

Safeguarding

Reviewer	Mr Mark Gosling <i>Assistant Head Pastoral</i>
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Next review	31/10/19

Relevant SoJ Education documentation: [Bullying Policy](#)
[Online Safety Policy](#)
[Biting Policy](#)
[Police Involvement in Schools](#)
[Safeguarding Roles and Responsibilities](#)
[Self-Harm Guide for Schools](#)
[Sex and Relationships Policy](#)

This policy is available to all parents, prospective parents, guardians and carers and to adults working at or on behalf of Victoria College, volunteers, contractors and the wider public on the College website in the tab “School Information” within the “School Policies” section:

<http://www.victoriacollege.je/victoria-college/school-information/handbook-policies/>

The Education Department (ED) is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

WHAT IS SAFEGUARDING? A DEFINITION

The terms ‘safeguarding’ and ‘child protection’ are often used interchangeably, but they actually have very different meanings. The ED adopts the definition of safeguarding that is used in the Children Act 2004 and in the Department for Education and Skills (now DfE) guidance document ‘Working together to Safeguard Children (2015), which focuses on safeguarding and promoting children’s and learners’ welfare. This can be summarised as: Child protection is part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific young people who are suffering or are at risk of suffering, significant harm. The inference is that safeguarding and child protection are

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different, but part of a single continuum. Safeguarding activity is universally based on prevention of harm and the promotion of wellbeing of all children and young people, while child protection deals with identified risk. Safeguarding, therefore, covers more than the contribution made to child protection in relation to individual young people. It also encompasses issues such as young people with medical conditions, providing first aid, school security, alcohol and substance misuse and other conditions. Proper safeguarding ensures that young people have optimum life chances and can enter adulthood successfully.

In line with UK Department for Education Working Together to Safeguard Children (2015) and Keeping Children Safe in Education (2016) this guidance sets out how schools and colleges should work together to safeguard children, including:

- Making sure vulnerable children get early help before problems escalate and more robust interventions, such as child protection, are needed.
- Identifying and assessing a child's needs in a timely manner, as problems emerge.
- Making appropriate referrals where children may be in need of protection or there are child protection concerns and understanding the process of making a Multi-Agency Safeguarding Hub (MASH) Enquiry.
- Sharing information and working in an integrated way to ensure a co-ordinated response from agencies to support families and meet the child's needs.

INTRODUCTION

This Victoria College Safeguarding Policy was developed in consultation with the ED staff and other agencies. Victoria College will also comply with the guidance provided by the ED Safeguarding Policy 'Roles and Responsibilities for Schools' issued in June 2016:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/511605/160511_roles_responsibilities_for_schools.pdf

These guidelines apply to all adults, including volunteers, working in or on behalf of the school and is an overarching document which demonstrates how everyone working in or for the school service, shares an objective to help keep children safe from harm and abuse. For the purposes of this document 'young people' are defined as any persons under the age of 19.

Victoria College aims:

- To ensure that children within the school feel safe at all times.
- To ensure that all stakeholders are safe and feel that they are able to put the welfare of the children first, without concern that there will be any negative consequences attached to their actions.
- To ensure that all adults who have contact with children in school have been properly vetted and cleared as suitable to work and support children in our care/charge.
- To ensure that all adults who have contact with children in school have been trained to undertake their safeguarding responsibilities effectively.

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SCHOOL COMMITMENT

Victoria College is committed to safeguarding and promoting the welfare of all its pupils. The school endeavours to provide a safe and welcoming environment, where children are respected and valued. The school staff are alert to the signs of abuse and neglect and follow clear defined procedures to ensure that Victoria College pupils receive effective support, protection and justice. Victoria College will always take a considered and sensitive approach in order to support all its pupils and to recognise that each pupil's welfare is of paramount importance.

The procedures contained in this Policy apply to all Staff and Governors and are consistent with those issued by the ED.

Key principles:

- Victoria College will ensure that the welfare of our pupils is given paramount consideration in all school activities.
- All Victoria College pupils, regardless of age, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- All Staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm, in accordance with this guidance.
- All pupils and Staff involved in child protection issues will receive appropriate support from the Senior Leadership Team (SLT); including regular review and updating of policy and providing training.

