

Young People and Adults at Risk Safeguarding Policy

SLT Member responsible for policy	Vice Principal Safeguarding & Pastoral Care
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1. Policy Aims, Statement and Principles

1.1 Aims

- To provide all staff with the necessary information to enable them to meet their safeguarding and child protection responsibilities.
- To ensure consistent good practice.
- To demonstrate the College's commitment with regard to safeguarding and child protection to learners, parents and other partners.
- To provide a learning environment which is safe and secure.
- To teach young people and adults at risk how to keep themselves safe and provide structures for them to raise concerns if they are worried or at risk of harm.
- To maintain a robust recording system for any safeguarding or child protection information.
- To ensure that the College adheres to safer recruitment guidance and legislation, deals promptly with allegations of abuse against staff and takes action.
- To support young people's mental health and wellbeing.
- To regularly review policies and procedures to ensure that young people and adults at risk are protected.

1.2 Statement

Hereward College acknowledges it has a statutory and moral duty of care to safeguard and promote the welfare of children, young people and adults at risk of harm and is fully committed to ensuring safeguarding practice reflects statutory responsibilities and government guidance.

Throughout the policy and procedure, reference is made to 'young people'. This term is used to mean everyone under the age of 18. Safeguarding and promoting the welfare of children is defined as: protecting children from maltreatment; preventing impairment of children's mental health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes (*Keeping Children Safe in Education. DfE 2020*)

Reference is also made to 'adult at risk'. An adult at risk of abuse or neglect is defined as someone who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and, as a result of their care needs, is unable to protect themselves. (The Care Act 2014)

Hereward College acknowledges that learners with special educational needs and disabilities (SEND) can face additional safeguarding challenges and be particularly vulnerable to abuse and the College accepts the responsibility to take reasonable and appropriate steps to ensure their welfare.

The College is committed to maintain procedures and practices which safeguard and promote the welfare of all learners and staff by ensuring the safeguarding policy meets the Department for Education's statutory guidance for colleges. (*Keeping Children Safe in Education. DfE 2020*).

Due to their day-to-day contact with learners, staff in College are uniquely placed to observe changes in behaviour and the outward signs of abuse, neglect, exploitation and radicalisation. Young people or adults at risk may also turn to a trusted adult in College when they are in distress or at risk. It is vital that all staff are alert to the signs of abuse, are approachable and trusted by learners, listen actively to learners and understand the procedures for reporting their concerns. The College will act on identified concerns and will provide early help to prevent concerns from escalating.

An addendum to this policy outlining the safeguarding arrangements during the Covid-19 emergency period can be found in Appendix 1 and on the College intranet. Keeping Children Safe in Education remains in force throughout the Covid-19 emergency period.

1.3 Principles

- The College's responsibility to safeguard and promote the welfare of its learners is of paramount importance.
- All learners, under the 9 protected characteristics of the Equality Act 2010, have equal rights to protection.
- All College staff have a responsibility to provide a safe environment in which young people and adults at risk can learn.
- This College is committed to safeguarding and promoting the welfare of young people and adults at risk and expects all staff and volunteers to share this commitment.
- All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a young person or adult at risk may be at risk of harm at home, in the community or in College.
- All College staff understand their roles and responsibilities in respect of safeguarding and are provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to young people and adults at risk.
- All College staff should be prepared to identify learners who may benefit from early help providing support as soon as a problem emerges and ensuring risk assessments are in place for all learners deemed at risk.
- Any staff member who has a concern that there is a risk of immediate serious harm to a young person or adult at risk must instantly work with the Designated Safeguarding Lead to ensure a referral will be made immediately to Children's or Adult Social Care at the relevant Local Authority.
- All staff must ensure that detailed accurate records of all safeguarding concerns are logged and maintained on the CPOMs system. All records and paper based information will be securely stored.
- Learners and staff involved in child protection issues will receive appropriate support.
- This policy will be reviewed annually unless an incident; new legislation or guidance suggests the need for an interim review

- All volunteers, contractors, stakeholders, partners working with or for the College will be required to operate within the ethos and parameters of the safeguarding policy and its procedures.
- Failure to comply with the safeguarding policy and procedures will be addressed without delay through the staff disciplinary policy.
- The governing body will ratify and ensure that the College has a safeguarding policy and procedure in place.
- This policy is available on the College website and all staff and volunteers are required to read it and confirm they have done so in writing before commencing work in College.

1.4 Scope

This policy applies to all teaching, non-teaching, support, supply, contract staff, governors and volunteers working in or on behalf of the College. All references in this document to 'staff or members of staff' should be interpreted as relating to the aforementioned unless otherwise stated.

2. Roles and Responsibilities

2.1 Designated staff with responsibility for safeguarding

Designated Safeguarding Lead (DSL) for Young People and Adults at Risk	Jane Ferguson, Vice Principal Safeguarding & Pastoral Care (x 6130) Email: jane.ferguson@hereward.ac.uk
Deputy Designated Safeguarding Lead	Judith Payne Safeguarding & Behaviour Support Manager (x 6161) Email: Judith.payne@hereward.ac.uk Emma Barker Safeguarding & Pastoral Care Coordinator (x 6164) Email: emma.barker@hereward.ac.uk Care Manager (x 6148) Maxine Darcey
Designated Digital Safety & Security Person	Simon Shackleton, Technical Estates & Facilities Manager (x 6117)
Designated Lead for Looked After and Previously Looked After Young People	Dave Ackerman – Lead Progress Coach (x 6123)
Named Governor for Safeguarding	Mona Cook Contact via Yvonne Doherty, Clerk to the Corporation (x 6133)
Local Authority Designated Officer (LADO) for allegations against staff	Mark Goddard Email: LADO@coventry.gov.uk 0247 697 8499 (direct line)

2.2 Designated Safeguarding Lead (DSL) responsibilities

- Vice Principal for Safeguarding & Pastoral Care has the status and authority within the College to carry out the duties of the post, including committing resources and supporting and directing other staff. The role and responsibility is explicit in the role holder's job description.
- Takes lead responsibility for safeguarding and child protection in the College, which will not be delegated although the activities of the DSL may be delegated to appropriately trained deputies.
- Is appropriately trained, receives refresher training at two-yearly intervals and regularly (at least annually) updates their knowledge and skills to keep up with any developments relevant to their role.
- Is alert to the specific needs of young people and adults at risk, those with special educational needs, looked after young people and young carers.
- Keeps detailed records of all concerns, ensuring that such records are stored securely.
- Refers cases of suspected abuse to Social Care or the Police as appropriate and notifies the Principal.
- Refer cases of suspected radicalisation to the Prevent team for investigation.
- Notifies Children's or Adult Social Care if a young person with a child protection plan or an adult at risk has a sustained period of absence without explanation.
- Ensures that, when a learner leaves the College, all safeguarding records are passed to the new college where applicable and confirmation of receipt obtained. If the young person or adult at risk is the subject of an open case to Children's or Adult Social Care, their social worker is also informed.
- Attends and/or contributes to safeguarding conferences, strategy meetings and multi-agency meetings.
- Has an understanding of the early help process to ensure effective assessment and understanding of young people's additional needs.
- Develops effective links with relevant statutory and voluntary agencies including the local safeguarding partnerships.
- Ensures that all staff sign to indicate that they have read and understood the Young People and Adults at Risk Safeguarding Policy, Staff Behaviour Policy (Code of Conduct) and Part 1 and Annex A of 'Keeping Children Safe in Education DfE 2020'.
- Has a working knowledge of relevant national guidance in respect of all specific safeguarding issues highlighted in paragraph 9-52 (pages 15) and Annex A of 'Keeping Children Safe in Education DfE 2020' (pages 78-91), ensuring that all staff receive necessary training, information and guidance.
- Ensures that the Young People and Adults at Risk Safeguarding Policy and procedures are regularly reviewed and updated annually.
- Refers cases where a person is dismissed or has left the College due to risk/harm to a learner to the Disclosure and Barring Service, as required.
- Ensures that the College holds more than one emergency contact number for every learner.
- Liaises with the nominated governor and Principal as appropriate.
- Keeps a record of staff attendance at safeguarding training.
- Makes the Young People and Adults at Risk Safeguarding Policy available publicly, i.e. on the College's website or by other means.
- Ensures parents are aware of the College's role in safeguarding and that referrals about suspected abuse and neglect may be made.
- Provides an annual report to the governing body setting out how the College has discharged its duties.

- Regularly meets with the safeguarding link governor to review safeguarding at the College and liaises with the Principal regarding safeguarding cases and issues.
- Ensures that staff are supported in recognition of the stressful and traumatic nature of safeguarding.
- Ensures that the Principal is made aware under 'Working Together 2018' of all referrals involving allegations that a learner has been harmed or that a learner may be at risk of harm from a member of staff or volunteer to the Designated Officer in the Local Authority within one working day prior to any internal investigation.
- Promotes the educational outcomes of any young person who have experienced or are experiencing safeguarding or child protection issues by sharing relevant information with teachers and the school leadership team.

2.3 Deputy Designated Safeguarding Lead responsibilities

Is appropriately trained to the same level as the DSL and, in the absence of the DSL, carries out those functions necessary to ensure the ongoing safety and protection of learners. In the event of the long-term absence of the DSL, one deputy will be nominated as acting DSL and will assume all of the functions as detailed on page 5.

