



**North Warwickshire  
& Hinckley College**

---

Part of North Warwickshire and South Leicestershire College

# **Safeguarding and Protecting Children and Vulnerable Adults Policy 2018**

Group Director Student Experience

# Contents

## Safeguarding and Protecting Children and Vulnerable Adults Policy 2018

1. Introduction
2. Safeguarding Commitment
3. Roles and Responsibilities
4. General
5. Governing Body
6. Principal
7. Designated Safeguarding Lead
8. Records, Monitoring and Transfer
9. Support to Students and College Staff
10. Working with Parents and Carers
11. Other Relevant Policies
12. Recruitment and Selection of Staff

## Appendices

1. Key Contacts
2. Procedure to Follow in Cases of Possible, Alleged or Suspected Abuse
3. Procedure for Allegations against staff and volunteers
4. Safeguarding Pupils who are Vulnerable to Extremism and Radicalisation
5. Definitions
6. Child on Child Sexual Violence and Sexual Harassment

# Safeguarding and Protecting Children and Vulnerable Adults Policy 2018

## 1. Introduction

- 1.1 North Warwickshire and South Leicestershire College fully recognises the contribution it can make to protect children and vulnerable adults and to support students in College. The aim of the policy is to safeguard and promote our students' welfare, safety and health by fostering an honest, open, caring and supportive climate. The students' welfare is of paramount importance.
- 1.2 This Policy is consistent with:
  - i. the legal duty to safeguard and promote the welfare of children, as described in section 175 of the Education Act 2002 [or section 157 of the Education Act 2002 for independent schools and academies] and the Statutory guidance "*Keeping children safe in education – Statutory guidance for schools and Colleges*", September 2018 and "*Working Together to Safeguard Children*", 2015.
  - ii. the Local Safeguarding Children's Boards (LSCB) including Warwickshire Safeguarding Children Board (WSCB) and Leicestershire and Rutland Local Safeguarding Children Board (LRSB) procedures, which contain procedures and guidance for safeguarding children.
- 1.3 There are four main elements to our Child Protection Policy:
  - i. **Prevention** (e.g. positive College atmosphere, teaching and pastoral support to students, safer recruitment procedures);
  - ii. **Protection** (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to safeguarding concerns);
  - iii. **Support** (to students and College staff and to children and young people who may have been abused);
  - iv. **Working with parents/carers** (to ensure appropriate communications and actions are undertaken).
- 1.4 This Policy applies to all staff, governors and visitors to the College. We recognise that safeguarding and child protection is the responsibility of all staff. We will ensure that all parents/carers and other working partners are aware of our safeguarding and child protection policy by mentioning it in our College prospectus, displaying appropriate information throughout the College and placing it on the College website and by raising awareness at meetings with parents/carers when or where appropriate.
- 1.5 **Extended College Activities:** where the Governing Body provides services or activities directly under the supervision or management of College staff, the College's arrangements for safeguarding and child protection will apply. Where services or activities are provided separately by another body, the Governing Body will seek assurance in writing that the body concerned has appropriate policies and procedures in place to safeguard and protect children and vulnerable adults and there are arrangements to liaise with the College on these matters where appropriate.

## 2. Safeguarding Commitment

- 2.1 The College adopts an open and accepting attitude towards young people as part of its responsibility for pastoral care. Staff encourage young people and parents/carers to feel free to talk about any concerns and to see the College as a safe place when there are difficulties. Young people's worries and fears will be taken seriously and they are encouraged to seek help from members of staff.
- 2.2 Our College will therefore:
  - i. Establish and maintain an ethos where young people feel secure and are encouraged to talk, and are listened to;

- ii. Ensure that young people know that there are adults in the College whom they can approach if they are worried or are in difficulty;
- iii. Include in the curriculum and beyond, activities and opportunities which equip young people with the skills they need to stay safe from abuse (including online), and to know to whom they can turn to for help;
- iv. Ensure every effort is made to establish effective working relationships with parents/carers, social workers and colleagues from other agencies;
- v. Operate safer recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children and vulnerable adults, including identity, right to work, enhanced DBS criminal record and barred list (and overseas where needed), references, and prohibition from teaching or managing in schools (section.128).

2.3 **Safeguarding in the Curriculum:** young people are taught about safeguarding in College. The following areas are among those addressed in tutorials and in the wider curriculum:

- i. bullying / cyberbullying;
- ii. drugs, alcohol and substance abuse;
- iii. E-safety / internet safety;
- iv. health and safety;
- v. road and driver safety;
- vi. domestic violence / relationships / consent;
- vii. 'so called' honour based violence issues (HBV) e.g. forced marriage, female genital mutilation (FGM) (see Appendix 5);
- viii. sexual exploitation of children (CSE), including online activity;
- ix. preventing extremism and radicalisation (see Appendix 4).

### 3. Roles and Responsibilities

3.1 **General:** all adults working with or on behalf of children and vulnerable adults have a responsibility to safeguard and promote their welfare. This includes a responsibility to be alert to possible abuse and to record and report concerns to staff identified with safeguarding responsibilities within the College. The names of the Designated Safeguarding Leads for the current year are listed in Appendix 1.

