



**BILBOROUGH**  
SIXTH FORM COLLEGE

# Safeguarding

## Policy & Procedure

DRAFT Update: August 2020  
Reviewed: Annually  
Lead Responsible: Michelle Harvey/Helen Ginns-Farrow



**A FUTURE LESS ORDINARY**

## Introduction

**“At Bilborough College we are committed to safeguarding and promoting the welfare of young people and vulnerable adults and we expect our staff and all those associated with the College to share this commitment.”**

Safeguarding is the responsibility of all college staff and our approach to Safeguarding is underpinned by the following 3 principles

1. A belief that everyone who comes in to contact with young people and their families has a role to play in safeguarding. All Governors, employees and volunteers share a responsibility in identifying possible concerns, sharing information appropriately and taking prompt action.
2. An assumption that all employees will adopt an attitude of “better safe than sorry” where safeguarding and the well-being of young people is concerned.
3. An expectation that when there are concerns about a young person’s safety and welfare, that employees will always act in the best interests of the young person

The College will therefore:

- Proactively safeguard all College learners and will encourage students to adopt this same positive attitude towards the well-being and welfare of their fellow learners
- Assess the risks and issues in the wider community when considering the well-being and safety of its students
- Provide opportunities to raise awareness of safeguarding issues in the tutorial and wider curriculum e.g. prevent, positive mental health, CSE, FGM, online safety, radicalisation. Young people are taught to recognise when they or someone they know is at risk and how to get help when they need it.
- Establish and promote a safe environment (physically as well as in terms of ethos and culture) where students can learn and develop, feel secure, are encouraged to talk, express views and are listened to.
- Establish and promote an environment where students and staff respect each other’s values and support each other.
- Actively promote a culture which does not tolerate any form of abuse, victimisation, bullying, exploitation, extreme behaviours, discriminatory views and risk taking behaviours
- Ensure that students know that there are staff in the College whom they can approach if they are worried, who these staff are and how they can be contacted. We will always act in the best interest of the young person.
- Protect, support and raise awareness of the issues relating to the welfare and well-being of our young people (including child protection/safeguarding/Prevent issues) and equip our students with the skills needed to keep themselves safe
- Safeguard College staff in carrying out their duties in teaching and supporting learners at the college
- Prevent unsuitable people working with young people by actively promoting safe recruitment practices in checking the suitability of staff and volunteers to work with students.
- Develop, implement and constantly review procedures for identifying and reporting cases, or suspected cases, of suspected abuse, harm or radicalisation

- Support students who have been abused in accordance with their agreed child protection plan

Our policy reflects the underlying safeguarding principles of: -

1. **Prevention.** Providing a safe environment for young people through robust safer recruitment policies, promoting a positive College atmosphere, and ensuring that a strong commitment to the well-being and welfare of our students underpins our approach to teaching, learning and pastoral support for students.
2. **Protection** Ensuring that all employees are appropriately trained and supported to identify and respond suitably and sensitively to safeguarding issues. (It is vitally important all staff are aware of the signs presented by young people who are suffering, or likely to suffer, significant harm, maltreatment, e.g. by neglect, physical injury, sexual abuse, emotional abuse and radicalisation)
3. **Support.** Taking appropriate action to see that such young people are kept safe in College and also to work with other agencies to support their welfare and safety outside of the college environment.

#### 4. **Better Safe than Sorry**

In pursuit of the above the College Governors and Management will annually review the Safeguarding policies and procedures to ensure they remain fit for purpose

The Governing Body and College Management will receive an Annual Report on Safeguarding from the Senior Staff Member with Lead Responsibility (appendix 4) which reviews how the duties have been discharged.

The following staff in college have all been trained to ‘designated safeguarding lead’ standard and are accredited by Notts City Council.

Michelle Harvey	Director of Student Support Lead Safeguarding + Prevent Lead (SPOC)
Helen Ginns-Farrow	Welfare Officer –lead responsibility for LAC + Deputy Safeguarding
Monique Norcliffe	Lead Personal Tutor
James Qusted	Head of Bilborough Extra and OFSTED lead
Helen Smith	Specialist Teacher
Emma Collins	Lead Personal Tutor

#### **A. What do we understand to be involved in Safeguarding?**

Safeguarding is not just about protecting young people from deliberate harm. It also relates to wider aspects of student well-being and welfare. Our ethos is that the effective safeguarding can only be achieved by putting young people at the centre of all we do. Following Keeping Children Safe in Education September 2020 we maintain that college has a duty and responsibility to promote safeguarding and well-being including:-

- Student health, safety and well-being, including their mental health and physical health
- Meeting the needs of young people with special educational needs and/or disabilities
- Meeting the needs of young people with medical conditions.
- Meeting the needs of young carers, looked after and previously looked after young people, those living independently and those that are homeless or living in temporary accommodation
- Meeting the needs of those vulnerable to discrimination and maltreatment on the grounds of protected characteristics such as race, ethnicity, religion or sexuality
- Providing first aid.
- Ensuring safety and well-being on educational trips and visits.
- Online safety and associated issues
- Ensuring we have appropriate arrangements to ensure campus security, taking into account the local

context.

Safeguarding can involve a range of potential issues such as:

- Impairment of young people’s mental and physical health or development
- Neglect, physical abuse, sexual abuse and emotional abuse
- Peer on peer abuse (including cyber bullying)
- Racist, disability and homophobic, biphobic or transphobic abuse.
- Gender based violence/violence against women and girls including FGM
- Extremist behaviour i.e. radicalisation.
- Child sexual exploitation and human trafficking.
- The impact of new technologies, including ‘sexting’ and accessing pornography
- Substance misuse by the child or young person
- Particular issues affecting young people including domestic violence, sexual exploitation, female genital mutilation and forced marriage
- Child Abuse linked to faith or belief
- Mental health issues including self-harming
- Child Trafficking
- Students missing from education
- Child criminal exploitation County Lines
- Sexual violence or sexual harassment
- Issues which may be specific to a local area or population, for example gang activity and youth violence.

Please see **appendix 3 and 3a** for further information on safeguarding issues, signs and indicators.

### **Peer on Peer Abuse and Sexting**

Abuse is abuse and should never be tolerated or passed off as “banter” or “part of growing up”. Different gender issues can be prevalent when dealing with peer on peer abuse. This could for example include girls being sexually touched/assaulted or boys being subject to initiation-type violence.

At Bilborough College we believe that all young people have a right to attend college and learn in a safe environment. Young people should be free from harm by adults in the college and other students.

We recognise that some students will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the college’s Behaviour Policy.

Occasionally, allegations may be made against students by others in the college, which are of a safeguarding nature. Safeguarding issues raised in this way may include physical abuse, emotional abuse, sexual abuse and sexual exploitation. It is likely that to be considered a safeguarding allegation against a student, some of the following features will be found.

The allegation:

- is made against a student and refers to their behaviour towards another young person or a more vulnerable student.
- is of a serious nature, possibly including a criminal offence
- raises risk factors for other students in the college
- indicates that other young people may have been affected by this student
- indicates that young people outside the college may be affected by this student

At Bilborough College we will support the victims of peer on peer abuse, please see protection for students from peer on peer abuse (bullying and harassment at college) policy 2020

In cases of 'sexting' we follow guidance given to schools and colleges by the UK Council for Child Internet Safety (UKCCIS) published in 2017: 'Sexting in schools and colleges, responding to incidents, and safeguarding young people'.