Key aims:

- To provide all Staff with the necessary information to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of all our pupils.
- To ensure consistent, good practice across the school.
- To demonstrate the school's commitment to the safeguarding of children.

Safer Recruitment and Selection

The school carefully follows current ED guidance "Safeguarding Children and Safer Recruitment Policy" and the following States of Jersey policies:

- *States of Jersey Safe Recruitment Policy.*
- *States of Jersey Recruitment and Selection policy.*
- *Employment of people with past criminal offences.*
- *Employing overseas nationals.*
- *ED policy for Dealing with Allegations.*
- *Professional Standards Reporting Policy (Police).*
- *Whistle Blowing Policy.*

Victoria College will ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult, including volunteers and staff employed by contractors.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capability for the job.

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It also includes undertaking interviews and undertaking pre-employment checks including when a DBS Enhanced Disclosure with Barred List is required.

A set of principles underpins all States of Jersey Human Resources Policies and terms of conditions of service (see Policy Principles).

Additionally, the following principle will also apply; Throughout the States of Jersey, recruitment to posts working with vulnerable people will follow one set of safe recruitment standards to ensure safeguarding of all people under our care.

Job applicants, volunteers and existing employees are responsible for:

- Providing complete and truthful information on job application documentation, ensuring relevant information is not withheld;
- Supporting the employment clearance process by providing requested documentation in a timely manner;
- Complying with the requirement to complete a renewal DBS check after a three year period or earlier if requested by Human Resources. This may be either in the form of a standard, enhanced or enhanced with barred list check as deemed necessary by the Recruiting Manager and Human Resources taking into account the role within the organisation; and ensuring that they disclose any cautions or convictions that are received during their employment. This information must be disclosed to the employee's line manager.

Furthermore:

- The States of Jersey People Hub is committed to keep an up-to-date single, central record detailing a range of checks carried out on Victoria College staff, volunteers and governors
- All new appointments to the school workforce from overseas or who have lived outside the UK will be subject to additional checks as appropriate.
- Victoria College ensures that supply staff and teaching assistants go through the ED recruitment process before being employed in our school.

The following staff have undertaken and completed Safer Recruitment training and one of these staff members will be in attendance at interview for all staff and volunteer appointments:

Deputy Headmaster: Gareth Hughes

Safer Working Practice

Victoria College will comply with the following policies of the ED:

- **Safeguarding children and safer recruitment in the ED – March 2013.**
- **States of Jersey Safe Recruitment – January 2015.**
- **Teachers' terms and conditions – March 2012.**
- **Lone worker policy – December 2013.**
- **States of Jersey Code of Conduct – May 2012.**

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Safe working practice ensures that pupils are safe and that all staff, volunteers and governors:

- Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Work in an open and transparent way.
- Work with other colleagues where possible in situations open to question.
- Discuss and/or take advice from school management over any incident which may give rise to concern.
- Record any incident or decisions made.
- Apply the same professional standards regardless of gender, race, disability or sexuality.
- Are aware of confidentiality policy.
- Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.
- Consider the health and safety of colleagues and pupils to ensure the wellbeing of others.
- Ensure they are fit to work to the best of their ability at all times.
- Do not enter into an improper association with a young person.
- Do not commit such acts against a young person which are illegal.
- Do not show undue favour or disfavour towards a young person.
- Do not endeavour to exert an undue influence with regard to personal attitudes, opinions or behaviour.
- Do not behave in a discriminatory manner or make racist or sexual remarks.
- Do not delegate duties or functions to unqualified persons.

The above guidance also applies when posting or responding publicly on Facebook, Twitter or other social media platforms.

Safeguarding Information for Pupils in compliance with the ED's Confidentiality Policy - January 2014:

All pupils in Victoria College are aware of a number of staff with whom they can talk. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have a senior member of staff with responsibility for safeguarding and child protection and they know who this is. The school informs pupils as to which staff members they might talk, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. All pupils know that information will be kept confidential but that necessary information will be shared to safeguard them from harm.

