The Chesterfield College Group

Safeguarding Policy 2017/18

Family:	Legislation
Reference Code	LEG01
Line Manager Responsible:	Gill Parkes – Vice Principal Curriculum, Learning and Skills (Strategic Safeguarding Lead)
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Impact Assessment status	In preparing the policy and procedures a full Equality Impact Assessment has been carried out, with consideration to any potential disproportionate impact it might have upon staff/students with protected characteristics as defined in the 2010 Equality Act. It is the conclusion of the Policy Group that the policy and associated procedures do not adversely impact on individuals with any of the protected characteristics.
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Originator	Vice Principal Curriculum, Learning and Skills (Strategic Safeguarding Lead) and Head of Student Services (Designated Safeguarding Lead)
Responsibility	Senior Management Team

Contents

Aim

The policy and procedures aim to ensure that:

1. The Chesterfield College Group provides a safe environment in which all users, with particular reference to school children, young people and vulnerable adults, can learn and in which College users can operate, flourish and progress; this includes students who study and work on courses away from College premises.

2. In identifying all College users, with particular reference to children, young people and vulnerable adults, who are suffering or likely to suffer harm, the College takes appropriate action to ensure they stay safe in College, at home and in a work based setting and ensure that they have the best outcomes.

3. Everyone who comes into regular contact with children and young people through the organisation receive checks and training appropriate to their level of role and responsibility.

4. Safeguarding is everyone's responsibility: all staff, Governors, volunteers, students, employers, and all other stakeholders should play their full part in keeping children, young people and vulnerable adults safe.

5. The Chesterfield College Group strives to embed a culture whereby all those listed above have a clear understanding regarding abuse and neglect in all forms; including how to identify, respond and report. This also includes knowledge of the process for allegations against professionals. Staff, Governors and Volunteers should feel confident that they can report all matters of a safeguarding nature to the safeguarding team, where the information will be dealt with swiftly and securely, following the correct procedures, and with the safety and wellbeing of the students in mind at all times.

Scope

The Chesterfield College Group has a statutory and moral duty to ensure that it safeguards and promotes the welfare of all College users, with particular reference to children, young people and vulnerable adults, receiving education and training via the College Group. This document represents the Chesterfield College Group's commitment to Child Protection responsibilities, which is underpinned by the Department for Education statutory guidance 'Keeping Children Safe in Education' (September 2016). The framework for working with agencies to promote the safety and wellbeing of young people within College is also reflective of the legislative framework 'Working Together to Safeguard Children' (2015).

This policy also demonstrates the College Groups' commitment to online safety, which forms an intrinsic part of modern day living but can present risks if people are not supported to recognise and develop 'keep safe strategies'. Risks associated with online activity are deeply rooted within the College mandatory Safeguarding training, with possible risk indicators identified as reportable Safeguarding concerns. Staff are also given guidance on how to conduct themselves professionally online both on behalf of themselves and on behalf of the organisation via the Communications and Social Media Policy.

The policy and procedures apply to all staff, students and other College users; including volunteers, external contractors, remote students, apprentices and employers where students have work placements.

Throughout the policy and procedures, reference is made to College users. This term is used to refer to all students but with particular reference to safeguarding duties in respect of young people under the age of 18 years, and vulnerable adults.

The College provides a safe, non-threatening, inclusive environment in which all College users can operate and learn where they are treated with respect and dignity, feel safe, are listened to, and where account is taken of their wishes and feelings and positive well-being is promoted. This will produce students and staff who are confident, healthy, safe, emotionally resilient and personally fulfilled. The focus is on minimising the risk of harm to young people and vulnerable adults; which includes recognising peer on peer abuse and responding to this with the same commitment as with any other form of abuse. Staff will always act in the best interest of the students when responding to welfare concerns, and will maintain an attitude of *"it could happen here"* where safeguarding is concerned.

The College Corporation is aware of and takes seriously its role in overseeing the College's arrangements for safeguarding and has a nominated Corporation member with lead responsibility for safeguarding.

The College is an intrinsic part of the local community and, as such, has strong relationships with external agencies with the aim of managing and reducing conflict; helping different groups of people to respect and tolerate difference. We aim to promote Fundamental British Values and to give our students the opportunity to mix and learn with, from, and about those from different backgrounds.