### **E Safety (see Appendix 7 for full details on e-safety within college)**

The 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 of staff and students (through the tutorial programme and the curriculum) guidance and implementation of our policies.

### **Mental Health and Safeguarding**

All staff Bilborough College are aware that mental health problems can, in some cases, be an indicator that a young person has suffered or is at risk of suffering abuse, neglect or exploitation.

College staff are not expected or trained to diagnose mental health conditions or issues but may notice behaviours that may be of concern.

Where staff have a mental health concern about a young person that may also be a safeguarding concern, they should raise the issue by informing Michelle Harvey (DSL) or Helen Ginns-Farrow (Deputy), in B1.04, B1.05 in student support.

### **Safeguarding Students vulnerable to Radicalisation.**

As part of the Counter Terrorism and Security Act 2015, colleges have a duty to 'prevent people being drawn into terrorism'. This has become known as the 'Prevent Duty'.

Where staff are concerned that young people are developing extremist views or show signs of becoming radicalised, they should discuss this with the Designated Safeguarding Lead.

Staff should be alert to changes in student's behaviour, which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying students who might be at risk of radicalisation and act proportionately which may include the designated safeguarding lead (or deputy) making a Prevent referral. The Designated Safeguarding Lead has received ongoing training about the Prevent Duty and tackling extremism and is able to support staff with any concerns they may have.

The College works to the Prevent element of the Government's Counter Terrorism Strategy, and where deemed appropriate will seek external support for learners through referrals to the Channel Programme. The college recognises that radicalisation can occur to an individual from any section of society and is not particular to any racial, ethnic or social group; and further recognises that in many instances the process of radicalisation is essentially one of grooming by others. Definitions of radicalisation and extremism, and indicators of vulnerability to radicalisation are in Appendix 3a.

The college uses tutorial and the curriculum to ensure that young people understand how people with extreme views share these with others, especially using the internet.

We are committed to ensuring that our students are offered a broad and balanced curriculum and tutorial that aims to prepare them for life in modern Britain. Teaching the college's core values alongside the

fundamental British Values supports quality teaching and learning, whilst making a positive contribution to the development of a fair, just and civil society.

**Risk Reduction** The Principal and Safeguarding leads will assess the level of risk within college and put actions in place to reduce that risk. This will include whole staff training on Prevent; regular reviews of campus security, vetting of external speakers and close monitoring (via e-safe) of online activity and college device usage within college. When any member of the college community has concerns that a student may be at risk of radicalisation or involvement in terrorism they should speak to the DSL or SPOC.

### **Safeguarding students who are vulnerable to Exploitation, Forced Marriage, Female Genital Mutilation or Trafficking**

Our safeguarding policy and the College's values provide the basic platform to ensure young people are given the support to respect themselves and others, stand up for themselves and protect each other. As a college we will keep ourselves up to date on the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation.

Our staff are supported to recognise warning signs and symptoms in relation to specific issues, and include such issues, in an age appropriate way, in their lesson plans. Our Designated Safeguarding Lead(s) know where to seek and obtain advice as necessary.

**Reporting of Female Genital Mutilation** With effect from October 2015 all Colleges are subject to a mandatory reporting requirement in respect of female genital mutilation. When a teacher discovers that an act of FGM appears to have been carried out on a girl aged under 18, that teacher has a statutory duty to report it to the police. Failure to report such cases will result in disciplinary sanctions. Staff should also discuss the situation with the Designated Safeguarding Lead who will consult children's social care before a decision is made as to whether the mandatory reporting duty applies.

### **Students who go missing from Education**

A student going missing from education is a potential indicator of abuse or neglect, including sexual exploitation, FGM, forced marriage or travelling to conflict zones. As a college, we monitor attendance carefully and address poor attendance without delay. We will notify relevant external bodies- police/ social services if we have concerns about student well-being.

As a college we follow up with parents/carers when students are not at college. This means we need to have a least two up to date contacts numbers for parents/carers. Parents should remember to update the college as soon as possible if the numbers change.

In response to the guidance in Keeping Children Safe in Education (2020) the college has:

1. Staff who understand what to do when young people do not attend regularly
2. Staff who know the signs and triggers for travelling to conflict zones, FGM and forced marriage.
3. Procedures to inform the local authority when we plan to take students off-roll when they:
  - a. leave college but we cannot establish contact
  - b. remain medically unfit
  - c. are in custody for four months or more (and will not return to college afterwards); or
  - d. are permanently excluded

When a student leaves the college, we aim to record the student's progression route and their expected start date.

### **Vulnerable students**

Vulnerable students include those who have a social worker, students who have a child protection plan and those who are looked after by the local authority. A student may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

At Bilborough College, we recognise that when a young person has a social worker, it is an indicator that the young person is more at risk than most students. This may mean that they are more vulnerable to further harm, as well as facing educational barriers to attendance, learning, behaviour and poor mental health. We take these needs into account when making plans to support students who have a social worker, e.g. monitoring of attendance and progress, deputy safeguarding officer attends social care meetings.

DSL and deputy know who our most vulnerable students are, and closely monitor those on the edge of receiving children's social care support. We will continue to work with student's social workers and the local authority for looked-after and previously looked-after students.

Privately fostered children and young people are appropriately supported and looked after, they are a potentially **vulnerable group** who should be monitored by the local authority, particularly when the child or young person has come from another country. In some cases, privately fostered children and young people are affected by abuse and neglect, or be involved in trafficking, child sexual exploitation or modern-day slavery.

A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (**under 18, if disabled**) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more.

Parents and private foster carers both have a **legal duty** to inform the relevant local authority at least six weeks before the arrangement is due to start; not to do so is a **criminal offence**. Schools and colleges have a mandatory duty to report to the local authority where they are aware or suspect that a young person is subject to a private fostering arrangement.

At Bilborough staff should notify the designated safeguarding lead when they become aware of private fostering arrangements. The designated safeguarding lead will speak to the family of the young person involved to check that they are aware of their duty to inform the LA. The college itself has a duty to inform the local authority of the private fostering arrangements.

On admission to the college, we will take steps to verify the relationship of the adults to the young person who is being registered.

### **SEND and safeguarding challenges**

Children and young people with special educational needs and disabilities can face additional safeguarding challenges because:

- there may be assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the young person's disability without further exploration; young people with SEN and disabilities can be disproportionately impacted by things like bullying without outwardly showing any signs; and
- difficulties may arise in overcoming communication barriers.

At Bilborough we identify students who might need more support to be kept safe or to keep themselves safe by: e.g. ensuring staff are aware of the potential barriers to recognising a potential safeguarding issue in students with SEND, open door opportunities for SEND students to speak with specialist staff and those staff aware of safeguarding policies and procedures, working within the boundaries set in any EHCP with respect to vulnerabilities to ensure the student remains safe etc

### **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. This lead is Paula Holt and she meets with DSL on at least a half termly basis.

The Governing Body, Principal and all staff working with young people have received appropriate training to familiarise them with safeguarding issues and responsibilities and the College procedures and policies, with refresher training in line with legislation at least every 3 years. In practice all staff receive refresher training on varying aspects of safeguarding at least every year and often more frequently through staff bulletins and briefings.

