



Safeguarding Procedures 2016/17

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Safeguarding Procedures 2016/17

All College staff have a duty to actively promote the safety and wellbeing of students, especially young people aged under 18 years' old and adults at risk. Adults at risk include those aged over 18 who have needs for care and support and might receive support from external agencies. However, all students can become emotionally and physically vulnerable at any time, sometimes for short periods or longer, as a result of circumstances, such as bereavement, domestic violence, homelessness, financial problems or alcohol and substance misuse. We have a statutory duty to report if we know or believe that a young person or adult at risk has been subject to or may be subject to abuse (emotional, physical, sexual, and financial) or neglect.

It is also important to recognise that, early intervention can help to prevent problems from escalating. Nescot is committed to early intervention, and as such these procedures are intended to guide you, if you have a particular concern about a student and who you should contact.

All staff must be alert to, and aware of the signs of abuse, these may include changes in behaviour or a failure to perform or develop as expected. However recognising abuse may be difficult and staff need to take notice not only of major incidents but also other signs which may cause you some concern.

Categories of abuse as defined in the Children's Act 1989 include:

Physical Abuse - May involve hitting, slapping, throwing, poisoning, burning or scolding, drowning, suffocation or causing other physical harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness.

Sexual Abuse – Involves forcing or enticing a child or young person into participating in or watching sexual activity. The acts may involve physical contact, including penetrative and non-penetrative acts. They may involve non-contact activities such involving children in looking at, or in the production or sexual images, watching sexual activities or encouraging children to behave in sexually inappropriate ways.

Emotional Abuse – is the persistent emotional maltreatment or a child/young person such as to cause severe and adverse effects on their emotional development. It may involve conveying to children that they are worthless or unloved, or valued only insofar as

they meet the needs of another person. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children to frequently feel frightened or in danger. Some level of emotional abuse is involved in all types of maltreatment of a child/young person, though it may occur alone.

Neglect – is the persistent or severe failure to meet a child or young person’s basic physical and/or psychological needs, likely to result in serious impairment of the child’s health or development. Neglect may involve a parent or carer failing to provide adequate food, clothing and shelter. Failure to protect a child from physical and emotional harm or the failure to ensure access to appropriate medical care or treatment.

Further indicators of abuse for ALL students, can include:

Physical Abuse- this includes hitting, slapping, pushing, kicking, rough handling or unnecessary physical force either deliberate or unintentional, misuse of medication, restraint or inappropriate sanctions.

Sexual Abuse – this includes rape and sexual assault or sexual acts to which the adult at risk has not consented, or could not consent to, or is pressured into consenting.

Psychological Abuse – This includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliating, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Financial or Material Abuse this includes theft, fraud, exploitation, pressure in connection with wills, property, enduring power of attorney, or inheritance or financial transactions, or the inappropriate use, misuse or misappropriation of property, possessions or benefit.

Neglect and Acts of Omission This includes ignoring or withholding medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, clothing and heating.

Discriminatory Abuse This includes racist, sexist, or other forms that are based on a person’s disability and other forms of harassment, or similar treatment.

Self-neglect This is not a direct form of abuse but staff need to be aware that we may owe duty of care to a vulnerable individual who places him/herself at risk in this way

Reasons for concern might include:

