



## **SAFEGUARDING POLICY**

Reference Version	Version 4
Procedure Originator:	Deputy Principal
Equality Impact Assessed:	
Approved by:	SMT
Date Approved:	October 2016
Review Interval:	Annual
Last Review Date:	Sept 2017
Next Review Date:	Sept 2018
Audience:	All staff

## **Safeguarding Policy**

### **1.0 Policy Statement**

1.1 Nescot recognises our moral and statutory responsibility to safeguard and promote the welfare of children, young people and adults at risk of harm in our care. We endeavour to provide a safe and welcoming environment where students are respected and valued. We are alert to the signs of abuse and neglect and the Safeguarding Policy and Procedures will incorporate a wide range of risks we need to safeguard against. This includes the prevention of radicalisation which is listed as a specific safeguarding issue and is addressed the Government PREVENT strategy.

### **2.0 Definitions and Terminology**

2.1 Safeguarding and promoting the welfare of children is defined as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children are growing up in circumstances constant with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

2.2 Abuse: types of abuse and areas of concern can be found in the procedures

2.3 A Child is defined as under the age of 18 years

2.4 An Adult at Risk is defined as someone 18 years of age or over who is or may need to receive community care services by reason of mental health or other disability, age or illness and who may be unable to take care of themselves.

2.5 Prevent: the Prevent Strategy has three main objectives:

- responding to the ideological challenge of terrorism and the threat we face from those who promote it;
- preventing people being drawn into terrorism and ensure they are given appropriate advice and support;
- working with sectors and institutions where there are risks of radicalisation.

2.6 For the purpose of this policy and in the context of a post 16 environment, children and adults at risk will be referred to as students with appropriate adaptations applied to the procedures.

2.7 This policy applies to all; students, (including those aged under 16 enrolled at Nestots), staff, governors, volunteers, visitors, contractors, agency contractors and partners carrying out activity on behalf of the college or related to the college, within the college or outside while on official college business, which includes apprenticeships, work placement and educational visits.

2.8 'Staff' means all employees – full-time, part-time, variable hours, fractional and zero hours – and all agency, sub-contractor, contractor and volunteer staff working for the College."

### **3.0 Introduction**

3.1 This policy has been developed in accordance with the principles and guidance of the; Children Acts 1989 and 2004; Education Act 2002; Working Together to Safeguard Children 2015; Keeping Children Safe in Education 2016; What to do if a child is being abused 2015; Surrey Safeguarding Children Board SSCB Child Protection Procedures; Safeguarding Vulnerable Groups Act 2006; Care Act 2014; Children and Young Persons Act 2008 Police Act 1999; Surrey Adult Safeguarding Board; Counter-Terrorism and Security Act 2015; Prevent Duty Guidance 2015; Guidance for safer working practice for those working in education settings 2015.

3.2 Nescot College takes seriously its responsibility to safeguard and promote the welfare of children and adults at risk and to work together with other agencies to ensure adequate arrangements are in place within our college to identify, assess, and support students who are suffering harm.

### **4.0 Aims of the Policy**

4.1 To demonstrate the colleges commitment with regard to safeguarding to students, parents and other partners

4.2 To provide an environment in which students feel safe, secure, valued and respected and feel confident to and know how to approach adults if they are experiencing difficulties, believing they will be effectively listened to.

4.3 To raise the awareness of all staff of the need to safeguard students and of their responsibilities in identifying and reporting possible cases of abuse.

4.4 To develop a structured procedure within the college which will be followed by all staff in cases of suspected abuse.

4.5 To provide a systematic means of monitoring students known or thought to be at risk of harm, and ensure we, the college, contribute to assessments of need and support packages for those students.

4.6 To develop and promote effective working relationships with other agencies.

4.7 To ensure that all staff working within the college and have access to students have been checked for their suitability, including verification of their identity, qualifications, and a satisfactory DBS check and a single central record is kept for audit.

### **5.0 Prevention/Protection**

5.1 We recognise that the college plays a significant role in the prevention of harm to students by providing students with good lines of communication with trusted adults, supportive friends and an ethos of protection.

5.2 The college community will therefore:

- Work to establish and maintain an ethos where students feel secure, are encouraged to talk and are always listened to.
- Include regular consultation with students e.g. through safety questionnaires

- Ensure that students know there is an adult in the college whom they can approach if they are worried or in difficulty
- Include Safeguarding across the curriculum, including tutorial, opportunities which equip students with the skills they need to stay safe from and to know who to turn to for help.