### **Senior Staff Members with Lead Responsibility**

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

**Michelle Harvey**

**Director of Student Support Services**

Tel: 0115 8515000; email: [michelle.harvey@bilborough.ac.uk](mailto:michelle.harvey@bilborough.ac.uk)

The Deputy Safeguarding:

**Helen Ginns-Farrow**

**Welfare Officer**

Tel: 0115 8515000; email: [helen.ginns-farrow@bilborough.ac.uk](mailto:helen.ginns-farrow@bilborough.ac.uk)

The **Director of Student Support Services (DSS)** is a member of Senior Leadership Team and the College Management team. The **Welfare Officer** is a member of the Student Support Team. Both have a key duty to take 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.

Both staff Members with Lead Responsibility have received training in Safeguarding, Child Protection issues, Prevent 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 other members of the safeguarding team and training.

The Senior Staff Member (**DSS**) with Lead Responsibility for Safeguarding is responsible for ensuring that:

- There are policies, procedures and systems in place to safeguard and promote the welfare of all young people and they are updated in a timely manner.
- They promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues with teachers and school and college leadership staff.
- Referral of cases of suspected abuse or allegations to the local Children's Integrated Services Safeguarding Team are done 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 all staff and volunteers on issues relating to Safeguarding and Child Protection
- All staff and visitors are familiar with the college's approach to safeguarding and their responsibility as an employee/ visitor to the college.

- Parents or carers of young people or vulnerable adults within the College are aware of the College's Safeguarding Policy.
- 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)
- Appropriate liaison takes place with feeder schools in relation to Safeguarding and Child Protection issues to ensure that appropriate arrangements are made for transfer of information on the young people joining the College
- Appropriate 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](mailto:Helen.Ginns-Farrow@bilborough.ac.uk)

**Monique Norcliffe; Lead Personal Tutor**

Tel: 0115 8515000; Email: [Monique.norcliffe@bilborough.ac.uk](mailto:Monique.norcliffe@bilborough.ac.uk)

**James Quested; Head of Bilborough Extra**

Tel: 0115 851500; Email: [James.quested@bilborough.ac.uk](mailto:James.quested@bilborough.ac.uk)

**Emma Collins; Lead Personal Tutor**

Tel: 0115 8515000; Email: [emma.collins@bilborough.ac.uk](mailto:emma.collins@bilborough.ac.uk)

**Helen Smith; Specialist Teacher**

Tel: 0115 8515000; Email: [helen.smith@bilborough.ac.uk](mailto:helen.smith@bilborough.ac.uk)

**If the DSL, deputy or other safeguarding staff are not available**, staff should speak to a member of the SLT and/or take advice from local children's social care (KCSIE (2018), paragraph 26). **Appendix 6** for contact details.

They will

- Report to the senior member of staff with lead responsibility (**DSS**)
- Will know how to make appropriate referrals
- 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.
- Have a shared 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:

#### **Paula Holt**

c/o Email: [claire.bailey@bilborough.ac.uk](mailto:claire.bailey@bilborough.ac.uk)

The designated governor is responsible for liaising with the Principal and Senior Staff Member (**DSS**) 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 4**.

All staff are provided with safeguarding training at induction and receive ongoing basic training at least every 3 years. 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) in September 2019 and their addendum April 2020.

*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.

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

### Recognising Abuse – General Considerations

- The college does not need proof of abuse before we make a referral. We will take seriously anything a young person tells us about. It is not our responsibility to determine blame or otherwise.
- We recognise that child abuse occurs to young people of both sexes and all ages, in all cultures, religions and social classes and to young people with or without disabilities. All at college need to be alert to signs that a young person may be at risk of significant harm. (NB Young people are defined as young people below the age of 18)
- The recommended criteria for recognition of abuse can be found in **Appendix 1** however it is emphasised that some of the points are not always appropriate for the 16-18 age group.

### Procedure for safeguarding

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. If a young person does not give consent to share their information, The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping young people safe.' All staff have a 'duty of care' to safeguard young people.

Staff will find it helpful to consider and act on the **5 Rs** –

<b>Recognition*</b>	The ability to recognise behaviour that may indicate abuse or radicalisation is of fundamental importance. 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. The college is committed to regular staff development/ safeguarding updates so all staff are aware of possible safeguarding issues, can identify and act appropriately to support young people.
<b>Response*</b>	Appropriate response is vital. No report of, or concern about, possible abuse/radicalisation should ever be ignored. Advice to staff;- 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, 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 conversation is recorded (S form) and reported to Safeguarding leads in college.
<b>Reporting*</b>	You should report your concerns directly to one of the members of staff with specific, designated responsibility for dealing with all issues relating to Safeguarding.

	Once you have reported concerns about abuse or radicalisation to any of the colleagues mentioned above then the responsibility for taking further decisions and/or actions resides with them.
<b>Recording</b>	You should record precisely what has been alleged, using the words of the young person. 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 via the S form 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.
<b>Referral</b>	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.

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

The Governing Body and College are required to comply with the Notts Local Safeguarding Children's Board Procedure for Managing Allegations against Adults working in Education Settings. Full details of procedures can be found in (appendix 2)

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.

### **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. Definition of vulnerable adults appendix 8

## Appendix 1

### **TYPES OF ABUSE AND NEGLECT**

Knowing what to look for is vital to the early identification of abuse and neglect. All staff should be aware of indicators of abuse and neglect so that they are able to identify cases of young people who may be in need of help or protection. If staff are unsure, they should always speak to the designated safeguarding lead (or deputy). All school and college staff should be aware that abuse, neglect and safeguarding issues are rarely stand-alone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another. All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between young people outside of these environments. All staff, but especially the designated safeguarding lead (and deputies) should consider whether young people are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and young people can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.

### **Indicators/symptoms of abuse and neglect**

**Abuse:** a form of maltreatment of young people. Somebody may abuse or neglect a young person by inflicting harm or by failing to act to prevent harm. Young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Young people may be abused by an adult or adults or by another young person/s.

A young person who's being abused may feel guilty, ashamed or confused. They may be afraid to tell anyone about the abuse, especially if the abuser is a parent, other relative or family friend. That's why it's vital to watch for red flags, such as:

- Withdrawal from friends or usual activities
- Changes in behaviour — e.g. aggression, anger, hostility or hyperactivity — or changes in college performance
- Depression, anxiety or unusual fears, or a sudden loss of self-confidence
- Frequent absences
- Reluctance to leave college activities, as if they do not want to go home
- Attempts at running away
- Rebellious or defiant behaviour
- Self-harm or attempts at suicide

Specific signs and symptoms depend on the type of abuse and can vary. Keep in mind that warning signs are just that — warning signs. The presence of warning signs doesn't necessarily mean that a young person is being abused.

**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 young person. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a young person.

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.

**Emotional abuse:** the persistent emotional maltreatment of a young person such as to cause severe and adverse effects on the young person's emotional development. It may involve conveying to a young person 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 young person opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing young people frequently to feel frightened or in danger, or the exploitation or corruption of young people. Some level of emotional abuse is involved in all types of maltreatment of a young person, although it may occur alone.

