

Policy Name	SAFEGUARDING AND CHILD PROTECTION POLICY
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Department / Area	Directorate of Student Experience
Created By	Head of Student Services – P Kaminski
Amended By	P Kaminski
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Scope

At TCAT we agree that the safety, welfare and protection of all children, young and vulnerable adults are paramount and any delay in reporting concerns unacceptable. All staff will adhere to this principle and the child and vulnerable adult protection procedures established by the Telford & Wrekin Safeguarding Children Board (TWSCB) Telford & Wrekin vulnerable adult arrangements and the underlying principles of the Telford & Wrekin in relation to safeguarding.

COMMITTMENT TO REVIEW

These Policies will be flexible to change and will be reviewed on an ongoing basis to reflect where there are any changes in Government Legislation or any changes in the duty of statutory agencies in Learner Protection and the wider Safeguarding agenda. If it is not appropriate to refine the policy during the year, then this will be done as a matter of course on yearly basis by a named person responsible, who shall be accountable for that action.

****All staff and the wider College community will be given a copy of these policies**

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General

“Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of the student.

Various other statutory duties apply to other specific organisations working with students and families and are set out in this chapter”

Taken from HM Government “Working together to safeguard children” 2016 Chapter 2 Paragraph 4 (pages 52, 53 & 54)

“Individual organisational responsibilities” Chapter 2 Paragraph 9 (page 55)

Furthermore page 55 relates to “Individual organisational responsibilities” and duties of “Colleges and colleges” within the Section of 175 and 157 of the Education Act 2002 and **“Keeping Children Safe in Education” (KCSIE) September 2016.**

1. LEGAL OBLIGATIONS

Telford College recognises its legal duty under S175 of the Education Act 2002 and the 2004 Children Act and takes seriously its responsibilities to protect and safeguard the interests of all students. The College recognises that effective child protection work requires sound procedures, good inter-agency co-operation and a workforce that is competent and confident in responding to child protection situations.

These procedures aim to provide a framework which ensures that all practice in the area of child protection is consistent with stated values and procedures that underpin all work with children and young people. Statutory guidance defines a child as anyone who has not yet reached their 18th birthday.

Whilst this definition is helpful in helping us to identify those we have a legal obligation to safeguard, it is also important, that we remain committed to the moral imperative to support those who are facing serious barriers to their right to an education. This broader perspective seeks to cover the following;

- Students with a learning difficulty and/or disability who, because of this, may be vulnerable regardless of their age or;

- Those whose personal circumstances, family history or socio-economic situation leave them in a more vulnerable position regardless of their age.

This document also seeks to make the professional responsibilities clear to all staff (teaching and business support) governors and volunteers, temporary and supply staff to ensure that statutory and other duties are met in accordance with Telford & Wrekin Safeguarding Children Board requirements and procedures. All staff and volunteers need to be familiar with the Policy either through regular usage or effective training on the policy delivered at the start of the individual's time with the College.

This Safeguarding Policy will be reviewed annually by the governing body through the Designated Safeguarding Lead(s) Safeguarding Report. The term DSL refers to 'Designated Safeguarding Lead' for Child Protection.

2. AIMS

- The aim of the College policy is to make all within the College feel safe and have clear roles and responsibilities in place for that to happen. This policy replaces the previous policy of March 2016.
- The College's duty of care will be in line with Government Legislation and Local T&W Safeguarding Children Board Procedures.
- The protection of children is the responsibility of everyone. Primary responsibility for the care and protection of children rests with parents, but a range of services is available to help them in this task. Many referrals to agencies are made by parents seeking help for themselves. Relatives, friends and neighbours may also directly or indirectly encourage families to seek help or alert statutory authorities to students about whom they are concerned. All agencies with staff that are in direct contact with students and families must be involved.
- The safety and protection of all children is of paramount importance to all those involved in Education. For avoidance of doubt the role of governing bodies of maintained Colleges and non-maintained special Colleges is set out in **"Keeping Children Safe in Education" September 2016 (KCSIE), effective from 5 September 2016**. This guidance coupled with **"Working Together to Safeguard Children" March 2016** Chapter 2 and the areas identified above within the context, is the blueprint for all inter agency working and should be available and accessible to all those responsible for children's welfare. This College policy reflects the "Keeping Children Safe in Education" guidance making it clear to Governing Bodies that staff in all Colleges and colleges should ensure that all staff read at least part one of KCSIE, although best practice would be for all staff to be acquainted with all sections of KCSIE this can be viewed at: www.gov.uk/government/publications/keeping-children-safe-in-education

3. PURPOSE

- For the purposes of the College Safeguarding Policy the **"College community"** refers to all staff employed by Telford College or contracted through Protocol agency to work on behalf of Telford College.
- Students can develop a special and close relationship with the College community and view them as significant and trustworthy adults. For the purpose of these policies and for avoidance of doubt, the College community shall include all those that work at the setting.

Those being lecturers, whole College staff, governors, students, volunteers and visiting agencies.

- All of the College community believe that our College should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual student.
- Parents/Carers need to be in no doubt that this policy is our commitment towards the statement above and we expect that they embrace everything that is documented in our policy. In principle parents sign up to our College ethos, the law and the legislation that sits behind it.
- It is not surprising therefore that a child, if they have been abused, may confide or disclose to a teacher or another member of staff. For staff to interpret any concerns this College will assess each incident as it appears. In respect of assessing any bruising to a child this College will refer to the “Bruising of Children” guidance produced by the TWSCB to assist their decision making (attached). It is important to note that the four defined categories of abuse being;
 - Physical
 - Sexual
 - Emotional
 - Neglect

But not forgetting bullying which can transgress across all four definitions. The 4 categories can be viewed in KCSIE 2016 page 11 or within a stand-alone document

“Information for all College and college staff” September 2016 page 8 which précis Section 1 of KCSIE.

- As a College we also recognise that extremist views in children can be a sign of potential abuse and will dealt with in the same way as other concerns. The same principle applies to Domestic Violence, Female Genital Mutilation, Honor based violence, Forced Marriage, Drug and Substance Misuse, Gang Activity, Fabricated and Induced Illness (see Section 7 Child Welfare)

Because of the day to day interaction with children, College staff are also in a unique position to notice any change in demeanour such as being quieter than usual, clingy towards staff, withdrawn or not wishing to go home at the end of the day. Or circumstances where staff may notice injuries, marks or bruises when for instance children are doing PE, games or swimming which might indicate a child has been abused.

(In line with Telford & Wrekin Safeguarding Children Board (TWSCB)-Child Protection Procedures, 2010 which are reviewed and updated on an ongoing basis)

4. STATEMENT ON CHILD PROTECTION

- At TCAT we agree that the safety, welfare and protection of all students is paramount and any delay in reporting concerns unacceptable. All staff will adhere to this principle and the child protection procedures established by the Telford & Wrekin Safeguarding Children Board (TWSCB) and the underlying principles that lie within it. Our policy will be published on our College website for all to view and reviewed annually. However, if need be, it may be reviewed and refined before this yearly commitment so that it is flexible to change and current with new legislation.
- We will work appropriately with each student, their family and other agencies to protect in all cases the welfare of the student. Furthermore, will work in partnership and fulfil the

ethos and abide by the principles of the thresholds guidance produced by **Telford & Wrekin Council within the Family Connect Model “The Child’s Journey in Telford & Wrekin”**.

Furthermore, all College staff will be prepared to identify children who may benefit from early help. For avoidance of doubt, early help means this College will provide support as soon as a problem emerges at any point in a child’s life from foundation through to teenage years.

- On occasions the College, where necessary, may be asked to participate in multi-agency meetings and in cases of sexually harmful behaviour (including social media and “sexting”), be asked to undertake a risk and vulnerability management plan. This College will use the TWSCB Risk & Vulnerability Management Plan-Sexually Harmful Behaviour (attached) to assist them if this is deemed necessary and appropriate, so clear support is in place. Furthermore, College recognise that children are capable of abusing their peers and it will not be tolerated, and whilst participating in the above processes, the College will not pass off the abuse as “banter” or “part of growing up”.
- The College’s role is to refer with the information received and **under no circumstances become the investigator**.
- The College also works to the TWSCB procedures for all staff who work with children, where allegations may be made by a child/adult of abuse in any form. All staff will adhere to the procedures drawn up by the Board in line with national guidelines and supported by the TWSCB managing allegations against those working with children (Section 4.1), where this is managed by the TWSCB through the Local Authority Designated Officer (LADO). The process for managing allegations can be viewed at www.telfordsafeguardingboard.org.uk and Section 4 of KCSIE.
- This College believes that those who work within the College community are in positions of trust and as such codes of conduct are based on the underlying principle that the highest standards are expected from all. In line with KCSIE a separate code of conduct will be adapted by this setting, this is attached for reference.

