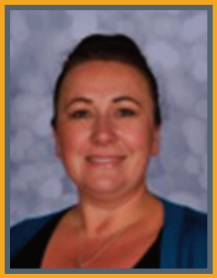

SAFEGUARDING CHILDREN

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.

What may raise your level of concern

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

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
- View photographs or images (If these are accidentally shown to you please report as soon as possible)

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. Hand written notes should be scanned onto CPOMS

If you have concerns you must contact the Safeguarding Team

- Keep a record of your concern, sign and date it
- Follow up and ensure your concern has been actioned
- If you are uncertain whether to 'bother' someone - pass the information on to a Safeguarding Lead, who will be wearing a Yellow Lanyard

Rachel Hutchinson, Principal
Matt Anniss, **ext 1238**
Designated Safeguarding Lead (DSL)
Gemma Male, **ext 1431**
Deputy DSL - Attendance
Sharon Hughes, **ext 1318**
Deputy DSL - Student Welfare
Vicki Prout, **ext 1206**
Deputy DSL - Student Welfare
Hannah Gillard, Welfare Coordinator **ext 1239**

Caroline Johnson, **ext 1217**
Designated Teacher
Claire Warne, **ext 1218**
Assistant Principal - Inclusion
Darren Lockley, **ext 1320**
Operations Manager - Health and Safety
Simon Whitehorn, **ext 1427**
Safeguarding Officer - Health and Safety and College Events

Out of College Hours If you have a concern **Out of College Hours**, please contact the relevant **Multi Agency Safeguarding Hub (MASH)**

Cornwall	Emergency Duty Team - Out of Hours Email: **multiagencyreferralunit@cornwall.gov.uk**	**01208 251300 / 0300 1231 116**
Plymouth	Emergency Duty Team - Out of Hours Email: **mash@plymouth.gov.uk**	**01752 346984 / 01752 668000** **(out of hours) (office hours)**
Devon	Emergency Duty Team - Out of Hours Email: **mashsecure@devon.gov.uk** Post: **Multi-Agency Safeguarding Hub, P.O. Box 723, Exeter, EX1 9QS**	**0345 155 1071 / 0845 6000 388**

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

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 the Government.

In Summary

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

- 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.

Any concerns/allegations regarding a member of staff should be reported to the Principal, or if the concern is regarding the Principal, to the CEO.

Parental and student concerns should be reported to:
safeguarding@ivybridge.devon.sch.uk

For further information on reporting a Safeguarding concern, please visit:

www.ivybridge.devon.sch.uk/reportaconcern