SAFEGUARDING

POLICY & PROCEDURE

DRAFT Update: December 2018
Reviewed: Annually –
Lead Responsible: Karen Lowe/Michelle Harvey

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Contents

Appendices

Staff with key responsibilities regarding safeguarding

Karen Lowe	-	Assistant Principal (Guidance & Support)
Michelle Harvey	-	Head of Student Support Services
Helen Ginns-Farrow	-	Welfare Officer
Monique Norcliffe	-	Lead Personal Tutor
James Quested	-	Head of Bilborough Extra
Simon Holland	-	Lead Personal Tutor
Lisa Lewis	-	International Student Manager

A.   Policy Statement

**"Bilborough College is committed to safeguarding and promoting the welfare of young people and vulnerable adults
and expects its staff and those associated with the College
to share this commitment."**

Safeguarding is the responsibility of all college staff. The College will therefore:

- Safeguard all College learners

- Safeguard College staff in carrying out their duties in teaching and supporting learners and the College

- Establish and maintain an environment where students feel secure, are encouraged to talk, express views and are listened to

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- Ensure students know that there are staff in the College whom they can approach if they are worried

Bilborough College fully recognises its responsibilities for safeguarding. Our policy applies to all staff, governors and volunteers working in the college. There are five main elements to our policy:

- To establish a safe environment in which students can learn and develop

- To ensure we practise safe recruitment in checking the suitability of staff and volunteers to work with students

- To raise awareness of issues relating to the welfare of young people, child protection/safeguarding/Prevent issues and equip students with the skills needed to keep them safe

- To develop and then implement procedures for identifying and reporting cases, or suspected cases, of abuse/possible radicalisation

- To support students who have been abused in accordance with his/her agreed child protection plan

Definitions:

- Young people are defined as under the age of 18 years.

- Vulnerable Adults are defined in the Safeguarding Vulnerable Groups Act (SVGA) 2006 (see **Appendix 1**).

The Governors and College Management are committed to safeguarding and promotion of the welfare of all learners by:

I.   **Prevention** -providing a safe environment for young people and vulnerable adults eg robust staff recruitment, policies, procedures, positive College atmosphere, teaching and pastoral support for students.

II. **Protection** - identifying young people and vulnerable adults who are suffering, or likely to suffer, significant harm, eg by neglect, physical injury, sexual abuse, emotional abuse and radicalisation

III. **Support** - taking appropriate action to see that such young people and vulnerable adults are kept safe in College and also to work with other agencies to support their welfare and safety outside of the college environment.

In pursuit of these aims, the Governors and College Management will approve and annually review policies and procedures with the aim of:

- Raising awareness of issues relating to the welfare of young people and the promotion of a safe environment for all learners including issues relating to e-safety.

- Following agreed procedures to ensure all staff are trained and supported appropriately;

- Aiding the identification of young people at risk and providing procedures for reporting;

- Establishing procedures. Reporting and dealing with allegations of abuse against staff;

- Ensuring the safe recruitment of staff.

The Governing Body and College Management will receive an Annual Report on Safeguarding from the Senior Staff Member with Lead Responsibility (see chart in Section B) which reviews how the duties have been discharged. In addition the College Management team receive a monthly update on Safeguarding at their regular weekly meeting.

Types and possible signs of child abuse/radicalisation are provided in **Appendix 2**.

Documents associated with Safeguarding policy & procedure can be found in **Appendix 4.**

B. Roles & Responsibilities

The Governing Body and College Management have a joint responsibility to ensure that the College has policies and procedures in place in respect of Safeguarding and Child Protection.

The Governing Body has a Designated Governor with special responsibility for Safeguarding & Child Protection issues and they have been provided with appropriate training.

The Governing Body, Principal and all staff working with young people and vulnerable adults have received appropriate training to familiarise them with safeguarding issues and responsibilities and the College procedures and policies, with refresher training at least every 3 years. There is a Senior Staff Member with Lead Responsibility for Safeguarding.

Senior Staff Members with Lead Responsibility

The designated Senior Staff Member with Lead Responsibility for Safeguarding and Child Protection issues is:

Karen Lowe
Assistant Principal (Guidance & Support)
Tel: 0115 8515000; email: karen.lowe@bilborough.ac.uk

The designated Senior Staff Member with Lead Responsibility works with the Deputy Safeguarding and Prevent Lead:

Michelle Harvey
Head of Student Support Services
Tel: 0115 8515000; email: michelle.harvey@bilborough.ac.uk

The **Assistant Principal (Guidance & Support)** is a member of Senior Leadership Team and the College Management team. The **Head of Student Support Services** is a member of the College Management Team and Pastoral Team Lead. Both have a key duty to take lead responsibility for raising awareness within the staff of issues relating to the safeguarding and welfare of young people and vulnerable adults, and the promotion of a safe environment for all those learning within the College.

The Senior Staff Members with Lead Responsibility has received training in Safeguarding and also Child Protection issues and inter-agency working and will receive refresher training at least every 2 years in Child Protection. The post holders are required to keep up to date with developments in Safeguarding and Child Protection issues supported by the Safeguarding Focus Group.

The Senior Staff Members with Lead Responsibility are responsible for ensuring that:

• There are policies, procedures and systems in place to safeguard and promote the welfare of all young people and vulnerable adults and they are updated in a timely manner.

• Overseeing the referral of cases of suspected abuse or allegations to the local Children's Integrated Services Safeguarding Team in accordance with the Common Assessment Framework, the Police or in cases of radicalisation to the Channel Scheme as appropriate.

• Advice and support is available for staff and volunteers on issues relating to Safeguarding and Child Protection

• Proper records are made of any referral, complaint or concern in respect of abuse or

safeguarding (even where that concern does not lead to a referral)

- Parents or carers of young people or vulnerable adults within the College are aware of the College's Safeguarding Policy

- Liaison takes place with feeder schools in relation to Safeguarding and Child Protection issues to ensure that appropriate arrangements are made for the pupils attending College

- Liaison takes place with the Careers and Progression Manager, Work Experience Co-ordinator, employers and training organisations (including work placements for young people and vulnerable adults at College) in relation to Safeguarding and Child Protection issues to ensure that appropriate safeguards are put in place

- Ensuring that all staff and volunteers receive basic training in Safeguarding and Child Protection issues and are aware of the College Safeguarding Policy and Procedures.

