principal, Heads of Centre and Directors of Pastoral should be aware of the Safeguarding procedures to be followed in the event of a serious E-Safety allegation being made against a member of staff.
- 2.6 The Head of Centre and Director of Pastoral on each site are responsible for ensuring that all students are informed of the dangers and risks associated with use of the internet, social networking, email and messaging through tutorial materials, area meetings and the Student Induction Booklet.
- 2.7 The Director of ICT Services is responsible for ensuring:
- That the college ICT infrastructure is secure and is not open to misuse or malicious attack.
  - That the college meets the E-Safety technical requirements outlined in relevant government E-Safety Policies and guidance as well as that required to meet responsibilities under the PREVENT agenda.
  - That users may only access the college's networks through a properly enforced password protection policy, in which passwords are regularly changed.
  - The college's filtering and monitoring software is applied and updated on a regular basis and that its implementation and management is not the sole responsibility of any single person.
  - That he/she keeps up to date with E-Safety technical information in order to effectively carry out his E-Safety role and to inform and update others as relevant.
- 2.8 Teaching and support staff are responsible for ensuring that:
- They have an up to date awareness of E-Safety matters and of the college E-Safety policy and practices.
  - They have read, understood and signed the College Staff Acceptable Use of IT Policy/Agreement.
  - They report any suspected misuse or problem to the Head of Centre for investigation.
  - Digital communication with students should be on a professional level and only carried out using official college systems.
  - They are aware of E-Safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current college policies with regard to these devices.

- They remind students of the safe use of technology, as appropriate, throughout the course of curriculum delivery.

2.9 The Designated Child Protection Officer and Designated Child Protection Managers should be trained in E-Safety issues and be aware of the potential for serious child protection issues to arise from:

- Sharing of personal data or images.
- Access to illegal/inappropriate materials.
- Exposure to extremist materials and sites.
- Inappropriate on-line contact with adults/strangers.
- Potential or actual incidents of grooming.
- Cyber-bullying.

### 2.10 **Students**

- Are responsible for using the college ICT systems in accordance with the Student Acceptable Use of IT Policy, which they will sign before being given access to college systems.
- Should have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- Will be expected to know and understand college policies on the use of mobile phones, digital cameras and hand held devices. They should also know and understand college policies on the taking/use of images and on cyber-bullying.

Students should understand the importance of adopting good E-Safety practice when using digital technologies out of college and realise that the College's E-Safety Policy covers their actions out of college, if related to other members of the college community.

## 3 **Education and training with regard to E-Safety**

3.1 The college recognises the importance of taking a proactive approach to E-Safety. All students will therefore receive the following:

- Information and advice on the potential safety risks, indicating possible risks of radicalisation, posed by new technology, as part of their induction programme when joining the college.
- An opportunity to consider and discuss E-Safety issues as part of their tutorial programme.

- Information and guidance from their teachers on appropriate use of the internet in their subject. This will include support in becoming critically aware of materials/content accessed on-line so that the accuracy of information can be validated and plagiarism avoided.
- Reminders in the use of the college ICT systems (including the Internet) so that the Acceptable Use of IT Agreement each student signs will be complied with. Such reminders will be communicated to students via the Student Induction Booklet, posters in the LRC and classrooms (as appropriate), and via the bulletin.

3.2 It is essential that all staff receive E-Safety training and understand their responsibilities as outlined in this policy. Training will be offered as follows:

- All staff new to the college will be informed of the college approach to E-Safety and of staff responsibilities in this regard as part of their induction programme.
- Staff INSET sessions will be organised, as appropriate, to provide staff with updated information regarding E-Safety/safeguarding issues as part of the annual INSET programme. This will include coverage of issues related to the PREVENT agenda.
- The Designated Child Protection Officer and Managers will attend regular safeguarding updates/training sessions concerning a range of safeguarding topics/issues. Information gained will be disseminated as appropriate.