5. EARLY YEARS SETTINGS

- The document **“Guidance for safer working practice for those working with children and young people in educational settings”** produced by the Safer Recruitment Consortium October 2016, provides guidance on the expected standards of all those that work with children. This is attached for reference and all those in the College community will be made aware of its existence and this will work alongside the separate code of conduct mentioned above and any established Human Resources processes currently in place.
- For avoidance of doubt, for those that provide Early Years provision within our College premises will adhere and ensure that they follow the **“Statutory Framework for the Early Years Foundation Stage” 2014**. This is fundamental in setting the standards for learning, development and care for children from birth to five.
- Furthermore within a work placement Early Years setting and to ensure the safety and welfare of children in a student’s care, personal mobile phones are not permitted within this setting, when in the presence of children. This being a statutory requirement of the Early Years Foundation Stage Framework.
- Therefore we will ensure that the setting takes measures including;
 - a) All mobile phones must be kept in a secure place and should not be accessed throughout contact time with the children

- b) Photographs or images of any children within our care may only be taken following parental consent and only using the providers camera and those images should remain within the setting
- c) When on outings, mobile phones may only be used to make or receive phone calls relating directly to ensuring the safety and wellbeing of the children
- d) **OR** insist that the Early Years setting has its own Mobile Phone use Policy that we can view.

6. CORPORATION RESPONSIBILITIES

6.1 Principal and Governors

The Principal and Governors are committed to working together to create and maintain a safe learning environment for the students and young people attending the College.

The Principal and Governors will follow the specific guidance as set out in paragraphs Chapter 2 of **“Working Together to Safeguard Children” 2016** and **“Keeping Children Safe in Education” September 2016** and will ensure that:

- Clear arrangements are in place to encourage, facilitate and support the reporting of child welfare concerns, including instances where students are missing from College.
- a Designated Safeguarding Lead (DSL) is available at all times whilst students are under direct supervision of College staff
- a Safeguarding member of staff is part of the Safeguarding On-Duty rota
- provision is made for appropriate training, induction, support and supervision for DSL and other members of the College’s community and workforce
- the College works with the Local Authority Designated Officer (LADO) and appropriate partner agencies proactively to safeguard students
- records relating to safeguarding are kept safely and shared appropriately
- appropriate safeguarding policies are adopted, monitored and evaluated which will include areas such as:
 - child protection
 - bullying, harassment and discrimination
 - use of force and restraint and behaviour management
 - health and safety including use of equipment and provision of first aid
 - use of the internet, mobile phones and social networking sites
 - College trips, placements, outdoor activities
 - Codes of conduct
 - drugs and substance misuse
 - meeting the needs of students with special medical conditions
 - extended College enrichment
 - students in the looked after system or in residential care
 - intimate care
 - College security
 - issues which may be specific to our local area or population, for example gang activity or knife crime
 - Whistle Blowing Policy
 - SpeakUp@tcat

- The College premises are safe and that the College grounds are not open to unwanted intruders but if public rights of way exist on College grounds then appropriate risk assessments are undertaken.
- Providing a caring, supportive, positive, safe and stimulating environment which promotes harmony, community cohesion and the social, physical and moral development of its students.
- Providing a caring and supportive environment for students with learning difficulties or disabilities who may be vulnerable regardless of their age and protecting them from any form of bullying, verbal or physical abuse or any other behaviour which is inappropriate.
- Promoting the welfare of those who may be living in particularly stressful circumstances and may leave them in a more vulnerable position regardless of their age, e.g. living in poverty, domestic violence, have mental illness, parent misusing drugs or alcohol, parent has a learning disability, those who face racism and other forms of discrimination or social isolation, living in areas with a lot of crime, poor housing or high unemployment.

6.2 Visitors to College

- The identity of visitors to the College is checked, a record made in the visitors book and that visitors are not left unsupervised within the College.
- Visiting speakers and Hire of Premises: The College policy for Preventing Terrorism and Radicalisation Events and Speakers must be followed for events at College.

6.3 Abuse of Trust

- All staff needs to know that inappropriate behaviour towards students is unacceptable. In particular, under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 years to have a sexual relationship with a student under 18 years, where that person is in a position of trust, even if the relationship is consensual.
- The College also deems it inappropriate for personal relationships, consensual or otherwise, in respect of vulnerable students and a member of staff. Should any such incident occur then the College will treat it as a serious disciplinary matter and ultimately it may be deemed as gross misconduct.
- Staff should follow the guidelines in the Code of Conduct issued by Human Resources.

7. THE DESIGNATED SAFEGUARDING LEADS

The Designated Lead(s) for student protection are:

NAME	JOB TITLE	ROLE/RESPONSIBILITY
Pam Kaminski	Head of Student Services	Senior member of staff DSL
Terri Jones	Safeguarding Co-ordinator	Cross College Support For Safeguarding/ Children in Care
Julie Finch	HoS Re-engagement & Foundation Learning & Adult LLDD	Cross College Support/Foundation Studies/Kickstart
Mark Hazlehurst	Kickstart Manager	Cross College Support/Foundation Studies/Kickstart
Sue Alder	Admissions Manager	DSL
Hayley Corbett	Apprentice Recruitment Manager	Representing Adult Skills and Apprentices
Sarah Jones	Manager of Willow Tree	Willow Tree

DSL's form part of a Borough wide network of College DSL's, where information is shared, in a 2 way process, with the Telford & Wrekin Council Safeguarding Children in Education Officer.

7.1 Responsibilities of the Designated Safeguarding Leads (DSL's)

- They have received DSL child protection training and will liaise in accordance with the TWSCB procedures and Telford & Wrekin People Services Team procedures (or other Human Resources procedures in the case of opt out). It is the professional responsibility of the DSL's to update their own training gaps/needs with Level 2 updates which are held throughout the year and regularly offered by the TWSCB, conferences/workshops offered by private providers and other mainstream providers. If in doubt, **"Keeping Children Safe in Education" September 2016** should be referred to for clarification about the role of DSL's.
- The DSL will ensure that all staff has received appropriate child protection training within the advised timescales. These staff will include full time, temporary and volunteer staff. It is advised that the content reflects the requirements identified by the TWTWSCB.
- The DSL will make known to the whole College community the location of the TWSCB website address www.telfordsafeguardingboard.org.uk where the policies & procedures are on view; these are regularly reviewed and updated by the TWSCB.
- The DSL will ensure that all members of staff will have completed an induction to child protection and safeguarding systems within the College and satisfy themselves that that member of staff understands their responsibility for sharing a concern and with whom.

- Furthermore, all staff will receive regular safeguarding and child protection updates (for example, via e mail, e bulletins and staff meetings) to provide staff with relevant skills and knowledge to safeguard children effectively. This will also allow staff to contribute to and shape safeguarding arrangements and child protection policy.
- The DSL has direct referral links with the **[Social Care Safeguarding Advisors & Safeguarding Team via the Family Connect Team 01952 385385](#)**. For avoidance of doubt the DSL should be the point of contact with regard to referring a child if there are concerns about possible abuse. A formal written request for service should not delay a verbal discussion so that immediate action can be taken if necessary. However, any referral should be confirmed in writing within 48 hours.
- The DSL must make it clear to all staff that if the DSL or someone from the Senior Management Team is not available, then this should not delay in sharing any concerns about a child to the Safeguarding Advisors Team via The **Family Connect Team on 01952 385385**.
- However, this College will ensure that there is always a nominated cover presence on site for Child Protection and Safeguarding issues.
- The DSL keeps all written records of concerns about a child even if there is no need to make an immediate referral for action; this will include any e technology use issues that may cause indirect abuse to a child. E safety will be treated as any other form of abuse and recognition that bullying can transgress across all four defined categories of abuse including bullying and harassment.
- Ensuring that all such records are kept confidentially and securely and are separate from student records, ensuring that an indication of further record keeping in terms of child protection is marked on the student's records.
- Ensuring that they or a senior colleague are available to attend any Strategy / Resolution / Conference/Professionals/CAF/TAC/MAPPA/CATE Risk Panels/Prevent/Channel Panel/Core Group or Planning Meetings as deemed necessary in the remit of child protection. Also that attendance by any College staff includes key information to be tabled at the meeting, especially attendance figures which are considered a key element of all conference reports.
- Ensuring information regarding any student currently subject to a Child Protection Plan and deemed "at risk", who is absent without explanation for two days, is shared with Children's Services Family Connect Safeguarding Team.

