

SAFEGUARDING POLICY



PURPOSE OF THE POLICY

To ensure that college adheres to its legal obligation and social responsibilities in relation to safeguarding children, young people and vulnerable adults. This is in accordance with legislation such as the Children Act 2004, Education Act 2002 and Guidance (September 2004), Safeguarding Vulnerable Groups Act 2006, Equality Act 2010, Mental Capacity Act 2005, Counter-Terrorism and Security Act 2015, part 5 as applies to Prevent and Channel, and in practice and policy directed by the Government's publication, Every Child Matters – Change for Children, Working together to Safeguard Children in Education 2015 and Keeping Children Safe in Education 2016 (KCSIE) (Updated Keeping Children Safe in Education due September 2018).

The term learner refers to children/young people and any other student enrolled at college and or engaged in any activity on college premises. Any student under the age of 18 is deemed to be a child in the eyes of the law. The term vulnerable adult refers to any person, over the age of 18, in need of community care or support services because of old age, mental health issues, physical disability, hearing, seeing and/or communication difficulties, learning disabilities or the inability to protect themselves from significant harm or being taken advantage of. There is a separate policy and procedures to cover the Children's Centre as there are additional legal requirements for each.

Yeovil College is committed to improving and promoting best practice throughout the organisation and ensuring that the wellbeing of learners is safeguarded and that they are protected from harm. This in turn will promote opportunities for them to thrive and benefit from their learning experience and fostering a culture where learners are valued and their right to be safe is respected. Safeguarding is everyone's responsibility.

Under this policy abuse and neglect are defined as forms of maltreatment to any learner. This may be by omission or commission i.e. inflicting harm or failing to prevent harm. We recognise a learner can be abused in a family, institution or community setting by those known to them or, more rarely, by a stranger. Abuse may be by an adult(s) or another child(ren). The main categories of abuse are neglect, physical abuse, sexual abuse, emotional abuse and financial abuse.

The safeguarding of learners also includes protection from harassment (including e-safety), forced marriage or honour based violence, Female Genital Mutilation, breast binding, cuckooing, radicalisation and Child Sexual Exploitation (CSE) which includes sexting.

RESPONSIBILITY AND AUTHORITY

The Corporation has ultimate responsibility for safeguarding and will ensure that the arrangements for protecting learners are effective, robust and reviewed on a regular basis.

The Designated Safeguarding Officer (DSO) or safeguarding deputies can be contacted on 07973 898 849 between the hours of 9am and 5pm Monday to Thursday and 9am – 4.30pm Friday during term time. The Employer Engagement Team will hold the phone during out of term time days and between the hours of 9am and 5pm Monday to Thursday and 9am – 4.30pm Friday (except during the 2 week Christmas break) to support apprentices. The Head of Student Experience can be contacted on 01935 845 354.

In the event of an incident occurring outside of these hours or in the unusual event that no safeguarding officers are available contact Somerset Direct 0300 123 2224 out of hours Somerset 0300 123 2327 or for Dorset learners contact MASH (multi agency hub) 01202 228 866. If learners are based away from these 2 Counties staff must contact the local safeguarding board for that area. All incidents reported this way will still need to be recorded on the College paperwork/systems for legal purposes by the member of staff and to inform the DSO.

Recognition of actual or suspected abuse is the responsibility of all staff. All staff will receive training to support their understanding and awareness of safeguarding issues. This will be regularly updated. All staff will sign to say they read and understood part 1 of Keeping Children Safe in Education as part of their training; signatures will be kept on file with HR

Recognition of concerns with regards to radicalisation is the responsibility of all staff. This is to be reported to the DSO who will work with the local Police officer for Prevent and make relevant referrals through Channel. All staff will have training in workshops in raising awareness of prevent (WRAP)

The Designated Safeguarding Governor, who has responsibility for safeguarding concerns, including Prevent, can be contacted via the Clerk to the Corporation on 01935 845 418. The Designated Governor is responsible for overseeing the liaison between the Police and Children's Social Care in connection with allegations against the Principal or the Safeguarding Officer with lead responsibility. This process will not involve undertaking any form of investigation, but will ensure good communication between the parties and provision of recorded information to assist enquiries.