The Senior Designated Person for child protection in our school is:

Mark Gosling, Assistant Head Pastoral.

The Deputy Senior Designated Persons for child protection in our school is:

Gareth Hughes, Deputy Headmaster

Alun Watkins, Headmaster

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The Governor responsible for child protection is:

Deryn Doyle

**Partnership with Parents, Guardians and Carers in compliance with the ED policy:
Child Protection Policy and Guidance – June 2016**

**Guidelines for staff when dealing with public complaints, concerns and appeals –
February 2014**

The school shares a purpose with parents, guardians and carers to educate, keep children safe from harm and to have their welfare promoted. Victoria College is committed to working with parents, guardians and carers positively, openly and honestly. The school will ensure that all parents, guardians and carers are treated with respect, dignity and courtesy. Victoria College respects the rights of parents, guardians and carers to privacy and confidentiality and will not share sensitive information without permission or unless it is necessary to do so to protect a child.

Victoria College will share with parents, guardians or carers any concerns about their child unless to do so may place a child at risk of harm.

Victoria College encourages parents, guardians and carers to discuss any concerns they may have with the school. The school will make parents, guardians and carers aware of its Safeguarding and Child Protection Policies and will ensure that parents, guardians and carers are aware that they can view these policies on the School's Website.

**Partnerships with others, in compliance with the Protocol for information exchange
between States Departments – 2006**

Victoria College recognises that it is essential to establish positive and effective working relationships with other agencies. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all young people. In 2013, a new umbrella partnership, known as MASH, was created to co-ordinate and manage safeguarding concerns regarding children and young people in Jersey. MASH is made up of representatives from a number of States of Jersey departments and other agencies, to provide a single contact point for members of the public, families or professionals to discuss any concerns that they may have.

The Jersey MASH includes:

- States of Jersey Police.
- Health and Social Services.
- The Children's Service.
- The ED.
- Family Nursing and Home Care.

By bringing these different agencies together in one place, it ensures that information is shared as early as possible with responses being timely and coordinated. A new joint MASH database will ensure that information can be collected to ensure targeted support.

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MASH can be contacted on 449213.

School Training and Staff Induction

Staff will be supported by the SLT with matters relating to safeguarding. All new staff will be availed of the School's Safeguarding policy and other related ED policies, as part of the induction process and **before** commencing their duties.

The school's Senior Designated Person with responsibility for child protection and any named deputies undertake specific child protection training, which includes details of how to undertake their roles. They also undertake inter-agency child protection training provided by the Safeguarding Partnership Board. Refresher training is undertaken at two yearly intervals.

All other school staff, including non-teaching staff, volunteers and governors, undertake appropriate in-house training to equip them to carry out their responsibilities for child protection effectively. This is kept up to date by refresher training at three yearly intervals as a minimum requirement.

Health & Safety Policy in compliance with Control of Substances Hazardous to Health – December 2013 and Critical Incident Management Plan – July 2012

It is everyone's duty of care to ensure that Health & Safety focuses on reducing risk, accident prevention and the delivery of high standards. Health & Safety at Victoria College is managed and monitored in line with ED Corporate Health & Safety management systems.

The school has a Health & Safety policy, which is monitored each year by the Health & Safety Committee which meets every half term, and the school's Governing Body.

The Headteacher, the Assistant Head Staffing, the Site Manager and a Governor with responsibility for Health & Safety oversee the policy and ensure that accurate records are maintained.

Any concerns from staff, volunteers, governors or pupils are reported to the Health & Safety Committee and the Site Manager carries out an examination, assessing what action needs to take place, before reporting back to the Committee.

Risk assessments are developed and supported by action plans to implement control measures and thus reduce risks. Routines relating to Health & Safety are carried out systematically and thoroughly. High standards of hygiene and cleanliness are evident around the school and excellent systems are in place for reporting Health & Safety matters.

Each term, there are fire drills to practise efficient evacuation from the buildings. These are all recorded and the school conducts an annual fire risk assessment.