2.4 Staff responsibilities

Staff:

- Have a responsibility to provide a safe environment, where young people and adults at risk can learn;
- Should know what to do if a young person or adult at risk tells them that he/she is being abused or neglected;
- Will be able to identify indicators of abuse;
- Will be made aware of; the safeguarding and child protection policy; the behaviour policy; the staff behaviour policy; information about the safeguarding response to children missing in education; the role of the designated safeguarding lead and systems in College that support safeguarding and child protection;
- Will be provided with a copy of Part 1 of 'Keeping Children Safe in Education DfE,2020' annually and receive annually updated training on their safeguarding roles and responsibilities;
- Should have an awareness of safeguarding issues that put young people at risk of harm and behaviours associated with these risks.
- Should know what to do if a learner makes a disclosure of abuse and never promise confidentiality when a disclosure is made;
- Will be made aware of the early help process and understand their role in it;
- Should be prepared to identify learners who may benefit from early help and will discuss early help requirements with the safeguarding lead in the first instance;
- May be required to support social workers and other agencies following a referral;
- Will be made aware of the process for making referrals to Children's Social Care (through the MASH), understand statutory assessments and the role that they may be expected to play in such assessments;
- Should be prepared to make referrals to the MASH if they have concerns about a young person's welfare and understand the role that they may be expected to play in such assessments;
- Will receive regularly updated safeguarding and child protection training;

- Will receive safeguarding updates throughout the year as part of continuous professional development;
- Should be able to contribute to the development of safeguarding policy and practice.
- Should always seek advice from the Designated Safeguarding Lead if they are unsure; and
- All teachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties (Teaching Standards, 2012).

2.5 Governing body responsibilities

- Appoints a Designated Safeguarding Lead who is a member of the senior leadership team and who has undertaken training in inter-agency working, in addition to basic safeguarding training.
- Ensures that the DSL role is explicit in the role holder's job description and that of the Deputy Designated Safeguarding Lead and that safeguarding responsibilities are identified explicitly in the job/role descriptions of all staff and volunteers.
- Consider a whole College approach to online safety, including the use of mobile technology in College.
- Ensure that there are clear systems and processes in place for identifying when a young person may be experiencing mental health problems.
- Ensures that the DSL or a Deputy DSL is always available during College hours for staff to discuss any safeguarding concerns. The DSL or a Deputy DSL will generally be expected to be available in person but in exceptional circumstances availability will be via telephone.
- Ensures that the DSL or a Deputy DSL is always available at least via telephone or other media as above during any out of hours/out of term.
- Has a safeguarding policy and procedures, including a staff code of conduct, that are consistent with statutory requirements, reviewed annually and made available publicly on the College's website or by other means.
- Has procedures for dealing with allegations of abuse made against members of staff and volunteers including allegations made against the Principal and allegations against other learners.
- Follows safer recruitment procedures that include statutory checks on the suitability of staff to work with young people and adults at risk.
- Develops an induction strategy that ensures all staff, including the Principal, and volunteers receive information about the College's safeguarding arrangements, Staff Behaviour Policy (Code of Conduct) and the role of the DSL on induction.
- Develops a training strategy that ensures all staff, including the Principal, and volunteers receive appropriate and regularly updated safeguarding training and updates as required (at least annually) to provide them with the relevant skills and knowledge to safeguard effectively. The training strategy will also ensure that the DSL receives refresher training and regular updates as defined under the DSL's duties above.
- Ensures that all staff, including temporary staff and volunteers, are provided with copies of or access to the College's Young People and Adults at Risk Safeguarding Policy and Staff Behaviour Policy (Code of Conduct) before they start work at the College.
- Participates in the early help process and offers to initiate Early Help Single Assessments for learners with additional needs in order to provide a co-ordinated offer of early help.
- Appoints a designated lead to promote the educational achievement of learners who are looked after by the Local Authority.

- Teaches learners about safeguarding and how to keep themselves safe at all times, including when online, as part of a broad and balanced curriculum

The Chair of Governors is responsible for liaising with the Local Authority and other agencies in the event of an allegation being made against the Principal.

The governing body will appoint a nominated governor for safeguarding who will lead on safeguarding issues for the governing body.

2.6 Principal's responsibilities

- Ensures that the Young People and Adults at Risk Safeguarding Policy and procedures are reviewed annually and ratified by the governing body and adhered to by all staff.
- Allocates sufficient time, training, support and resources, including cover arrangements when necessary, to enable the DSL and deputy/s to carry out their roles effectively, including the assessment of learners and attendance at strategy discussions and other necessary meetings.
- Supports the Designated Lead for looked after young people to promote the educational achievement of any learner who is looked after by the Local Authority and who have left care through adoption, special guardianship or child arrangement orders or who were adopted from state care outside England and Wales.
- To ensure that all staff have the skills, knowledge and understanding necessary to keep looked after learners safe.
- Ensures that all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistle blowing procedures.
- Ensures that learners are provided with opportunities throughout the curriculum to learn about safeguarding and how to keep themselves safe at all times, including when online, as part of a broad and balanced curriculum.
- Ensures that anyone who has harmed or may pose a risk of harm is referred to the Disclosure and Barring Service, as advised by the Designated Officer.
- Appoints a case officer who will be a member of the senior leadership team to investigate allegations concerning members of staff and volunteer.
- Safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties (Teaching Standards, 2012); and
- Ensures that children's and adults social care from a host or a placing authority have access to the College to conduct, or to consider whether to conduct a section 47 or section 17 assessment, as per 'Keeping Children Safe in Education DfE 2020'.
- Ensures that the role of 'Designated Safeguarding Lead' is explicit in the role-holder's job description;
- Organise appropriate cover for the role of Designated Safeguarding Lead for any out of hour/out of term activities.
- Ensures that all recruitment follows the 'Safer Recruitment' guidance and a single central record is maintained with details of all members of staff who are in contact with learners;
- Respond to allegations of abuse against all other members of staff.

3. Young People and Adults at Risk Protection Procedures

3.1 Recognising abuse

To ensure that all College learners are protected from harm, the College needs to understand what types of behaviour constitute abuse and neglect. Abuse may be committed by adult men or women and by other young people.

3.2 Types of abuse

Physical abuse

Physical abuse is 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 or adult at risk. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child (this used to be called Munchausen's Syndrome by Proxy, but is now more usually referred to as fabricated or induced illness).

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a young person or adult at risk such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to the young person or adult at risk that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving them opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed. These may include interactions that are beyond a young person's or adult at risk developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), or the exploitation or corruption of a young person or adult at risk.

Sexual abuse

Sexual abuse involves forcing or enticing a young person or adult at risk to take part in sexual activities. 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 or adults at risk in looking at, or in the production of, sexual images, watching sexual activities, encouraging them to behave in sexually inappropriate ways or grooming them in preparation for abuse (including via the internet).

Sexual exploitation involves an individual or group of adults taking advantage of the vulnerability of an individual or groups of young people. Victims can be boys or girls. Young people are often unwittingly drawn into sexual exploitation through the offer of friendship and care, gifts, drugs, alcohol and sometimes accommodation. Sexual exploitation is a serious crime and can have a long-lasting adverse impact on a learner's physical and emotional health. It may also be linked to the trafficking of children.

Child sexual exploitation (CSE) is a form of child sexual abuse, it occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a person under the age of 18 into sexual activity. This is in exchange for something the victim needs or wants and/or for the financial advantage of increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact it can also occur through the use of technology.

The College teaches learners about consent and the risks of sexual exploitation in PSHE and the curriculum. A common feature of sexual exploitation is that the young person often does not recognise the coercive nature of the relationship and does not see her/himself as a victim. The young person may initially resent what she/he perceives as interference by staff but staff must act on their concerns, as they would for any other type of abuse.

All staff are made aware of the indicators of sexual exploitation of learners and all concerns are reported immediately to the DSL. The DSL will consider the need to make a referral to Social Care via the MASH.

Neglect

Neglect is the persistent failure to meet the basic physical and/or psychological needs of a young person or adult at risk, likely to result in the serious impairment of their 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 or adult at risk 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, basic emotional needs.

Financial or material abuse

This applies to largely adults at risk of harm and relates to circumstances where trust in relation to financial matters is abused. It includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriations of property, possessions or benefits.

Domestic abuse

Domestic abuse is defined as 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 abuse.

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independent resistance and escape and regulating their everyday behaviour. Coercive behaviour is: an act or pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish or frighten their victim.

All concerns about young people being affected by domestic abuse will be reported to the DSL as with any other safeguarding concern. The DSL will respond to the report by consulting Children's Social Care in order to establish whether a referral is required or the situation should be managed by discussion with parents/carers and possibly the offer of early help.

Modern Slavery

This applies to learners who are or who may be coerced into unpaid work, who have no human right or who are forced into compulsory labour. Have poor living conditions with little or no access to amenities or domestic servitude. They may be treated as a commodity or bought and sold at property, physically constrained or have restrictions placed on their freedom of movement.

Child criminal exploitation including County lines

As set out in the 'Serious Violence Strategy' published by the Home Office in 2018, this is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs within the UK using dedicated mobile phone lines or other forms of communication. They are likely to exploit young people and adults at risk to move and store drugs and money, they will often use cohesion, intimidation, violence (including sexual violence) and weapons.

Self-neglect

This applies to learners who may have poor self-care leading to a decline in person hygiene, poor nutrition, poor healing or poorly maintained clothing. It may mean that there is a refusal to take medication and a refusal to accept or receive intervention.

Discriminatory

Jokes or comments that are racist, sexist, homophobic, ageist or based on a person's disability, any other form of abuse based on prejudice, not providing for an individual's cultural or religious beliefs, not providing accessible services, ignoring sexual orientation of learners.

Organisational

Not offering flexibility and choice for learners, having poor standards of care, lack of inadequate procedures. Poor record keeping or lack of management overview and support. Insufficient staffing, abusive or disrespectful attitudes toward learners, not offering choice or promoting independence, misuse of medication. Failure to respond to abuse appropriately.

Fabricated or induced illness

Fabricated or induced illness is a condition whereby a young person or vulnerable adult has suffered, or likely to suffer, significant harm through the deliberate action of their parent/carer and which is attributed by the parent/carer to another cause.

Faith-based abuse

The psychological manipulation and harm inflicted on a person by using the teachings of their religion.

Gangs/youth/serious violence

Young people and vulnerable adults who are exposed to gangs, gang-related activity and youth violence - whether through their family, their peers, the area they live in, or the internet and social media - are potentially at risk of significant harm of being drawn into violent or negative behaviour.

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 College, 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 wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

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.

Gender-based violence

Violence Against Women and Girls (VAWG) is the term given to all forms of violence and abuse experienced disproportionately by women and girls, or experienced by them because of their gender, including rape, domestic violence, forced marriage, FGM and sexual harassment.