- The Designated Safeguarding Lead will ensure the completion, on a yearly basis, of the **TWSCB s11 Safeguarding Self-Assessment Toolkit Audit**. These will be supplied by the Telford & Wrekin Council Safeguarding Children in Education Officer.

8. SAFEGUARDING NETWORK

The Head of Student Services/Designated Safeguarding Lead also chairs the College's cross-College Safeguarding Network.

AREA/POSITION	NAME	JOB TITLE	ROLE/RESPONSIBILITY
Cross College DSL	Pam Kaminski	Head of Student Services	Senior member of staff DSL
Cross College DSL	Terri Jones	Safeguarding Co-ordinator	Cross College Support DSL And Mentor for Children in Care
Safeguarding Team Directorate 14-19 & SEND/ Cross College DSL	Julie Finch	HoS Re-engagement & Foundation Learning & Adult LLDD	Cross College DSL Support/Foundation Studies/Kickstart
Safeguarding Team Kickstart Cross College DSL	Mark Hazlehurst	Kickstart Manager	Cross College Support/Foundation Studies/Kickstart
Cross College DSL	Sue Alder	Admissions Manager	DSL
Human Resources Manager	Gaynor Gray	Head of Human Resources	Staff safeguarding
14-16 Students	Caroline Welson	Student Services	Marketing & Colleges Liaison
Telford & Wrekin Safeguarding Children in Education Officer	Mark Turner	T&W SGC Officer	Safeguarding Children in Education
Cross College Learning Support	Fionnuala Williams	Learning Support Manager	Learning Support manager
Health & Safety	Kevin Jones	Health & Safety Manager	Cross College Health & Safety
Estates	Adrian Beckett	Director of Resources	Cross College Resources, Estates and Security Management
Staff Quality & Professional Development	Sally Lambah	Quality Officer	Cross College QPD
Employer Engagement	Hayley Corbett	Apprentice Recruitment Manager	Apprentices
Adult Skills	Jo Hope	Head of Employability	Adults & Comm Ed

The Safeguarding process within the College is reviewed through 2 reporting mechanisms:

Safeguarding Student Network (SLN) is charged with:

- Meeting each term
- Reviewing legislation
- Reviewing and amending College policies and procedures to include all current legislature requirements
- Ensuring that the policies and procedures are effectively implemented
- Liaising with Telford & Wrekin Safeguarding Team
- Compiling a report annually for the Corporation including annual register of safeguarding incidents

- Reviewing the CAF/TAC processes
- Discussing designated staff training requirements
- Reviewing monitoring processes
- Sharing issues raised at Telford & Wrekin Safeguarding meetings for children and adults
- Planning awareness raising sessions on Safeguarding for College staff
- Discussing specific incidents of concern

9. STAFF RESPONSIBILITIES

9.1 All those in the College community, including supply lecturers, Protocol, visiting professionals working with students in the College (e.g. counsellor), those who support sex education (e.g. College nurse) and those supporting College visits, are informed of the DSL's and the College's procedures for protecting students.

- Staff will be told how to report their concerns, suspicions and how to receive, record and report disclosures:
 - a) during their first induction to the College
 - b) through a copy of this policy
 - c) through the staff handbook and newsletters
 - d) through awareness raising sessions
- All staff need to be alert to signs of abuse. They should report any concerns or suspicions if not immediately, as soon as possible, that day to the Designated Lead(s). If in doubt they should talk with the DSL's, **delay is unacceptable.**
- We recognise that students cannot be expected to raise concerns in an environment where colleagues fail to do so. All of the College community should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. Unacceptable standards, conduct or behaviour should be challenged appropriately at the outset, and will not be tolerated. A separate code of conduct has been adopted by this College.
- Provision to view the TWSCB website should be made accessible to all staff. In the first instance if computer access is needed this should be requested through the Designated Safeguarding Lead – Pam Kaminski (Head of Student Services).
- We will adopt the "Speak Up" Telford & Wrekin Policy on raising concerns. However, where staff feel that they cannot report a concern through the above channels general guidance can be found at Advice on whistleblowing. The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 or e mail help@nspcc.org.uk.

9.2 Early Help:

- All College staff should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life. In the first instance, staff should discuss early help requirements with the DSL, who may contact share information with other professionals. If early help is appropriate the DSL will support the staff member in liaising with other agencies and setting up an inter-agency assessment as appropriate.
- If early help and/or other support is appropriate the case should be kept under constant review and consideration given to a referral to children's social care via Family connect if the child's situation doesn't appear to be working.

10. REPORTING PROCESS IN COLLEGE

10.1 Reporting to the Designated Safeguarding Lead(s)

Staff are made aware of the College Safeguarding reporting process which is disseminated and displayed through College:

Safeguarding Prompt Card

This card is intended to prompt your thinking and actions should you witness, be told of or overhear a situation of concern involving a young person or vulnerable adult



IF YOU BECOME CONCERNED ABOUT THE WELFARE OF A YOUNG PERSON OR VULNERABLE ADULT, THESE ARE THE STEPS TO TAKE:

1

You will need to intervene but do not question individuals



2

A Cause for Concern form should be completed. These are found via the CPOMS log in. *Remember: Information on the form needs to be factual, accurate and contain no opinions*



3

DO NOT DELAY speaking to a member of the Designated Safeguarding Lead team - **THIS IS A PRIORITY**
If further support is needed call HoD on ext 2400

If you have any concerns about a child or vulnerable adult *outside* of College contact the numbers below to report your concerns

Pam Kaminski
Head of Learner Services
Ext: 2471
Mobile: 07720 927088



Terri Jones
Safeguarding Co-ordinator
Ext: 2448
Mobile: 07889 319103



Julie Finch
Foundation Learning Head of School
Ext: 2487
Mobile: 07545 206291



Mark Hazlehurst
Deputy Head of Kickstart PRU
Ext: 2541
Mobile: 07834 729350



Sue Alder
Admissions Manager
Ext: 2308
Mobile: 07872 464797



Sarah Jones
Willow Tree Manager
Ext: 2325
Mobile: 07920 007726



Hayley Corbett
Apprentice Recruitment Manager
Ext: 2347
Mobile: 07825 189295



West Mercia
Police
101 or 999

Family
Connect
01952
385385

NSPCC
Helpline
0808 800
8000



TELFORD COLLEGE
of Arts and Technology

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Your Safeguarding Team

TELFORD COLLEGE
of Arts and Technology



If you are experiencing abuse or need some help please contact a member of the safeguarding team or speakup@tcat.ac.uk



Sue Alder
Admissions Manager
Ext: 2308
Mobile: 07872 464797



Terri Jones
Safeguarding Co-ordinator
Ext: 2448
Mobile: 07889 319103



Hayley Corbett
Apprentice Recruitment
Officer Ext 2347
Mobile: 07825 189295



Pam Kaminski
Head of Learner Services
Ext: 2471
Mobile: 07720 927088



Julie Finch
Head of School Foundation
Ext: 2487
Mobile: 07545 206291



Mark Hazlehurst
Deputy Head of Kickstart PRU
Ext: 2541
Mobile: 07834 729350



Sarah Jones
Head of Willow Tree
Ext: 2325
Mobile: 07920 007726

Haybridge Road • Wellington • Telford • Shropshire • TF1 2NP

Any concern must be discussed with Pam Kaminski, Safeguarding Lead or another DSL member of the Senior Management Team, as soon as is possible, no later than the end of the morning or afternoon session of that day. In Primary settings this must be the Headteacher or the Deputy.

10.2 Immediate Response to the Student

It is vital that our actions do not abuse the child further or prejudice an investigation, for example:

- Listen to the child, if you are shocked by what is being said, try not to show it.
- It is OK to observe bruises but not to ask a child to remove their clothing to observe them.
- If a disclosure is made, the pace should be dictated by the child, without the child being pressed for detail or by asking leading questions such as “what did he/she do next?” or “where did he/she touch you?” **It is our role to listen not to investigate.** Use open questions such as “is there anything else you want to tell me?” or “yes?” or “and?”
- Accept what the child says. Be careful not to burden them with guilt by asking “why didn’t you tell me before?” or “why did you let it happen”.
- Do acknowledge how hard it was for them to tell you this and reassure them that they have done absolutely the right thing by telling you.
- Don’t criticise the alleged perpetrator, the child may have warm feelings for them, but merely wish any abuse to stop.
- **Don’t promise confidentiality**, reassure the child that they have done the right thing, explain whom you will have to tell (the DSL) and why; and, depending on their age, what the next stage will be. It is important that you don’t make promises that you cannot keep such as “I’ll stay with you all the time” or “It will be all right now”.
- **Don’t promise confidentiality**, reassure the student that they have done the right thing, explain whom you will have to tell DSL’s and why; and, depending on their age, what the next step will be. It is important that you don’t make promises that you cannot keep such as “I’ll stay with you all the time” or “It will be all right now”.

