

SOUTHPORT COLLEGE

SAFEGUARDING POLICY AND PROCEDURES

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1. Purpose of the Policy

This policy states the responsibilities of the College in relation to Safeguarding children and vulnerable adults, in response to current Legislation and guidance.

Definitions

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, School Links, Apprenticeships and Work Based Learning students. In addition it covers students visiting the College or on taster programmes.

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.

Vulnerable Adult – if a person aged 18 or over who 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, the old and frail. It can include those who are vulnerable due to other circumstances such as being an asylum seeker. In addition it can include those under a probation order or those who may be experiencing problems due to alcohol or drugs.

2. Policy Statement

Southport College is committed to a positive policy of equal opportunity and strives to support students wherever possible. It wishes to create an environment that is safe and welcoming to all students. It believes that Safeguarding is an essential element and aims to promote a positive culture where students are able to learn and develop. It recognises that it has a duty of care to students, staff and stakeholders. The College endeavours to ensure that their wellbeing and health and safety is a priority.

Safeguarding, a whole College approach.

Creating a Safe Environment. To create a safe environment for students Southport College will;

- Operate a ‘zero tolerance’ approach to weapons, drugs, alcohol and bullying, including cyber or electronic bullying, in all forms
- Have clear procedures for following up issues of conduct for both staff and students
- Continually review the safety and security in College through cross College groups e.g. Security Group, Health and Safety Committee
- Ensure all staff, including volunteers, have appropriate CRB and other checks
- Staff, students and visitors will wear ID Badges at all times
- Promote “4U2 – Getting the right formula”
- Development and implementation of the Relevant Criminal Convictions Policy for all students

- All contractors receive a contractors pack including a CRB Matrix as well as the Colleges Safeguarding, Equality and Diversity and insurance requirements
- All contractors are required to wear ID badges at all times

Provide training and support for staff. All staff will be given up to date information on Safeguarding through;

- A clear induction programme, which includes Safeguarding
- Taking part in appropriate Safeguarding Training, in line with specific job roles (see training matrix)
- Being made aware of the Colleges Policy and Procedures on Safeguarding
- Being offered other relevant suitable training / information, as and when appropriate
- Being provided with a business card with contact details for the relevant safeguarding staff
- Provide staff with external counselling / supervision where appropriate

Positive Promotion. Safeguarding, in its broadest sense, will be promoted positively throughout College in a number of ways, including;

- Policy and Procedures available on College website for stakeholders, such as parents/guardians
- Tutorials, including links to Every Child Matters
- Student Induction
- Equal Opportunities Week
- Health and Wellbeing, Anti Bullying, E-Safety promotion and information, including sexual health and drugs and alcohol awareness throughout the academic year
- Ensure Safeguarding is included within the ‘Learner Voice’ process.
- Information awareness raising days will be responsive to local and national trends
- Promote “4U2 – Getting the right formula”
- Z-Cards (Student Induction/Information Leaflet)
- Awareness raising posters

Support for Students. Students will be offered support through a number of mechanisms in College including;

- Additional Support for students with learning difficulties / disabilities
- Counselling services
- Links developed with external agencies, including agencies linked to specific groups such as Youth Offending Service (YOS), Looked After Children (LAC) (including those leaving care), Mental Health Services etc
- Considering the needs of the individual and responding as far as possible
- Relevant Criminal Conviction (RCC) Risk Assessments – new/re-enrolling applicants

Safeguarding Committee. The Safeguarding Children and Vulnerable Adults Committee will oversee all aspects of Safeguarding within the College by;

- Meeting a minimum of 3 times per year to review developments and monitor activities
- Include a cross section of relevant College staff, including a College Governor, to ensure all aspects of College life are considered
- Develop and implement an annual action plan to ensure there is a whole College approach to Safeguarding
- Monitor volume and types of disclosures monthly/termly. Provide the governing body with a termly and annual report
- Update and review the Safeguarding Policy and Procedures annually

3. Legal Framework

The Children Act 1989 placed a duty on local authorities to investigate situations where a child is at risk of significant harm. Schools and Colleges had a legal obligation to work with investigating agencies acting on behalf of children in need. Guidance was published in 'Safeguarding Children in Education' (2004). It set out the requirements to provide a safe learning environment, identify young people suffering, or likely to suffer, significant harm and take appropriate action in full partnership with other local agencies. It encompassed wider issues such as health, safety, drug/substance abuse and bullying as well as the contribution made to safeguarding in relation to individual children, and underpinned our common law duty of care.

