



Safeguarding (Including PREVENT) Child & Vulnerable Adult Policy – Number 03

Safeguarding Policy (September 2023)

Safeguarding (Including PREVENT) Child & Vulnerable Adult Protection Policy - 03

1. Policy Statement/Purpose/Introduction

- 1.1. The purpose of the Safeguarding Policy is to provide a clear set of guidelines to students, their parent/carers, staff and other workers within the College community, together with wider stakeholders, regarding how the College will discharge its safeguarding responsibilities, including with respect to the Prevent duty.
- 1.2. Please note that the term 'College' is used throughout this document and appendices, as a generic term that encompasses all organisations within the College. The term 'staff' is used throughout the policy and all appendices as a generic term that encompasses all groups of workers associated with the College in any capacity, whether paid or unpaid.

2. Scope of this policy

- 2.1. This policy deals with the protection of children and young people and all adults at risk. For the purposes of clarity, any person under the age of 18 is deemed to be a child, and an adult at risk is deemed to be a person who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against harm or exploitation. An adult is considered 'vulnerable' if they receive a health, personal or social care services from a professional. Personal services would include, for example, help with financial matters, feeding, washing or dressing. Any person up to the age of 24 with a current Educational Health and Care Plan in place is treated as a child for the purposes of safeguarding & child protection legislation.
- 2.2. All references to staff or adults comprises teaching staff, other staff including agency staff and volunteers working in the organisation, visitors and includes contractors to the organisation with direct contact with students, regardless of position, role or responsibilities.
- 2.3. The term 'safeguarding children, young people and adults at risk' embraces both reactive child protection and a preventative approach to keeping young people and adults safe. The statutory guidance 'Keeping Children Safe in Education 2023', Working Together to Safeguard Children 2018', 'The Care Act 2014', and the 'Safeguarding Vulnerable Groups Act 2006', are the key documents upon which this policy is predicated.
- 2.4. Safeguarding and promoting the welfare of children is defined for the purposes of this policy as: protecting children from maltreatment; preventing impairment of children's health, mental or physical development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

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3. Safeguarding (Including PREVENT) Child & Vulnerable Adult Protection Policy

We recognise the importance of a whole college safeguarding culture which underpins every aspect of college life.

Safeguarding looks to protect everyone from:

- Abuse and neglect as defined in Working Together Safeguard Children 2018
- the adverse impacts and disadvantages arising from any aspect of a mental health condition
- groups and individuals presenting violent extreme ideologies
- abuse or inappropriate relationships;
- grooming (in person, online, by phone, etc.);
- inappropriate supervision (by parents or staff, e.g. too much);
- bullying, cyber-bullying;
- self-harm, risky behaviour;
- unsafe activities and environments;
- crime;
- fear of crime;
- exploitation including financial, sexual and criminal exploitation (County Lines);
- immigration issues;
- unsafe environments e.g. parks, sports grounds;
- homelessness and unsuitable housing;
- victimisation and prejudice due to age, race, religion or belief, sexual orientation, gender, disability, gender reassignment, pregnancy & maternity, marriage & civil partnership
- alcohol and drug misuse;
- eating disorders;
- child on child abuse;
- initiation/hazing type violence and rituals;
- honour-based abuse (which can include Female Genital Mutilation);
- not understanding the additional safeguarding vulnerabilities of students with special education needs and disabilities (SEND) and how those barriers can be overcome;
- sexual violence and sexual harassment between children (child on child abuse)
- upskirting, (which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm);
- issues arising from children with family members in prison;
- domestic abuse including physical and emotional neglect;
- issues arising from children being in the Court System;
- issues arising where children are missing from education;
- anything which causes the College to be concerned that any student or member of staff might be at risk of significant harm as a result of one or more of the above.

The College has a statutory and moral duty to ensure the safety of, and to promote the welfare of children, young people and at risk adults attending the College. The term 'safeguarding' embraces a holistic approach to both child protection and a preventative approach to keeping young people and adults safe. The College will carry out these responsibilities under relevant current legislation and formal guidance.

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The College recognises the links between the Teachers Standards (2011) which sets out the expectation that, *all teachers manage behaviour effectively to ensure a good and safe educational environment and requires teachers to have a clear understanding of the needs of all pupils*.

