

SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND VULNERABLE ADULTS POLICY AND PROCEDURE

Safeguarding is not just about protecting children, young people and vulnerable adults from deliberate harm. It includes issues for 16-19 Colleges such as student health and safety; bullying; racist or homophobic abuse; or any form of harassment and discrimination; meeting the needs of students with medical conditions; providing first aid; drug and substance misuse; educational and off site visits; intimate care; internet safety; issues which may be specific to a local area or population, for example gang activity, Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM), radicalization for violent extremism and college security, safer recruitment and employment practices. Safeguarding enables effective early help and support for children, young people and vulnerable adults.

The term 'safeguarding children, young people and adults at risk' embraces both reactive child protection and a preventative approach to keeping young people and adults safe. The statutory guidance 'Keeping Children Safe in Education 2020', 'Working Together to Safeguard Children 2018', 'The Protections of Freedom Act 2012', and the 'Safeguarding Vulnerable Groups Act 2006', are the key documents upon which this policy is predicated.

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

1. Aim

- 1.1 The Safeguarding Children and Vulnerable Adults Policy relates to the actions of all staff, trustees, visitors and individuals in a position of trust in the establishment.

The purpose of the policy is to make a statement of intent and commitment to action on the part of the college in relation to the child protection aspects of its duty to safeguard and promoting the welfare of children, young people and vulnerable adults. To this end, it is intended to:

- Ensure action that will contribute to the safeguarding of all young people.
- Raise awareness of safeguarding children and vulnerable adult issues.
- Indicate action to be taken in particular circumstances.

- 1.2 Safeguarding is not just about protecting children, young people and adults from deliberate harm, it relates to all forms of abuse and other aspects of College life including:

- Groups and individuals presenting violent extreme ideologies;
- Abuse or inappropriate relationships;
- Grooming (in person, online, by phone, etc.);
- Inappropriate supervision (by parents or staff, e.g. too much);
- Bullying, cyber-bullying;
- Self-harm, risky behaviour;
- Unsafe activities and environments;
- Crime;
- Fear of crime;
- Exploitation including financial, sexual and criminal exploitation (County Lines);
- Immigration issues;
- Homelessness and unsuitable housing;
- Victimisation and prejudice due to race, sexuality, faith, gender, disability etc.;
- Alcohol and drug misuse;
- Eating disorders;
- Peer-on-peer abuse;
- Honour-based violence (which can include FGM);
- Not understanding the additional safeguarding vulnerabilities of learners with SEN and disabilities, and how those barriers can be overcome.
- Sexual violence and sexual harassment between children
- Issues arising from children with family members in prison
- Domestic abuse
- Issues arising from children being in the Court System
- Children missing from education
- Anything which causes the College to be concerned that any student or member of staff might be at risk of significant harm as a result of one or more of the above.
- Physical Injury
- Sexual Abuse
- Emotional Abuse
- Radicalisation / Extremist Behaviour / Terrorism
- Harassment
- Forced Marriage
- Racist / Homophobic or Transphobic Abuse
- Sexting (also known as youth produced sexual imagery)
- Neglect

- Upskirting/Upclothing, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- Initiation/hazing type violence and rituals;
- Gang violence and serious violent crime

2. Legislative Duty

2.1 The Board of Trustees takes seriously its responsibility to safeguard and protect the welfare of all children, young people and vulnerable adults in its care and other young people and vulnerable adults who may be on the site legitimately. It has a moral duty and statutory obligation under Section 175 of the Education Act 2002 to all children and young people under 18 years of age or vulnerable adults who attend Callywith College or are on the site (legitimately) for other reasons. Callywith College is also required to work with other agencies to protect children under the Children Act 2004 and Working Together to Safeguard Children 2018. This duty is to:

- Safeguard and promote the welfare of children, young people and vulnerable adults.
- Work to provide an environment in which children, young people and vulnerable adults feel safe, secure, valued and respected, and feel confident that any complaint, allegation or suspicion of abuse will be taken seriously.
- Ensure that there are adequate procedures and arrangements within the college to identify, assess, make referrals and support children, young people and vulnerable adults who are suffering from harm.
- Work in partnership with parents and other agencies (e.g. Schools, Police, Social Care) to meet these obligations.
- Maintain a safe college environment.