3.3 Governors will be updated by the Designated Child Protection Officer of any relevant changes to E-Safety arrangements in the college or external requirements in this regard. Governors will also be informed on an annual basis of any E-Safety issues that have arisen in the college.

#### 4 **Infrastructure/equipment, filtering and monitoring**

4.1 The college is responsible for ensuring that the college infrastructure/network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will ensure that the relevant people named in the above sections will be effective in carrying out their E-Safety responsibilities:

- Servers, wireless systems and cabling are securely located and physical access restricted.
- All users have clearly defined access rights to college ICT systems. Details of the access rights available to groups of users are recorded by the Director of ICT Services and are reviewed annually.
- All users are provided with a username and password by the ICT Services Department who keep an up to date record of users and their usernames. Users are required to change their password every term.

- The “master/administrator” passwords for the college ICT System, used by the Director of ICT Services are kept in a secure place.
- Users are made responsible for the security of their username and password and must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security.
- The college maintains and supports a managed filtering service with regard to the internet used via college equipment.
- College ICT services staff regularly monitor and record the activity of users on the college ICT systems and users are made aware of this in the Acceptable Use Policy.

## 5 Curriculum

5.1 E-Safety should be a focus in all areas of the curriculum and staff should reinforce E-Safety messages in the use of ICT across the curriculum:

- In lessons where internet use is pre-planned, it is best practice that students should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches. This includes possible extremist material which increases the risk of radicalisation.
- Where students are allowed to freely search the internet, eg using search engines, staff should be vigilant in monitoring the content of the websites the young people visit.
- It is accepted that from time to time, for good educational reasons, students may need to research topics (eg racism, drugs, and discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the ICT Services Team can temporarily remove those sites from the filtered list for the period of study. Any request to do so should be suitable, with clear reasons for the need.
- Students should be taught in all lessons to be critically aware of the materials/content they access on-line and be guided to validate the accuracy of information and avoid plagiarism.
- Students should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.

## 6 Use of digital and video images – Photographic, Video

6.1 The development of digital imaging technologies has created significant benefits to learning, allowing staff and students instant use of images that they have recorded themselves or downloaded from the internet. However, staff and students need to be aware of the risks associated with sharing images and with posting digital images on the internet forever and that they may cause harm or embarrassment to individuals in the short or longer term. The school will inform

and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm. When using digital images, staff should inform and educate students about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet, eg on social networking sites.

- Staff are allowed to take digital/video images to support education aims, but, must follow college policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment; the personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital/video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the college into disrepute.
- Students must not take, use, share, publish or distribute images of others without their permission.
- Photographs published on the website, or elsewhere that include students will be selected carefully and will comply with good practice guidance on the use of such images.
- Permission from students will be obtained before photographs of them are published on the college website.

## 7 Communications

7.1 A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the college currently considers the benefit of using these technologies for education outweighs their risk/disadvantages:

Communication Technologies	Staff and Other Adults				Students			
	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Use of personal email addresses in college or on college network	✓					✓		
Use of college email for personal emails	✓					✓		
Use of chat rooms/facilities				✓				✓
Use of social networking sites			✓					✓
Use of work related blogs	✓					✓		

7.2 When using communication technologies the college considers the following as good practice:

- The college email service is regarded as safe and secure and is monitored.
- Users must immediately report to the Line Manager/ Senior Manager, in accordance with the college policy, the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email.
- Any digital communication between staff and students or parents/carers must be professional in tone and content. These communications may only take place on official (monitored) college systems. Personal email addresses, text messaging or public chat/ social networking programmes must not be used for these communications.
- Personal information should not be posted on the college website and only official email addresses should be used to identify members of staff.

## 8 Incidents of misuse

8.1 Where students are found to have misused the college IT systems in contravention of the Acceptable Use of IT Agreement he/she may receive one or all of the following sanctions:

- A warning as to their future conduct.
- Temporary suspension of their college IT account.
- Permanent removal from specific parts of the college IT system.
- The actual sanction that is applied will vary according to the severity of the misuse, and the circumstances in which it took place.
- Where misuse includes exposure to extremist material this will be referred to the Designated Child Protection Manager who will consider referring the matter to the Channel programme.