- The HR Department ensures that evidence is provided by employers of external support staff and staff working for organisations providing services at the College centres that their staff have been adequately vetted and trained in safeguarding.

- An annual report is presented to the governing body of the College setting out how the College has discharged its duties.

Other Designated Member of Staff for Safeguarding
The other designated members of staff with responsibility for Safeguarding and Child Protection issues are:

Helen Ginns-Farrow, Welfare Officer
Tel: 0115 8515816; Email: Helen.Ginns-Farrow@bilborough.ac.uk
Monique Norcliffe; **Lead Personal Tutor**
Tel: 0115 8515000; Email: Monique.norcliffe@bilborough.ac.uk
James Quested; Head of Bilborough Extra
Tel: 0115 851500; Email: James.quested@bilborough.ac.uk
Simon Holland; Lead Personal Tutor and Teacher of Geography
Tel: 0115 8515000; Email: simon.holland@bilborough.ac.uk
Lisa Lewis: International Student Manager
Tel: 0115 8515000; Email: lisa.lewis@bilborough.ac.uk
Janice Martin; Host Families Liaison Officer:
Tel: 0115 8515000; Email: Janice.martin@bilborough.ac.uk

 They will

- Report to the senior members of staff with lead responsibility

- Will know how to make an appropriate referral

- Will be available to provide advice and support to staff and volunteers on issues relating to Safeguarding and Child Protection

- Will have particular responsibility to be available to listen to young people studying at the College

- Will deal with individual cases, including attending Child Protection Case Conferences and review meetings as appropriate.

- Will receive training in safeguarding issues and inter-agency working, as required by the LSCB, and will receive refresher training at least every 2 years

- Will deal with all issues/concerns relating to e-safety incidences.

- Joint responsibility for raising awareness with the students in college in all aspects of safeguarding and e-safety.

Designated Governor

The designated member of the governing body with responsibility for Safeguarding is:

Eileen Hartley
c/o Email: claire.bailey@bilborough.ac.uk

The designated governor is responsible for liaising with the Principal and Senior Staff Members with Lead Responsibility over matters regarding safeguarding, including:

- Ensuring that the College has procedures and policies which are consistent with the Local Safeguarding Children Board's procedures

- Ensuring that the Governing Body considers the College policy on Safeguarding each year

- Ensuring that each year the governing body is informed of how the College and its staff have complied with the policy, including but not limited to a report on the training that staff have undertaken.

The designated governor may also be a key link in the liaison with the Children's Integrated Services Safeguarding Team in connection with allegations against the Principal or the Senior Staff Member with Lead Responsibility. This will not involve undertaking any form of investigation, but will ensure good communication between the parties and the provision of information to assist enquiries.

To assist in these duties, the designated governor shall receive appropriate training as directed by the LSCB.

A chart detailing the roles and responsibilities for Safeguarding and Child Protection is attached as **Appendix 3**.

C. Dealing with Disclosure of Abuse and Procedure for Reporting Concerns

All staff are provided with safeguarding training at induction and receive ongoing basic training at least every 3 years. <mark>In addition, all staff and volunteers are required to sign a declaration to say that they have read and understand the 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings' revised by the Department for Children, Schools and Families (DCSF) April 2014</mark>.

All governors, staff, students, volunteers, external support workers and partners are required to wear lanyards and/or identity badges at all times.

Summary sheets regarding the safeguarding procedure for Bilborough College are issued to all staff to advise how to handle a disclosure by a young person or vulnerable adult.

Recognising Abuse – General Considerations

- We do not need proof of abuse before we make a referral; we should not be afraid to trust our judgement. We need to take seriously anything a young person tells us about. It is not our responsibility to determine blame or otherwise.

- Child abuse occurs to children of both sexes and all ages, in all cultures, religions and social classes and to children with or without disabilities. All professional groups and agencies should be alert to signs that a child may be at risk of significant harm. Children are defined as young people below the age of 18.

- The recommended criteria for recognition of abuse can be found in **Appendix 2** however it is emphasised that some of the points are not always appropriate for the 16-18 age group

- In respect of safeguarding individuals from radicalisation, the College works to the Prevent element of the Government's Counter Terrorism Strategy, and where deemed appropriate seeks external support for learners through referrals to the Channel Programme. This programme aims to work with the individual to address their specific vulnerabilities, prevent them becoming further radicalised and possibly entering the criminal justice system because of their actions. It is recognised that radicalisation can occur to an individual from any section of society and is not particular to any racial, ethnic or social group. It is further recognised that in many instances the process of radicalisation is essentially one of grooming by others.

Procedure

All staff have a 'duty of care' to safeguard young people. In order to do it is helpful to consider and act upon The 5R's:

The 5 Rs

Safeguarding is the responsibility of the whole college community and all have an active responsibility to make the learning environment safe and secure for all. To do so they will find it helpful to consider and act on the *5 Rs* –

☐ *Recognition*   ☐ *Recording*

☐ *Response*   ☐ *Referral*

☐ *Reporting*

Recognition*	The ability to recognise behaviour that may indicate abuse or radicalisation is of fundamental importance. Whether the abuse or radicalisation may occur on the College premises or in the home or in any other setting in which the learner may find themselves. All those playing a role in meeting the learners' needs should be aware and informed so that possible abuse or radicalisation can be recognised, investigated and acted on.
Response*	Appropriate response is vital. No report of, or concern about, possible abuse/radicalisation should ever be ignored. Do not lead or probe with questions. Remain calm and demonstrate interest and concern. Listen well. Inform the person sharing a concern with you that the concerns they have raised must be recorded and passed on so that possible abuse or radicalisation can be dealt with, and that this will be done on a limited "need to know" basis, with as few others as possible knowing the identity of the complainant and all in the chain of reporting will respect confidentiality. Reassure that they have done the right thing in reporting their concerns and that you will do everything you possibly can to help. Do not make unrealistic promises. Ensure that testimony is recorded and reported, and that the complainant and subject of the complaint are treated in line with policy and guidance.
Reporting*	You should report your concerns directly to the member of staff with specific, designated responsibility for dealing with all issues relating to Safeguarding (see page 2) or your line manager. In all cases, however, those who receive your report should, without delay, having carefully recorded your testimony, report this themselves to a member of the safeguarding team. Once you have reported concerns about abuse or radicalisation to any of the colleagues mentioned above the responsibility for taking any further decisions and/or actions resides with them.
Recording	You should record precisely what has been alleged, using the words of the complainant. Your record should use accurate quotation. It should also, if felt appropriate, include factual observations about the observable physical and emotional state of the individual sharing their concerns with you. This information should be recorded and stored securely, in line with confidentiality policy and should be accessible only to those who need to access it as part of action taken to resolve a complaint or allegation.
Referral	A member of the safeguarding team will make a decision to refer a complaint or allegation, having gathered and examined all relevant testimony and information. No one other than the safeguarding team should mount an investigation into complaints, allegations or suspicions of abuse or radicalisation.

