
Safeguarding Policy

1. Background

In September 2018 the Department for Education and Skills published an update of statutory guidance document "[Keeping Children Safe in Education](#)" this document focuses on the safeguarding and promoting the welfare of children under the provisions of the Children Act 1989 and 2004, and following publication of Section 175 of The Education Act 2002 and 2011.

Section 175 places a duty of care on Local Education Authorities, and on governing bodies of schools and further education institutions to make arrangements for carrying out their functions with a view to safeguarding and promoting the welfare of children.

In accordance with the Counter-Terrorism and Security Act 2015, there is a statutory duty on colleges to "have due regard to the need to prevent people from being drawn into terrorism". This is known as the Prevent duty. To fulfil this duty the college liaises closely with the local area prevent lead to receive updates regarding local concerns and to refer students of concern to the Channel process. To further safeguard our students in regard to the threats of terrorism the college has also implemented a procedure in the case of critical incidents based on the Run Hide Tell guidance 2015.

Safeguarding and promoting the welfare of children covers more than child protection. The requirements for the College are for policies and procedures that cover arrangements not just for meeting the welfare and safeguarding needs of children, but also the needs of vulnerable adults and young people as well as ensuring appropriate practices for staff recruitment and selection and providing a safe and secure environment in which to study. Schools and colleges and their staff form part of the wider safeguarding system for children. This system is described in statutory guidance [Working Together to Safeguard Children 2015](#).

2. Definitions

- Children and young people - those aged under 18 years
- Vulnerable adults – anyone aged 18 years of above who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of unable to protect him or herself against significant harm or exploitation
- LSCB – Local Safeguarding Children Board
- LADO – Local Authority Designated Officer
- Work experience – short and clearly defined as work experience with the aim of improving employability skills as well as curriculum focus if appropriate.
- Work placement – students undertaking work placement over a long period of time (one or two days per week over a period of two months or more)

3. Scope

- 3.1. The Safeguarding and Child Protection Policy applies to all College staff, students and contracted staff, whether they work or study in the main College campuses, outreach centres or other designated areas, volunteers and governors.
- 3.2. The policy applies to students on work experience and placement programmes and those engaged on any College organised off site activity.

3.3. The policy applies to working arrangements with other agencies to support the College's Safeguarding and Child Protection Policy, including local education authorities, Learning Partnership West, schools, support agencies and employers.

4. Intent

The intent of the Safeguarding and Child Protection Policy is to ensure that:

- 4.1. A safe environment is provided for students at all times.
- 4.2. Students who are at risk of and/or likely to suffer significant harm are identified, and appropriate action is taken. This includes the risk of radicalisation as noted in the Prevent duty.
- 4.3. There exist safe recruitment practices in checking the suitability of staff and volunteers to work with or in proximity to children and students. The College's Recruitment and Selection Policy cover these in more detail.
- 4.4. Staff are made aware of issues relating to the welfare of students (more detail of specific safeguarding issues is included in the College Safeguarding Procedures)

5. Confidentiality and sharing information

- 5.1. Once a disclosure and referral have been made, the incident should be considered confidential – unless the information indicates that the person is at risk of harm from others or to themselves. Then the information will be shared with the DSL (or Safeguarding Team) and/or other agencies/professionals who are able to take protective action
- 5.2. All information regarding child protection issues will be kept, under lock and key, or secure electronic file.
- 5.3. The College is obliged to work and share information with external agencies charged with the protection of children and young people. This includes Social Services, the police, local schools, LSCB etc., based on the 'need to know' principle.
- 5.4. The College has representation on the Local Safeguarding Children Board Education sub-committee.
- 5.5. The College commits to share information with Social Services and allow access to students on-site if required.
- 5.6. The College works closely with the area Prevent team and through them refers to the Channel process when necessary.
- 5.7. The College has developed systems to ensure effective communication between local agencies.
- 5.8. Note: 'confidentiality' is often misunderstood. An over emphasis on confidentiality can leave young people or vulnerable adults in danger of harm. If something is confidential, this does not mean that it cannot be shared. GDPR should be no barrier to information sharing about a person in need, as long as appropriate protocol is followed. However, it is important to:
 - Share only what it is necessary to share to protect a young person or a vulnerable adult
 - Record what you shared, and with whom
 - Record your reasons for sharing for further information refer to; [Information Sharing](#): Advice for practitioners providing safeguarding services to children, young people, parents and carers.
 - Inform the individual making the disclosure that information they provide will be shared, why and with whom.