2.2 The college recognises that it is an agent of referral and not of investigation. It is not the college's responsibility to investigate abuse. Staff should not extend an offer of confidentiality but should clearly inform the person that if information about abuse is disclosed there is a duty on staff to follow reporting procedures.

2.3 For the purpose of Safeguarding this policy covers all children and young people under 18 including:

- Students and prospective students under 18 years of age enrolled on full and part-time courses.
- School-link students.
- Visitors to the college (under 18).

- Employees, work experience students or volunteers who are under 18 years of age.

2.4

For the purpose of Safeguarding Vulnerable Adults the following are included:

All students termed vulnerable over the age of 18 years

3. Policy Statement

The college will:

- 3.1 Appoint and train a Designated Safeguarding Lead for Children and a Designated Safeguarding Lead for Vulnerable Adults, (and deputies who will act in his/her absence) who will co-ordinate the college's safeguarding procedure, and make these people known to all. These safeguarding persons will attend regular updating training and access support from the Cornwall and Isles of Scilly Safeguarding Board (CloSCB), the Safeguarding Standards Unit (SSU) and the Multi-Agency Referral Unit (MARU).
- 3.2 Provide an opportunity for staff to attend training on recognising abuse and neglect, responding appropriately to concerns relating to suspected, alleged or disclosed abuse, recording, reporting, information sharing and confidentiality as appropriate.
- 3.3 Make all staff aware of safeguarding issues through the college induction process.
- 3.4 Use the curriculum and other opportunities to help children, young people and vulnerable adults to develop self-esteem, assertiveness, and promote their resilience.
- 3.5 Recruit and train employees to adopt best practice to safeguard children, young people and vulnerable adults from abuse, and themselves from false allegations. Provide enhanced DBS checks for all new staff.
- 3.6 Provide opportunities for children, young people and vulnerable adults to talk about concerns relating to their welfare.
- 3.7 Provide support for children, young people and vulnerable adults who have disclosed abuse and for the staff who have experienced disclosure.
- 3.8 Develop and promote effective working relationships with other agencies, especially the police and the local Children's Services and the Safeguarding Children Board (through the College's Designated Safeguarding Lead and Safeguarding Team).

- 3.9 Provide a systematic means of monitoring children (through the tutorial system), young people and vulnerable adults known, or thought to be at risk of harm, and contribute to assessments of need and support plans for them.
- 3.10 Respond promptly, within the timescale laid out in the procedures, to allegations of abuse or abuse of trust made against employees or volunteers or incidents of suspicious poor practice, implementing the appropriate disciplinary and appeals procedures. Such concerns will be referred to the Designated Safeguarding Lead (DSL), the Personnel Officer and the Principal. The South West Child Protection Procedures will be followed. The Local Authority Designated Officer (LADO) will be informed.
- 3.11 The college will not tolerate inappropriate behaviour and has a Whistleblowing Policy to protect staff who disclose information regarding abuse by a colleague or other adult towards young people.
- 3.12 All individuals, including those in a position of trust, are expected to act professionally at all times, and to be familiar with college guidance on safe practice. This includes the need to:
- Behave, dress, and talk to children, young people and vulnerable adults in an appropriate way (e.g. non-sexual, non-aggressive, not abusing a position of trust).
 - Avoid situations where they may be at risk of false allegations or take action to reduce that risk.
 - Report and seek the advice of their line manager if they are concerned about a situation, such as a child, young person or vulnerable adult having a crush on them or believe an incident may have been misconstrued.
 - Be vigilant and sensitive to situations where a child, young person or vulnerable adult may be at risk. Develop their understanding of the signs and indicators of abuse.
 - Know college procedures, including how to respond to a child, young person and vulnerable adult who discloses abuse.
 - Know and comply with requirements for recording all concerns and comments and passing them onto the Safeguarding Team.
 - Treat all information received with sensitivity and with due regard to confidentiality and its limits in child protection safeguarding matters.
 - Respect and promote the rights, wishes and feelings of children, young people and vulnerable adults and be sensitive to their developmental needs and capabilities.