3.2 **Governing Body:** in accordance with the Statutory Guidance 'Keeping Children Safe in Education' (September 2018) the Governing Body will ensure that:

- i. The College has a child protection/safeguarding policy, procedures and training in place which are effective and comply with the law at all times. The policy is made available publicly;
- ii. The College operates safer recruitment practices, including appropriate use of references and checks on new staff and volunteers. At least one member of staff on each interview panel will have undertaken 'Safer Recruitment Training';
- iii. There are procedures for dealing with allegations of abuse against members of staff and volunteers (see Management of Allegations Against Staff and Volunteers Policy);
- iv. There is a senior member of the College's leadership team who is designated to take lead responsibility for dealing with child protection (the "Designated Safeguarding Lead") and there is always cover for this role with appropriate arrangements for before/after College and out of term time activities;
- v. The Designated Safeguarding Lead (DSL) undertakes effective Local Authority training (in addition to basic child protection training) and this is refreshed every two years. In addition to

this formal training, their knowledge and skills are updated at regular intervals (at least annually) via safeguarding e-briefings etc.;

- vi. The Principal, and all other staff and volunteers who work with children (including early years practitioners within settings on the College site), undertake appropriate training which is regularly updated (at least every three years in compliance with the LSCB protocol); and that new staff and volunteers who work with children are made aware of the College's arrangements for child protection and their responsibilities (including this policy and Part 1 of 'Keeping Children Safe in Education'). The Local Authority Induction leaflet, "Safeguarding in Education Induction - Child Protection Information, Safer Working Practice" will be used as part of this induction;
- vii. Any deficiencies or weaknesses brought to the attention of the Governing Body will be rectified without delay;
- viii. Chair of Governors (or, in the absence of a Chair, the Vice Chair) deals with any allegations of abuse made against the Principal, in liaison with the Local Authority Designated Officer (LADO);
- ix. Effective policies and procedures are in place and updated annually including a behaviour "code of conduct" for staff and volunteers - "Guidance for Safer Working Practice for those who work with children in education settings October 2015";
- x. There is an individual member of the Governing Body who will champion issues to do with safeguarding children and child protection within the College, liaise with the Designated Safeguarding Lead, and provide information and reports to the Governing Body;
- xi. The College contributes to inter-agency working in line with statutory guidance "Working Together to Safeguard Children" 2015 including providing a co-ordinated offer of Early Help for children who require this. This Early Help may be offered directly through College provision or via referral to an external support agency (e.g. Supporting Leicestershire Families/Warwickshire Early Help). Safeguarding arrangements take into account the procedures and practice of the local authority and the Local Safeguarding Children Boards (LRSB) and (WSCB) and the guidance contained within DfE Keeping Children Safe in Education, September 2018.

**3.3 Principal:** the Principal of the College will ensure that:

- i. The policies and procedures adopted by the Governing Body are effectively implemented, and followed by all staff.
- ii. Sufficient resources and time are allocated to enable the Safeguarding Lead and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- iii. Allegations of abuse or concerns that a member of staff or adult working at College may pose a risk of harm to a child or young person are notified to the Local Authority Designated Officer.
- iv. All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner. The NSPCC whistle blowing helpline number is also available (0800 028 0285).
- v. All staff are made aware that they have an individual responsibility to pass on any concerns relating to a child's welfare, including safeguarding concerns, immediately, following guidelines laid out in Appendix 2. And that if all else fails to report these directly to Children's Social Care (Children's Services) Adult Social Care or the Police.
- vi. Staff should not assume a colleague or another professional will have reported on, or acted upon a concern.

**3.4 Designated Safeguarding Lead:** the responsibilities of the Designated Safeguarding Lead are found in Annex B of 'Keeping Children Safe in Education' and include:

- i. Provision of information to the local safeguarding boards/Local Authority on safeguarding and child protection in compliance with section 14B of the Children Act 2004.

- ii. Liaison with the Governing Body and the Local Authority on any deficiencies brought to the attention of the Governing Body and how these should be rectified without delay.
- iii. Management and referral of cases of suspected abuse to Specialist Services First Response Children's Duty or MASH (and/or Police where a crime may have been committed).
- iv. Act as a source of support, advice and expertise within the College.
- v. To attend and contribute to child protection conferences when required.
- vi. Be alert to the specific needs of children in need, those with special educational needs and disabilities and young carers.
- vii. Ensure each member of staff has access to and understands the College's child protection policy especially new or part-time staff who may work with different educational establishments.
- viii. Ensure all staff have induction training covering child protection, staff behaviour, recognising and reporting all safeguarding concerns, children who go missing from education and the role and identity of the DSL (and deputies). All staff will also be issued with Part 1 of "Keeping children safe in education".
- ix. Keep detailed, accurate and secure written records of concerns and referrals.
- x. Obtain access to resources and effective training for all staff and attend refresher training courses every two years. Keep up to date with new developments in safeguarding by accessing briefings and journals at least annually.
- xi. Where young people leave the College, ensure their safeguarding file is handed to the Designated Safeguarding Lead and signed for in the new school/college as soon as is possible to do so.
- xii. Maintain and monitor child protection records, including monitoring and acting upon individual concerns, patterns of concerns (e.g. children who repeatedly go missing) or complaints, in accordance with the section on "Records, Monitoring and Transfer" below.