### 5.3 **Safe College, Safe Staff**

We will ensure that:

- All staff have information about the colleges safeguarding arrangements, staff behaviour policy, safeguarding policy and procedures, the role and names of the Designated Safeguarding Lead and Deputies, and Keeping Children Safe in Education part 1 annex A. This will apply to the Governing Body in relation to part 2 of the same guidance
- All staff will receive Safeguarding, Prevent and Online Safety Training at induction which is regularly updated and will receive updates on safeguarding, online safety, reporting concerns and Prevent as required but at least annually.
- All staff and governors have regular safeguarding awareness training, updated by the DSL as appropriate, to maintain their understanding of the signs and indicators of abuse.
- The Safeguarding Policy and Procedures which includes the names of the Safeguarding Team will be made available via the College website and will be clearly advertised to students, staff and parents/carers
- The College adopts recruitment, selection and pre-employment vetting procedures in line with legislation and best practice available.
- The College holds a single central register for all staff and volunteers which lists the checks that have been carried out and the date they were completed.
- Whilst the local authority and the College have primary duties in respect of safeguarding, the Secretary of State (SoS) has a general duty to promote the wellbeing of children in England under section 7 of the Children and Young Persons Act 2008. For this reason the Chair or Chief Executive of the institution (or senior designated safeguarding lead) will inform the ESFA if it is, or if a subcontractor is subject of an investigation by the local authority or the police.

## 6.0 **Roles and Responsibilities**

### 6.1 **The Governing Body:**

All members of the Governing Body understand and fulfil their responsibilities, namely to ensure that:

- 6.1.1 They comply with their duties under legislation and guidance as outlined in Keeping Children Safe in Education 2016 to ensure that policies procedures and training are effective and comply with the law at all times.
- 6.1.2 There is a safeguarding policy together with a staff behaviour policy, recruitment and managing allegation policy and procedures that are consistent with Surrey Safeguarding Children's Board. That statutory requirements are reviewed annually and that the safeguarding policy is publicly available.
- 6.1.3 All staff are provided with the safeguarding and staff behaviour policy and have read Keeping Children Safe in Education (2016) part 2 and annex A.
- 6.1.4 The College operates a safer recruitment procedure that includes statutory checks on staff suitability to work with students and disqualification by association regulations and by ensuring that there is at least one person on every recruitment panel that has completed safer recruitment training. At least one member of the Governing body will also complete safer recruitment training every five years.
- 6.1.5 The College has procedures for dealing with allegations of abuse against staff (including the Principal), volunteers and against other children and that a referral is made to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have if had they not resigned.
- 6.1.6 They liaise with the Local Authority on Child Protection issues in the event of an allegation of abuse made against the College Principal.
- 6.1.7 A member of the senior leadership team has been appointed as the Designated Safeguarding Lead (DSL) to take the lead responsibility for safeguarding and on appointment the DSL and deputy (ies) will undertake interagency training (SSB Modules 1&2) and also undertake DSL 'New to Role' and 'Update training every two years.
- 6.1.8 All other staff have safeguarding and PREVENT training updated as appropriate.
- 6.1.9 Appropriate online filtering and monitoring systems are in place.
- 6.1.10 Enhanced DBS checks are in place for all Governors.
- 6.1.11 Any weakness in Safeguarding are remedied immediately.

6.2 **The College Principal and Designated Staff with responsibility for Safeguarding:**

The College has a Designated Safeguarding Lead and five Deputy Designated Leads who are responsible for ensuring:

- 6.2.1 That the Safeguarding Policy and procedures are implemented and followed by all staff.
- 6.2.2 Where there is a safeguarding concern that the students' wishes and feelings will be taken into account when determining what action to take and what services to provide.
- 6.2.3 Any disclosures or suspicion of abuse are reported to the appropriate agency.
- 6.2.4 Staff are advised and supported on issues relating to safeguarding.

