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Bradfield College Enterprises Ltd.
Safeguarding and Promoting the
Welfare of Children
Information for Hirers



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Introduction

Background

Bradfield College is a co-educational boarding school for over 700 pupils aged 13-18. Bradfield College Enterprises Ltd (BCEL) supplies College facilities and associated services to organisations or individuals on a commercial hire basis during both College term-times and holiday periods. Groups may be residential or non-residential and may be adult only or a mixture of adults and children.

Definitions

Children are under 18 years of age.

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment (abuse and neglect).
- Preventing impairment of children's health or development.
- Ensuring children are growing in circumstances consistent with the provision of effective care.
- Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Child protection is part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

Harm is defined as ill treatment, impairment of health, or impairment of physical, emotional, intellectual, social or behavioural development.

Duty to Safeguard and Promote the Welfare of Children

Bradfield College is fully committed to safeguarding and promoting the welfare of children and has protocols in place to achieve its objectives in this area. The Directors and Management of BCEL share this commitment and recognise that they have a legal and moral duty to safeguard and promote the welfare of children. This includes College pupils, children participating in activities directly supervised by BCEL and children within the groups hiring College facilities through BCEL.

Groups bringing children to use the College facilities also have a legal and moral duty to safeguard and promote the welfare of those children.

BCEL Policy Statement

BCEL will fully support the objectives of the College by complying with the College's Child Protection Policy and associated procedures in respect of College pupils.

BCEL is fully committed to safeguarding and promoting the welfare of all children who use the College facilities through commercial arrangements with BCEL, whether or not they are involved in activities operated and directly supervised by BCEL staff. It is an important priority for the Directors and Managers of the company to fulfil this commitment and to meet both legal and moral responsibilities. The company will comply with relevant statutory guidance and will aim to implement other good practice in order to safeguard and promote the welfare of children.

General Principles

The Directors and Managers of BCEL want to ensure that all children using the College facilities through commercial arrangements with BCEL will be respected, valued and protected, and that every effort will be made to promote their welfare and enjoyment. The company aims to maintain a culture which encourages discussion and awareness of child welfare and does not shy away from

confronting the issues when they arise. Conduct and qualities including honesty, openness and respect will be actively reinforced, as will these principles:

- The individual's welfare is paramount.
- Everyone has the right to protection from abuse, whatever their age, culture, disability, gender, language or racial origins.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

The company will aim to develop child centred policies and procedures and will work in partnership with agencies qualified to address the issues e.g. social services, the police or the NSPCC.

Responsibilities

Individual Responsibilities within BCEL

The Commercial Manager (David Palmer) has overall responsibility for:

- Implementing the company's policy and associated procedures for child welfare.
- Monitoring the general operation of the procedures.

The Commercial Manager also has specific responsibility for:

- General child welfare training for BCEL staff.
- Supporting the Lettings and Events Manager in responding to concerns raised by staff, parents, children or other users of the College facilities.
- Responding to suspicions or allegations of wrongdoing by BCEL staff and liaising with the Bursar and the College's HR Officer regarding such suspicions or allegations.

The Lettings and Events Manager (Richard Skegg) is the designated 'Child Protection Officer' for the company's activities. He is responsible for operating the procedures in respect of hirers of the College facilities, providing information to all commercial users of the facilities and arranging specific training for staff taking direct responsibility for children. He is also responsible for operating the procedures for recruitment and maintaining the training records.

All BCEL line managers are responsible for carrying out reasonable supervision of their own staff.

All BCEL staff are responsible for safeguarding and promoting the welfare of children at all times, whether or not they are directly or indirectly involved with children. This includes being vigilant for the signs of potential abuse and acting swiftly to address any situation in which the well-being of a child could be adversely affected.

General Responsibilities of Hirers

All hirers will be expected to support the efforts of Bradfield College and BCEL to safeguard and promote the welfare of children.