The College fully recognises its responsibilities to safeguard and promote the welfare of young people and vulnerable adults, including the responsibilities of its Governors, staff and volunteers regarding the protection of young people and vulnerable adults from abuse; and to have due regard to the need to prevent people from being drawn into radicalised behaviour which can lead to extremist views and potential acts of terrorism. To demonstrate its commitment, the College has made this explicit statement of intent:

The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all students and all staff (including agency and hourly paid staff), irrespective of anyone's position or role in the College, together with Governors, any workers who are at the College on an agency, voluntary/placement/other professional basis and any subcontractors or partners of the College, to share this commitment.

- We believe that everyone should be safe, and feel safe; and we want everyone who attends or has contact with the College to enjoy what the College has to offer in safety
- We want to make sure that our students know this and are empowered to tell us if they have suffered, or are suffering, from any form of harm or abuse, if they feel at risk of being drawn into terrorism or extremism, or if they have concerns about any other College user in respect of these matters
- We want organisations who work with, or commission work from the College, to have confidence and recognise that we are a safe organisation
- We want all students studying with us to see themselves as a valued part of the College community and to understand how this community operates within the wider UK community, including the importance of promoting, and abiding by, the fundamental British values of:
 - Democracy: your vote and voice counts; *you can make a difference*
 - The rule of law: *laws apply to everyone*
 - Individual liberty: *you are entitled to your view and to your freedom of expression and thought, and so is everyone else*
 - Mutual respect and tolerance for those with different faiths and beliefs. We are an inclusive organisation where everyone is respected

- We will ensure that all contractors or their employees who undertake work at the College will have a Disclosure barring service (DBS) check in place. Where that work falls into the scope of regulated activity the DBS will be enhanced. In circumstances where no checks are in place, the contractor and/or employee(s) will be appropriately supervised, and will not be allowed to take part in any regulated activity. Where a contractor is self-employed the College will consider making its own DBS check (KCSiE 2023)
- The College will maintain an effective Safeguarding Policy which brings together all aspects of safeguarding and child protection, and includes the College's Prevent duty. The policy, and all appendices, will be updated at least yearly, or in line with changes in legislation and guidance, to make sure it is current and effective.

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The College has clear objectives:

- To provide a safe environment for children, young people and adults in which to work, learn and take part in social and recreational activity
- To identify people who are experiencing, or likely to experience significant harm, providing support and taking appropriate action with the objective of producing positive outcomes for those people
- To foster, promote and maintain a genuine feeling of safety throughout the College via the curriculum, pastoral support, and appropriate working practices through the promotion of a College ethos where everyone feels secure, valued and listened to
- To take action where appropriate to safeguard the person through working in partnership with other agencies
- To educate all students and staff in safeguarding and child protection issues so that they become more aware and confident in dealing with issues relating to those matters

The College has processes which:

- Identify children, young people and adults at risk of significant harm, or where there are concerns for a person's welfare, and provide procedures for reporting and addressing such concerns
- Prevent unsuitable people from working with children, young people and adults
- Identify procedures for reporting unsuitable people to the DBS and other relevant agencies where appropriate
- Maintain channels for reporting and dealing with all allegations of abuse
- Work in partnership with local agencies including the sharing of information
- Provide a safe environment for children, young people and adults within the College
- Appropriately filter and monitor student internet usage.
- Identify low level concerns

The College will take action to:

- Ensure there is a named Corporation Lead who is responsible for College safeguarding arrangements, together with a named Designated Lead for Safeguarding, and a cross College safeguarding team with a named officer for Safeguarding on each College site (Deputy DSLs) (see table – page 11)
- appoint and train a Designated Safeguarding Lead with responsibilities to lead on all matters pertaining to safeguarding and child protection, and who will ensure that appropriate and robust systems are in place that will coordinate reporting, monitoring, referral and support procedures. Name, role and contact details will be available to all staff, students and parents/carers
- train all staff to Recognise, Respond, Record, Report and Refer in regard to Safeguarding procedures with training updates provided on an annual basis. Induction training that includes safeguarding procedures and Part One of Keeping Children Safe in Education September 2023. In addition to this, staff induction will include, as a minimum, the student behaviour policy, staff code of conduct and the role and identities of the Safeguarding team and will be mandatory for all new staff working in the College.
- keep accurate and secure records of concerns about individuals, even when there is no need for immediate referral to outside agencies
- provide a systematic means of monitoring children, young people and adults known, or thought to be, at risk of harm, and contribute to assessments/support plans with other agencies
- make sources of help and support accessible for anyone who may experience abuse

