

Policy Title	Safeguarding Policy
Date approved	
Approved by	
Next Review Date	July 2017
Executive Lead	Vice Principal, Curriculum, Quality and Learner Experience
Accessible to Students	

1. Policy Statement

Loughborough College considers the welfare of children, young people and vulnerable adults of paramount importance and aims to safeguard and promote their welfare, safety and health by providing an open, caring, responsive and supportive learning environment which responds to needs immediately. The college will ensure that all children, young people and vulnerable adults who access the college facilities feel safe and will put in place college-wide procedures and staff training to achieve this.

2. Scope and Purpose

The Policy is consistent with:

- The legal duty to safeguard and promote the welfare of children, as described in Section 175 of the Education Act 2002 and the statutory guidance ‘Keeping Children Safe in Education’ (2016)
- The Leicestershire and Rutland Local Safeguarding Children Board (LSCB) procedures and guidance for safeguarding children
- Working Together To Safeguard Children (2015)
- Safeguarding Children and Safer Recruitment in Education (2007)
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (2009)
- Protecting the UK against terrorism (2015)
- Channel: Protecting vulnerable People from being drawn into terrorism (2015).

There are four main elements to the Safeguarding Policy:

- **Prevention** (e.g. positive college atmosphere, teaching and support for children, young people and vulnerable adults, safer recruitment procedures);
- **Protection** (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns);
- **Support** (to children, young people and vulnerable adults and college staff who may have been abused);

- **Working with key partners** (including staff, governors, parents/carers, employers, subcontractors, and visitors, to ensure appropriate communications, due diligence and actions are undertaken).

This policy applies to all key partners. The college recognises that safeguarding is the responsibility of all staff. The college will ensure that all key partners are aware of the college safeguarding policy by mentioning it in our college information and publishing on our website.

Where the College provides services or activities directly under the supervision or management of college staff, the college's arrangements for safeguarding will apply. Where services or activities are provided separately by another body, the College will seek assurance in writing that the body concerned has appropriate policies and procedures in place to safeguard children, young people and vulnerable adults and that there are arrangements to liaise with the college on these matters where appropriate.

3. Procedures for Safeguarding Children, Young People and Vulnerable Adults

Our College will:

Establish and maintain an ethos where children, young people and vulnerable adults feel secure and are encouraged to talk, and are listened to;

Ensure that children young people and vulnerable adults know that there are adults in the college whom they can approach if they are worried or are in difficulty;

Include in the curriculum activities and opportunities which provide children, young people and vulnerable adults with the skills they need to stay safe from abuse (including online), and to know to whom they can turn for help;

Ensure every effort is made to establish effective working relationships with our key partners.

Operate safer recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children, young people and vulnerable adults including references, DBS checks and prohibition from teaching checks

Safeguarding in the Curriculum

The following areas are among those that may be addressed in the wider curriculum:

- Bullying/Cyberbullying
- Drugs, alcohol and substance abuse
- E Safety / Internet safety
- Domestic violence

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- Relationships
- Diversity issues
- Extremism and radicalisation
- Harassment

4. Roles and responsibilities

All adults working with or on behalf of children, young people and vulnerable adults have a responsibility to safeguard and promote their welfare. This includes a responsibility to be alert to possible abuse and to record and report concerns to the safeguarding team.

The college has two designated safeguarding Leads as well as a team of safeguarding officers to be able to offer advice and guidance and support with safeguarding concerns.

Governing Body

In accordance with the Statutory Guidance “Keeping Children Safe in Education” April 2016, the Governing Body will ensure that:

- The college has a safeguarding policy, procedures and training in place which are effective and comply with legislation. The policy is made available publicly;
- The college operates safer recruitment practices, including appropriate use of references and checks on new staff and volunteers. Staff involved in recruitment will undertake safer recruitment training;
- There are procedures for dealing with the protection of vulnerable young people from being drawn into terrorism and radicalisation
- There are procedures for dealing with allegations of abuse against members of staff and volunteers;
- There is a senior member of the college’s leadership team who is designated to take lead responsibility for dealing with child protection (the “Designated Safeguarding Lead”) and that there is always cover for this role;
- The Designated Safeguarding Lead undertakes Local Authority training (in addition to basic child protection training) and this is refreshed every two years; DSL’s will stay up to date with their knowledge and skills as required, and at least annually.
- All staff and volunteers of the college undertake appropriate training which is regularly updated (at least every three years in compliance with the LSCB protocol); and that new staff and volunteers who work with children, young people and vulnerable adults are made aware of the college’s arrangements for child protection and their responsibilities. The Local Authority leaflets, “Safer working in Education Settings” and “Education Child

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Protection” will be used as part of this induction; Staff will receive regular updates of their knowledge and skills as required and at least annually.