Concern	Refer to	What happens next?
<p>At risk of or suffering from significant harm The Children Act 1989 introduced Significant Harm as the threshold that justifies compulsory intervention in family life in the best interests of children. <u>Physical Abuse</u>, <u>Sexual Abuse</u>, <u>Emotional Abuse</u> and <u>Neglect</u> are all categories of Significant Harm. Harm is defined as the ill treatment or impairment of health and development</p>	<p>Safeguarding team through Promonitor or safeguarding@nescot.ac.uk</p>	<p>Member of the safeguarding team will discuss the referral with you; arrange to meet the student and will take notes of their meeting, and will be responsible for any necessary follow up action with other agencies.</p> <p>Referral to children's/adult services or police will be made within 24 hours and will be confirmed in writing, within 48hrs.</p> <p>The safeguarding team member will record the details on the safeguarding evidence form.</p>
<p>Alcohol/ substance misuse including 'legal highs' You are concerned that a student is harming themselves or at risk of harm through alcohol or substance misuse. This can include being parented or being cared for by an adult that abuses drugs or alcohol.</p>	<p>Safeguarding team through Promonitor or safeguarding@nescot.ac.uk include, Director of Faculty,. Refer to police if necessary; e.g. aggressive</p>	<p>Member of the safeguarding team will arrange to meet with the student and may refer them to an external agency.</p> <p>Invoke disciplinary procedure and/or mentoring/counselling support offered.</p> <p>The safeguarding team member will record the details on the safeguarding database. Fit to Study policy can be actioned if they are not fit to be at college.</p>

	behaviour towards others	
<p>A student is concealing illegal or dangerous items You believe that a student is carrying illegal items (e.g. drugs, including 'legal highs') or something dangerous (e.g. knife) and you would like a search to be requested</p>	<p>Duty Manager/ security, Director of Faculty Head of Department. Refer to police if necessary</p>	<p>Security & Duty Manager will accompany the staff member to meet with the student. The power to search will be used where there is reasonable grounds for suspicion that a student has an illegal or dangerous item in their possession. The searcher can use a hand held metal detector, search of their bag and pat down a person's clothing.</p> <p>If any drugs or dangerous items are found, they will be confiscated immediately and the police will be called if appropriate. If the student is under 18 years their parents/carers will be contacted.</p> <p>Disciplinary procedures will be followed.</p> <p>The duty manager will record the details on the incident form.</p>
<p>Allegations against staff You have an allegation or child protection concern about a member of staff working with children or adults at risk which indicates they have</p> <ul style="list-style-type: none"> Behaved in a way that has harmed or may harm a child or adult at risk Possibly committed a criminal offence against or related to a child or adult at risk <p>Behaved towards a child, adults at risk in a way that indicates that they would pose a risk of harm</p>	<p>Not via Promonitor</p>	<p>Allegations need to be reported immediately to:</p> <p>Donna Patterson dpatterson@nescot.ac.uk 0208 394 3318</p>
<p>Bullying and harassment You are concerned that a student is being bullied or harassed, either within or outside College.</p>	<p>Quality Team Room C88</p>	<p>Quality Team will note all relevant details and will liaise with the victim, bully/bullies and any other stakeholders as required. This information will be passed onto the Director/HOD for action which may include invoking disciplinary procedures.</p>

