



## 1. Aim

has zero tolerance of all forms of abuse and exploitation of children. The aim of this procedure is to provide a framework for child protection and safeguarding of children for all staff including agency staff, contractors, volunteers, Governors and Trustees, hereafter referred to as 'staff', within . It should be used in conjunction with the Child Safeguarding Policy, to prevent and reduce the risk of abuse to all children who may be at risk.

**St. John's aims to ensure that**5TET&MC /0008866 0 595 81.33 288.85 Tm0 g0.000008866 0 595 842 reW\*nB

All staff are aware of their statutory responsibilities with respect to safeguarding.  
Staff are supported in their roles by Designated Safeguarding Leads who appropriately trained and supported.  
Staff are properly trained in recognising and reporting child protection and safeguarding issues.

## 2. Background and need

This procedure and its associated policy are mandatory for all staff, as they must be aware of their individual and collective roles and responsibilities in safeguarding and protecting children from abuse and neglect.

At we recognise our responsibilities, as set out in the Pan Sussex Child Safeguarding and Protection Procedures, which can be found on the [Pan Sussex Child Safeguarding and Protection Procedures and](#) expect all staff to act within these procedures and guidance.

## 3. The Children's Safeguarding Procedures

### 3.1 Roles and responsibilities

Safeguarding and child protection is **everyone's** responsibility and hence is a whole organisational approach. This policy applies to all staff in the college and is consistent with the procedures of the Pan Sussex Safeguarding Procedures and Guidance.

We are aware of our responsibility to do all we can to support social workers, and to facilitate social workers to have access to children in order to undertake statutory assessments under s17 or s47 of [the Children Act 1989](#). Any staff member may be asked to contribute to an assessment and would have a statutory responsibility to do so.

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All staff will follow the Data Protection Act 2018 when taking and storing photos and recordings for use in the college.

E-safety

policy.

## 4. Complaints and concerns about college safeguarding practices

### Complaints against staff

Complaints against staff that are likely to require a child protection investigation will be handled in accordance with our procedures for dealing with allegations of abuse made against staff (see Appendix 2).

### Other complaints

Concerns raised against the organisation in relation to its handling of safeguarding issues should be referred to the CEO who will always raise this with the Safeguarding Trustee Lead and the Chair of Trustees and Governors where appropriate.

### Whistleblowing

Staff access to the support provided by the whistleblowing procedure is an important element of Safeguarding. For information on Whistleblowing, please see the Ambitious about Autism/Ambitious about Whistleblowing policy. Where a member of staff is not satisfied that their concerns have been responded to by the Charity, or not taken seriously, then they should approach the

## 5. Record-keeping

We will hold records in line with our records retention schedule.

All safeguarding concerns, discussions, decisions made and the reasons for those decisions, must be recorded on Behaviour Watch. If you are in any doubt about whether to record something, discuss it with the DSL.

Non-confidential records will be easily accessible and available.

Confidential information and records will be held securely and only available to those who have a right or professional need to see them.

Child protection and safeguarding records relating to individual children will be retained according to statutory guidance after they have left the college (if AaA is the last education setting a child attends) in accordance with the Ambitious about Autism Data Protection Policy.

Child protection files will be transferred within five days for in year transfers and within the first five days of the new academic year for those transitioning out at the end of the academic year.

All paper records will be kept in a locked cabinet and in a secure place within the main college. Paper records will not be taken off the site without the express written permission of the Director of Education. Access to paper and digital child protection records will be strictly limited on a need-to-know basis and controlled by the DSL, Director of Education and the Chief Executive.

Electronic records relating to safeguarding concerns, including emails and reports, will be saved to the file on My Concern/Confide. Electronic records relating to safeguarding concerns for staff will be held, securely, in the staff members HR file.

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Child protection records will be kept separately from education files/records, taking into consideration the Data Protection Act 2018.

information is transferred within the given timescale and to ensure safe transit and confirmation of receipt is obtained. The receiving SENCO and DSL will be notified the file has been sent to \_\_\_\_\_, and they will retain a copy of the chronology in line with the retention schedule (see above).

