

SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK POLICY
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Policy for Safeguarding children, young people and vulnerable adults

1. PURPOSE

- 1.1. The College recognises that it has a duty to promote and safeguard the welfare of children and young people receiving education and training at the College. The purpose of this Policy is to provide a framework by which the College carries out its obligation to protect children and young people from harm.
- 1.2. The Policy provides clear direction to all members of the College community to ensure any child protection concerns, referrals and monitoring of actions are handled appropriately.
- 1.3. Accordingly, all staff receive a copy of this Policy and also Section 1 of 'Keeping Children Safe in Education' September 2018 (Appendix 1).

2. SCOPE

- 2.1. This Policy applies to all those working in, studying and visiting the College including students, the staff, Governors, volunteers and visitors to the College, including contracted services such as signers, employers offering work placements, transportation companies and contractors with potential direct access to children and young people.

3. DEFINITIONS

For the purposes of the Safeguarding and Child Protection Policy, the following definitions apply:

- A "child or young person" means any person under the age of 18 (i.e. those who have not yet reached their 18th birthday).
- A "vulnerable adult" means any person "who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation because of mental or other disability, age or illness."
- "Staff" means all employees, permanent or temporary, full-time and fractional, and all agency staff, contract and volunteer staff working for the College.
- Safeguarding relates to policies, and systems to keep children safe. Child protection relates to procedures and activities if there are serious concerns

4. PRINCIPLES

- 4.1. As a general principle, the College has a statutory responsibility to:
 - Meet its statutory responsibilities regarding safeguarding children, young people and vulnerable adults
 - Safeguard and promote the welfare of children, young people and vulnerable adults;
 - Work together with other agencies to ensure adequate arrangements are in place to identify, assess, and support those children, young people and vulnerable adults who are suffering from or at risk of harm; and
 - Implement the Prevent Duty to safeguard individuals from radicalisation.

4.2. The three main elements of the Policy are:-

4.2.1. Prevention:

- Providing an environment in which children, young people and vulnerable adults feel safe, secure, valued and respected; feel confident and know how to obtain help and support;
- Training and raising awareness of all staff of the need to safeguard children, young people and vulnerable adults and of their responsibilities in identifying and reporting possible cases of abuse or radicalisation;
- Ensuring that all adults within the College carrying out regulated activity have been subject to the appropriate checks using safer recruitment procedures; and
- Implement the Prevent Duty of the Government's Counter Terrorism Strategy and where deemed appropriate, seek external support for students through referrals to the Channel Programme, in respect of safeguarding individuals from radicalisation.

4.2.2. Protection:

- Through raising the awareness of students as to how to keep themselves safe from harm, abuse or radicalisation;
- Through systematic monitoring of children, young people and vulnerable adults, known or thought to be, at risk of harm or radicalisation;
- Through structured procedures within the College to be followed in cases of suspected abuse; and
- Through effective working relationships with all other agencies involved in safeguarding children, young people and vulnerable adults.

4.2.3 Support:

- Ensuring that key concepts of child protection are integrated within the curriculum, and offered through effective information, advice and guidance within tutorials and cross-college service delivery where appropriate;
- Enabling students to develop critical thinking skills and discuss challenging topics in a supportive environment to help them understand and safeguard themselves from harm or extremism; All staff, workers, volunteers and visitors exemplify British values;
- Promoting British values through the 16-18 Study Programme and wider College life activities;
- Ensuring that children and young people are listened to and their concerns taken seriously and acted upon; and
- Working with others to support children and young people who may have been abused, or in care to access the curriculum and take part in college life.

SAFER RECRUITMENT

The College will ensure that all College staff have been checked for their suitability before taking up their appointment. The College has recruitment procedures in place that are in line with the principles of Safer Recruitment and follow the current DfE Guidance.

All potential appointees for paid or voluntary employment (including agency staff) who will be carrying out regulated activity (as defined in the current DfE Guidance, page 22) will be subject to stringent vetting processes. This applies also to volunteers and sports coaches

(contracted by their respective clubs to work at the College) who have regular unsupervised access to students and are considered to be carrying out a regulated activity.

Governors are considered to be “volunteers” and whilst they do not carry out regulated activity and do not have regular unsupervised access to students, are required to have DBS checks in line with national guidelines and the College’s safeguarding commitment.

The College keeps a single central record for all staff who work in the College. This central record complies with the current DfE Guidance.

DATA PROTECTION

Confidentiality, Reporting and Disclosure

The College recognises the need to comply with relevant legislation and guidance in relation to data protection and confidentiality.

It is also recognised that, where there are concerns about abuse or child protection, information sharing with appropriate agencies may be necessary even when it is contrary to the wishes of an individual.

The following issues will inform decisions about sharing information:

- The College will ensure that as part of the safeguarding and child protection training for staff, the issue of confidentiality is clarified so that staff know they cannot promise confidentiality in all cases as they may have to pass on information to other professionals to keep the young person or vulnerable adult safe.
- The principle of “proportionality” applies to sharing confidential information, i.e. when disclosing information without consent the member of staff limits the extent of the disclosure to that which is absolutely necessary to protect the young person or vulnerable adult.
- The College recognises that young people aged 16 or 17 will have the understanding to make decisions about their own lives and their views and wishes will be respected unless they are deemed to be at risk of harm which is a serious threat to their personal safety or they are the victim of a crime. The young person’s ability to make such decisions should be assessed on a case-by-case basis.
- Referrals to other agencies such as MASH should be made with the agreement of both the young person and their parent/carer where practicable. However, it may not be practicable to seek their agreement where, for example, seeking permission might place them or another person at risk of serious harm or where they are not mentally competent to give their agreement. There may also be cases where the young person’s agreement is sought but they refuse to give that agreement.
- Disclosure of information can take place without consent in cases where this is justifiable in the overriding public interest – e.g. to protect the young person from significant harm.
- In the context of child protection the welfare of the young person outweighs the family’s right to privacy.
- Vulnerable adults may choose to remain at risk in dangerous situations. Professional staff may find they have no statutory powers in cases where the adult is judged to have sufficient capacity to make his or her own choices and refuses the help which staff feel is needed and where public interest considerations do not apply.
- In these cases, where a member of the College staff considers that the decisions of the vulnerable adult should be respected they must immediately seek advice from the Designated Safeguarding Lead.
- Decisions about the capacity and the ability of the vulnerable adult to give informed consent are a matter of medical judgement and multi-disciplinary assessment. There

should be no abandonment of the duty to care under the guise of “choice”.