6. Roles and Responsibilities

6.1. Designated Senior Staff Member for Child Protection

- 6.1.1. The Designated Safeguarding Lead (DSL) with lead responsibility for child protection and safeguarding issues is **Jana Smidkova – Director of Marketing, Communications and Customer Services**
- 6.1.2. The DSL has a key duty to take lead responsibility for raising awareness amongst staff of issues relating to the welfare of young people and vulnerable adults, and the promotion of a safe environment for the students learning within the College.
- 6.1.3. The Head of Student Services will take operational responsibility for Safeguarding and will also act as Deputy DSL. Responsibility for safeguarding and child protection, as set out above, remains with the Designated Safeguarding Lead. This responsibility cannot be delegated.
- 6.1.4. The DSL will oversee the referral of alleged harm or abuse to the relevant investigating agencies in line with [Local Safeguarding Board procedures](#).
- 6.1.5. The DSL is also responsible for ensuring that:
- Advice and support to staff on issues relating to safeguarding and child protection, including e-safety, is provided.
 - A proper record of any child protection referral, complaint or concern is maintained (even where that concern does not lead to a referral).
 - Ensuring that parents of young people and vulnerable adults within the College are aware of the College's Safeguarding and Child Protection policy.
 - The College liaises with local authorities and LSCB and other appropriate agencies. The College liaises with secondary schools which send pupils to the College to ensure that appropriate arrangements are made for their pupils.
 - The College liaises with Youth Offending Teams to ensure that appropriate arrangements are made.
 - Staff receive initial safeguarding training and are aware of the College safeguarding and child protection procedures.
 - The College's Safeguarding Committee meets as a minimum once per term.
 - A Safeguarding Operational Plan is prepared and reviewed annually and forms part of the College's annual Operational Plan, and is therefore subject to Senior Management team scrutiny.
- 6.1.6. The DSL will provide an annual report to the Governing Body of the College setting out how the College has discharged its duties.
- 6.1.7. The college will have a designated governor for safeguarding who will link regularly with the Head of Student Services and DSL. The designated governor will also be involved in any strategic changes to service.

6.2. Designated Staff Members for Safeguarding (Safeguarding Officers)

- 6.2.1. The College will appoint an appropriate number of designated Safeguarding Advisors. These will be based across all sites. In addition to this team, key safeguarding staff also includes Head of ICT Network and Engineering Services and Senior HR Business Partner. Appropriate training and support will be provided to enable the designated staff to fulfil their role.
- 6.2.2. The Safeguarding Advisors:
- Report to the Head of Student Services via the Assistant Prevent and Safeguarding Lead.

- Will know how to make an appropriate referral
- Will be available to provide advice and support to other staff on issues relating to Safeguarding
- Have particular responsibility to be available to listen to children and young people studying at the College
- Will deal with individual cases, including attending case conferences and review meetings as appropriate
- Have received training in safeguarding issues and inter-agency working, as required by the LSCB and will receive refresher training at least every 2 years

In addition to working with the safeguarding team all staff members should be aware that they may be asked to support social workers to take decisions about individual cases.