Signs of possible emotional abuse:

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

**Sexual abuse:** involves forcing or enticing a young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the young person 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 young people in looking at, or in the production of, sexual images, watching sexual activities, encouraging young people to behave in sexually inappropriate ways, or grooming a young person in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other young people. This often takes place in their own home and the perpetrator is known to the victim.

Signs of the sexually abused young person:

Not all young people 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 young person may be troubled though not necessarily about a sexual assault. The young person 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
- 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, e.g. recurrent abdominal pain or headache
- Sexual promiscuity

#### **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, e.g. anorexia nervosa or bulimia
- Discomfort/difficulty in walking or sitting
- Pregnancy – particularly when reluctant to name father
- Venereal disease, sexually transmitted diseases
- Self-mutilation/suicide attempts

**Neglect:** the persistent failure to meet a young person's basic physical and/or psychological needs, likely to result in the serious impairment of the young person's health or development. Neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a young person 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 young person's basic emotional needs.

Signs of possible 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
- Poor attendance

## **Appendix 2**

### **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 they are unsuitable to work with children and young people.**
  
  - **Behaved or may have behaved in a way that indicates they may not be suitable to work with children and young people.**
- 3.3 It is important that the Principal (or Designated Senior Person) does not investigate the allegation. 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 young person. 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 LGB 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 LGB (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: e.g. 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 LGB) 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 LGB) considers that suspension is necessary, the member of staff shall be informed that they are 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 LGB) should address the following issues:
- 5.9.1 the Chair of the LGB 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 LGB 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. They 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 them.
  - 6.2.2 their 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 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.

## Appendix 3

### Safeguarding issues

All staff should have an awareness of safeguarding issues that can put young people at risk of harm. Behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education and sexting (also known as youth produced sexual imagery) put young people in danger.

**Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)** Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a young person into sexual or criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. In some cases, the abuse will be in exchange for something the victim needs or wants and/or will be to the financial benefit or other advantage (such as increased status) of the perpetrator or facilitator. The abuse can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Victims can be exploited even when activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/or take place online.

Indicators of child sexual exploitation may include:

- Acquisition of money, clothes, mobile phones, etc. without plausible explanation;
- Gang-association and/or isolation from peers/social networks;
- Exclusion or unexplained absences from school, college or work;
- Leaving home/care without explanation and persistently going missing or returning late;
- Excessive receipt of texts/phone calls;
- Returning home under the influence of drugs/alcohol;
- Inappropriate sexualised behaviour for age/sexually transmitted infections;
- Evidence of/suspicious of physical or sexual assault;
- Relationships with controlling or significantly older individuals or groups;
- Multiple callers (unknown adults or peers);
- Frequenting areas known for sex work;
- Concerning use of internet or other social media;
- Increasing secretiveness around behaviours; and
- Self-harm or significant changes in emotional well-being.
- Young people who have older boyfriends or girlfriends; and
- 

Potential vulnerabilities include:

Although the following vulnerabilities increase the risk of child sexual exploitation, it must be remembered that not all young people with these indicators will be exploited. Child sexual exploitation can occur without any of these issues.

- Having a prior experience of neglect, physical and/or sexual abuse;
- Lack of a safe/stable home environment, now or in the past (domestic abuse or parental substance misuse, mental health issues or criminality, for example).  
Recent bereavement or loss.
- Social isolation or social difficulties.

- Absence of a safe environment to explore sexuality.
- Economic vulnerability.
- Homelessness or insecure accommodation status.
- Connections with other children and young people who are being sexually exploited.
- Family members or other connections involved in adult sex work.
- Having a physical or learning disability.
- Being in care (particularly those in residential care and those with interrupted care histories); and
- Sexual identity.
- Young people who suffer from sexually transmitted infections or become pregnant.

More information can be found in: Child sexual exploitation: Definition and a guide for practitioners (DfE 2017)

**Child Criminal Exploitation (CCE)** CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a young person into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

CCE can include young people being forced to work in cannabis factories, being coerced into moving drugs or money across the country forced to shoplift or pickpocket, or to threaten other young people.

Some of the following can be indicators of CCE:

- young people who appear with unexplained gifts or new possessions.
- young people who associate with other young people involved in exploitation.
- young people who suffer from changes in emotional well-being.
- young people who misuse drugs and alcohol.
- young people who go missing for periods of time or regularly come home late; and
- young people who regularly miss college or education or do not take part in education.

**County lines'** is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of "deal line".'

Exploitation is an integral part of the county lines offending model with young people and vulnerable adults exploited to move [and store] drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

Young people can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network. See KCSIE (2020) page 85.

Further information on the signs of a young person's involvement in county lines is available in guidance published by the [Home Office](#).

**Domestic Abuse** is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass but is not limited to: psychological; physical; sexual; financial; and emotional.

All young people can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Exposure to domestic abuse and/or violence can have a serious,

long lasting emotional and psychological impact on young people. In some cases, a young person may blame themselves for the abuse or may have had to leave the family home as a result. (See KCSIE (2020) page 86)

**Female genital mutilation** (FGM) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK.

FGM typically takes place between birth and around 15 years old; however, it is believed that the majority of cases happen between the ages of 5 and 8.

Risk factors for FGM include:

- low level of integration into UK society
- mother or a sister who has undergone FGM
- girls who are withdrawn from PSHE
- visiting female elder from the country of origin
- being taken on a long holiday to the country of origin
- talk about a 'special' procedure to become a woman

Symptoms of FGM

FGM may be likely if there is a visiting female elder, there is talk of a special procedure or celebration to become a woman, or parents wish to take their daughter out-of-college to visit an 'at-risk' country (especially before the summer holidays), or parents who wish to withdraw the young person from learning about FGM. Staff should not assume that FGM only happens outside the UK.

Indications that FGM may have already taken place may include:

- difficulty walking, sitting or standing and may even look uncomfortable.
- spending longer than normal in the bathroom or toilet due to difficulties urinating.
- spending long periods of time away from a classroom during the day with bladder or menstrual problems.
- frequent urinary, menstrual or stomach problems.
- prolonged or repeated absences from school or college, especially with noticeable behaviour changes (e.g. withdrawal or depression) on the girl's return
- reluctance to undergo normal medical examinations.
- confiding in a professional without being explicit about the problem due to embarrassment or fear.
- talking about pain or discomfort between her legs

**Peer on peer abuse** All staff should be aware that young people can abuse other young people (often referred to as peer on peer abuse). This is most likely to include, but may not be limited to:

- bullying (including cyberbullying).
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm.
- sexual violence, such as rape, assault by penetration and sexual assault.
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse.
- upskirting, 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.
- sexting (also known as youth produced sexual imagery); and

- initiation/hazing type violence and rituals.

All staff should be clear as to the college's policy and procedures with regards to peer on peer abuse.

**Serious violence** All staff should be aware of indicators, which may signal that young people are at risk from or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in well-being, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that young people have been approached by, or are involved with, individuals associated with criminal networks or gangs.

All staff should be aware of the associated risks and understand the measures in place to manage these. Advice for schools and colleges is provided in the Home Office's [Preventing youth violence and gang involvement](#) and its [Criminal exploitation of children and vulnerable adults: county lines](#) guidance.