#### **4. Records, Monitoring and Transfer**

- 4.1 Well-kept records are essential to good child protection practice. All staff are clear about the need to record and report concerns about a child or children within the College. The Designated Safeguarding Lead is responsible for such records and for deciding at what point these records should be passed over to other agencies.
- 4.2 Records relating to actual or alleged abuse or neglect are stored apart from normal student or staff records. Normal records sometimes have markers to show that there is sensitive material stored elsewhere. This is to protect individuals from accidental access to sensitive material by those who do not need to know.
- 4.3 Child protection records are stored securely, with access confined to specific staff, e.g. Designated Safeguarding Leads and the Principal.
- 4.4 Child protection records are reviewed regularly to check whether any action or updating is needed. This includes monitoring patterns of complaints or concerns about any individuals and ensuring these are acted upon.
- 4.5 When students transfer from school or College their safeguarding records are also transferred when appropriate. Safeguarding records will be transferred separately from other records and best practice is to pass these directly to a Designated Safeguarding Lead in the receiving school or College, with any necessary discussion or explanation and to obtain a signed and dated record of the transfer. The DSL should also consider if it would be appropriate to share any information with the new school/college in advance of a child leaving to enable support to be put in place in advance of the move. In the event of a child moving out of area and a physical handover not being possible then the most secure method should be found to send the confidential records to a named Designated

Safeguarding Lead and a photocopy kept. Files requested by other agencies e.g. Police should be copied and stored.

- 4.6 The effectiveness of this policy will be ensured through;
- i. Annual review of the Safeguarding Policy by the Corporation.
  - ii. Informing the Corporation annually as to how staff have complied with the policy; this will include termly/annual reports.
  - iii. The Safeguarding Task Force will guide and monitor the College's work via termly meetings and safeguarding and prevent action plans. The task force will include a link member of the Corporation.

## 5. Support to Students and College Staff

- 5.1 **Support to students:** our College recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and view the world in a positive way. For such children College may be one of the few stable, secure and predictable components of their lives. Other students may be vulnerable because, for instance, they have a disability, are in care, or are experiencing some form of neglect. Our College seeks to remove any barriers that may exist in being able to recognise abuse or neglect in students with Special Educational Needs or a disability. We will seek to provide such students with the necessary support and to build their self-esteem and confidence.
- 5.2 **Peer on Peer Abuse:** the College recognises safeguarding issues can manifest themselves via peer on peer abuse and that children sometimes display abusive behaviour themselves and that such incidents or allegations must be referred on for appropriate support and intervention. Such abuse will not be tolerated or passed off as "banter", "just having a laugh" or "part of growing up". This abuse could for example include sexual violence or sexual harassment, sexting (also known as youth produced sexual imagery), initiation/hazing type violence and rituals, all forms of bullying and physical abuse such as hitting, kicking, shaking, biting, hair pulling or other forms of physical harm. There are separate College and local authority or Local Safeguarding Children's Board guidance and policies to address these concerns including the Student Contract, Behaviour and Discipline Policy and Anti-bullying Policy, "Guidance for schools working with children who display harmful sexual behaviour" (Leicestershire LA Guidance). Where specific risks are identified, a risk assessment will be undertaken in order to ensure the safety of all staff and students.
- 5.3 **Child on Child Sexual Violence and Sexual Harassment:** All reports of child on child sexual violence and sexual harassment will be taken seriously. The victim will be made aware of this, along with reassurance that steps will be taken to keep them safe and well supported.

Reports of child on child sexual violence and sexual harassment should be reported to the Designated Safeguarding Lead (or deputy), in line with local procedures for all other safeguarding concerns. As with all other reports of a safeguarding nature, confidentiality cannot be promised at this stage local procedures for referring concerns to appropriate external agencies also apply, in order to keep the victim safe.

The Designated Safeguarding Lead (or deputy) will act as the main point of contact for the college with Police, Social Care and any other services supporting the victim.

When dealing with allegations and incidents of sexual violence and sexual harassment, it is recognised that some situations are statutorily clear:

- i. A child under the age of 13 can never consent to any sexual activity.
- ii. The age of consent is 16.
- iii. Sexual intercourse without consent is rape.
- iv. Rape, assault by penetration and sexual assault are defined in law.

