

WYGGESTON AND QUEEN ELIZABETH I COLLEGE

The College is committed to the equality of opportunity and to a proactive approach to equality, which supports and encourages under-represented groups, promotes inclusivity and values diversity.

Policy on Safeguarding Young People

- This policy is reviewed annually by the governing body, and was last reviewed in 2015. It is for review next in Autumn 2017.
- There is all staff refresher Safeguarding training due in the academic year 2016/17.
- DSL refresher training will be undertaken by every DSL by November 2016.
- The Corporation received safeguarding update training in March 2015 with a focus on Prevent
- Naz Khalique remains the designated governor for safeguarding
- All staff undertook additional on-line training using the ETF Prevent modules. This was completed through 2015/16 with new staff completing this in August 2016.
- The College is represented at the City Safeguarding Leads Forum
- The College is represented on the City and County FE safeguarding Forum
- The College is represented at the City LAC DSL Forum

1. POLICY STATEMENT

The College fully recognises its responsibilities for safeguarding. It is committed to establishing a safe environment in which students can learn and develop. The aim of the policy is to safeguard and promote student welfare, safety and health by fostering an honest, open, caring and supportive climate. The students' welfare is of paramount importance.

This policy sets out how the College governing body discharges its statutory responsibilities relating to safeguarding and promoting the welfare of students at the College.

This policy formally applies to young people aged under the age of 18 years. However, the College recognises that it has a continued duty of care for students above this age.

This policy is consistent with:

- The legal duty to safeguard and promote the welfare of students, as described in Keeping Children Safe in Education 2016 and the Counter-Terrorism and Security Act 2015
- The Local Safeguarding Children Board (LSCB) Procedures
- Equality Act 2010
- Disclosing and Barring Service Policy and Procedures

The College will refer concerns that a young person be at risk of significant harm to the City/County Department of Children and Young People's Services or the Police or in cases of radicalisation through other services to the Channel programme as appropriate.

The Principal and all staff working with young people will receive training adequate to familiarise them with child protection issues and their responsibilities and the College's procedures and policies, with refresher training at least every three years.

The senior member of the College Leadership Team with special responsibility for safeguarding is the Vice Principal (Student and College Services). She shall be assisted by other members of staff with responsibility for safeguarding. These are known as the Designated Team and their names and titles are set out in section 2 of this policy.

The College recognises the following as definitions of abuse:

- **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or otherwise causing physical harm. Physical injury may occur as a result of injury inflicted by a family member, or by another person, or an injury sustained accidentally but as a result of neglect. Physical harm may also be caused when a parent/carer feigns the symptoms of, or deliberately causes ill health to a young person whom they are looking after. Bullying can also be a form of physical and emotional abuse. However, it is more often between peers and will be dealt with through the College disciplinary procedures in line with the College Anti Bullying & Harassment Policy.
- **Psychological/Emotional abuse** is the persistent emotional ill-treatment of a person such as to cause severe and persistent adverse effects on him or her emotional development. It may involve conveying to that child or person that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on the young person. It may involve causing that young person to feel frightened or in danger, or exploitation or corruption. Emotional and other forms of abuse may occur as a result of domestic violence. Some level of emotional abuse is involved in all types of ill-treatment or abuse, though it may occur alone.
- **Sexual abuse** involves forcing or enticing a young person to take part in sexual activities, whether or not they are aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activity such as involving children or vulnerable adults in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways. Sexual abuse may also take place through the inappropriate use of cameras and phone images.
- **Neglect** is the persistent failure to meet a young person's basic physical and/or psychological needs, likely to result in the serious impairment of his or her health or development. It may involve a parent /carer failing to provide adequate food, shelter and clothing, or the failure to ensure access to appropriate medical care or treatment. It may also involve the neglect of basic emotional needs.
In respect of safeguarding individuals from radicalisation, the College works to the Prevent element of the Government's Counter Terrorism Strategy, and where

deemed appropriate, and in conjunction with the Police, seeks external support for learners through referrals to the Channel programme. This programme aims to work with the individual to address their specific vulnerabilities, prevent them becoming further radicalised and possibly entering the criminal justice system because of their actions. It is recognised that radicalisation can occur to an individual from any section of society and is not particular to any racial, ethnic or social group. It is further recognised that in many instances the process of radicalisation is essentially one of grooming by others. The College has a Prevent strategy, risk register and action plan to deal with this matter.

