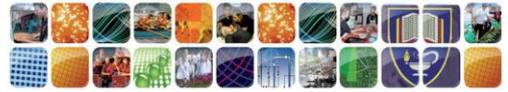


HELSTON COMMUNITY COLLEGE

ASPIRATION · AMBITION · ACHIEVEMENT



HELSTON COMMUNITY COLLEGE

CHILD PROTECTION & SAFEGUARDING POLICY

July 2016

Helston Community College Child Protection and Safeguarding Policy

- This policy was developed and adopted on: **07/07/2016**
- The policy will be reviewed in: **June 2017**
- The Designated Safeguarding Lead (DSL) is:
David Lewis (Assistant Headteacher)
- The officers with responsibility to cover for the DSL are:
David McDonald (Assistant Headteacher)
Penny Laban (Assistant Headteacher)
- The Single Point of Contact for the Prevent agenda is:
David Lewis (Assistant Headteacher)
- The name of the Designated Teacher for Children in Care is:
David Lewis (Assistant Headteacher)
- The named Member of the Governing Body with responsibility for safeguarding is:
Chris Webb (Chair)

Purpose of Policy

The purpose of the Child Protection and Safeguarding Policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those students who attend our College. The policy aims to ensure that:

- All our students are safe and protected from harm;
- Other elements of provision and policies are in place to enable students to feel safe and adopt safe practices;
- Staff, students, Governors, visitors, volunteers and parents are aware of the expected behaviours and the College's legal responsibilities in relation to safeguarding and promoting the welfare of all our students.

Policy Statement

This policy develops procedures and good practice within our College, to ensure that each person and agency can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of children and young people including those who are vulnerable. It provides evidence of how this will be implemented within our College and within multi-agency working arrangements.

We want to ensure that our students:

Are safe

Feel safe

Know how to be safe

Introduction

This policy has been developed in accordance with the principles established by the Children Act 1989, the Education Act 2002 and the Children Act 2004 and in line with government publications and local guidance.

The Governing Body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard¹ and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our College to identify, assess, and support those children who are suffering harm. Where a child is suffering significant harm, or is likely to do so, action will be taken to protect that child. Action will also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are (sic) at immediate risk.²

Ethos

Improving outcomes for all children and young people underpins all of the development and work within this College.

Safeguarding is everyone's responsibility and as such, our College aims to create the safest environment, within which every student has the opportunity to achieve. Our College recognises the contribution it can make in ensuring that all registered students, or others who use our College, feel that they will be listened to and appropriate action taken. We will do this by working in partnership with other agencies and seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities throughout our curriculum, that will help to equip our children with the skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

Governing Body Responsibilities

Our Governing body has a legal responsibility to make sure that the College has an effective safeguarding policy and procedures in place, and monitors that the College complies with them. The Governing body has appointed a Designated Safeguarding Lead (DSL) who has lead responsibility for dealing with all safeguarding issues in our College. The College will ensure that there will always be cover for the role of DSL³.

Our Governing Body recognises that for this policy to be effective, it is essential that staff have an understanding of what safeguarding is, know that 'safeguarding is everybody's responsibility', know how to access safeguarding information, know of any possible contribution that they may be required to make to safeguard children, young people and vulnerable adults and how to access further advice, support or services.

¹ Safeguarding (as defined in the Joint Inspector's Safeguarding report) is taken to mean "All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children's welfare are minimised" and "where there are concerns about children and young people's welfare, all agencies take all appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other agencies".

² DfE Keeping Children Safe in Education July 2015

³ DfE Keeping Children Safe in Education July 2015

Responsibilities of the Designated Safeguarding Leads (DSL)

We will follow the procedures set out in the South West Child Protection Procedures (www.swcpp.org.uk) and take account of both national guidance issued by the Department for Education⁴ and local guidance. Our Designated Safeguarding Lead (DSL) is an appropriately senior member of staff, who has the status and authority within the College to carry out the duties of the post, including committing resources and, where appropriate, supporting and directing other staff⁵. All child protection concerns WILL be reported to the appropriate authority by our DSL or deputy. In the absence of our DSL, cover will be provided by another appropriately trained member of staff.