- v. Creating and sharing sexual photos and videos of under-18s is illegal (often referred to as sexting). This includes children making and sharing sexual images and videos of themselves.
- 5.4 **Sexting (also known as youth produced sexual imagery):** the College will always respond if informed that children have been involved in 'sexting' (youth produced sexual imagery). The UK Council for Child Internet Safety (UKCCIS) guidance, "Sexting in schools and colleges: responding to incidents and safeguarding young people" will be used to guide the College's response on a case by case basis. The key points being:
- i. Inform the DSL as soon as possible
  - ii. Support the victim as appropriate and in accordance with their best interests
  - iii. Inform all parents/carers of involved children unless by doing so you put a child at risk
  - iv. Images will not be viewed by College staff
  - v. If the College is to deal with the matter, involve parents/carers in ensuring the images are deleted
  - vi. If there is evidence of exploitation or the targeting of a vulnerable student, inform the police
- 5.5 **Children Missing from Education:** our College recognises the entitlement that all children have to education and will work closely with the local authority to share information about students who may be missing out on full time education or who go missing from education.
- 5.6 **Child Sexual Exploitation:** is a form of sexual abuse where children are sexually exploited for money, power or status. It occurs where an individual or group takes advantage of an imbalance or power to coerce, manipulate or deceive a young person under the age of 18 into sexual activity in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point. Staff training includes raising awareness of this issue and any concerns are passed to the Designated Safeguarding Lead who will make a risk assessment and refer to Local Authority First Response Children's Duty/MASH if appropriate.
- 5.7 **So-called 'honour-based' violence: (HBV):** encompasses crimes which have been committed to protect or defend the so-called "honour" of the family and/or the community, including Female Genital Mutilation (FGM) (see Appendix 5), forced marriage, and practices such as breast ironing. All forms of so called HBV are abuse (regardless of the motivation) and concerns will be passed to the Designated Safeguarding Lead for onward referral as required.
- 5.8 **Private Fostering Arrangements:** Where a child under 16 (or 18 with a disability) is living with someone who is not their family or a close relative for 28 days or more, staff inform the Designated Safeguarding Lead so that a referral to Children's Social Care for a safety check, can be made. (A close relative includes step-parent, grandparents, uncle, auntie or sibling).
- 5.9 **Looked after children and previously looked after children:** Children that fall into this category are either currently in the care system, or will have previously been in the care system. The College will ensure that:
- i. Identify an appropriately trained teacher to take the lead responsibility in promoting the educational achievement of students within this cohort
  - ii. Ensure that relevant staff have the information, skills, knowledge and understanding to keep looked after children safe
  - iii. Ensure they participate in multi-agency working to safeguard students from within this cohort
- 5.10 **Child criminal exploitation – County Lines:** Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns.



The key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs. In these instances, a referral to the National Referral Mechanism will be considered. Like other forms of abuse and exploitation, county lines exploitation:

- i. can affect any child or young person (male or female) under the age of 18 years;
- ii. can affect any vulnerable adult over the age of 18 years;
- iii. can still be exploitation even if the activity appears consensual;
- iv. can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;
- v. can be perpetrated by individuals or groups, males or females, and young people or adults; and
- vi. is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

5.11 **Forced Marriage:** Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. All concerns with regards to forced marriage should be reported to the Designated Safeguarding Lead (or deputy) in line with college procedures. The Designated Safeguarding Lead (or deputy) will liaise with external agencies as appropriate to support the victim.

5.12 **Female Genital Mutilation (FGM):** Section 5B of the Female Genital Mutilation Act 2003 and section 74 of the Serious Crime Act 2015 places a mandatory duty on teachers along with social workers and healthcare professionals to report to the police where they discover that FGM appears to have been carried out on a girl under 18 or where a girl discloses that she has undergone FGM. The College's response to FGM will take into account the government guidance, "Multi-agency statutory guidance on female genital mutilation" April 2016. Staff will also follow the established safeguarding procedure by reporting any such concerns to the Designated Safeguarding Lead and a report must also be made to the Police.

There will be a considered safeguarding response towards any girl who is identified as being at risk of FGM (e.g. there is a known history of practising FGM in her family, community or country of origin) which may include sensitive conversations with the girl and her family, sharing information with professionals from other agencies and/or making a referral to Children's Social Care. If the risk of harm is imminent there are a number of emergency measures that can be taken including police protection, an FGM protection order and an Emergency Protection Order.

5.13 Complaints or concerns raised by parents/carers or students will be taken seriously and followed up in accordance with the College's complaints process.

5.14 **Support for Staff:** As part of their duty to safeguard and promote the welfare of children and young people staff may hear information, either from the child/young person as part of a disclosure or from another adult that will be upsetting. Where a member of staff is distressed as a result of dealing with a child protection concern, he/she should in the first instance speak to the Designated Safeguarding Lead about the support they require. The Designated Safeguarding Lead should seek to arrange the necessary support.

5.15 **Contextual Safeguarding:** Safeguarding incidents and/or behaviour's can be associated with factors outside the College and/or can occur between children outside the College. All staff, but especially the designated safeguarding lead (or deputy) should be considering the context within which such incidents and/or behaviour's occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare.

## **6. Working with Parents/Carers**

### **6.1 The College will:**

- i. Ensure that parents/carers have an understanding of the responsibility placed on the College and staff for child protection by setting out its obligations in the College prospectus.
- ii. Undertake appropriate discussion with parents/carers prior to involvement of Children & Family Services Children's Social Care or another agency, unless to do so would place the child at risk of harm or compromise an investigation.
- iii. The College will request at least two emergency contact numbers for each child

## **7. Other Relevant Policies**

### **7.1 The Governing Body's statutory responsibility for safeguarding the welfare of children goes beyond simply child protection. The duty is to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies, for instance:**

- i. Student Bullying and Harassment Policy;
- ii. Health and Safety Policy;
- iii. Student Disciplinary Policy and Procedure;
- iv. Staff Disciplinary Policy;
- v. Staff code of conduct;
- vi. Management of Allegations Against Staff and Volunteers Policy;
- vii. Social Media Staff Use Policy;
- viii. Link Members' Scheme;
- ix. Personal and Professional Relationships at Work Policy;
- x. Acceptable ICT Usage Policy;
- xi. IT Security Policy;
- xii. Staff Grievance Procedure;
- xiii. Public Interest Disclosure Policy;
- xiv. Placement Vetting Procedure;
- xv. DBS and Safer Recruitment Policy;
- xvi. North Warwickshire and Hinckley College Prevent Strategy;
- xvii. Drugs & Alcohol Guidelines;
- xviii. Mental Health Strategy;
- xix. Prevent Action Plan;
- xx. Freedom of Expression Policy.