- Any deficiencies or weaknesses brought to the attention of the Governing Body will be rectified without delay;
- Chair of Governors (or, in the absence of a Chair, the Vice Chair) deals with any allegations of abuse made against the Chief Executive, in liaison with the Local Authority Allegations Manager (previously known as LADO);
- Effective policies and procedures are in place and updated annually including a behaviour “code of conduct” for staff and volunteers;
- The college contributes to inter-agency working in line with statutory guidance “Working Together to Safeguard Children” 2015 including providing a co-ordinated offer of early help for children who require this. Safeguarding arrangements take into account the procedures and practice of the local authority and the Local Safeguarding Children Board (LSCB).

The Chief Executive

The Chief Executive of the college will ensure that:

- The policies and procedures adopted by the Governing Body are effectively implemented, and followed by all staff;
- Sufficient resources and time are allocated to enable the Safeguarding Lead and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children, young people and vulnerable adults;
- Allegations of abuse or concerns that a member of staff or adult working at college may pose a risk of harm to a child, young person or vulnerable adult are notified to the Local Authority Allegations Manager;
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, young people and vulnerable adults and such concerns are addressed sensitively and effectively in a timely manner;
- All staff are made aware that they have an individual responsibility to pass on safeguarding concerns and that if all else fails to report these directly to children’s or adult social care services or the police.
- All staff are made aware of the risks of children, young people and vulnerable adults being drawn into terrorist related activity and how to recognise and report the signs.

Designated Safeguarding Lead

The responsibilities of the Designated Safeguarding Lead are found in Annex B of “Keeping children safe in education” and include:

- The provision of information to the Local Safeguarding Children’s Board (LSCB)/Local Authority on safeguarding and child protection;
- Liaison with the Governing Body and the Local Authority on any deficiencies brought to attention of the Governing Body and how these should be rectified without delay;
- Referral of cases of suspected abuse to Specialist Services First Response Children’s Duty (and/or Police where a crime may have been committed);
- Acting as a source of support, advice and expertise within the college;
- Attending and contribute to child protection conferences when required
- Ensuring each member of staff has access to and understands the college’s child protection policy especially new or part-time staff who may work with different educational establishments;
- Ensuring all staff have induction training covering child protection and are able to recognise and report any concerns immediately they arise and to give the 8 page introduction to “Keeping children safe in education” to all staff;
- Keeping detailed, accurate and secure written records of concerns and referrals;
- Obtaining access to resources and training for all staff and attending refresher training every two years;
- Where children, young people and vulnerable adults leave the college, ensuring their child protection file is handed to the Designated Safeguarding Lead and signed for in the new college/school as soon as possible;
- Maintaining and monitoring child protection records, including monitoring and acting upon individual concerns, patterns of concerns or complaints, in accordance with section on “Records and Monitoring” below;

5. Records, Monitoring and Transfer

Well-kept records are essential to good child protection and safeguarding practice. All staff are clear about the need to record and report concerns about a child, young person or vulnerable adult. The Designated Safeguarding Lead is responsible for such records and for deciding at what point these records should be passed over to other agencies.

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Records relating to actual or alleged abuse or neglect are stored apart from normal student or staff records. Normal records sometimes have markers to show that there is sensitive material stored elsewhere. This is to protect individuals from accidental access to sensitive material by those who do not need to know.

Child protection safeguarding records are stored securely, with access confined to the Designated Safeguarding Leads.

Child protection safeguarding records are reviewed regularly to check whether any action or updating is needed. This includes monitoring patterns of complaints or concerns about any individuals and ensuring these are acted upon.