- Regard all children, young people and vulnerable adults as having an equal right to protection, irrespective of age, ethnicity, culture, disability, gender, language, religious belief or sexual identity.
- Regard the interests and safety of the young person to be the prime concern. (Where there is a conflict of interest between the young person and parent or other adult, the welfare of the young person will be considered paramount).
- Work in partnership with children, young people and vulnerable adults and their parents.
- Contribute to the provision of a safe environment by raising concerns where college premises and health and safety procedures appear to fall short of acceptable standards.
- Be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues, or recruitment processes using the Whistleblowing Policy if necessary.

3.13 **Duty of Care**

Staff are accountable for the way in which they exercise authority, manage risk, use resources, and actively protect children and people from discrimination and avoidable harm. Staff should develop respectful, caring and professional relationships between themselves and all other users of the College. Staff behaviour should demonstrate integrity, maturity and good judgement, e.g. management of risk in external visits/residential visits.

3.14 **Breach of Trust**

Under the Sexual Offences Act 2003, it is an offence for a person over 18 to have a sexual relationship with a young person under 18 where that person is in a position of trust in respect of that young person, even if the relationship is consensual. This applies when the young person is in full time education and the person works in the same establishment as the young person, even if he/she does not teach the child. Where a sexual relationship exists between a staff member and a student aged 18 or over, it is required that the staff member discloses this to HR immediately.

3.15 **Information Sharing**

The College will ensure that it pursues robust and timely information sharing protocols with all of the agencies working with young people including schools, statutory authorities, support services and social services in line with the 'Working Together to Safeguard Children 2018' document.

3.16 **Social Media**

The College recognises that the use of social media by young people has grown exponentially and that social media has become of focus for a number of issues including cyber-bullying, sexting, sharing of inappropriate images, the promotion of radical and extreme viewpoints, grooming and CSE. All staff will be trained to be aware of and sensitive to this area of activity and the College will ensure that suitable IT policies are in place to address access and monitoring of social media activity. **It is expressly forbidden for staff to either share their personal contact details with existing students, or to**

seek to befriend/accept friend requests from existing students on any social media platform. This includes the sharing of personal mobile telephone details, personal e-mail addresses and any personal contact information. Any member of staff found to be in breach of this will be liable to disciplinary action. Staff should use the College email system to contact students. If staff are issued with a work mobile, then work related texts messages may be used.

3.17 Prevent Strategy

To ensure that the College effectively safeguards students and staff, manages risks and is able to deal appropriately with issues around radicalisation and extremism, the College will;

- Understand the nature of the threat from extremism and how this may impact directly or indirectly on the College
- Encourage staff and students to respect and adhere to fundamental British values
- Ensure staff receive awareness training in recognising and preventing extremism and radicalisation.
- Understand and manage potential risks within the College and from external influences including the potential to display extremist materials and the appropriate hiring of College premises.
- Respond rapidly and appropriately to events in local, national or international news that may impact on the College community.
- Ensure measures are in place to minimise the potential for acts of extremism within the College.
- Ensure plans are in place to respond appropriately to a threat or incident within the College.
- Work with sub-contractors, employers and work placement providers to ensure they are compliant with the Prevent Duty and the College's safeguarding procedures.
- Adopt effective ICT security and responsible user policies and promote these to all staff and students.

3.18 On-line safety and E-safety

- Please read the College's Social Media & E-Safety Policy in conjunction with this document.
- The College will endeavour to both filter and monitor all internet usage within the College in a responsible and transparent way in order to ensure and maintain the safety of staff and students.

3.19 Wearing of Identity Badges

In order to ensure that anyone accessing the College Campus is provided with a safe environment, it is a requirement that all staff and visitors visibly wear ID badges on the College lanyards provided. Students must carry their ID cards with them at all times. Any student who has forgotten or lost their ID card must get a Temporary ID from their Curriculum Secretary.

3.20 Children Missing from Education

Where students under the age of 18 are displaying erratic, long-term or regular absences, or other unusual attendance patterns, the College will

ensure that staff follow up with parent/carers to ensure a full understanding of the underlying absence reasons is gained and recorded where appropriate.