2. DESIGNATED STAFF WITH RESPONSIBILITY

The designated senior member of staff/manager (DSM) with lead responsibility for safeguarding issues is the Vice Principal (Student and College Services)

This person is a senior member of the College Leadership Team. She has a key duty to take lead responsibility for raising awareness within the staff of issues relating to the welfare of young people, and the promotion of a safe environment for young people learning within the College.

She has received training in child/vulnerable adult protection issues and inter-agency working, as required by the Local Safeguarding Children Board and will receive refresher training at least every two years.

The Vice Principal (Student and College Services) will provide an annual report to the Corporation setting out how the College has discharged its duties. She is responsible for reporting deficiencies in procedure or policy identified by the LSCB (or others) to the Corporation at the earliest opportunity.

The Vice Principal (Student and College Services) is responsible for overseeing the operation of procedures. This involves:

- Overseeing the referral of cases of suspected abuse/radicalisation or allegations to the City/County Council's Department of Children and Young People's Services, or other agencies (such as the Police, **Channel**) as appropriate.
- Providing advice and support to other staff on issues relating to safeguarding
- Maintaining a proper record of any referral, complaint or concern (even where that concern does not lead to a referral)
- Ensuring that parents/carers of young people within the College are aware of the College's Safeguarding Policy
- Liaising with the Children and Young People's Services Department of the Local Authority(ies), the LSCB and other relevant agencies
- Liaising with partner schools, through the Local Authority(ies), to ensure that appropriate transition arrangements are in place
- Ensuring that all staff receive basic safeguarding training and are aware of Policy and Procedures
- Convening and chairing regular meetings of the Safeguarding Team.

Designated Staff Members

Designated Senior Leads (DSL) with particular responsibility for safeguarding issues are

- Assistant Principal (Curriculum and Guidance)
- Head of Academic Support
- Student Welfare Officer
- A Guidance Manager
- A Progress Coach
- HR Manager (*allegations management only*)

The DSLs:

- report to the Vice Principal (S&CS) on safeguarding issues
- are trained and able to receive and make an appropriate referrals to external agencies
- are available to provide advice and support to other staff on issues relating to safeguarding
- have particular responsibility to be available to listen to young people studying at the College
- will deal with individual cases, including attending case conferences and review meetings as appropriate
- have received training in child protection/vulnerable adult issues and inter-agency working, as required by the LSCB, and will receive refresher training at least every two years

3. Dealing with disclosure of abuse: The College procedure for reporting concerns

The College has published procedures for reporting cases of suspected abuse of young people. These have been endorsed by the Local Safeguarding Children Board. A full copy is set out in Appendix One to this document.

These procedures are highlighted to all members of staff and all staff newly appointed to the College during their induction. Further staff (mandatory) training is provided to all College staff and renewed every three years

4. Roles and responsibilities of the Corporation

The Corporation will ensure that:

- The College has a safeguarding policy and procedures in place, and the policy is made available on request.
- There is a member of the College Leadership Team who is designated to take lead responsibility for dealing with safeguarding (Designated Senior Manager).

- The College has adequate Designated Senior Leads (DSLs) trained to deal with issues in the absence of the Designated Senior Manager (DSM)
- The DSM and the appointed DSLs undertake relevant training in addition to inter-agency child protection training, that is provided by, or to standards agreed by, the Local Safeguarding Children Board (LSCB), and have refresher training at determined intervals.
- The Principal, and all other staff and volunteers who work with students undertake appropriate training which is kept up-to-date by refresher training at three-yearly intervals; and that new staff, temporary staff and volunteers who work with students are made aware of the College arrangements for safeguarding and their responsibilities. (Through the induction process).
- There are procedures for dealing with allegations of abuse against members of staff and volunteers.
- Neither the Corporation nor individual governors will have a role in dealing with individual cases or a right to details of cases except when exercising their disciplinary functions in respect of allegations against a member of staff.
- Any deficiencies or weaknesses brought to the attention of the Corporation are rectified.
- Policies and procedures are reviewed annually, and information is provided on how the governing body discharges its duties regarding safeguarding.
- There is a designated governor for Safeguarding issues. This is an appropriately experienced member of the Corporation who is neither Chair nor Vice Chair; nor shall this be an employee of the College. (The appropriate experience could be from Corporation duties or from responsibilities outside College.) The designated governor will be responsible for liaising with the Principal, the VP (SCS) and the DSLs regarding such issues and will undertake appropriate training. The designated governor is also responsible for overseeing the liaison between agencies such as the police or social services in connection with any Safeguarding allegation against the Principal and act as the designated governor for Prevent.