Hate

Hate crimes are any crimes that are targeted at a person because of hostility or prejudice towards that person because of their disability, race or ethnicity, religion or belief, sexual orientation or transgender identity.

Definitions taken from *Working Together to Safeguard Children* (HM Government, 2018).

4. Multi-agency working

The College is committed to multi-agency working and operates under Working Together to Safeguard Children (2018) and local safeguarding arrangements. The College will work with social care, the police, health services, local Early Help practitioners and other relevant agencies to promote the welfare of young people and protect them from harm.

We will work closely with our local Family Hub to ensure young people receive appropriate, coordinated Early Help.

The Coventry Safeguarding Children's Partnership (CSCP) have designated that Colleges are names 'relevant agency' As such the College is under a statutory duty to co-operate with published CSCP arrangements.

5. Early Help and use of the Early Help Assessment Process

The College recognises that providing early help is more effective in promoting the welfare of young people than reacting later. Early help means providing support as soon as a problem emerges, at any point in a young person's life. 'Keeping Children Safe in Education DfE 2020' emphasises that all staff should be aware of the early help process and understand their role in it. All staff are therefore trained and required to notice any concerns about young people which may help to identify that they would benefit from early help; to record those concerns on CPOMS; and to share their concerns with the Designated Safeguarding Lead (or a Deputy DSL). The College works closely with its neighbouring family hub to work with families in the community to improve outcomes for young people.

6. Procedure for Reporting Concerns about a Learner

6.1 Five R's model

The College will adopt the five R's model for dealing with concerns or disclosures regarding any learner. These are: **Recognise, Respond, Record, Report and Refer.**

6.1.1 Recognise

A learner may disclose sensitive information at any time of the day or night. It is therefore imperative that all staff are aware of the signs and behaviours which may indicate abuse. All staff will be alert to indicators of abuse and will report any of the following to the Designated Safeguarding Lead immediately;

- Any concern or suspicion that a young person has sustained an injury outside what is reasonably attributable to normal activity;
- Any concerning behaviours exhibited by young people that may indicate that they have been harmed or are at risk of harm, including unusual changes in mood or behaviour, concerning use of language and/or concerning drawings or stories.
- Any significant changes in attendance or punctuality;
- Any significant changes in a young person's presentation; including new expensive items.
- Any concerns relating to people who may pose a risk of harm to a young person;
- Any disclosures of abuse that young people have made;

6.1.2 Respond

When receiving a disclosure from a learner the member of staff must:

- Find time and, if necessary, a suitable place to listen to the learner, when a disclosure is reported.
- Listen to what is being said without displaying shock or disbelief.
- Not make false promises which may not be able to be fulfilled and not promise confidentiality.
- If the learner asks that information is kept secret, it is important that the learner is informed, in a manner appropriate to the learner's age/stage in development, that complete confidentiality cannot be promised.
- The learner must be informed that there may be a need to pass information to other professionals to help keep the learner, or other learners, safe.
- Allow the learner to talk freely. Do not cross examine, interview, probe or ask to see any injury that is not visible. Listen, only asking questions when necessary to clarify.
- Not criticise the alleged perpetrator.
- Reassure the learner that what has happened is not his or her fault.
- Stress that it was the right thing to tell.
- Explain what has to be done next and who has to be told.

Find out just enough to be sure of the need to refer, and keep any questions open rather than closed. An incident may eventually end up as a court case and learner's evidence can all too easily be compromised by leading questions or repeated recital.

6.1.3 Record

Records that are factual, accurate and relevant and avoid subjective judgements using the College's CPOMs system should be made. It is not the responsibility of the College to 'check out' what any learner tells, nor should any abuser be questioned. All concerns for learners should be recorded as soon as possible and within one hour using the College's CPOMS system.

6.1.4 Report

The member of staff who has recorded the concern, or received the disclosure, must report the concern/disclosure to the DSL, or in their absence, a Deputy DSL, immediately by completing a referral form on the CPOMs system.

If a disclosure is made by a residential learner between the hours of 12.00am and 7am, the member of the SLT who is on call should be notified immediately. The SLT member on call will advise of any immediate action to be taken and then inform the DSL of any actions taken at the earliest opportunity during the next working day.

6.1.5 Refer

When the DSL, or in their absence, a Deputy DSL, has been informed, they will make the decision whether or not to refer the concern to social care or the police.

For referrals concerning learners under 18 years of age, the DSL should use the Coventry Safeguarding Children Board's document 'Children's Social Care Thresholds and Practice Standards' for guidance. If in doubt, the receiving team will determine whether a safeguarding enquiry is required or if not, what other measures may need to be taken.

The Initial Contact Service will be consulted when there is uncertainty about whether to refer. Referrals must be made as soon as possible and the appropriate forms completed and sent at the same time.

All referrals to these external agencies should be followed up by the College within 24 hours until a written response is received.

If a learner does not live in Coventry, a different referral process may need to be followed for learners. If the disclosure/concern is related to events happening at the College, the DSL should follow the referral process as above.

If the disclosure/concern relates to events happening outside of College (e.g. at home), the DSL should refer the concern to the "home" Local Authority where the learner lives.

6.2 Submitting referrals

All referrals relating to learners under 18 should be made to the Multi-Agency Safeguarding Hub (MASH) by completing a referral form and submitting it to the MASH at:-

Coventry Multi-Agency Referral Form (MARF)

Telephone: 024 7678 8555

Out of hours Emergency Duty Team: 02476 832 222

Online referrals: <http://www.coventry.gov.uk/safeguardingchildren>

For learners aged over 18, referrals should be made to Adult Social Care.

On 024 7683 3003 (or out of office hours 024 7683 2222) or by email to ascdirect@coventry.gov.uk

If there is no immediate danger or you need advice or information, you should call MASH on 02476 788555 or if immediate action is needed dial 999.

6.3 Staff reporting directly to external agencies

Staff should ordinarily follow the reporting procedures outlined in this policy. However, as emphasised in *'Keeping Children Safe in Education DfE 2020'*, any staff member can refer their concerns directly to Children's Social Care and/or the Police if:

- the situation is an emergency and the DSL, the Deputy DSL, the Principal and/or the Chair of Governors are all unavailable;
- they are convinced that a direct report is the only way to ensure the learner's safety; or
- for any other reason they make a judgement that a direct referral is in the best interests of the learner.

In any of those circumstances, staff may make direct referrals and share information without being the subject of censure or disciplinary action. However, staff should inform the DSL at the earliest opportunity that they have done so unless in their judgement doing so would increase the risk of harm to the young person or adult at risk.

6.4 Position of trust

All adults working with young people and adults at risk of harm in College are in a position of trust in relation to these learners. A relationship between a member of staff, volunteer or contractor and a learner cannot be a relationship between equals. There is potential for exploitation and harm of the learner, and all staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage.

In addition, staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of staff and a learner under 18 may be a criminal offence, even if that learner is over the age of consent.

The College's Staff Behaviour Policy (Code of Conduct) sets out the expectations of staff and is signed by all staff members.

7. Procedure for Reporting Concerns about Staff, Volunteers or Visitors

7.1 Whistleblowing

All staff and volunteers are able to raise concerns about poor or unsafe practice and potential failures in the safeguarding regime and concerns will be taken seriously. Appropriate whistleblowing procedures, which are suitably reflected in staff training and staff conduct policies, are in place for such concerns to be raised. Further information and guidance is available in the College's 'Whistleblowing Policy'. Staff are expected to report all concerns about poor practice or possible abuse by colleagues to the Vice Principal for Safeguarding & Pastoral Care (DSL), who will inform the Principal and facilitate proactive and early intervention in order to maintain appropriate boundaries and a safe culture that protect young people and adults at risk and reduces the risk of serious abuse in College. Concerns or complaints about the Principal should be reported to the Chair of Governors. Staff may also report concerns about suspected abuse or neglect directly to Children's Social Care or the Police if they believe direct reporting is necessary to secure action. The NSPCC whistleblowing helpline is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 between 8.00a.m. and 8.00p.m. Monday to Friday or e mail help@nspcc.org.uk.

7.2 Allegations against staff

When an allegation is made against a member of staff, they have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. Allegations about a staff member must be reported immediately to the Vice-Principal for Safeguarding & Pastoral Care (Lead DSL) or the HR Manager. In their absence, the allegation should be reported to go to the Principal who will follow the process detailed below. A member of staff who receives an allegation about another member of staff from a young person or adult at risk of harm will follow the guidelines in section 4 for dealing with disclosure. Allegations against a staff member will be assessed by the Vice-Principal for Safeguarding & Pastoral Care and the HR Manager. In order to assess the allegations against a member of staff, it will be judged against the relevant criteria highlighted below. This applies to all cases in which it is alleged that an individual who works or volunteers with young people or adults at risk of harm has:

- Behaved in a way that has harmed a young person or may have harmed a young person
- Staff behaving towards a young person in a way that indicates they may not be suitable to work with young people
- Possibly committed a criminal offence against or related to a young person or

- Behaved towards a young person in a way that indicates they may pose a risk of harm to young people.

The Vice-Principal for Safeguarding & Pastoral Care or HR Manager will inform the LADO within one working day of receiving the allegation, if the case meets the relevant criteria. Where the cases may not appear to meet the relevant criteria fully but still gives rise to concerns about the risk an individual poses to young people through their work, the College will seek advice from the (LADO) for the most appropriate course of action.

Suspension of a member of staff is not the default option; alternatives to suspension will always be considered. In some cases, however, a member of staff may be suspended where this is deemed to be the best way to ensure that allegations are investigated fairly, quickly and consistently and that all parties are protected. In the event of suspension, the College will provide support and a named contact for the member of staff.

Allegations made against the Principal should be reported to the Chair of Governors. Any allegations regarding the Senior Leadership Team should be reported to the Principal. The Chair of Governors and/or Principal would follow the same process in assessing the relevant criteria and reporting to the LADO if the case meets the criteria

Although the College does not directly employ supply teachers, the College will ensure that any concerns or allegations against supply teachers are handled properly. The College will never cease to use a supply teacher for safeguarding reasons without liaising with the Local Authority Designated Officer and reaching a suitable outcome. Human resources manager will liaise with the supply agency to determine whether to suspend or redeploy the supply teacher whilst they carry out their investigation. The College will inform supply agencies of its process for managing allegations, including inviting the agency's human resource manager (or equivalent) to meetings and regularly updating agencies on relevant College policies.