- 6.2.5 There are detailed accurate records, either written or using appropriate online software, of all concerns about a student even if there is no need to make an immediate referral which will be kept confidential, stored securely and are separate from student records until a student's 25<sup>th</sup> birthday.
- 6.2.6 They Liaise with Local Authorities and work with other agencies and professionals in line with Working Together to Safeguard Children.
- 6.2.7 They, or another staff member will, attend case conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report where required.
- 6.2.8 Has an understanding of locally agreed processes for providing early help and interventions and will support members of staff where Early Help is appropriate.
- 6.2.9 They organise Safeguarding and prevent induction, regularly updated training and a minimum of annual updates (including online safety) for all college staff, keep a record of attendance and address any absence.
- 6.2.10 An annual report is provided to the Governing Body setting out how the college has discharged its duties.
- 6.2.11 They have a working knowledge of the SSCB procedures and will annually submit the 'Audit of Statutory Duties and Associated Responsibilities' to the Education Safeguarding Team.
- 6.2.12 They will carry out risk assessments of students who declare a prior criminal conviction as outlined in the Criminal Conviction Policy. Having a conviction will not bar someone from studying as this would be dependent upon the background to their offence (s) and if they pose a risk to children (aged 0 to 18) and vulnerable adults that access the site. If this is not declared then potentially the college could withdraw any offer of enrolment.

### 6.3 **All College Staff**

- 6.3.1 Understand that it everyone's responsibility to safeguard and promote the welfare of children and that they have a role to play in identifying concerns, sharing information and taking prompt action
- 6.3.2 Will refer any safeguarding concern to the Safeguarding Team or if necessary where there is immediate risk to the student to the police or Social Services.
- 6.3.3 Consider at all times the best interest of the student
- 6.3.4 Know how to respond to a student who discloses abuse
- 6.3.5 Will provide a safe environment in which students can learn

### 7.0 **Confidentiality**

- 7.1 Nescot recognises that in order to effectively meet the needs of students the college must contribute to inter-agency working and share information between professionals and agencies where there are concerns.

- 7.2 All staff must be aware that that they have a professional responsibility to share information with other agencies in order to safeguard students and that the Data Protection Act 1998 is not a barrier to sharing information where failure to do so would place the student at risk of harm.
- 7.3 All staff must be aware that they cannot promise to keep a student's secrets which might compromise their safety or well-being.
- 7.4 The college recognises that matters relating to safeguarding are personal and will respect confidentiality. The Safeguarding Team will only disclose information about a student to other members of staff on a need to know basis.
- 7.5 We will always undertake to share our intention to refer a student to social care with their parents/cares unless to do so could put the students at greater risk of harm.

## **8.0 Legislation underpinning the policy**

- 8.1 This policy will be implemented in accordance with all existing and emerging legislation, including:

### **Education**

- The Children Act 1989 and 2004
- Education Act 2002, 2011
- The Education (Health Standards) (England) Regulations 2003
- The further education (Providers of Education) (England) (Regulations) 2006
- The Education (Pupil Referral Units) (Application of Enactment) (England) Regulations 2007 as amended by SI 2010/1919, SI 2012/1201, SI 2012/1825, SI 2012/3158
- DfEE Circular 10/95 (Protecting Children From Abuse: The Role Of The Education Service)
- Working Together to Safeguard Children (updated March 2015)
- Keeping children safe in education (Updated September 2016 and July 2015)

### **Police**

- Police Act 1997
- The Police Act 1997 (Criminal Records) Regulations 2002 as amended
- The Police Act 1997 (Criminal Records) (No 2) Regulations 2009, as amended

### **Other**

- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Equality Act 2010
- The Common Law Duty of Care
- The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended
- Surrey Safeguarding Children Board SSCB (formerly the Surrey Area Child Protection Committee), Child Protection Procedures
- CONTEST, the United Kingdom's strategy for countering terrorism 2011
- PREVENT strategy 2011
- Counter-Terrorism and Security Act 2015

- What to do if you're worried a child is being abused (March 2015)
- Care Act 2014
- Mental Capacity Act 2005
- Information Sharing 2015
- Children and Young Persons Act 2008

## **9.0 Monitoring and Review**

- 9.1 This Policy is to be reviewed by the Board of Governors on an annual basis.
- 9.2 The internal monitoring of the implementation of this policy will be the responsibility of the Deputy Principal, who will produce an annual safeguarding report for the Board of Governors.
- 9.3 The Deputy Principal has responsibility for ensuring that this policy and its associated procedures remain appropriate and comply with changes in legislation in relation to the protection of children.