



MARLBOROUGH COLLEGE
SUMMER SCHOOL

**SAFEGUARDING AND CHILD PROTECTION POLICY AND
PROCEDURE**

Marlborough College Summer School is committed to safeguarding and promoting the welfare of children and adults and expects all staff, volunteers and visitors to share in this commitment.

Safeguarding is everyone's responsibility.

The Adult at Risk Safeguarding policy is available on request from the Summer School office in A House..

Aims

Our aim is for all children and adults to enjoy their time at Summer School and to feel safe and secure.

We do this by:

- Creating an environment that encourages children and adults to develop a positive self-image, regardless of race, language, religion, culture, or background.
- Help children to establish and sustain satisfying relationships within their families, with peers and with other adults.
- Encourage children to develop a sense of autonomy and independence.
- Enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- Work with parents to build their understanding of and commitment to the safeguarding and welfare of all our children.
- Listen and respond to any safeguarding concerns.

Liaison with other bodies

- We work within the guidance and procedures of the Wiltshire Safeguarding Vulnerable People Partnership (SVPP) [Wiltshire Safeguarding Vulnerable People Partnership \(SVPP\) - About safeguarding children \(wiltshiresvpp.org.uk\)](http://wiltshiresvpp.org.uk)
- We notify the registration authority (Ofsted) of any incidents or accidents and any changes in our arrangements, which affect the wellbeing of children.
- We have procedures for contacting the local authority on child protection and adult safeguarding issues, including maintaining a list of names and telephone numbers of the Local Authority Designated Officer (LADO) for allegations to ensure that it is easy, in an emergency, to work together.
- If a report or referral is to be made to the authorities, we act within the WSVPP guidance in deciding whether we must inform the child's parents at the same time.

Key Contacts

If you think a child or young person is at risk of significant harm, or is injured, contact the Wiltshire Integrated Front Door (IFD) on 0300 4560108, 8.45am-5pm, Monday-Thursday and 8.45am-4pm Friday; Out of Hours 0300 456 0100.

Or if there is immediate danger, phone the police or emergency services on 999.

For less urgent enquiries, email mash@wiltshire.gov.uk

Designated Safeguarding Lead

Rachael Staines

07881 826479 REStaines@marlboroughcollege.org

Deputy Designated Safeguarding Leads

Emily Taylor Monday 8th July – Friday 19th July

James Thompson Monday 22nd July – Friday 2nd August.

Contact number for Summer School Safeguarding Team

07970 133066

safeguarding@summerschool.co.uk

Recruitment

We provide adequate and appropriate staffing resources to meet the needs of children and adults.

- All recruitment for those working unsupervised with children at Summer School follows the principles of safer recruitment.

Marlborough College Summer School makes stringent background checks regarding all Child Protection matters on any person appointed to work unsupervised with children and is committed to Safer Recruiting procedures.

These include the provision for two references and Enhanced Disclosure and Barring Service (DBS) and barred list checks for all persons employed in regulated activities, and for the regular updating of such checks, as well as the maintenance of a Single Central Register of Employment for all staff. Pre-employment checks are carried out appropriate to the role offered and duties involved. Such checks relate to staff joining from overseas as well as from within the United Kingdom. See the Summer School Safer Recruitment Policy for full details.

All visitors, in any capacity, are subject to the College's security procedures, which includes identifying them as visitors whilst on College premises.

Disciplinary Action

Where a member of staff or a volunteer is dismissed from the course or internally disciplined because of misconduct relating to a child, we notify the Disclosure and Barring Service.

Training

We have initial staff safeguarding induction for all staff involved in Marlborough College Summer School to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect as well as grooming and allegations against. We ensure that all staff know the procedures for recording their concerns and how to contact the safeguarding team.

Children's Learning

- We operate a child-centred approach by listening to the children and taking in to account their comments.
- We discuss with the children how and why it is important to keep safe.
- We create a culture of value and respect for the individual.
- We support the "Underwear rule" promoted by the NSPCC:
 - P = privates are private
 - A = always remember your body belongs to you
 - N = no means no
 - T = talk about secrets that upset you
 - S = speak up, someone can help
- We ensure that this is carried out in a way that is appropriate for the children's ages and stages of development.