Where false allegations or allegations without foundation are found the HR Manager will: -

- Prepare a report outlining the allegations and giving the reasons for the conclusion that it had no foundation.
- Inform the member of staff about whom the allegation was made both orally and in writing that no further action will be taken.

- Reassure the member of staff of the College's understanding of the personal impact that false allegations may have and the support the College will continue to offer.

Documents relating to an investigation will be retained in a secure place, together with a written record of the outcome and, if disciplinary action is taken, details will be retained on the member of staff's file and stored in accordance with the Disciplinary Policy & Procedure.

Staff, parents and governors are reminded that publication of material that may lead to the identification of a staff member who is the subject of an allegation is prohibited by law. Publication includes verbal conversations or in writing, including content placed on social media sites.

In accordance with *'Keeping Children Safe in Education DfE 2020'*, the College will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

8. Informing the ESFA (Education and Skills Funding Agency) about serious safeguarding incidents

Colleges receiving annual funding allocations from the Education and Skills Funding Agency (ESFA) for the provision of 16-19 education are required through the funding agreements and contracts to inform the ESFA of serious safeguarding incidents when: -

- **The organisation, or one of its subcontractors is itself the subject of an investigation by the local authority or the police.**

In such circumstances, the Chair or Chief Executive or senior DSL will email Enquiries.EFA@education.gov.uk with details of the nature of the incident and confirmation that it is or is scheduled to be investigated by the local authority and/or the police.

- **Safeguarding referrals for ESFA funded learners that result in police investigations**

In such circumstances, the DSL will email Enquiries.EFA@education.gov.uk with details of the safeguarding incident and confirmation that it is under investigation by the police. It is not required that any information that identifies individuals or impacts on data protection duties is disclosed.

- **The organisation, or one of its subcontractors is the subject of an investigation by the local authority or the police in connection with a Prevent issue.**

In such circumstances, the Chair or Chief Executive or senior DSL will email Enquiries.EFA@education.gov.uk with details of the nature of the incident and confirmation that it is or is scheduled to be investigated by the local authority and/or the police.

- **Disclosure and Barring Service referrals**

The DSL will notify the ESFA that a referral has been made, no other information is required.

9. Complaints Procedure

The College complaints procedure will be followed where a learner or parent raises a concern about poor practice towards a learner that initially does not reach the threshold for action under this policy. Complaints are managed by the Vice Principal for Curriculum and Quality. Complaints from staff are dealt with under the College's complaints and disciplinary and grievance procedures. Complaints which escalate into a safeguarding concern will automatically be managed under the College's safeguarding procedures.

10. Assessing Risk

Individual learner risk assessments are held on each individual learner's file providing information to support the management of risk in delivering the learner's individual learning programme. The aim is to ensure that the balance of risk against achieving progression remains central to the work of the College, supporting learners to become less vulnerable, more skilled and increasingly independent within the community.

Through admissions and continuous individual learner risk assessments the College identifies learners who may be considered more vulnerable due to their physical and or emotional problems and levels of understanding of risk. These risk assessments are maintained by the Safeguarding & Pastoral Manager in conjunction with identified key staff who ensure that the documents remain responsive to the learner's wellbeing and support requirements. These records include quantifying levels of risk and College actions to address them. The College supports all vulnerable learners and has a Designated Lead for looked after young people and a Designated Lead for E-safety.

Individuals in one-to-one situations with learners are more vulnerable to allegations. Staff and learners should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be

made to ensure the safety and security needs of both staff and learners. Pre-arranged meetings with learners away from the College premises are not being permitted unless approval is obtained from the learner's parents/carers and the DSL.

Individuals must:

- Avoid meetings with learners in remote, secluded areas of the College.
- Ensure there is visual access and/or an open door in one-to-one situations.
- Inform other staff of the meeting beforehand, assessing the need to have others present or close by.
- Always report to SLT any situation where a learner becomes distressed or angry
- Consider the needs and circumstances of the learner involved.

If learners are in 1:1 situation with either their peers or adults in a position of trust, then depending upon whether this is an open or closed environment the activity needs to be fully risk-assessed to mitigate potential risks.

11. 14 – 16 Year Olds

The College will work collaboratively with the appropriate Local Authority/ school in order to share information about the attendance and/or absences of a learner who is 14-16 as the Local Authority deems necessary.

The College will inform the relevant Local Authority immediately if a learner is removed from roll so that the Local Authority can as part of their duty identify children of compulsory school age who are missing education.

Where an allegation, suspicion or incident is reported, the College will notify the head teacher or other senior manager with safeguarding responsibility of the relevant school/Local Authority as soon as possible.

In all other respects, such allegations, suspicions or incidents will be managed in accordance with the College policy and procedure.

12. Staff Training

It is important that all staff have training to enable them to recognise the possible signs of abuse, neglect and exploitation and to know what to do if they have a concern.

New staff and volunteers who will have direct contact with young people and adults at risk will receive an explanation during their induction which will include:

- The College's Young People and Adults at Risk Safeguarding Policy
- Copies of Part 1 and Annex A of 'Keeping Children Safe in Education (DFE 2020)'
- Signs and symptoms of abuse and neglect
- Responding to disclosure of abuse or neglect
- Reporting and recording arrangements
- The Staff Behaviour Policy (Code of Conduct)
- The identity and role of the DSL and all Deputy DSLs.

The College Young People and Adults at Risk Safeguarding Policy, Copies of Part 1 and Annex A of Keeping Children Safe in Education (DFE 2020) and Staff Behaviour Policy (Code of Conduct) will be sent with the letter confirming an appointment with a written requirement that the individual reads the two policies in advance of starting work at the College. The individual will be given an opportunity to clarify any issues on their first day at work and then asked to sign to confirm that they have read and understood both policies and undertake to comply with them.

All staff will be issued annually the Copies of Part 1 and Annex A of Keeping Children Safe in Education (DFE 2020), the Staff Behaviour Policy (Code of Conduct) and the College's Young People and Adults at Risk Safeguarding Policy.

All staff, including the Principal, volunteers and governors will receive appropriate and regularly updated safeguarding training and thematic updates as required (at least annually) during inset days and regular discussions at staff meetings, to provide them with the requisite skills and knowledge to safeguard effectively in line with statutory guidance.

The Lead and Deputy DSLs will attend refresher training every two years.

All staff will be made aware of the increased risk of abuse to certain groups, including learners with special educational needs and disabilities, looked after young people, previously looked after young people, young carers and risks associated with specific safeguarding issues including child sexual exploitation, peer on peer abuse, sexual harassment and sexual violence in College, extremism, female genital mutilation and forced marriage; and will receive training in relation to keeping young people safe online.

In addition, at least one governor and a member of the senior leadership team will attend safer recruitment training.

13. Safer Recruitment

13.1 Recruitment

The College ensures it does its utmost to employ 'safe' staff and allow 'safe' volunteers to work with learners by following the guidance in '*Keeping Children Safe in Education DfE 2020*'.

Safer recruitment means that all applicants will:

- complete an application form which includes their employment history and explains any gaps in that history.
- provide two referees, including at least one where available who can comment on the applicant's suitability to work with learners.
- provide evidence of identity and qualifications.
- if offered employment, be checked in accordance with the Disclosure and Barring Service (DBS) regulations as appropriate to their role. This will include an enhanced DBS check and a barred list check for those engaged in Regulated Activity.
- if offered employment, provide evidence of their right to work in the UK.

The College will also:

- ensure that every job description and person specification for roles in College includes a description of the role holder's responsibility for safeguarding.
- ask at least one question at interview for every role in College about the candidate's attitude to safeguarding and motivation for working with learners.
- verify the preferred candidate's mental and physical fitness to carry out their work responsibilities.
- obtain references for all shortlisted candidates, including internal candidates where applicable.
- carry out additional or alternative checks for applicants who have lived or worked outside the UK.
- ensure that applicants for teaching posts are not subject to a prohibition order issued by the Secretary of State.

At least one member of each recruitment panel will have attended safer recruitment training.

All new members of staff and volunteers will undergo an induction that includes familiarisation with the College Young People and Adults at Risk Safeguarding Policy and Staff Code of Conduct.

All staff are required to sign to confirm they have received a copy of the Young People and Adults at Risk Safeguarding Policy and Staff Code of Conduct.

The College will obtain written confirmation from supply agencies and third party organisations that they have satisfactorily undertaken all appropriate checks in respect of individuals they provide to work in the College that the College would have undertaken if they were employing the individual directly.

Trainee teachers will be checked either by the College or by the training provider, from whom written confirmation will be obtained.

The College maintains a single central record of recruitment checks undertaken and ensures that the record is maintained in accordance with section 3 of *'Keeping Children Safe in Education DfE 2020'*.

All governors will be the subject of Enhanced DBS checks as defined in *'Keeping Children Safe in Education DfE 2020'*.

13.2 Volunteers

Volunteers will undergo checks commensurate with their work in the College and contact with learners. Under no circumstances will a volunteer who has not been appropriately checked be left unsupervised or be allowed to engage in regulated activity.

13.3 Contractors

The College checks the identity of all contractors working on site and requests DBS checks where appropriate. Contractors who have not undergone checks will not be allowed to work unsupervised or in regulated activity.

14. Site Security

Visitors to the College, including contractors, are asked to sign in and are given an identity badge, which confirms they have permission to be on site. All visitors to the site are accompanied by a member of staff at all times whilst on the campus. All visitors are expected to observe the safeguarding and health and safety regulations to ensure learners in College are kept safe.

The College has a Visible ID Policy which requires that both staff and learners are required to wear their identity badge whilst on campus at all times.

15. Record Keeping

The College will maintain safeguarding (including early help) records in accordance with the safeguarding policy.