Whole College and Staff Responsibilities

Our College recognises that Safeguarding is not just about protecting children from deliberate harm. It relates to aspects of College life including: students' health and safety; the use of reasonable force; meeting the needs of students with medical conditions; providing first aid; educational visits; intimate care; internet or e-safety; appropriate arrangements to ensure College security, taking into account the local context. Additionally, we recognise that Safeguarding can involve a range of potential issues such as: bullying, including cyberbullying (by text message, on social networking sites, and so on), peer on peer and prejudice-based bullying; racist and homophobic or transphobic abuse; sexting; substance misuse; issues which may be specific to a local area or population, for example gang activity and youth violence and other particular issues affecting children including domestic violence, sexual exploitation, female genital mutilation, extremist behaviour and radicalisation, forced marriage and modern slavery.⁶

All our staff maintain an attitude of 'it can happen here' and are aware of the signs and indicators of abuse.

All members of staff have a responsibility to provide a safe environment in which children can learn.

Our staff recruitment policy and induction process includes information on our arrangements and systems for child protection, the staff behaviour policy, code of conduct and details of the Designated Safeguarding Lead (DSL).

All members of staff are provided with opportunities to receive appropriate training which is regularly updated, in order to develop their understanding of the signs and indicators of abuse, and of the College's child protection procedures.

In conjunction with this policy, all members of staff are provided with, and are required to read, the Department for Education statutory guidance as outlined in Part 1 of 'Keeping Children Safe in Education 2015'.

All members of staff, volunteers and Governors know how to respond to a student who discloses abuse, or for whom they have a concern, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.

⁴ DfE Keeping Children Safe in Education July 2015

⁵ DfE Keeping Children Safe in Education July 2015, Annex B

⁶ Ofsted Briefing for Section 5 Inspectors on Safeguarding Children, Ofsted July 2015

All parents/carers are made aware of the College's responsibilities in regard to child protection procedures through publication of the College's Child Protection and Safeguarding Policy.

When services are delivered by a third party or agency, education or otherwise, on the College site, we will follow the requirements of the Disclosure and Barring Service and check that the person presenting themselves is the same person on whom appropriate checks have been made⁷.

Our lettings and visitors' policies will seek to ensure the suitability of adults working with and in the presence of children at any time. Community users organising activities for children, are aware of and understand the need for compliance with the College's child protection guidelines and procedures. We will carry out appropriate vetting checks on visiting speakers as required by the Prevent Agenda⁸.

Our College operates safer recruitment procedures including making sure that:

- statutory duties to undertake required checks on staff who work with children are complied with in line with the Disclosure and Barring Service requirements for Regulated Activity; Teachers' Prohibition Orders; the Child Care Act 2006 and Childcare (Disqualification) Regulations 2009
- statutory guidance relating to volunteers is followed
- recruitment panel members are properly trained⁹.

We hold a Single Central Record (SCR) which demonstrates we have carried out the range of checks required by law on our staff^{10, 11, 12, 13}

Our College complies with the requirements of Keeping Children Safe in Education July 2015.

Our College complies with the requirements of the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009.

Should we dismiss or remove a member of staff or a volunteer because they have harmed a child, or poses a risk of harm to a child or would have done so if they had not left, we will report this to the Disclosure and Barring Service (DBS) and any appropriate professional or regulatory body.

Our safeguarding policies and procedures will be reviewed and updated annually.

⁷ DfE Keeping Children Safe in Education July 2015

⁸ HM Gov - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

⁹ DfE Keeping Children Safe in Education July 2015

¹⁰ As required by: College Staffing (England) Regulations (2009); Education (Independent College Standards) (England) Regulations 2010; DfE Keeping Children Safe in Education 2015;

¹¹ DfE Keeping Children Safe in Education July 2015 – Colleges must use the Employer Access Online service to check that a candidate to be employed as a teacher is not subject of a prohibition order.