When children, young people and vulnerable adults transfer to college, their safeguarding records must also be transferred. Safeguarding records will be transferred separately from other records and best practice is to pass these directly to a Designated Safeguarding Lead in the receiving college with any necessary discussion or explanation and to obtain a signed and dated record of the transfer. In the event of a child, young person or vulnerable adult moving out of area and a physical handover not being possible then the most secure method will be found to send the confidential records to a named Designated Safeguarding Lead and a photocopy kept. Files requested by other agencies e.g. Police will be copied.

6. Working in Partnership

Support for learners

- Our college recognises that children, young people and vulnerable adults who are abused or who witness violence may find it difficult to develop a sense of self-worth and view the world in a positive way. For such children, young people and vulnerable adult's college may be one of the few stable, secure and predictable components of their lives. Other children, young people and vulnerable adults may be vulnerable because, for instance, they have a disability, are in care, or are experiencing some form of neglect. The college will seek to provide such children, young people and vulnerable adults with the necessary support and to build their self-esteem and confidence;
- Our college recognises that children, young people and vulnerable adults sometimes display abusive behaviour and that such incidents must be referred on for appropriate support and intervention.
- Complaints or concerns raised by children, young people and vulnerable adults will be taken seriously and followed up in accordance with the college's complaints process.

Support for Staff

- As part of their duty to safeguard and promote the welfare of children, young people and vulnerable adults, staff may hear information, either from the child/young person, vulnerable adult or as part of a disclosure or from another member of staff,

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that will be upsetting. Where a member of staff is distressed as a result of dealing with a child protection/safeguarding concern, he/she should in the first instance speak to the Designated Safeguarding Lead about the support he/she requires. The Designated Safeguarding Lead will seek to arrange the necessary support.

Working with key partners

The college will:

- Outline our safeguarding policies and procedures to all visitors and contractors highlighting their responsibilities as visitors to the college in regards to safeguarding by providing them with the details of what to do should there be a safeguarding concern.
- Ensure due diligence of all key partners and stakeholders, including subcontractors is undertaken including their provision for safeguarding and child protection policies and procedures being in place as well as knowing how to contact our safeguarding team at the College.
- Ensure that parents/carers have an understanding of the responsibility placed on the college and staff for child protection/safeguarding by publishing the Safeguarding Policy;
- Undertake appropriate discussion with parents/carers prior to involvement of CYPS, Specialist Services (Children's Social Care) or another agency, unless to do so would place the child, young person or vulnerable adult at risk of harm or compromise an investigation.

7. Recruitment and Selection of Staff

The college's safer recruitment processes are based on the Statutory Guidance: Keeping children safe in education 2016. The college will provide all the relevant information in references for a member of staff about whom there have been concerns about child protection / inappropriate conduct. Cases in which an allegation has been proven to be unsubstantiated, false or malicious will not be included in employer references.

The college has an open safeguarding ethos regularly addressing safeguarding responsibilities during meetings and fostering an ongoing culture of vigilance. All new staff and volunteers receive a safeguarding induction and are briefed on the code of conduct for adults working with children, young people and vulnerable adults.

On every interview panel for college staff at least one member will have undertaken safer recruitment training either online on the DfE website or by attending a relevant training course.

8. Linked Policies, Procedures and Guidance

The policy will be implemented by procedures which will:

- Promote the **prevention** of abuse of children and vulnerable adults.
- **Protect** children and vulnerable adults
- **Support** children and vulnerable adults who may have been subjected to or affected by abuse
- **Work with parents and carers**, where appropriate, to ensure communications and actions are undertaken swiftly, smoothly and sensitively

Related policies, procedures and guidance include:

- Anti-Bullying and Harassment (including Cyberbullying)
- Safer Recruitment of Staff
- Disclosure and Barring Service (DBS)
- Allegations against persons who work with children and vulnerable adults
- Staff and Student Discipline
- Electronic Communications
- Trips and visits
- Work experience and extended work placements
- First aid
- Administration of medicines
- Personal Care Procedures
- Health and Safety
- Nursery Policies, procedures and codes of practice
- Security
- Equality and Diversity
- e-safety
- Extended college activities

The above list is not exhaustive but when undertaking development or planning of any kind the college will consider the implications for safeguarding and promoting the welfare of children, young people and vulnerable adults.

9. Location and Access to this Policy

This policy will be accessible via SharePoint and the Loughborough College website.

10. Persons Responsible for the Policy

Designated Safeguarding Lead

11. Equality and Diversity Statement

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