PROCEDURE FOR REPORTING SUSPECTED ABUSE, RADICALISATION AND CONCERNS

Cause for concerns may include:

- Signs of physical abuse e.g. bruising
- Signs of sexual abuse or concerns with regards to CSE(Child Sex Exploitation)
- Signs of emotional abuse or concerns with regards to mental health/self-harm/suicidal thoughts
- Suspicions of abuse or radicalisation due to changes in behaviour
- Disclosure by learner where a member of staff believes the learner to be at risk of harm or radicalisation
- Any obvious signs of neglect
- Use of inappropriate language
- Possession of inappropriate literature including online access
- Expression of extremist views or association with known extremists or seeking to recruit others to extremist ideology
- Cuckooing
- FGM (Female Genital Mutilation)
- Fabricated Illness (FI)

Definitions for these are to be found in Basic Awareness training pack and in KCSIE 2016 and in the updated KCSIE due September 2018,

In the event that staff are concerned they must:

- Record brief, dated notes of information received and observations made and;
- Contact the Designated Safeguarding Officer or one of the designated deputies within the college on 07973898849 for further advice

Information will be recorded on a confidential password protected database accessed only by designated officers and will be shared on a need to know basis to support the learner and college teams. From September 2018 learner related safeguarding information will be recorded within the

'my concern' software. This allows all staff involved in a specific case appropriate access to information relative to the level of concern for reporting; DSL's will have access to all details. For safeguarding purposes old databases will be for information only and archived appropriately to support both GDPR and safeguarding requirements.

COMMITTEES

Safeguarding issues should be raised at Governance, Senior Management Team, College Management Team and Health and Safety Committee meetings. Safeguarding will be monitored regularly at the Safeguarding and Equality & Diversity Group. There is a legal requirement that the Governing Body reviews an annual report on Safeguarding produced by the Designated Safeguarding Officer. An audit date is set by the Local Safeguarding Children Board. This audit is written in conjunction with the Governor for Safeguarding and Prevent.

The College recognises through these committees the positive contribution it can make towards safeguarding learners from radicalisation and violent extremism. As part of these committees and through training for all staff, the College will empower students to create communities that are resilient to extremism. It aims to protect those most vulnerable to being drawn into violent extremism or crime.

OUTCOMES

The Designated Safeguarding Officer will refer information to or seek advice from other relevant organisations as appropriate e.g. Children's Social Care, Police, Somerset Direct, Dorset Children's Services or Somerset/Dorset Local Safeguarding Children Boards. There is an expectation that concerns should be shared with parents/carers unless by doing so the learner might be placed at greater risk of harm.

In the event of the concerns not being appropriate for referral at that stage then the learner will be monitored through an appropriate member of staff in liaison with the Safeguarding Officer.

Staff will receive support as required.

ALLEGATIONS MADE AGAINST STAFF, VOLUNTEERS OR GOVERNORS OF THE CORPORATION – WHISTLEBLOWING

All staff and volunteers (including Governors) are recruited in accordance with the College Recruitment Policy and within the DBS/Vetting and Safeguarding guidelines.

In an educational establishment learners need to be protected from grooming, forming inappropriate relationships, exploitation (particularly through the internet), physical abuse, violence, bullying, harassment, victimisation, recruiting or being enticed into extremist organisations/activities etc. This protection covers all full-time, part-time and work-based learners in all settings.

If an allegation is made against a member of staff (including the Principal) or a volunteer (including a Governor) it should be reported immediately to the Director of Staff and Student Experience* After initial investigations the Director of Staff and Student Experience or the Vice Principal with responsibility for safeguarding will inform the Local Authority Designated Officer (LADO) 0300 123 2224 if it is found that the allegation requires escalation. Any investigation should be carried out by a member of staff who has undertaken at least the "Working together" Somerset Safeguarding Children Board advanced interagency training.