¹² Teacher Prohibition Order

¹³ Childcare Act 2006 and Childcare (Disqualification) Regulations 2009

If a child makes an allegation or disclosure of abuse against an adult, or other child or young person, staff will:

- stay calm and listen carefully;
- reassure the child that s/he has done the right thing in telling you;
- not investigate or ask leading questions;
- let the child know that the DSL will be informed;
- not promise to keep what they have been told a secret;
- inform the DSL as soon as possible; and
- make a written record of the allegation, disclosure or incident which will be signed, and dated using the College's safeguarding record procedure

Confidentiality and Information Sharing

Information sharing is vital to safeguarding and promoting the welfare of children and young people. A key factor identified in many serious case reviews (SCRs) has been a failure by practitioners to record information, to share it to understand its significance and then take appropriate action¹⁴.

- we recognise that all matters relating to child protection are confidential;
- the Headteacher/Principal or DSL will disclose personal information about a student to other members of staff on a need to know basis only;
- all staff are aware that they have a professional responsibility to share information with other agencies in order to safeguard children;
- all staff are aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being, or that of another; and
- we will always undertake to share our intention to refer a child to Cornwall Council's Directorate for Education, Health and Social Care with their parents/carers, unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Multi-Agency Referral Unit (MARU).

Managing Allegations against Staff

We are aware of the possibility of allegations being made against members of staff or volunteers that are working with, or may come into contact with, children and young people, whilst in our College. They can be made by children and young people or other concerned adults.

All workers in our College have been made aware of the process¹⁵ to be followed if such an allegation is made and may seek advice from the Local Authority Designated officer (LADO) ON 01872 326536.

¹⁴ HM Gov- Information Sharing Advice for Practitioners, March 2015

¹⁵ Outlined in Keeping Children Safe in Education July 2015, part 4.

In such circumstances our Headteacher/Principal, or Chair of Governors (if the allegation is against the Headteacher/Principal) will:

- consider the safeguarding arrangements of the child or young person to ensure they are not in contact with the alleged abuser;
- contact the parents or carers of the child/young person if advised to do so by the LADO;
- consider the rights of the staff member for a fair and equal process of investigation;
- ensure that the appropriate disciplinary procedure is followed, including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary;
- act on any decision made in any strategy meeting; and
- advise the Disclosure and Barring Service (DBS) and any other appropriate regulatory or professional body where a member of staff has been disciplined or dismissed as a result of the allegations founded, or would have been if they have resigned.

Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

We advise our staff of our Whistleblowing Policy and of how it can be implemented. Staff are aware of their duty to raise concerns about the attitude and actions of colleagues where these are inappropriate or unsuitable. If necessary the member of staff, will speak to the delegated 'Whistleblowing' Governor who is **Mr Chris Webb**.

Supporting Staff

- Our staff will be advised on the boundaries of appropriate behaviour – such matters form part of our staff induction and code of conduct. Staff also have access to support and guidance when required or requested
- We recognise that staff working in the College, who have become involved in the case of a child who has suffered harm, or appears likely to suffer harm, may find the situation stressful and upsetting.
- We support such staff by providing an opportunity to discuss their anxieties with the DSL, or another teacher and/or a trade union representative as appropriate.
- Our designated officers have access to support and appropriate workshops, courses or meetings as organised or recommended by the Cornwall and Isles of Scilly Safeguarding Children Board (CloSSCB), Safeguarding Standards Unit (SSU) or Local Authority (LA).

Physical Restraint

Our policy on physical restraint is compliant with the LA's 'Physical Restraint in Colleges' Guidance along with guidance from the Department for Education (DfE). Care should be taken to act within guidance of the College Behaviour Policy.