10.3 Process for Recording Information

- Make some brief handwritten notes at the time or immediately afterwards; record the date, time, place and context of disclosure or concern, recording facts, who you shared them with and not assumption, supposition and interpretation – do not offer opinions. All notes must be legible.
- Also record where you spoke with them and personal safety details such as “I discussed the incident with the student in the Principal’s office with the door open” or justify if it were closed, but naming those who you told this to be the case. If alone, reason that rationale stating “the student stated they would only confide in me if I was alone”.
- If it is observation of bruising or an injury try to record detail, e.g. “right arm above elbow”, “bruise noticed on fleshy part leg”.
- Note the non-verbal behaviour and the key words in the language used by the student (try not to translate into ‘proper terms’ ensuring that you use the students own words). Body language should be noted and support any disclosure.
- Ask the student to sign and date your record of what they have told you.
- It is important to retain on file signed original handwritten notes and pass them on to the Head of Student Services or the Safeguarding Co-ordinator who may ask you to provide further information.
- The matter should be immediately reported to a Designated Safeguarding Officer, and all records taken should be handed over at this time. Contact a member of the senior leadership team or Head on Duty if a member of the Safeguarding team is unavailable.

- It is important to retain on file signed original handwritten notes and pass them on to the DSL's who may ask you to complete a Family Connect Safeguarding Team referral request for service form.

10.4 Record Keeping

- The present policy for record keeping is to chronologically record concerns on a confidential file, including details of dates, times, staff involved and action taken. These should be handwritten but can be typed up to sit alongside handwritten notes. Never discard handwritten notes.
- This College has adopted an electronically maintained recording system called Child Protection Online Management System (CPOMS). The CPOMS system is a totally secure system of record keeping which enables us to quickly encapsulate a child journey with us. We will ensure that a restricted number of staff will have full access to this system as named key holders.
- In the absence of a national standards framework across the country for record keeping we have adopted guidance from **Telford & Wrekin Safeguarding Board "Workbook Guidelines for Child Protection Records, Transfer, Retention & Archiving" (April 1st 2016) to keep our systems robust with the latest current advice.**
 Copies of email streams are also useful additions which can clearly document sequential action. Again, these should be used alongside handwritten notes and by no means be regarded as a substitute action. It is preferable not to name students in an email, but if they are then this should be password protected. If you are alerting a colleague to a concern then it is preferable to state you have made a reference under "D" in the concerns book for example. The "D" pertaining to the students surname or by which method the College currently uses. CPOMS is now used by safeguarding staff and emails can be scanned onto CPOMS.
- All concerns will be noted in the students safeguarding file and every entry is then logged in chronological order.
- The records are reviewed annually in the Summer Term by the Designated Lead(s) and checked to be chronological, tidy, legible and factual in content. This should be undertaken each year, as records may sometimes be immediately required by Professionals. Where reports are needed for Child Protection Conferences these should include attendance figures where the student is of compulsory College age
- Access to these records should be clearly stated as to whom – i.e. Designated Lead(s), Principal, Deputy Principal, Head of College, and Safeguarding Management Team or as the College feels appropriate.
- Where children are transferring to other Colleges within and outside of the district we will follow the transfer guidance within the Workbook Guidelines. This includes any transfer to other Further Education Colleges.
- All child protection records are clearly marked as such and are kept securely locked in Student Services. Withdrawal from the file by staff will be noted and signed for, as will files, released to Professionals, such as the Group Solicitor, Safeguarding/Child Protection, LADO, NSPCC or Police Teams. We will follow the Workbook Guidelines guidance on release and return.
- Upon releasing records the College will request ID Badges for identification.
- No named statistics in relation to Child Protection are an important part of performance information. Since 1 October 2011 each DSL has access to a DSL Workbook. This information will be collated in the Workbook and will inform the Head and the Governing Body of how our College is coping with child protection issues. These will be entered and updated on a regular basis either in the Workbook or within the CPOMS

process. The Workbook for DSL's and Governors can be downloaded electronically on the Safeguarding Children Board website

- An annual Safeguarding Report will be issued and the Deputy Principal will also report to the Safeguarding Governors Sub Committee.

10.5 When a student transfers to another College/College

- If a child is subject to a Child Protection Plan deemed at risk, the child's key worker within Social Care will be contacted by the DSL.
- When a student changes College within or outside the authority, all child protection records will be passed on to the DSL of the next educational setting by the current DSL Person or to Social Care within the authority if the young person is transferring to another authority. If the student is transferring/leaving to another College within term time, best practice would be for a signed record/or hard copy acknowledgement that the transfer of files has taken place. The current host College in this process should not photocopy and retain child protection records as this is deemed from the Information Commissioners Office that this would contravene the Data Protection Act, but rather produce a chronology to pass on and retain a copy of this chronology for themselves for audit purposes, this would be deemed as best practice. We will follow the Workbook Guidance in all circumstances.

10.6 Retention of Student's Files

All Colleges must keep educational records on their students. These should include:

- Copies of the reports which have been sent to parents/carers on the child's achievements, as well as other records about those achievements
- Exchanges of correspondence between parents/carers and the College
- Any information the College has on the child's education from the local authority
- Any statement of special educational needs
- Any personal educational plan

There may be other records kept like details of attendance, exclusions, behaviour and family background. This is not compulsory but would be viewed as "best practice". The educational record does not include the notes that a teacher makes for his or her own use only.

The Child Protection file is a separate file to the educational records. It must be noted that if files are asked to be secured, both files are key elements in any processes for which they are needed. It is important that on releasing files they are signed for on release and on return.

Pupil record files must be kept until the individual reaches the age of 25 years. At this point the file should be shredded. Also a useful document to be familiar with is the "Records Management Toolkit for Colleges" Version 4 May 2012 guidance from the Information and Records Management Society (attached) and "Workbook Guidelines for Child Protection Records, Transfer, Retention & Archiving" TWSCB April 1st 2015

Further information is available via: www.education.gov.uk and www.direct.gov.uk

11. SUPPORT FOR STUDENTS

- The student would be made aware of the College’s Personal Support processes and offered access to that or any other appropriate service if needed.
- Recognition that a student who is abused or witnesses violence may find it difficult to develop and maintain a sense of self-worth. We recognise that a student may feel self-blame and we will ensure that all students know that there is a mentor or counsellor in Student Services who they can approach if they are worried or in difficulty.
- Recognition that the College may provide the only stability in the lives of students who have or who are at risk from harm. The College community will therefore establish an ethos where children feel secure and are encouraged to talk and are always listened to.
- Acceptance that research shows that the behaviour of a student in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn. We will ensure students receive tutorial/wider curriculum opportunities which equip students with the skills they need to stay safe from harm.
- Our policy on bullying and racist incidents is set out in separate documents and acknowledges that to allow or condone bullying or racism may lead to consideration under child protection procedures. These will be documented like all other incidents. Any bullying whether racist, emotional, physical, sexist, homophobic, extremist, cyber or in any other forms will not be tolerated under any circumstances.
- Children in Care (CIC) and Care Leavers have access to a Designated Lead in our College, where they can seek support, where in certain circumstances the needs are specific or different. This may be the same Designated Lead for all College child protection issues but in some cases it is not. Our College recognise the Children in Care Policy and which we will adhere to.

12. STUDENT’S WELFARE

12.1 Poor or Irregular Attendance:

“College staff need to be particularly sensitive to signs which may indicate possible safeguarding concerns. This could include for example, poor or irregular attendance or children missing from education” (Ofsted September 2009). The recognised figure for persistence absence being less than 90%, although concerns may still be raised if above this.