Groups bringing children to use the College facilities will have the prime responsibility for safeguarding and promoting the welfare of the children within their group and will be expected to have appropriate policies and procedures in place to carry out that responsibility. These must include procedures for identifying and dealing with potential instances of child abuse.

General BCEL Procedures

Health and Safety Management

The company will maintain high standards of Health and Safety management and will comply with Health and Safety legislation to ensure that the College facilities are safe and healthy environments for children's activities taking place under commercial arrangements with BCEL.

Recruitment

All BCEL staff will be carefully selected and the company will comply with the College's policy and procedures for recruitment in order to help prevent child abusers having access to children. These procedures include the taking of references and satisfactory clearance by the Criminal Records Bureau.

Training

The Commercial Manager will provide all staff with general training on safeguarding and promoting the welfare of children. This training will include:

- A statement about the importance of child protection.
- Forms of abuse and signs of abuse to look out for.
- What to do if they are suspicious about the possibility of abuse.
- What to do if a child discloses something that sounds like child abuse.
- How to look after oneself following such a disclosure.
- BCEL's policy and associated procedures.
- Guidance on safe working practices and 'codes of conduct'.

Employment of young people

BCEL will not employ people under the age of 18.

Supervision of Staff

All BCEL line managers will carry out reasonable supervision of their own staff to ensure that they are not involved in abuse and that they do not put themselves in situations where their actions could be misconstrued and lead to allegations of abuse.

Staff Presence

Other than for children's activities directly operated by BCEL, group leaders will be expected to provide sufficient suitable staff to supervise the children within their group.

BCEL does however assign a House Liaison Officer to each group or boarding house during residential periods and will have regular contact with non-residential groups while they are on site. The College also has security guards on site for all 24 hours on most days. This general staff presence is part of our efforts to safeguard the well being of children.

Security of the Boarding Houses

All non-residential groups are informed that they must not attempt to access the boarding houses at any time. This message is reinforced by signs, for instance by the AWP car park. All house access doors are also secured by means of key pads, fobs or alarms.

People wishing to view the boarding houses, e.g. potential clients or agents for language schools, will be guided and escorted by one of the Lettings and Events team at all times. Contact will be made with the house matron before the tour of the house starts and appropriate steps will be taken to ensure that pupils/children are not in a room to be viewed. Whenever possible, such tours will be scheduled for lesson or activity times when most pupils/children will not be in their houses.

CCTV

A CCTV system is in place on the campus, with cameras in strategic positions such as boarding house entrances. The purpose of this system is to deter crime, and attempted crimes, against people or property and as such it is intended to support our efforts to safeguard the welfare of children.

The system includes recording of images that can be viewed and downloaded by BCEL management if a serious incident needs to be investigated. There is a policy to restrict the viewing and downloading of images recorded by the CCTV system.

There are notices to advise all staff and facility users of the CCTV system.

Information and Public Awareness

This document provides all commercial hirers of the facilities with information about BCEL's policy and procedures for safeguarding and promoting the welfare of children.

Notices will also be prominently displayed within the boarding houses and other facilities to be used by groups. The notices are intended to give parents, children and other users information about what we do and what they can expect from us. It will also let parents, children and other users know how to voice any concerns they may have.

Photographic and Video Images

BCEL's policy is to endeavour to ensure that, as far as is reasonably practicable, all children who use the College facilities through commercial arrangements with BCEL are protected from being exposed to potential abuse via the inappropriate taking and transmission of photographic images. Groups involving children will be expected to demonstrate that they have suitable procedures in place regarding the taking of photographic and video images.

If BCEL plans to use images of children for promotional purposes, the following procedures will be applied:

- Individual children in a photograph will not be named.
- Parental permission will be sought to take and use the image.

Specific Procedures for Particular Groups

Residential Groups Including Children

The organiser will be required to demonstrate that they have suitable policies and procedures in place for safeguarding and promoting the welfare of children in their group. Copies of relevant documents must be provided to the Lettings and Events Manager for review and retention. The policies and procedures should include a 'Child Protection Policy' and a 'Recruitment and Selection Policy'. Groups will be required to provide a list of the names of all their adult staff/volunteers, plus evidence that they have completed suitable checks on all their staff/volunteers e.g. CRB checks, or self-certification for staff from other countries. Groups are also expected to have delivered appropriate training to their staff.