5. Roles and responsibilities of the Principal

The Principal of the College will ensure that:

- The policies and procedures adopted by the Corporation are fully implemented, and followed by all staff.
- Sufficient resources and time are allocated to enable the DSM, DSLs and other staff to discharge their responsibilities, including taking part in inter-agency meetings.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice, and such concerns are addressed sensitively and effectively in a timely manner.

- All staff are made aware that they have an individual responsibility for referring safeguarding concerns, promptly and using the proper channels in light with statutory guidance.
- All staff are made aware of their right to whistle blow.

6. Recruitment and selection procedures

The College has written recruitment and selection procedures. The policy and procedures are designed with the aim of safely recruiting staff and governors and providing a safe environment for young people to learn in. Key aspects of the procedures and processes are as follows;

- Job descriptions are available for all roles. All jobs contain explicit responsibility for safeguarding and promoting the welfare of learners having due regard to the College's Safeguarding Policy
- A person specification setting out the key selection criteria for all roles. The person specification includes demonstrating commitment to safeguarding policies and the suitability to work with young adults
- A standard application form that provides for the collection of information on applicants that enables the College to recruit safely
- Advertising of posts externally as appropriate
- A requirement for those appointed to produce documentary evidence of academic/vocational qualifications
- Standard interview questions for appointments for key staff who work with young people exploring their suitability in this respect. Interviewers are advised to follow up on any gaps or discrepancies in the employment history of applicants
- Candidates are invited to give details of two referees, one of whom must be their current or most recent employer. If a candidate is not currently working with children but has done so in the past, the College will obtain an additional reference from the employer by whom the candidate was most recently employed in working with children/young people. If a candidate is newly qualified, one of their references must come from their most recent education provider.
- A policy on obtaining a satisfactory Disclosure and Barring Service (DBS) disclosure and 'barred list' check for appropriate positions as a condition of employment at the college. This College will also source prohibition order checks where relevant.

Staff recruitment and training

- The College's procedures for recruiting staff pay due regard to safeguarding issues. The Human Resources department will produce working procedures to ensure this.

- All governors and co-opted members to committees are also required to undergo enhanced DBS checks.
- The College's Human Resources department will regularly review its recruitment procedures in the light of any change in advice, concerning safeguarding issues, that relates to the recruitment and selection process and ensure that the College is compliant in staff being trained in Safer Recruitment.
- At least one person on any recruitment panel must have undertaken safer recruitment training
- In the case of contractors working on the site during term time, the duties of the College in relation to safeguarding will be made clear to those who would be supervising the work. Where building contractors' staff would come into contact with young people, arrangements will be made with the contractors, via the contract if possible, for appropriate checks to be made. Contractors and/or visitors for whom it is not applicable to make a full check will be accompanied by a member of staff at all times.
- An introduction to the College's Safeguarding procedures will form part of the induction process for all new staff. All new staff, including temporary and agency staff, will be given a copy of this policy and of any appropriate guidance from the LSCB. There is specific reference to the Prevent agenda as part of this training.
- Refresher and updated training for all staff will be arranged as determined by guidance

Member of staff responsible for this Policy:

Vice Principal (Student and College Services)

Date approved by Corporation:

Autumn 2017

Date when this Policy and Procedures will be reviewed:

Z Card

Related documents:

Parent/carer Handbook

Prospectus

Academic Guidance Policy & Procedures

Staff Code of Conduct

Staff Disciplinary Policies

Confidentiality guidelines

Prevent Strategy

Student Anti Bullying and Harassment Policy

Health, Wellbeing and Fitness to Study Policy

PROCEDURES FOR REPORTING CASES OF SUSPECTED ABUSE INVOLVING YOUNG PEOPLE

1. The duty to report

The College and all its members of staff have a legal duty to report cases of suspected abuse. If you, as a member of staff, have concerns that a young person has been mistreated or abused, you MUST report this.