In respect of this, the College will require behaviour and attendance leads to refer to and use the established protocol document of notification to the Local Authority, filling out the appropriate paperwork, [“Policy and Procedures for Identifying Children Not Receiving Education \(CNRE\) and Children Missing Education \(CME\)” Telford & Wrekin Council \(July 2014 attached\)](#)

12.2 Forced Marriage, Honour Based Violence & FGM:

Where issues may be raised of Forced Marriage, Honour Based Violence or Female Genital Mutilation (FGM) whether by people within College community, the wider community, older or younger children in all College settings, we will follow Government guidance; [“Handling cases of Forced Marriage” \(multi agency practice guidelines\) June 2009](#)

(attached) ****“Female Genital Mutilation” (multi agency practice guidelines) HM Government 2014 pages 42-44 and Home Office “Mandatory reporting of female genital mutilation: procedural information” October 2015.**

We will consult appropriately and sensitively, in a two way process, in line with that national guidance current, future and local procedure. This College recognises that FGM is against the law and can happen across all ranges of educational settings and we will alert staff to free on line training at www.fgmelearning.co.uk. Furthermore, this College wish to make it clear that in line with Section 74 of the Serious Crime Act 2015 that “If a **teacher**, in the course of their work in the profession, discovers that an act of Female Genital Mutilation appears to have been carried out on a girl under the age of 18 the **teacher** must report this to the police”

12.3 Child Sexual Exploitation:

Where we as a College may feel that children may be being abused through exploitation (CATE), we will consult in the normal way with the Safeguarding Team Helpdesk via The Family Connect Team on 01952 385385 and seek advice as to whether the incident follows a CATE referral pathway (attached). The concerns will be followed through sensitively and appropriately with fellow professionals. In relation to the fortnightly CATE Risk Panels, where concerns are expressed around a child attending our College, we will ensure attendance whenever possible as part of the established multi agency process.

12.4 Children Leaving College without Permission:

Where children leave the classroom or leave College grounds without permission, this is covered within our behaviour management policy and is also set against the backdrop of the legal framework of the **Children Act 1989 s3 (5); “Anyone who has care of a child without parental responsibility may do what is “reasonable” in all the circumstances to safeguard and promote the child’s welfare. It is likely to be “reasonable” to inform the police, or children’s services departments, and, if appropriate, their parents, of the child/young person’s safety and whereabouts.”**

However in principle, if a pupil runs out of class we will establish where he or she has gone. For avoidance of doubt and for all within and outside of the College, teachers will not run after them but will send a message to the office for adult support. It is advisable to keep a watchful eye on any child who has taken themselves out of the College building and possibly out of the College grounds, unless this watchful eye provokes the child to run further. It is and will be a judgement call for staff to take what they feel is “reasonable” action in line with the advice above. If a child is no longer on College premises, parents/carers will be contacted in the first instance. If they are not at home or contactable the police will be informed that a pupil has left College and is at risk.

12.5 Children That Have Gone Missing:

Where children have gone missing and not in manner of the above we will follow the “**Local Missing Children Process” January 2016 (attached)**

12.6 Private Fostering:

A private fostering arrangement occurs when someone other than a parent or close relative cares for a child for a period of 28 days or more, with the agreement of the child's parents. It applies to children under the age of 16, or under the age of 18 if the child is disabled. Children who are looked after by the local authority or who are placed in a residential College, Children's home or hospital are not considered to be privately fostered. Most privately fostered children remain safe and well, but safeguarding concerns have been raised in some cases where so called "sofa surfing" has been evident. It is important that Colleges are alert to possible safeguarding issues, including the possibility that a child has been trafficked into the country.

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 student 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 to Children's Social Care as appropriate.

12.7 Drug and Substance misuse:

Where issues come to attention of the College in relation to drugs and substance misuse we will follow the non-statutory advice contained within "[DfE and ACPO drug advice for Colleges](#)" **September 2012 (attached)**. This document clearly sets out issues around broader behaviour and pastoral support, as well as managing drugs and drug related incidents within our College. The document produced by the Department of Education and the Association of Chief Police Officers clearly sets out the role of Colleges, their powers and what Colleges can do. Coupled with this preventative and supportive approach this will sit hand in hand with our statutory functions of child protection and the alerting to established referral procedures and the law of the land. Our drugs policy is a stand-alone policy but for avoidance of doubt our stance and our approach is stated here.

12.8 Domestic Violence and Serious Harm: Research increasingly indicates that Domestic Violence/Serious Harm in any form can and does have an impact on children and young people of all ages and backgrounds. For the avoidance of doubt, and in the spirit of children's welfare, this College will liaise with agencies in a two way process where Domestic Violence/Serious Harm is a factor in the household. Children within our care will be supported where needed and College available for them. This College may in the future be part of the Operation Encompass process where Domestic Violence issues are shared directly with College, so that College have an initial awareness. To this end, we will be part of any agency referral, in a two way process, such as the Domestic Violence MARAC (Multi Agency Risk Assessment Conferences), MAPPA (Multi Agency Public Protection Arrangements) or any other named agencies where these specific issues are a factor that may impair and impact on a child's development.

12.9 Fabricated and Induced Illness

"The fabrication or induction of illness in children is a relatively rare form of child abuse. Where concerns exist about fabricated or induced illness, it requires professionals to work together, evaluating all the available evidence, in order to reach an understanding of the reasons for the child's signs and symptoms of illness. At all times professionals need to keep an open mind to ensure that they have not missed a vital piece of information". [Taken from "Safeguarding Children in whom illness is fabricated or induced" HM Government.](#)

This supplementary guidance to **“Working Together to Safeguard Children”** will be adopted by this establishment and we will adhere to our duties to refer as set out on pages 31 & 32 paragraphs 3.84-3.89

12.10 Youth Violence and Gang Activity

“The vast majority of young people and educational establishments will not be affected by serious violence or gangs. However, where these problems do occur there will almost certainly be a significant impact.” **Taken from the Home Office “Preventing youth violence and gang involvement Practical advice for Colleges and colleges”** In light of this we will embrace the Home Office document and follow this guidance which clearly sets out understanding the issue, seeking support, working with local partners, early intervention and legal powers for staff. Our educational establishment has a duty and a responsibility to protect our students and staff and we recognise dealing with violence also helps attainment. To this end we will ensure students must;

- feel safe at our setting all the time
- understand very clearly what safe situations are; and
- be highly aware of how to keep themselves and others safe

12.11 Extremism, Radicalisation & the PREVENT Agenda:

- Extremist views by anyone in College will not be tolerated. Therefore, we will take and expect quick and decisive action where issues of this nature are brought to our attention. Namely, that we expect staff to encourage students to respect the fundamental British Values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. Staff should ensure that partisan political views are not promoted in the teaching of any subject in the College and where political issues are brought to the attention of students; reasonably practicable steps have been taken to offer a balanced presentation of opposing views. **We will treat extremism and radicalisation like any other child protection referral.**
- As a College we have procedures in place to monitor IT usage and have a duty to seek advice and explore by filtering suspicious content being viewed. Those within and outside the College community should be left in no doubt our duty to cooperate under the law. Further details are included in Section 10 of this policy.
- We will ensure that every frontline member of staff in College has received a **Workshop to Raise Awareness of Prevent (WRAP 3 Training)** as identified in the **PREVENT Duty Guidance 2015** and delivered by an approved WRAP 3 trainer.
- As a College if we feel children are being abused through extremism or being radicalised, we will consult directly with Family Connect and the police PREVENT Team and seek advice. This is done with a PREVENT referral form (please see the flowchart and referral form attached). As with all referrals this referral will be dealt with appropriately with professionals. If it is deemed from the PREVENT Team that the intervention is not criminal and does not warrant a Channel Panel, but needs local support, we will work with those professional leads for Telford & Wrekin Council. Presently those being **Paul Fenn and Jas Bedesha**. Our policy also recognises that the local police can be contacted in imminent circumstances on **01386 591835/591825 or 591816** and at
 - prevent@warwickshireandwestmercia.pnn.police.uk

13 STAFF DISCLOSURES AND ALLEGATIONS

13.1 Staff disclosure

- Staff (to whom a disclosure was made, who will be supporting the student and who might be attending strategy and case conferences) would be able to liaise with the Designated Safeguarding Lead, with the minimum number of people involved who have a “need to know basis” of detail.
- Of the staff not directly involved they will be informed on a “need to know basis”.
- Staff may also need support either as a person who has received a disclosure or if an allegation has been made against them and subsequently needs investigation to conclusion. In both cases support should be offered and Human Resources consulted appropriately.