The group will be required to have an appointed 'Child Protection Officer' on site and to have taken appropriate steps to inform parents and children about how to raise any concerns they may have. The Lettings and Events Manager will meet with the group's 'Child Protection Officer' when the group arrives to confirm that all necessary measures are in place for safeguarding and promoting the welfare of children.

'Safeguarding and promoting the welfare of children' will be included in the group briefing for all staff and participants shortly after arrival.

It will be the responsibility of the group organiser or their appointed 'Child Protection Officer' to inform the Lettings and Events Manager of any incidents of suspected child abuse. This must be done as soon as possible and in writing within 24 hours of the incident.

Adult Residential Groups

The group must have an identified leader on-site. Groups will be required to provide a list of the names of all the people in their group.

'Safeguarding and promoting the welfare of children' will be included in the group briefing for all staff and participants shortly after arrival.

Weddings and Other Entertainment Functions

BCEL is only able to book weddings and other large entertainment functions during the College holidays. (Small functions, e.g. drinks receptions or lunches in the Wardens Room, may occasionally take place in term time and will be treated like a corporate meeting.) Members of the Lettings and Events team will be present throughout the function to help monitor the group and will be alert to any potential child welfare issues.

If there are residential groups with children on site at the same time as the function, the Lettings and Events team will plan how to ensure a reasonable separation of the function and those children.

Meetings, Conferences, Training and Team-building Events

Commercial users who will be on-site during the College term-time should not attempt to interact with College pupils.

The following procedures will also apply:

- The organiser will be required to provide a list of delegates in advance.
- Delegates will be signed in and issued with a visitors badge, either at the College reception or at the meeting room. A member of the Lettings and Events team will supervise arrivals.
- A briefing will be given to delegates at the start of the event regarding safeguarding and promoting the welfare of children.

- The group will be supervised by the Lettings and Events team if they need to move around the campus, for instance to and from lunch, to use other facilities and to return to the car park at the end of the day.

Pitch Hire by Groups Including Children

Commercial users who will be on-site during the College term-time should not attempt to interact with College pupils.

The organiser will be required to demonstrate that they have suitable policies and procedures in place for safeguarding and promoting the welfare of children. Copies of relevant documents must be provided to the Lettings and Events Manager for review and retention. The policies and procedures should include a 'Child Protection Policy' and a 'Recruitment and Selection Policy'. Groups will be required to provide a list of the names of all their adult staff/volunteers plus evidence that they have completed suitable checks on all their staff/volunteers e.g. CRB checks. Groups are also expected to have delivered appropriate training to their staff/volunteers, including a 'Code of Conduct for Coaches' that is relevant to their sport.

The group will be required to have an appointed 'Child Protection Officer' and to have taken appropriate steps to inform parents and children about how to raise any concerns they may have. The Lettings and Events Manager will contact the organiser or the group's 'Child Protection Officer' to confirm that all necessary measures are in place for safeguarding and promoting the welfare of children.

A member of the Lettings and Events team will attend a booked session early each term to make contact with the organiser/leader and to monitor that the group is following the necessary procedures.

It will be the responsibility of the group organiser or their appointed 'Child Protection Officer' to inform the Lettings and Events Manager of any incidents of suspected child abuse. This must be done as soon as possible and in writing within 24 days of the incident.

Pitch Hire by Adult Groups

Commercial users who will be on-site during the College term-time should not attempt to interact with College pupils.

The group must have an identified leader on-site for any session. Groups will be required to provide a list of the names of all the people in their group and to update this regularly.

A member of the Lettings and Events team will attend a booked session early each term to make contact with the organiser/leader and to monitor that the behaviour of the group is appropriate.