There is a critical incident plan that details what staff and parents should do in the case of emergencies. This plan follows ED Guidance to Critical Incident Management.

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First Aid

Victoria College has 33 members of staff who are trained to oversee first aid:

First aid kits are situated around the school in the following locations:

- Main Building.
- Medical Room.
- Staff room kitchen.
- Other areas on the site:
 - Science Prep Room.
 - Chemistry.
 - HDT Office.
 - DT Office.
 - Le Brocq Building.
 - De Carteret.
 - RE Hut.
 - PE Office.
 - Heathfield
 - Pavilion
 - Astro Turf
 - CCF
 - Site Managers Office

When a child is unwell, or has suffered an accident in school or on the school grounds, the following steps are to be followed:

- **Step 1: A trained first aider is immediately called to provide assistance and advice.**
- **Step 2: The incident/accident is logged in the incident/accident register.**
- **Step 3: The parent, guardian or carer is notified of the incident/accident as soon as necessary.**
- **Step 4: The ED is notified of the incident.**

Site Security and the school environment

Careful attention is paid to the physical environment at Victoria College to promote learning, while at the same time ensuring that young persons' safety and wellbeing are protected. Premises and accommodation are maintained to high standards and any faults or defects are rectified without delay.

Pupils who are at risk or vulnerable can seek advice or support from a range of professionals or the Learning Support Department.

Victoria College aims to provide a secure campus but recognises that the site is only as secure as the people who use it. Therefore, all people on the site have to adhere to the rules, which govern it. It is recognised that laxity can cause potential problems to safeguarding. Therefore, the school ensures that:

- Wherever possible, visitors and volunteers only enter through the main entrance and must sign in at Reception where they will receive a badge and sign a book.

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- Children are only allowed home with adults, guardians or carers with parental responsibility or when confirmed permission has been received in advance.
- Children under 16 are not allowed to leave school alone during school working hours and, if collected by an adult, they are signed out.
- Should a child leave the school premises without permission, then staff have been informed never to chase after a child, but rather to report it immediately to the office. Parents, guardians or carers and Police will then be immediately informed of the circumstances.
- School staff are on duty before and after school, at break and during lunch. Prefects are also on duty.

Welcoming other Professionals

When there is a planned visit to the school, The Headmaster will ensure that written confirmation is received from the employing organisation that the said individual has been vetted and cleared to work with children.

When the said individual makes ad hoc or unplanned visits to the school, they will be accompanied by a staff member at all times and not allowed to have any unsupervised access to the children until confirmation of their vetting status has been confirmed. No examination or medical treatment of any child will be allowed, unless the professional has suitable clearance prior to their visit.

It is recognised that in emergency situations, when the Police are called, it may not be possible to confirm their identity before access to the school site is allowed. The Headmaster or SLT will use their professional judgement to manage these situations effectively.

Child Protection Policy in compliance with the ED Policy on Child Protection and Guidance – June 2016

The designated persons for Child Protection are listed above.

There is a detailed Child Protection Policy operating within the school, which is available on the School's Website. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately.

Concerns held by staff are properly shared and evaluated so that appropriate action to safeguard the welfare of people can be taken. These concerns are shared with the Child Protection Officer, line managers and advice can be sought from the Child Protection Coordinator at the ED or MASH.

All allegations of abuse by or complaints about a teacher, other member of staff or volunteer, will be managed by the Headmaster in consultation with the ED. The Chair of Governors must be contacted directly where there are allegations/complaints against the Headmaster.

All cases of actual or suspected abuse must be referred as a matter of priority to the MASH team in the first instance:

tel: 449213.

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The design of the curriculum and promoting safeguarding through teaching and learning in compliance with the ED policy Teaching and learning – March 2017

All staff follow the School Teaching and Learning Policy and the Positive Behaviour Policy to prevent disaffection and to meet the needs of all pupils. The curriculum promotes safeguarding by teaching our pupils how to stay safe, how to keep themselves from harm, and how to take responsibility for their own and others' safety. The curriculum deals with safeguarding in two ways:

Firstly, in subjects such as Personal, Social and Health Education (PSHE) relevant discussions around related issues take place with our pupils. Topics include such themes as Drugs, Alcohol, Sex and Relationships, Cyberbullying and Internet safety. Pupils are encouraged to explore and discuss these issues so they recognise harmful situations and know the preventative steps they can take to stay safe.