This was replaced and extended in January 2007 by 'Safeguarding Children and Safer Recruitment in Education' which includes more specific guidance (including some statutory requirements) relating to the recruitment and vetting of staff, in the light of the Bichard enquiry into the Soham murders.

The responsibility for making sure appropriate arrangements are in place lies with the governing body. Staff members are responsible for carrying out their duties in compliance with the arrangements set out by the governing body.

Southport College is not an investigating agency. This function is carried out by local authority Children's Services, or other agencies with statutory powers. The Children Act 1989, and subsequent legislation and guidance, are concerned with the emotional, physical or sexual abuse or neglect of children, defined as under the age of 18. However, it is recognised that children acquire degrees of legal capacity (for example, the ability to give informed consent) and maturity prior to their 18th birthday, and also that there are adults over 18 who continue to be vulnerable due to a learning difficulty and/or disability.

4. Monitoring and Review

Implementation of this policy will be monitored through termly reports to the Board of Governors and monthly reports to CET.

5. Supporting Documentation

The following College documents give further guidance on the application of this policy:

Safeguarding Officers
Issued Sept 2009
Revised July 2011
Review Date July 2012

- Admissions Policy
- E-Safety Policy
- Equality and Diversity Policy
- Work Placement Policy
- School Links staff guidance
- Bullying and Harassment Policy
- Maintaining Student Responsibility Conduct Procedure
- Exceptional Review Policy and Procedure
- Relevant Criminal Convictions Policy and Procedure
- Grievance Procedure
- Health and Safety Policy and Procedures
- ICT Acceptable Usage Policy
- Recruitment and Selection Procedure
- Drugs and Alcohol Policy
- Staff Disciplinary Procedure
- Contractors Policy
- Risk Assessment Supervision Pending CRB Disclosure Policy

This policy and related procedures are driven by the following legislation and guidance:

- Children Act 1989
- Children Act 2004
- Education Act 2002 (s175)
- Equality and Diversity Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children (DCSF 2010)
- Safeguarding Children and Safer Recruitment in Education (DfES 2006)
- Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings (DCSF 2009)
- Safer Practice, Safer Learning (NIACE 2007)
- Colleges - National Minimum Standards (DoH 2002).
- Children's Plan 2007
- DfES Safeguarding Children in Education
- Every Child Matters: Next Steps
- Excellence Gateway – Safeguarding, 2009
- Local Safeguarding Children Board
- NSPCC – Guidance on Child Protection Records
- The Protection of Children in England – the Government Response to Lord Laming, 2009
- Safeguarding children from forced marriages
- Vetting and Barring Scheme – Update. Independent Safeguarding Authority, 2009
- Sefton Guidelines – A coordinated response to self harm in children and young people 2008/
- Working Together to Safeguard Children – March 2010
- Sefton Local Safeguarding Children Board - The Threshold Model for Safeguarding & Promoting the Welfare of Children July 2010

6. Definitions:

Throughout this document the following definitions apply:

Safeguarding Officers
 Issued Sept 2009
 Revised July 2011
 Review Date July 2012

Child - a young person under the age of 18

Child abuse - may be physical, sexual or emotional abuse, or neglect

Significant harm - ill treatment or the impairment of health or development (compared with the health or development which might be expected of a similar child)

Physical abuse - actual or likely physical injury to a child, or failure to prevent injury. 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.

Sexual abuse - actual or likely sexual exploitation of a child, including prostitution. 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. Can include grooming a child in preparation for abuse.

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. This may also include overprotection and limitation of exploration and learning, or participating in normal social interaction. It can include seeing or hearing ill treatment of another person. It may include serious bullying, including cyber-bullying. It may include not giving the child opportunities to express their views, deliberately silencing them, or making fun of what they say or how they communicate.

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, medical care or treatment or neglect of, or unresponsiveness to, a child's basic emotional/physical needs. It can include not protecting a child from emotional harm or danger.

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.

Domestic Violence – can be physical, emotional, sexual, neglect. This category also covers Forced Marriages and honour based violence.

Safeguarding - includes promotion of health and well-being as well as protection of specific individuals

Designated person(s) - the staff member(s) designated by the Principal as having responsibility for liaising with the investigating agency.

7. Designated staff

The designated persons with responsibility for safeguarding children are:

John Clarke – The Principal (Senior Designated Person)
Amanda Nelson – Head of Student Services (Safeguarding Officer)
Liz Jones – IAG Coordinator (Safeguarding Officer)
Karen Marsh – Support & Conduct Officer (Safeguarding Officer)
Rebecca Andrews – Safeguarding, Welfare and Conduct Officer (Safeguarding Officer)

The designated Governor with specific responsibilities for safeguarding is Ilush Bricknall. The designated Governor is responsible for ensuring the College has policies and procedures in place, which are considered annually by the Board of Governors.