The College also ensures that when a student undertakes a period of work placement or work based learning, the environment is safe and any risk is minimised or removed.

The policy and procedures apply to all subsidiaries and trading entities of Chesterfield College and the Chesterfield College Group.

Implementation

The College will ensure that:

1. All new employees of the College, including Apprentices appointed to work within the organisation, will be subject to an Enhanced Disclosure via the Disclosure and Barring Service (DBS). The Disclosure Code of practice detailed within the Recruitment and Selection Policy and Procedures will be followed at all times by the Human Resources department in terms of Safer Recruitment practices.

2. Meetings are held which introduce staff to the concept of safeguarding and to the policy and procedures e.g. through staff induction, College Management Team, Directorate monthly management meetings, curriculum and cross-college team meetings; to enable an ongoing dialogue around safeguarding and related procedures, policies, and practices.

3. The Principal, Corporation and all staff working with or on behalf of the College, whether employed directly or indirectly, and including volunteers and external contractors who have regular contact with students, receive a level of training appropriate to their role which will familiarise them with safeguarding issues, and clarify roles and responsibilities in line with the College policies and procedures. All staff undertake full refresher training every 3 years, with other specific safeguarding training available through the training schedule for front line staff, which is recorded and monitored through relevant college systems.

4. Mechanisms are in place for requesting information from schools to establish support needs and ongoing Safeguarding concerns through the Admissions process, in relation to those under 18. Ongoing concerns for this cohort of students will also be passed on appropriately and sensitively should they move to another provider.

5. When arranging work placements for young people, the employer is made fully aware of their duties in terms of safeguarding, and students are given guidance prior to their work placement, on keeping safe and how to access College safeguarding support if required whilst on placement.

6. There are procedures in place to identify and support all College users, particularly vulnerable groups of young people e.g. looked-after children, young people who are themselves carers, young people on the Child Protection Register, and students with additional learning difficulties and/or disabilities.

7. Special arrangements are made for school pupils to ensure their safety, with agreements in place to report any safeguarding concerns back to their school in line with their existing policies, procedures, and safeguarding records/interventions.

8. Where a pre-16 student is enrolled at College as part of their elective home education, the Children missing education guidance is applied and the relevant Local Authority is informed, in order for them to action their statutory responsibilities outlined in this guidance.

9. All staff are responsible for recognising and reporting safeguarding concerns within their day to day practice. In addition, an 'open classroom' concept where learning walks are commonplace enables Directors to support and monitor safeguarding arrangements.

10. Information technologies are used to guarantee that policies and procedures are accessible to all College users.

11. Acceptable Use Policies are in place across the organisation in relation to access to ICT, whereby internet usage will be proactively monitored in order to detect any material promoting terrorism or posing a risk of radicalisation.   Any concerns of this nature are raised via usual safeguarding reporting procedures, and with reference to the Tackling Extremism and Radicalisation Policy.

12. All students who self-declare a criminal conviction, or have a positive disclosure on a DBS check made in preparation for work placement, will receive a support interview to discuss the implications on their future learning. If deemed necessary, a risk assessment panel is convened to make recommendations regarding their admission to College (class based or work based) or suitability for work placement. (This is dealt with through the Recruitment and Selection procedure for Apprentices employed to work on College premises – see point 1)

13. All staff, including Corporation members, volunteers and people on work placement should display their official College photo ID badge on the relevant lanyard/holder at all times, in order for students and visitors to feel safe and be able to recognise appropriate professionals that can offer support on behalf of the College. In addition, all staff will challenge and ensure that students and visitors display their own ID cards/visitor passes on the relevant lanyards, in order that unauthorised people on site can be identified and dealt with accordingly.

14. All staff complete mandatory Safeguarding and Prevent Training, in order to establish their own roles and responsibilities and to become aware of the policies and procedures as set out in this and related documents. Staff are made aware of Extremism and processes of Radicalisation, including how to recognise concerning behaviours and ideologies considered to be extreme, and the responses required in terms of the usual safeguarding reporting procedures.

15. The operational Designated Safeguarding Lead and Safeguarding Manager are appropriately trained to respond to reported Safeguarding and Child Protection concerns, and have a working knowledge of appropriate referral pathways, for example Local Authority Social Care Teams, Prevent Teams, and the Channel Panel.