Parents and carers with parental responsibility have a right of access, should they request it, to all records that our college make about a child (but not child protection files or those records and reports sent to the charity from other agencies). Therefore, anyone recording safeguarding issues should consider this and ensure that records are factual, clear and, where opinion is expressed, it should be recorded as such and distinguished from fact.

## 6. Training

### All staff

All staff members will undertake safeguarding and child protection training at induction, including on whistleblowing procedures, to ensure they understand our safeguarding systems and their responsibilities, and can identify signs of possible abuse, neglect or safeguarding issues. This training will be regularly updated, at least annually and will be in line with advice from our local safeguarding children partnership.

All staff \_\_\_\_\_-radicalisation strategy, PREVENT, to enable them to identify children at risk of being drawn into terrorism and to challenge extremist ideas. Staff will also receive regular safeguarding and child protection updates (for example, through emails, e-bulletins and staff meetings) as required, but at least annually.

### The DSL and deputies

The DSL and deputy DSLs will undertake child protection and safeguarding training at least every two years.

In addition, they will update their knowledge and skills at regular intervals and at least annually (for example, through e-bulletins, meeting other DSLs, or taking time to read and digest safeguarding developments).

They will also undertake PREVENT awareness training at least every three years.

### Governors

All Trustees and Governors receive annual training about safeguarding, to make sure they have the knowledge and information needed to perform their functions and understand their strategic responsibilities as outlined in KCSiE part 2.

### Recruitment – interview/appointment panels

At least one person on any interview/appointment panel for a post at the college will have undertaken Safer Recruitment in Education training. This will cover, as a minimum, the contents of the Department for procedures.

### Staff who have contact with learners and families

All staff who have contact with children and families will have half termly supervisions which will provide them with support, coaching and training, promote the interests of children and allow for confidential discussions of sensitive issues.