The College will:

- keep clear detailed records of concerns about young people and adults at risk (noting the date, event and action taken), even where there is no need to refer the matter to Social Care immediately;
- ensure all records are kept secure and in locked locations;
- ensure all relevant safeguarding records are sent to the receiving School, College or other education establishment when a learner moves. The DSL will ensure secure transit of all files and obtain a confirmation receipt as evidence of transferal.
- ensure that incoming safeguarding records are brought to the attention of the DSL, Deputy DSLs and other key staff such as the SENCO when a young person transfers in from another School or College.
- Safeguarding records will be maintained independently from the learner's file. Such records will only be accessible to the Designated Safeguarding Lead and staff who need to be aware.

Such records will include, in addition to the name, address and age of the learner, timed and dated observations describing the learner's behaviour, appearance, statements/remarks made to staff or other learners and observations of interactions between the learner, other learners, members of staff and/or parents/carers that give rise to concern. Where possible and without interpretation, the exact words spoken by the learner or parent/carer will be recorded. Records will be signed, dated and timed electronically by the member of staff making the record and securely stored on the College CPOMs system.

Safeguarding records are normally exempt from the disclosure provisions of the Data Protection Act 2018, which means that learners and parents do not have an automatic right to see them. If any member of staff receives a request from a learner or parent to see safeguarding records, they should refer the request to the Data Protection Officer (DPO) who will advise accordingly.

The Data Protection Act and General Data Protection Regulation (GDPR) 2018 does not prevent the College from sharing information with relevant agencies for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and safety of young people. Advice should be sought from the DSL prior to any disclosure.

16. Confidentiality and Information Sharing

All staff will understand that safeguarding issues warrant a high level of confidentiality, not only out of respect for the learner, family and staff involved but also to ensure that information being released into the public domain does not compromise evidence.

Staff will ensure confidentiality protocols are adhered to and information is shared appropriately. If in any doubt about confidentiality, staff will seek advice from the DSL as required. It is reasonable for staff to discuss day-to-day concerns about learners with colleagues in order to ensure that their general needs are met in College. However, staff should report all safeguarding concerns to the DSL.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard.

Every effort will be made to prevent unauthorised access to sensitive information. Any sensitive information that needs to be stored on portable devices such as laptop computers or tablets or on portable media such as a CD or flash drive will be password protected or encrypted and kept in locked storage.

17. Off-Site Arrangements

All extended and off-site activities are subject to a risk assessment to satisfy health and safety and safeguarding requirements. When learners attend off-site activities, including day and residential visits and work-related activities, the College will check that effective safeguarding arrangements are in place.

Where extended College activities are provided by and managed by the College, the College's Young People and Adults at Risk Safeguarding Policy and procedures apply. If other organisations provide services or activities on the College site, the College will check that those organisations have appropriate procedures in place, including safer recruitment procedures.

18. Work Experience and Supported Internships

The College has detailed procedures to safeguard learners undertaking work experience and supported internships, including arrangements for checking people who provide placements and supervising learners on work experience which are in accordance with the guidance in '*Keeping Children Safe in Education DfE 2020*'.

19. Residential Settings

Research has shown that young people and adults at risk can be particularly vulnerable in residential settings. The College complies with the National Minimum Standards and is appropriately inspected by the Care Quality Commission. Staff are alert to inappropriate relationships, initiation type behaviours and the potential for peer on peer abuse, particularly if there is a significant gender imbalance. Staff receive additional induction and safeguarding training tailored to meet their specific, additional duties.

20. Intimate Care

The College actively promotes the health care of each learner and meets any intimate care needs as detailed in individual care plans as necessary. The College has a written policy, implemented in practice, on the administration of medication within the College. The College adheres to the Social Care Common Inspection Framework February 2017 National Minimum Standards.

21. Safeguarding Learners with Profound and Multiple Learning Difficulties

As outlined in Keeping Children Safe in Education (DfE 2020), the College is aware that young people with additional needs or disabilities may be more vulnerable to abuse and additional barriers may exist when recognising abuse and neglect. This could be due to:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the young person's disability without further exploration;
- being more prone to peer group isolation than other young people;
- the potential for young people with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in overcoming those barriers.

To ensure learners with profound and multiple learning difficulties and/or communication complications can communicate their concerns or disclose if they are being abused or harmed, the College has ensured that a number of alternative methods of communication are available to learners to ensure they are able to articulate their concerns. These include emotion cards, the Makaton system and the use of iPads. Safeguarding learning opportunities within the curriculum will be appropriately differentiated to ensure all young people can access it.

22. Use of Reasonable Force

The College will endeavour where at all possible to avoid the use of force with learners by the careful and consistent management of their behaviour through the continual reiteration and promotion of the behaviour standards.

However, the College recognises that very rare circumstances will arise when staff at the College will be obliged to use reasonable force to prevent learners committing a crime; causing injury or damage; or causing disruption. In these instances staff will follow the Use of Reasonable Force Policy and under no circumstances does the College authorise the use of corporal punishment nor condone the use of inappropriate force.

The College will seek at all times to promote a shared sense of community and belonging amongst learners. It recognises that staff will always work to prevent situations where restraint is used and will only reluctantly resort to physical interventions if their best professional judgement deems this to be necessary.

23. Photography and Images

To protect learners, the College will:

- seek their consent for photographs to be taken or published (for example, on the College website or in newspapers or publications);
- seek parental consent where necessary;
- use only the learner's first name with an image;
- ensure learners are appropriately dressed; and
- encourage them to tell us if they are worried about any photographs that are taken of them.

24. Attendance

The College recognises that full attendance at College is important to the well-being of all learners and enables them to access the opportunities made available to them at College. Attendance is monitored closely and the College works in partnership with the Local Authority when patterns of absence give rise to concern.

25. Young People Missing from Education

The College operates in accordance with statutory guidance 'Children Missing Education (DfE 2016)' - All young people, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

Young people missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life. Effective information sharing between parents, College and local authorities is critical to ensuring that all learners of compulsory school age are safe and receiving suitable education.

Attendance, absence and exclusions are closely monitored. The DSL will monitor unauthorised absence and take appropriate action, particularly where young people go missing on repeated occasions and/or are missing for periods during the College day.

26. Young People Who Are Looked After or Who Were Previously Looked After

The most common reason for young people becoming looked after is as a result of abuse or neglect. The College ensures that staff have the necessary skills and understanding to keep looked after learners safe and ensures that appropriate staff have information about a young person's looked after status and care arrangements, including the level of authority delegated to the carer by the authority looking after them.

Local authorities have ongoing responsibilities to young people who cease to be looked after and become care leavers. That includes keeping in touch with them, preparing an assessment of their needs and appointing a Personal Advisor who develops a pathway plan with the young person. This plan describes how the local authority will support the care leaver to participate in education or training. The DSL will have details of the local authority Personal Advisor appointed to guide and support all care leavers; and should liaise with them as necessary regarding any issues of concern affecting a care leaver.

27. Young People Who Go Missing from Home or Care

The College recognises that young people who run away or go missing - and are thus absent from their normal residence - are potentially vulnerable to abuse, exploitation, offending and placing themselves in situations where they may suffer physical harm.

'Keeping Children Safe in Education DfE 2020' highlights that *'Statutory Guidance on Children Who Run Away or go Missing from Home or Care'* (DfE 2014) requires that every child or young person who runs away or goes missing must be offered a Return Home Interview (RHI) within a period of 72 hours of their return.

When necessary and in conjunction with the Local Authority, the College will facilitate Return Home Interviews, both in terms of releasing the young person from their normal timetable to participate in an interview and in providing an appropriate and safe space on the College site for the interview to take place.

The College will check with the Local Authority whether or not parents/carers have given their consent to the interview. However, young people aged 16 and 17 years old are generally considered to be able to consent and withhold consent to their own information being shared and therefore to participate in a RHI or not.

If the Local Authority has not received consent from parents/carers and the young person is not assessed as being capable of giving or withholding informed consent, the College will contact the parent/carer and seek to secure their consent.

Parents/carers may also choose to accompany their son/daughter in interviews and the College will facilitate that as appropriate.

28. Helping Learners to Keep Themselves Safe – Promoting safeguarding and Welfare in the Curriculum

'Keeping Children Safe in Education DfE 2020' requires governing bodies and proprietors to ensure that young people are taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a 'broad and balanced curriculum.' The College recognises the importance of teaching young people how to stay safe and look after their mental health and is committed to equipping young people with the skills and knowledge to have successful and happy lives.

Learners are taught to understand and manage risk through the personal social and behaviour tutorial programme and through all aspects of College life. The College approach is designed to help learners to think about risks they may encounter and with the support of staff work out how those risks might be reduced or managed. Discussions about risk are empowering and enabling for all learners and promote sensible behaviour rather than fear or anxiety. Learners are taught how to conduct themselves and how to behave in a responsible manner. Learners are also reminded regularly about digital safety, the risks of sharing content and images online and tackling bullying, including cyber bullying procedures. The College continually promotes an ethos of respect for learners and they are encouraged to speak to a member of

staff of their choosing about any worries they may have. The College will cover relevant issues in line with government guidance on Relationship Education and Sex Education and Health Education.

28.1 Digital Safety

The College's digital safety & security policy explains how the College tries to keep learners safe in College and protect and educate them in the safe use of technology. Some adults and young people will use technology to harm and the use of technology has become a significant component of many safeguarding issues.

The breadth of issues within online safety is considerable, but can be categorised into three areas of risk:

- **content:** being exposed to illegal, inappropriate or harmful material; for example pornography, fake news, racist or radical and extremist views;
- **contact:** being subjected to harmful online interaction with other users; for example commercial advertising as well as adults posing as children or young adults; and
- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example making, sending and receiving explicit images, or online bullying.

Cyberbullying and sexting by learners will be treated as seriously as any other type of bullying and will be managed through the College Learner Behaviour policy. Serious incidents may be managed in line with the College Young People and Adults at Risk Policy and procedures.

The College recognises that learners may use mobile technology that can access the internet through 3G and 4G connections, which bypass the college network and firewall settings.