The DSL ensures that safeguarding and child protection records are kept separately, securely and in accordance with confidentiality and data protection principles. The DESIGNATED SAFEGUARDING LEAD determines when and how information should be passed to other agencies, in consultation with key colleagues.

ROLES AND RESPONSIBILITIES

The Governing Body approves the College’s policy and annually reviews its implementation. Following statutory guidance they designate one Lead Governor and one Designated Safeguarding Lead.

The Executive lead for this Policy is the Vice Principal Curriculum and Quality

Responsibilities of the Designated Governor(s) for Safeguarding children, young people and vulnerable adults

The Designated Governor for Safeguarding children, young people and vulnerable adults will:-

- Ensure the college complies with its statutory responsibilities with regards to Safeguarding children, young people and vulnerable adults
- Provide regular Governor oversight to the implementation of the College’s Policy for Safeguarding children, young people and vulnerable adults, including Prevent, and associated procedures in particular with respect to partnership with the local authority, police and other bodies, risk assessment and action planning, staff training, internal processes and pastoral care ;
- Receive any allegation made against the Principal and consult with the Local Authority Designated Officer (LADO) accordingly, and report any actions, as appropriate, to the Chair of Governors or relevant committee should the Chair of Governors be the Designated Governor

Responsibilities of the Designated Safeguarding Lead for Safeguarding children, young people and vulnerable adults (DSL)

The Designated Safeguarding Lead for Safeguarding children, young people and vulnerable adults including the Prevent duty will:-

- Ensure that there are identified deputies to take on these responsibilities in the absence of the Senior Designated Lead Person for Safeguarding children, young people and vulnerable adults; Whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, the ultimate lead responsibility for child protection, as set out above, remains with the designated safeguarding lead, this lead responsibility should not be delegated.
- Ensure that the Safeguarding Policies and Procedures are implemented across the College and that staff understand their responsibilities and duties
- Ensure that the Prevent duty is implemented across the College and that staff understand their responsibilities and duties
- Refer cases of suspected abuse to the local authority children’s social care as required
- Support staff who make referrals to local authority children’s social care
- Refer cases to the Channel programme where there is a radicalisation concern as required

- Refer cases where a crime may have been committed to the Police as required.
- Ensure that appropriate members of staff have received specialist training on the Safeguarding and Child Protection referral processes;
- Ensure that all College staff, volunteers, visitors and placement (apprenticeships and work experience) employers are aware of the College's Policy for Safeguarding Children and Young People and referral procedures, and know how to recognise any potential concerns;
- Provide regular reports detailing safeguarding activity, referrals for both colleges and relevant statutory updates for senior managers and governors.
- Make links across relevant agencies to enable increased collaborative working.
- Represent the college at CSCB meetings and Quality Assurance meetings within the Council.
- Complete an annual internal self-assessment report and quality improvement plan with termly updates on progress.

Responsibilities of the Designated Deputies for Safeguarding Children and Young People

- **Deputise for the DESIGNATED SAFEGUARDING LEAD as required**
- Ensure that written records of concerns about a child are kept, even if there is no need to make an immediate referral;
- Ensure that all such records are kept confidentially, securely and are separate from Tutorial or main College records;
- Attend appropriate training as required by the Croydon Safeguarding Children Board
- (CSCB) in order to keep up to date with current knowledge in fulfilling the role;
- Attend regular training sessions provided specifically for the designated persons as necessary and appropriate;

Out of main College hours, emergency referrals are made by the Duty Manager in consultation with the DESIGNATED SAFEGUARDING LEAD or a Designated Deputy.

Responsibilities of the Director of Human Resources

The Director of Human Resources will:

- Be responsible for receiving any allegations against staff, workers and volunteers;
- Ensure that details of all allegations against staff, workers and volunteers are recorded and consults with the LADO, as appropriate;
- Ensure that any agreed actions are carried out with the LADO and reports on outcomes;

Responsibilities of the teaching and non-teaching staff at the College

All staff at the College have a responsibility to :-

- A identify children or young people who may be in need of help or who are suffering, or are likely to suffer, significant harm. All staff then have the responsibility to take appropriate action, by immediately notifying the safeguarding lead or other designated person.
- Undertake appropriate training regularly in relation to safeguarding and promoting the welfare of children;

- Follow all other principles and practices within this policy

Parental Involvement

The College seeks to ensure that parents and carers understand the College's responsibility to:-

- Safeguard young people from radicalisation;
- Safeguard and promote the welfare of children; and
- Share information and work in partnership with other agencies when there are concerns about a child's welfare. The College will also actively raise awareness of potential safeguarding issues with parents/carers.

Employer Involvement

The College seeks to ensure that employers understand the College's responsibility to:-

- Safeguard young people from radicalisation;
- Safeguard and promote the welfare of children; and
- Share information and work in partnership with other agencies when there are concerns about a child's welfare