Wherever possible such events should be recorded. Staff likely to need to use physical intervention, where supporting a child with an identified need, are appropriately trained. We understand that physical intervention of a nature that causes injury to a child may be considered under child protection or disciplinary procedures.

Prevention

We recognise that the College plays a significant part in the prevention of harm to our students by providing them with effective lines of communication with trusted adults, supportive friends and an ethos of protection. Our College will support all students by:

- Establishing and maintaining an ethos, understood by all staff, which enables children to feel secure and encourages them to talk, knowing that they will be listened to.
- Promoting a caring, safe and positive environment within the College and ensuring that all children know that there is an adult in the College whom they can approach if they are worried or in difficulty.
- Providing across the curriculum, including within PSHE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.
- Encouraging the development of self-esteem and resilience in every aspect of College life including through the curriculum.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Ensuring that a named teacher is designated for Children in Care, (CIC) and that a list of CIC is regularly reviewed and updated. The Education Welfare Officer (EWO) for the College is made aware of all CIC in the College.
- Providing continuing support to a student who leaves the College and about whom there have been child protection concerns, by ensuring that such concerns and College records are forwarded under confidential cover to the Headteacher/Principal at the student's new College as a matter of urgency.
- Recognising that children come from a variety of different cultural backgrounds, the College has developed policies to ensure that we embrace diversity in religion and faith, race, ethnicity, gender and sexual orientation.
- We will include our Child Protection and Safeguarding Policy in our College prospectus/website and will post copies of our policy throughout the College.

Training

- All members of our workforce have been provided with, and signed to say that they have read and understood, Part 1 of Keeping Children Safe in Education, July 2015¹⁶
- All members of staff and volunteers will have access to appropriate whole College safeguarding training which is **regularly updated**. We will also, as part of our induction, issue information in relation to our Child Protection and Safeguarding Policy and any other policy and information related to safeguarding and promoting our children/young people's welfare to all newly appointed staff and volunteers.
- Our DSL and DSL Cover officers will undertake further multi-agency safeguarding training in addition to the whole College training. This will be undertaken at least every two years and will update their awareness and understanding of the impact of the wide agenda of safeguarding issues. It will support both the DSL and DSL Cover officers to be able to better undertake their role and support the College in ensuring our safeguarding arrangements are robust and achieving better outcomes for the students in our College.

¹⁶ Pg 4, DfE Keeping Children Safe in Education July 2015

- Our Governing Body will have access to safeguarding training. Our named Governor for Safeguarding will have access to multi-agency safeguarding training at least every two years to support the Headteacher/Principal in managing allegations against staff and volunteers who work with children and young people and to support the annual review of this policy, in order to keep it updated in line with local and national guidance/legislation.
- At least one member of our recruitment panel will have undertaken safer recruitment training^{17,18}.

Preventing Radicalisation

The Counter Terrorism and Security Act 2015 places a duty on all Colleges to prevent people being drawn into terrorism. We recognise that under this legislation our College leaders and Governors must:

- Establish or use existing mechanisms for understanding the risk of extremism
- Ensure staff understand the risk and build capabilities to deal with it
- Communicate and promote the importance of the duty and
- Ensure staff implement the duty effectively

Our College recognises that radicalisation is a safeguarding issue and has clear procedures¹⁹ in place to assess the risk of, and protect, our students from being drawn into radicalisation. We recognise that general safeguarding principles apply to keeping children safe from the risk of radicalisation as set out in the relevant statutory guidance²⁰.

Helping children to keep themselves safe

Our children are taught to understand and manage risk through our personal, social, health and economic (PSHE) lessons and through all aspects of College life. Children are taught how to conduct themselves and how to behave in a responsible manner. Children are reminded regularly about e-safety and tackling bullying procedures.

Our College continually promotes an ethos of respect for others and students are encouraged to speak to a member of staff in confidence about any worries they may have.