All staff receive online safety training and the College's digital safety co-ordinator is: Simon Shackleton (ex 6117).

28.2 Bullying, peer on peer abuse and harmful sexual violence/harassment and behaviour

Young people can abuse other young people. This is generally referred to as peer on peer abuse and can take many forms. It is most likely to include, but not 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;
- gender-based violence
- sexting (also known as youth produced sexual imagery);
- Initiation-type violence, hazing and rituals.
- Up-skirting (criminal offence)

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 young women, young people with SEND and LGBT are at greater risk.

“Upskirting” 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. Although this harassment is known as “upskirting”, people of any gender can be victims. Photos can be taken under any item of clothing including shorts and trousers.

All incidences of bullying, including cyber-bullying and prejudice-based bullying should be reported and will be managed through the College anti-bullying procedures. Members of staff who become concerned about a learner’s sexualised behaviour, including any known online sexualised behaviour, should record their concerns on CPOMS and report them to the DSL as soon as possible, as with any other safeguarding concern.

All responses to reports of sexual violence will be subject to an immediate risk and needs assessment undertaken by the DSL (or a deputy), using her/his professional judgement and supported by other agencies, such as children’s social care and the Police. The need for a risk and needs assessment in relation to reports of sexual harassment will be considered on a case-by-case basis.

The risk and needs assessment will consider:

- the victim, especially their protection and support;
- the alleged perpetrator/s (if she/he/they attend the same College);
- all the other young people and staff at the College, especially any actions that are appropriate to protect them.

The management of young people with sexually harmful behaviour is complex and the College will work with other relevant agencies to maintain the safety of the whole College community. Young people who display such behaviour may be victims of abuse themselves and the safeguarding procedures will be followed for both victim and perpetrator.

Any instances of sexual harm caused by one learner to another and any situation where there are concerns about power imbalance, coercion or force will be discussed with Children's or Adult Social Care.

In responding to cases involving young people or adults at risk, who have committed sexually abusive behaviours, Social Care will consult with the appropriate agencies for advice, consultation or provision of a direct service.

The College is committed to participating in plans both to provide learners who are at risk from other learners and those who may present a risk to other learners with appropriate services to address any concerns and, wherever possible, to facilitate ongoing access to education in College for all learners concerned, subject to appropriate risk assessments and risk management plans.

28.3 Youth produced sexual imagery ('Sexting')

All incidents of youth produced sexual imagery (YPSI) will be dealt with as a safeguarding concern and recorded on CPOMs. The primary concern at all times will be the welfare and protection of the young people involved.

All incidents of YPSI should be reported to the DSL as with all other safeguarding issues and concerns. The DSL will discuss the concerns with appropriate staff and speak to young people involved as appropriate. Parents/carers will be informed if appropriate and involved in the process unless there is good reason to believe that involving parents would put the young person at risk of harm. If, at any point in the process, there is concern that a young person has been harmed or is at risk of harm a referral will be made to Social Care and/or the Police via the MASH immediately.

The Police will always be informed when there is reason to believe that indecent images involve sexual acts and any child in the imagery is under 13 years of age.

Viewing the imagery - adults should **not** view youth produced sexual imagery unless there is good and clear reason to do so. Wherever possible, the DSL's or Deputy DSL's responses to incidents will be based on what they have been told about the content of the imagery. Any decision to view imagery will be based on the DSL's or Deputy DSL's professional judgement. Imagery will never be viewed if the act of viewing will cause significant distress or harm to a learner.

If it is necessary to view the imagery then the DSL or Deputy DSL will:

- never copy, print or share the imagery; this is illegal.
- the Deputy DSL will discuss the decision to view the imagery with the DSL and where deemed appropriate contact Children's Social Care.
- ensure viewing takes place with another member of staff present in the room, ideally another Deputy DSL or a member of the senior leadership team. The other staff member does not need to view the images.
- wherever possible ensure viewing takes place on College premises, ideally in the DSL's office.
- ensure wherever possible that images are viewed by a staff member of the same sex as the young person in the imagery.
- record the viewing of the imagery on CPOMS, including who was present, why the image was viewed and any subsequent actions; and ensure this is signed and dated and meets the wider standards set out by Ofsted for recording safeguarding incidents.

Deletion of images - if the College has decided that other agencies do not need to be involved, then consideration will be given to deleting imagery from devices and online services to avoid any further sharing of the imagery.

28.4 Searching, Screening and Confiscation

Where necessary, searching, screening and confiscation will be used to safeguard young people in College. The College adheres to 'Searching, Screening and Confiscation: Advice for Schools' (May 2018).

28.5 Mental Health

The College recognises that safeguarding and promoting the welfare of young people includes preventing the impairment of young people's mental health or development.

All staff will be aware that mental health problems may be an indicator that a young person is suffering or is at risk of suffering abuse, neglect or exploitation.

Staff will not attempt to make a diagnosis of a mental health problem unless they are appropriately trained. We recognise that staff are well-placed to observe behaviour that may indicate that a young person is experiencing a mental health problem, or is at risk of developing one. There are clear systems and processes in place for identifying possible mental health problems. If staff are concerned that a young person is suffering a mental health problem, they should raise it as a concern on CPOMS and talk to the safeguarding team. If staff are concerned that a young person is experiencing a mental health problem that is also a safeguarding concern, they must report this to the Designated Safeguarding Lead (or deputy Designated Safeguarding Lead) immediately.

The College has a team of Mental Health First Aiders (MHFA) and a clinical multi-disciplinary team who can support learners exhibiting mental health concerns.

28.6 Honour-Based Abuse HBA

So-called 'honour-based' abuse encompasses crimes which have been committed to protect or defend the honour of a family and/or community. Such crimes include forced marriage, and practices such as breast ironing. Staff will be alert to the possibility of a learner being at risk of HBV or already having suffered HBA.

All forms of so called HBA are abuse (regardless of the motivation) and staff will record and report any concerns about a learner who might be at risk of HBA to the Designated Safeguarding Lead as with any other safeguarding concern. The DSL will consider the need to make a referral to the Police, and/or Social Care as with any other safeguarding concern; and may also contact the Forced Marriage Unit for advice as necessary.

28.7 Female Genital Mutilation (FGM) A form of so-called honour-based abuse

Female genital mutilation is a form of abuse. It is the collective name given to a range of procedures involving the partial or total removal of the external female genitalia for non-medical reasons or other injury to the female genital organs. It has no health benefits and harms girls and women in many ways.

The practice, which is most commonly carried out without anaesthetic, can cause intense pain and distress and long-term health consequences, including difficulties in childbirth.

FGM is carried out on girls of any age, from young babies to older teenagers and adult women. College staff are trained to be aware of risk indicators. Staff should be particularly alert to suspicions or concerns expressed by female learners about going on a long holiday during the summer vacation period.

In England, Wales and Northern Ireland, the practice is illegal under the Female Genital Mutilation Act 2003.

If staff have a concern that a learner may be at risk of FGM, they will record their concern and inform the DSL as they would any other safeguarding concern.

Teachers are subject to a statutory duty defined by Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) to report to the Police personally where they discover (e.g. by means of a disclosure) that an act of FGM appears to have been carried out on a learner who is aged under 18. This is known as mandatory reporting. Teachers in that situation will record their concerns and inform the DSL, who will support the teacher in making a direct report to the Police.

28.8 Forced Marriage A form of so-called honour-based abuse

A forced marriage is a marriage in which a female (and sometimes a male) does not consent to the marriage but is coerced into it. Coercion may include physical, psychological, financial, sexual and emotional pressure. It may also involve physical or sexual violence and abuse.

A forced marriage is not the same as an arranged marriage. In an arranged marriage, which is common in several cultures, the families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the prospective spouses.

Children may be married at a very young age, and well below the age of consent in England. College staff should be particularly alert to suspicions or concerns raised by a learner about being taken abroad and not being allowed to return to England.

Since June 2014 forcing someone to marry has become a criminal offence in England and Wales under the Anti-Social Behaviour, Crime and Policing Act 2014.

28.9 Extra-Familial Harm

The College recognises that safeguarding incidents can be associated with factors outside the College. We also recognise that safeguarding incidents or behaviours can occur between young people outside of College. We would always consider contextual safeguarding factors when responding to safeguarding incidents.

All staff will be made aware that safeguarding incidents and/or behaviours can be associated with factors outside the College and/or can occur between young people outside these environments.

29. Radicalisation and Extremism (Prevent)

All 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**.

Protecting young people from the risk of radicalisation is part of the College's wider safeguarding duties and is similar in nature to protecting young people from other forms of harm and abuse. Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. Extremism is the vocal or active opposition to fundamental values, including 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. Even very young children have been exposed, in rare circumstances, to extremism at home and elsewhere including online.

During the process of radicalisation, it is possible to intervene to prevent vulnerable people being radicalised. The College is committed to preventing learners from being radicalised and drawn into any form of extremism or terrorism. The College promotes the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs by providing learners with opportunities through the curriculum to discuss issues of religion, ethnicity and culture and learn how to discuss and debate points of view; and by ensuring that all learners are valued and listened to within College.

Staff receive training that provides them with both the information they need to understand the risks affecting young people in the Coventry area; and a specific understanding of how to identify individual learners who may be at risk of radicalisation and how to support them. Staff are trained to report all concerns about possible radicalisation and extremism to the DSL immediately as they would any other safeguarding concern.

The College recognises the importance of providing a safe space for learners to discuss controversial issues; and building their resilience and the critical thinking skills they need in order to challenge extremist perspectives. However, the College will make appropriate referrals to the Police PREVENT team in respect of any learner whose behaviour or comments suggest that they are vulnerable to being radicalised and drawn into extremism and terrorism in order to ensure that they receive appropriate support.

The College expects all staff, volunteers, governors, visiting professionals, contractors and individuals or agencies that hire College premises to behave in accordance with the College's Staff Behaviour Policy (Code of Conduct), will challenge the expression and/or promotion of extremist views and ideas by any adult on College premises or at events and, when necessary, will make appropriate referrals in respect of any such adult.