8.2 Where a member of staff has been found to have misused the college IT system he/she will be subject to the disciplinary rules contained in the Staff Code of Conduct.

## 9 Policy monitoring and review

9.1 The implementation of the college E-Safety Policy will be monitored by the Senior Management Team and governors, and a formal review will be undertaken on an annual basis.

# Christ The King Sixth Form College

## Safeguarding Young People

### Anti-Radicalisation Strategy

#### (Document F)

#### **Mission Statement**

We are a Catholic College dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this is as a community we will:

- Provide the highest standards of teaching and learning.
- Expect students to show commitment to their studies and the Christian values of the College.
- Provide equality of opportunity, with mutual respect and positive encouragement.
- Build and further develop a partnership with parents, schools, parishes, higher education, employers and the local community.
- Value staff and support their professional development.

In doing this we will reflect Christ's teaching in the life and work of the whole College.

## **1 Introduction and Policy Statement**

- 1.1 Christ the King Sixth Form College is dedicated to meeting the individual educational needs of all students and this entails providing the highest level of academic and pastoral support.

In creating a supportive and appropriate learning environment the college recognises the need to remain alert to the risks of radicalisation and to challenge views that conflict with our mission, including those where mutual respect, positive encouragement and the equality and value of each individual is denied.

- 1.2 The college recognises that there are many ways of defining radicalisation and that there is no single pathway to extremism. However, in working with its students the college encourages all of its staff to remain alert to the process by which individuals can be introduced to ideological messages and belief systems which encourage a movement from moderate or mainstream beliefs to more extreme views.

## **2 Addressing radicalisation and extremism**

- 2.1 The safeguarding of students is of paramount importance to the work of the college. Radicalisation and extremism are recognised as threats to the wellbeing of individual students as well as to the community as a whole.

2.2 In order to address threats posed by radicalisation and extremism, and in accordance with its responsibility under the PREVENT strategy, the college undertakes the following actions:

- The identification and implementation of strategies to build community at the college, including the five elements of the college's community cohesion model.
- The promotion of British values.
- Challenging views or actions which appear to be contrary to British values and which conflict with those outlined in the college mission statement.
- Encouraging and training staff to be able to identify common signs of radicalisation.
- Sending regular information to the local authority with diversity of students who have left the College or who have disappeared for three or more weeks. This is part of the college response to the PREVENT agenda whereby it is recognised that students in such a position may be more vulnerable or susceptible to radicalisation.
- Building productive, informed links with external agencies so that any instances of radicalisation can be addressed sensitively but effectively. Such links are also used to inform the continuing development of the college anti-radicalisation strategy so that it remains current and appropriate to the needs of the community.
- Referring confirmed or suspected cases of radicalisation to the Channel programme.
- Informing Governors of progress with implementation of the strategy and of all instances of suspected radicalisation or extremism.

### 3 **Building Community**

3.1 The college is comprised of a multi-faith, ethnically and socially diverse community. Students join the college from more than 200 schools and travel from a wide geographical area. This helps to create a vibrant dynamic college community at each of the three sites. However, specific actions taken by the college support and nurture the development of such a community.

3.2 Specific actions taken by the college to help build community include:

- The creation and delivery of a detailed, targeted induction programme for students. This aims to introduce and model college values of mutual respect and positive encouragement. It also provides an opportunity for students to start to build friendships and working relationships with each other and with their tutor/teachers.
- The delivery of a comprehensive, inclusive tutorial programme for all students. This allows students to listen to the views of others, to work co-operatively with fellow students outside of the subject based curriculum and to develop an awareness of a wide range of issues that impact upon the lives

of young people. The over-arching aim of the programme is to help students to develop as young people and to feel able to access the wide range of opportunities open to them both inside and outside of college.