### **7.2 The above list is not exhaustive but when undertaking development or planning of any kind the College will consider the implications for safeguarding and promoting the welfare of children.**

## **8. Recruitment and Selection of Staff**

### **8.1 The College's safer recruitment processes follow the Statutory Guidance: *Keeping children safe in education September 2018.***

- 8.2 The College will provide all the relevant information in references for a member of staff about whom there have been concerns about child protection / inappropriate conduct. Cases in which an allegation has been proven to be unsubstantiated, unfounded, false or malicious will not be included in employer references. A history of repeated concerns or allegations which have all been found to be unsubstantiated, malicious etc. will also not be included in a reference.
- 8.3 The College has an open safeguarding ethos regularly addressing safeguarding responsibilities during staff meetings and fostering an ongoing culture of vigilance. All new staff and volunteers receive a safeguarding induction and are briefed on the code of conduct for adults working with children.
- 8.4 In line with statutory requirements, every interview panel for College staff will have at least one member (teacher/manager or governor) who has undertaken safer recruitment training.
- 8.5 Staff and volunteers who provide early years or later years childcare and any managers of such childcare are covered by the disqualification regulations of the Childcare Act 2006 and are required to declare relevant information - see statutory guidance: 'Disqualification under the Childcare Act 2006' (February 2015).
- 8.6 The College maintains a single central record (SCR) of all staff who work at the College. The record is able to evidence that the following checks have been carried out or certificates obtained and the date on which each check was completed/certificate obtained:
- i. An identity check;
  - ii. A barred list check;
  - iii. An enhanced DBS check/certificate;
  - iv. A prohibition from teaching check;
  - v. Further checks in people who have lived or worked outside the UK;
  - vi. A check of professional qualifications;
  - vii. A check to establish the person's right to work in the United Kingdom.
  - viii. Details of whether the person's position involves relevant activity (e.g. regularly caring for, training, supervising or being solely in charge of persons aged under 18)
  - ix. For supply staff, the College will include whether written confirmation has been received from the employment business supplying the staff member, to say that relevant checks and certificates have been seen, including the date this was completed

## Appendix 1

### Key Contacts

#### Named Staff and Contacts

- i. Designated Safeguarding Lead: Tracey Forman Group Director Student Experience
- ii. Deputy Designated Safeguarding Lead/s: Andrew Howarth Student Experience Manager, Chris Nixon Student Experience Manager
- iii. Prevent Single Point of Contact (SPOC) : Tracey Forman Group Director Student Experience
- iv. Designated Teacher for Children in Care: Tracey Forman Group Director Student Experience
- v. Nominated Safeguarding Governor: Karen Chouhan

The Designated Safeguarding Lead or their Deputy would normally be responsible for contacting the Local Authority or external agencies. In the event of a serious risk where one of the above designated team is unavailable the contact details are as follows:

#### Safeguarding Contacts Warwickshire County Council

- i. All child protection referrals should be made to the Multi-Agency Safeguarding Hub (MASH) by completing a Multi-Agency Referral Form (MARF) and submitting it to the MASH at [mash@warwickshire.gcsx.gov.uk](mailto:mash@warwickshire.gcsx.gov.uk). The form can also be completed online.
- ii. All **urgent** child protection referrals, i.e. where there is an immediate concern about a child's safety, should be made in the first instance by telephoning the MASH on 01926 414144. This should be followed by submission of a MARF as above.
- iii. Outside of office hours, immediate concerns about a child should be referred to the Emergency Duty Team on telephone number 01926 886922.
- iv. Staff may seek support directly from the Education Safeguarding Manager should they consider that necessary.

#### Education Safeguarding Manager

Adrian Over

01926 742525 (or via e mail) [adrianover@warwickshire.gov.uk](mailto:adrianover@warwickshire.gov.uk)

Adult Social Services 01926 412080

**Early Help Warwickshire** via the Family information service 01926 414147

**LADO/Allegations to the Warwickshire LADO** [lado@warwickshire.gcsx.gov.uk](mailto:lado@warwickshire.gcsx.gov.uk)

LADO/Allegations: Hilary King 01926 414144

#### Safeguarding contacts Leicestershire County Council

Safeguarding and Improvement Unit Service Manager (Acting): Judith Jones 0116 3057411

LADO / Allegations: Mark Goddard, Karen Browne 0116 305 7597

Safeguarding Development Officers:

- Simon Genders 0116 305 7750
- Ann Prideaux 0116 3057317

### **First Response Children's Duty (Priority 1 referrals)**

Telephone 0116 3050005  
Email [childrensduty@leics.gov.uk](mailto:childrensduty@leics.gov.uk)  
Address First Response Children's Duty  
Room 100b  
County Hall  
Championship Way  
Glenfield. LE3 8RF

### **All Other Referrals**

<http://lrsb.org.uk/childreport>

#### **Early Help – Request for Services**

<http://lrsb.org.uk/childreport>

**Early Help queries and Consultation Line 0116 3059521**

## Appendix 2

# Procedure to Follow In Cases of Possible, Alleged or Suspected Abuse, Or Serious Cause for Concern about a Child

## Contents

<b>A</b>	<b>General</b>
<b>B</b>	<b>Individual Staff/Volunteers/Other Adults - main procedural steps</b>
<b>C</b>	<b>Designated Safeguarding Lead – main procedural steps</b>