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
- Principal
- Vice Principal - Programmes
- Head of Student Services
- Advice and Guidance Co-ordinator
- Support and Conduct Officer
- Safeguarding, Welfare and Conduct Officer
- Head of Premises/Health and Safety Officer
- Head of Personnel/Personnel Officer
- Head of Quality Services
- Head of Marketing
- Head of ICT
- Director of Curriculum (Skills and Enterprise)
- Director of Curriculum (14 – 19)
- Work Placement Co-ordinator
- Head of Department (Work Based Learning)
- School Links Coordinator
- Safeguarding Trainer
- Tutor Representative

8. Responding to a disclosure or suspicion of abuse

Any member of staff who has knowledge of, or a suspicion that, a child is or has been suffering significant harm must refer their concern to a designated member of staff as soon as possible but within 24 hours at the latest. They must also pass any written notes to the Safeguarding Officers and not retain any written information. All allegations or suspicions must be taken seriously. The student must be advised that this information cannot be kept confidential and will be passed on to the designated member of staff in College in the first instance.

The designated officer who receives the allegation or disclosure of abuse should make an immediate written record of the conversation, including the following information:

- date and time of report
- your name and name of complainant
- name and DOB of child alleged to have been abused
- nature of alleged abuse
- description of any injuries observed, if any
- any other information given, including siblings if relevant (their full names and DOB if possible)
- confirmation that the student has been advised of the next steps

Questions should be kept to the minimum required for clarity, and leading questions must be avoided.

If uncertain about any situation, advice (which should be recorded) should be sought from relevant organisations, for example from Police, Childrens Services, Adult Care Services etc.

If abuse is suspected but not disclosed, it may be appropriate to remind the student about the availability of the College Counselling Service or external help lines.

9. Safeguarding Students aged 18+

Definitions of 'vulnerable adult'

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or exploitation. People who fall into the vulnerable category include those with learning disabilities or mental health problems. Adults may also be classed as being vulnerable if their situation is complicated by additional factors such as:

- Physical frailty
- Chronic illness
- Sensory impairment
- Challenging behaviour
- Social problems
- Emotional problems
- Poverty
- Homelessness
- Substance misuse
- Age-related frailty

Vulnerable adults enrolling on courses at college may have a named advocate who should be identified at interview stage.

Definitions of abuse against vulnerable adults

Physical abuse - includes hitting, slapping, pushing, kicking, rough handling or unnecessary physical force, either deliberate or unintentional, misuse of medication, restraint or inappropriate sanctions.

Sexual abuse - includes rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent to, or was pressured into consenting to. Sexual abuse can occur between people of the same sex and it can also occur within a marriage or any long-term relationship.

Psychological abuse - includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse or isolation.

Financial or material abuse - includes theft, fraud, exploitation, pressure in connection with wills, property, enduring power of attorney, or inheritance or financial transactions, or the inappropriate use, misuse or misappropriation of property, possessions or benefits.

Neglect and acts of omission - includes ignoring or withholding medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, clothing and heating.

Discriminatory abuse - includes racist, sexist, or discrimination based on a person's disability.

Self neglect - is not a direct form of abuse but staff need to be aware of it in the general context of risk assessment/risk management and to be aware that they may owe a duty of care to a vulnerable individual who places him/herself at risk in this way.

What to do if you suspect a vulnerable adult is being abused

Any member of staff who has knowledge of, or a suspicion that, a vulnerable adult student is or has been suffering abuse must refer their concern to the Safeguarding Officers as soon as possible by telephone then followed up using the staff referral form (see Appendix 1). All allegations or suspicions must be taken seriously. The student must be advised that this information cannot be kept confidential and will be passed on to the Safeguarding Officers in College in the first instance.

10. Safeguarding students aged 16 and 17

These students are covered in law by the Children Act. This means that allegations or suspicions of abuse must be taken seriously by the College and acted upon according to the procedure.

Concerns or suspicions must be referred to a designated staff member even if the student's stated wishes are to the contrary, this must be done by telephone and then followed up using the staff referral form (Appendix 1). They will seek advice from the appropriate agency and agree any further action which may be necessary. This may include a formal referral.