Furthermore, the curriculum is designed so that safety issues within the subject are discussed and safe practices explained, such as using equipment properly in PE, Design and Technology and Sciences. Appropriate staffing levels will be maintained at all times when the curriculum is being delivered outside of the school site. Appropriate and agreed pupil/adult ratios are always maintained which comply with ED regulations. The lead adult always risk assesses visits and trips to ensure our pupils are safeguarded and protected from harm. The Educational Visits Co-ordinator oversees all risk assessments following ESC guidelines. The event is finally authorised by the Headmaster

Visiting speakers, with correct clearance and/or constant supervision are always welcome into school, so that they can give specialist knowledge to our pupils.

Digital Safeguarding in compliance with the ED Policy Online Safety 2016

A range of devices can now be used for e learning and education is currently facing an explosive growth in the use of ICT. Incidents and activities that could compromise e safety include:

- Receiving, creating and/or sending offensive or sexually explicit content.
- Capturing images for the purposes of ridicule, bullying, exploitation or grooming.
- Accessing websites that contain unacceptable material.
- Inappropriate electronic contact between adults and young people.
- Deliberate attempts to circumvent the e safety environment that is provided by the ED.

All our staff, parents, guardians, carers and pupils understand the importance of managing e safety through the School's E Safety Policy (this is available on the School's Website). The current E Safety Co-ordinator and Data Protection Officer is Mark Gosling. All pupils and members of staff are required to read, sign and implement the School's Acceptable Use Policy. All boys bringing their own device to school have to sign the Victoria College BYOD acceptable use form which is sanctioned by their parents, guardians or carers.

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Behaviour Policy

Good behaviour is essential in any community and Victoria College has high expectations in this area. The school has a Positive Behaviour Policy and a Code of Behaviour that must be adhered to by all children and a copy is available on the College's website.

Although the emphasis is always on the positive, there are also times when children have to be disciplined in order to maintain the safety and security of all children.

There are numerous rewards available to children including:

- House Points.
- Commendations.
- Bistro tokens.
- Book of Excellence.
- Cups, ties and certificates.

Sanctions range from:

- Friday detention.
- Placed on report.
- Departmental detention.
- Reporting to a senior member of staff.
- A letter home.
- Parent/ housemaster consultation.
- Parent/ Headmaster consultation.
- Book (Saturday Morning Detention)
- Internal Exclusion
- Temporary Exclusion
- Exclusion.

Staff are discouraged from handling children but where they deem it the safest thing to do, guidance and training has been given on safe methods of restraining a child so that they do not harm either themselves or others.

Off-site arrangements including work experience

See also the following ED policies:

Off-Island Visits Policy – October 2011

Child Protection Policy and Guidance – June 2016

The Outdoor Education Department (OED) within the ED monitors and regulates all off-island visits. The School's Educational Trips Co-ordinator (EVC) is responsible for liaising with the OED to ensure all risk assessments have been satisfactorily completed and all guidance properly followed both for on-island and off-island trips.

All work experience placement providers are required to endorse the ED's statement of 'Child Protection Principles' by signing a letter of understanding, which includes a reference to these principles. All placement organisers follow the child protection procedures as set down in the ED's Work Experience Policy, Standards and Guidance - January 2007.

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Where Victoria College activities are provided and managed by the school, the Victoria College Safeguarding Policy and procedures apply. If other organisations provide activities, on or off the school site, the Victoria College will check they have appropriate procedures in place, including safe recruitment procedures. Providers are only engaged if they can demonstrate that they have effective procedures, training and vetting arrangements for their employees, appropriate pupil/adult ratios and contingency arrangements in place for emergencies or the unexpected.

