

# Christ The King Sixth Form College

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

### 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 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 for young people to learn in
  - ✚ 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 reports 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 (2003)** 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.
- 2.3 This policy and procedure also accords with the following guidance documents:
-  DfES guidance – “Safeguarding Children and Recruitment in Education” (DfES, 2006)
  -  “Working Together to Safeguard Children” (HM Government, 2006)
  -  “What To Do If you’re Worried a Child is Being Abused” (Department of Health, 2006)
- 2.4 The College has statutory duties to assist 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 providing 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 or emotional abuse. 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.

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

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

- ✚ 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 in 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 2009/2010 the Designated Governor will be Pat Hennessey.
- 6.2 The Designated Governor is responsible for liaising with the Principal and Senior Designated Child Protection Officer over matters regarding child protection, including:
- ✚ Ensuring that the College operates a policy which is consistent with the 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 standing item on the agenda of all meetings of the Personnel 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 shall meet with the Senior Designated Child Protection Officer and the 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 is responsible for overseeing the liaison with external agencies such as the police and/or social services in connection with allegations against the 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 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. The current Senior Designated Child Protection Officer is Rob McAuliffe (Vice 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 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 has the responsibility to/for:
- ✚ Liaising with the Designated Governor, the Local Education Authority, Children's Social Services, the Local Safeguarding Children's Board, the Police and other agencies to refer individual cases of suspected or identified abuse, neglect or such allegations.
  - ✚ Acting as the key contact person within the College.
  - ✚ Being responsible for co-ordinating action within the College on child protection issues.
  - ✚ Where appropriate, liaising with staff to share information, but only on a "need to know basis", to protect rights of young people to confidentiality.
  - ✚ Representing the College at child protection meetings.
  - ✚ Raising awareness about child protection 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 DfES/DCSF guidance.
  - ✚ Providing advice and support to other staff on issues relating to child protection.
  - ✚ 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).
  - ✚ Ensuring that staff receive basic training in child protection issues and are aware of the College child protection procedures.

- ✚ 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.

## 8 The Child Protection Manager

- 8.1 For the Lewisham site Mrs Noreen Richardson, Assistant Principal (Pastoral), is the College Child Protection Manager. At St Mary's site the role will be undertaken by Mr Kevin Margrave, Senior Teacher and Leader for Student Performance.

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.
- ✚ 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 improvements 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.

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

- 9.1 Everyone in the College must be aware 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 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.

## 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 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 under 18 years is the victim of abuse or is at risk of harm.
  - (b) It is suspected that other young people under 18 years are at risk from abuse or harm.

- 10.6 The Senior Designated Protection Officer and 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 an 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 and time, 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 Associate Principal or the Principal.

## 13 **Reporting to the Principal**

- 13.1 The Senior Designated Child Protection Officer the Child Protection Advisor or Associate Principal must notify the 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 The Senior Designated Child Protection Officer, the Child Protection Manager, or the 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. A referral form should be requested from the social worker.
- 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 form 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, the Child Protection Manager, or the 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 **Community Learning Programme Students**





- 17.1 In the case of Community Learning Programme students, the Senior Designated Child Protection Officer and/or Child Protection Manager should liaise closely with the school's designated member of staff.

## 18 **Making Written Notes**

- 18.1 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.
- 18.2 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.
- 18.3 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.

## 19 **Written Records of Concerns**

- 19.1 The Senior Designated Child Protection Officer and Child Protection Manager shall retain a copy of:

-  The report of any abuse or suspect 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.

## 20 **Record Keeping**

- 20.1 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".
- 20.2 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.

- 20.3 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.

## 21 **Contacts with the Family**







- 21.1 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.
- 21.2 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.
- 21.3 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.
- 21.4 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.

## 22 **The Child Protection Register**

- 22.1 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 or within another local authority.
- 22.2 The name and contact details of the key social worker **must** be obtained and clearly recorded on the relevant student's record within the "The Welfare and Child Protection Files".
- 22.3 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.

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





- 23.1 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.
- 23.2 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.