<p>Bullying may be direct or indirect, and may involve texting, emails, Facebook etc.</p>		<p>Quality Team to monitor occurrences and can refer to safeguarding team for ongoing mentoring support, which can be offered, to victim and perpetrator.</p> <p>Quality Team will oversee the analysis of information and ensure that it is reported at Equality & Diversity Working Party meetings every term.</p>
<p>Child Sexual Exploitation (CSE) An illegal activity by people who have power over children and young people and use it to sexually abuse them. This can involve a broad range of exploitive activity, from seemingly 'consensual' relationships and informal exchanges of sex for attention, accommodation, gifts or cigarettes, through to very serious organised crime.</p>	<p>Safeguarding Team through Promonitor or safeguarding@nescot.ac.uk</p>	<p>If the risk is immediate and urgent, and there is clear evidence of an offence, Safeguarding team will refer to the Police immediately. Safeguarding team to Complete SSCB CSE assessment tool and will, refer to Children's Service or Emergency Duty Team if appropriate or explore early help options. Safeguarding team will record all concerns and decisions on to Student Safeguarding file.</p>
<p>Possible indicators of Child Sexual Exploitation (CSE):</p> <p>Low Risk Indicators – Regularly coming home late or going missing/Overtly sexualised dress, sexualised risk taking (including internet use)/Unaccounted increase in goods or money/Associating with unknown adults/ Reduced contact with friends and other support networks/Sexually transmitted infections/Experimenting with drugs and alcohol/Poor self-image, eating disorders, self-harm/Non-school attendance/Associating with other sexually exploited young people/secretive about mobile phone/more than one mobile phone</p> <p>Medium Risk Indicators – Getting into cars with unknown adults or associating with unknown CSE adults/Being groomed on the internet/Receiving rewards for money or goods for recruiting peers into CSE/Clipping-i.e. offering to have sex for money or other payment and then running before sex takes place/Disclosure of physical sexual assault and then refusing to make or withdrawing complaint/Reports of being involved in CSE through being seen in hotspots/Having a much older boyfriend/girlfriend/Missing school or excluded from school due to behaviour/Staying out over night with no reasonable explanation/Breakdown of residential placements due to behaviour/Unaccounted for money or goods included mobile phones, drugs and alcohol/Multiple sexually transmitted infections/Self harming/Repeat offenders/Gang member association</p> <p>High Risk Indicators – Pattern of street homelessness and staying with an adult believed to be sexually exploiting them/Child under 16 meeting different adults and engaging in sexual activity/Being taken to clubs and hotels by adults to engage in sexual activity/Disclosure of serious sexual assault and then withdrawal of statement/Abduction or false imprisonment/Disappearing from the 'system' with no contact or support/Multiple miscarriage or termination/Chronic alcohol and drug use</p>		
<p>Child Trafficking/ Modern Slavery You are concerned that a student may be at risk of or subjected to child/human trafficking, which is the</p>	<p>Safeguarding team through Promonitor or safeguarding@nescot.ac.uk</p>	<p>The safeguarding team will make a referral to Children's Services and/or the police.</p>

<p>exploitation of a person for financial or sexual purposes – e.g. prostitution, drugs running, underage working, forced labour and domestic servitude</p>	<p>@nescot.ac.uk</p>	<p>Safeguarding team will record all concerns and decisions on to safeguarding file.</p>
<p>Domestic Violence You are concerned that a learner is in a violent relationship or that they are affected by witnessing domestic violence at home. This can also include them being the perpetrator of domestic violence. Domestic violence can include psychological, physical, sexual, financial, emotional abuse and 'honour based violence'. Any disclosure of abuse should therefore be treated seriously and as a potential child protection concern.</p>	<p>Safeguarding team through Promonitor or safeguarding@nescot.ac.uk</p>	<p>The safeguarding team will make a referral to Children's Services and/or the police.</p> <p>When any professional becomes aware of domestic abuse within a family they should make an assessment as to the impact on the child and ascertain whether there are any other young children or vulnerable adults being subjected to domestic violence.</p> <p>Safeguarding team will record all concerns and decisions on to safeguarding evidence form.</p>
<p>E-Safety: A young person is putting themselves or someone else at risk through, for example, unsafe use of the internet, accessing inappropriate websites</p> <p>OR</p> <ul style="list-style-type: none"> • A student has distributed /in possession inappropriate images You believe that a student has distributed inappropriate images by text, email, internet posting or any other mechanism <p>OR</p> <ul style="list-style-type: none"> • Where there are concerns about grooming, exposure to pornographic material or 	<p>Safeguarding team and E-Safety Officer through Promonitor</p> <p>Safeguarding team and E-Safety Officer through Promonitor</p> <p>Safeguarding team and E-Safety Officer</p>	<p>The E-Safety Officer/DOF will investigate your concern and meet with any relevant parties as required and will record the details on the safeguarding database.</p> <p>The E-Safety Officer/DOF will, investigate the concern and, in the presence of another staff member, may request to see a student's phone. If they believe that the College email account or student's internet access in college needs to be checked, they will contact the Head of IT Services for assistance. Where appropriate a referral will be made to the police and/or the disciplinary process will be followed.</p> <p>Due to the nature of this type of abuse and the possibility of the destruction of evidence, the referrer should first discuss their concerns with the Police and Children's/Adult Services before raising</p>