Communication Flow

1. The policy and procedures are approved by the College Corporation. The Corporation has nominated a Safeguarding Governor who represents the Corporation on the Safeguarding Board

and provides support and challenge to College management. The Corporation also receives a termly safeguarding update via the Safeguarding Governor.

2. The policy and procedures are communicated to all staff through staff induction, staff intranet, email, meetings, training and refresher training.

3. The College has a nominated senior member of staff with strategic lead responsibility for safeguarding, a Designated Safeguarding Lead (DSL) who is in charge of operational safeguarding arrangements, and Deputy DSL's (including a Safeguarding Manager) who deal with day to day reporting and direct safeguarding intervention as required.

4. Regular cross-college team meetings are convened with safeguarding as a set agenda item.

5. The Principal convenes termly Safeguarding Board Meetings, where the report on safeguarding issues is discussed and actioned.

6. A college Safeguarding Steering Group meets regularly throughout the year with a specific focus on the actions plans from the Derbyshire County Council S175 Safeguarding Audit, and the Prevent Duty Risk Assessment, in order to improve self-assessment grades and keep up to date with legislation and guidelines. Additional risk assessment meetings are convened involving Health and Safety, Security, a Safeguarding Officer, and other relevant staff as required, if a serious safeguarding issue or concern arises.

7. Regular updates are shared across the organisation within the Quality Impact Report.

8. Staff and students' views are regularly sought regarding their safety at College/in the workplace through surveys and discussion activity.

9. Identification cards with lanyards and including safeguarding information are made available to staff and students, with clear guidance around the mandatory wearing of lanyards embedded within staff and student codes of conduct.

10. College prospectuses and job adverts have a clear statement reflecting the importance that the College places on safeguarding, and Safer Recruitment practices are always followed; including having at least one member of staff on all interview panels that has undergone Safer Recruitment Training.

11. Safeguarding literature for staff and students promotes safeguarding across the College and beyond.

12. Students are taught about safeguarding including online safety through induction and tutorial activities.

13. All employers are given access to the full College Safeguarding /Tackling Extremism and Radicalisation Policies and Procedures during Health and Safety assessment processes, with regular discussions taking place during work based visits. These documents are also provided to sub-contractors for reference in the case that they do not operate their own policy and set of procedures, and to ensure that they recognise their responsibilities to report back to the College Group's safeguarding team alongside any existing localised procedures.

14. All students are actively encouraged to report any safeguarding, health and welfare issues through a planned and promoted self-referral process.

Monitoring of Implementation

The policy and procedures are monitored on a termly basis by the Designated Safeguarding Lead and reviewed annually by the Safeguarding Board and the college Corporation, with an annual audit of Safeguarding provision (S175 Safeguarding Audit) completed and submitted for approval to the Derbyshire Safeguarding Children Board Child Protection Manager. Termly reports are submitted to the Safeguarding Board, which includes the Senior Management Team (SMT) and a representative of the College Corporation, describing the extent to which the College has adhered to this policy and related procedures. The College has established an annual audit of Disclosure and Barring Service

checks which includes monthly random sampling of the Colleges Single Central Register held in Human Resources.

Associated Information and Guidance

This policy is underpinned by associated legislation and guidance as listed below:

- Protection of Freedoms Act 2012

- The Safeguarding Vulnerable Groups Act 2006

- https://www.gov.uk/government/organisations/disclosure-and-barring-service

- Working Together to Safeguard Children (HM Government 2015)

- Keeping Children Safe in Education: Statutory Guidance 2016 (and all associated guidance contained therein including Children Missing Education guidance)

- The Equality Act 2010

- Data Protection Act 1998

- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings 2015

- What to do if you're worried a child is being abused March 2015

- Information Sharing: Advice for practitioners March 2015

- Prevent Duty Guidance England and Wales

- The Prevent Duty Departmental advice for schools and childcare providers June 2015

- *No secrets:* Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse

The following localised processes/guidance/policies are adopted as good practice within the organisation and where relevant in terms of Derbyshire children and young people. The relevant Local Authority policies and procedures will always be followed when dealing with Safeguarding concerns in relation to students from other areas:

- Derby and Derbyshire Safeguarding Children Boards' Escalation Policy and Process 2015