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- develop effective working relationships with other agencies, and in particular the Hertfordshire Safeguarding Children Partnership
- train staff in safe practices to protect children, young people and adults in the learning environment, and also to protect themselves from false allegations of abuse, including specific training to raise awareness of sexual violence and sexual harassment in college, by peers.
- ensure safe recruitment practices by implementing enhanced checks on all new and existing staff in accordance with the DBS, taking of references, and training interviewers in accordance with Department of Education guidance to effectively establish suitability for role at the time of employment
- provide effective induction, tutorial, enrichment or other curriculum, learning or pastoral support for learners. The curriculum (both formal and informal) will be used to help children, young people and adults to develop their self-esteem, assertiveness, problem-solving skills, raise awareness of risk, including sexual violence and sexual harassment from peers, and local threats to promote their resilience, confidence, self-awareness and help with behaviour challenges, such as anger, mental health and sexual violence & harassment.

4. Roles and Responsibilities

The Governing Body must:

- make arrangements for ensuring that their functions relating to the conduct of the institution are exercised with a view to safeguarding and promoting the welfare of children receiving education or training at the institution and in considering those arrangements, have regard to any guidance given from time to time by the Secretary of State
- the governing body should ensure the institution has a safeguarding policy and procedures that satisfy and evidence statutory requirements and consider safeguarding needs as set out in the Department of Education 'Keeping Children Safe in Education 2023, 'Working Together to Safeguard Children 2018,' and the Prevent Duty Guidance 2015 (updated April 2021)
- have procedures for dealing with allegations against staff/volunteers that comply with Hertfordshire multi-agency partnership procedures, balance the need to protect children whilst protecting staff/volunteers from false/unfounded accusations
- have a senior staff member to lead on Safeguarding, advise/support staff/ liaise with Local Authority and other agencies. He/she must be a member of Senior Management who has status/authority to carry out role e.g. commit resources to Safeguarding and direct staff as appropriate
- ensure all new staff who work with young people receive written guidance about the institution's Safeguarding policy/procedures and name/contact of DSL
- ensure designated staff receive inter-agency training appropriate to their role, when first appointed, and refresher training annually
- all staff receive refresher training annually, which includes specific training to raise awareness of sexual violence & sexual harassment between students
- all students receive appropriate safeguarding and Prevent education
- remedy any deficiencies or weaknesses in Safeguarding arrangements without delay
- annually review policies/procedures and how duties are discharged
- request advice if required (LAs can provide advice/support and access to training/policies/procedures, but do not have to and can charge)
- ensure a senior manager is designated as the senior lead for Prevent
- scrutinise the work of the DSL and Safeguarding Team through People Committee meetings, Safeguarding Meetings & SLT.

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- in addition, the Chair of the Board is nominated to be responsible for liaising with partner agencies, as appropriate in the event of the allegation of abuse being made against the Principal & CEO.

The Principal & CEO should ensure through the Senior Management Team:

- policies and procedures are fully implemented and followed by all staff
- sufficient resources and time are allocated so that the DSL and staff can attend strategy discussions, interagency meetings, contribute to assessments etc
- personally make referrals to the Local Authority Designated Officer where allegations of abuse by staff are brought forward, or delegate that responsibility to the DSL where required
- staff/volunteers feel able to raise concerns about poor/unsafe practices by addressing these sensitively and effectively in a timely manner in accordance with public interest disclosure policies
- the operation of safe recruitment and checks on new staff and volunteers
- the reporting of cases to the Secretary of State. It is essential that cases are reported if a person ceases to work in an education setting and there are grounds for believing he/she may be unsuitable to work with children, or may have committed misconduct. The Secretary of State will consider whether to prohibit the person from working with children in the future or place restrictions on their employment in educational establishments. FE institutions have a statutory duty to make reports, and to provide relevant information to the Secretary of State.

Role of the College Safeguarding Management Group

Oversight of all College safeguarding arrangements is through the College Safeguarding Management Group. This group is chaired by VP Student Experience & Progression and includes representation from the Governing Body. The group has a diverse membership and provides an effective forum for the monitoring, review and shaping of College safeguarding arrangements.