### A. General

- i. The Local Safeguarding Children Board Procedures contain the inter-agency processes, protocols and expectations for safeguarding children. (Available on LSCB website or WSCB [www.lrsb.org.uk/www](http://www.lrsb.org.uk/www). / [www.warwickshire.gov.uk/wscb](http://www.warwickshire.gov.uk/wscb): The Designated Safeguarding Lead is expected to be familiar with these, particularly the referral processes.
- ii. It is important that all parties act swiftly and avoid delays.
- iii. Any person may seek advice and guidance from the First Response Children's Duty Professionals Consultation Line, or the MASH particularly if there is doubt about how to proceed. Any adult, whatever their role, can take action in his/her own right to ensure that an allegation or concern is investigated and can report to the investigating agencies.
- iv. Written records, dated and signed, must be made to what has been alleged, noticed and reported, and kept securely and confidentially.
- v. In many cases of concern there will be an expectation that there have already been positive steps taken to work with parents/carers and relevant parties to help alleviate the concerns and effect an improvement for the child. This is appropriate where it is thought a child may be in need in some way, and require assessment to see whether additional support and services are required. An example might be where it is suspected a child may be the subject of neglect. In most cases the parents'/carers' knowledge and consent to the referral are expected, unless there is reason for this not being in the child's interest. However, there will be circumstances when informing the parent/carer of a referral that might put the child/vulnerable adult at risk, and in individual cases advice from Children's/Adult Social Care will need to be taken.

### B. Individual Staff/Volunteers/Other Adults main procedural steps

- i. When a child makes a disclosure, or when concerns are received from other sources, **do not** investigate, ask leading questions, examine children, or promise confidentiality. Children making disclosures should be reassured and if possible at this stage should be informed what action will be taken next.
- ii. As soon as possible write a dated, timed and signed note of what has been disclosed or noticed, said or done and report to the Designated Safeguarding Lead in the via the online system or a green form if unable to access the system.
- iii. If the concern involves the conduct of a member of staff or volunteer, a visitor, a governor, a trainee the allegations procedure should be followed(See appendix 2) if involving another young person or child, the Designated Safeguarding Lead should be informed.
- iv. If the allegation is about the Principal, the information should normally be passed to the Chair of Governors or the Local Authority Allegations Manager (LADO).
- v. If this has not already been done, inform the child (or other party who has raised the concern) what action you have taken.

## Appendix 2

### C. Designated Safeguarding Lead – main procedural steps

- i. Begin a case file which will hold a record of communications and actions related to all reported safeguarding concerns, to be stored securely (see Section on Records, Monitoring and Transfer). This is created using the online system.
- ii. Where initial enquiries do not justify a referral to the investigating agencies, inform the initiating adult and monitor the situation. If in doubt, seek advice from the First Response /MASH professionals' consultation line.
- iii. Share information confidentially with those who need to know.
- iv. If, there is a risk of immediate serious harm to a child a referral will be made to Children's Social Care immediately.
- v. If the concern is about children using sexually abusive behaviour, refer to the separate guidance.
- vi. If it appears that urgent medical attention is required arrange for the student to be taken to hospital (normally this means calling an ambulance) accompanied by a member of staff who must inform medical staff that non-accidental injury is suspected. Parents/carers must be informed that the student has been taken to hospital.
- vii. Exceptional circumstances: If it is feared that the child might be at immediate risk on leaving the College, take advice from the First Response Professionals Consultation line/MASH (for instance about difficulties if the College day has ended, or on whether to contact the police). Remain with the child until the Social Worker takes responsibility. If in these circumstances a parent arrives to collect the child, the member of staff has no right to withhold the child, unless there are current legal restrictions in force (e.g. a restraining order). If there are clear signs of physical risk or threat, First Response Children's Duty should be updated and the Police should be contacted immediately.

### **Appendix 3**

#### **Process for dealing with allegations against staff (including the principal) and volunteers are contained within the policy document 'management of allegations against staff and volunteers'.**

These procedures should be followed in all cases in which there is an allegation or suspicion that a person working with children has:

- i. behaved in a way that has harmed a child, or may have harmed a child;
- ii. possibly committed a criminal offence against or related to a child; or
- iii. behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

Relevant documents:

- i. DfE "Keeping children safe in education: Statutory guidance for schools and Colleges" September 2018 (part 4: Allegations of abuse made against teachers and other staff)
- ii. Management of Allegations against Staff and Volunteers Policy



## **Appendix 4**

### **Safeguarding Students Who Are Vulnerable To Extremism and Radicalisation**

Our College recognises the duties placed on us by the Counter Terrorism Bill (July 2015) to prevent our pupils being drawn into terrorism.

These include:

- i. Assessing the risk of students being drawn into terrorism
- ii. Working in partnership with relevant agencies under the LSCB procedures
- iii. Appropriate staff training
- iv. Appropriate online filtering

Our College is committed to actively promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs; the pupils are encouraged to develop and demonstrate skills and attitudes that will allow them to participate fully in and contribute positively to life in modern Britain.

There is a current threat from terrorism in the UK and this can include the exploitation of vulnerable young people, aiming to involve them in terrorism or to be active in supporting terrorism.