- Derby and Derbyshire Self-harm Practice Guidance 2015

- Derbyshire Domestic Violence and Abuse Guidance for Schools June 2014

- Derbyshire County Council procedure for managing allegations against school staff and volunteers 2016

- Derbyshire County Council Children Missing from Education Policy

- Derbyshire Safeguarding Children Board Guidance for schools and colleges on safer working practices
https://www.derbyshirescb.org.uk/images/g_schools_safer_working_practices_tcm65-277426.pdf

- Derby and Derbyshire Safeguarding Children Boards' Threshold Guidance

- http://www.derbyshirescb.org.uk/

Related College Policies and Documents

The related documents below can be located on the College intranet:

- Health & Safety Policy and Procedures
- Equality and Diversity Policy and Procedures
- Recruitment and Selection Policy and Procedures (including Management Guidelines)
- Data Protection Policy
- IT Acceptable Use Policy
- Information Security Policy
- Communications and Social Media Policy
- Online Safety Staff Guidance
- Anti-Bullying Policy
- DBS Single Central Record
- Staff Code of Conduct
- Staff Disciplinary Procedures
- Student Code of Conduct
- Student Disciplinary Policy and Procedures
- Work Placement Procedures
- Attendance Policy
- Positive for Progression Tutorial Scheme
- Visitor Policy
- Whistleblowing Procedure
- Tackling Extremism and Radicalisation Policy
- Derbyshire County Council College Safeguarding Audit and action plan
- Prevent Duty Risk Assessment and Action Plan
- Safeguarding Self-Study Guide
- Safeguarding Guidance for Maintaining Professional Relationships with Students
- Safeguarding Mandatory Training Schedule for staff
- Safeguarding Procedures:
  1. Dealing with Disclosure of Abuse and Safeguarding Concerns
  2. Acting upon Disclosure of Abuse and Safeguarding Concerns
  3. Dealing with an Allegation of Abuse against Members of Staff, Volunteers, Contractors or Visiting Professional
  4. Dealing with Positive Disclosure/self-declaration of Criminal Convictions
  5. For use of Personal Information and Image Consent for Students and Staff
  6. Managing External Speakers and Events
  7. Prevent Internet Activity Monitoring
  8. The Reporting of Bullying Incidents including Cyber Bullying
  9. Procedures for Maintaining Online Safety

Types of Abuse and Neglect

Abuse of Trust

All staff need to know that inappropriate behaviour with or towards children, young people or vulnerable adults is unacceptable. In particular, under the Sexual Offences Act 2003 it is an offence for a person of any age who is in a position of trust (e.g. teacher, youth worker) to have a sexual relationship with a child or young person (under the age of 18) or with a vulnerable adult, even if the relationship is consensual. This applies where the child, young person or vulnerable adult is in full-time education and the person works in the same establishment as the child, young person or vulnerable adult, even if he/she does not teach them.

Children and Young People

The Governing Body recognises the following summary statements as definitions of abuse in terms of Child Protection (from 'Keeping Children Safe in Education' 2016):

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or by another child or children.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. 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. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: 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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate

medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Specific Safeguarding Issues

There are further specific Safeguarding issues that have become critical in Safeguarding in relation to children and young people, and staff should be aware that behaviours linked to drug taking, alcohol abuse, truanting and sexting put young people in danger. Issues can also manifest themselves via peer on peer abuse which may include bullying, cyberbullying, gender based violence/sexual assaults, and sexting. Listed below are some of the issues that staff should be aware of in terms of recognising and reporting:

- Bullying including cyberbullying
- Young people missing from education, home or care
- Child Sexual Exploitation (CSE)
- Domestic Violence
- Drugs
- Fabricated or induced illness
- Faith Abuse
- Female Genital Mutiliation (FGM)
- Forced Marriage
- Gangs and youth violence
- Gender-based violence / violence against women and girls (VAWG)
- Hate
- Mental health
- Missing adults
- Private Fostering *
- Preventing Radicalisation
- Relationship abuse
- Sexting
- Trafficking

* A 'Privately Fostered' child is a child under the age of 16 (18 if disabled) who is cared for and accommodated by someone other than a parent or close relative (i.e., step parents, grandparents, brothers/sisters or aunts/uncles) for more than 28 days.