Students aged 16 and 17 are encouraged to report the abuse, or give consent for a report to be made, to an investigating agency (usually the Children's Services in the area where the student lives). However, they should be made aware that it may be necessary to report the abuse even without their consent.

The following issues are relevant:

- what are the wishes of the student?

- are younger siblings involved?
- is a criminal act being committed?
- is there risk of significant harm?

11. Safeguarding students aged 14-16

The development of the 14-19 curriculum has led to significant numbers of pre-16 students attending College.

All allegations or suspicions of abuse must be reported to the Safeguarding Officers by the School Links Co-ordinator. The Safeguarding Officer will then if necessary make contact with the relevant school Child Protection Officer. In addition any issues passed by the school of a child protection nature that may affect 14-16's whilst at College must also be passed to the Safeguarding Officers.

12. Work Based Learning

The College will hold Safeguarding Policies and details of designated persons for all subcontractors. All learners on Work Based Learning programmes receive an induction, which includes raising awareness of the Colleges commitment towards Safeguarding, details of the support services offered and contact details for the Safeguarding Officers. The understanding of all aspects of Safeguarding and safe working practices is checked at each review and the opportunity to discuss any issues is given. Apprentice's have full access to 4U2 and complete the study bites e-learning modules. In accordance with this Policy. Assessments are made to ensure that the learners well being is safeguarded by the work placement team. The College has arrangements in place to ensure that, prior to work related work commencing:

- Pre-placement Health and Safety checks of employers premises and health and safety management arrangements are complete, including insurance details
- Consents (parental / guardian / learners) are obtained
- Employers are made aware of relevant College policies
- The requirements for ISA / CRB checks are assessed and the relevant processes undertaken where required

13. Confidentiality

A good working relationship between staff and students depends to a large extent on the establishment of trust. This may be described as a 'confidential relationship'. However, guarantees of absolute confidentiality should not be given. If a student discloses abuse to a member of staff, it is important that the boundaries of confidentiality and the need to pass on that information are explained to the student. It is often easier to explain to the student that you have a responsibility to pass on information on certain matters than to get into a situation where you break a confidence.

The College counsellors work to the British Association for Counselling and Psychotherapy ethical framework. This allows the counsellor to break confidentiality in exceptional circumstances, with or without the student's consent if necessary where, in her/his professional judgement:

- there is a serious risk of the student harming themselves or being harmed
- there is a serious risk of another person being harmed

- there is a risk of a serious crime being committed.

14. Safe Recruitment of Staff

The College has a Safer Recruitment Policy which follows good practice guidelines from Every Child Matters: Next Steps. (Please see Recruitment Policy). A policy has been approved by senior management that sets out guidelines for CRB requirements. This is also covered for Contractors in the Contractors Policy. Where an enhanced CRB disclosure is not available prior to commencement of employment by the College, in exceptional circumstances the principal can agree a start. Guidelines are set out in the 'Risk Assessment Supervision Pending CRB Disclosure' Policy.

15. Allegations against staff

The College has in place a Code of Conduct Policy for staff which sets out clearly its expectations in terms of staff behaviours and provides staff with information on keeping themselves safe. Nevertheless, allegations against staff may occur.

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, Personnel must be informed immediately and relevant disciplinary procedures maybe invoked. The College must also advise the Local Authority Designated Officer (LADO) who may undertake a suitability assessment. If the allegation concerns one of the Safeguarding Officers a member of CET will be appointed to investigate as per College policy.

If a student makes a malicious allegation about a member of staff (or others) this may be dealt with under the Colleges MSR Conduct Procedure or Exceptional Review Procedure.

16. Support for staff

This policy document is available on the College website and internal intranet.

Where a member of staff finds a disclosure particularly distressing, they may wish to access the College Counselling Services, this can be done by contacting the Personnel Department on 01704 392703.

The Safeguarding Team have an open door policy for any staff who wish to discuss their concerns, staff will need to be mindful that the Safeguarding Team cannot as with students give absolute confidentiality to any disclosures.

Appendix 1

Staff Safeguarding Referral Form

Student Details:

You need to include full name, Date of Birth and course

Statement of safeguarding concerns:

Please provide description of incidents/conversations and dates they occurred, plus anything you have witnessed first hand.

Does the student know this referral is being made? Yes / No
Have you spoken to the student surrounding these concerns? Yes / No
Have you had any previous concerns about this student, or are you aware of anybody else who does? Please give details:

If a disclosure is made to you, please ensure that all notes taken are passed to a Safeguarding Officer, no copies of these notes should be kept.
Once completed please return form to a Safeguarding Officer.

Report completed by:

Date: