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Human Resources, in the first instance, on (01205) 365701 extension 3217.



LEARNER RELATED POLICY: SAFEGUARDING LEARNERS

PROCEDURES AND GUIDANCE FOR SAFEGUARDING YOUNG PEOPLE AND VULNERABLE ADULTS FROM ABUSE

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1. INTRODUCTION AND GENERAL POLICY STATEMENT AND DEFINITIONS

Boston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, Governors, volunteers and Partners working in College to share this commitment.

The procedures have been developed to ensure that the Governing Body complies with statutory duties under Section 175 of the Education Act and in response to Government statutory guidance, including Working Together to Safeguard Children 2015 and Keeping Children Safe in Education, Statutory Guidance 2016 (KCSiE) about the College's role in safeguarding and promoting the welfare of young people and vulnerable adults attending the College.

The Governing Body is therefore committed to ensuring the College: -

- provides a safe environment for young people to learn in;
- identifies young people / vulnerable adults who are suffering, or likely to suffer, significant harm;
- takes appropriate action to see that such young people / vulnerable adults are kept safe both at home and at the College.

In pursuit of these aims, the governing body will approve and annually review policies and procedures with the aim of: -

- raising awareness of issues relating to safeguarding the welfare of children and young people and the promotion of a safe learning environment for College learners;
- aiding the identification of learners at risk of significant harm, and providing procedures for reporting concerns;
- promoting safe practice and challenging poor and unsafe practice;
- contributing to effective partnership working between all those involved with providing services for young people;
- establishing procedures for reporting and dealing with allegations of abuse against members of staff;
- the safe recruitment of staff.

In developing these policies and procedures, the governing body has taken account of guidance issued by the DfES, the Association of Colleges and the Local Safeguarding Children Board.

The governing body will nominate a governor to take special responsibility for learner protection issues.

There will be a designated manager with lead responsibility for learner protection.

The governing body will receive an annual report from the designated Senior Manager which reviews how the duties have been discharged.

The Principal, designated governor and Senior Manager and all staff working at Boston College will receive training to familiarise them with learner protection issues and responsibilities and the College policy and procedures, with refresher training at least every three years.

DEFINITIONS

For the purposes of the College's Safeguarding Learners policy and procedures the governing body recognises the following definitions: -

Staff

All College employees whether academic, administrative, management or support as well as substantial volunteers.

Child / Young person

The legal definition of a child or young person within the Children Act 1989 is anyone under the age of 18. In addition any young person under 24 with learning difficulties and / or disabilities is legally defined as a child.

Vulnerable adult

A vulnerable adult can be defined as someone who requires additional support to carry out everyday tasks due to physical disability or learning difficulties / disabilities, where their support needs render them open to exploitation.

Abuse

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institution or community setting by those known to them or, more rarely, by others (eg via the internet). They may be abused by an adult or adults or another child or children. (Keeping Children Safe in Education 2016.). This could be one or more of the following categories of abuse: -

a) *Neglect*

Neglect is the persistent or severe failure to meet a young person's basic physical and / or psychological needs resulting in the impairment of health and development.

b) *Physical Injury*

Physical abuse may involve hitting, shaking, poisoning, scalding or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring.

Physical harm may also be caused when a parent fabricates a symptom or deliberately induces illness

c) *Sexual abuse*

Sexual abuse involves a young person being coerced or forced into participating in, or watching, sexual activity including behaviour which violates

the social taboos of family roles. The apparent consent of the young person is irrelevant.

d) *Emotional / psychological abuse*

Emotional abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the young person's behaviour and emotional development, resulting in low self-esteem. Some form of emotional abuse is present in all forms of abuse.

Additional forms of Abuse

All staff should have an awareness of safeguarding issues – some of which are listed below. Staff should be aware that behaviours linked to the likes of drug taking, alcohol abuse, truanting and sexting put children in danger

Child Sexual Exploitation

Involves exploitative situations, contexts and relationships where young people receive “something” (food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of performing sexual activities and/or another performing sexual activities on them. This can occur through use of technology without the child's immediate recognition eg persuasion to post sexual images on the internet/mobile with no immediate payment or gain. Those exploiting the child/young person have power over them by age, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common. It is unlikely that concerns about possible sexual exploration are as a result of a one off incident.

Peer on Peer Abuse

Staff should recognise that children/young people are capable of abusing their peers. The College will take any concerns of this nature very seriously and concerns should be raised in the same way as any other concerns, directly to the Safeguarding Team. Peer on peer abuse can take the form of bullying (including cyber-bullying) sexting and any other form of sexual or physical abuse. Gender based issues can also occur for example girls being sexually touched/assaulted or boys being subject to initiation/hazing type violence.

Female Genital Mutilation

Female Genital Mutilation (FGM) is an unacceptable form of abuse and violence against girls and women; it is known as female circumcision and is illegal in the UK. FGM is practised in at least 28 African countries as well as countries in Middle East and Asia. Research in the UK has identified three key communities, Somalis, Kenyans and Nigerians. These groups have both a higher prevalence of FGM and a significant UK Population. The practice tends to occur in areas of high populations of FGM practising communities.

Professionals need to be alert to the possibility of a girl being at risk of FGM, or already having suffering FGM. The practice is usually carried out on girls between infancy and 15 years. Under the updated Keeping Children Safe in Education, Sept 2016 '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'. In college this can be done with the support of the Safeguarding Team.

<http://www.legislation.gov.uk/ukpga/2003/31/contents>

Cyber/E-Safety

The growth of different electronic media in everyday life and ever developing variety of devices place an additional risk to young people. Social media and networks can be used as a means to contact children and young people with a view to grooming them for inappropriate or abusive relationships. The internet has become a significant tool in the distribution of indecent photographs of children and should be a concern for all staff.

Learners can engage or be a target of cyberbullying using a wide range of methods to reach their targets. Boston College uses its tutorial and curriculum to raise awareness of safeguarding issues so that learners can identify the risks of being drawn into abusive or exploitive relationships.

If staff observe or are notified of any concerns on line, they must: -

- Report to Learner Services or Safeguarding Team
- Learner Service and Safeguarding will ascertain whether this is to be dealt with under the Safeguarding Policy and/or the Bullying and Harassment Policy
- If an illegal act has been disclosed/observed, then the Police must be informed.

Domestic Abuse

The impact on the young person of witnessing, hearing or being subject to domestic abuse is known to cause emotional distress. This can be viewed as a high risk environment for a young person or vulnerable adult. Staff must inform the safeguarding Team if there are concerns that domestic abuse is present within a household

Hidden Harm

The effects on the young person as a result of a parent or carers misuse of substances such as drugs or alcohol.

Self-Harm

'The definition of self-harm is intentional self-poisoning or self-injury, irrespective of the apparent purpose of the act. Self-harm includes cutting, poisoning, asphyxiation, burning and other self-inflicted injuries' (NICE 2004). Self-harm can also include eating disorders, risk-taking behaviour and drug and alcohol issues. Self-harm is often a coping mechanism, an individual harms their physical self to deal with emotional pain or to break feelings of numbness. Self-harm can become a natural response to the stresses of day-to-day life and can escalate in frequency and severity.

All instances of self-harm should be referred to the Learner Support Officers or Counsellors who will liaise with the Safeguarding Team. There are various external agencies who can become involved in order to support a young person.

Teenage Relationship Abuse

Abuse in young people's relationships can involve the same forms of controlling and coercive behaviour, physical, emotional, psychological, financial and sexual violence and abuse as seen in adult relationships.

Forced Marriage

A marriage conducted without the valid consent of both parties where duress (emotional pressure in addition to physical abuse) is a factor.

Radicalisation /Extremism

Is the process by which a person comes to support terrorism and forms of extremism leading to terrorism. The Counter-Terrorism and Security Act, which received Royal Assent on 12 February 2015, placed a duty on specified authorities, including local authorities and childcare, education and other children's services providers, in the exercise of their functions, to have 'due regard to the need to prevent people from being drawn into terrorism'. This is referred to as "the Prevent duty".

Young people and vulnerable groups are particularly targeted by groups who may promote violent extremist activity. College staff should be aware of signs of radicalisation and have the confidence to report their concerns to the Safeguarding Team.

The College will also promote the ethos of the 'Prevent' agenda by encouraging free and open debate but challenging extreme views. It will encourage through its classroom practice, theme weeks and induction activities, a belief in Equality of Opportunity and the celebration of Diversity.

The College will not host or allow its premises to be used by extreme groups and will seek to prevent the distribution of extreme literature.

The College will provide appropriate support through its own staff or by referral to external agencies, for any student in danger of radicalisation.

2. THE DESIGNATED STAFF WITH RESPONSIBILITY FOR LEARNER PROTECTION

Designated Governor

The designated member of the governing body with responsibility for child / learner protection issues is: -

*Steve McCracken, who can be contacted through
the Clerk to the Corporation via the Management Office,
Rochford Campus*

The designated governor is responsible for liaising with the Principal and designated Manager over matters regarding child / learner protection, including: -

- ensuring that the College has procedures and policies which are consistent with procedures set out by the Lincolnshire Safeguarding Children Board (LSCB);
- ensuring that the governing body considers the College policy on safeguarding the welfare of learners each year;
- ensuring that each year the governing body is informed of how the College and its staff have complied with the policy, including, but not limited to, a report on the training that staff have undertaken.

The designated governor is responsible for overseeing the liaison between Children Social Care and the Police in connection with any allegations against the Principal or the designated Manager. This will not involve undertaking any form of investigation, but will ensure good communication between parties and provide information to assist enquiries.

To assist in these duties the designated governor shall receive appropriate training in child / learner protection issues and inter-agency working, as required by the LSCB, and will receive refresher training at least every 3 years.

Manager with Lead Responsibility

The designated Manager with lead responsibility for learner protection issues is: -

Dawn Telford, Head of Learner Services, Rochford, ext 3475

The designated Manager for learner protection is responsible for: -

- overseeing the referral of cases of suspected abuse or allegations to Children's Social Care;
- completing a Safeguarding Referral form as indicated by Children's Social Care;
- providing advice and support to other staff on issues relating to learner protection;
- maintaining a proper record of learner protection referrals, complaints and concerns;
- ensuring that parents / carers and young people within the College are aware of the College's Learner Protection Policy;
- liaising with Children Social Care, Police and other relevant agencies in relation to learner protection issues;
- liaising with secondary schools which send pupils to the College to ensure that appropriate arrangements are made;

- liaising with employers and training organisations that receive young people from College on long term placements to ensure appropriate safeguards are put in place;
- ensuring that staff receive basic training in child / learner protection issues and are aware of the College Safeguarding Learners Policy and Procedures;
- updating College policy and procedure to accommodate changes within legislation, advice and guidance.

The designated Manager will provide an annual report to Governors setting out how the College has discharged its duties.

Designated Staff Members

Child / Learner protection is everybody's business and therefore **ALL** staff have a role in safeguarding and promoting the welfare of young people.

Other members of staff with responsibility for child / learner protection issues are: -

Dawn Telford, Head of Learner Services, Rochford, ext 3475

Rachel Adams, Learner Counsellor, Rochford, ext 3218

Christine Sinclair, Learner Counsellor, Rochford, ext 3218

Chris Roberts, Learner Counsellor, Rochford, ext 3218

Denise Swift, Learner Support Officer, Rochford, ext 3459

Sharon Posey, Learner Services Support, Rochford, ext 3305

Jo Wright, Programme Area Manager, Rochford, ext 3273

These designated staff members: -

- report to the Manager responsible for learner protection;
- will know how to make an appropriate referral;
- will be available to provide advice and support to other staff on issues relating to child / learner protection;
- have particular responsibility to be available to listen to young people / vulnerable adults studying at the College;
- have received training in child / learner protection issues and interagency working, as required by the LSCB, and will receive refresher training at least every 3 years;
- attend safeguarding meetings and assist designated manager in producing reports.

3. DEALING WITH WELFARE CONCERNS AND PROCEDURES FOR REPORTING

The definition for safeguarding and promoting the welfare of children in 'Working Together to Safeguard Children 2015' is: -

- protecting children from maltreatment.
- preventing impairment of children's health and development.
- ensuring children grow up in circumstances consistent with the provision of safe and effective care.
- taking action to enable children to have the best outcomes.

Where there is a welfare concern: -

- staff must report to Learner Services and / or Safeguarding Team
- Learner Services staff or Safeguarding Team will ascertain the level of intervention needed.
- if Safeguarding threshold met, then will implement the full policy.
- if requires support from external agencies then Early Help Assessment (EHA) will be completed and submitted to TAC Admin Team.
- If the EHA is accepted then the Team Around the Child (TAC) process will commence and staff will be expected to assist with the process with assistance from the Learner Services Team.

4. DEALING WITH DISCLOSURE OF ABUSE AND PROCEDURE FOR REPORTING

The Police and Children's Social Care have primary responsibility for protecting young people and vulnerable adults from abuse. These two agencies have a legal duty to investigate **all** circumstances where concerns about the welfare of a young person are brought to their attention and provide them with: -

"reasonable grounds to suspect that a child who lives, or is found, within their area is suffering, or is likely to suffer, significant harm".

(Section 47 Children Act 1989)

Responsibilities

- **ALL** College employees have a responsibility for recognising abuse or concerns and passing this to a designated staff member, as outlined in Section 2.
- Staff are **NOT** responsible for the investigation of abuse.

- Staff can contact the investigating agencies directly. However when cases are referred to an external agency the Manager responsible for Safeguarding must be informed.
- If one of the designated staff are subject to allegation or complaint, the matter must be immediately reported to the Principal.
- If the allegation or complaint concerns a College employee the matter must be immediately reported to the Principal and the designated Manager.

Duty of care and responses to concerns

The level of response to a disclosure of abuse or child protection concerns differ in relation to the age of the young person concerned.

14-18 year olds

Where a young person is aged 14-18 there is an absolute duty upon **ALL** College employees to report **ALL** child protection concerns or disclosures of abuse to one of the nominated staff who in turn must report them to Children's Social Care for investigation.

A referral to Children's Social Care can be made without the young person's consent but good practice demands that a referral should not be made without their knowledge. Referrals should be phoned through to the Children's Services Customer Centre on 01522 782111.

18 years old and over

Adults may disclose abuse which happened a long time ago in which case they may need support in understanding what their options are. They may need a GP referral, specialist counselling or may want to report the incident to the police. They are responsible for deciding what action is taken.

Where a young person is over 18 but discloses current, ongoing abuse then this should be reported to one of the nominated staff. A referral for investigation will be made in any circumstances where other young people may be at risk, for example younger siblings.

Vulnerable adults

Where staff have concerns regarding the welfare of a vulnerable adult they should report these to one of the nominated staff who will make a referral to Adult Services if required. Referrals should be phoned through to the Adult Safeguarding Team on 01522 782155.

Procedure for responding to and reporting a disclosure, or concern of abuse

The steps listed below are intended as a reference for staff responding to disclosure of abuse: -

- All concerns and disclosures of abuse should be taken seriously and handled with sensitivity.

- Remember and respect the fact that it takes great courage to confide such personal and painful concerns.
- Don't make promises of absolute confidentiality – this may have to be reported for investigation.
- You may wish at this point to suggest that they speak directly to one of the designated staff. If so make immediate arrangements for them to do this. Otherwise, let the person explain things in their own words and in their own time in an appropriate place.
- Only ask questions to clarify rather than probe.
- Explain, if appropriate, that you will need to report these concerns to one of the designated staff – they may wish to be present when you do.
- Complete a confidential referral form (Appendix 1) or record the information you have, including where known: -
 - full name of learner
 - date of birth
 - address
 - any siblings under 16 – with names and dates of birth if possible
 - date and time of disclosure
 - your name and those of any others present
 - a summary of the information received
 - description of any injuries observed
- **DO NOT** contact parents / carers, as they may be involved. Safeguarding Team or Children's Social Care will do this where it is needed.
- Refer the information to one of the designated staff immediately.
- On receiving information relating to a disclosure of abuse the designated staff member will take the appropriate action – depending on the age of the person concerned and the circumstances.
- On receiving information relating to a disclosure of abuse the designated staff member will take the appropriate action – depending on the age of the person concerned and the circumstances.
- Where a referral to Children's Social Care is required this will be done, usually by the designated person within 24 hours.
- Where a referral to Children's Social Care is made the designated Manager will co-ordinate any requests for information from College staff.
- Where a young person is to be interviewed by Children's Social Care and Police they may choose for the initial interview to take place in College. Under these circumstances they may request that either a member of staff of their choice, or one of the designated staff is present.

- Where a referral to Children’s Social Care is not made the young person concerned should be offered an appointment with a College Counsellor or supported to make a request for external counselling through their GP.
- Full records should be kept confidential by the designated Senior Manager responsible for learner protection and information shared on a need to know basis only. These records will be stored in a secure lockable cabinet only accessed by designated member of staff.
- Any allegations involving staff will also follow Personnel procedures as set out in Section 4.
- Where a formal referral is not required the person concerned may be referred for additional or intensive pastoral support.

5. REPORTING AND DEALING WITH ALLEGATIONS OF ABUSE AGAINST MEMBERS OF STAFF

Due to their frequent contact with young people it is possible that staff may have allegations of abuse made against them. The College recognises that such an allegation may be made for a variety of reasons and the facts of the allegation may be true or untrue.

The College recognises that the Children Act 1989 states that the welfare of the child is the paramount consideration.

The College also recognises that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual’s reputation, confidence and career.

It is therefore imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay.

Receiving an allegation from a young person

The member of staff who receives an allegation from a young person, about another member of staff should follow the guidelines in Section 3.

The allegation should be reported immediately to the Principal and designated manager. In the event that either of these are the subject of allegations the report should be made to the designated Governor. The Principal or the designated Manager should: -

- obtain written details of the allegation from the person who received it, that are signed and dated. The written details should be countersigned and dated by the Principal or other designated person;
- record information about times, dates, locations and names of potential witnesses.
- The Principal may designate a nominated manager to review the allegations and respond as appropriate.

Initial Assessment by the Principal (or other designated manager)

The Principal or nominated manager should make an initial assessment of the allegation, consulting with the designated Manager, designated Governor, HR Manager and Children's Services as appropriate.

It is important that the Principal or nominated manager **does not** investigate the allegation but makes a judgement on the basis of information already available as to whether or not the allegation warrants further investigation.

Where the allegation is considered to be either a potential criminal act or indicates that the young person has suffered, or is likely to suffer significant harm, the matter should be reported to Local Area Designated Officer (LADO) within 24 hours.

Local Authority Designated Officer
Anne Faulkner 01522 554668
Nicola Brangam 01522 554674

Other potential outcomes are: -

- The allegation represents inappropriate behaviour or poor practice by the member of staff but is neither potentially a crime nor a cause of significant harm to the young person, the matter should be addressed in accordance with the College disciplinary procedures.
- The allegation can be shown to be false because the facts alleged could not possibly be true.
- A discussion with Local Authority will result in either: -
 1. Investigation by Local Authority / Police.
 2. Investigation by the organisation following existing policies, however keeping the Local Authority informed.