Policy Review

The Governing Body of our College is responsible for ensuring the annual review of this policy and for additional policies²¹ that are relevant to safeguarding and child protection.

¹⁷ College Staffing (England) Regulations 2009

¹⁸ DfE Keeping Children Safe in Education July 2015

¹⁹ DfE Prevent Duty 2015

²⁰ 'Working Together to Safeguard Children 2015' and 'Keeping Children Safe in Education July 2015'

²¹ DfE Policies and other documents that governing bodies/proprietors are required to have by law - <https://www.gov.uk/government/publications/statutory-policies-for-Colleges>

Appendix 1

Children Missing from Lesson During the College Day

We will monitor unauthorised absence, particularly where children go missing on repeated occasions. We will report such absences without delay to the appropriate agencies.

Registers are taken electronically at the beginning of all lessons within fifteen minutes of start time.

Teaching staff are instructed to alert the Attendance Office if a student who has previously been marked Present is not in their lesson.

The attendance team also undertake a register check at the beginning of every lesson.

If a child who was present in previous sessions is marked absent by the teacher, the Attendance Team contact the teacher concerned, to ask if the student has since arrived in the lesson and then amend the mark to a Late.

If a student is missing from class, the following steps are taken by the Attendance Office:

- Check with nurse, counsellors, Flexible Learning Zone and IER to see if the student is with them
- Check with Reception staff to see if the student has signed out of College
- Check all toilets
- Contact parent/carer to alert them to the fact that their child's location is currently unknown
- Follow Risk Assessment for students with individual plans

Appendix 2

Self-Harm

1. Introduction

Recent research indicates that up to one in ten young people in the UK engage in self-harming behaviours, and that this figure is higher amongst specific populations, including young people with special educational needs. College staff can play an important role in preventing self-harm and also in supporting students, peers and parents of students currently engaging in self-harm.

2. Scope

This document describes the College's approach to self-harm. This policy is intended as guidance for all staff, including non-teaching staff and Governors.

3. Aims

- To increase understanding and awareness of self-harm
- To alert staff to warning signs and risk factors
- To provide support to staff dealing with students who self-harm
- To provide support to students who self-harm, their peers and parents/carers

4. Definition of Self-Harm

Self-harm is any behaviour where the intention is to deliberately cause harm to one's own body, for example:

- Cutting, scratching, scraping or picking skin
- Swallowing inedible objects
- Taking an overdose of prescription or non-prescription drugs
- Swallowing hazardous materials or substances
- Burning or scalding
- Hair-pulling
- Banging or hitting the head or other parts of the body
- Scouring or scrubbing the body excessively

5. Risk Factors

The following risk factors, particularly in combination, may make a young person particularly vulnerable to self-harm:

Individual Factors:

- Depression / anxiety
- Poor communication skills
- Low self-esteem
- Poor problem-solving skills
- Hopelessness
- Impulsivity
- Drug or alcohol abuse

Family Factors:

- Unreasonable expectations
- Neglect or physical, sexual or emotional abuse
- Poor parental relationships and arguments
- Depression, self-harm or suicide in the family

Social Factors:

- Difficulty in making relationships / loneliness
- Being bullied or rejected by peers

6. Warning Signs

College staff may become aware of warning signs which indicate a student is experiencing difficulties that may lead to thoughts of self-harm or suicide. These warning signs should **always** be taken seriously and staff observing any of these warning signs should seek further advice from one of the designated teachers for safeguarding children:

David Lewis

David McDonald

Penny Laban (P16)

Karen Harvey

Possible warning signs include:

- Changes in eating/sleeping habits (eg student may appear overly tired if not sleeping well)
- Increased isolation from friends or family, becoming socially withdrawn
- Changes in activity and mood e.g. more aggressive or introverted than usual
- Lowering of academic achievement
- Talking or joking about self-harm or suicide
- Abusing drugs or alcohol
- Expressing feelings of failure, uselessness or loss of hope
- Changes in clothing / appearance

7. Staff Roles in working with students who self-harm

Students may choose to confide in a member of College staff if they are concerned about their own welfare, or that of a peer. College staff may experience a range of feelings in response to self-harm in a student, such as anger, sadness, shock, disbelief, guilt, helplessness, disgust and rejection. However, in order to offer the best possible help to students, it is important to try and maintain a supportive and open attitude – a student who has chosen to discuss their concerns with a member of College staff is showing a considerable amount of courage and trust.

