



SAFEGUARDING CHILDREN
THE ROLE OF EVERY ADULT



IVYBRIDGE COMMUNITY COLLEGE

Ivybridge Community College is committed to the safeguarding of all its students, staff and visitors. Safeguarding is a priority with arrangements in place to ensure everyone's safety on College premises and during off-site activities.

The College ensures that safeguarding legislation and guidance are adhered to and taken into account when developing and revisiting policies and procedures.

We provide a safe physical environment for our students and staff, ensuring that the campus and premises are of a good standard.

Our College's commitment to safeguarding is paramount to the success all students.

If you have concerns . . . you must do something about it

Do not assume someone else will take action . . . if you have a concern. Safeguarding is everyone's responsibility.

Contact the Safeguarding Team

- Keep a record of your concern, sign and date it
- If you are uncertain whether to 'bother' someone - pass the information on
- Follow up and ensure your concern has been actioned

Rachel Hutchinson , Principal	
Gill Taylor , Designated Safeguarding Lead and Deputy Principal	ext 1205
Sharon Hughes , Deputy Designated Safeguarding Lead (Student Welfare)	ext 1318
Penny Beck , Deputy Designated Safeguarding Lead (Attendance)	ext 1431
Sally Banfield , Director of SEND and Inclusion. Designated Teacher for Children in Care	ext 1463
Dave Cliff , Associate Leader - PACE	ext 1202
Simon Whitehorn , Safeguarding Officer and Performing Arts Manager	ext 1427
Dave Leonard , Safeguarding Officer and P.E. Teacher	ext 1425

What may raise your level of concern

- Marks on the child's body
- Changed behaviours, emotions or unusual amounts of money or presents
- Comments made by the child - disclosure or descriptive remarks

However, there may be non-abusive reasons for these.

How to deal with a disclosure

Do . . .

- Take the child seriously
- Reassure them that it is alright to tell you
- Take your time
- Let them speak
- Listen carefully
- Ask open questions
- Clarify with open questions
- Say what you will do next e.g. report to Designated Safeguarding Lead
- Record verbatim and sign and date
- Provide factual information
- Consider medical attention
- Liaise with Designated Safeguarding Lead at the earliest opportunity, who will refer to Children's Services, if appropriate

Do not . . .

- Promise to keep it a secret
- Stop the child from speaking
- Ask leading questions
- Question unnecessarily
- Make assumptions
- Minimise
e.g. "That doesn't sound serious"
- Try to deal with it on your own
- Delay in passing on your concern
- Force the child to recall
- Ask the child to show you any injuries requiring the removal of clothing
- End the conversation abruptly
- Criticise the alleged perpetrator

Following a Disclosure

- Pass on the concern to the Designated Safeguarding Lead, as soon as possible
- Confidentiality - you should only discuss your concerns with appropriate other people; it is not a matter for gossip
- Record-keeping is essential - accurately record what is said and done on CPOMS

Key Messages

- The welfare of the child is paramount
- Any child might be abused
- Most abusers are known to the child
- Valuing and respecting children contributes to their safety
- Indicators are just that
- Recording and reporting systems are vital
- Inter-agency cooperation is essential
- Safeguarding is everybody's business
- Most child abuse is preventable

College Governors, Senior Leadership and the Safeguarding Team will ensure that all policies and procedures are kept up to date and in line with the latest advice from government.

Mike Saltern and Coral Jonas, Governors with responsibility for Safeguarding



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In Summary

Students will sometimes disclose sensitive information to someone they perceive as a friendly person. In this situation we ask that:

- Never promise to keep this information a secret
- Do NOT ask leading questions
- Make a written note of what is said, ideally at the time of disclosure or as soon afterwards as possible, using the student's words
- Reassure the student that they were right to pass on their concerns
- Pass information onto the Designated Safeguarding Lead or another member of the Safeguarding Team
- Keep information confidential; it is not a matter for gossip
- Do not worry that you might be wasting someone's time. . . if it concerns you, pass it on.