Responding to Alleged or Suspected Incidents of Child Abuse

It is the responsibility of all BCEL staff, group staff/volunteers and other adults to respond to any potential signs of child abuse, which could follow from:

- Observing an incident.
- Observing physical or behavioural indicators that cause concern.
- A child reporting that something has happened.
- Someone else (adult/child) reporting their concerns.

Observing an Incident

If a child is actually suffering significant harm, or is clearly in imminent danger of suffering significant harm, BCEL staff, group staff/volunteers and other adults must intervene immediately to stop or prevent such harm. Action must be taken to ensure that the child does not remain in danger of significant harm, for instance by ensuring that the child is separated from the person actually or potentially causing the harm and by placing them in the care of an appropriate adult e.g. group leader, parent or member of the BCEL management team. Medical attention should also be arranged if necessary.

A BCEL Manager should be contacted as soon as possible. The incident and subsequent response must be recorded in detail, with the record passed to the Lettings and Events Manager.

Any adult alleged to have caused or threatened significant harm to a child will not be permitted access to the College site while the matter is being investigated by the appropriate bodies. For a member of BCEL staff, this will mean immediate suspension pending the outcome of the investigation.

Observing Indicators That Cause Concern

BCEL and group staff/volunteers are expected to be vigilant to potential indicators of child abuse and to act if they see something that causes them concern. BCEL staff will relay their concerns about a child to the group leader or the group 'Child Protection Officer' and pass a record of the conversation to the Lettings and Events Manager.

Being Informed About Potential Abuse by the Child Concerned or another Child or Adult

If such a disclosure is made to a member of the BCEL staff by the child who is potentially being abused, or if the child concerned is on site, that member of staff will take immediate action to ensure the child can be comforted and safeguarded in an appropriate manner.

Detailed notes of the disclosure by the child/adult will be made straight away and the notes will be passed to the group leader, or the group 'Child Protection Officer', via the Lettings and Events Manager or Commercial Manager.

When the Lettings and Events Manager or Commercial Manager have relayed a concern or disclosure to a group leader or a group 'Child Protection Officer', they will follow up on a timely basis to satisfy themselves that appropriate action has been taken by the group to deal with what has been relayed. If they remain uncertain or dissatisfied with the adequacy of the response they will contact the appropriate authorities for further advice. The response by the group and any subsequent actions by the Lettings and Events Manager or Commercial Manager will be documented.

Key Organisations to Contact in the Event of Suspected Abuse or for Advice

West Berkshire Council, Child Protection Team, Referral and Assessment Team – Tel 01635 503090

NSPCC Helpline – Tel 0808 800 5000

CHILD WELFARE CONFIRMATION

I confirm that I _____ in the capacity of _____
for the _____ group resident at / hiring facilities at Bradfield College
during the period ___/___/___ to ___/___/___ :

- Have been made aware of and fully understand the Bradfield College Enterprises (BCEL) policies and procedures described in the document 'Safeguarding and Promoting the Welfare of Children – Information for Hirers'.
- Will act to support and comply with BCEL's policies and procedures for safeguarding and promoting the welfare of children.
- Accept my responsibility for the behaviour of my group.
- Will ensure that all members of my group are aware of and will comply with the relevant BCEL child welfare procedures.

For groups including children:

I also confirm that:

- My group has policies and procedures in place for safeguarding and promoting the welfare of children and up-to-date copies of these have been provided to BCEL.
- My staff and I will act in accordance with my group's policies and procedures.
- I have provided a complete list of the adult staff/volunteers supervising the children in my group.
- Suitable checks have been completed for those staff/volunteers and evidence of those checks has been provided to BCEL.
- The staff/volunteers have received training on safeguarding and promoting the welfare of children (including a 'Code of Conduct for Sports Coaches' if appropriate).
- The children in my group, and their parents, have been informed about how to raise any concerns they may have regarding child welfare matters.
- I will inform the BCEL Lettings and Events Manager of any incidents of suspected child abuse as soon as possible and in writing within 24 hours.

The 'Child Protection Officer' for this group is _____

Signed _____

Date _____