Students need to be made aware that it may not be possible for staff to offer complete confidentiality. **If you consider a student is at risk of harming themselves, then confidentiality cannot be kept.** It is important not to make promises of confidentiality that cannot be kept, even if a student puts pressure on you to do so.

Any member of staff who is aware of a student engaging in, or suspected to be at risk of engaging in self-harm, should consult one of the designated teachers for safeguarding children.

Following the report, the designated teacher will decide on the appropriate course of action. This may include:

- Support from the pastoral team
- Contacting parents / carers
- Arranging professional assistance e.g. doctor, nurse, social services
- Arranging an appointment with a counsellor/support service
- Immediately removing the student from lessons if their remaining in class is likely to cause further distress to themselves or their peers
- **In the case of an acutely distressed student, the immediate safety of the student is paramount and an adult should remain with the student at all times**
- **If a student has self-harmed in College a first aider should be called for help**

8. Further Considerations

Any meetings with a student, their parents or their peers regarding self-harm should be recorded in writing including:

- Dates and times
- An action plan
- Concerns raised
- Details of anyone else who has been informed

This information should be stored in the student's child protection file.

It is important to encourage students to let you know if one of their group is in trouble, upset or showing signs of self-harming. Friends can worry about betraying confidences, so they need to know that self-harm can be very dangerous and that by seeking help and advice for a friend, they are taking responsible action and being a good friend. They should also be aware that their friend will be treated in a caring and supportive manner.

The peer group of a young person who self-harms, may value the opportunity to talk to a member of staff either individually, or in a small group. Any member of staff wishing for further advice on this, should consult one of the designated teachers for safeguarding children.

When a young person is self-harming, it is important to be vigilant in case close contacts with the individual are also self-harming. Occasionally Colleges discover that a number of students in the same peer group are harming themselves.

Appendix 3

NON-RESIDENT PARENTS GUIDANCE

At Helston Community College, we aim to promote the best interests of the child, working in partnership with all parents where possible. This document is an attempt to clarify to all parties what is expected from separated parents who do not reside with their children and what can be expected from the College and its staff.

Parental Responsibility

In order to help us to look after children whilst they are in our care, staff at Helston Community College are required at the admissions interview to ask parents to provide certain information, such as names of every parent or carer and their addresses and contact details etc. They are also required to ask who has Parental Responsibility for the child. This is important because it allows the College to be sure who has the right to make decisions about a child's education and medical treatment. However, parental responsibility is a very specific legal term and many parents may be unaware of how it is applied:

- All mothers automatically have Parental Responsibility.
- If a child's parents were married at the time of the birth, both parents automatically have Parental Responsibility.
- For children born from the 1st December 2003 where the father's name is on the birth certificate, the father and mother will both have Parental Responsibility.
- In all other cases, fathers are required to officially obtain Parental Responsibility.
- Parental Responsibility can only be lost through legal adoption.