Enquiries and Investigations

Child protection enquiries by the Police and Children's Social Care should not be confused with the College's internal disciplinary enquiries. The College may use the outcome of external agency enquiries as part of its own procedures. Whilst the Police and Children's Social Care have no power to direct the College to act in a particular way, however the College should assist the agencies with their enquiries.

The College shall hold in abeyance its internal enquiries while the formal Police or Children's Social Services investigations proceed; to do otherwise may prejudice the investigation. Any internal enquiries shall conform to the existing staff disciplinary procedures.

Where there is an investigation by an external agency the Principal, or nominated manager, should normally be involved in inter-agency discussions and ensure that appropriate confidentiality is maintained in the interests of the member of staff about whom the allegation is made. The Principal, or nominated manager, shall advise the member of staff that they should consult with a representative, for example, a trade union.

Subject to objections from the Police or Children's Services, the Principal, or nominated manager, shall: -

- inform the young person making the allegation, and their parents / carers where appropriate, that the investigation is taking place and what the likely process will involve; kept informed of the case and informed of outcome where not a criminal prosecution, that includes outcome of disciplinary procedures.
- inform the member of staff against whom the allegation has been made that the investigation is taking place and what the likely process will involve; offer support where appropriate via Occupational Health or Counselling.
- inform the Chairman of Governors and / or the designated governor of the allegation and investigation.

The Principal, or nominated manager, shall keep a written record of the action taken in connection with the allegation.

Suspension of Staff

Suspension should not be automatic. In respect of staff other than the Principal, suspension can only be carried out by the Principal. In respect of the Principal, suspension can only be carried out by the Chairman of Governors (or in his absence the Vice Chairman).

Suspension may be considered at any stage of an investigation. It is a neutral not a disciplinary act and shall be on full pay. Consideration should be given to alternatives, eg paid leave of absence; agreement to refrain from attending work; change of or withdrawal from, specified duties. When considering suspension, the 'checklist on suspension from work' should be used which is located on Hadron.

Suspension should only occur for a good reason. For example: -

- where a child is at risk;
- where the allegations are potentially sufficiently serious to justify dismissal on the grounds of gross misconduct;
- where it is necessary for the good and efficient conduct of the investigation.

If suspension is being considered, the member of staff should be encouraged to seek advice, for example from a trade union.

Prior to making the decision to suspend, (or Chairman or Vice Chairman of Governors) and the HR Manager should advise the member of staff that: -

- an allegation has been made and that they are to be suspended from duty on full pay;
- it is not a formal disciplinary act but an opportunity to conclude the investigation as quickly and fairly as possible;

- confirmation of the suspension, and reasons for it, will be sent in writing within three working days of the meeting.

Where a member of staff is suspended, the Principal (or Chairman or Vice Chairman of Governors) should address the following issues: -

- The Chairman of Governors should be informed of the suspension in writing.
- The governing body should receive a report that a member of staff has been suspended pending investigation; the detail given to the governing body should be minimal.
- Where the Principal has been suspended, the Chairman or Vice Chairman of Governors will need to take action to address the management of the College.
- The person or parent of the young person making the allegation should be informed of the suspension. They should be asked to treat the information as confidential.
- Senior staff who need to know of the reason for the suspension should be informed.

Depending on the nature of the allegation, the Principal should consider with the nominated Governor whether a statement to the learners of the College and / or parents / carers should be made, taking due regard to the need to avoid unwelcome publicity.

The Disciplinary Investigation

The disciplinary investigation should be conducted in accordance with existing disciplinary proceedings.

Where the member of staff has been suspended and no disciplinary action is to be taken, the suspension should be lifted immediately and arrangements made for their return to work. It may be appropriate to offer counselling.