- 23.3 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.
- 23.4 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.
- 23.5 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.
- 23.6 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.
- 23.7 Reports should be objective and distinguish between fact, observation, allegation and opinion.
- 23.8 Any report shall remain confidential for the purposes of any child protection investigation.
- 24 **Allegations against Members of Staff**
- 24.1 Where an allegation of abuse is made against a member of staff, the Principal must be informed immediately. If the Principal is not available, the Designated Child Protection Officer must be informed in her absence.
- 24.2 If an allegation of abuse is made against the 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 'Safeguarding Children and Safer Recruitment in Education', January 2007, which sets out the procedures which must be followed.

- 24.4 Where an allegation of abuse is brought to the attention of the Principal or, in 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 Principal 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 will attend the meeting.
- 24.7 If there is not 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 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 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 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 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.
- 25.3 Suggestions for amendment of the content or implementation of the policy will be discussed by SMT on an annual basis, prior to being taken to a meeting of the Governing Body for approval.
- 25.4 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.
-  Criminal Records Bureau disclosure/List 99 checks whilst maintaining sensitive and confidential use of the applicant's disclosure.
-  Enhanced CRB check.
-  Use of a variety of selection techniques (eg qualifications, previous experience. Interview, reference checks).

# 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 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 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 message 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.

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 Senior Pastoral Managers' team, led by the Assistant Principal (Pastoral), is 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.
- ✚ 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, the Assistant Principal (Pastoral) is responsible for ensuring that:

- ✚ Senior Pastoral Managers are supported in their role and that action taken in response to bullying is appropriate and consistent.
- ✚ The Vice Principal is 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 Senior Pastoral Manager 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.
- ✚ 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 Senior Pastoral Manager(s). 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 Senior Pastoral Manager. However, in particularly complex situations this may be referred to the Assistant Principal (Pastoral) or Vice Principal 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 Senior Pastoral Manager concerned, or Assistant Principal (Pastoral) or Vice Principal (as appropriate), 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 Principal or, in her absence, by the Vice Principal.
- 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 Senior Pastoral Managers. 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, Room 4U or from Senior Pastoral Managers.

- 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 supported by an area meeting.
- 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, Senior Pastoral Managers, learning support staff, the Chaplaincy and Room4U.
- 5.3 Literature providing general and specific advice is available from the Chaplaincy, Room 4U and the LRC. Reference to the College stance on bullying is also made in the student handbook.

- 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 Senior Pastoral Manager 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.

# 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 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 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, in line with the Every Child Matters agenda.
- ✚ 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 Handbook 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 All visitors are issued with visitor badges that must be worn in a visible manner at all times whilst on site.
- 2.6 The College uses a CCTV system which operates throughout the 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.
- 2.7 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.
- 2.8 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.

- 2.9 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 Violence or Threats of Violence**

- 3.1 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 Handbook and in area meetings.
- 3.2 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.
- 3.3 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 Principal in accordance with the Student Exclusions Policy.
- 3.4 Where appropriate, counselling or other support is offered to students who have perpetrated acts/threats of violence against others.
- 3.5 Students who have been the victim of violence or threats of violence are offered counselling or other support as is appropriate.

### **4 Offensive Weapons**

- 4.1 The College operates a zero tolerance approach to the carrying of offensive weapons.
- 4.2 The definition of offensive weapons includes firearms, replica firearms, knives or any other implement which, in the view of the College, is being carried or kept for the purpose of causing harm to others.
- 4.3 Any student found to be in possession of an offensive weapon will automatically be excluded from College.
- 4.4 The College will inform the police of any incidents concerning offensive weapons where there is a risk of harm to any member of the College community or to the general public.
- 4.5 Students are informed of the College stance on the possession of offensive weapons as part of the induction process and are reminded via the Student Handbook and in area meetings during the course of the year.

- 4.6 Students who are concerned about issues related to the possession of offensive 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.
- 4.7 Information regarding the dangers posed by offensive 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 Assistant Principal (Pastoral).