Our College seeks to protect children, young people and vulnerable adults against the messages of all violent extremism including but not restricted to those linked to Islamist Ideology, Far Right / Neo Nazi / White Supremacist ideology etc. Concerns should be referred to the Single Point of Contact (SPOC) who have local contact details for Prevent and Channel referrals. They will also consider whether circumstances require Police to be contacted.

## Appendix 5

### Definitions

- i. 'Child' means a person under 18 years of age.
- ii. 'Vulnerable Adult' means an adult (a person aged 18 or over) who is or may be in need of community care services by reason of mental or other disability, age, illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.
- iii. 'Staff' means all those working for or and on behalf of the College, full time or part time.
- iv. 'The College' means North Warwickshire and South Leicestershire College.
- v. 'Designated Safeguarding Lead' (DSL) means the person designated within the College to be responsible for operation of the policy and procedures. He/she will ensure the Principal is kept informed of any incidents as appropriate. The DSL (and deputies) are most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns
- vi. 'DBS' means Disclosure and Barring Service
- vii. 'LADO' means the Local Authority Designated Officer or Allegations Manager
- viii. LSCB means Local Safeguarding Children's Board

## Appendix 6

### Child on Child Sexual Violence and Sexual Harassment

The College recognises the responsibilities placed on it by the publication of the guidance 'Sexual violence and sexual harassment in schools and colleges December 2017 (DfE) and in Keeping Children Safe in Education September 2018 (DfE) in that Colleges should be aware of their obligations under the European Convention on Human Rights and the Equality Act 2010 and apply this when dealing with cases of sexual violence and sexual harassment.

- The college's approach to sexual violence and sexual harassment reflect and is part of the broader approach to Safeguarding.
- Guidelines on how sexual violence and sexual harassment is dealt with are clear and transparent.
- Staff are provided with training to enable them to follow the guidelines.
- Education is provided to students on issues such as healthy relationships, consent etc.
- The College recognises that external specialist organisations may also offer advice and support.

Dealing with allegations and incidents of sexual violence and sexual harassment:

It is recognised that some situations are statutorily clear:

- A child under the age of 13 can never consent to any sexual activity.
- The age of consent is 16.
- Sexual intercourse without consent is rape.
- Rape, assault by penetration and sexual assault are defined in law.
- Creating and sharing sexual photos and videos of under-18s is illegal (often referred to as sexting). This includes children making and sharing sexual images and videos of themselves.

The designated safeguarding lead (or a deputy) will lead the college's response, in line with local process for referrals to children's social care and making reports to the police.

Online concerns can be especially complicated. Support is available at:

- The UK Safer Internet Centre provides an online safety helpline for professionals at 0344 381 4772 and [helpline@saferinternet.org.uk](mailto:helpline@saferinternet.org.uk). The helpline provides expert advice and support for school and college staff with regard to online safety issues and will be especially useful for the designated safeguarding lead (and their deputies) when a report of sexual violence or sexual harassment includes an online element.
- Sharing indecent images of a child (including by children) is a crime: UKCCIS advice provides support to schools and colleges in responding to reports of sexting.
- Thinkuknow from CEOP provides support for the children's workforce, parents and carers on staying safe online.

### Responding to a report of child on child sexual violence and sexual harassment

All reports of child on child sexual violence and sexual harassment will be taken seriously. The victim will be made aware of this, along with reassurance that steps will be taken to keep them safe and well supported.

Reports of child on child sexual violence and sexual harassment should be reported to the Designated Safeguarding Lead (or deputy), in line with local procedures for all other safeguarding concerns. As with all other reports of a safeguarding nature, confidentiality cannot be promised at this stage local procedures for referring concerns to appropriate external agencies also apply, in order to keep the victim safe.

The Designated Safeguarding Lead (or deputy) will act as the main point of contact for the college with Police, Social Care and any other services supporting the victim.

## Appendix 6

### Considering confidentiality and anonymity

The victim may ask the college not to tell anyone about the sexual violence or sexual harassment. If the victim does not give consent to share information, staff may still lawfully share it, if it can be justified to be in the public interest, for example, to protect children from harm and to promote the welfare of children. The designated safeguarding lead (or a deputy) will consider the following:

- Parents or carers should normally be informed (unless this would put the victim at greater risk).
- The basic safeguarding principle is: if a child is at risk of harm, is in immediate danger or has been harmed a referral should be made to children's social care.
- Rape, assault by penetration and sexual assaults are crimes. The starting point is that reports should be passed to the police.

If the designated Safeguarding lead (or a deputy) do decide to go ahead and make a referral to children's social care and/or a report to the police against the victim's wishes, this should be handled extremely carefully, the reasons should be explained to the victim and appropriate specialist support offered.

### Anonymity

In addition to the legal protections, as a matter of effective Safeguarding practice, the college will do all it reasonably can to protect the anonymity of any children involved in any report of sexual violence or sexual harassment. Amongst other things, this will mean carefully considering, based on the nature of the report, which staff should know about the report and any support that will be in place for the children involved.

### Risk Assessment

When there has been a report of sexual violence, the designated safeguarding lead (or a deputy) will make an immediate risk and needs assessment. Where there has been a report of sexual harassment, the need for a risk assessment should be considered on a case-by-case basis. The risk and needs assessment should consider:

- The victim.
- The alleged perpetrator.
- The other children (and, if appropriate) staff at the college.