7. Procedures

To underpin this policy, the College has a number of related procedures and processes. These include:

- Safeguarding Procedures, including referrals to Channel for Prevent issues
- Human Resource procedures including grievance and discipline
- Staff Code of Conduct
- Student Code of Conduct
- Additional Support procedures
- Data Protection procedures
- Visiting Speakers, Organisations and Events Protocol

8. Monitoring and Review

- 8.1. This policy will be reviewed annually and will be referred to in the College's Corporate Services.
- 8.2. The DSL and Head of Student Services will monitor and review this policy annually.
- 8.3. The DSL will prepare an annual report for the Governing Body, which reviews how the duties have been discharged.
- 8.4. Any significant deficiencies or weaknesses in regard to safeguarding and child protection arrangements will be remedied without delay and will be brought to the attention of the College's Strategic Leadership Team and the Governing Body.
- 8.5. This policy should not be read in isolation and should be cross-referenced with all relevant College employment and student policies and procedures.

9. Linked policies

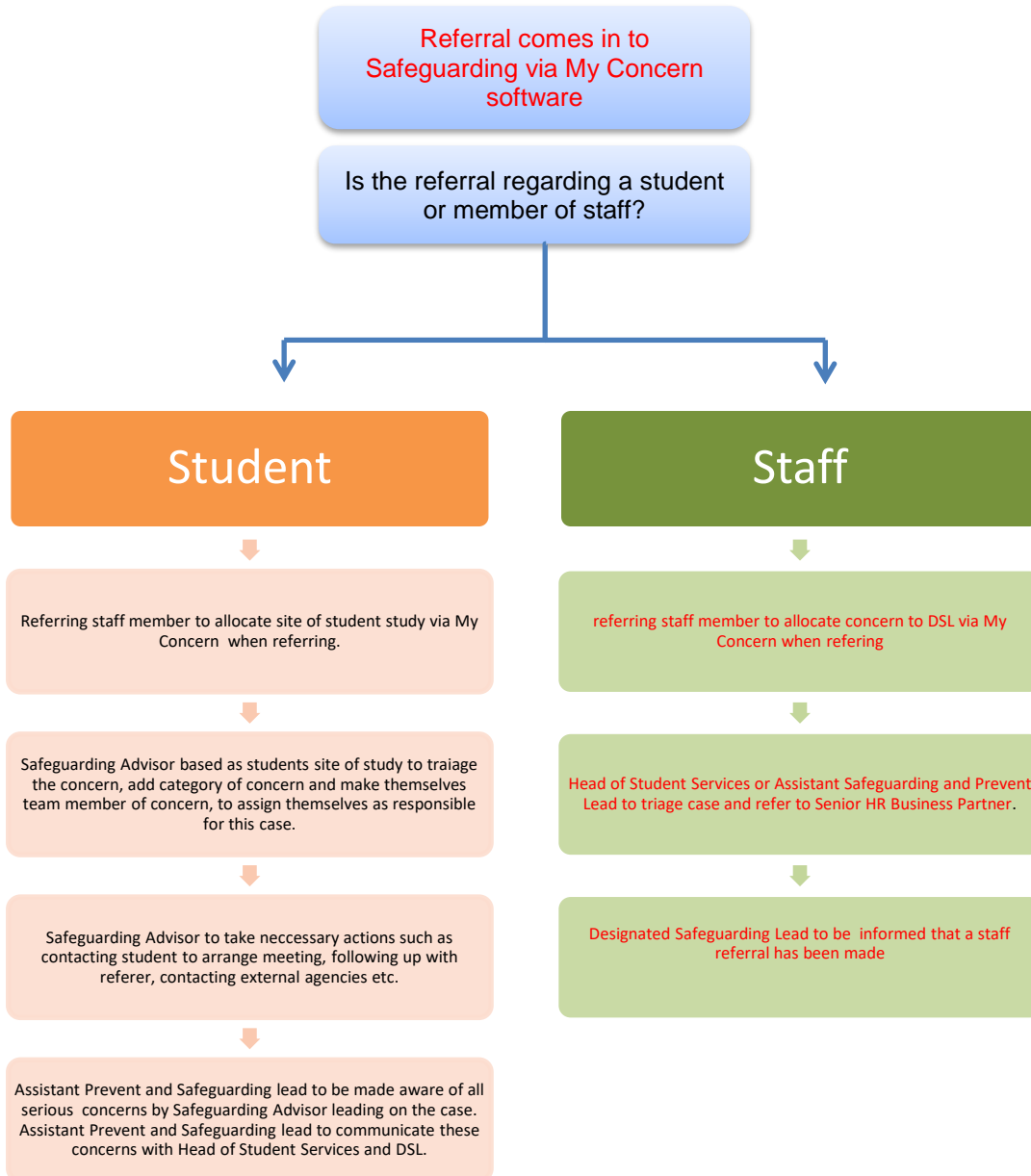
- Data Protection Policy
- Additional Support Policy
- Equality, Diversity and Inclusion Policy
- Bullying and Harassment policy
- Supporting students with medical needs policy
- Student disciplinary policy