*The only exception to this is if an allegation is made against the Director of Staff and Student Experience, in which case it should be reported immediately to the Principal who will inform the Local Authority Designated Officer, 0300 123 2224.

Any resulting investigation should be carried out by a member of staff who has undertaken at least the "Working together" Somerset Safeguarding Children Board advanced interagency training.

In addition, allegations against:

- A member of the Senior Management Team (including the Principal).
- Director of Staff and Student Experience.
- Any Governor (other than the Designated Governor) should be reported to the Designated Governor via the Clerk to the Corporation.

Allegations against the Designated Governor should be reported to the Chair of the Corporation via the Clerk to the Corporation.

Allegations against the Clerk to the Corporation should be reported to the Designated Governor via the Director of Staff and Student Experience.


ALLEGATIONS MADE AGAINST ANOTHER STUDENT

If an allegation is made by a student against another member of the student body, this must be reported immediately to the Designated Safeguarding Officer. The Designated Safeguarding Officer will refer information to or seek advice from other relevant organisations as appropriate e.g. Children's Social Care, Police, Somerset Direct or Somerset/Dorset Local Safeguarding Children Boards. There is an expectation that concerns should be shared with parents/carers unless by doing so the learner might be placed at greater risk of harm.

RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

This policy is supported by:

Appendix 1 - Safeguarding Flowchart
Appendix 2 – Prevent & Channel Referral Guide
Safeguarding Procedures
Drugs and Alcohol and Substance Misuse Policy
Customer Service Policy (Handling Complaints)
Recruitment Policy & Procedure
Respect at College Policy
Disclosure and Barring Service Handling Policy
Student Support Services Referral Procedure
Equality and Diversity Policy
Children's Centre Safeguarding Policy

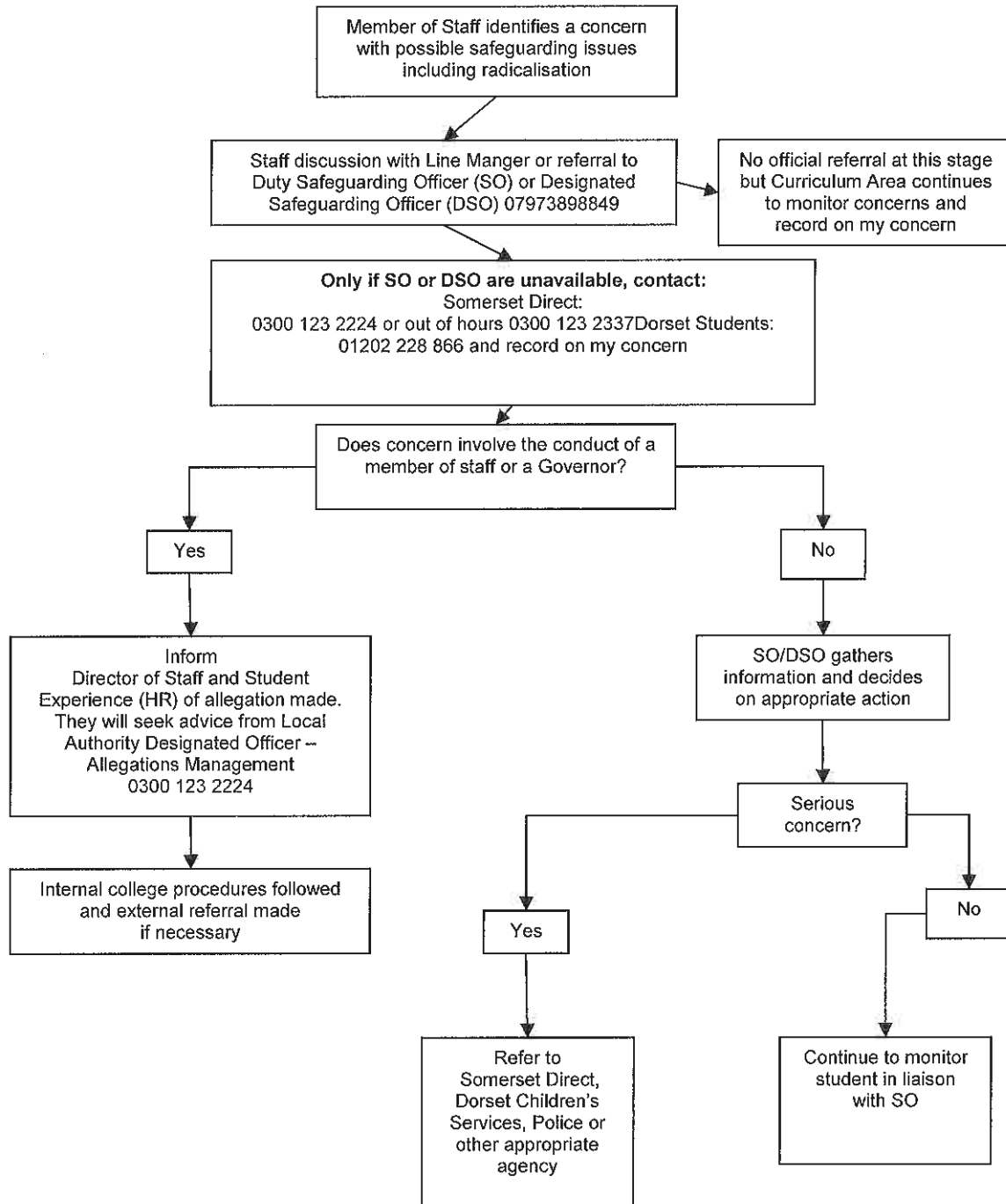
Policy Review				
Author	Position	Approved by Corporation	Approval date	Review date
Michelle Dennett	Head of Student Experience	Signed: 	12.07.18	July 2019