- The provision of a wide ranging and engaging enrichment/wider learning programme. Students are provided with opportunities to take part in sports, performance, employer related, charity, academic and other general interest activities, for example. They are able to meet and enjoy the company of other students away from formal lessons and help to develop interests or skills that are useful to both themselves and to the wider community.
- Participation in college-wide events and activities whereby students share their talents and interests with others. This includes, but is not limited to, college community days held at the end of each term.
- The Collegiate days for all lower sixth and one year course students held each year. Students work in teams, building friendships and working relationships with other students they may not have previously encountered.
- The work of the college Chaplaincy team. The Chaplaincy room at each site acts in part as a supervised social space where students can meet with others and take part in organised activities and/or contact a member of the Chaplaincy team. The focus of much of the work of the Chaplaincy team is centred on building community, making students and staff feel welcome and valued.

#### **4 Promoting British Values**

- 4.1 In line with the provisions of s.78 of the Education Act 2002 the college promotes fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.
- 4.2 In creating and implementing a coherent approach to building community the college seeks to:
- Enable students to develop their self-knowledge, self-esteem and self-confidence.
  - Enable student to distinguish right from wrong and to respect the civil and criminal laws of England, Scotland, Wales and Northern Ireland.
  - Encourage students to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the college and to society more widely.
  - Enable students to acquire a broad general knowledge of, and respect for, public institutions and services in the UK
  - Encourage students to be tolerant of cultural traditions that are different from their own.
  - Encourage respect for other people.

- Encourage respect for democracy and support participation in the democratic processes, including respect for the basis on which law is made and applied in the UK.

4.3 Through the implementation of this approach students will be able to demonstrate:

- An understanding of how citizens can influence decision making through the democratic process.
- An appreciation that living under the rule of law protects individual citizens and is essential for their wellbeing and safety.
- An understanding that the freedom to choose and hold other faiths and beliefs is protected in law.
- Encourage respect for other people.
- An acceptance that other people having different faiths or beliefs (or having none) should be accepted and tolerated, and should not be the cause of prejudicial or discriminatory behaviour.
- An understanding of the importance of identifying and combatting discrimination.

4.4 The promotion of British values takes place:

- In subject lessons and tutorials.
- In the manner in which students are treated by staff.
- In the standards of behaviour and respect students are encouraged to adopt, and which are made explicit in the CTK Approach to Learning and Study.
- In the underlying messages delivered to students at area meetings and other college assemblies.
- In the displays in classrooms, corridors and in the LRC.
- In the manner and consistency with which students' views are challenged should they conflict with such values.

## 5 **Staff training and awareness**

5.1 All staff at the college are required to attend an awareness raising session regarding the dangers posed by radicalisation and extremism. Such a session highlights common warning signs that students may have been exposed to radicalisation, and outlines the process staff need to follow in such instances.

5.2 In close partnership with the local PREVENT team, the college offers specific training for all staff as well as for targeted groups of staff such as senior leaders and Heads of Hall. This training helps to ensure the approach taken to addressing instances of radicalisation and preventative measures remains current.

## **6 External links**

- 6.1 The college has made contact with a range of local organisations including the police, PREVENT and the local authority to ensure a consistent and appropriate approach is taken to the issues surrounding radicalisation and extremism amongst students.
- 6.2 There are agreed protocols in place as to the steps to be taken in the event that a suspected instance of radicalisation has occurred. Such steps include the Head of Centre informing the relevant authorities so that a risk based approach can be taken in each case.

## **7 Informing Governors**

- 7.1 Governors will be kept informed via the annual safeguarding report of all steps the college has taken to counter radicalisation and extremism, and to promote community cohesion. Where any specific action has been necessary or where instances of radicalisation have even identified, Governors will be informed at the earliest opportunity. The Chair of Governors and the Designated Safeguarding Governor will be informed within twenty four hours of any such incident.

## **8 Monitoring the strategy**

- 8.1 The implementation and contents of the strategy will be reviewed annually.
- 8.3 Progress with implementation of the strategy will be reported to Governors as part of the annual Safeguarding report.