<p>contacted by someone inappropriately, via the Internet or other ICT tools like a mobile phone</p>	<p>through Promonitor</p>	<p>the matter with the family. This will enable a decision to be made about informing the family and ensuring that the child's welfare is safeguarded.</p> <p>Images should not be viewed by or distributed further. The learner should be asked to describe the image.</p>
<p>Female/genital mutilation (FGM)</p> <p>You are concerned that a student is at risk or has undertaken FGM.</p> <p>FGM is believed to be a way of ensuring virginity and chastity. It is used to prevent girls from having sexual feeling and sex outside of marriage. Although FGM is practiced by secular communities, it is most often claimed to be carried out in accordance with religious beliefs. FGM is not supported by any religious doctrine.</p> <p>The practice of FGM, which is illegal in the UK, carries a maximum prison term of 14 years for any UK national or permanent resident convicted of carrying it out, or aiding and abetting the process, while in the UK or overseas.</p>	<p>Safeguarding team through Promonitor or safeguarding@nescot.ac.uk</p>	<p>The safeguarding team will make a referral to Children's Services and/or the police</p>
<p>Forced Marriage and Honour Based Violence– You are concerned that a student (any age) may have been or might be forced to marry against his/her will where duress is a factor. (Please note: Arranged marriage is an entirely separate issue and must not be confused with forced marriage). Forced marriage is when you face physical pressure to marry (e.g. threats, physical violence) or emotional and psychological pressure (e.g.</p>	<p>Safeguarding team through Promonitor or safeguarding@nescot.ac.uk</p>	<p>The safeguarding team will take appropriate action – either phoning the police if the threat of forced marriage is imminent (within 24 hours of disclosure/concern); or Children's Services (if the person is under 18 and the threat is not immediate within 24 hours). ; Or the Forced Marriage Unit 0207 008 0151 (if the person is over 18 years).</p>

<p>if you are made to feel like you're bringing shame on your family.</p> <p>Honour Based Violence will often go hand in hand with forced marriages, although this is not always the case. Honour based violence is an international term used by many cultures for justification of abuse and violence. It is defined as “an incident or crime which has or may have been committed to protect or defend the honour of the family and or the community.”</p>		
<p>Homelessness You think that a student is at risk of homelessness, or has been made homeless.</p>	<p>Safeguarding team through Promonitor or safeguarding@nescot.ac.uk</p>	<p>Safeguarding team will arrange to meet with the student to discuss short, medium and long-term support required and update the Safeguarding evidence form with all notes. Parents will be contacted if student is under 18 to establish if young person is missing or absent from home.</p> <p>A referral may be made to children's services or Local Authority emergency housing service.</p> <p>In some instances short term support can be made available via the Student Finance Team in Student Services.</p>
<p>Mental Health and well- being Where there are concerns around a student's mental state – how they are feeling and how well they can cope with day-to-day life. Mental wellbeing can change, from day to day, month to month or year to year.</p> <p>We all have times when we have low mental wellbeing – when we feel sad or stressed, or find it difficult to cope. For example, when we suffer some sort of loss; experience loneliness or relationships problems; or are worried about work or money. Sometimes, there is no clear reason why we experience a period of poor mental health.</p>	<p>Safeguarding team through Promonitor or safeguarding@nescot.ac.uk</p>	<p>Safeguarding team will meet with the student and offer access to further support.</p> <p>If the student is under 18 years their parents/carers may be contacted if appropriate.</p> <p>Referral could be made to children's services/adult social care, mental health services or college counsellor.</p> <p>A “fit to study” assessment will be undertaken if young person not fit to be at college (refer to fit to study policy)</p>