* At Bilborough College the Recognition, Response & Report of any possible safeguarding issue/concern is promoted as a whole college responsibility and students as well as staff have recognised pathways to follow.

Child Protection Case Conferences

The College will endeavour to be represented at all Child Protection Case Conferences and will inform the member of staff who attends as fully as possible about the College's concerns.

If the College is unable to be represented at the Child Protection Case Conference, a written report will be submitted. This will normally be the responsibility of the designated safeguarding person; however, occasionally they may ask another member to deputise for them.

Supporting Students at Risk

Statistically young people or vulnerable adults with behavioural difficulties and disabilities are most vulnerable to abuse or radicalisation. College staff who work in any capacity with young people or vulnerable adults with profound and multiple disabilities, sensory impairment and/or emotional and behavioural problems will need to be particularly sensitive to signs of abuse or radicalisation.

Issues related to e-safety

For specific issues relating to e-safety, please see e-safety policy and procedures. **(Appendix 6)**

D   Procedure for Managing Allegations of Abuse against Adults Working in Education Settings

The Governing Body and College are required to comply with the detailed Local Safeguarding Children's Board Procedure for Managing Allegations against Adults working in Education Settings.

These procedures apply to all staff, whether teaching, administrative, management or support, as well as to volunteers. The word "staff" is used for ease of description.

1   Introduction

1.1   In rare instances staff in educational institutions have been found responsible for child abuse. Because of their frequent contact with children and young people, staff may have allegations of child abuse made against them. The College recognises that an allegation of child abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay.

1.2   The College recognises that the Children Act 1989 states that the welfare of the child is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within the College will do so with sensitivity and will act in a careful, measured way.

1.3   These procedures deal with allegations of abuse including contravening e- safety guidelines.

2   Receiving an Allegation

2.1   A member of staff who receives an allegation about another member of staff should follow the guidelines in Part C for dealing with disclosure

2.2   The allegation should be reported immediately to the Principal, unless the Principal is the person against whom the allegation is made, in which case the report should be made to the Senior Staff Member with Lead Responsibility or the Designated Governor. The Principal (or Designated Senior Person if the allegation is against the Principal) should:

    2.2.1   Obtain written details of the allegation from the person who received it, that are signed and dated. The written details should be countersigned and dated by the Principal (or Designated Senior Person).

    2.2.2   Record information about times, dates, locations and names of potential witnesses.

3   Initial Assessment by The Principal (or designated person)

3.1   The Principal (or Designated Senior Person) should make an initial assessment of the allegation, consulting with the Senior Staff Member with Lead Responsibility or the Designated Governor and the Children's Integrated Services Safeguarding Team as appropriate.

3.2   An allegation is information which indicates that a person who works with a child, young person or vulnerable adult has:

- **Behaved in a way that has harmed or may have harmed a child or young person.**
- **Possibly committed a criminal offence against or related to a child or young person.**

- **Behaved towards a child or young person in a way that indicates s/he is unsuitable to work with children and young people.**

3.3 <u>It is important that the Principal (or Designated Senior Person) does not investigate the allegation</u>. The initial assessment should be on the basis of the information received and is a decision whether or not the allegation warrants further investigation (see criteria at paragraph 3.2 above).

3.4 If the assessment of the allegation is that it requires further investigation then the Principal or Designated Senior Person should refer the matter to the Local Authority Designated Officer (LADO) within one working day in accordance with the detailed procedures available from the relevant LADO.

3.5 Other potential outcomes are:
3.5.1 The allegation represents inappropriate behaviour or poor practice by the member of staff and is neither potentially a crime nor a cause of significant harm to the child. The matter should be addressed in accordance with the College disciplinary procedures.
3.5.2 The allegation can be shown to be false because the facts alleged could not possibly be true.

4 Enquiries and Investigations

4.1 Child protection enquiries by Social Services or the police are not to be confused with internal, disciplinary enquiries by the College. The College may be able to use the outcome of external agency enquiries as part of its own procedures. The child protection agencies, including the police, have no power to direct the College to act in a particular way; however, the College should assist the agencies with their enquiries.

4.2 The College shall hold in abeyance its own internal enquiries while the formal police or social services investigations proceed; to do otherwise may prejudice the investigation. Any internal enquiries shall conform with the existing staff disciplinary procedures.

4.3 If there is an investigation by an external agency, for example the police, the Principal (or Designated Senior Person) should normally be involved in, and contribute to, the inter-agency strategy discussions. The Principal (or Designated Senior Person) is responsible for ensuring that the College gives every assistance with the agency's enquiries. He/she will ensure that appropriate confidentiality is maintained in connection with the enquiries, in the interests of the member of staff about whom the allegation is made. The Principal (or Designated Senior Person) shall advise the member of staff that he/she should consult with a representative, for example, a trade union.

4.4 The Principal (or Designated Senior Person) will consult with Social Services, the police or the Children's Integrated Services Safeguarding Team, particularly in relation to timing and content of the information to be provided, and shall:

4.4.1 inform the child/children or parent/carer making the allegation that the investigation is taking place and what the likely process will involve.

4.4.2 ensure that the parents/carers of the child making the allegation have been informed that the allegation has been made and what the likely process will

involve.

4.4.3   inform the member of staff against whom the allegation was made of the fact that the investigation is taking place and what the likely process will involve.

4.4.4   inform the Chair of the Corporation and / or the Designated Governor of the allegation and the investigation.