Those with Parental Responsibility as defined above are entitled to share in the decisions that are made about their child and to be treated equally by schools and colleges. In particular, these entitlements include:

- The right to appeal against admission decisions
- The right to participate in Ofsted & College based questionnaires
- The right to be asked to give consent; e.g. to the child taking part in school trips. Non-resident parents must contact the college if they wish for their consent to be received for school trips and visits.
- The right to request access to the child's educational record
- Participation in any exclusion procedure

- Attendance at parent meetings/College events. Non-resident parents on the College mailing list will receive a letter informing them of date of the Parent Teacher Consultation evening, asking if an appointment is required. The usual custom is for both parents to attend the same meetings.
- Access to College records and copies of College reports, including:
 - One annual full report
 - One progress report for each Parent Teacher Consultation evening
 - Access to an online reporting system, 'pupilinfo' which is updated three times a year.
- Access to newsletters and letters which advertise College events can all be viewed through the College website.
- The right to initiate or be involved in the procedure for obtaining a *statement of special educational needs* for the child.
- The right to withdraw the child from religious education and collective worship and sex education. In order for this to occur the agreement of both parents would be required.

These entitlements cannot be restricted without a specific Court Order. The College does not have the power to act simply on the request of one parent to restrict another.

The College will not seek to make judgements about individual circumstances, but will treat both parents equally, unless there is a specific ruling in existence. Staff will never pass judgement on either parent to the child.

We will maintain our open door policy with all parents, and the Head of Progress and/or Head Teacher will be available by appointment to discuss any issues. The College is under no obligation to inform the resident parent, if the non-resident parent contacts the College.

It is important that schools balance the requests of parents with their legislative duties.

Having parental responsibility does not allow a parent to obstruct the College from carrying out their duties under legislation. For example: a natural parent, with parental responsibility, informs the College that they do not wish their child's step-parent, who does not have parental responsibility but does have care of the child, to receive educational information about that child. The school should inform the natural parent that they cannot comply with that request.

Court Orders

Upon receipt of any Court Order restricting access to a parent, the College retains the right to consult the Local Authority before taking immediate action. The College is only obliged to comply with an order if it is properly notified and has received a copy for its files, and only to the extent that it relates to Helston Community College. In the event that the College is not informed of the existence of such an order, neither parent will have rights superior to the other. Only a Court Order stating the arrangements is deemed to be valid; a letter from a solicitor is not sufficient.

Parents should therefore ensure that the College is provided with a copy of the most recent Court Order in place, so that the College's duties in respect of child safeguarding are supported.

Disagreements between parents must be resolved between the parents and cannot be resolved by the College or local authority.

College Communications

The College recognises that, while the parents of some students may be divorced or separated, both have a right to be informed of, and involved in, their child's education. However, we expect that parents, whatever the nature of their separation, will do all they can to communicate with each other and share information from and for the College, for the benefit of their child. It is assumed that the parent with whom the child principally resides will keep the other parent informed.

For all day to day communications the College will only contact the resident parent. This includes informing resident parents of any:

- Personalised educational support the College is providing for the student
- Serious behaviour incidents involving the child
- Accidents or injuries
- Illnesses which require a student to be collected from the College early

Unless the non-resident parent has specifically asked the College to receive consent from them for trips, the College will act on consent from the resident parent. In cases where the non-resident parent wishes to be consulted, consent from both parents will be needed before the child takes part in any trip or visit. The College cannot hold places for students whilst parents consult, and the onus is on the family to indicate that both parents give consent.

We do not send text messages to non-resident parents, which give information on cancelled activities and reminders regarding events in the College.

We do, however, recognise that communication between parents is not always possible. If an estranged parent (one who is not on the College records) wishes to

receive information from the College such as progress reports or an invitation to attend parent / teacher meetings they should contact the child's Head of Progress in writing with a specific request for separate communication.

Should an estranged parent seek information or access to his/her child, the College will always inform the main carer of this to check Parental Responsibility and ensure no Court Order is in place. Proof of identity and of Parental Responsibility of the non-resident parent will always be required in these cases.

Collecting a Child from College

If a parent has parental responsibility the College cannot refuse that parent the right to collect their child from the College. There must be a legitimate reason for removing the child during the normal College day. If there are any contentious issues the Resident Parent should inform the College. Any safeguarding issues will override Parental Responsibility in the short term.

