

SOUTHPORT COLLEGE

**SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY
AND PROCEDURES
(Formally known as Child Protection and Vulnerable Adults)**

Safeguarding Children and vulnerable Adults Policy and Procedures

1. The Policy

- 1.1 Southport College is committed to a positive policy of equal opportunity and strives to support students wherever possible. It also has a duty of care to staff and students and must endeavour to ensure that the well being and health and safety of staff and students are a priority at all times.
- 1.2 Southport College fully recognises its legal and moral responsibility to promote and safeguard the welfare of its students who are under the age of 18 and of its vulnerable adults.
- 1.3 This policy which applies to all staff, governors, volunteers working for Southport College and everyone else working for or on behalf of the College.
- 1.4 The College will:-
 - I. At all times, and by all means, seek to create a safe environment for students.
 - II. Operate the policy to encompass children, vulnerable adults and adults who may be temporarily vulnerable.
 - III. Acknowledge that abuse may take many forms: physical abuse, sexual abuse, emotional abuse, neglect and risk to self and/or others.
 - IV. Work with external agencies, whilst always placing the welfare of the individual at the centre of any action taken.
 - V. Ensure safe recruitment in checking the suitability of staff and volunteers to work with students.
 - VI. Develop and implement procedures for identifying, reporting cases or suspected cases of abuse.
 - VII. Help to equip students with information and awareness to keep themselves safe.
 - VIII. Make all staff aware of these procedures and ensure they are trained in their use.
 - IX. Review the Policy and Procedures annually

2. Procedures

- 2.1 The College recognises that people who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame.

The welfare of the individual is paramount.

- If a student discloses significant personal problems to a member of staff, they should be acknowledged and taken seriously.
- Listen, do not ask any questions.
- Write down the details; if appropriate ask the student to write it down.
- Explain to the student that you may have a **legal** obligation to pass this information on, to protect both them and possibly other members of the family and the public.
- Contact Safeguarding Children and Vulnerable Adults Officer (see 3.1) and pass on all of your records and notes, no duplicates of these should exist.
- The information must be treated with the strictest confidence – the 'need to know' principle must be employed. The Safeguarding Children and Vulnerable Adults Officer then has the responsibility to decide what further action should be taken.

Do not:

- Make promises you cannot keep
- Promise confidentiality
- Take the matter further yourself (ensure that you know your boundaries)
- Contact any other agencies (unless you are on an educational visit or residential and a report of sexual abuse is made against a member of the local population. In this instance contact the local Police immediately)

2.2 Effective procedures should protect staff from malicious allegations as well as protecting individuals from abuse. If you feel upset by any disclosure please speak to Personnel who will be able to offer you support and help. There is also a staff counselling service which can be accessed through the Personnel Department at the main site.

3. Designated Persons

3.1 The College's Safeguarding Children and Vulnerable Adults Officer (SCVAO) is the Student Services Manager.

3.2 If the Student Services Manager is absent disclosure must be reported to the Advice and Guidance Co-ordinator, Support and Conduct Officer or Vice Principal Skills.

In addition the College has appointed a Safeguarding Team who have individual responsibilities linked with welfare of students. The team will contribute to the maintenance and development of the College's Safeguarding Policy. They can also offer advice to staff where appropriate. Composition of the team is as follows:-

- College Governor
- Vice Principal Skills
- Vice Principal Programmes
- Student Services Manager
- Advice and Guidance Co-ordinator
- Support and Conduct Officer
- Health and Safety Officer
- Personnel Officer
- Quality Services Manager
- School Liaison Officer
- School Links Coordinator
- Head of Employer Services
- Work Placement Coordinator

No substitutions can be made.

4. Allegations against staff

4.1 It is a criminal offence for a person over the age of 18 in a position of trust to enter into a sexual relationship with any student under 18 years old, even if the relationship is consensual. If allegations are made against a member of staff the same procedures as outlined above must be followed. If a member of staff suspects abuse, whether sexual or otherwise, from another member of staff the Safeguarding Officer must be informed. The Safeguarding Children and Vulnerable Adults Officer will then inform Personnel. Depending

on the severity of the allegations outside agencies may be informed and / or other staff actions may be invoked under the appropriate procedure.

5. Definitions - Persons

- 5.1 The policy recognises the following definitions with regard to the individual.
- (i) **Student** – the term 'student' for this policy covers students of the College who study at main site or at any of the outreach and community centres. The policy also covers those students who are on placement as part of their course and school links students. In addition it covers students visiting the College or on tasters.
 - (ii) **Child** – in accordance with The Children Act 1989, and therefore in accordance with law, the College shall regard any young person below the age of 18 as a child. Young people aged 18 and over may in some circumstances be regarded as vulnerable and may therefore fall within the remit of the Act.
 - (iii) **Vulnerable Adult** – 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 himself or herself, or unable to protect himself or herself against significant harm or serious exploitation. Vulnerability can apply to a wide range of disabilities and situations including those adults at risk owing to their caring role or family responsibilities.
 - (iv) **Other Vulnerable Adult** – College term to cover any student displaying signs of significant stress or trauma who may be in need of support.