4.5   The Principal (or Designated Senior Person) shall keep a written record of the action taken in connection with the allegation.

5   Suspension of Staff

5.1   Suspension should not be automatic. In respect of staff, other than the Principal or Senior Post Holders, suspension can only be carried out by the Principal or a nominated Senior Post Holder. In respect of the Principal or Senior Post Holders, suspension can only be carried out by the Chair of the Corporation (or in his/her absence, the Vice Chair).

5.2   Suspension may be considered at any stage of the investigation. It is a neutral, not a disciplinary, act and shall be on full pay. Consideration should be given to alternatives: eg paid leave of absence; agreement to refrain from attending work; change of, or withdrawal from, specified duties.

5.3   Suspension should only occur for a good reason. For example:

5.3.1   where a child is at risk.

5.3.2   where the allegations are potentially sufficiently serious to justify dismissal on the grounds of gross misconduct.

5.3.3   where necessary for the good and efficient conduct of the investigation.

5.4   If suspension is being considered, the member of staff should be encouraged to seek advice, for example from a trade union.

5.5   Prior to making the decision to suspend, the Principal (or Chair or Vice Chair of the Corporation) should interview the member of staff. This should occur with the approval of the appropriate agency identified by the LSCB. In particular, if the police are engaged in an investigation the officer in charge of the case should be consulted.

5.6   The member of staff should be advised to seek the advice and/or assistance of his/her trade union and should be informed that they have the right to be accompanied by a work colleague or trade union representative. The member of staff should be informed that an allegation has been made and that consideration is being given to suspension. It should be made clear that the interview is not a formal disciplinary hearing, but solely for raising a serious matter which may lead to suspension and further investigation.

5.7   During the interview, the member of staff should be given as much information as possible, in particular the reasons for any proposed suspension, provided that doing so would not interfere with the investigation into the allegation. The interview is not intended to establish the member of staff's innocence or guilt, but give the opportunity for the member of staff to make representations about possible suspension. The member of staff should be given the opportunity to consider any information given to him/her at the meeting and prepare a response, although that adjournment may be brief.

5.8   If the Principal (or Chair or Vice Chair of the Corporation) considers that suspension is

necessary, the member of staff shall be informed that he/she is suspended from duty. Written confirmation of the suspension, with reasons, shall be despatched as soon as possible and ideally within one working day.

5.9 Where a member of staff is suspended, the Principal (or Chair or Vice Chair of the Corporation) should address the following issues:

5.9.1 the Chair of the Corporation should be informed of the suspension in writing.

5.9.2 the Governing Body should receive a report that a member of staff has been suspended pending investigation; the detail given to the governing body should be minimal

5.9.3 where the Principal has been suspended, the Chair or Vice Chair of the Corporation will need to take action to address the management of the College

5.9.4 the parents/carers of the child making the allegation should be informed of the suspension. They should be asked to treat the information as confidential. Consideration should be given to informing the child making the allegation of the suspension

5.9.5 senior staff who need to know of the reason for the suspension should be informed

5.9.6 depending on the nature of the allegation, the Principal should consider with the Designated Governor whether a statement to the students of the College and/or parents/carers should be made, taking due regard of the need to avoid unwelcome publicity

5.10 The Principal shall consider carefully and review the decisions as to who is informed of the suspension and investigation. The LSCB and external investigating authorities should be consulted.

5.11 The suspended member of staff should be given appropriate support during the period of suspension. He/she should also be provided with information on progress and developments in the case at regular intervals.

5.12 The suspension should remain under review in accordance with the College disciplinary procedures.

6   The Disciplinary Investigation

6.1 The disciplinary investigation should be conducted in accordance with the existing College Disciplinary Procedures.

6.2 The member of staff should be informed of:

6.2.1 the disciplinary charge against him/her.

6.2.2 his/her entitlement to be accompanied or represented by a trade union representative or work colleague.

6.3 Where the member of staff has been suspended and no disciplinary action is to be taken, the suspension should be lifted immediately and arrangements made for the member of staff to return to work. It may be appropriate to offer counselling.

6.4 The child or children making the allegation and/or their parents should be informed of the outcome of the investigation and proceedings. This should occur prior to the return to College of the member of staff (if suspended).

6.5 The Principal (or designated person) should give consideration to what information should be made available to the general population of the College.

7 **Allegations without foundation**

7.1 Obviously false allegations may be indicative of problems of abuse elsewhere. A record should be kept and consideration given to a referral to the Children's Integrated Services Safeguarding Team in order that other agencies may act upon the information.

7.2 In consultation with the Designated Senior Person and/or the Designated Governor, the Principal shall:

7.2.1 inform the member of staff against whom the allegation is made orally and in writing that no further disciplinary or child protection action will be taken. Consideration should be given to offering counselling and support in order to rebuild the member of staff's confidence.

7.2.2 inform the parents/carers of the alleged victim that the allegation has been made and of the outcome.

7.2.3 where the allegation was made by a child other than the alleged victim, consideration to be to given to informing the parents/carers of that child.

7.2.4 prepare a report outlining the allegation and giving reasons for the conclusion that it had no foundation and confirming that the above action had been taken.

7.2.5 In some circumstances consideration should be given to broader disclosure of details of the outcome of the investigations, for example if the matter is of general importance, has become common knowledge or the subject of general gossip. There is a need to provide accurate details for public information.

8 **Records**

8.1 It is important that documents relating to an investigation are retained in a secure place, together with a written record of the outcome and, if disciplinary action is taken, details retained on the member of staff's personal and confidential file. Where the allegation is found to be without foundation, a record of the allegation, investigation and outcome should be retained.

8.2 If a member of staff is dismissed or resigns before the disciplinary process is completed, he/she should be informed about the College's statutory duty to notify the Independent Safeguarding Authority in accordance with the Vetting and Barring Scheme

9 **Monitoring Effectiveness**

9.1 Where an allegation has been made against a member of staff, the designated Governor, together with the Senior Staff Member with Lead Responsibility should, at the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising from it that could lead to the improvement of the College's procedures and/or policies and/or which should be drawn to the attention of the Children's Integrated Services Safeguarding Team. Consideration should also be given to the training needs of staff.

E   Safer Recruitment Policy Statement

The College aims to attract, reward and retain the best available people and to make the maximum possible use of the abilities of all its employees whilst ensuring it safeguards and promotes the welfare of young people and vulnerable adults receiving education and training at the College.