**Female Genital Mutilation** Whilst all staff should speak to the designated safeguarding lead (or deputy) with regard to any concerns about female genital mutilation (FGM), there is a specific legal duty on teachers. If a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher must report this to the police.

**Mental Health.** All staff should also be aware that mental health problems can, in some cases, be an indicator that a young person has suffered or is at risk of suffering abuse, neglect or exploitation. Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff, however, are well placed to observe young people day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. Where young people have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how young people's experiences, can impact on their mental health, behaviour and education. If staff have a mental health concern about a young person that is also a safeguarding concern, immediate action should be taken, to speak to the designated safeguarding lead or a deputy. The department has published advice and guidance on [Preventing and Tackling Bullying](#), and [Mental Health and Behaviour in Schools](#) (which may also be useful for colleges). In addition, Public Health England has produced a range of resources to support secondary school teachers to promote positive health, well-being and resilience among young people including its guidance [Promoting children and young people's emotional health and well-being](#). Its resources include social media, forming positive relationships, smoking and alcohol. See Rise Above for links to all materials and lesson plans.

## Appendix 3a

### Further reading, safeguarding information

**This safeguarding policy** contains important additional information about specific forms of abuse and safeguarding issues. All college staff including college leaders and those staff who work directly with young people should read this.

If staff have any concerns about a young person's welfare, they should act on them immediately. They should follow the safeguarding procedures and speak to the designated safeguarding lead (or deputy). Where a young person is suffering, or is likely to suffer from significant harm, it is important that a referral to children's social care (and if appropriate the police) is made immediately.

**Young people and the court system** Young people are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. There are two age appropriate guides to support children [5-11-year olds](#) and young people [12-17 year olds](#).

The guides explain each step of the process, support and special measures that are available. There are diagrams illustrating the courtroom structure and the use of video links is explained.

**Children and young people missing from education** All staff should be aware that young people going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a young person going missing in future. Staff should be aware of their school's or college's unauthorised absence and young people missing from education procedures. As a college, we monitor attendance carefully and address poor attendance without delay.

**Young people with family members in prison** Approximately 200,000 young people in England and Wales have a parent sent to prison each year. These young people are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. [NICCO](#) provides information designed to support professionals working with offenders and their young people, to help mitigate negative consequences for those young people.

**Domestic abuse** The cross-government definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological; physical; sexual; financial; and emotional.

All young people can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and 103 National Crime Agency - Modern slavery and human-trafficking psychological impact on young people. In some cases, a young person may blame themselves for the abuse or may have had to leave the family home as a result.

[Operation Encompass](#) operates in the majority of police forces across England. It helps police and schools/colleges work together to provide emotional and practical help to young people. The system ensures that when police are called to an incident of domestic abuse, where there are young people in the household who have experienced the domestic incident, the police will inform the key adult (usually the designated safeguarding lead) in college. This ensures that the school has up to date relevant information about the young person's circumstances and can enable

support to be given to the young person according to their needs. Police forces not signed up to operation encompass will have their own arrangements in place.

**National Domestic Abuse Helpline** Refuge runs the National Domestic Abuse Helpline, which can be called free of charge and in confidence, 24 hours a day on 0808 2000 247. Its website provides guidance and support for potential victims, as well as those who are worried about friends and loved ones. It also has a form through which a safe time from the team for a call can be booked.

Additional advice on identifying young people who are affected by domestic abuse and how they can be helped is available at:

- [NSPCC- UK domestic-abuse Signs Symptoms Effects](#)
- [Refuge what is domestic violence/effects of domestic violence on children](#)
- [SafeLives: young people and domestic abuse.](#)

**Homelessness** Being homeless or being at risk of becoming homeless presents a real risk to a young person's welfare. The designated safeguarding lead (and any deputies) should be aware of contact details and referral routes in to the Local Housing Authority so they can raise/progress concerns at the earliest opportunity. Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property. Whilst referrals and/or discussion with the Local Housing Authority should be progressed as appropriate, and in accordance with local procedures, this does not, and should not, replace a referral into children's social care where a young person has been harmed or is at risk of harm.

This document is for information only and does not come into force until 1 September 2020. Schools and colleges must continue to have regard to KCSIE 2019 until then.

The Homelessness Reduction Act 2017 places a new legal duty on English councils so that everyone who is homeless or at risk of homelessness will have access to meaningful help including an assessment of their needs and circumstances, the development of a personalised housing plan, and work to help them retain their accommodation or find a new place to live. The following factsheets usefully summarise the new duties: [Homeless Reduction Act Factsheets](#) . The new duties shift focus to early intervention and encourage those at risk to seek support as soon as possible, before they are facing a homelessness crisis.

In most cases school and college staff will be considering homelessness in the context of young people who live with their families, and intervention will be on that basis. However, it should also be recognised in some cases 16 and 17 year olds could be living independently from their parents or guardians, for example through their exclusion from the family home, and will require a different level of intervention and support. Children's services will be the lead agency for these young people and the designated safeguarding lead (or a deputy) should ensure appropriate referrals are made based on the young person's circumstances. The department and the Ministry of Housing, Communities and Local Government have published joint statutory guidance on the provision of accommodation for 16 and 17 year olds who may be homeless and/or require accommodation: [here](#).

**So-called 'honour-based' abuse (including Female Genital Mutilation and Forced Marriage)** So-called 'honour-based' abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBA are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a young person being at risk of HBA, or already having suffered HBA.

**Actions** If staff have a concern regarding a young person that might be at risk of HBA or who has suffered from HBA, they should speak to the designated safeguarding lead (or deputy). As appropriate, they will activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care. Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on teachers<sup>104</sup> that requires a different approach (see following section).

**FGM** comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

FGM mandatory reporting duty for teachers Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases may face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining students, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies. Information on when and how to make a report can be found at: [Mandatory reporting of female genital mutilation](#) procedural information.

Teachers must personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has good reason not to, they should still consider and discuss any such case with the school's or college's designated safeguarding lead (or deputy) and involve children's social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, teachers should follow local safeguarding procedures. The following is a useful summary of the FGM mandatory reporting duty: [FGM Fact Sheet](#).

**Forced marriage** Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some perpetrators use perceived cultural practices as a way to coerce a person into marriage. Schools and colleges can play an important role in safeguarding young people from forced marriage.

The Forced Marriage Unit has published [statutory guidance](#) and [Multi-agency](#) guidelines pages 35-36 of which focus on the role of schools and colleges. School and college staff can contact the Forced Marriage Unit if they need advice or information: Contact: 020 7008 0151 or email [fm@fco.gov.uk](mailto:fm@fco.gov.uk).

**Preventing radicalisation** Young people are vulnerable to extremist ideology and radicalisation. Similar to protecting young people from other forms of harms and abuse, protecting young people from this risk should be a part of a schools' or colleges' safeguarding approach.