<p>Mental health problems can include, depression, stress and anxiety, sleep disturbance, eating and body image, types of personality disorder, mania, bipolar, psychosis, hearing voices and schizophrenia</p>		
<p>Radicalisation & Extremism, PREVENT Strategy Where there are concerns that a student is becoming radicalised and involved in an organisation which could harm the student and the community. Prevent is a strand of the Government counter terrorism strategy – CONTEST. Everyone has a role to play in supporting the aim of CONTEST. You can do this by remaining vigilant and reporting any suspicious activity which can include someone who:</p> <ul style="list-style-type: none"> • Is behaving differently for no obvious reason • Travels for long periods of time but is vague about where they are going • Buying or storing large amounts of chemicals for no obvious reason • Visits or sends out links to extremist internet sites • Is recording and documenting information in a crowded location • And includes activity at a property that doesn't fit day to day life <p>The age and profile of our students make it crucial to be involved in the PREVENT Strategy and prevent people being drawn into terrorism by:</p> <ul style="list-style-type: none"> • Promoting and reinforcing shared values • Breaking down segregation among different student communities by supporting inter-faith and inter-cultural understanding 	<p>Safeguarding team through Promonitor or safeguarding@nescot.ac.uk</p>	<p>The safeguarding team will refer concerns to:</p> <ul style="list-style-type: none"> • Anti-Terrorist Hotline: 0800 789 321 • Crime stoppers: 0800 555 111 • Relevant Police force: 101 • www.gov.uk/report-suspicious-activity-to-mi5 • www.gov.uk/report-terrorism • PREVENT Co-ordinator • Children's Services • Channel Panel <p><u>Channel</u> may be appropriate for anyone who is vulnerable to being drawn into any form of terrorism. Channel is about ensuring that vulnerable children and adults of any faith, ethnicity or background receive support before their vulnerabilities are exploited by those that would want them to embrace terrorism, and before they become involved in criminal terrorist related activity.</p>

<ul style="list-style-type: none"> Ensuring student safety and providing an environment that is free from bullying, harassment and discrimination Supporting students who may be at risk and providing appropriate advice and guidance Ensuring students and staff are aware of their roles and responsibilities in preventing violent and non-violent extremism 		
<p>Self-Harm and Suicidal Behaviour</p> <ul style="list-style-type: none"> Suicidal-intent - You are concerned that a student may attempt suicide; has indicated that they are having suicidal thoughts; discloses that they have previously attempted suicide; or that they have taken tablets or undertaken any other seriously self-harming activity Self-harm – describes a wide range of things that people do to themselves in a deliberate and usually hidden way. Self-harm can involve: Cutting, burning, punching, bruising, inserting or swallowing objects, head banging, pulling out hair, eyelashes, restrictive or binge eating, overdosing or sniffing harmful substances (Mental Health Foundation 2006) The term self-harm is often used as an encompassing term referring to suicidal thoughts and attempted suicide Self-Injury- is any act which involves deliberately inflicting pain and/or injury on the body, but without suicidal intent. Self-injury is 	<p>Medical emergency (High Risk) 1)Emergency Services & Ambulance (if the danger is immediate) 2)Safeguarding team 3)College Nurse/first aider</p> <p>Raised Risk 1)Safeguarding team 2)College nurse 3)Counsellor</p> <p>Low Risk</p>	<p><u>Best practice</u>:- if student is coherent, You can call 111 when you need medical help fast but it’s not a 999 emergency</p> <p>A member of the safeguarding team will meet with the student immediately and make an assessment of the best course of action. In the event that:</p> <ul style="list-style-type: none"> i) The student has taken tablets or undertaken some other method to pose immediate harm to him- or herself, immediate medical attention will be sought. ii) Students will be asked for consent to contact a parent/carer; if consent is not offered, contact will need to be made anyway to parents/carers of those aged under 18 years or adults at risk. iii) Referral will be made to Children’s services within 24 hours iv) A “fit to study” assessment will be undertaken before the student is permitted to return to College v) Referral to mental health service or counsellor will be assigned to support the student; vi) If the student has previously attempted suicide, may be at risk of suicide and/or has expressed suicidal thoughts, a mentor will be assigned to support the student.