In accordance with legislation, guidance and the requirements of the new Independent Safeguarding Authority the College has a comprehensive Safer Recruitment Policy & Procedure together with separate policies and procedures in respect of recruitment of ex-offenders and the new Vetting & Barring Scheme and Criminal Records Bureau (CRB) disclosures.

All governors, staff and volunteers are now required to complete an enhanced Criminal Records Bureau disclosure prior to commencement of employment or voluntary work with the College and will only be permitted to have supervised access to young people and vulnerable adults until clearance has been received.

A 'vulnerable adult' is defined by the Safeguarding Vulnerable Group Act 2006 (SVGA) as a person who is aged 18 years or over and who:

- Who is living in residential accommodation, such as a care home or a residential special school

- Is living in sheltered housing

- Is receiving domiciliary care in their own home

- Is receiving any form of healthcare

- Is detained in lawful custody (in a prison, remand centre, young offender institution, secure training centre or attendance centre, or under the powers of the Immigration and Asylum Act 1999)

- Is under the supervision of the probation services

- Is receiving a welfare service defined as the provision of support, assistance or advice by any person, the purpose of which is to develop an individual's capacity to live independently in accommodation or support their capacity to do so

- Is receiving a service or participating in an activity for people who have particular needs because of their age or who have any form of disability

- Is an expectant or nursing mother living in residential care

- Is receiving direct payments from a local authority or health and social care trust in lieu of social care services.

Further guidance is available from the Independent Safeguarding Authority (ISA).

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TYPES AND POSSIBLE SIGNS OF CHILD ABUSE

It is important to remember that lists such as the one below are neither completely definitive nor exhaustive. The information in such lists has to be used in the context of the child's whole situation and in combination with a range of other information related to the child and his/her circumstances.

There can be an overlap between all the different forms of child abuse and all or several can co-exist. The following outlines the criteria for recognition of child abuse, but it must be recognised that not all are appropriate for the 16-18 age group.

1. PHYSICAL ABUSE

Physical abuse causes harm to a child's person. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring. It can also occur when a parent or carer feigns the symptoms of or deliberately causes ill health to a child whom they are looking after. It can include the deliberate and malicious withholding of physical needs.

Signs of possible physical abuse:
- Unexplained injuries or burns, particularly if they are recurrent.
- Improbable excuses given to explain injuries.
- Refusal to discuss injuries.
- Untreated injuries, or delay in reporting them.
- Excessive physical punishment.
- Arms and legs kept covered in hot weather
- Fear of returning home.
- Aggression towards others.
- Running away

When considering the possibility of non-accidental injury it is important to remember that the injuries may have occurred for other reasons, e.g. genuine accidents or medical disorders.

2. PHYSICAL NEGLECT

Neglect is the persistent or severe failure to meet a child or young person's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development. It may involve a failure to provide adequate food clothing or shelter, failing to protect a child from physical harm or danger, or failure to ensure access to appropriate medical care or treatment. It may also involve neglect of, or inadequate response to, a child's basic emotional needs.

Signs of possible physical neglect:
- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Frequent lateness and/or unexplained non-attendance at College
- Untreated medical problems
- Low self-esteem
- Poor peer relationships
- Stealing

3. EMOTIONAL ABUSE

Emotional abuse occurs where there is persistent emotional ill treatment or rejection such as to cause serious and adverse effects on the child's or young person's behaviour and emotional development, resulting in low self worth. It may involve conveying to children that they are worthless or unloved, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is present in all forms of abuse.

Signs of possible emotional abuse:
- Low self-esteem
- Continual self-deprecation
- Sudden speech disorder
- Significant decline in concentration
- Socio-emotional immaturity
- 'Neurotic' behaviour (eg rocking, head banging)
- Self-mutilation
- Compulsive stealing
- Extremes of passivity or aggression
- Running away
- Indiscriminate friendliness

4. SEXUAL ABUSE

Sexual abuse involves a child or young person being forced or coerced into participating in or watching sexual activity. It is not necessary for the child to be aware that the activity is sexual and the apparent consent of the child is irrelevant. The acts may involve physical contact including penetrative or non penetrative acts. They may involve non-contact activities such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Signs of the sexually abused child:
Not all children are able to tell parents that they have been assaulted. Changes in behaviour may be a signal that something has happened.

These are general indicators that child may be troubled though not necessarily about a sexual assault. The child may have some of these problems or none at all. It is the combination, frequency and duration of signs that will alert you to a problem. Try to notice all changes in usual behaviour.

It is important to remember that in sexual assault there may well be no physical or behavioural signs.

Signs of possible sexual abuse:

A.   Behavioural

- Lack of trust in adults or over-familiarity with adults
- Fear of a particular individual
- Social isolation – withdrawal or introversion
- Sleep disturbance (nightmares, irrational fears)
- Running away from home