- **Extremism** is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.
- **Radicalisation** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.
- **Terrorism** is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

## Recognising Extremism

Early indicators and signs of radicalisation or extremism may include:

- showing sympathy for extremist causes
- glorifying violence, especially to other faiths or cultures
- making remarks or comments about being at extremist events or rallies outside school
- evidence of possessing illegal or extremist literature
- advocating messages similar to illegal organisations or other extremist groups
- out of character changes in dress, behaviour and peer relationships (but there are also very powerful narratives, programmes and networks that young people can come across online so involvement with particular groups may not be apparent.)
- secretive behaviour
- online searches or sharing extremist messages or social profiles
- intolerance of difference, including faith, culture, gender, race or sexuality
- graffiti, art work or writing that displays extremist themes
- attempts to impose extremist views or practices on others
- verbalising anti-Western or anti-British views
- advocating violence towards others
- They become withdrawn and focused on one ideology
- The individual becomes increasingly intolerant of more moderate views
- They may become isolated from family, friends, peers or social groups.
- Decline in the standard of work, Missing lessons

There is no single way of identifying whether a young person is likely to be susceptible to an extremist ideology. Background factors combined with specific influences such as family and friends may contribute to a young person's vulnerability. Similarly, radicalisation can occur through many different methods (such as social media or the internet) and settings (such as within the home). However, it is possible to protect vulnerable people from extremist ideology and intervene to prevent those at risk of radicalisation being radicalised. As with other safeguarding risks, staff should be alert to changes in young people's behaviour, which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying young people who might be at risk of radicalisation and act proportionately which may include the designated safeguarding lead (or deputy) making a Prevent referral. The school's or college's designated safeguarding lead (and any deputies) should be aware of local procedures for making a Prevent referral.

**The Prevent duty** All schools and colleges are subject to a duty under section 26 of the Counter Terrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty. The Prevent duty should be seen as part of schools' and colleges' wider safeguarding obligations. Designated safeguarding leads and other senior leaders should familiarise themselves with the revised Prevent duty guidance: for England and Wales, especially paragraphs 57-76. The guidance is set out in terms of four general themes: risk assessment, working in partnership, staff training, and IT policies. There is additional guidance: Prevent duty guidance: for further education institutions in England and Wales that applies to colleges.

**Channel** is a voluntary, confidential support programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn. According to the Prevent duty guidance 'having due regard' means that the authorities should place an appropriate amount of weight on the need to prevent people being drawn into terrorism when they consider all the other factors relevant to how they carry out their usual functions. "Terrorism" for these purposes has the same meaning as for the Terrorism Act 2000 (section 1(1) to (4) of that Act). into terrorism. Prevent referrals may be passed to a multi-agency Channel panel, which will discuss the individual referred to determine whether they are vulnerable to being drawn into terrorism and consider the appropriate support required. A representative from the school or college may be asked to attend

the Channel panel to help with this assessment. An individual's engagement with the programme is entirely voluntary at all stages.

Guidance on Channel is available at: [Channel guidance](#).

**Additional support** The department has published further advice for schools on the [Prevent duty](#). The advice is intended to complement the Prevent guidance and signposts to other sources of advice and support.

**Peer on peer abuse** Young people can abuse other young people. This is generally referred to as peer on peer abuse and can take many forms. This can include (but is not limited to): abuse within intimate partner relationships; bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiation/hazing type violence and rituals.

**Sexual violence and sexual harassment between young people in colleges.** Sexual violence and sexual harassment can occur between two young people of any age and sex. It can also occur through a group of young people sexually assaulting or sexually harassing a single young person or group of young people.

Young people who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support. Staff should be aware that some groups are potentially more at risk. Evidence shows girls, young people with SEND and LGBT young people are at greater risk.

Staff should be aware of the importance of:

- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up.
- not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”; and
- challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.

**Sexual violence** It is important that school and college staff are aware of sexual violence and the fact young people can, and sometimes do, abuse their peers in this way. When referring to sexual violence we are referring to sexual violence offences under the Sexual Offences Act 2003 as described below:

**Rape:** A person (A) commits an offence of rape if: he intentionally penetrates the vagina, anus or mouth of another person (B) with his penis, B does not consent to the penetration and A does not reasonably believe that B consents.

**Assault by Penetration:** A person (A) commits an offence if: they intentionally penetrate the vagina or anus of another person (B) with a part of their body or anything else, the penetration is sexual, B does not consent to the penetration and A does not reasonably believe that B consents.

**Sexual Assault:** A person (A) commits an offence of sexual assault if: they intentionally touch another person (B), the touching is sexual, B does not consent to the touching and A does not reasonably believe that B consents.

**Consent** is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another, e.g. to vaginal but not anal sex or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone consents to vaginal, anal or oral penetration only if they agree by choice to that penetration and has the freedom and capacity to make that choice.

**Sexual harassment.** When referring to sexual harassment we mean ‘unwanted conduct of a sexual nature’ that can occur online and offline. When we reference sexual harassment, we do so in the context of peer on peer sexual harassment. Sexual harassment is likely to: violate a young person’s dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment.

Whilst not intended to be an exhaustive list, sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names.
- sexual “jokes” or taunting.
- physical behaviour, such as: deliberately brushing against someone, interfering with someone’s clothes (schools and colleges should be considering when any of this crosses a line into sexual violence - it is important to talk to and consider the experience of the victim) and displaying pictures, photos or drawings of a sexual nature; and
- online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:
  - non-consensual sharing of sexual images and videos.
  - sexualised online bullying.
  - unwanted sexual comments and messages, including, on social media.
  - sexual exploitation; coercion and threats; and
  - upskirting.

**Upskirting.** The Voyeurism (Offences) Act, which is commonly known as the Upskirting Act, came into force on 12 April 2019. ‘Upskirting’ is where someone takes a picture under a person’s clothing (not necessarily a skirt) without their permission and or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is a criminal offence. Anyone of any gender, can be a victim.