- Staff should not accept personal invitation visits to the homes of students. Staff must follow the Lone Working Policy and the Staff Code of Conduct.
- We accept this guidance from the Department of Education (September 2010) stating that in the case of private meetings; **“Staff and volunteers should be aware that private meetings with individual students could give cause for concern. There will be occasions when a confidential interview or a one-to-one meeting is necessary. Such interviews should be conducted in a room with visual access or an area which is likely to be frequented by other people. Another pupil or adult should be present or nearby. Where conditions cannot apply, staff should ensure that another adult knows that the interview is taking place”.**
- Staff should be advised to seek support from their Professional Association or Trade Union if it is needed.
- All staff/governor meetings will have Child Protection and Safeguarding as a standing agenda item on all meetings; this is testament to our College making these priority areas and at the forefront of our minds.
- The process of managing allegations against those who work with children can be viewed on the TWSCB website www.telfordsafeguardingboard.org.uk Section 4.1 Managing Allegations Against Adults who work with Children and Young People.
- The College has internal procedures and processes in place for dealing with allegations and will follow TWSCB Policies and Procedures and involve the DSL in College. The procedures make it clear that all allegations are to be reported straight away, normally to the Principal for referral if necessary. The procedures also allow for the Chair of Governors to be informed. If the Principal themselves is the subject of the allegation, the Deputy Principal and DSL will liaise with the Chair of Governors and follow the appropriate process. The TWSCB procedures allow for the Local Authority Designated Officer (LADO) to be party and responsible for monitoring cases to conclusion.
- To avoid potential allegations and for the safety and welfare of students and the protection of staff, we will make classrooms highly visible places whereby easy viewing is possible, this is in light of national Serious Case Review recommendations and lessons learnt from them. Therefore, the masking of windows will be forbidden and as such treated as a health & safety issue for the protection of all. There may be exceptional circumstances where masking of classrooms is needed and justified, for example for the

teaching of drama, in these cases the Head will make a judgement on a case by case basis being appropriate, balanced and proportionate.

13.2 Procedure for Allegations about Members of Staff

- Any suspicion, allegation or actual abuse by a member of staff must be reported to a designated member of staff straight away. If it is not possible to contact the designated member of staff, then the matter must be reported to the Principal or Deputy Principal.
- All allegation of abuse or complaint of unreasonable or unprofessional behaviour towards any student regardless of age will be investigated and may result in disciplinary action in line with staff disciplinary policy.
- The College recognises that every effort should be made to maintain confidentiality and unwanted publicity whilst an allegation is being investigated. It is imperative that those dealing with complaints keep an open mind and those investigations are thorough and not subject to delay.
- The College recognises that the Children Act 1989 states that the welfare of the student is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations will do so with sensitivity and will act in a measured way.
- On being notified of any such matter the designated member of staff shall take the following steps:
 - Isolate the student, in privacy from the member of staff concerned
 - Notify the Principal or Vice Principal
 - Take such steps as he/she considers necessary to ensure the safety of the student in question and any other student who may be at risk
 - Make an initial assessment of the allegation, consulting with the Principal or Vice Principal and the designated member of the Corporation
 - It is important that the Principal or designated Safeguarding person does not investigate the allegation. The initial assessment should be on the basis of the information received and a decision whether or not the allegation warrants further investigation
 - Where the allegation is considered to be either a potential criminal act or indicates that the student has suffered, then the Family Connect Helpdesk contact should be contacted immediately
 - Ensure that a report of the matter is completed by the designated officer and a copy of such report is kept on file
 - Liaison with one of the Local Authority Designated Officers (LADOs)
- Parents or carers of the student should be told about the allegation as soon as possible if they are not already aware of it. They should also be kept aware of progress of the case and told of the outcome where there is not a criminal prosecution, including the outcome of any disciplinary process.
- The deliberations of a disciplinary hearing, and the information taken into account in reaching a decision, cannot normally be disclosed, but the parents or carer should be told of the outcome of a disciplinary hearing.
- In cases of injury to the student and the need for first aid or hospital treatment then the parent or carer will be informed as soon as this occurs by the designated member of staff.

- The College should keep the person who is the subject of the allegation informed of the process of the case and consider what other support is appropriate for the individual.
- If the member of staff about which the allegations are being made, is one of the designated officers, the allegations should be directly reported to the Principal or Deputy Principal.
- The Corporation will need to ensure that, if a complaint has been made against the Principal, the designated officer should report the matter to the Chair of the Corporation and the Clerk to the Corporation.
- Child protection enquiries carried out by Social Care or the police should not be confused with internal disciplinary enquiries by the College. The College should hold in abeyance its own internal enquiries while the formal police or Social Care investigations proceed – to do otherwise may prejudice the investigation. Any internal enquiries shall conform to the existing staff disciplinary procedures. The College may be able to use the outcome of external enquiries as part of its own procedures.
- Subject to objections of the police or other investigating agency, the Principal or designated Safeguarding member of staff should:
 - inform the student and the student’s parent/ or key worker that an investigation is taking place and what the likely process will be
 - inform the member of staff against whom the allegation is made that the investigation is taking place and what the likely process will be
 - inform the Chair of the Corporation and or the designated member of the Corporation with student protection responsibilities
 - at no time should details of the allegation be given to the parent or member of staff involved
- Suspension must not be an automatic response without careful thought. The College must consider carefully whether the circumstances of a case warrant a person being suspended from contact with students until the allegation is resolved. Advice may be sought from the Director Human Resources and/or local Safeguarding Children’s Board Designated Officer (LADO).
- The power to suspend a member of staff or volunteer is vested in the Principal and the Corporation of the College. However, initial advice should be sought from them to inform the College’s consideration of suspension.
- The fact that the member of staff resigns, or ceases to work, should not stop the allegation from being followed up. By the same token “compromise agreements” must not be used in these cases.
- Where staff are involved in child protection issues or in unreasonable behaviour, then the appropriate Government body will be notified or the College’s concerns and ISA referral will be made as appropriate.

14. OTHER INCIDENTS

Other occasions may arise when a student, regardless of age, is subject to a physical or verbal assault either on or off College premises. This may relate to a one-off incident which would not constitute continuous abuse but which would need to be dealt with through appropriate channels. All such instances should be referred to DSL’s to assess the incident and a review in line with expected professional behaviour towards students if staff are alleged to be involved.

15. MEDIA INVOLVEMENT

- All external enquiries concerning student protection incidents should be referred to the Principal's office. At no point in the proceedings will information be released to any media source, other than with the agreement of the Principal.

16. CONFIDENTIALITY

- If abuse is suspected, information should be given directly to the Designated Safeguarding Lead, or, in their absence, to another member of the Safeguarding Team.
- The personal information about all families is regarded by those who work in this College as confidential. All staff need to be aware of the confidential nature of personal information and will aim to maintain this confidentiality in all areas of the College, including Pro-monitor (College recording system) and CPOMS.
- Staff should understand they need know only enough to prepare them to act with sensitivity to a student and to refer concerns appropriately. It is inappropriate to provide all staff with detailed information about the student, the incident, the family and the consequent actions.
- Staff have a professional responsibility to share relevant information about the protection of children with other professionals, particularly investigating agencies.
- If a student confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the student sensitively that he/she has a responsibility to refer cases of alleged abuse to the appropriate agencies for the welfare of that student.
- Within that context, the student should however be reassured that this will be shared on a "need to know" basis. If conversations need to take place and confidentiality is paramount to welfare, then these conversations will be held in appropriate settings and away from any general areas, where that confidentiality may be compromised. Further details on information sharing currently viewed at <https://www.gov.uk/government/organisations/department-for-education>

17. PARENTS/CARERS

- Parents and Carers play an important role in protecting their children from abuse. The College is required to consider the safety of the child and should a concern arise, professional advice will be sought prior to contacting parents/carers. If deemed appropriate parents/carers will be contacted, and the College will continue to work with the parents/carers to support the needs of their child. Gaining consent from the parents/carers will be sought, although in exceptional circumstances and with the best interests of the child being considered, this may be overridden.
- The College aims to help parents/carers understand that the College, like all others, has a responsibility for the welfare of all students and has a duty to refer cases to Family Connect in the interests of the student. The Governors will include a student protection statement in the College prospectus and all parents/carers can request a copy of this policy. The policy will be made available electronically via the College's website.
- Parents/Carers that may have concerns regarding a College staff member can in the first instance raise those with the Principal, Designated Safeguarding Lead or Governing Body of the College for further exploration. This may involve sharing those concerns with the relevant agencies. Where the parent/carer may have concerns regarding the Principal,

the Governor for Child Protection or Deputy Principal should be consulted in the first instance.