Role of the Designated Safeguarding Lead:

- Take lead responsibility in all safeguarding matters
- Refer cases of suspected abuse or allegations to the relevant investigating agencies – this responsibility can be delegated to the Safeguarding leads at each college site.
- Act as a source of support, advice and expertise within the College when deciding whether to make a referral by liaising with relevant agencies
- Liaise with the Principal & CEO and Link Governor to inform of any issues/ongoing investigations, and ensure there is always cover for the role.
- Act as the Principal's delegate with Local Authority Designated Officer in reporting and managing cases of alleged staff abuse as appropriate and when required in liaison with the Vice Principal of HR and Organisational Development
- Train staff in how to recognise signs of abuse, including sexual violence & sexual harassment between peers, and when it is appropriate to make a referral. Training should be updated on an annual basis
- Ensure all safeguarding team members have access to appropriate supervision as required
- Working knowledge in how the local Safeguarding Multi-agency Partnership operates, the conduct of case conferences, and be able to attend and contribute to these when necessary
- Ensure all staff have access to and understand the College Safeguarding policy, and to make it available in a range of formats
- Ensure all staff have child protection/Safeguarding induction training and are able to recognise and report any concerns as they arise
- Keep detailed, accurate and secure written records of referrals/concerns
- Have access to resources and attend relevant or refresher training courses and to update training annually

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- Ensure Safeguarding policy is updated and reviewed annually, and following ratification is returned by the governing body to the Local Authority
- Ensure students/parents/carers have access to copies of the College Safeguarding Guidance, which alerts them to the fact that referrals may be made, contact details for the Safeguarding Team, and the role of the establishment
- Where a young person leaves an establishment, ensure the file/information is transferred to a new establishment in line with the Working Together to Safeguard Children Guidance.
- Provide an annual report to Board of the Corporation

All staff

- All staff play a fundamental role in ensuring children, young people and adults are kept safe at the College through vigilance, attending training, reporting concerns and acting swiftly where there is a risk of immediate danger or harm.
- Concerns, are any worries about a particular student or colleague that need to be referred onto the Safeguarding Team, wherever there is a lack of surety or clarity about someone's safety.
- Risk of immediate danger or harm means a situation where action must be taken without delay in order to ensure adequate protection is put in place for the person at the centre of the issue. Staff are able to refer direct to Social Services or the Police in these circumstances should the need arise. The Safeguarding Team should be advised of any such action as soon as possible.

Safeguarding Reporting Protocols for staff:

All staff are responsible for safeguarding one another and our students. Where a student makes a disclosure to a member of staff they should do the following:

- **LISTEN** carefully, stay calm; do not express shock or embarrassment
- **DO NOT** guarantee confidentiality, but be clear that you will act sensitively and explain what will happen next
- **GIVE REASSURANCE** that you are taking the information seriously
- **DO NOT** ask leading questions
- **DO NOT** examine any physical injuries
- **DO NOT** attempt to investigate the allegations yourself
- **NEVER JUDGE** – even if the allegation is against a colleague
- **RECORD** what was said, also time, date and place.
- **CONTACT** a member of the Safeguarding Team as soon as is reasonably possible

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5. KEY SAFEGUARDING CONTACTS

Nominated Governor for safeguarding	<p>John O’Sullivan Contact via Joseph Maggs (Clerk to the Governors)</p> <ul style="list-style-type: none"> Email – Joseph.Maggs@oaklands.ac.uk
Senior Board Lead responsible for College safeguarding arrangements	<p>Andrew Slade Principal and Chief Executive Officer Contact via Email – ellie.beckwith@oaklands.ac.uk</p>
Senior Leadership Team member with oversight of College safeguarding arrangements (Chair of the College Safeguarding Management Group)	<p>Abigail Clay</p> <ul style="list-style-type: none"> Email – abi2.clay@oaklands.ac.uk
Designated Lead for Safeguarding	<p>Abigail Clay Interim Vice Principal Student Services</p> <ul style="list-style-type: none"> Email – abi2.clay@oaklands.ac.uk
Deputy DSL	<p>Sarah Furley</p> <ul style="list-style-type: none"> Sarah.furley@oaklands.ac.uk
Safeguarding Officer – SAC	<p>Harrison Brown</p> <ul style="list-style-type: none"> Harrison.Brown@oaklands.ac.uk
Safeguarding Officer - SAC	<p>Annabel Sukhdeo</p> <ul style="list-style-type: none"> Annabel.Sukhdeo@oaklands.ac.uk
Safeguarding – SAC	<p>Bethan Garrity</p> <ul style="list-style-type: none"> Bethan.Garrity@oaklands.ac.uk
Safeguarding Officer – WGC	<p>Sarah Steele</p> <ul style="list-style-type: none"> Sarah.Steele@oaklands.ac.uk
Safeguarding Officer – WGC	<p>Telsa Gillborn</p> <ul style="list-style-type: none"> Telsa.Gillborn@oaklands.ac.uk
Safeguarding Officer-WGC	<p>Tina Roberts</p> <ul style="list-style-type: none"> Tina.Roberts@oaklands.ac.uk
Safeguarding Officer-WGC	<p>Clair Kelsey</p> <ul style="list-style-type: none"> Clair.Kelsey@oaklands.ac.uk