4. Procedure

- 4.1 All staff, including temporary staff, volunteers and trustees, have a full and active part to play in protecting the College's children, young people and vulnerable adults from harm and children, young people's and vulnerable adults welfare will be our paramount concern.
- 4.2 The procedures outline both the College's statutory duties and the College's pastoral responsibility.
- 4.3 The procedures reflect the sensitivity needed to support children, young people and vulnerable adults at risk, as well as offer appropriate support for the staff involved in helping them.
- 4.4 The Designated Safeguarding and Vulnerable Adults Lead or his/her deputy will co-ordinate the implementation of the procedures and liaise with other agencies on behalf of the College.
- 4.5 Safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside the school or college. All staff, but especially the designated safeguarding lead (and deputies) should be considering the context within which such incidents and/or behaviours 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.

All cases of suspected abuse need to be channelled via the nominated person with minimal delay.

Named Contacts	
Designated Child Protection/Safeguarding Lead:	Jen Brown- Assistant Principal for Student experience.
Deputy Child Protection/ Safeguarding Lead	Jamie Crowle- Student Services Team Leader
Safeguarding Team	<p>Jon Grey Principal</p> <p>John Ratcliffe SENCO</p> <p>Julie Penprase Programme Team Leader</p> <p>Tracey White Programme Team Leader</p>

	<p>Colin Bacon Programme Team Leader</p> <p>Kate Roberts Programme Team Leader</p> <p>Huw Williams Programme Team Leader</p> <p>Moira Bawden Student Services Assistant</p> <p>Kiara Simpson Student Services Assistant</p> <p>Amy Fagg Counsellor- Student Services</p>
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The safeguarding team are responsible for:

- Acting as a focal point for staff to discuss safeguarding concerns.
- Making contact with Social Care and OSCP.
- Keeping written records of concerns about a child, young person or vulnerable adult even if there is no need to make an immediate referral.
- Ensuring that all such records are kept confidentially and securely in a student file separate from student records.
- Establishing and maintaining a system for all staff to record and pass on concerns about a child, young person or vulnerable adult and ensuring that staff are aware of the system.
- Ensuring that records are received and passed onto other establishments as required.
- Ensuring that work experience arrangements have been checked as to their safety for children, young people and vulnerable adults, and that every child, young person and vulnerable adult has contact details of a known person in college who can be contacted if they have any concerns while on placement.
- Ensuring that staff receive child protection concerns about young people in the college on a need to know basis.
- Ensuring that the college is linked into networks which will enable procedures and processes to keep abreast of developments.
- Ensuring that either they or another member of staff attends case conferences, core groups, or other multi-agency planning meetings,

contributes to assessments, when asked to do so, and provides a report which has been shared with the parents/carers.

- Developing and maintaining guidance and policies on safe college environments and safeguarding in the curriculum.
- Monitoring overall compliance with safeguarding requirements and procedures, challenge and require improvements in poor practice within the college and bring any concerns to the attention of the Principal.
- Providing basic safeguarding awareness training and related training (i.e. Prevent) for all staff at least every three years, and for staff as part of their induction.
- Attending update training provided by the OSCP or elsewhere as appropriate.

4.6 The college recognises that it is an agent of referral and not of investigation. It is not the College's responsibility to investigate abuse.

4.7 The Personnel Officer is responsible for:

- Safer recruitment
- Carrying out appropriate checks on applicants, including enhanced DBS checks at the correct level and following ISA Guidelines, to include section 128 checks on Trustees.
- Working with the Staff Development Co-ordinator and Assistant Principal to ensure that all staff are trained to an acceptable standard – including adequate induction training – by establishing and maintaining a training plan/schedule and monitoring compliance with this. Ensuring that action is taken in cases of non-compliance.
- Developing, monitoring and advising on the implementation of procedures for dealing with allegations against staff which are consistent with OSCP/LADO procedures and national guidance.
- Managing the progress of allegations against staff, liaising with and reporting to the Designated Safeguarding Lead, and ISA as required.
- Arranging support for staff facing allegations according to procedures.
- Developing guidance for safe practice for all adults, ensuring that all staff have been (and continue to be) briefed on a regular basis and understand the implications of this.