2. What to do if you notice abuse

You may become aware of potential abuse in two main ways:

- you may observe signs in a student that lead you to suspect that they have been physically, emotionally, or sexually abused, or suffer severe neglect, or are at risk of becoming radicalised.
- the students themselves may disclose to you that they have been abused.

The tables below give examples that may indicate that an individual is being/is at risk of being abused. In addition to these a person may be being abused by virtue of their race, gender, age, disability or sexual orientation which would indicate discriminatory abuse. Similarly, any of the examples listed may be an indication of institutional abuse if the individual is in receipt of organised care.

Possible signs of physical abuse include:	
<ul style="list-style-type: none"> • Unexplained injuries or burns, particularly if they are recurrent • Refusal to discuss injuries • Improbable explanations for injuries • Untreated injuries or lingering illness not attended to • Admission of punishment which appears excessive • Shrinking from physical contact • Fear of returning home or of parents being contacted • Fear of Undressing 	<ul style="list-style-type: none"> • Fear of medical help • Aggression/bullying • Over compliant behaviour or a 'watchful' attitude • Running away • Significant change in behaviour without explanation • Deterioration of work • Unexplained pattern of absence which may serve to hide bruises or other physical injuries

Possible signs of emotional abuse include:	
<ul style="list-style-type: none"> • Continual self-deprecation • Fear of new situations • Inappropriate emotional responses to painful situations • Self-harm or mutilation • Compulsive stealing/scrounging • Drug/solvent abuse 	<ul style="list-style-type: none"> • 'Neurotic' behaviour – obsessive rocking, thumb-sucking, and so on • Air of detachment – 'don't care' attitude • Social isolation – does not join in and has few friends • Desperate attention-seeking behaviour • Eating problems, including overeating and lack of appetite • Depression, withdrawal

Possible signs of sexual abuse include:

- Bruises, scratches, burns or bite marks on the body
- Scratches, abrasions or persistent infections in the anal or genital regions
- Sexual awareness inappropriate to the person's age – shown, for example, in drawings, vocabulary, games and so on
- Frequent public masturbation
- Attempts to teach others about sexual activity
- Refusing to stay with certain people or to go to certain places
- Aggressiveness, anger, anxiety, tearfulness
- Withdrawal from friends
- Promiscuity, prostitution, provocative sexual behaviour
- Self-injury, self-destructive behaviour, suicide attempts
- Pregnancy – particularly in the case of young adolescents who are evasive concerning the identity of the father
- Recoiling from physical contact
- Eating disorders
- Tiredness, lethargy, listlessness
- Over-compliant behaviour
- Genital discharge/irritation
- Sleep disturbance
- Unexplained gifts of money
- Depression
- Changes in behaviour

Possible signs of neglect include:

- Constant hunger
- Poor personal hygiene
- Inappropriate clothing
- Frequent lateness or non-attendance at College
- Untreated medical problems
- Low self-esteem
- Poor social relationships
- Compulsive stealing or scrounging
- Constant tiredness

Possible signs of radicalisation include:

- The individual's views become increasingly extreme regarding another section of society or government policy
- The individual becomes increasingly intolerant of more moderate views
- The individual expresses a desire/intent to take part in or support extremist activity
- They are observed downloading, viewing or sharing extremist propaganda from the web
- They become withdrawn and focused on one ideology
- The individual may change their appearance, their health may suffer (including mental health) and they may become isolated from family, friends, peers or social groups.

3. Dealing with a disclosure

- Any disclosure by a student should be listened to seriously and sensitively, without casting doubt on what is being said, but without asking leading questions.
- The student should be made aware of subsequent steps that will be taken and why they are necessary.

- The DSL/DSM should be informed as soon as possible about the disclosure, unless it involves an allegation about a member of staff.
- The Principal should be informed as soon as possible about any allegation about a member of staff. If the allegation is against the Principal, then the Clerk to the Corporation should be informed in order to bring this to the attention of the Chair of the Corporation; in the absence of the Clerk, the Chair should be contacted directly. Any such allegations will be dealt with under the staff disciplinary procedures, taking into account advice from appropriate agencies. The designated governor will be contacted as soon as possible after the matter has been raised with the Principal or Clerk.
- In the case of an allegation against a member of the Corporation, the Clerk should be informed in order to bring this to the attention of the Chair of the Corporation; in the absence of the Clerk, the Chair should be contacted directly. Should the allegation be against the Chair, then the Clerk should inform the Vice Chair of the Corporation.