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Safeguarding Officer-LIFE	Karolina Borawska <ul style="list-style-type: none">• Karolina.Borawska@oaklands.ac.uk
Cross College Lead – Students with Education and Health Care Plans and/or High Needs	<ul style="list-style-type: none">• Roxanne Lowe Roxanne.lowe@oaklands.ac.uk

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Early Help

Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of 'Working Together to Safeguard Children 2018' provides detailed guidance on the Early Help process. The Safeguarding Team will be responsible for identifying and implementing any Early Help measures which are required.

Any child may benefit from early help, but all college staff should be particularly alert to the potential need for early help for a child who:

- is disabled and has specific additional needs
- has special educational needs (whether or not they have a statutory education, health and care plan)
- is a young carer
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups
- is frequently missing/goes missing from care or from home
- is misusing drugs or alcohol themselves
- is at risk of modern slavery, trafficking or exploitation
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse
- has returned home to their family from care
- is showing early signs of abuse and/or neglect
- is at risk of being radicalised or exploited
- is a privately fostered child.

Contextual safeguarding & local circumstances

The College believes all students have the right to be able to access and enjoy a high quality and rich learning experience that both enhances and increases their life chances. The College serves the needs of students from a range of backgrounds including higher proportions of:

- students from socio-economically deprived areas
- High Needs SEND students
- LAC and Young Carers

The College will ensure that all staff have an effective understanding of the local context and all safeguarding training will acknowledge and reference the local context to ensure that staff are adequately prepared to manage such issues that arise from this.

Multi-agency working

The College will ensure that it pursues robust and timely information sharing protocols with all of the agencies working with young people including schools, statutory authorities, support services and social services in line with the 'Working Together to Safeguard Children 2018' document.

Information Sharing

The College will work in conjunction with all relevant external agencies, and in particular the South Tees Safeguarding Children Partnership, to ensure information is passed freely where there are safeguarding concerns and information sharing protocols are well established.

All safeguarding referral protocols will reflect the guidance laid down in Part 1 of KCSiE 2023, including Prevent referrals to Channel.

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Staff Training

All staff will receive adequate training to familiarise themselves with Safeguarding issues and responsibilities at induction (to include 'Part One of KCSiE 2023') and on at least an annual basis, including sexual violence & sexual harassment between peers. All staff will be required to read and understand Part One of KCSiE 2023.

Safer Recruitment

The College's approach to Safer Recruitment is included in the Recruitment & Selection Policy.

Public Interest disclosure

Staff should acknowledge their individual responsibility to bring matters of concern to the attention of senior management and/or relevant external agencies (Public Interest Disclosure Act 1998). This should be a mechanism by which staff can voice concerns, made in good faith, without fear of repercussion. Staff should refer to Appendix Q - Allegations and Whistleblowing and can also use the NSPCC whistle-blowing helpline number 0800 028 0285, if required.

Duty of Care

Staff are accountable for the way in which they exercise authority, manage risk, use resources, and actively protect children and people from discrimination and avoidable harm. Staff should develop respectful, caring and professional relationships between themselves and all other users of the College. Staff behaviour should demonstrate integrity, maturity and good judgement, e.g. management of risk in external visits/residential visits.

Allegations against staff

Concerns about staff may relate to current or historic behaviour and must be reported regardless of whether the alleged abuse took place in the College or another place. The College Designated Lead for Safeguarding in liaison with the Vice Principal of HR and Organisational Development must be informed of all allegations that raise concerns about child and/or vulnerable adult protection so they can consult the Local Authority Designated Officer (LADO), police and social care services as appropriate. Further details can be found in Appendix P, Allegations and whistleblowing (Safeguarding).

Breach of Trust

Under the Sexual Offences Act 2003, it is an offence for a person over 18 to have a sexual relationship with a young person under 18 where that person is in a position of trust in respect of that young person, even if the relationship is consensual. This applies when the young person is in full time education and the person works in the same establishment as the young person, even if he/she does not teach the child.