Changing a Child's Surname

A student should be registered on the College admission register with the name that appears on their birth certificate even if they are known under a different name.

Although an adult may change their own surname informally or by deed poll, a parent who wishes to change the surname of their child must have the consent of all those who have Parental Responsibility for the child, or a Court Order specifically permitting them to have the child's surname changed. Proof of this consent or Court Order will be needed to alter the College records. Even informal arrangements for a child to be known as a new name or via a hyphenated name require consent.

Students over 18 years of age

Once a student reaches 18 they are legally allowed to determine who the school passes personal and academic information to. If students have informed us in writing to remove parental responsibility from either parent (resident or non-resident) the school will be unable to disclose information without the student's express permission.

Contact details

If non-resident parents want to be kept informed by the College, they are required to keep the College informed of current contact details, including postal and email addresses. Postal and email address details will be checked, via a letter once a year. If the College does not receive confirmation by the specified date on that letter, then the College will be unable to send College reports (or any other information regarding your child).

In cases where the College does not know the whereabouts of a non-resident parent, it will make the resident parent aware that the other parent is entitled to be involved in their child's education and request that information is passed on.

Day to day procedures and practice:

All Staff:

When responding to contact from a previously unknown parent (i.e. not a contact on SIMS) – they must check identity and, as far as is possible, contact the resident parent.

Should be mindful to protect the private data of each parent from any other and avoid inadvertent disclosure (particularly as some parents will have been, or may be risk of being, a victim of domestic violence).

Be aware that changes to the student's name in the College records, following the breakdown of a marriage, cannot be made unless consent to effect the change is given in writing from the other parent.

Be aware of the procedure to follow when releasing a child to a non-resident parent.

Be aware when arranging trips and visits which students need consent from both parents. One consent form is required but both parents should provide written consent.

Administration Staff:

That both biological parents are included on the enrolment forms for new students.

Ensure that names and addresses of all parents, where known, are included in the admission register and also in pupil records and are available to the pupil's teachers;

Ensure that the College has details of who to contact in the case of an accident or medical emergency;

Ensure that contact details, including names and addresses, of all parents are forwarded to any school to which the pupil moves;

Ensure that details of Court Orders are noted in a pupil's record.

Heads of Progress:

To enquire about any non-resident parents and any Court Orders at the initial interview.

To ensure that all new students have the names of both biological parents on the enrolment form, along with details of any Court Order.

Inform new resident parents that the non-resident parent is entitled to be involved in the child's education, although the College can do nothing if the resident parent refuses to share information on the student with the non-resident parent.

Safeguarding Guidance

- 'Working Together to Safeguard Children', March 2015
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf
- 'Keeping Children Safe in Education', July 2015
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Disqualification under the Childcare Act 2006 and Childcare (Disqualification) Regulations 2009
<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>
- 'What To Do If You Are Worried A Child Is Being Abused', March 2015
<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>
- Information Sharing advice for practitioners, March 2015
<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>
- Guidance for Safer Working Practice for those working with children and young people in education settings – October 2015
<http://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final1.pdf>
- The South West Safeguarding and Child Protection Procedures²²
<http://www.swcpp.org.uk/>
- Child Protection and Online Protection Agency www.ceop.org.uk
www.thinkuknow.co.uk

Legislation and guidance relating to this policy:

- School Standards and Framework Act 1998
- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children, March 2015
- Education Act 1996,
- Education Act 2002 (Section 157/175)
- Keeping Children Safe in Education, July 2015
- Disqualification under the Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2010
- The School Staffing (England) Regulations 2009 (as amended)
- The Education (Independent School Standards) (England) Regulations 2010(as amended)
- The Education (Non-Maintained Special Schools) (England) Regulations 2011
- The Education (Pupil Referral Units) (Application of Enactment) (England) Regulations 2007 (as amended)
- Childcare Act 2006
- Childcare (Disqualification) Regulations 2009

²² Adopted 1st January 2008. www.swcpp.org.uk