- Girls taking over the mothering role
- Reluctance or refusal to participate in physical activity or to change clothes for physical activities
- Low self-esteem
- Drug, alcohol or solvent abuse
- Display of sexual knowledge beyond the child's years
- Unusual interest in the genitals of adults or children or animals
- Expressing affection in inappropriate ways, eg 'French kissing'
- Fear of bathrooms, showers, closed doors
- Abnormal sexualised drawing
- Fear of medical examinations
- Developmental regression
- Poor peer relations
- Over-sexualised behaviour
- Compulsive masturbation
- Stealing
- Psychosomatic factors, eg recurrent abdominal pain or headache
- Sexual promiscuity
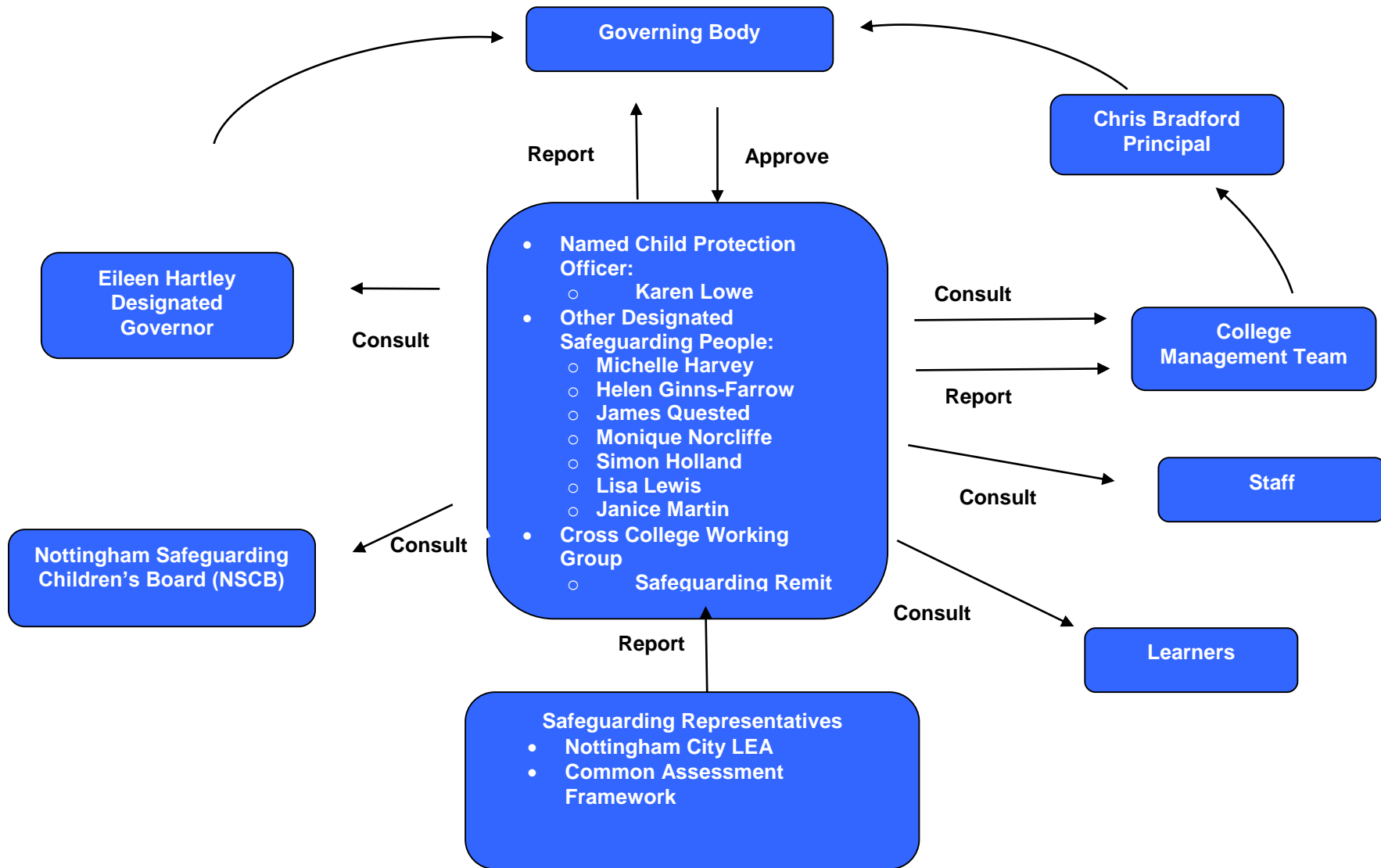
B. Physical/Medical

- Sleeplessness, nightmares, fear of the dark
- Bruises, scratches, bite marks on top of the thighs or genital areas
- Itch, soreness, discharge, unexplained bleeding from the rectum, vagina or penis
- Pain on passing urine or recurrent urinary infection
- Stained underwear
- Unusual genital odour
- Anxiety/depression
- Eating disorder, eg anorexia nervosa or bulimia
- Discomfort/difficulty in walking or sitting
- Pregnancy – particularly when reluctant to name father
- Venereal disease, sexually transmitted diseases
- Soiling or wetting in children who have been trained
- Self-mutilation/suicide attempts

Possible signs of radicalisation include:

- The individual's views become increasingly extreme regarding another section of society or government policy

- They are observed downloading, viewing or sharing extremist propaganda from the web

- They become withdrawn and focused on one ideology

- The individual becomes increasingly intolerant of more moderate views

- The individual may change their appearance e.g. tattoos with specific symbolism, their health may suffer (including mental health) and they may become isolated from family, friends, peers or social groups.

- The individual expresses a desire/intent to take part in or support extremist activity

- Decline in the standard of work, Missing lessons

Roles and Responsibilities for Safeguarding & Child Protection

Governing Body

Chris Bradford Principal

Report

Approve

- **Named Child Protection Officer:**
  - Karen Lowe
- **Other Designated Safeguarding People:**
  - Michelle Harvey
  - Helen Ginns-Farrow
  - James Quested
  - Monique Norcliffe
  - Simon Holland
  - Lisa Lewis
  - Janice Martin
- **Cross College Working Group**
  - Safeguarding Remit

Eileen Hartley Designated Governor

Consult

Nottingham Safeguarding Children's Board (NSCB)

Consult

Consult

College Management Team

Report

Staff

Consult

Learners

Consult

Report

Safeguarding Representatives
- **Nottingham City LEA**
- **Common Assessment Framework**

SIGNPOST TO DOCUMENTS ASSOCIATED WITH THIS POLICY & PROCEDURE:

Policy/Document	Where found	Section

• Recruitment Policy, including:
   o Safer Recruitment
   o The Recruitment Of Ex-Offenders
   o Vetting & Barring And CRB Disclosure For Recruitment Of Staff And Volunteers
	College Intranet	Personnel Policies

• Code Of Professional Conduct (Staff & Volunteers)	College Intranet	Personnel Policies
• Probationary Monitoring Policy For Staff	College Intranet	Personnel Policies
• Data Protection Code Of Practice	College Intranet	General Policies
• Student Admissions Policy		
• IT Security: Internet & Email (Copy in file)	College Intranet	General Policies
• Protection from Bullying & Harassment Policy & Procedure (Copy in file) • Overview of Bullying Policy (Copy in file)	College Intranet/Student Portal	Personnel /Student Policies
• Corporate Equality & Diversity, including Single Equality Policy & Scheme	College Intranet/student portal	General Policies Student Policies
• Whistleblowing	College Intranet	General Policies
• Hospitality, Gifts & Gratuities Policy	College Corporation	Register
• College Communications Policy (Draft)	See Director of M&I (HMD)	
• Administration Of Medication Advice & Guidance (Section in file) •		
• Community & Work Related Curriculum Policy, including work experience Health, Safety and Welfare of learners	College Intranet	General Policies
External Speaker Policy	College Intranet	General Policies