If staff need to make a direct referral contact Prevent on CTU_GATEWAY@west-midlands.pnn.police.uk

30. Homelessness

Being homeless or being at risk of becoming homeless presents a real risk to a young person's welfare. The DSL (and any deputies) refer any concerns 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, this does not, and should not, replace a referral into Children's or Adult Social Care where a young person has been harmed or is at risk of harm.

In most cases 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 that 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 DSL (or a deputy) will ensure appropriate referrals are made based on the young person's circumstances.

31. Private Fostering Arrangements

A private fostering arrangement occurs when someone other than a parent or a close relative cares for a young person for a period of 28 days or more, with the agreement of the young person's parents. It applies to young people under the age of 16, or under 18 if the young person is disabled. Young people looked after by the Local Authority or who are placed in a residential school, children's home or hospital are not considered to be privately fostered.

By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify Children's Social Care as soon as possible. When the College becomes aware of a private fostering arrangement for a learner that has not been notified to Children's Social Care, the College will encourage parents and private foster carers to notify Children's Social Care and will share information with Children's Social Care as appropriate.

32. Young People who need a social worker

The College recognised that some young people need a social worker due to abuse, neglect or family circumstances and that abuse and trauma can leave young people vulnerable to further harm as well as educational disadvantage.

The Designated Safeguarding Lead will hold information relating to social worker working with young people in the College. This information will inform decisions about safeguarding and promoting welfare.

33. 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. The College will access guidance highlighted in 'Keeping Children Safe in Education' DfE 2020, which explains each step of the process and support and special measures that are available. There are diagrams illustrating the courtroom structure and the use of video links is explained.

34. Young People with Family Members in Prison

Approximately 200,000 young people in England and Wales have a parent who is sent to prison each year. These young people are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. The College will seek to support learners in this position through pastoral care, early help and discussions with parents/carers and other family members as appropriate.

35. Related Safeguarding Portfolio Policies

- Staff Code of Conduct
- Complaints Procedure
- Anti-Bullying Policy (Learner)
- Whistleblowing Policy
- Safer Recruitment Policy
- Disciplinary Policy and Procedure
- Grievance Policy and Procedure
- Behaviour Management and Disciplinary Policy (learners)
- Absence Procedure
- Use of Reasonable Force
- Digital Safety and Security Policy
- Vetting of External Speakers Policy
- Learner Mental Health and Wellbeing Policy

Appendix 1 - Hereward College Safeguarding Procedure

Safeguarding Procedure Recognition, Response, Record, Report and Refer



Jane Ferguson, Vice Principal Safeguarding & Pastoral Care (x 6130) DSL
Judith Payne Safeguarding & Behaviour Support Manager (x 6161) Deputy DSL
Emma Barker, Safeguarding Coordinator (x 6164) Deputy DSL
Care Managers Deputy DSL (x 6148)
Maxine Darcy
Simon Shackleton, Technical Estates & Facilities Manager (x 6117) Digital Safety
Dave Ackerman, Lead Progress Coach (x 6123) LAC lead

Appendix 2 - Safeguarding during COVID Pandemic

Based on DfE guidance 'Coronavirus (COVID-19): safeguarding in schools, colleges and other provider' March 2020:

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

1. Context

- On 20th March 2020 parents were asked to keep their children at home, wherever possible, as part of the response to coronavirus (COVID-19). Education providers were asked to provide care for a limited number of young people – Young people and adults who are vulnerable, and young people and adults at risk whose parents are critical to the COVID-19 response and cannot be safely cared for at home.
- The way Hereward College is currently operating in response to coronavirus is fundamentally different, however, our safeguarding principles in accordance with 'Keeping Children Safe in Education' (KCSIE) 2020, remain the same:
 - the best interests of a young person/adult at risk will always come first
 - if anyone has a safeguarding concern about any young person/adult at risk they should continue to act and act immediately
 - a DSL or deputy DSL is available
 - unsuitable people are not allowed to enter the young people's workforce and/or gain access to a young person/adult at risk
 - young people, adults at risk should continue to be protected when they are online
- This addendum of Hereward College young persons and adults at risk safeguarding policy contains details of any amendments to our existing safeguarding arrangements.

2. Key College Contacts

	Name	Email	Phone Number
Designated Safeguarding Lead (DSL)	Jane Ferguson	Jane.Ferguson@hereward.ac.uk	024-7642-6130
Deputy Designated Safeguarding Leads	Judith Payne Emma Barker Justine Hamilton Maxine Darcy Rosie Herbert	Judith.Payne@hereward.ac.uk	024-7642-6161 024-7642-6164 024-7642-6148 024-7642-6148 024-7642-6188
Principal	Paul Cook	Paul.Cook@hereward.ac.uk	07976-799454
Chair of Governors	Ian Pursglove	Contact via Yvonne Doherty, Clerk to the Corporation Yvonne.Doherty@hereward.ac.uk	024-7642-6133

Safeguarding Governor	Mona Cook	Contact via Yvonne Doherty, Clerk to the Corporation Yvonne.Doherty@hereward.ac.uk	024-7642-6133
Other key staff	Steph Kendrick Dave Ackerman Tracey Smith Kerry Smith Cath Sherlock	Steph.Kendrick@hereward.ac.uk Dave.Akerman@hereward.ac.uk Tracey.Smith@hereward.ac.uk Kerry.Smith@hereward.ac.uk Catherine.Sherlock@hereward.ac.uk	024-7642-6114 024-7642-6123 024-7642-6158 024-7642-6163 024-7642-6159

3. Designated Safeguarding Leads (DSLs)

- Hereward College Lead Designated Safeguarding Lead is: Jane Ferguson
- Hereward College Deputy Designated Safeguarding Lead(s) are:
Judith Payne, Maxine Darcy, Emma Barker, Justine Hamilton, Rosie Herbert.
- Ideally a DSL (or Deputy) will be present on-site however if this is not possible, a named DSL will be available to be contacted via phone or online video - for example working from home.
- Where a trained DSL or Deputy DSL is not on site, a College Manager who is trained to Level 3 in Safeguarding will assume responsibility for co-ordinating safeguarding on site.
 - This will include updating safeguarding files and liaising with the off-site DSL (or Deputy) and as required liaising with social workers where they require access to children in need and/or to carry out statutory assessments at the College.
- All staff and volunteers on-site will have access to a trained DSL (or Deputy) and know on any given day who that person is, and how they can speak to them.
 - Up to date details of the DSL/Deputy DSLs will be visible to staff and learners.
- The DSL/Deputy DSL's will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

4. Vulnerable Young People/Adults

- Ensuring that vulnerable young people/adults remain protected is a top priority for Hereward College
 - Vulnerable young people/adults include those who have a social worker and those young people and vulnerable adults up to the age of 25 with Education, Health and Care (EHC) plans. Please see DfE guidance for further information on [vulnerable children](#).
- There is an expectation that young people with a social worker will attend a provision, unless in consultation with the young person's social worker and family it is agreed this is not in the best interests of the young person. Where parents are concerned about the risk of the young person contracting COVID19, professionals will talk through these worries with the parent/ carer following the advice set out by Public Health England.
- Young people/adults with an EHC plan will be risk-assessed in consultation with the Local Authority and parents and a decision will be made about whether they should continue to attend College.

- If vulnerable young people/adults are not attending College, we will regularly keep in contact by telephone with them and their parent/carer, depending on the level of need. We will endeavour to provide support or refer to relevant agencies for any support needs of the young person or family, bearing in mind the challenges of the current situation on all agencies who may have diminished resources. We continually update support on our Virtual College.
- **Hereward College** will continue to work with those professionals involved with young people and adults at risk and share relevant information with them such as social workers, early help workers and virtual school heads (VSH). This is especially important during the COVID-19 period.
 - This will include information about attendance and any welfare concerns.
 - If there is a safeguarding concern, this will be shared with the relevant professional as soon as possible.
- Hereward College will encourage our vulnerable learners and young people to attend a College, including remotely if needed.

5. Attendance Monitoring

- Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.
- Hereward College and social workers will agree with families/carers whether young people/adults at risk or in need should attend and Hereward College will follow up with family/carers where a young person/adult at risk are supposed to be attending but do not.
- In all circumstances where a vulnerable young person/adult does not take up their place, or discontinues, Hereward College will notify their social worker and follow up with the family/carer.
- Hereward College will also follow up with families/carers that have arranged a place for their young person/adult, namely keyworkers or young people/adults at risk that are considered vulnerable but not open to any agencies and do not attend.
 - Staff will continue to work with and support young people and adults' social workers to help protect vulnerable young people/adults.
- Hereward College will complete both the KCC and government [daily online attendance](#) form to keep a record of children of critical workers and vulnerable learners who are attending College.

6. Reporting Concerns

- All staff will continue to look out for any signs that indicate a young person/adult may be at risk, both on and off site, including online.
 - If a member of staff/volunteer has any safeguarding concerns about a young person/adult, this will be reported to the DSL as soon as possible and logged on CPOMS.
 - If the concern is urgent, the member of staff/volunteer will speak to a DSL in person or via phone/video call if they are not on site, immediately.
 - In the event a member of staff or volunteer cannot make contact with a DSL, this will not delay them taking immediate action to safeguard a young person/adult at risk.
 - Concerns will be recorded using existing College safeguarding processes as outlined in our Young Persons and Adults at Risk Safeguarding Policy.

- Learners are encouraged to report concerns via existing College systems, or to a trusted adult at home. Information can be found on the Virtual College and a dedicated email safe@hereward.ac.uk for safeguarding concerns is available.
- Parents/carers are encouraged to report concerns via existing College systems.
- Where staff are concerned about an adult working with learners, they should report the concern to the Principal.
 - If there are concerns about any member of staff or volunteer, the LADO service will be consulted with.
 - Concerns around the Principal should be directed to the Chair of Governors.
- We continue to be subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 in the exercise of their functions to have “due regard” to the need to prevent people from being drawn into terrorism and will refer to appropriate services if we are concerned a child is being radicalised.
- We continue to fulfil our duties under Section 5B of the FGM Act 2003, as inserted by section 74 of the Serious Crime Act 2015.

