

Policy on Safeguarding Young People

- This policy is reviewed annually by the Corporation. This Policy has been re written in February 2018 to ensure that there is one Policy in place for the newly merged College.
- Designated Senior Lead (DSL) refresher training is up to date across all named safeguarding personnel.
- The College produces regular briefings for staff on safeguarding matters in line with training requirements as directed in Keeping Children Safe in Education (KCSIE) July 2016.
- The Corporation received safeguarding update training in January 2017
- Safeguarding training for the new WQE and Regent College Group Corporation will take place during 2018/19
- The College has a designated safeguarding governor. This is Joanne Cooke.
- Staff and Governors complete on-line training using the relevant Education and Training Foundation (ETF) Prevent module. This and Channel on-line training form part of induction for all newly appointed staff and Governors.
- 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 Looked After Children (LAC) DSL Forum.
- The College represents the FE sector at the Prevent Steering Group (PSG).

Stuart Dawkins (Chair of Governors)

Signature.....

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.

The College adopts an open and accepting attitude towards its students as part of its responsibility for pastoral care. The College encourages students and parents/carers to feel free to talk about any concerns and to see this as a safe place when there are difficulties. All concerns will be taken seriously and students are encouraged to seek help when needed.

In attempting to ensure this the College will:

- Establish and maintain an ethos where students feel secure and are encouraged to talk, and are listened to;
- Ensure that students know that there are staff in the College, on both sites, whom they can approach if they are worried or in difficulty;

- Include in its offer activities and opportunities which equip students with the knowledge and 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 parents/carers and colleagues from other agencies;
- Operate safer recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with young people, including identity, right to work, enhanced (Disclosure and Barring Service) DBS criminal record and barred list (and overseas where needed), references, and prohibition from teaching.

This policy applies to all staff, governors and visitors to the college. We recognise that safeguarding is the responsibility of all staff. We will ensure that all parents/carers and other working partners are aware of our safeguarding commitment by mentioning it in our prospectus, displaying appropriate information and on the College website.

This policy sets out how the College Corporation 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 and will apply it to all students at the College. All references in this Policy to Students, Children and Young People refer also to vulnerable adults.

This policy is consistent with:

- The legal duty to safeguard and promote the welfare of students, as described in section 175 of the Education Act 2002 and the Statutory guidance *'Keeping Children Safe in Education – Statutory guidance for schools and colleges'*, July 2016, *'Working Together to Safeguard Children'*, 2016 and the Counter-Terrorism and Security Act 2015.
- The Local Safeguarding Children Board (LSBC) Procedures.
- Equality Act 2010.
- DBS Policy and Procedures.

2. DESIGNATED STAFF WITH RESPONSIBILITY

Designated Safeguarding Lead

The responsibilities of the Designated Safeguarding Lead are stated in Keeping Children Safe in Education.

The DSL is a member of the College Leadership Team with 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.

The DSL has received training in child/vulnerable adult protection issues and inter-agency working, as required by the LSCB and will continue to undertake refresher training at least every two years.

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

In addition to above, the DSL is responsible for overseeing the operation of procedures at the College. This involves:

- Overseeing the referral of cases of suspected abuse/radicalization or allegations to the City/County Council's Department of Children and Young People's Services, Specialist Services First Response Children's Duty or other agencies (such as Channel) as appropriate. Referral to the Police where a crime may have been committed.
- Overseeing the Operation Encompass programme (Information on witness to Domestic Violence)
- Provision of information to the LSCB/Local Authorities on safeguarding in compliance with section 14B of the Children Act 2004.
- Providing advice and support to other staff on issues relating to safeguarding.
- Maintaining a secure, proper record of any referral, complaint or concern (even where that concern does not lead to a referral). This will include monitoring and acting upon individual concerns, patterns of concerns or complaints.
- 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 Authorities, the LSCB and other relevant agencies.
- Liaising with partner schools, through the Local Authorities, to ensure that appropriate transition arrangements are in place.
- Liaising with the Corporation and the Local Authorities on any deficiencies brought to the attention of the Corporation and how these should be rectified.
- Ensuring that all staff receive basic safeguarding training and are aware of Policy and Procedures. That induction training covers safeguarding and Staff Code of Conduct and that from this staff are able to recognise and report any concerns immediately they arise. This includes the introduction of Part 1 of Keeping Children Safe in Education.
- Obtain access to resources and effective training for all staff and attend refresher training courses every two years.
- To attend and contribute to Child Protection conferences, Child in Need, Core Group and other meetings when required.
- Convening and chairing regular meetings of the College Safeguarding Team.
- When students leave the College, ensure their safeguarding information is passed on to any receiving institution as soon as possible; receiving a signature for receipt. This will be done with the agreement of the student.
- Being the Single Point of Contact (SPOC) for Prevent related issues

Designated Staff Members – The Safeguarding Team

The College maintains a further group of staff trained as DSLs:
Each member of this team:

- Reports to and liaises with the DSL on safeguarding issues
- Is trained and able to receive and make appropriate referrals to external agencies*
- Is available to provide advice and support to other staff on issues relating to safeguarding
- Has particular responsibility to be available to listen to students at the College
- Will deal with individual cases, including attending case conferences and review meetings as appropriate
- Has 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.

The College internal procedures ensure that decisions on referrals are only made by the more senior members of the team.

Corporation

In accordance with the Statutory Guidance 'Keeping Children Safe in Education', September 2016, the Corporation will ensure that:

- The College has a safeguarding policy, procedures and training in place which are effective and comply with the law at all times. The policy is made available publicly.
- The College operates safer recruitment practices, including appropriate use of references and checks on new staff and volunteers. Ensuring that staff involved in the recruitment process have undertaken Safer Recruitment Training.
- There are procedures for dealing with allegations of abuse against members of staff and volunteers.
- There is a member of the College Leadership Team designated to take lead responsibility for dealing with safeguarding (the 'Designated Safeguarding Lead') and that there is always cover for this role.
- The Designated Safeguarding Lead undertakes effective Local Authority training and this is refreshed every two years.
- The Principal, and all other staff and volunteers who work with students undertake appropriate training which is regularly updated (at least every three years in compliance with the LSCB protocol), and that new staff and volunteers are made aware of the College arrangements for safeguarding and their responsibilities. This will form part of any induction process.
- Any deficiencies or weaknesses brought to the attention of the Corporation 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 Principal, in liaison with the Local Authority Allegations Manager (LADO).
- Effective policies and procedures are in place and updated annually including a 'code of conduct' for staff.
- There is an individual named member of the Corporation who is designated as the safeguarding governor. This person will liaise with the DSL, and will contribute to the provision of information and reports to the Corporation.
- The College contributes to inter-agency working in line with Statutory guidance 'Working Together to Safeguard Children' 2016, 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 authorities and the Local Safeguarding Children Board (LSCB).

Principal

The Principal will ensure that:

- The policies and procedures adopted by the Corporation are effectively implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the DSL and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of students.
- Allegations of abuse or concerns that a member of staff or adult working at the College may pose a risk of harm to a child or young person are notified to the Local Authority Allegations Manager.
- All staff feel able to raise concerns about poor or unsafe practice in regard to students, 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 to a DSL and that if all else fails to report these directly to Children's Social Care Services or the Police.

3. REFERRAL PROCESS

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. In cases of risk of radicalisation there is a standard Prevent referral process.

The College adheres to agreed processes for referral for each relevant agency. Referrals will only normally be undertaken by the identified designated leads

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

The College has procedures for reporting cases of suspected abuse of young people. These procedures are highlighted to all members of staff and all staff newly appointed to the College during their induction.