## 5 Measures to prevent harm to students

- 5.1 The College fosters the creation of a culture where violence or threats of violence are not tolerated, neither 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, Room 4 U 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.

## 6 **Communication with Key Stakeholders**

- 6.1 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.
- 6.2 The College works with all key stakeholders to promote the safety and security of students.
- 6.3 Effective communication with parents/careers 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, however, will be followed up by a letter from the member of staff concerned or a note placed on the student file.
- 6.4 Where a parent raises a concern about the safety of their son/daughter this is followed up by a Senior Pastoral Manager and the outcomes communicated to the parents by letter. A copy of the letter is placed on the student's file.
- 6.5 Governors are kept informed of any incidents that occur relating to security of students via meetings which take place throughout the year.
- 6.6 Governors will also be informed of measures taken to promote the security of students via reports from the Vice Principal and Assistant Principal (Pastoral) on curriculum and student related matters.
- 6.7 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.
- 6.8 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.

## **7 Staff responsibilities**

- 7.1 All staff have a responsibility for helping to oversee the safety and well-being of students at the College.
- 7.2 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.
- 7.3 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.
- 7.4 The Principal, Vice Principal and Assistant Principal (Pastoral) should be notified of all incidents involving violence or threats of violence that occur involving students.
- 7.5 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 Senior Pastoral Manager.
- 7.6 Parents/carers will be informed of any incident involving their son/daughter by the relevant senior manager conducting the investigation. This will always be followed up by letter and a copy placed on the student's file.
- 7.7 Overall responsibility for the security of students rests with the Principal, supported by all other members of the Senior Management Team.

## **8 Governors' responsibilities**






- 8.1 Governors are responsible for overseeing the implementation of the College mission statement which includes ensuring that students are kept safe whilst on site.
- 8.2 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.

## **Safeguarding Young People Misuse of Drugs Policy and Alcohol (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 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.

In creating a supportive and appropriate learning environment the College strongly opposes the possession or use of all illegal substances, both on and off the College site. It also opposes the misuse of legal drugs including alcohol.

- 1.4 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.
- 1.5 Students found to be acting in contravention of paragraph 1.4 of this policy will be recommended for permanent exclusion from the College.
- 1.6 The College does not permit students to bring alcohol on site at any time and does not allow the consumption of alcohol on site or visitors whilst the College is in session.

- 1.7 Students found to be in possession of alcohol 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 on more than one occasion will be considered for permanent exclusion.

## 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 drugs and 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.
  - Specialist input from outside speakers/organisations.
  - Referral to specialist outside agencies where appropriate.
- 2.3 Staff training in relation to drugs and 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 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 Senior Pastoral Manager within twenty-four hours. Staff may also refer students to a member of the Chaplaincy team or to the Room 4U 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 Senior Pastoral Manager in order to invite the student to discuss the matter.

Where appropriate, the Senior Pastoral Manager should inform the student of the support provided by the Room 4U 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/Vice Principal, Assistant Principal or Associate Principal 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 Senior Pastoral Manager, the Principal/Vice Principal/Associate Principal or Assistant Principal.

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 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.

The relevant Senior Pastoral Manager, and Principal/Vice Principal, Associate or Assistant Principal 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 DCSF 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 Principal, or in her absence, the Vice Principal, has authority to search students for illegal substances – although every reasonable attempt should be made to gain the consent of the student before doing so. 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.

Once a student has been interviewed the relevant Senior Pastoral Manager, the Principal/Vice Principal/Associate or Assistant Principal should suspend the student pending an investigation.

Where the investigation confirms that the student was using or taking illegal drugs 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, Principal, Vice Principal, Associate or Assistant Principal 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 drugs or alcohol related concern they have, the College will respect the wishes of the student provided there is no danger to the student involved.
- 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 Principal or, in her absence, by the Vice Principal.

## **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 Principal has overall responsibility for ensuring that the college policy is being implemented consistently and appropriately across the College.
- 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 College policy manual, and a copy will be included in the Staff Handbook.
- 8.2 A condensed version of the policy will be placed in the Student Handbook 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