• Health & Safety Policy
   o Including First Aid
   o Including physical intervention
   o College Security Policy
•
	College Intranet	Health and Safety, Policies and Procedures

• Disciplinary Policies & Procedures: o For Staff/For Students	College Intranet Student Portal	Personnel Policies Student Policies
• e-safety Policy Including photography, video	College Intranet/ Student Portal	Safeguarding Policy, appen 6

COLLEGE SAFEGUARDING & CHILD PROTECTION KEY CONTACTS

Senior Staff Member with Lead Responsibility

Karen Lowe, Assistant Principal (Guidance & Support)
Tel: 0115 8515000, Email: karen.lowe@bilborough.ac.uk

Other Designated Safeguarding People

Staff with key responsibilities regarding safeguarding July 2016 onwards:

Michelle Harvey, Head of Student Support Services
Tel: 0115 8515000; Email: michelle.harvey@bilborough.ac.uk

Helen Ginns-Farrow, Welfare Officer
Tel: 0115 8515000; Email: Helen.Ginns-Farrow@bilborough.ac.uk

Monique Norcliffe, Lead Personal Tutor
Tel: 0115 8515000; Email: Monique.norcliffe@bilborough.ac.uk

James Quested, Head of Bilborough Extra
Tel: 0115 8515000; Email: James.quested@bilborough.ac.uk

Simon Holland, Lead Tutor
Tel: 0115 8515000; Email: simon.holland@bilborough.ac.uk

Lisa Lewis, International Student Manager
Tel: 0115 8515000; Email: lisa.lewis@bilborough.ac.uk

Safeguarding Representatives

Nottinghamshire City Council – LEA
Karen Sheed (Help and Advice)
0115 8764725
Email: karen.sheed@nottinghamcity.gov.uk

Common Assessment Framework
Mandy Smith (Advice)
Tel: 0115 8764822
Email: mandy.smith@nottinghamcity.gov.uk

Designated Governor

Eileen Hartley
Email: c/o claire.bailey@bilborough.ac.uk

Bilborough Sixth Form College
e-Safety Policy
1. Introduction

This e-safety policy should be read in conjunction with other relevant college policies to which it refers e.g. Safeguarding Policy, ICT Acceptable Use Policy, ICT Security Policy, e-Security, Anti Bullying and Disciplinary Policy.

Bilborough College recognises the benefits and opportunities which new technologies offer to teaching and learning. We provide internet access to all learners and staff and encourage the use of technologies in order to enhance skills, promote achievement and enable lifelong learning. However, the accessibility and global nature of the internet and different technologies available mean that we are also aware of potential risks and challenges associated with such use. Our approach is to implement appropriate safeguards within the college while supporting staff and learners to identify and manage risks independently and with confidence. We believe this can be achieved through a combination of security measures, training, guidance and implementation of our policies. In furtherance of our duty to safeguard learners and the Every Child Matters agenda, we will do all that we can to make our learners and staff stay e-safe and to satisfy our wider duty of care.

2. Creation, Monitoring and Review

The e-safety Group is part of the Cross College Working Group, with responsibility for health and welfare (Safeguarding Policy, p4).

The impact of the e-safety Policy will be monitored regularly with a full review being carried out at least once a year by the Cross College Working Group. The policy will also be reconsidered where particular concerns are raised or where an e-safety incident has been recorded.

3. Policy Scope

The e-safety Policy applies to all users/all learners and staff/all members of the college community who have access to the college IT systems, whether on the premises or remotely. All users of college IT systems must agree to the ICT Acceptable Use Policy; which includes the e-safety policy statements, each time they logon to the college network. The e-safety Policy applies to all use of the internet and forms of electronic communication such as email, mobile phone, social media sites and use of images/video of the college community.

4. Roles and Responsibilities

*There are clear lines of responsibility for e-safety within the college. The first point of contact should be the e-safety leads, Michelle Harvey or Helen Ginns-Farrow, who are available in Student Support, or another member of the safeguarding team in their absence (**Appendix 2**). All staff are responsible for ensuring the safety of learners and should report any concerns immediately to their line manager. All teaching staff are required to deliver e-safety guidance when using online technology in the classroom and to read through and adhere to the e-safety incident reporting procedure as contained in appendix 2. Within classes, learners will be encouraged to question the validity and reliability of materials researched, viewed or downloaded. They will also be encouraged to respect the copyright of other parties and to cite references properly.*

When informed about an e-safety incident, staff members must take particular care not to guarantee any measure of confidentiality towards either the individual reporting it, or to those involved.

*All learners must know what to do if they have e-safety concerns and who to talk to. In most cases, this will be the e-safety leads, Michelle Harvey or Helen Ginns-Farrow, who are available in Student Support, or another member of the safeguarding team (**Appendix 2**). Where any report of an e-safety incident is made, all parties should know what procedure is triggered and how this will be followed up. Where management considers it appropriate, additional support from external agencies may be required.*

The safeguarding person, with e-safety responsibility is responsible for keeping up to date with new technologies and their use, as well as attending relevant training. They will be expected to lead the e-safety Group, complete, review and update the e-safety Policy, deliver staff development and training, record incidents, report any developments and incidents to Karen Lowe; Assistant Principal Guidance and Support, and liaise with the local authority and external agencies to promote e-safety within the college community.

Staff will take part in Safeguarding training during the college's inset. Each member of staff has their training attended and date of trainin, recorded by HR.

Any new or temporary users will receive a new password or temporary password and will be required to accept and agree to the college ICT Acceptable Use Policy, each time they logon to the college network.

All staff are responsible for using college IT systems and mobile devices in accordance with the college's ICT Acceptable Use Policy and the e-safety Policy Statements, which they must agree to each time they logon to the college network. Staff are responsible for attending staff training on e-safety and displaying a model example to learners at all times through good practice.