## Christ the King Sixth Form College

### Social Media Policy

#### (Document G)

#### **Mission Statement**

We are a Catholic College dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this is as community we will:

- Provide the highest standards of teaching and learning.
- Expect students to show commitment to their studies and the Christian values of the College.
- Provide equality of opportunity, with mutual respect and positive encouragement.
- Build and further develop a partnership with parents, schools, parishes, higher education, employers and the local community.
- Value staff and support their professional development.

In doing this we will reflect Christ's teaching in the life and work of the whole College.

#### **1. Introduction**

- 1.1 The internet provides a range of social media tools that allow users to interact with one another, for example from rediscovering friends on social networking sites such as Facebook to keep up with other people's lives on Twitter and maintaining pages on internet encyclopaedias such as Wikipedia.
- 1.2 While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that Christ the King staff and contractors are expected to follow when using social media.
- 1.3 It is crucial that students, parents and the public at large have confidence in the college's decisions and services. The principles set out in this policy are designed to ensure that staff members use social media responsibly so that confidentiality of students and other staff and the reputation of the college are safeguarded.
- 1.4 Staff members must be conscious at all times of the need to keep their personal and professional lives separate.

#### **2. Scope**

- 2.1 This policy applies to Christ the King governing body, all teaching and other staff. It also applies to external contractors providing services on behalf of the college, teacher trainees and other trainees, volunteers and other individuals who work for or provide services on behalf of the college. These individuals are collectively referred to as 'staff members' in this policy.

- 2.2 This policy applies to personal webspace such as social networking sites (for example Facebook), Instagram, Snapchat, blogs, microblogs such as Twitter, chatrooms, forums, podcasts, open access online encyclopaedias such as Wikipedia, social bookmarking sites such as del.icio.us and content sharing sites such as flickr and YouTube. The internet is fast moving technology and it is impossible to cover all circumstances or emerging media – the principles set out in this policy must be followed irrespective of the medium.

### 3. Legal Framework

- 3.1 Christ the King is committed to ensuring that all staff members provide confidential services that meet the highest standards. All individuals working on behalf of the college are bound by a legal duty of confidence and other laws to protect the confidential information they have access to during the course of their work. Disclosure of confidential information on social media is likely to be a breach of a number of laws and professional codes of conduct, including:

- The Human Rights Act 1998
- Common law duty of confidentiality
- The Data Protection Act 1998

It is also likely to contravene GDPR regulations.

- 3.2 Confidential information includes but is not limited to:

- Person-identifiable information, eg pupil and employee records protected by the Data Protection Act 1998
- Information divulged in the expectation of confidentiality
- College business or records containing organisationally or publicly sensitive information
- Any commercially sensitive information such as information relating to commercial proposals or current negotiations
- Politically sensitive information

- 3.3 Staff members should also be aware that other laws relating to libel, defamation, harassment and copyright may apply to information posted on social media, including:

- Libel Act 1843
- Defamation Acts 1952 and 1996
- Protection from Harassment Act 1997
- Criminal Justice and Public Order Act 1994
- Malicious Communications Act 1998
- Communications Act 2003
- Copyright, Designs and Patents Act 1988

- 3.4 Christ the King could be held vicariously responsible for acts of their employees in the course of their employment. For example, staff members who harass co-workers online or who engage in cyberbullying or discrimination on the grounds of

race, sex, disability or other protected characteristic or who defame a third party while at work may render Christ the King liable to the injured party.

#### **4. Related Policies**

4.1 This policy should be read in conjunction with the following college policies:

- Staff Code of Conduct
- Equal Opportunities Policy

#### **5. Principles – Be Professional, Responsible and Respectful**

5.1 You must be conscious at all time of the need to keep your personal and professional lives separate. You should not put yourself in a position where there is a conflict between your work for the college and your personal interests.

5.2 You must not engage in activities involving social media which might bring Christ the King into disrepute.

5.3 You must not represent your personal views as those of Christ the King on any social medium.

5.4 You must not discuss personal information about students, Christ the King staff and other professionals you interact with as part of your job on social media.