Student Services will be a point of contact for children, young people and vulnerable adults wishing to discuss their concerns and will provide support, and advice on voluntary groups, and services they can approach for help. Like all other

staff, they are obliged to share any safeguarding concerns with the Safeguarding Team and cannot promise absolute confidentiality in this instance.

4.8 Specific Circumstances

Young people, or adult students, who may pose a risk to others: Where a young person or other student's history indicates that s/he poses a sexual or physical risk to other young people or adults, a risk assessment must be undertaken by appropriate professionals to determine whether the person can form part of the college community, and adequate arrangements put in place both to support that person, and provide supervision sufficiently to ensure the safety of others. Any behaviour that poses a risk to the safety and wellbeing of other young people and adults is a breach of the College's Behaviour Policy (5.1, 5.2). This will lead to disciplinary action and if deemed appropriate exclusion.

Radicalisation is the process by which individuals come to support terrorism or violent extremism. The college will continue to empower its students to create communities that are resilient to extremism and to protect those who may be vulnerable to being drawn into violent extremism or crime. There is no typical profile for a person likely to become involved in extremism. Staff should use their professional judgement and discuss with other colleagues or a member of the safeguarding team if they have concerns in relation to the list of behavioural indicators below:

- Use of inappropriate language.
- Possession of violent extremism literature.
- Behaviour changes.
- The expression of extremist views.
- Advocating violent actions and means.
- Association with known extremists.
- Seeking to recruit others to an extremist ideology.

If there are significant concerns the Designated Safeguarding Lead should be notified, and discussions will take place with the designated local police or Southwest Prevent lead to work to address the issue. The DSL is also the SPOC (Single Point of Contact).

5 **Special Educational Needs**

Some children, young people and vulnerable adults with special educational needs may need a different approach from other young people. Staff must be aware of any special considerations with regard to communication difficulties and equal opportunities.

6 **Referring an Allegation**

6.1 Any suspicion, allegation or incident of abuse must be reported to a member of the Safeguarding Team as soon as possible.

Allegations against staff will also be subject to personnel procedures.

- 6.2 The Safeguarding Team member will discuss the situation with the Designated Safeguarding Lead. This will include advice and discussion as to whether to make a formal referral. Advice and support can also be obtained from the MARU.
- 6.3 The discussion will also include information regarding Social Care contact with the child's/young person's/vulnerable adult's family/care giver. In support of this process, any contact with parents/carers by other members of staff will be referred to the named person.
- 6.4 A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing to the local authority Social Care department as soon as possible. The confirmation may be hand-written, posted or faxed, but a copy will be kept securely on file.
- 6.5 The member of the Safeguarding Team should notify the Designated Safeguarding Lead as soon as is practicable.
- 6.6 The Safeguarding Officer shall retain a copy of the written records and any other relevant material. These will be kept securely locked at all times.

7 Monitoring

- 7.1 It will be the responsibility of the nominated member of staff to review and monitor the procedures and to seek the advice of the OSCP and local authority Social Care department and to alert the OSCP should a change in the procedures be considered.

Key:

OSCP – Our Safeguarding Children Partnership

MARU– Multi-Agency Referral Unit

DBS – Disclosure and Barring Service

CSE / CE– Child Sexual Exploitation or Child Exploitation

FGM – Female Genital Mutilation

KCSIE – Keeping Children Safe in Education (Revised September 2019)

LADO – Local Authority Designated Officer

CIC – Children in Care

SEND – Special Educational Needs and Disability

This policy should be read alongside the Anti-Bullying Policy, Intimate Care Policy, Policy for Administration of Medication, Policy for the Use of Images, Restraint Policy, Visitors on Site Security and Safeguarding Policy, Code of Conduct, Single Equality Scheme, Social Media and E-Safety Policy, Harassment Policy, Whistleblowing Policy, Substance Misuse Policy and Health & Safety Policy, Self-harm and suicide behaviour policy, Prevent risk assessment and action plan.