Safeguarding Concerns

- We ensure that all children and adults know how to complain about staff or volunteer action within Marlborough College Summer School, which may include an allegation of abuse.
- We follow the guidance of the SVPP when investigating any complaint that a member of staff or volunteer has harmed a child.
- We follow the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has harmed a child as if it were an allegation of abuse by any other person.
- We acknowledge that abuse of children can take different forms – physical, emotional, sexual and neglect.
- When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, we investigate.
- Marlborough College Summer School recognises other safeguarding issues such as: Child Sexual Exploitation, Female Genital Mutilation, bullying (including cyber-bullying), domestic violence, drugs, fabricated or induced illnesses, faith abuse, forced marriage, gangs and youth violence, gender-based violence/violence against women and girls, mental health,

radicalisation, sharing nudes and semi nudes, teenage relationship abuse, child on child abuse and trafficking.

- Any investigation will be carried out with sensitivity. Tutors take care not to influence the outcome either through the way they speak to the children or to ask leading questions of children.
- Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals.

Child Protection Procedures

How should members of staff respond in order to help a child who discloses abuse?

How should members of staff respond in order to help a child or adult who discloses abuse?

- Listen.
- Stay calm and controlled: do not show distress.
- If a child or adult approaches a member of staff and asks to speak in confidence the member of staff must be sympathetic and supportive but should never promise complete confidentiality. Any reports of abuse or neglect must be reported.
- Reassure them that the abuse is not their fault.
- Make a formal written record as soon as possible, as appropriate to the context of the disclosure, noting down Date / Time / Place / Nature of disclosure / any other relevant details.
- Share the information with the DSL asap by calling 07881 826479 or emailing safeguarding@summerschool.co.uk
- In any conversation about possible abuse a member of staff must be very careful not to ask leading questions.
- Call 999 if someone is at immediate risk of harm.

A member of staff must pass on immediately all safeguarding concerns/information on to the Team leader or DSL (or Deputy DSL), unless there is an immediate risk of harm to a child or the child is in immediate danger, in which case, any member of staff can make a referral to children's social care and/or the police directly and without delay. A member of staff who makes a referral directly should inform the DSL as soon as possible thereafter.

Marlborough College Summer School follows all the disclosure and recording procedures but **do not have the power to investigate.**

Ofsted will be informed. Any allegation of abuse will be dealt with in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

If an allegation is made against a member of staff or volunteer

Any report of concern about the behaviour of a member of staff or volunteer, or allegation of abuse against a member of staff must immediately be reported to the DSL who will refer to the appropriate designated officer from the local authority.

Any concern or allegation against the Manager will be reported to DSL and/or Ros King
Safeguarding Lead for Council.

The LADO for Wiltshire:

Tel: 0300 4560108

Wiltshire Multi-Agency Safeguarding Hub (MASH) Tel: 0300 4560108

Wiltshire MASH Out of Hours Emergency Duty Service Tel: 0300 4560100

Informing Parents

Parents are normally the first point of contact. If suspicions of abuse are recorded, parents are informed at the same time as the report is made, except where the guidance from the Multi Agency Safeguarding Hub (MASH) within the Social Care Team does not allow this. This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will inform parents.

Confidentiality

All suspicions and investigations are kept confidentially and shared only with those who need to know. Any information is shared under the guidance of the Multi Agency Safeguarding Hub (MASH) in accordance with the 'Information Sharing' document (March 2015).

Support to families

- Marlborough College Summer School takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.

- We will continue to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.

- Confidential records are kept by the safeguarding team.

Please see separate policy for the use of mobile phones and cameras, lost child policy and uncollected policy – copy of these are available in the Summer School Office in A House.

Author: Rachael Staines (DSL)

Marlborough College Summer School

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