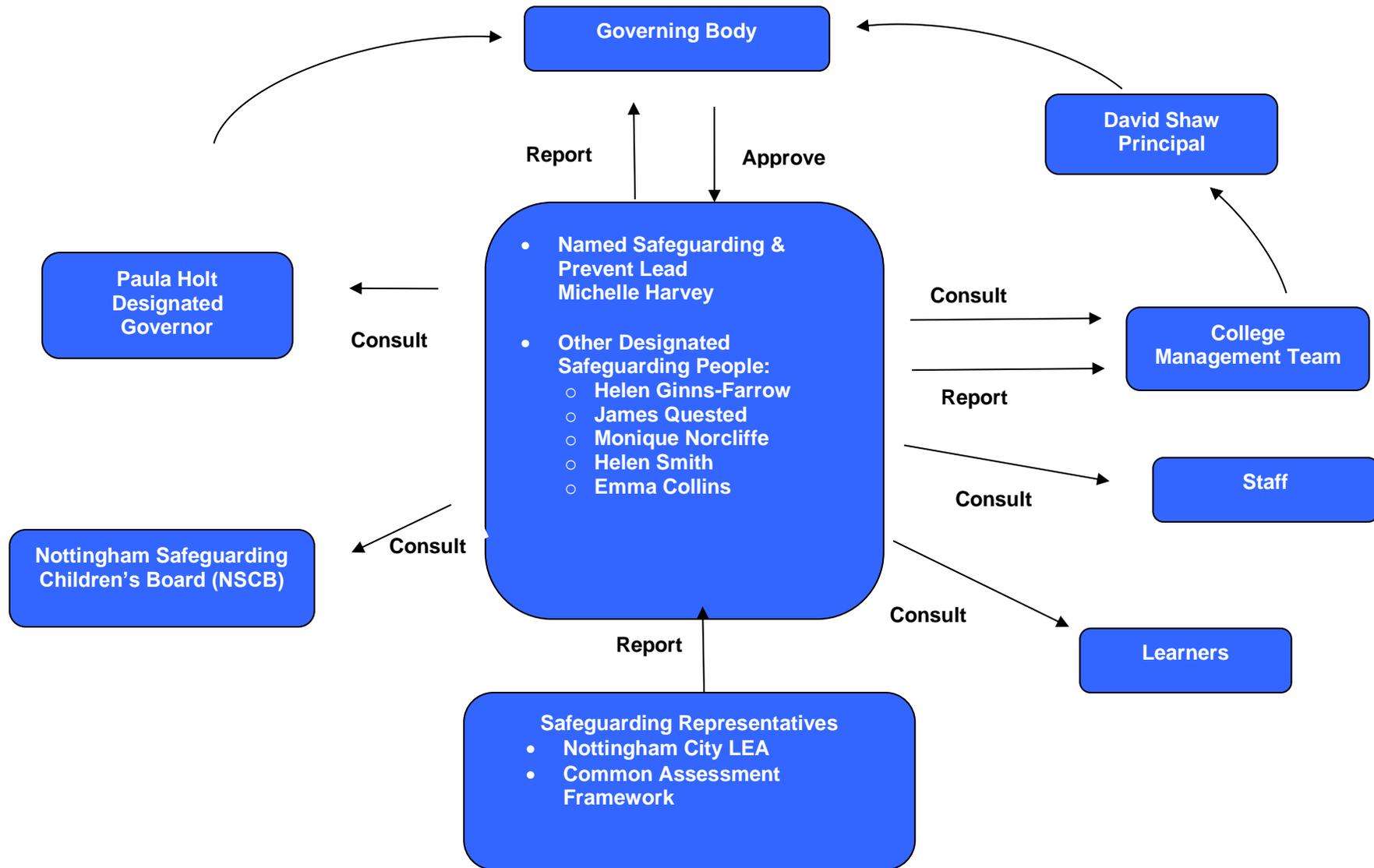
**The response to a report of sexual violence or sexual harassment.** The initial response to a report from a young person is important. It is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

If staff have a concern about a young person or a young person makes a report to them, they should speak to the designated safeguarding lead (or a deputy).



**APPENDIX 4**

**Roles and Responsibilities for Safeguarding & Child Protection**



## Appendix 5

### **SIGNPOST TO DOCUMENTS ASSOCIATED WITH THIS POLICY & PROCEDURE:**

<b>Policy/Document</b>	<b>Where found</b>	<b>Section</b>
<ul style="list-style-type: none"> <li>• Recruitment Policy, including:               <ul style="list-style-type: none"> <li>○ Safer Recruitment</li> <li>○ The Recruitment Of Ex-Offenders</li> <li>○ Vetting &amp; Barring And CRB Disclosure For Recruitment Of Staff And Volunteers</li> </ul> </li> </ul>	College Intranet	Personnel Policies
<ul style="list-style-type: none"> <li>• Code Of Professional Conduct (Staff &amp; Volunteers)</li> </ul>	College Intranet	Personnel Policies
<ul style="list-style-type: none"> <li>• Probationary Monitoring Policy For Staff</li> </ul>	College Intranet	Personnel Policies
<ul style="list-style-type: none"> <li>• Data Protection Code Of Practice</li> </ul>	College Intranet	General Policies
<ul style="list-style-type: none"> <li>• Student Admissions Policy</li> </ul>		
<ul style="list-style-type: none"> <li>• IT Security: Internet &amp; Email (Copy in file)</li> </ul>	College Intranet	General Policies
<ul style="list-style-type: none"> <li>• Protection from Bullying &amp; Harassment Policy &amp; Procedure (Copy in file)</li> <li>• Overview of Bullying Policy (Copy in file)</li> </ul>	College Intranet/Student Portal	Personnel /Student Policies
<ul style="list-style-type: none"> <li>• Corporate Equality &amp; Diversity, including Single Equality Policy &amp; Scheme</li> </ul>	College Intranet/student portal	General Policies Student Policies
<ul style="list-style-type: none"> <li>• Whistleblowing</li> </ul>	College Intranet	General Policies
<ul style="list-style-type: none"> <li>• Hospitality, Gifts &amp; Gratuities Policy</li> </ul>	College LGB	Register
<ul style="list-style-type: none"> <li>• College Communications Policy (Draft)</li> </ul>	See Director of M&I (HMD)	
<ul style="list-style-type: none"> <li>• Administration Of Medication Advice &amp; Guidance (Section in file)</li> <li>•</li> </ul>		
<ul style="list-style-type: none"> <li>• Community &amp; Work Related Curriculum Policy, including work experience Health, Safety and Welfare of learners</li> </ul>	College Intranet	General Policies
<ul style="list-style-type: none"> <li>• External Speaker Policy</li> </ul>	College Intranet	General Policies
<ul style="list-style-type: none"> <li>• Health &amp; Safety Policy               <ul style="list-style-type: none"> <li>○ Including First Aid</li> <li>○ Including physical intervention</li> <li>○ College Security Policy</li> </ul> </li> <li>•</li> </ul>	College Intranet	Health and Safety, Policies and Procedures
<ul style="list-style-type: none"> <li>• Disciplinary Policies &amp; Procedures:               <ul style="list-style-type: none"> <li>○ For Staff/For Students</li> </ul> </li> </ul>	College Intranet Student Portal	Personnel Policies Student Policies
<ul style="list-style-type: none"> <li>• e-safety Policy Including photography, video</li> </ul>	College Intranet/ Student Portal	Safeguarding Policy, appen 6

**COLLEGE SAFEGUARDING & CHILD PROTECTION KEY CONTACTS**

**Senior Staff Member with Lead Responsibility**

**Michelle Harvey, Director of Student Support Services**

Tel: 0115 8515000, Email: [michelle.harvey@bilborough.ac.uk](mailto:michelle.harvey@bilborough.ac.uk)

**Other Designated Safeguarding People**

Staff with key responsibilities regarding safeguarding January 2020 onwards:

**Helen Ginns-Farrow, Welfare Officer**

Tel: 0115 8515000; Email: [Helen.Ginns-Farrow@bilborough.ac.uk](mailto:Helen.Ginns-Farrow@bilborough.ac.uk)

**Monique Norcliffe, Lead Personal Tutor**

Tel: 0115 8515000; Email: [Monique.norcliffe@bilborough.ac.uk](mailto:Monique.norcliffe@bilborough.ac.uk)

**James Quested, Head of Bilborough Extra**

Tel: 0115 8515000; Email: [James.quested@bilborough.ac.uk](mailto:James.quested@bilborough.ac.uk)

**Emma Collins; Lead Personal Tutor**

Tel: 0115 8515000; Email: [emma.collins@bilborough.ac.uk](mailto:emma.collins@bilborough.ac.uk)

**Helen Smith; Specialist Teacher**

Tel: 0115 8515000; Email: [helen.smith@bilborough.ac.uk](mailto:helen.smith@bilborough.ac.uk)

**If the DSL, deputy or other safeguarding staff are not available**, staff should speak to a member of the SLT and/or take advice from local children's social care (KCSIE (2018), paragraph 26).