- Parents/Carers can liaise with Ofsted on such conduct issues or regulatory concerns, advice can be found on its website www.ofsted.gov.uk or contact can be made direct to Ofsted on; Helpline (08456 40445) or a Whistle-blowing line (08456 404046). Parents/Carers can also access “Parent View” which is an online survey questionnaire where parents/carers can give their views on 12 statements from strongly agree to strongly disagree. The statements relating to safeguarding are:
 - my child is happy at this College
 - my child feels safe at this College
 - my child is well looked after at this College
 - this College deals effectively with bullying
 - this College responds well to any concerns I raise

- We will keep parents/carers informed in all areas of safeguarding and child protection through the regular methods of interaction such as parent’s evenings, the College website, Parent Portal and key College documents.
- We will keep parents/carers informed in all areas of safeguarding and child protection through the regular methods of interaction such as parent’s/carers evenings, newsletters and through the College/college learning platform portal. We will also monitor “Parent View” at regular intervals and seek to quickly address any concerns with parents/carers that may be expressed on this site. At the start of any inspection process we will make available a list of no named referrals that have been made to the DSL, those subsequently referred to the local authority and brief details of resolutions, with the aim being a transparency of operation.
- The College wishes to make it clear to parents the standards, behaviour and respect we expect from them and conversely from us. In relation to this we understand that on some occasions tensions can run high where safeguarding concerns arise and need to be discussed, but for the safety of all we wish to remind parents that although Colleges are fulfilling a public function, Colleges are private places. This College will therefore act to ensure they remain a safe place for pupils, staff and other members of the community. The public has no automatic right of entry. The same principles of safety will apply to social media issues where we will expect parents to talk to College in the first instance, before taking to social media to express their thoughts

- If a parent’s behaviour is a cause for concern, the College will ask him/her to leave College premises. We wish to make it clear that in serious cases, the Principal or the local authority can/will notify parents in writing that their implied licence to be on the College premises is temporarily revoked, subject to any representations that the parent may wish to make. This College will give parents the opportunity to formally express their views on the decision to bar in writing and this will be reviewed via the formal Complaints stand-alone policy. The content above has been adopted by this College from Department of Education advice “Best Practice Advice for School Complaints Procedures 2016”

18. CONCERNS ABOUT THE PRACTICE OF COLLEAGUES WITHIN YOUR OWN ORGANISATION

Each agency should have its own clear and accessible policy in respect of ‘whistle blowing’ which should be consulted when there are serious concerns about the practice of a colleague.

In exceptional circumstances, if concerns are such that they raise questions about the suitability of a practitioner to work with children and young people, consideration will need to be given to instigating the Management of Allegations procedures.

Whilst it can be very difficult to raise issues about the professional practice of a colleague, this should not be ignored as to do so might leave a child/young person at risk of harm.

19. HEALTH & SAFETY AND PHYSICAL INTERVENTION

Policies on Health & Safety and Physical Intervention are set out in separate documentation. It reflects the consideration we give to the protection of our students both within the College environment and when away from the College when undertaking College trips and visits. There is separate documentation “Regulations and Guidelines for Educational Visits and Journeys” September 2015 produced by Shropshire County Council.

20. TRAINING

- The College has a separate budget for training, updates and for attendance at inter-agency meetings for the DSL team.
- All new staff receives knowledge of how to access the TWSCB policies and procedures on induction and access whole College training when held.
- Ongoing raising of staff awareness is delivered each year. Staff are kept informed via Moodle and staff newsletters.

21. DBS CHECKS

All staff working in the College community will be subject to enhanced Disclosure Barring Service (DBS) checks, this process can be viewed at; www.gov.uk

22. SAFER RECRUITMENT AND ONLINE SAFETY

It was announced that Safer Recruitment Training is a requirement from 1 January 2010. The proposal is that from this date, at least 1 person involved in interviewing an applicant for a post must have completed the safer recruitment training. This training can be received from any provider but must be accredited by The Lucy Faithfull Consortium; this is acknowledged as the required provider’s qualification. This will continue to be part of our policy on child protection. This requirement states that Colleges should access “suitable” training. The College maintain the right to seek this training from reputable accredited providers that they choose. However, on each interview panel will clearly officially mark as to who on the panel is the person who has been fully “Safer Recruitment” trained.

- All staff working in the College/college community will be subject to enhanced Disclosure Barring Service (DBS) checks.
- All within the College community must adhere to “**The Corporate Information Security Policy (CISP)** including “**Acceptable Use of Equipment**” and the “**Social Media Policy-Acceptable Use for Employees**”; the College will make all aware of its existence and importance. Where appropriate, intervention will take place when anyone uses e-technology in an unacceptable fashion.
- Authority wide monitoring software is used within all Colleges and will be reviewed, updated and checked regularly. This addresses and includes all on line risk of harm, including risks posed by the online activity of extremist and terrorist groups. On occasions unacceptable websites might be accessed inadvertently; if this occurs then this should be closed down immediately and logged and reported to Senior Management and to the ICT Team.
- It is recognised at this College that all Information Technology, whether personal or work based, is **a whole College issue** and all staff has a duty to be vigilant. The policies already mentioned cover the extent of this activity and its suitability; staff and pupils are to be left in no doubt that contravention of them will be forwarded to the appropriate agencies to be dealt with.
- Some useful guidance around Facebook and associated social networking “**Facebook Checklist**” produced by the **UK Safer Internet Centre** (attached) will form part of staff awareness training.
- E safety is a major concern for all professionals’ not only Social Media forums but issues around “**sexting**”. For information and support in these areas the following websites below are available for all staff and parents to view. The sites are for all age groups, parents and carers which will form the basis and assist with e safety education, support and policy in our College.
- www.swgfl.org.uk www.thinkuknow.co.uk & www.virtualglobaltaskforce.com
www.parentsprotect.co.uk www.lucyfaithfull.org.uk www.stopitnow.org.uk

23. TAKING PHOTOGRAPHS IN COLLEGE

Recent good practice guidance from the Information Commissioners Office, on taking photographs in educational institutions will be followed. In the interests of safeguarding a common sense approach on a case by case basis will be taken in this area. A full copy of the guidance can be viewed at www.ico.gov.uk.

Where the College is taking pictures for official use, students will be advised and will be given the opportunity to withdraw. Where photographs are taken by reporters etc. at College functions, students and visitors will be advised that photographs will be taken. The Marketing Department will ensure that the correct practice is followed and consent forms completed.

Displaying Images in College Documents

- Any students 16-18 years will be required to give their consent prior to photographs being taken for publicity purposes
- College students 14-16 years will need to give their consent and the College will also need to obtain consent of parent prior to using images in College documentation

- Any cohort of students being photographed for publicity purposes should be made aware of the process and consent should be obtained prior to images being taken.

24. WORK PLACEMENT WORK-BASED LEARNING

The following conditions will apply for students who attend work placement for more than a term in any academic year.

- The College will ensure that the employer makes a commitment to safeguard their welfare by agreeing to abide by the College Safeguarding Student Statement.
- Any person in the placement situation who has the task of regularly caring for the student on a one to one basis must be vetted and subject to a Disclosure and Barring Service (DBS) check.
- Students on placement must be given clear guidelines as to the procedure to follow in case of incidents which may make them feel uncomfortable or distressed.
- All Work Placement Providers must adhere to this policy.
- If students should be working in lone positions with members of staff on placement or at College, a full risk assessment is to be conducted to review the reasons for work placement and risk measures.
- Students who obtain placements at Telford College must be safeguarded in exactly the same way as students obtaining placements externally.

25. COMMON ASSESSMENT FRAMEWORK

- Under section 17 of the Children Act 1989, an initial assessment may indicate **that there are no substantiated concerns** that the student may be suffering or at risk of suffering serious harm.
- However it may be decided that the student is a “student in need” and the designated College staff may then instigate a Common Assessment Framework (CAF) process to determine the students’ needs and circumstances.
- Acting as the lead organisation, the College may call a Team Around the Child (TAC) meeting or Team Around the Family (TAF) meeting of organisations concerned, to determine the best way forward for the student.
- At all times the student/parent/other external agencies should be made aware of the process.

26. 14-16 & EHE

- Where there are issues with students aged 14-16 attending courses at TCAT then the Colleges Liaison College Liaison Manager will refer to a DSL for guidance (See Appendix A).
- Where College students are acting as hosts to groups of students from Colleges then the Head of College for the College will ensure that students are not left in lone positions with College students, and are monitored at all times by a DBS checked member of College staff. The College would also have been expected to ensure that their own student protection procedures and guidelines have been followed.

27. VULNERABLE ADULT STUDENTS

- The term “vulnerable adult” refers to any person (over 18 years) who is, or may, be, in need of community care services by reasons of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation” (Law Commission 1995). Adults aged 18+ years on courses for adults with learning difficulties may inform tutors of incidents of abuse.
- Any incident should be reported immediately to a designated member of staff. Adults have the right to make their own decisions unless there are clear grounds to override this as a result of their lack of capacity or if a wider public interest is involved. If this adult has contact with Social Care then the Key Worker may be contacted. The College will follow the Adult Protection Referral Procedure (Appendix B) which has been agreed with the Adult Protection Team. Due consideration will be taken of the Mental Capacity Act 2005.
- All other support processes and procedures in this Policy relate to vulnerable adults.