7. Safeguarding Training and Induction

- DSL training is unlikely to take place whilst there remains a threat of the COVID 19 virus. For the period COVID-19 measures are in place, a DSL (or Deputy) who has been trained will continue to be classed as a trained DSL (or Deputy) even if they miss their refresher training.
 - Formal DSL refresher training will be undertaken as soon as possible. DSLs will continue to keep their knowledge up to date through other means.
- All existing staff have read KCSIE 2020 Part 1 and accessed safeguarding training.
 - Staff will be made aware if any processes have changed with the sharing of this addendum and the DSL will communicate any changes to local processes directly.
- All new staff and volunteers will have an induction provided via the DSL and will be provided with a copy of the College Young Persons and Adult at Risk Safeguarding Policy and COVID-19 Addendum.

8. Safer Recruitment

- It remains essential that people who are unsuitable are not allowed to enter the young person’s workforce or gain access to young people/adults.
- During COVID-19 if Hereward College recruit new staff we will continue to follow the relevant safer recruitment practices.
- If volunteers are recruited, Hereward College will continue to follow the guidance in accordance with KCSIE 2020 and volunteers who have not had the relevant checks will not be left unsupervised with a young person.
- If staff from other settings volunteer or begin working at Hereward College we will ensure they have a relevant DBS check following DfE guidance at this time. Hereward College will risk assess staff from other settings, as we would for a volunteer.

- If staff are deployed from another education or a young person's workforce setting to our College, we will take into account the DfE supplementary guidance on safeguarding learners during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:
 - the individual has been subject to an enhanced DBS and children's barred list check
 - there are no known concerns about the individual's suitability to work with young people
 - there is no ongoing disciplinary investigation relating to that individual
- In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.
- Hereward College will continue to refer to the DBS anyone who has harmed or poses a risk of harm to a young person in accordance with KCSIE 2020.
- Hereward College will continue to consider and make referrals to the Teaching Regulation Agency (TRA) where appropriate. During the period COVID-19 all referrals will be made by emailing Misconduct.teacher@education.gov.uk.
- Hereward College will continue to update the single central record.

9. Supporting Learners in College

- Hereward College is committed to ensuring the safety and wellbeing of all its learners
- Hereward College will be a safe space for all young people and adults at risk to attend and flourish. A senior member of staff will ensure that there are appropriate staff on site and that staff to learner ratios have been considered to maximise the safety of learners.
- Hereward College will follow the current government guidance in relation to social distancing and all matters relating to public health from the <https://www.gov.uk/coronavirus>
- Hereward College will ensure that all learners who are either categorised as vulnerable or young people of critical workers and are in attendance are appropriately supported.
- Hereward College will continue to record any support provided to learners in relation to safeguarding issues on CPOMS.

Peer on Peer Abuse

- Hereward College continues to recognise and respond to cases of Peer on Peer abuse by considering each incident on a case by case basis and basing any intervention on usual processes outlined within KCSIE 2020.
- Hereward College recognises that the current circumstances and the changeable nature of current Government guidance may mean that the College may need to adapt elements of the process in some cases to ensure that they are able to respond in line with Government advice when required.
- The DSL will continue to consult as appropriate with multi-agency professionals to ensure that learner's safety and wellbeing is not compromised when incidents of peer on peer abuse are brought to their attention.

Online Safety

- Hereward College's expectations with regards to online behaviour and education when using College provided devices or internet access on site will continue to be implemented in line with existing policies. Any concerns regarding on-site online behaviour or use will be responded to in line with existing policies.
- Hereward College will continue to provide a safe online learning environment where learners use College provided devices on site; appropriate filtering and monitoring will continue to be implemented.
 - Learners' internet use will be supervised by staff according to their age and ability and learners will be directed to use appropriate online resources and tools.
- Use of staff and learner personal devices, including mobile phones, will be managed in line with our existing mobile technology policy.

10. Supporting Learners not in College

- Hereward College will continue to ensure the safety and wellbeing of all young people and adults that remain on the College roll
- All DSLs will continue to identify those vulnerable young people that would benefit from Early Help as identified in KCSIE 2020, provide pastoral support and consider whether they would benefit from external support also.
- There will be clear plans around how best to communicate with learners who are identified as vulnerable, as well as those about whom DSLs have concerns but who do not receive a statutory service.
 - This could include telephone contact and/or doorstep visits but is at the discretion of the DSL.
- Hereward College and the DSL will work closely with all relevant agencies and professionals regarding safeguarding a learner who is not on site.
 - Any plans will be reviewed regularly and if concerns become significant, the DSL will consider any requests for support if considered appropriate.
- Hereward College recognises that this is a difficult time for young people and adults at risk who consider college as a safe place and the current situation may impact on learners, staff and parents/carers mental health.
- The College will utilise its' website and social media presence to ensure that safeguarding messages are shared with learners and their families. This will include links to appropriate services and resources that are aimed at supporting them throughout this period.
- Hereward College will follow government guidance to support families who are usually in receipt of free school meals.
- Local Safeguarding Arrangements - Hereward will ensure that it is aware of any changes to local safeguarding arrangements through existing channels of communication with the Local Authority and the wider county Safeguarding Partnerships.
- Referrals to the Multi-Agency Safeguarding Hub can and should still be made for learners at risk of harm using the online Multi-Agency Referral Form (MARF).
MASH Telephone number: 02476 788 555 MASH online referral form:
<http://www.coventry.gov.uk/safeguardingchildren>

Out of Hours Emergency Duty Team: 02476 832 222

Adults – 02476 833003 email: ascdirect@coventry.gov.uk.

Prevent/Channel Referrals: Refer to MASH (mash@coventry.gov.uk) and to

CTU_GATEWAY@west-midlands.pnn.police.uk

Online Safety Away from College

- All staff will continue to look out for any signs that indicate a young person may be at risk online and will report and respond to concerns in line with the Young Person and Adults at Risk Protection Policy addendum.
 - Where necessary, referrals will be made to LADO, children’s social care and as required, the police.
- Learners are encouraged to report concerns to a member of staff or a trusted adult at home. Where this is not possible, additional support can be accessed online via:
 - Childline: www.childline.org.uk
 - UK Safer Internet Centre’s ‘Report Harmful Content’: <https://reportharmfulcontent.com>
 - National Crime Agency Child Exploitation and Online Protection Command (NCA-CEOP): www.ceop.police.uk/safety-centre
- Parents/carers are encouraged to ensure learners are appropriately supervised online and that appropriate parent controls are implemented. Information and advice are shared with parents on the Virtual College along with trusted support sites they can access.
- All communication with learners and parents/carers will take place using College provided or approved communication channels; for example, College provided email accounts, Microsoft 365 and the Virtual Learning College.
- All staff received a working from home questionnaire which included: asking has the employee completed e-safety training, including awareness of phishing and other form of cybercrime and they are aware of the College Digital Safety and Security Policy, Acceptable Use Policy and Procedure and Data Protection Policy.
- Hereward College will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our College Behaviour Policy/Code of Conduct.
- When delivering remote learning, staff will:
 - Only use online tools that have been evaluated and agreed by leadership.
 - Ensure remote learning activities are planned in accordance with our curriculum policies, taking learner needs and technology access into account.
 - Where possible, pre-record content.
- If remote learning is taking place ‘live’ using webcams or chat facilities, staff and learners will ensure a professional environment is maintained. This means:
 - Staff will record the length, time, date and attendance of any online lessons/contact held or made.
 - Sessions will not be delivered in any 1:1 situation, unless pre-approval has been given in writing by the DSL and/or a member of the senior leadership team and the session is auditable.

- Staff will record any online lessons so they can be audited or accessed later if required; learners and staff should be made aware that lessons are being recorded.
- Staff will agree online behaviour expectations with learners in line with our Code of Conduct at the start of lessons.
 - Staff will revisit our acceptable use of technology policy with learners as necessary.
- All participants will wear suitable dress, use professional language, and ensure backgrounds of videos (live or pre-recorded) are neutral and appropriate.
 - Staff and learners should ensure personal information and/or, inappropriate or unsuitable personal items are not visible.
 - Other household members should not be in the background or shot.
 - If possible when live streaming, staff will mute and/or disable learners' videos and microphones, as required.

11. Additional Support and Links

- As well as through existing College mechanisms, learners, staff and parents/carers can access age appropriate and practical support and advice via a range of national and local services which can be accessed through our Virtual College: <https://www.hereward.ac.uk/virtual-college/>

DfE Guidance

- Closure of educational settings: information for parents and carers: www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers
- Vulnerable Children Guidance: www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people
- COVID-19: guidance for educational settings: www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19
- Coronavirus (COVID-19): safeguarding in schools, colleges and other providers: www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers
- Coronavirus (COVID-19): attendance recording for educational settings: www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings

Appendix 3 – Equality, Diversity and Inclusion Impact Assessment

Name of policy	Young People and Adults at Risk Safeguarding Policy
Author of impact assessment (name and job title)	Jane Ferguson Vice Principal – Safeguarding and Pastoral Care
Date impact assessment completed	September 2020
Is this a new or reviewed policy?	New policy <input type="checkbox"/> Date policy written Reviewed policy <input checked="" type="checkbox"/> Date of review September 2020

Briefly describe the aims and purpose of the policy	To ensure all staff are clear of their statutory duties to safeguard.
Who is intended to benefit from this policy and in what way?	All staff and learners.
What could contribute or detract from achieving the aims and purpose of the policy?	Staff not undertaking safeguarding duties effectively.
What evidence or data has been collected and used to determine the impact on equality groups. Have any data gaps been identified.	No

		Comments / Evidence
Has consultation on this policy indicated any possible concerns or issues in relation to equality, diversity and inclusion?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Is there an opportunity to promote equality of opportunity by this policy?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Potential impact on grounds of:

Race	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
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		Comments / Evidence
Disability	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
Gender	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
Gender reassignment/identity	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
Age	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
Sexual orientation	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
Religion or belief	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
Marriage and civil partnerships	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
Pregnancy and maternity	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	

If any potential negative impacts of this policy have been identified then a full equality impact assessment form should be completed.