



## Designated Person Policy

### Safeguarding and Child Protection Information

<b>Date of publication:</b>	<b>December 2017</b>
<b>Date of review:</b>	<b>December 2018</b>
<b>Principal:</b>	<b>Gillian May</b>
<b>Senior Designated Safeguarding Person: (SDSP)</b>	<b>Anne Entwistle, Vice Principal</b>
<b>Designated Safeguarding Person: (DSP)</b>	<b>Jo de Louvois, Student Welfare Manager</b>
<b>Nominated Safeguarding Governor:</b>	<b>Daniela Shanly</b>

This policy should be interpreted in the context of other relevant College Policies and Procedures, particularly BCA Safeguarding Child Protection and Safeguarding Policy (December 2017), BCA Safeguarding Annual Audit December (December 2017) and the Single Equality Scheme (October 2017).

### Purpose

Providing high quality education that gives our students the knowledge, skills and experience to be successful in their chosen career.

### BCA Equality and Diversity Ethos Statement

This policy and procedure is subject to The Equality Act 2010. The College is fully committed to promoting, maintaining and supporting equality and diversity in all aspects of its work. The College aims to create an environment where all individuals have the opportunity to achieve their full potential, and gain a feeling of self-esteem and respect for and from all others. The College expresses its opposition to all forms of inequality and discrimination.

## **The role of the senior designated person & designated person**

BCA makes every effort to ensure that students are provided with a safe and secure learning environment. This means ensuring that students are not put in any position where they are vulnerable to abuse or neglect. We enforce a college safeguarding policy for permanent and temporary staff members, volunteers and all college visitors.

It is our duty to ensure that our college students are provided with the highest protection whilst in our care and as far as is possible, during their time outside college. As part of our safeguarding policy we appoint a Designated Safeguarding Person (DSP) to oversee the child protection and safeguarding provision in our college. We also appoint a Senior Designated Safeguarding Person (SDSP) who is a member of the senior leadership team (SLT) who oversees the work of the DSP.

When the DSP is absent or unavailable, the SDSP takes up their responsibilities.

It is the duty of the college to ensure that the training and professional development of the SDSP/DSP is ongoing, in order to enable them to deal effectively with changing child welfare concerns and the extra responsibilities that the job requires. This means being able to identify possible abuse, and knowing the right level of action to take, depending on the individual situation and circumstances.

The college will ensure that the SDSP/DSP attends relevant new or refresher training throughout their time in this role to make sure that they are up to date with all statutory policy and legislation and in the best position to deal with concerns, incidents and allegations, as well as feedback to the rest of the college staff, including college governors, on updated safeguarding provisions and policies, and any available support resources.

**BCA key personnel for safeguarding students are listed above.**

### **The purpose of the role**

The purpose of the SDSP & DSP is to:

- Ensure that child protection and safeguarding policies and procedures are correctly in place, all laid out clearly, and are accessible to all staff and parents.
- ensure that all staff, students, and parents are familiar with and understand all aspects of the college's safeguarding provision.
- Ensure that the college operates in line with, and the staff are up to date with, all safeguarding legislation and that information, support, and resources on the topic of child protection and safeguarding are readily accessible to all staff, parents and students.
- Be a personal advisor to all staff, students and parents and to promote their role to ensure that everyone is aware of who they are and how to contact them.
- Be the first point of contact for any staff, students, or parents who have concerns about a students' welfare.
- Notify Social Care if a student with a child protection plan is absent for **more than two days** without explanation.
- Coordinate the college's contribution to child protection plans.
- attend and/or contribute to child protection conferences.
- refer concerns to the relevant external agencies as required by individual circumstances.
- be a link from the college to external agencies concerning safeguarding and child protection.

- use their specialist skills and training in child protection to support the identification of possible abuse and decide on actions that need to be taken.
- ensure that all staff are taking responsibility and following procedure for the safeguarding of the colleges students.
- help to ensure that allegations against staff, students, parents or carers are dealt with according to statutory requirements and guidance, and as set out in the child protection policy.

### **Outcomes of the role**

- The SDSP/DSP acts in accordance with the college policy and procedures.
- The child protection and safeguarding policy is easily accessible to all staff (including temporary), volunteers, parents, students and college governors and they are fully aware of how to access it and what it contains.
- Students are aware of the role of the SDSP/DSP; and when and how to contact them.
- Parents are aware of the college's process of investigation and its procedure for contacting child protection services when and if required. This is to avoid conflict or allegations of misinformation from parents if this action is taken for any reason.
- There is an open-door policy for staff, students, and parents which enables concerns to be raised quickly and confidentially.
- Staff are encouraged to talk to the SDSP/DSP for any reason, and are given details of contacts to report concerns anonymously.
- There is an organised annual training programme for other college staff, including updates on new legislation, safeguarding resources, and what to do if they have a concern.
- All information regarding individual students is transferred from feeder schools or to receiving FE during any college transfers. Meetings may be set up between the DSP from either school/college to discuss continued provision and student welfare support.
- When a student with a child protection plan leaves the college, their information is passed to their new college/university and the students social worker is informed.
- There are strong links, regular communication and good understanding between the DSP and external agencies.
- All concerns are recorded, reported and referred as required depending on the DSP's judgement and in consultation with the LADO.
- There are detailed and accurate records of complaints, concerns, issues, investigations, and outcomes, kept securely.
- All personal information is shared only on a need-to-know basis and is handled and stored according to Data Protection requirements.
- The DSP has regular meetings with the Vice Principal (SDSP) and named governor in order to monitor and evaluate college safeguarding provision and discuss particular concerns or issues.
- There are open channels of communication between all parties involved in an investigation of an allegation. Parents, social workers [etc.] are informed in advance of meetings, parents evenings, progress report meetings and action planning meetings; everyone is kept up to date and able to prepare for and attend necessary meetings.