Further information on some of the aspects above as covered in the organisational Safeguarding training can be found on the college website at the following link:

https://www.chesterfield.ac.uk/safeguarding-policy

Adults

Physical Abuse

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

Sexual Abuse

This 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. Sexual abuse can occur between people of the same sex and it can also occur within a marriage or any long-term relationship. A relationship of trust must exist between a member of staff or a volunteer and the person for whom they are

caring, it would be seen as a betrayal of that trust, and therefore abusive, for that member of staff or volunteer to have a sexual relationship with the person they are caring for.

Psychological Abuse

This includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Financial or Material Abuse

This 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

This 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

This includes racist, sexist, or other forms of abuse that are based on a person's disability, and other forms of harassment or similar treatment.

Self-Neglect

This 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.

The College recognises that the types of abuse and neglect and the specific safeguarding issues detailed in this section do not provide an exhaustive list, and is committed to responding to all concerns around students in relation to any form of abuse or welfare concerns. This includes any form of peer on peer abuse, harassment or bullying, including cyberbullying.

Safeguarding specific roles and contact information

Designated Safeguarding Governor

The Designated Safeguarding Governor is Geoff Leyland, who can be contacted via Clerk to the Corporation ☎ : 01246 500500 Ext 1508
The designated Governor is responsible for liaising with the Principal and Strategic Safeguarding Lead, including ensuring that:

- The College has procedures and policies which are consistent with the Local Safeguarding Children Board procedures.

- The Corporation reviews and agrees the College policy on Safeguarding including child protection each year.

- Termly updates following each Safeguarding Board meeting are provided to Corporation, including an overview of how staff have complied with the policy, including but not limited to the completion of staff training.

- Challenging managers in issues relating to safeguarding.

- Overseeing the liaison between agencies such as the Police, Social Care, as defined by the Local Safeguarding Children Board, in connection with allegations against the Principal or the nominated senior staff member. This will not involve undertaking any form of investigation, but will ensure good communication between the parties and provide information to assist enquiries.

Strategic Safeguarding Lead

Gill Parkes, Vice Principal Curriculum, Learning and Skills ☎ : 01246 500500 Ext 1502

The Strategic Safeguarding Lead is responsible for supporting the Designated Safeguarding Governor to achieve the actions set out above, and for directly supporting the Designated Safeguarding Lead to achieve the actions set out below, including monitoring of implementation.

Designated Safeguarding Lead with responsibility for development and implementation of organisational safeguarding arrangements

Jo Down, Head of Student Services ☎ :   01246 500500 Ext 1894

Safeguarding Manager with responsibility for first response to operational safeguarding concerns

Richard Naylor ☎ : 07584384838

The Designated Safeguarding Lead and the Safeguarding Manager are responsible for the following in relation to any College users:

- Overseeing the referral of cases of suspected abuse or other allegations to relevant agencies.

- Providing advice and support to other staff on issues relating to child protection and safeguarding.

- Maintaining a formal record of any child protection referral, allegation, disclosure or concern (even where that concern does not lead to a referral), including a chronology of actions and interventions.

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- Ensuring that relevant and up to date safeguarding information is available for all students, parents, employers, and other stakeholders via the College website.

- Liaising with the relevant Local Authority, Police and Prevent teams along with other appropriate agencies and professionals.

- Liaising with secondary schools where students are making the transition into College provision, in order for appropriate transition information to be shared and any required support arrangements are established.

- Supporting colleagues to liaise with employers and training organisations that receive young people from the College on placements, to ensure that appropriate safeguards are put in place.

- Ongoing development and delivery of mandatory Safeguarding training to include child protection, risks associated with Radicalisation and Extremism, along with other specific safeguarding issues. This will include guidance on how to report concerns in line with the Chesterfield College Group Safeguarding Policy and Procedures.

Safeguarding Reporting

Email your SC1 referral form directly to: ccsafe@chesterfield.ac.uk

Follow up your referral as necessary by calling 07584384838 or

Text to 88020 starting your message 'ccsafe'

Your referral will be picked up promptly by the Safeguarding Manager or Safeguarding Officer on duty during normal college opening hours. For out of hour's concerns follow the guidance in safeguarding procedure 1 and see college website:

 https://www.chesterfield.ac.uk/safeguarding-policy