Callywith College Safeguarding Concern Form 2020-21

Safeguarding is everyone's responsibility and, as part of our duty of care, all staff are required to be vigilant and sensitive to situations where a child or young person may be at risk. Please use this form to record any concerns you have about a child or young person studying at Callywith College in line with the College Safeguarding Policy.

Section A – Your details	
Full name	
Role	
Contact number	
Email address	
Date & time of safeguarding concern	Date: _____ Time: _____
Date & time this form was completed	Date: _____ Time: _____
Section B – Child, young person or adult at risk details <i>(The child, young person or adult who is potentially at risk of harm)</i>	
Name	
Date of birth	
Student ID	
Address & postcode	
Contact number	
Email address	
Section C - Details of the incident/concern/observation/disclosure/danger	
<p><i>Please describe in detail using only the facts and remember to report any disclosures in the person's own words – verbatim. Please give as much context as possible. Remember:</i></p> <ul style="list-style-type: none"> •you cannot offer absolute confidentiality •do not use leading questions •clarify the situation 	

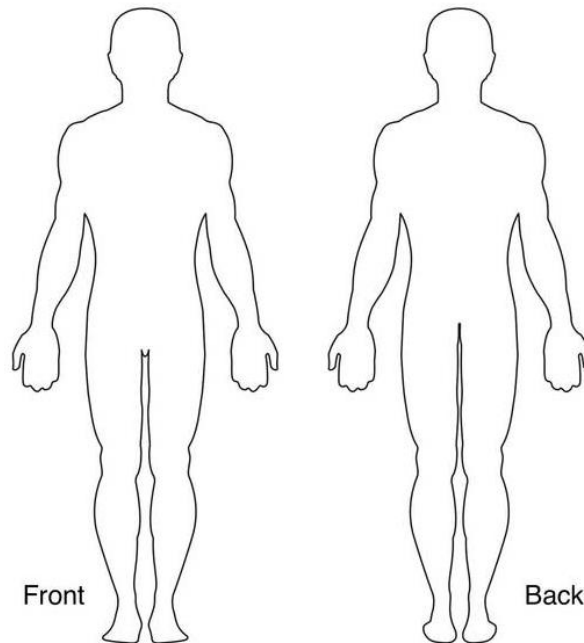
<p align="center">Section D – What action have you taken/did you take? (if any) <i>(e.g. alerted Safeguarding team, called home, sent back to class etc.)</i></p>	
<p align="center">Section E – Details of alleged person to have caused concern (if applicable/known)</p>	
Name	
Date of birth (or age if unknown/external)	
Student ID (if applicable)	
Address & postcode	
Contact number	
Email address	
<p align="center">Section F – Details of others present or potential witnesses (if applicable) <i>(Please use additional sheets if necessary)</i></p>	
Name	
Date of birth	
Student ID	
Address & postcode	
Contact number	
Email address	
<p align="center">Section G - Are there any complicating factors? <i>(Things that on their own are not a safeguarding concern, but make the situation more complicated e.g. financial issues)</i></p>	
<p align="center">Section H – Who else has this information been shared with? (if applicable) <i>(Please provide agencies, names, contact details, dates and times)</i></p>	

Section I – Confidentiality: Is the child, young person or adult aware you are sharing this concern?

(If not, please specify why)

Section J – Body map: Please use the body map below to indicate any injuries or areas of concern related to this incident

(Place a mark where the injury/concern is and then a line out to written text describing the nature – specific location, description of injury/concern, approximate size etc.)



Section K – Additional information (if applicable)

(Please add any additional relevant information that you believe to be helpful or important)

Section L – Acknowledgement/sign

Signed

Name

If completing on behalf of another person, please ensure they sign above, and you provide their name and contact details

Please send or give the completed form to a member of the Safeguarding Team without delay. Please check it has been received if sending via email. Please be aware that the information you put on this form may also be shared with external agencies.

Remember:

- **you cannot offer absolute confidentiality**
- **do not use leading questions**
- **clarify the situation**

Please send the completed report to a member of the Safeguarding Team and keep a copy securely for your records only. This information may also be shared with external agencies.