<p>seen as a coping mechanism with the aim of relieving emotional distress.</p> <p>Although self-harming behaviour is relied on as an attempt to cope and manage and may not be intentionally suicidal, it must be recognised that the emotional distress that leads to self-harm can also lead to suicidal thoughts and actions</p>	<p>1)Safeguarding team 2)College nurse 3) Counsellor</p>	
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Vulnerable groups and how we support them:

Vulnerable Groups	Refer to	What happens next?
<p>Adult at risk An ‘adult at risk’ is defined by the department of health as a person aged 18 years or older who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation</p> <p>Characteristics/factors that might make someone more at risk of harm include:</p> <ul style="list-style-type: none"> • Not having mental capacity to make decisions about their own safety – including having fluctuating mental capacity associated with mental illness • Communication difficulties • Physical dependency – being dependent on others for personal care and activities of daily life • Low self-esteem • Experience of abuse • Childhood experience of abuse • Being cared for in a care setting where they are more or less dependent on others 	<p>Safeguarding team through Promonitor or safeguarding@nescot.ac.uk</p>	<p>The Safeguarding team will liaise with Adult Social Care to ensure that adults at risk are protected against significant harm and exploitation.</p> <p>An adult at risk is someone who is unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. One way to evaluate whether or not someone can take of themselves is to assess their mental capacity to make decisions about their own safety. In the safeguarding context, mental capacity is the ability of a person to:</p> <ul style="list-style-type: none"> • Understand the implications of their situation and the risks to themselves

<ul style="list-style-type: none"> • Not getting the right amount or the right kind of care that they need • Living in a family with multiple problems • Isolation and social exclusion • Stigma and discrimination • Lack of access to information and support • Being the focus of anti-social behaviour <p>Some of these traits will apply to young adults with SEN/D and care should be taken to recognise their needs and vulnerabilities.</p>		<ul style="list-style-type: none"> • Take action themselves to prevent abuse • Participate to the fullest extent possible in decision making about interventions involving them, be they life-changing events or everyday matters
<p>Looked After Children/Care Leavers/ Unaccompanied Asylum Seekers</p> <p>The terms ‘Looked After Children’ and ‘Children in Care’ are often used to define the same group of young people who are under the age of 18 and are:</p> <ul style="list-style-type: none"> • The subject of an interim or full time care or emergency protection order; • Unaccompanied minors who are asylum seekers • Accommodated by the local authority with the agreement of their parents or legal guardian • Compulsorily accommodated as a result of criminal proceedings 	<p>Safeguarding team through Promonitor or safeguarding@nescot.ac.uk</p>	<p>Tell the Safeguarding team, who will ensure that this information is appropriately shared via Promonitor and that the student is offered an extra support meeting at least once a term with the group tutor /Mentor who will liaise with allocated social worker.</p>
<p>Young Carers</p> <p>A carer provides unpaid care for a family member or friend who has a long-term physical or mental health problem or disability, or a drug or alcohol dependency. Some are the main carers in the household; others supplement the caring undertaken by other members of the family. The caring tasks can include:</p> <ul style="list-style-type: none"> • Domestic tasks (e.g. cooking, cleaning, shopping) • Personal care (e.g. helping with mobility; washing; dressing; giving medicine) 	<p>Safeguarding team through Promonitor or safeguarding@nescot.ac.uk</p>	<p>Young Carers – are designated by OFSTED as a vulnerable group of students and they recommend their identification and support as best practice, making necessary adjustments where able. If you become aware of a student with a caring responsibilities inform the Safeguarding team, who will ensure that this information is appropriately shared via Promonitor and that the student is offered an extra support meeting at least once a term with</p>