Document Control – Revision History (Policies only)

Author/Owner	Summary of Changes	Date	Date last reviewed by SED	Recommend to SED Y/N
Kate Hill	Minor amendments	13.04.16	-	Y
Nikki Sendell	Minor amendments to reflect Safeguarding On-line Audit guidelines	11.11.16	13.05.16	N
Michelle Dennett	Minor amendments to reflect staff changes and revised Prevent & Channel referral guide.	01.06.17	13.05.16	N
Michelle Dennett	Minor amendments to reflect staff changes, revised KCSIE document and introduction of My Concern database .	18.06.18	13.05.16	N

Initial Equality Impact Screening			
Have you consulted on this policy? Yes Details: Consultation with members of the Learner Support Services Team, Human Resources, Safeguarding, Equality & Diversity Group			
What evidence has been used for this assessment? Previous policy and staff feed-back			
Could a particular group be affected differently in either a negative or positive way? Indicate Y where applicable			
Group Age Disability Gender (incl. Transgender) Race (incl. Gypsy & Traveller) Religion or belief Sex Sexual orientation Marriage & civil partnership Pregnancy & maternity Other groups (see guidance)	Negative impact	Positive impact	Evidence
Please give details:			
If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? If yes, please detail below:			
Should the policy proceed to a full Equality Impact Assessment? No If no, please give reasons. This policy is designed to protect all students at the college.			
Declaration We are satisfied that an initial screening has been carried out on this policy and a full Equality Impact Assessment is not required. We understand that the Equality Impact Assessment is required by the College and that we take responsibility for the completion and quality of this assessment			
Completed by Author: Kate Hill Position: Director of Teaching, Learning and Quality		Date: 13.04.16	
Reviewed by Safeguarding, Equality & Diversity Group:		Date: 13.05.16	
Comments from Safeguarding, Equality & Diversity Group Review:			

SAFEGUARDING FLOWCHART





Prevent and Channel Referral guide For reporting a concern of a vulnerable individual



It is important for you as a member of staff to know where to go if you have a concern that someone may be on the route to radicalisation. Below is a flow chart which aims to show the process as to which you can follow

