

Allegations:

If you have a concern:

- Report your concern immediately to the Safeguarding Lead
- Details of your concern will need to be recorded on a "Concern Form" available from the office
- Anyone can make a referral to Liverpool Children's Services (0151 233 3700)
- The Local Authority Designated Officer for Managing Allegations against Staff can be contacted on 0151 225 8101. The office can provide you with a copy of the procedures for Managing Allegations Against Staff

All details should be kept confidential to allow for the agreed procedure to be followed in a fair and open way and not to be compromised.

Do not attempt to investigate

Contact Details

Alt Valley Community Trust, The Communiversity,
Liverpool, L11 0BS

Telephone: 0151 546 5514

Website: <http://www.altvalley.co.uk>

Email: lesleybaugh@altvalley.co.uk

Email: carollea@altvalley.co.uk

Contacts and Help

Careline: 0151 233 3700

Childline: 0800 1111 www.childline.org.uk

NSPCC: 0808 800 5000 www.nspcc.org.uk

UK Safer Internet Centre: 0344 381 4772
helpline@saferinternet.org.uk

Child Protection is our Paramount Concern

Every learner has the right to be safe.

It is our statutory duty to safeguard learners from any form of harm. If we have any concerns that a learner may be suffering or is at risk from harm, **we have no choice** but to refer the matter to Social Services or other professionals where appropriate. There is no requirement for us to inform parents/carers beforehand.

If you have a concern, you must tell a member of the Safeguarding Team as soon as possible:

Designated Safeguarding Lead,
Safeguarding Deputy and Team Members
are:

Lesley Baugh	Safeguarding Lead
Carol Lea	Deputy Safeguarding Lead
Alma Mason	Chair of Trustees
Lyn Barwise	Safeguarding Team Member
Sally Pollock	Safeguarding Team Member
Jackie Gibson	Safeguarding Team Member
Maureen Worrall	Safeguarding Team Member
Judy McLean	Safeguarding Team Member

Nothing is more important than the welfare of our learners!

Welcome to Alt Valley Community Trust



Safeguarding and Child Protection Procedures

Chief Executive: Phil Knibb

Information for Visitors and Volunteers

Alt Valley Community Trust

Is committed to safeguarding children and vulnerable adults promoting everyone's welfare and expects all staff, trustees, volunteers and visitors to share this commitment and maintain a vigilant and safe environment.

DBS Checks

All staff, supply staff, regular visitors and volunteers are subject to a DBS (Disclosure and Barring Service) check. This is to help ensure that unsuitable people are prevented from working with children and vulnerable adults.

Any person without this check MUST be supervised at all times around the college by a member of staff.

Identity Badges

All Adults, including visitors, must wear an identity badge at all times. All visitors will be given a **badge** when they sign in if they do not have one from their own setting.

Keeping Children Safe In Education (KCSIE)

Keeping Children Safe in Education is statutory guidance that colleges and colleges in England must have regard to when carrying out their **duties to safeguard and promote the welfare of children.**

eAdult Code of Conduct

Always

- **Provide a good example and be a positive role model by being fair, considerate, tolerant and respectful to all.**

Never...

- use your personal mobile phone in areas used by children or when children are present
- use personal equipment to photograph children- use college equipment only after checking permissions
- make personal comments which scapegoat, demean or humiliate any member of the college community
- intimidate, bully, humiliate any member of the college community including shouting in anger or aggressively
- develop a 'personal' relationship with a child
- engage in an inappropriate conversation with a child
- discriminate either positively or negatively towards a child
- give personal contact details to learners
- have conversations on social networking sites that make reference to learners, families or colleagues at AVCT
- undertake 'one to one' activities out of the sight of others
- have any physical contact with young people that might be misconstrued

AVCT has a full code of conduct to encourage safer working practices for all adults working with young people, including advice regarding 'e-safety'.



Keeping Children Safe in Education

Concerns

If you have ANY concerns about a learner's welfare or well-being because of something you observe, comments they make, their appearance or changes in their behaviour

- Discuss your concerns without delay with a member of the Safeguarding Team
- Remember it is important to share your concerns even if you are unsure

If a learner makes a disclosure to you:

- Avoid being shocked or embarrassed
- Listen to the learner without interrupting them
- Do not promise to keep a secret
- Do not ask the learner any leading questions
- Reassure them that 'it is not their fault and they have done the right thing to tell you'
- **Immediately** following the disclosure report your concerns to a member of the Safeguarding Team and record what the learner said using the learner's own words and phrases.
- Consider how best to manage your own feelings
- After reporting your concerns, remember that the disclosure and the learner's identity should remain confidential

**Always maintain the attitude...
It could happen here!**