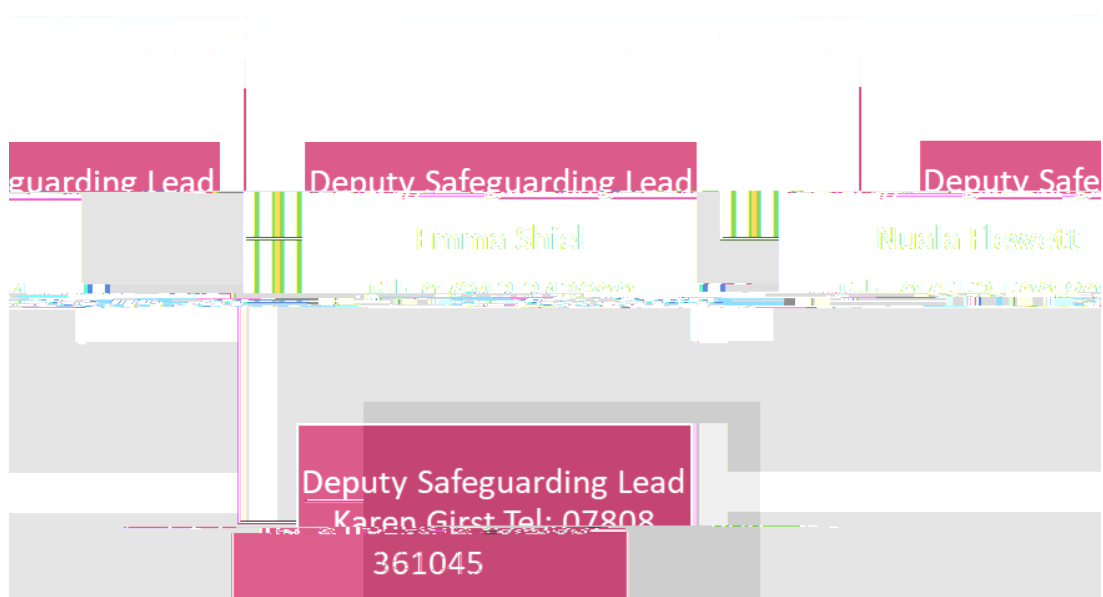
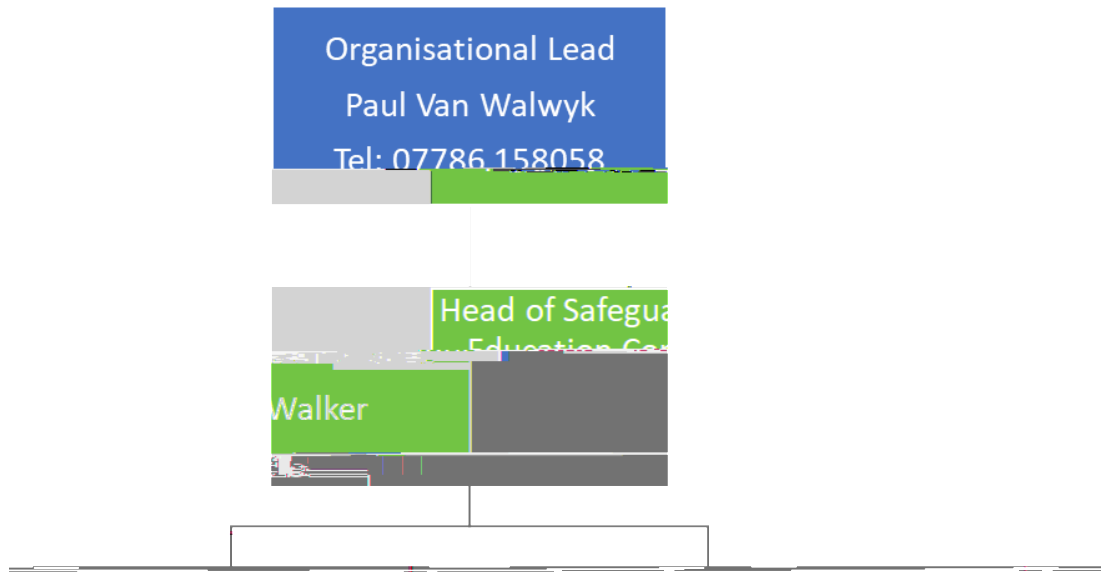
## 7. Other Issues

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**Appendix 1: Designated Safeguarding Leads**



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**Unsubstantiated or malicious allegations**

If an allegation is shown to be deliberately invented, or malicious, the Principal or other appropriate person in the case of an allegation against the Principal, will consider whether any disciplinary action is appropriate against the learner(s)/staff who made it, or whether the police should be asked to consider whether action against those who made the allegation might be appropriate, even if they are not a learner.

**Confidentiality**

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The duration of the suspension.

Whether or not the suspension was justified.

The use of suspension when the individual is subsequently reinstated. We will consider how future investigations of a similar nature could be carried out without suspending the individual.

Whether there are any training needs or changes to policies / procedures needed.

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### Appendix 3: Actions where there are concerns about a child (KCSiE 2023)

<sup>1</sup>In cases which also involve a concern or an allegation of abuse

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**Appendix 4: Responding to concerns that a child may be abused or neglected**

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## Appendix 5 – Key contact details in Brighton & Hove City Council

The below details are for the host local authorities for . Note if your concerns are about the possible abuse of a child in their own home, then the call will need to be made to the home Local Authority child social care service where they reside.

Brighton & Hove City Council Safeguarding Information:

Monday to Friday, 9am to 5pm, phone the Access Point on 01273 29 55 55, or send an email to [hascsafeguardinghub@brighton-hove.gov.uk](mailto:hascsafeguardinghub@brighton-hove.gov.uk). Outside these hours calls will be answered by CareLink Plus.

### Local Authority Designated Officers:

Brighton & Hove City Council LADO [ladoenquiries@brighton-hove.gov.uk](mailto:ladoenquiries@brighton-hove.gov.uk)

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