5.5 You must not use social media and the internet in any way to attack, insult, abuse or defame students, their family members, colleagues, other professionals, other organisations, Christ the King or any related body.

5.6 You must be accurate, fair and transparent when creating or altering online sources of information on behalf of Christ the King.

#### **6. Personal Use of Social Media**

6.1 Staff members must not identify themselves as employees of Christ the King or service providers for the college in their personal webspace. This is to prevent information on these sites from being linked with the college and to safeguard the privacy of staff members, particularly those involved in providing sensitive frontline services.

6.2 Staff members must not have contact through any personal social medium with any student, whether from Christ the King or any other school or college unless the pupils are family members or such contact has been approved as legitimate college business via the relevant line manager.

6.3 Staff members must not have any contact with students' family members through personal social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.

- 6.4 Staff members must decline 'friend requests' from students they receive in their personal social media accounts. Instead, if they receive such requests from students who are not family members, they must discuss these in general terms in class and signpost students to become 'friends' of the official college site.
- 6.5 On leaving Christ the King's service, staff members must not contact Christ the King students by means of personal social media sites unless this is clearly related to college business.
- 6.6 Information staff members have access to as part of their employments, including personal information about students and their family members, colleagues, staff and other parties and college information must not be discussed on their personal webspace.
- 6.7 Photographs, videos or any other types of image of students and their families must not be published on personal webspace.
- 6.8 College email addresses and other official contact details must not be used for setting up personal social media accounts or to communicate through such media.
- 6.9 Staff members must not edit open access online encyclopaedias such as Wikipedia in a personal capacity at work. This is because the source of the correction will be recorded as the college's IP address and the intervention will, therefore, appear as if it comes from the college itself.
- 6.10 Caution is advised when inviting work colleagues to be 'friends' in personal social networking sites. Social networking sites blur the line between work and personal lives and it may be difficult to maintain professional relationships or it might be just too embarrassing if too much personal information is known in the work place.
- 6.11 Staff members are strongly advised to ensure that they set the privacy levels of their personal sites as strictly as they can and to opt out of public listings on social networking sites to protect their own privacy. Staff members should keep their passwords confidential, change them often and be careful about what is posted online' it is not safe to reveal home addresses, telephone numbers and other personal information. It is a good idea to use a separate email address just for social networking so that any other contact details are not given away.

## **7. Using Social Media on behalf of Christ the King**

- 7.1 Staff members can only use official school sites for communicating with students or to enable students to communicate with one another unless an alternative arrangement is specifically agreed by the relevant senior line manager.
- 7.2 Staff members must at all times act in the best interests of students and young people when creating, participating in or contributing content to social media sites. When creating sites for students, staff must be alert to the risk to which young people could be exposed. Students should be guided not to post personal information about themselves.

- 7.3 Staff members must ensure that the sites they create or contribute for work purposes, conform to the Good Practice Guidance for the Providers of Social Networking and Other User Interactive Services (Home Office Task Force on Child Protection on the Internet 2008).

## **8. Monitoring of Internet Use**

- 8.1 Christ the King monitors usage of its internet and email services without prior notification or authorisation from users.
- 8.2 Users of Christ the King email and internet services should have no expectation of privacy in anything they create, store, send or receive using the college's ICT system.

## **9. Breaches of the Policy**

- 9.1 Any breach of this policy may lead to disciplinary action being taken against the staff member/s involved in line with Christ the King's Disciplinary Policy and Procedure.
- 9.2 A breach of this policy leading to breaches of confidentiality, or defamation or damage to the reputation of Christ the King or any illegal acts or acts that render liable to third parties may result in disciplinary action or dismissal.

**Date Approved: May 2019**  
**Next Review Due: January 2020**

## Appendix A – Processes for students identified as ‘vulnerable’

# CHRIST THE KING

S I X T H F O R M C O L L E G E