4. RECORDS, MONITORING AND TRANSFER

- 4.1 Well-kept records are essential to good safeguarding practice. All staff are clear about the need to record and report concerns about a student within the College. The Designated Safeguarding Lead is responsible for such records and for deciding at what point these records should be passed to other agencies.
- 4.2 Records are stored apart from normal records.
- 4.3 Safeguarding records and related Police Data Protection requests are stored securely, with access confined to specific staff.

- 4.4 Safeguarding records are reviewed regularly to check whether any action or updating is needed. These records are updated following any intervention, meeting etc
- 4.5 When students transfer to the College from school their safeguarding records should also be transferred. Best practice is for these to be received directly by a Designated Safeguarding Lead with any necessary discussion or explanation and to obtain a signed and dated record of the transfer.
- 4.6 The College has processes for DSLs to following up on information received.
- 4.7 The College replicates this process when students move from the College.

5. SUPPORT TO STUDENTS AND COLLEGE STAFF

Support to Students

- 5.1 WQE recognizes that students who are/have been abused or who witness/have witnessed violence may find it difficult to develop a sense of self-worth. For such students, WQE may be one of the few stable, secure and predictable components of their lives. Other students may be vulnerable because they have a disability, are in care/care leavers, or are experiencing some form of neglect. WQE will seek to provide such students with the necessary support and to build their self-esteem and confidence; working with external agencies as relevant
- 5.2 WQE recognizes that students sometimes display abusive behavior themselves and that such incidents or allegations are recorded and referred for appropriate support and intervention.

Support for Staff

- 5.3 As part of their duty to safeguard and promote the welfare of students, staff may hear information, either from the student as part of a disclosure or from another adult that will be upsetting. Where a member of staff is distressed as a result of dealing with a safeguarding concern, he/she should in the first instance speak to the Designated Safeguarding Lead about the support they require. The Designated Safeguarding Lead should seek to arrange the necessary support.

6. WORKING WITH PARENTS/CARERS

WQE will:

- Ensure that parents/carers have an understanding of the responsibility placed on the College and staff for safeguarding by setting out its obligations in relevant marketing information and formats.
- Undertake appropriate discussion with parents/carers prior to involvement of Children & Family Services, Children's Social Care or another agency, unless to do so would place the student at risk of harm or compromise an investigation.

7. STAFF TRAINING

- 7.1 All staff will receive training adequate to familiarize them with safeguarding issues and their responsibilities and the College's procedures and policies, with refresher training at least every three years.
- 7.2 In line with guidance in KCSIE 2016, WQE supplements this training with regular updates and Bulletins. These are produced at least termly and circulated to all staff.
- 7.3 The College may focus training on issues specific to its circumstances.
- 7.4 The College maintains records of all training undertaken.

8. RECRUITMENT AND SELECTION PROCESSES

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 students, 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 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/young people 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 DBS disclosure and 'barred list' check for appropriate positions as a condition of employment at the College. The College will also source prohibition order checks where relevant.

Staff recruitment

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

- All governors and co-opted members to committees are also required to undergo enhanced DBS checks.
- The 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. For all contracted staff in regular contact with students there must be an awareness of this Policy. It will be a requirement of the College contract with a contractor that the contracted staff undertake regular and appropriate training, provided by that contractor.
- 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 is arranged as determined by guidance or an identified need concerning a specific matter.

Appendices to this Policy outline procedure for reporting concerns and do not form part of the main Policy. These Appendices form part of internal versions only and include

- The duty to report
- What to do if you notice abuse
- Types of abuse
- Dealing with a disclosure
- Confidentiality
- Risks posed by students
- The operation of the designated team

There is also additional information and guidance covering the following specific issues

- Safeguarding students vulnerable to extremism and radicalization
- Female Genital Mutilation

Member of staff responsible for this Policy:
 Date approved by Corporation:
 Date when this Policy and Procedures will be reviewed:

Vice Principal (Student and College Services)
 March 2018
 March 2019