Children sharing a classroom: Initial considerations when the report is made

Any report of sexual violence is likely to be traumatic for the victim. However, reports of rape and assault by penetration are likely to be especially difficult with regard to the victim and close proximity with the alleged perpetrator is likely to be especially distressing. Whilst the college establishes the facts of the case and starts the process of liaising with children's social care and the police, the alleged perpetrator should be removed from any classes they share with the victim. The college should also consider how best to keep the victim and alleged perpetrator a reasonable distance apart on college premises and on transport to and from the school or college where appropriate. These actions are in the best interests of both children and should not be perceived to be a judgment on the guilt of the alleged perpetrator.

For other reports of sexual violence and sexual harassment, the proximity of the victim and alleged perpetrator and considerations regarding shared classes, sharing college premises and college transport, should be considered immediately.

In all cases, the initial report should be carefully evaluated, reflecting the wishes of the victim, the nature of the allegations and the protection of all children in the college will be especially important when considering any immediate actions.

## **Appendix 6**

### **Early Help**

Where a report has been made to the police, the college will consult the police and agree what information can be disclosed to staff and others, in particular the alleged perpetrator and their parents or carers. The college will also discuss the best way to protect the victim and their anonymity.

### **Considering Bail Conditions**

From April 2017, the use of police bail has been dramatically reduced and will only be used when deemed necessary and proportionate in exceptional circumstances. Consideration will be given to less invasive options to safeguard victims and witnesses and the administration of justice. Therefore, it is less likely that a child attending college will be on police bail with conditions attached if there are alternative measures to mitigate any risk.

In the absence of bail conditions, when there is a criminal investigation, early engagement and joined up working between the college, children's social care and the police will be critical to support the victim, alleged perpetrator and other children involved (especially potentially witnesses). Where required, advice from the police should be sought in order to help the school or college manage their safeguarding responsibilities.

The term "Released Under Investigation or RUI" will replace those previously on bail for offences in circumstances that do not warrant the application of bail to either re-attend on a particular date or to include conditions preventing activity or in some cases ensuring compliance with an administrative process.

Where bail is deemed proportionate and necessary, as above, the college should work with children's social care and the police to manage any implications and safeguard their children. An important consideration will be to ensure that the victim can continue in their normal routine, including continuing to receive a suitable education.

### **Managing any delays in the criminal process**

There may be delays in any case that is being progressed through the criminal justice system. The college will not wait for the outcome (or even the start) of a police investigation before protecting the victim, alleged perpetrator and other children in the college. The risk assessment will help inform any decision.

Whilst protecting children and/or taking any disciplinary measures against the alleged perpetrator, it will be important for the designated Safeguarding lead (or a deputy) to work closely with the police (and other agencies as required), to ensure any actions the college take do not jeopardise the police investigation.

If college has questions about the investigation, they will ask the police. The police will help and support the college as much as they can (within the constraints of any legal restrictions).

### **The end of the criminal process**

If a child is convicted or receives a caution for a sexual offence, the college should update its risk assessment, ensure relevant protections are in place for all the children at the college and, if it has not already, consider any suitable action in light of their behaviour policy. If the perpetrator remains in the same college as the victim, the college should be very clear as to their expectations regarding the perpetrator now they have been convicted or cautioned. This could include expectations regarding their behaviour and any restrictions the college thinks are reasonable and proportionate with regard to the perpetrator's timetable.

Any conviction (even with legal anonymity reporting restrictions) is potentially going to generate interest among other pupils in the college. It will be important that the college ensure that the victim and alleged perpetrator remain protected, especially from any bullying or harassment (including online).

Where cases are classified as "no further action" (NFA'd) by the police or Crown Prosecution Service, or where there is a not guilty verdict, the college should continue to offer support to the victim and the alleged perpetrator for as long as is necessary. A not guilty verdict or a decision not to progress with their case will likely be traumatic for the victim. The fact that an allegation cannot be substantiated does not necessarily mean that it was unfounded. Colleges should discuss any decisions with the victim in this light and continue

## **Appendix 6**

to offer support. The alleged perpetrator is also likely to require ongoing support for what will have likely been a difficult experience.

### **Safeguarding and supporting the alleged perpetrator**

The will take steps to safeguard the victim (and the wider pupil/student body), but will also provide the alleged perpetrator with an education, safeguarding support as appropriate and implement any disciplinary sanctions.

The college will consider the age and the developmental stage of the alleged perpetrator and nature of the allegations. Any child will likely experience stress as a result of being the subject of allegations and/or negative reactions by their peers to the allegations against them.

The college will consider the proportionality of the response. Support (and sanctions) will be considered on a case-by-case basis. An alleged perpetrator may potentially have unmet needs (in some cases these may be considerable) as well as potentially posing a risk of harm to other children. Harmful sexual behaviours in young children may be a symptom of either their own abuse or exposure to abusive practices and or materials. Advice should be taken, as appropriate, from children's social care, specialist sexual violence services and the police.

It is important that if the alleged perpetrator does move to another educational institution (for any reason), that the new educational institution is made aware of any ongoing support needs and where appropriate, potential risks to other children and staff. The designated safeguarding lead should take responsibility to ensure this happens as well as transferring the child protection file.