Pupils missing from school

Please also refer to the following ED policies:

**Education of children other than at school
School Attendance – May 2016**

And VCJ and VCP Missing Child Policy 2017

The most recent versions of the above policies can be accessed on: www.gov.je

Attendance at Victoria College is monitored carefully so that staff and parents know where young people are at all times. All possible steps are taken to ensure that pupils attend school and unexpected or unauthorised absences are followed up speedily and rigorously. Such close attention to the issue of attendance contributes strongly to the creation of an environment in which pupils' safety is paramount.

All cases of concern regarding non-attendance of pupils is monitored by the School's Attendance Officer who refers cases for concern to the Inclusion Co-ordinator and Assistant Head Pastoral and the Education Welfare Officer (EWO).

If a pupil is absent from school, parents, guardians or carers will be contacted by the Attendance Officer and the young person's whereabouts questioned. If the parents, guardians or carers do not know where their son is, they will be advised to contact the police immediately and report their son as missing. Where parents, guardians or carers request to 'home educate' their son, the school will follow the ED Education Other Than School Policy - April 2016.

Anti-Bullying Policy

Please also refer to the following ED policies:

Bullying policy for schools - April 2016

Emotional and Behavioural Policy - May 2016

The most recent versions of the above policies can be accessed on: www.gov.je

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Online E safety guidance for schools and youth projects – July 2016

Sexting

Definition: Sexting is a term which describes the sharing of intimate images with others, using online technologies. Sexting is an increasing phenomenon among children, even of primary age. Creating or sending an intimate photo of a minor (if reported as a complaint by the police) is technically a criminal offence, so incidents need very careful management.

Response: If a device is involved, secure it and switch it off. Seek advice and report to your designated safeguarding officer who should follow normal child protection procedures.

Factors which would be taken into account in responding to sexting incidents include: the age of the person sending the photograph and the age of the person it was sent to; whether the individual was co-coerced into sending the image; to what extent the image has been shared online and whether the child is vulnerable and if there are existing concerns.

The school's response to bullying is unequivocal. Bullying in any form is wrong and shall not be tolerated. Any environment that encourages bullying, prejudice and discrimination is unacceptable. Differences must be respected and diversity must be welcomed. Young people have a right to feel safe secure and valued. Creating a safe environment and dealing with bullying is everyone's responsibility.

The School's Anti Bullying Policy is on the School Website. It includes a system for identifying, addressing, monitoring, tracking and reporting bullying. The Assistant Head Pastoral co-ordinates this system working alongside Housemasters. The Policy is reviewed annually by the SLT and Governing Body. Our pupils know that bullying is not an acceptable part of growing up. They are encouraged to report incidents affecting themselves or others, refrain from being an accessory to bullying and have confidence that, working together with others, bullying can be resolved.

Adults must be informed immediately and action will take place.

At Victoria College, there are a number of people who offer support through our Anti-Bullying Policy. Boys can talk to the following:

- **All teachers.**
- **Assistant Head Pastoral.**
- **Inclusion Co-ordinator**
- **Housemasters.**
- **Tutors.**
- **School Counsellor.**
- **Emotional Wellbeing Co-ordinator.**
- **Peer Mentors.**
- **Anti-bullying ambassadors.**
- **Prefects.**

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Photographing and Videoing of Children in School

Please also refer to the following ED policies:

Child Protection Policy and Guidance – June 2016

Images of Children Policy

The most recent versions of the above policies can be accessed on:

www.gov.je

To safeguard all pupils, at **Victoria College**, the school has taken a sensible and balanced approach to photographing and videoing its pupils. The school has a formal policy concerning “Taking photographs and video images of children” in the form of a Home School Agreement. A copy of this document is available on the School Website.

Taking pictures and video images of children’s achievements and activities is a wonderful way of capturing a memory and promoting successes. The Home School Agreement explains in detail the school’s requirement to obtain permission from parents, guardians or carers while taking such images and the safeguards in place to ensure anonymity (wherever possible) in their usage.

Data Protection in compliance with the ED Data Protection Information Pack and Data Protection Policy.

The most recent versions of the above policies can be accessed on

www.gov.je

Data Protection is about a person’s fundamental right to privacy. All staff adhere to the ED Data Protection Policy. Under the Data Protection Law in Jersey (2005), all schools are data controllers and must take responsibility for adhering to the law.