<ul style="list-style-type: none"> • Personal care (e.g. helping with mobility; washing; dressing; giving medicine) • Emotional support & supervision (e.g. watching over someone; providing company and a 'listening ear') • Sibling care: Looking after an ill or disabled sibling or a non-disabled sibling where a ill or disabled parent is unable to provide care • Communication support (e.g., interpreting; answering phone or door) • Financial management: (e.g. budgeting; paying bills) 		<p>the group tutor /Mentor and external agencies if appropriate.</p> <p>Many young carers do not realise that they are carers until they perceive the impact of their responsibilities upon their lives. Even if that impact causes significant discomfort or problems, many young people with not identify themselves as carers.</p>
<p>Young Parents/pregnancy</p> <p>Student has disclosed that she is pregnant</p>	<p>College Nurse via Confidential Comment L2</p> <p>Include Head of Department</p>	<p>The Nurse will help to arrange access to appropriate support services or counsellor if the pregnancy is not to continue.</p> <p>If the student intends to proceed with a full-term pregnancy</p> <ul style="list-style-type: none"> -The Head of Department is responsible for the on-going risk assessment for the student and updating actions listed on Promonitor. A copy of this needs to be sent to college nurse - The safeguarding team to offer the student ongoing support. - College nurse to will arrange a time to meet the student.

Referring a concern

If you are concerned that a student is:

- At risk of abuse, or has been subjected to abuse (physical, emotional, sexual, neglect)
- Is involved in alcohol or drug misuse, self-harm, homelessness etc.

Contact immediately the Safeguarding Team.

You should do this by:

1. Placing a **brief confidential comment** into Promonitor, which will **automatically be sent to the Safeguarding Team**, outlining that a safeguarding concern has been raised, giving the following details:
 - i. **Comment Type:** Potential Safeguarding Issue
 - ii. **Confidentiality Level:** 3 Safeguarding Officer only
 - iii. **FAO: NOT required:** email will be sent automatically
 - iv. **Comment:** How the issue was raised in brief (e.g. Phone Call)
 - v. **Reason:** Safeguarding (drop down list of concerns)
 - vi. **Link to Meeting: NOT required**
 - vii. **Link to Course:** List the course unit in which the issue was raised
2. You will be contacted for the full details of the issue by the Safeguarding Team on receipt of your comment either through Promonitor, by email, by phone or in person.
3. Where Promonitor is not available contact either the Designated Safeguarding Lead or one of her Deputy Safeguarding Leads (see who to contact pg. 15) via email, in person or by phone.
4. Or use the new dedicated email service – safeguarding@nescot.ac.uk

Contacting the safeguarding team

The Designated Safeguarding Lead (DSL) and Deputy Designated Leads (DDSL'S) form the safeguarding team.

Designated Safeguarding Lead

- Carol Martin is the Designated Safeguarding Lead and can be contacted on 020 8394 3002 or by email at cmartin@nescot.ac.uk.
- Allegations of abuse against a staff member need to be reported immediately to Donna Patterson dpatterson@nescot.ac.uk and not via **Promonitor**.
- **Allegations of abuse against the Principal need to be reported immediately to Chair of Governors via Donna Patterson dpatterson@nescot.ac.uk 0208 394 3318**

College Safeguarding Team

	Name	Email	Telephone number
Designated Safeguarding Lead	Carol Martin	cmartin@nescot.ac.uk	Extension 3002
Deputy Safeguarding Lead	Maria Vertrone	mvertrone@nescot.ac.uk	Extension 3144
Deputy Safeguarding Lead	Donna Patterson	dpatterson@nescot.ac.uk	Extension 3318
Deputy Safeguarding Lead	Janice Davis	jedavis@nescot.ac.uk	Extension 3196
Deputy Safeguarding Lead	Adele Stewart	astewart@nescot.ac.uk	Extension 3393
Deputy Safeguarding Lead	Robert Greening	rgreening@nescot.ac.uk	Extension 3241