All digital communications with learners must be professional at all times and be carried out in line with the college Safeguarding Policy. Online communication with learners is restricted to the college network. External platforms not hosted by the college, such as social media sites, may only be used when they are linked directly to a curriculum area for educational purposes e.g. Twitter, Facebook and should not be used for the promotion of materials or personal use. This policy will, however, be monitored and kept under review, by the Cross College Working Group, with responsibility for health and welfare (Safeguarding Policy, p4).

Learners:

Learners are responsible for using the college IT systems and mobile devices in accordance with the college ICT Acceptable Use Policy and e-safety Policy Statements, which they agree to each time they logon to the college system. Learners must act safely and responsibly at all times when using the internet and/or mobile technologies. They are expected to know and act in line with other relevant college policy. They must follow reporting procedures where they are worried or concerned, or where they believe an e-safety incident has taken place involving them or another member of the college community.

5. Security

The college will do all that it can to make sure the college network is safe and secure. Every effort will be made to keep security software up to date. Appropriate security measures will include the use of enhanced filtering and protection of firewalls, servers, routers, work stations etc. to prevent accidental or malicious access of college systems and information. Digital communications, including email and internet postings, over the college network, will be monitored in line with the ICT Security Policy; available on the college intranet, under Policies and Procedures. The college is currently using the e-Safe monitoring service in line with the Acceptable Use Policy.

6. Behaviour

Bilborough College will ensure that all users of technologies adhere to the standard of behaviour as set out in the ICT Acceptable Use Policy, which they agree to each time they logon to the college network. The college will not tolerate any abuse of IT systems. Whether offline or online, communications by staff and learners should be courteous and respectful at all times. Any reported incident of bullying or harassment or other unacceptable conduct will be treated seriously and in line with the student and staff disciplinary codes and Anti Bullying Policy.

Where conduct is found to be unacceptable, the college will deal with the matter internally. Where conduct is considered illegal, the college will report the matter to the police. The flowchart at appendix 2 makes it clear what sanctions will be applied for specific behaviours.

7. Use of Images and Video

The use of images, or photographs, is popular in teaching and learning and should be encouraged where there is no breach of copyright or other rights of another person (e.g. images rights or rights associated with personal data). This will include images downloaded from the internet and those belonging to staff or learners.

All learners and staff receive training on the risks when taking, downloading and posting images online and making them available to others. There are particular risks where personal images of themselves or others are posted onto social networking site. For the learner this is embedded in to the tutorial programme and during inset for staff.

Bilborough College teaching staff will provide information to learners on the appropriate use of images.   . This includes photographs of learners and staff as well as using third party images. Our aim is to reinforce good practice as well as offer further information for all users on how to keep their personal information safe.

Use of photographs of activities on the college premises should be considered carefully. Learners sign a consent form during the application process, either allowing or withdrawing consent for the college's use of a learner's image. Approved photographs should not include names of individuals without consent.

8. Incidents and Response

Where an e-safety incident is reported to the college this matter will be dealt with very seriously. The college will act immediately to prevent, as far as reasonably possible, any harm or further harm occurring. If a learner wishes to report an incident, they can do so to their personal tutor or to a member of the college Safeguarding Team. Where a member of staff wishes to report an incident, they must contact Michelle Harvey or Helen Ginns-Farrow without delay. Following any incident, the college will review what has happened and decide on the most appropriate and proportionate course of action. Sanctions may be put in place, external agencies may be involved or the matter may be resolved internally depending on the seriousness of the incident. The e-safety incident reporting procedure flowchart in appendix 2 lists behaviours and their consequences. This is in line with the college's ICT Acceptable Use Policy. Serious incidents will be dealt with by senior management, in consultation with appropriate external agencies.

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e-Safety Policy - Appendix 1

**E-SAFETY
POLICY STATEMENTS**

✓ I will not visit sites which contain items that are illegal, defamatory, pornographic or in any way offensive.

✓ I will observe the rules and laws regarding copyright and plagiarism.

✓ I will not download files to any college computer.

✓ I will observe the requirements of the Data Protection Act 1998 and take appropriate steps to protect all personal data.

✓ I will report any information that I come across which makes me feel uncomfortable or unsafe to my Personal Tutor or a Safeguarding Officer.

✓ I agree never to write or send malicious or offensive e-mails and accept that offenders will be reported to, a member of the Safeguarding Team or the Assistant Principal of Guidance and Support; depending on the severity of the incident

✓ I understand that downloading and/or distributing offensive/illegal materials will lead to exclusion and possibly the involvement of the police.

✓ I agree to use photographs and video clips only with the specific permission of staff and students and only for educational purposes.

✓ I understand that if I am found to be involved in on-line bullying, that this will be dealt with in line with the college's bullying policy.

✓ I will never give my log in details to anyone else or attempt to access the network using a log in that is not my own.

✓ I will never slander staff, students or the college on a social networking site, e.g. Facebook, Twitter, Snapchat, Instagram etc.

✓ I am aware that all of the college's devices are monitored externally for the purpose of safeguarding students. This includes both online and offline activity.

Online safety incident

Unsuitable materials

Illegal materials or activities found or suspected

Report to a member of the Safeguarding Team or Assistant Principal of Guidance and Support.

Illegal activity or content (no immediate risk) contact a member of the Safeguarding Team or Assistant Principal of Guidance and Support

Illegal activity or content (at immediate risk)

Staff/volunteer or other adult.

If staff or student, review the incident and decide upon the appropriate course of action, apply sanctions where necessary.

Report to a member of the Safeguarding Team or Assistant Principal of Guidance and Support.

Report to Assistant Principal of Guidance and Support.

Debrief on online safety incident.

Record details in incident log.

Report to CEOP

Follow procedures as laid down in the Safeguarding Policy

Review policies and share experience and practice as required.

Secure and preserve evidence

Implement changes

Await CEOP

If illegal activity or materials are confirmed, allow police or relevant authority to complete their investigation and seek advice from the relevant professional body.

Monitor the situation

If no illegal activity or material is confirmed then revert to internal procedures

Safeguarding People, with e-safety responsibility – Michelle Harvey and Helen Ginns-Farrow.
Assistant Principal of Guidance and Support – Karen Lowe
Other Safeguarding People include:, Simon Holland and James Quested, and Monique Norcliffe

In the case of a member of staff or volunteer, it is likely that a suspension will take place prior to internal procedures at the conclusion of the police action

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