It is very important to record, as accurately as possible, what was said to you when you received the disclosure of abuse. Clearly all written records should be handled confidentially.

If a young person discloses to you that they or another young person has been abused/radicalised, or is at risk of this, if you suspect from what you are told that they are being abused, you **MUST REPORT THIS**.

There is a designated team of staff whose role it is to deal with cases of suspected abuse. **You must inform any one of these staff immediately if you have concerns that a young person has been, is, or is at risk of being abused/radicalised.** They should be informed in person, or by telephone or (in extreme circumstances) by email.

There are three routes to refer concern about abuse:

- Contact a member of the College Designated Safeguarding Team directly.
 - Vice Principal (Student and College Services)
 - Assistant Principal (Curriculum and Guidance)
 - Head of Academic Support
 - Student Welfare Officer
 - Guidance Manager (*DSL only*)
 - Progress Coach (*DSL only*)
 - Human Resources Manager (*staff allegations management only*)

If the disclosure/concern involves a member of College staff, contact the Principal or the Vice Principal (Student and College Services).

If, for any reason, you are unable to contact a member of the designated team (for example in the evening or on a residential trip) and the matter is urgent, then contact the Local Authority or the Police directly and report the matter to the Vice Principal (Student and College Services) at next available opportunity.

In all cases, if you are concerned, the rule is to pass this on quickly and to seek help and further support, rather than to worry alone or to do nothing.

4. Confidentiality

- Promises of confidentiality must not be given to the young person making a disclosure; there is a duty to refer.
- Referral to the appropriate person should be made with the knowledge of the student. If possible, it should be done with the consent of the student.
- Following an internal referral, unless an immediate referral to social care or the Police is warranted, a DSL will meet the student and discuss whether any of the information given should be made available to the student's teachers/ progress coach; any information so released should not be discussed with other members of staff. The confidentiality agreement will form part of the case notes.
- The College would seek to protect, and would offer appropriate support during or after any investigation to, any student or member of staff who, in good faith, reported an allegation.

5. Risks posed by students

- The College aims to be a civilised learning community, in which students treat others with respect and courtesy. Acceptable standards of behaviour are outlined in information issued to students during induction and are also available on WQE online. Students who have committed acts of bullying or harassment will be dealt with under the Academic Guidance Policy & Procedures. In serious cases exclusion will be considered. It is possible that some instances may have safeguarding implications, in which case advice would be sought from the appropriate agency.
- Should the College become aware that a student has been charged with a sexual offence or one of violent behaviour, committed within or outside college, any risks posed to other students will be assessed, taking advice from outside agencies involved. Where possible, subject to there being no significant risk to other students at the College, steps will be taken that will allow the student to continue their studies, albeit with some restriction(s) on the activities that they can undertake.
- Should the College become aware that a student is at risk of radicalisation/radicalising others this will be dealt with as with any other safeguarding issue although referral will be through the Police.

6. The operation of the designated team

When a member of staff refers a case of suspected abuse to a member of the Designated Team, he/she decides whether or not the situation should be referred to the Local Authority or the police, or whether some other course of action is more appropriate. In coming to a decision about what action to take the member of the Designated Team will confer with the DSM. He/she may also take advice from contacts in the Local Authority. If they consider that abuse may have taken place, or that a young person is at risk of abuse, they will, in discussion with the DSM, formally notify the Local Authority or Police about this.

At this point the Local Authority takes over responsibility for the issue. If they decide that there are serious concerns, they will initiate a formal assessment and, where circumstances warrant it, involve the Police.

Involvement in cases of suspected abuse can be personally disturbing and distressing. Although the individuals involved in taking the disclosure may feel a need to talk about it with someone – a colleague, a friend, a partner – they should avoid this in order to respect the confidentiality of the student concerned.

Disclosure of, or being the subject of abuse is obviously a very difficult and distressing time for the student, who needs to be offered continuing support in the college. They should be made aware of the support available to them (the college counselling service for example) and helped to initiate contact with this support if so desired.

A confidential record will be kept of all cases referred to the Designated Team, including details of cases referred to the Local Authority and/or the Police. These written records will be kept securely via restricted access on safeguarding log, with any paper information held securely.

The Vice Principal (Student and College Services) will be informed where a case has arisen which has been referred to the Local Authority and/or the Police.