On-line safety

- The College will endeavour to both filter and monitor all internet usage within the College in a responsible and transparent way in order to ensure and maintain the safety of staff and students.
- Ensuring staff and students are aware of and adhere to the protocols for online working
- Ensure staff and students know how to work safely online

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Social Media

The College recognises that the use of social media by young people has grown exponentially and that social media has become a focus for a number of issues, including cyber-bullying, sharing of nudes and semi-nudes, sharing of inappropriate images, the promotion of radical and extreme viewpoints, grooming, Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE). All staff will be trained to be vigilant of and sensitive to this area of activity and the College will ensure that suitable IT policies are in place to address access and monitoring of social media activity.

It is expressly forbidden for staff to either share their personal contact details with existing students, or seek to befriend/accept friend requests from existing students on any social media platform. This includes the sharing of personal mobile telephone details, personal e-mail addresses and any personal contact information. Any member of staff found to be in breach of this will be liable to disciplinary action.

Filtering and monitoring

The College has assigned a member of the senior leadership team (DSL) and the Safeguarding governor, to be responsible for ensuring the [Meeting digital & technology standards in schools and colleges \(DfE 2023\)](#) are met.

Abuse and neglect

Abuse can take many forms including emotional, physical, sexual and mental. Whilst it is more common for there to be a perceived disproportionate power differential between abuser(s) and abusee(s), child on child abuse is a significant issue. It must never be tolerated or treated as 'banter' or just 'part of growing up.'

Further advice and guidance on the range of abuse and indicators of abuse can be found in Annex B of 'Keeping Children Safe in Education 2023'. All staff are required to access Part 1 of this document and to read and understand it; all staff working directly with under 18s must also read and understand Annex B.

Child on child sexual violence and sexual harassment

Where any reports are made of child on child sexual violence or sexual harassment these must be dealt with seriously and quickly. The normal disclosure protocols apply. Where such an allegation is made, the DSL will conduct a thorough risk assessment that considers:

- the victim, especially their protection and support
- the alleged perpetrator; and
- all the other children (and, if appropriate, adult students and staff) at the college, especially any actions taken that are appropriate to protect them

This will be recorded and communicated to all staff that are required to know. Both victim and (alleged) perpetrator will receive appropriate support from the College and other services, on a case by case basis.

Child Sexual Exploitation (CSE)

CSE is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images

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or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet.

Child Criminal Exploitation (CCE)

Given the local context and the issues surrounding County Lines, the College recognises that so called 'initiation ceremonies' and 'hazing' (defined as: any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers them regardless of a person's willingness to participate) could pose a significant risk to students.

Children with Family Members in Prison

Approximately 200,000 children in England and Wales have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. NICCO provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for those children. Students with a family member in prison will be offered pastoral support as necessary.

[Are you a young person with a family member in prison?](#)

Contextualised Safeguarding

All staff should be aware that safeguarding incidents and/or behaviors can be associated with factors outside the school or college and/or can occur between children outside of these environments. All staff, but especially the designated safeguarding lead (and deputies) should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.

Domestic Abuse

Domestic abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.

The abuse can encompass, but is not limited to: psychological; physical; sexual; financial; and emotional. All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Financial abuse is the willful use or manipulation of an individual's property, assets or monies without their informed consent or authorisation. This can include theft or fraud of monies or possessions, exploitation etc. Coercive control is an act or a pattern of acts of assaults, threats, humiliation and intimidation or other abuse that is used to harm punish or frighten their victim.

Operation Encompass

Operation Encompass operates in the majority of police forces across England. It helps police, schools and Colleges work together to provide emotional and practical help to children and young people.

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The system ensures that when police are called to an incident of domestic abuse, where there are children and young people in the household who have experienced the domestic incident, the police will inform the key adult (usually the designated safeguarding lead) in College before the child or children arrive at College the following day. This ensures that the College has up to date relevant information about the young person's circumstances and can enable support to be given to the student according to their needs. Police forces not signed up to operation encompass will have their own arrangements in place. The College highlights that we are part of the Operation Encompass on the college website.