28. PHYSICAL RESTRAINT

The College recognises that staff may on occasions have the right to use reasonable force to control or restrain students in certain circumstances. Guidance on this can found in the Physical Restraint Policy. Staff will be MAPA trained.

29. EXAMINING BOARDS

In order to ensure that staff from external examining boards are not placed in situations whereby they are on their own with a young person or vulnerable adult, College staff will ensure that arrangements are made for College staff to be present in all meetings or interviews. In the same way, invigilation of examinations will be reviewed where there is only one candidate and suitable risk assessed.

30. CONTRACTORS

All external contractors will be made aware of the College’s policy in respect of Safeguarding Students and the checks which need to be considered when deploying staff on site. All contractors will be issued with a copy of the Health & Safety and Security Form, which they should sign and return to the contact at the College.

31. MALICIOUS ALLEGATIONS

Should a complainant deliberately make false accusations then the complainant will be subject to the College’s disciplinary process.

32. MEDICAL ISSUES

The College has a First Aid Rota which covers the College day (8.30am-9.00pm); First Aid staff are called to attend incidents by main reception staff. The Head on Duty will also be called and

may request that the student attend Hospital or a GP Medical Centre. A First Aid member of staff will be asked to accompany the student to Hospital, or in severe circumstances an ambulance will be called. Parents or next of kin will be informed and if the student is 14-16 then the College will also be contacted. Staff accompanying students will be of the same gender, where possible, and DBS checked. Specific medical needs of students are identified at the application or enrolment stage. Where necessary, medical or care plans are put in place to assist the student.

33. CARERS AND DBS'S

In cases where students are accompanied by carers on College courses either on College campus or in community settings, the College will ask for proof of DBS certification prior to the carer being allowed in class. This applies to carers in any capacity e.g. social services, private agency or private contract status.

34. CAMPUS SECURITY

The College has a Head on Duty rota which gives named managers responsibilities for responding to incidents throughout the College day (8.30am-9.00pm). The College has a Security Guard process, CCTV cameras, Campus ID Badges and signing in procedures. Visitors without badges will be asked to report to the main reception area. Contractors, visiting agencies etc. must also report to reception in the first instance to sign in and agree to the external agencies protocol.

35. WORK BASED STUDENTS OR STUDENTS IN COMMUNITY SETTINGS

Where Outreach workers, assessors or tutors become aware of incidents involving those on employer premises or in community classes, the staff member will ring the designated member of staff who will refer to the Family Connect Helpdesk or Local Authority LADO for advice.

36. SUPPORT

- The College recognises that when staff are involved in safeguarding issues they may be privy to distressing information.
- Debriefing sessions will be held with staff involved in incidents and where necessary personal support will be given
- Students involved in incidents will receive ongoing support from the College and external agencies.

37. TRAFFICKING

- There is increased evidence that children (both of UK and other citizenship) are being trafficked internally within the UK. Trafficking and exploitation, forced labour or services, slavery or practices similar to slavery. There are many indicators of trafficking all of which may present as safeguarding concerns.

- Staff who are concerned for the safety of a child should liaise with a member of the College's Safeguarding Network.
- "Staff" in the context of this Policy refers to an employee of Telford College or Agency, Protocol, volunteer or casual staff.
- Designated members of staff will refer to Family Connect Helpdesk with any concerns raised

38. KICKSTART

Please note that Kickstart is part of Telford College of Arts & Technology and is governed by the Kickstart Safeguarding and Child Protection Policy.

Pam Kaminski
Head of Learner Services
Designated Safeguarding Lead

SAFEGUARDING STUDENTS FLOWCHART – APPENDIX A

14 – 16 STUDENTS

1. During counselling, mentoring or other support sessions if you suspect abuse in respect of:

- Neglect
- Extreme bullying
- Forced marriage (special process)
- Sexual issues
- Physical issues
- Financial
- Emotional
- Domestic violence
- Female Genital Mutilation
- Radicalisation (Prevent)

(See appendix A of Safeguarding Policy, attached, for full definition)

This process must still be followed even if incident relates to past years



2. Refer incident directly to a College Named Person e.g.

Cross College

P Kaminski x2471

T Jones x 2448

S Alder x2308

H Corbett x2347

Kickstart/Foundation

J Finch x2487

M Hazlehurst x2541

Willow Tree:

S Jones x2325

Named Person will brief T Jones who will liaise immediately with P Kaminski



Named Person will contact College and speak to named safeguarding teacher to report issues and College may complete process. Discussions with College will include whether student needs to return to College (if deemed appropriate). **Named Person** will complete report for Student Services Safeguarding file and statistics.

SAFEGUARDING STUDENTS FLOWCHART – APPENDIX A

18 PLUS STUDENTS (ADULTS)

**CAF (COMMON ASSESSMENT FRAMEWORK)
TAC (TEAM AROUND THE CHILD MEETINGS)**

1. If you suspect abuse in respect of:

- Neglect
- Extreme bullying
- Forced marriage
- Sexual issues
- Physical issues
- Financial
- Emotional
- Domestic violence
- Female Genital Mutilation
- Radicalisation (Prevent)

(See appendix A of Safeguarding Policy for full definition)

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Willow Tree:

S Jones x2325

College Named Person will take brief details and refer directly to Adult Social Care Team at 01952 381420 – request to speak to the “Duty Officer to talk about Adult Protection issue”.

Named Person must follow instruction of Adult Social Care Team who will involve other agencies as necessary

Compile Adult Safeguarding file for College data records

During the day-to-day work of the support team, members may come across students who do not fall into any of the abuse categories, but seem vulnerable because of:

- Behaviour – promiscuous, aggressive
- Drug/alcohol difficulties
- Relationships – sexual, destructive, causing distress
- Talks about stealing
- Talks about life-threatening behaviour
- May be homeless (if homeless special process)
- Talks about family difficulties
- Past events

Refer matter to T Jones as quickly as possible. Message can be left with Liz Bekker in Learner Services on Ext 2382



T Jones will discuss with P Kaminski and will continue with arranging CAF process and check current case files by ringing Senior Administrator at the relevant cluster area – see Appendix B attached



T Jones will compile Safeguarding file for College data records



Resulting actions will be monitored by T Jones in liaison with P Kaminski

WHAT IS ABUSE AND NEGLECT

The [NSPCC](#) summarises the main types of abuse and neglect :

<p>PHYSICAL</p>	<p>Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.</p> <p>It isn't accidental - children who are physically abused suffer violence such as being hit, kicked, poisoned, burned, slapped or having objects thrown at them. Shaking or hitting babies can cause non-accidental head injuries (NAHI).</p> <p>Sometimes parents or carers will make up or cause the symptoms of illness in their child, perhaps giving them medicine they don't need and making the child unwell – this is known as fabricated or induced illness (FI).</p> <p>There's no excuse for physically abusing a child. It causes serious, and often long-lasting, harm – and in severe cases, death.</p> <p>Watch the NSPCC's Alfie story for more information.</p>
<p>EMOTIONAL</p>	<p>Emotional abuse is the ongoing emotional maltreatment or emotional neglect of a child. It's sometimes called psychological abuse and can seriously damage a child's emotional health and development.</p> <p>Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them.</p> <p>Children who are emotionally abused are usually suffering another type of abuse or neglect at the same time – but this isn't always the case.</p> <p>Watch the NSPCC's Words can hurt video for more information.</p>
<p>SEXUAL</p>	<p>A child is sexually abused when they are forced or persuaded to take part in sexual activities. This doesn't have to be physical contact and it can happen online.</p> <p>Sometimes the child won't understand that what's happening to them is abuse. They may not even understand that it's wrong.</p> <p>Watch the NSPCC's Sarah's story for more information.</p>

	<p>The <u>PANTS</u> campaign teaches children important messages, like their body belongs to them and they should tell an adult if they're upset or worried.</p>
<p>NEGLECT</p>	<p>Neglect is the on-going failure to meet a child's basic needs and is <u>the most common form of child abuse</u>.</p> <p>A child may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care.</p> <p>A child may be put in danger or not protected from physical or emotional harm. They may not get the love, care and attention they need from their parents.</p> <p>A child who's neglected will often suffer from other <u>abuse</u> as well. Neglect is dangerous and can cause serious, long-term damage - even death.</p> <p>The NSPCC <u>Della's Story</u> describes a situation of neglect and what to do.</p>

Telford & Wrekin Safeguarding Children's Board can give further information if you have any concerns at the following link:

<http://www.telfordsafeguardingboard.org.uk/>