Review frequency: Annually

Lead Officer: Head of Student Services

Executive Lead: Director of Marketing, Communications and Customer Services

APPENDIX 1: Safeguarding Process Chart (updated)



APPENDIX 2: Definitions of harm and abuse

The College recognises the following as definitions of abuse:

Physical Abuse

Physical abuse causes harm to a child, young person or vulnerable adult. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring.

Example: a cause for concern might be Female Genital Mutilation. FGM is an offence under the Female Genital Mutilation Act 2003. The maximum jail term is 14 years. Most FGM occurs between ages 4 – 12, however, any suspicion of this must be immediately reported to a safeguarding officer.

Neglect

Neglect is the persistent or severe failure to meet a child or young person or vulnerable adult's basic physical and/or psychological needs. It will result in serious impairment of the child's health or development.

Sexual Abuse

Sexual abuse involves a child or young person or vulnerable adult being forced or coerced into participating in or watching sexual activity. It is not necessary for the child to be aware that the activity is sexual and the apparent consent of the child is irrelevant.

Emotional Abuse

Emotional abuse occurs where there is a persistent emotional ill treatment or rejection. It causes severe and adverse effects on the child or young person or vulnerable adult's behaviour and emotional development, resulting in low self-worth. Some level of emotional abuse is present in all forms of abuse.

APPENDIX 3: Disclosure

Young people and vulnerable adults have a right to expect the College to provide a safe and secure environment and a fundamental right to be protected from harm.

Harm is any behaviour that endangers the well-being of a young person or vulnerable adult and includes:

- Sexual abuse
- Domestic violence
- Child pornography or prostitution
- Neglect

If a young person or vulnerable adult discloses a Child Protection issue it is essential that you:

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| Listen carefully but do not question or interview | It is not the role of the College to investigate allegations of harm or abuse. Disclosure gives the opportunity to gather information to assist in making an informed decision on any further appropriate action or referral to external agencies. Do not ask questions or interview – inexperience can result in unintentional leading questions which could negate some of the information gathered. |
| Do not make judgements | It is important to remain neutral in your approach and make no judgements on the situation or information given. |
| Reassure | The young person or vulnerable adult is likely to be emotional / angry / distressed / detached / reluctant at the point of disclosure. Quietly reassure that, following this disclosure you will be able to get them the help they need to taking the issue forward. |
| Keep accurate notes | Keep brief accurate notes but do not take notes during the meeting. Try to record any names or relationships disclosed and be specific on the language used. Notes are confidential and should be given to the designated Safeguarding Officer. No copies should be kept and no reference should be added to the student file. All notes should be signed and dated by the member of staff (it is not necessary to ask the student to sign the notes). |
| Refer | All concerns must be reported to the Safeguarding Team via My Concern |

In addition, you **MUST** tell the young person or vulnerable adult that you have to pass this information on to the College Safeguarding Officer.