**Safeguarding Representatives**

**Designated Governor**

**Paula Holt**

Email: c/o [claire.bailey@bilborough.ac.uk](mailto:claire.bailey@bilborough.ac.uk)

**Nottinghamshire City Council – LEA**

Karen Sheed (Help and Advice)

0115 8764725

Email: [karen.sheed@nottinghamcity.gov.uk](mailto:karen.sheed@nottinghamcity.gov.uk)

**Nottinghamshire Childrens Services - MASH** 0300 500 8090 /0115 8764800 (county)

<https://www.nottinghamshire.gov.uk/care/safeguarding/childrens-mash/report-a-new-concern-about-a-child>

**Nottingham Childrens services** - 0115 876 4800 /0115 876 5600 (city)

**Derby Childrens Services** - 01332 641172 (professionals consultation line 07812300329)

**Derbyshire Childrens services** - 01629 533190 (01629 535353 professional consultation line) (referrals online starting point)

<https://www.derbyshire.gov.uk/social-health/children-and-families/support-for-families/starting-point-referral-form/starting-point-request-for-support-form.aspx>

## **LADO - Nottingham and Nottinghamshire**

### **Managing Allegations and concerns by adults who work or volunteer with children**

#### **Strategic issues**

- Hazel McKibbin, Service Manager, Safeguarding Children (Strategic) and LADO, telephone: 0115 9773921  
Referrals
- Helen Atherton - Non-education, telephone: 0115 8041272
- Eva Callaghan - Schools, FE Colleges and Early Years (including nurseries and childminders), telephone: 0115 8041272.

**Derby** Local Authority Designated Officer (**LADO**) on 01332 642376

**Derbyshire LADO contact** 01629 533190.

**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 impact of the e-safety Policy will be monitored regularly with a full review being carried out at least once a year by the safeguarding team. 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.

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 . 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. 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 review and update the e-safety Policy, deliver staff development and training, record incidents, report any developments and incidents to Michelle Harvey, Director of Student Support Services, 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 training, 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.

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 Peer on Peer abuse/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 7 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. Streaming live lessons info here**

Live streamed lessons are to be recorded by the lead member of staff, the aim is to safeguard staff and students, this recording will be deleted after 30 days. Recordings will not be shared if a student misses a streamed lesson, students may not want their contributions sharing. Only channels provided by the college are permitted e.g. Teams and college emails. Video permissions are given to both staff and students with blurred backgrounds, however, this is optional for students and staff. Staff should make students aware of the terms of use e.g. only appropriate classroom behaviour will be tolerated, staff can remove a student from the class if it is inappropriate. Any concerns should be addressed with Michelle Harvey.

### **9. Incidents and Response**

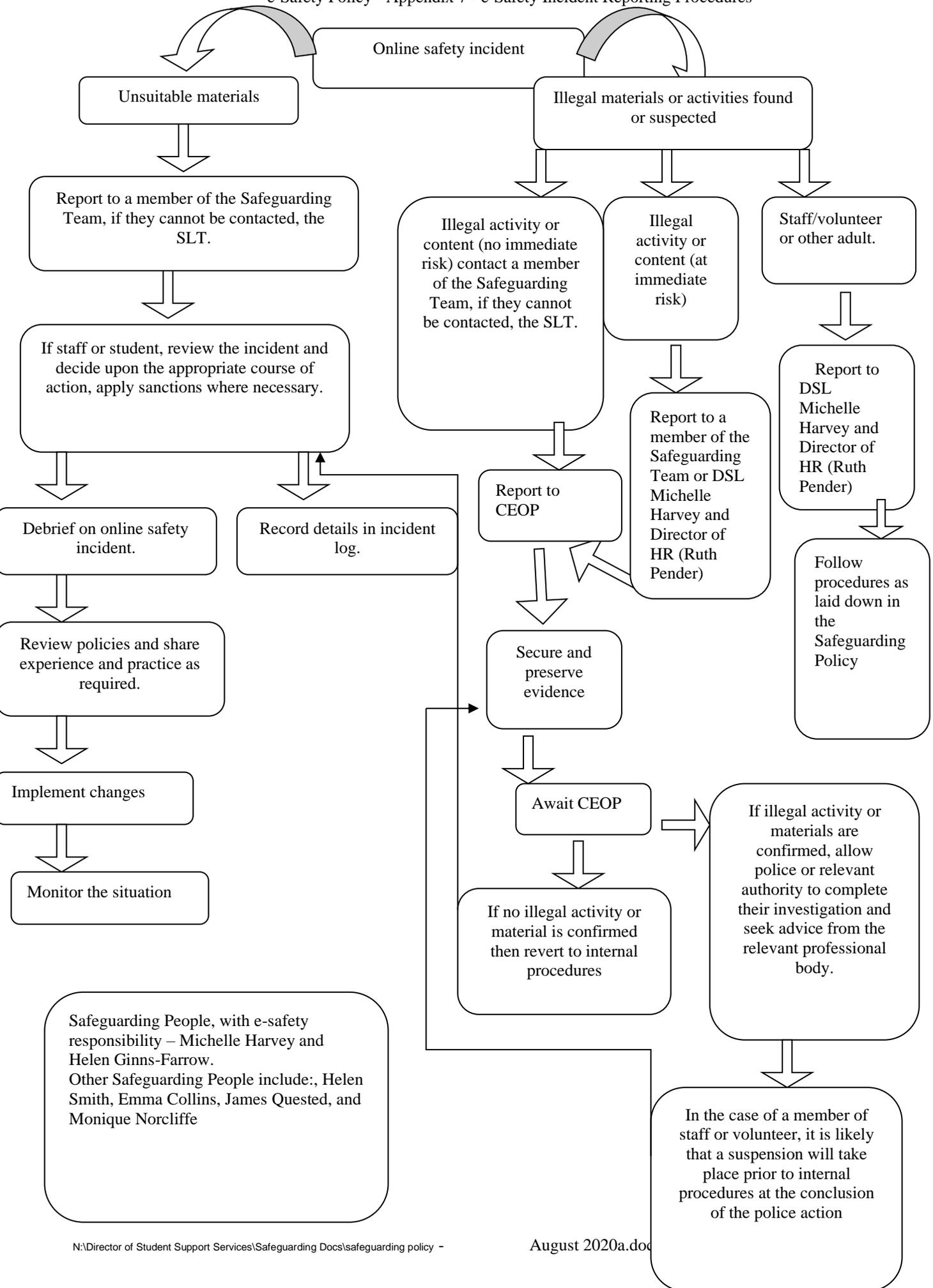
Where an e-safety incident is reported to the college this matter will be dealt with very seriously. The college will act immediately to prevent, as far as reasonably possible, any harm or further harm occurring. If a learner wishes to report an incident, they can do so to their personal tutor or to 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, at the end of this document, 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.

**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 2018 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 Director of Student Support Services; 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 will not record or share any live streamed lessons.
- ✓ 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 protection for students bullying and harassment at college policy 2020.
- ✓ 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.

e-Safety Policy - Appendix 7 - e-Safety Incident Reporting Procedures



## Appendix 8.

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).