6. Definitions Abuse / Neglect / Harm

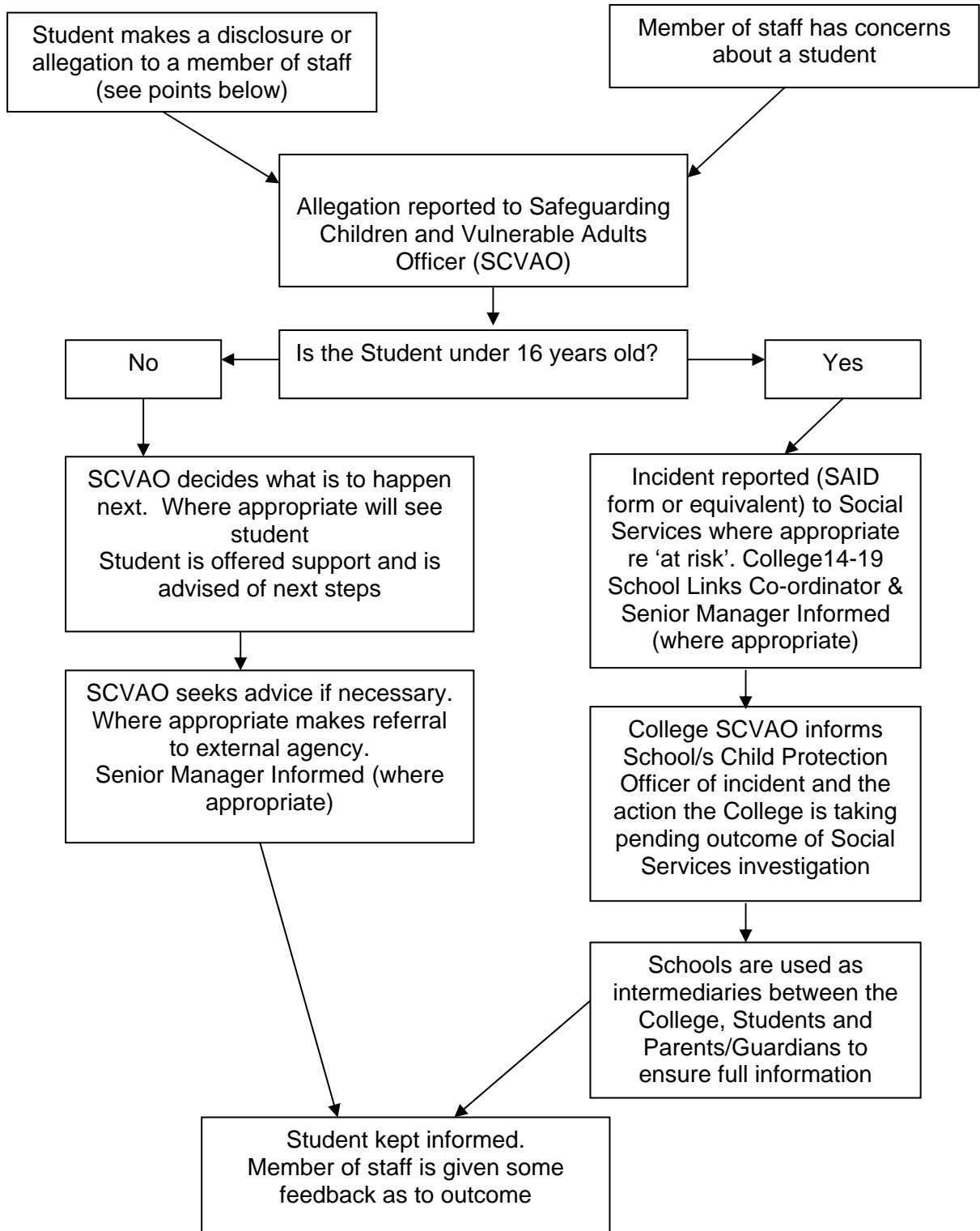
- 6.1 A child* may be abused or neglected by having harm inflicted upon them by a person failing to act to prevent harm. A child may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. The policy recognises the following definitions in regard to abuse, neglect and harm.
- (i) **Physical Abuse** – May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns symptoms of, or deliberately causes, ill health to a child they are looking after.
 - (ii) **Emotional Abuse** – Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to the child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. Age or developmentally inappropriate expectations being imposed on children, causing children frequently to feel frightened, or the exploitation or corruption of children will also constitute emotional abuse.
 - (iii) **Sexual Abuse** – Involving forcing or enticing a child or young person to take part in sexual activities whether or not a child is aware of what is happening. The activities may involve physical contact including penetration or non-penetrative acts. For example it may also include involving the child looking at or being involved in the production of,

pornographic material or watching sexual activities, or encouraging the child to behave in sexually inappropriate ways.

- (iv) **Neglect** – Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development such as failing to provide adequate food, shelter and clothing, or neglect of, or unresponsiveness to, a child's basic emotional needs.
- (v) **Risk to self and/or others** – This may include but is not exclusive to self-harm, suicidal tendencies or potential risk of harming others, which may or may not include children. This may be as a consequence of an individual experiencing a significant level of personal, emotional trauma and/or stress.
- (vi) **Domestic Violence** – can be physical, emotional, sexual, neglect. This category also covers forced Marriages.

* In some circumstances "Child" may be substituted for a person who may be regarded as potentially vulnerable. In the first instance any disclosures, allegations or concerns of the above, be they related to 'child' or 'vulnerable adults', should be reported to the Safeguarding Children and Vulnerable Adults Officer who will act appropriately.

Southport College Safeguarding Children and Vulnerable Adults Policy and Procedures to be followed



If someone discloses or makes an allegation,

- **Listen, do not ask questions**
- **Do not promise confidentiality**
- **Write down the details but pass all notes and records to the Safeguarding Children and Vulnerable Adults Officer**
- **Do not make promises you cannot keep**
- **Do not take the matter further yourself. Refer all disclosures to the Safeguarding Children and Vulnerable Adults Officer**