All staff have access to data protection training at least once a year. In a school and ED context, data protection practice means that:

- *No personal sensitive information should be sent via email.*
- *Parental responsibility should be established before personal data is shared with an adult/carer.*
- *Personal information should not be sent to printers in common areas.*
- *Every school and data controller should have a fair processing statement available to parents stating exactly how a pupil’s data is being processed. This is available on the Home School Agreement, a copy of which can be found on the School’s Website.*

Further information can be obtained on the Data Commissioner’s Website:

www.dataprotection.gov.je.

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If you have a specific concern (or if you consider there has been a data protection breach or a risk of a breach) please contact the ED Head of Governance at ED on 449199.

The Data Protection Officer is: **Gareth Hughes, Deputy Headmaster**

The Data Controller is: **Alun Watkins, Headmaster**

The e Safety Governor is: **Mark Godel**

Information about young people.

In order to keep pupils safe and provide appropriate care for them, Victoria College keeps accurate and up-to-date information on the following:

- *Names and contact details of persons with whom our pupils normally live.*
- *Names and contact details of all persons with parental responsibility (if different from the above).*
- *Emergency contact details (if different from the above).*
- *Details of any persons authorised to collect the pupil from school (if different from the above).*
- *Any relevant Court Orders that are in place including those which affect any person's access to the pupil (eg Residence Order, Contact Order, Care Order, Injunctions etc).*
- *If the pupil is, or has been, subject to a child protection or care plan.*
- *Name and contact details of GP.*
- *Any other factor which may impact on the welfare and safety of the pupil.*

The school will collate and store this information using a password protected database system (SIMS). These records are copied and transferred to any school or setting the pupil moves to, marked 'Confidential.' Original copies are retained according to the School Policy on retention of records.

Complaints Procedure and dealing with allegations against staff including volunteers.

See also the ED Policy - Dealing with Allegations Against Employees of ED May 2017

The most recent versions of this policy can be accessed on:

www.gov.je

The Victoria College Complaints Procedure is contained within its Complaints Policy document, as published on the website. The procedure will be followed where a child, parent guardian or carer raises a concern about poor practice towards a pupil. All allegations regarding staff are discussed with the Senior Education Welfare Officer.

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An allegation might be made against any person working in or on behalf of the school where he or she is alleged to have:

- **Behaved in a way that has harmed a pupil or may have harmed a pupil.**
- **Possibly committed a criminal offence against or related to a pupil.**
- **Behaved towards a pupil or pupils in a way that indicates he/she is unsuitable to work with pupils;**

Whilst the school will acknowledge that such allegations may be false, malicious or misplaced, it will also acknowledge that they may be founded and will, therefore, investigate the allegation properly, in line with its procedures, and all outcomes recorded.

The Headmaster will contact the ED Child Protection Co-ordinator immediately and follow the steps from the ED Child Protection Policy. Any allegation against the Headmaster will be reported immediately to the Chairman of Governors.

Radicalisation

Definition: Paragraph 7 of the Prevent Duty (UK Government advice for schools) defines extremism as: 'vocal opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

We also include in our definition of extremism calls for the death of members of our armed forces.' As a result of the Counter –Terrorism and Security Act 2015, specified authorities (including schools) in the UK have a duty to have 'due regard to the need to prevent people from being drawn into terrorism.' This duty includes technical monitoring for signs of radicalisation.

Does this affect Jersey? Extremist groups aim to target young people who are perhaps lonely, disenfranchised and want to feel part of a community. This can happen to any child of any background, in any geographical location who is using the internet, and Jersey is not immune.

Whistleblowing

If members of staff, volunteers or governors have any concerns about people working in a paid or unpaid capacity with children, they have a duty of care (and in some cases a professional duty) to inform management accordingly. This can be done in writing or verbally and such issues will be managed with sensitivity and the necessary degree of confidence.

Policy review

This policy document will be reviewed by the School Governing Body on an annual basis to ensure it is up to date with current legislation and best practice.

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