Child on Child Abuse

The College will seek to minimise instances of child on child abuse (including sexual violence & sexual harassment), by ensuring that:

- Staff receive training to recognise the indicators of child on child abuse across its spectrum, including its gendered nature, and know how to refer cases and support students
- The Safeguarding team works directly with staff and students in a pro-active manner to inform awareness of child on child abuse and provide guidance and support on how to manage and address it, including the consistent challenge and management of so-called 'banter'.
- The Safeguarding Team will work closely with curriculum staff, students and parent/carers to ensure that both victims and perpetrators have access to support and guidance mechanisms
- All cases of child on child abuse will be recorded and managed through the existing referral and case management procedure.

Child on child abuse can take a range of different forms including, but not limited to:

- sexual violence and sexual harassment. Part 5 of the KCSiE 2023 guidance which sets out how colleges should respond to reports of sexual violence and sexual harassment
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- Provide opportunities through tutorials and pastoral support to develop and understand the nature and risk of child on child abuse and how to protect themselves
- Sharing of nudes and semi-nudes (also known as youth produced sexual imagery). This will be treated sensitively by the College and where disclosed or discovered the participants will be supported and guided appropriately. In the case of malicious intent being shown the Police will be informed and the College's Disciplinary Procedure invoked.
- upskirting
- initiation/hazing type violence and rituals.

Child on child abuse will be minimised through the vigilance and awareness of staff to recognise and identify where such abuse is occurring, and to act swiftly to ensure its curtailment. All disclosures will be recorded in the Child Protection Online management system (MyConcern) and reviewed by the Designated Safeguarding Lead to ensure appropriate support mechanisms are in place for both victims and perpetrators. The College has effective support mechanisms in place for students that are affected by this issue and staff must be aware of this and prepared to act accordingly.

Female Genital Mutilation

There is a legal duty on teachers to report any instances of suspected FGM if in the course of their professional duties they:

- are informed by a girl under 18 that an act of FGM has been carried out on her; or
- observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth.

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Mental Health

The College will take a proactive approach to supporting students who declare a mental health need by offering guidance and signposting to appropriate agencies in line with safeguarding procedures and referral processes. The college has a commitment to developing resilience and positive mental wellbeing for all students through the curriculum, tutorial and enrichment programmes.

Prevent Strategy

To ensure that the College effectively safeguards students and staff, manages risks and is able to deal appropriately with issues around radicalisation and extremism, the College will;

- Understand the nature of the threat from extremism and how this may impact directly or indirectly on the College
- Ensure that staff and students understand the nature of the local threats
- Encourage staff and students to respect and adhere to fundamental British values
- Ensure staff receive awareness training in recognising and preventing extremism and radicalisation
- Understand and manage potential risks within the College and from external influences including the display of extremist materials and the hiring of College premises
- Respond rapidly and appropriately to events in local, national or international news that may impact on the College community
- Ensure measures are in place to minimise the potential for acts of extremism within the College
- Ensure plans are in place to respond appropriately to a threat or incident within the College.
- Work with sub-contractors, employers and work placement providers to ensure they are compliant with the Prevent Duty and the College's safeguarding procedures
- Adopt effective ICT security and responsible user policies and promote these to all staff and students

6. Student safety at College sites

Wearing of Identity Badges

In order to ensure that anyone accessing the College site is provided with a safe environment, it is a requirement that all staff, students and visitors visibly wear ID badges with the College lanyards provided on all College sites unless directed otherwise due to health and safety considerations.

Students working with employers or external trainers

Where college students under the age of 18 are working with employers or external trainers, for example on apprenticeships, traineeships, work experience placements, use of visiting speakers or during college visits, the college has a responsibility to ensure safeguarding policies and procedures are in place.

- In the case of apprenticeships, traineeships or work experience placements, this will involve the assessor, work placement officer or employability team conducting an assessment of the placement which will include a check on their safeguarding policy and procedures. Placement employers will be provided with information about college safeguarding teams including contact details. Virtual Work Experience placements should be sourced and offered through 'reputable' organisations, e.g. Barclays Lifeskills, SpeakersforSchools, InsideSherpa, etc., with students made aware of how to report online safeguarding concerns.
- Students attending these placements will be provided with safeguarding information including how to report any concerns they have related to a placement.

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- In the case of use of visiting speakers, an external speaker form needs to be completed by the organising member of staff, signed off by their manager and DSL, detailing checks completed on the visitor and oversight/supervision by a member of college staff. Where a visiting speaker or employer is introduced to the classroom 'virtually', this should be through Microsoft Teams, with a member of staff present in the room.
- In the case of college visits where an external trainer or speaker is involved, appropriate checks will be included in the visit risk assessment.

7. Children potentially at greater risk of harm

Children who need a social worker (Child in Need and Child Protection plans)

The College will work in close collaboration with local authorities to ensure that all students with a social worker are identified and use this information to ensure that decisions are made in the best interests of the students safety, welfare and educational outcomes.

Children in the care of the Local Authority ,Care leavers (Care Experienced Children)

The College will work in close collaboration with the Virtual School Heads and Children's Social Services to ensure all Looked After Children (and previously LAC) are identified and offered appropriate support mechanisms.

The college will ensure that responsibilities in terms of private fostering are met in full.

Private fostering is an arrangement made between the parent and the private foster career, who then becomes responsible for the young person in such a way as to safeguard and promote his/her welfare. A privately fostered child means a child under the age of 16 (or 18 if they are disabled) who is cared for and provided with accommodation by someone other than a parent, a closet person who is not a parent but has parental responsibilities, a close relative, a Local Authority for more than 28 days and where the care is intended to continue. It is a statutory duty for us at the College to inform the Local Authority Children's Services where we are made aware of a young person who may be subject to a private fostering arrangement.

The Designated Person for Children in the care of the Local Authority and care leavers, is Dulcie Hiscott.

Children Missing From Education

Where students under the age of 18 are displaying erratic, long-term or regular absences, or other unusual attendance patterns, the College will ensure that staff follow up with parent/carers to ensure a full understanding of the underlying absence reasons is gained and recorded where appropriate.

Curriculum Teams must maintain contact with students. Generally, a period of 3 to 4 normal timetabled days without contact with an individual student would be deemed as a concern.

In cases where a safeguarding concern is known or suspected, the Safeguarding Team will undertake the appropriate referrals to relevant external agencies. All such cases will be recorded and monitored using the existing referral and case management procedure.

Use of Reasonable Force by staff on students:

KCSiE 2023 states that there are circumstances when it is appropriate for staff to use reasonable force to safeguard students. The term 'reasonable force' covers the broad range of actions used by staff, that involve a degree of physical contact to control or restrain.

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This can range from guiding a student to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed'.

The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of the classroom.

The College has a relevant policy; Learning for Independence and Future Employment (L.I.F.E) Restrictive Physical Intervention Policy

8. Relevant Statutory Legislation and Guidance

The College will ensure that all staff and students are aware of and adhere to the relevant legislation and guidance both statutory and non-binding that attaches to all aspects of the Safeguarding agenda.

- [Keeping Children Safe in Education 2023](#)
- [Inspecting Safeguarding in Early Years, Education and Skills Setting](#)
- National Minimum Standards (Ofsted Residential Standards)
- Social Care Common Inspection Framework (SCCIF) Residential Provision of Further Education Colleges (Ofsted) SCCIF
- Assurance Visits Guidance for Colleges and Residential Provision for FE Colleges, September 2020(Ofsted)
- Counter Terrorism and Security Act (Prevent Legislation) 2015
- Education Act 1986, 2002
- Education and Training (Welfare of Children) Act 2021
- What to do if you are worried a Child is being Abused (2015)
- Guidance for Safer Working Practice 2019
- Working Together to Safeguard Children 2018 WTTSC
- Sexual Violence and Sexual Harassment between Children and Schools and Colleges 2018 SV and SH 2021
- Female Genital Mutilation, FGM (2003) as amended by the Serious Crime Act 2015
- Sharing Nudes and Semi-nudes - Advice for Education Settings working with Children and Young People (DfE 2020)
- When to Call the Police, National Police Chiefs' Council When to call the Police
- The Children Act 1989
- The Children Act 2004
- Care Act 2014
- Equality Act 2010
- Human Rights Act 1998
- Modern Slavery Act 2015
- Mental Capacity Act 2005
- Disqualification under the Childcare Act 2006 (2015)
- Recruit Teachers from Overseas, (DfE 2021)
- Safeguarding Children and Adults Board Safeguarding Procedures
- Managing Concerns around People in a Position of Trust (Lancashire, 2019)

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- Information Sharing Advice for Practitioners providing Safeguarding Services to Children, Young People, Parents and Carers (2018)
- Individual Local Safeguarding Arrangements Guidance (previously LSCB/LSAB) – guidance from the relevant Local Authority in each case, dependent on the locality of the safeguarding concern

Review – This policy statement will be reviewed annually or sooner, in response to changes in legislation or College organisation. This will be initiated by the DSL.