The person or parent / carer of young person making the allegation should be informed of the outcome of the investigation and proceedings. This should occur prior to the return to College of the member of staff (if suspended).

The Principal (or nominated manager) should give consideration to what information should be available to the general population of the College.

Consideration needs to be taken of statutory guidance when setting timescales.

Allegations without foundation

Obviously false allegations may be indicative of problems of abuse elsewhere. A record should be kept and consideration given to a referral to Children's Services.

In consultation with the designated manager with lead responsibility and or the designated Governor, the Principal shall: -

- inform the member of staff against whom the allegation is made orally and in writing that no further disciplinary or child protection action will be taken;
- inform the person or parents / carers of the alleged victim that the allegation has been made and of the outcome;
- prepare a report outlining the allegation and giving reasons for the conclusion that it had no foundation and confirming that the above action had been taken.

Records

It is important that documents relating to an investigation are retained in a secure place, together with a written record of the outcome and, if disciplinary action is taken, details retained on the member of staff's personal and confidential file.

These should be kept until the person reaches normal retirement age or 10 years if that will be longer

Referral to the Independent Safeguarding Authority

If the allegation is substantiated and on conclusion of the case the employer dismisses the person or ceases to use the person's services, or the person ceases to provide his / her services, the employer should consult the local authority designated officer about whether a referral to the Independent Safeguarding Authority and / or to a professional or regulatory body is required. If a referral is appropriate the report should be made within one month. A referral must always be made if the employer thinks that the individual has harmed a child or poses a risk of harm to children.

Monitoring Effectiveness

Where an allegation has been made against a member of staff, the nominated Governor, together with the manager with lead responsibility should, at the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising from it that should lead to the improvement of the College's Safeguarding Welfare of Learners Policy and Procedures.

Consideration should also be given to the training needs of staff.

6. RECRUITMENT AND SELECTION PROCEDURES

All staff, including volunteers, shall be recruited in line with existing Recruitment and Selection procedures which: -

- verify a candidate's identity;
- obtain an enhanced Disclosure and Barring certificate (via the applicant) including barred list information for individuals in regulated activity;
- verify the candidate's mental and physical fitness to carry out their work responsibilities;
- verify the person's right to work in the UK;

- require documentary evidence of qualifications;
- obtain professional and character references;
- verify previous employment history;
- access the Teacher Services System to ensure there is no teaching prohibition order issues by the Secretary of State;
- conduct further check for individuals who have lived or worked outside of the United Kingdom.

7. STAFF TRAINING AND DEVELOPMENT

- All new College employees will be made aware of the College's SAFEGUARDING Welfare of Learners Policy and Procedures during the induction process.
- The Safeguarding Welfare of Learners Policy will be available to all current staff through the College Intranet.
- Training and staff briefings will be provided at least annually, with all staff in direct contact with young people required to attend a minimum of once every three years.
- The designated Manager and other designated members of staff and the designated Governor will receive adequate training to enable them to discharge their duties effectively.
- All staff involved in any safeguarding case should be offered support / counselling / supervision as appropriate.

Reviewed in the light of guidance from DfES and AoC.

	FIONA GRADY, VICE PRINCIPAL: CURRICULUM & QUALITY
DATE	31 October 2016

Confidential

Safeguarding Welfare of Learners Referral

Person making referral:	
Date:	
Report of a disclosure Y / N	Notification of concerns Y / N
Details of young person / vulnerable adult	
Please provide as much factual information as you have at the time	
Name	Date of birth / age
Address	
Parent / carer details – if known	
Details of other young people within the household – if known	
Summary of the information disclosed / or concerns	
Description of any injuries observed	
Names of all those present when the disclosure was made	
Signature of person making the referral:	
Action taken	
Referral received by :	Designated Senior Manager
Date :	
Referred made to Children's Social Care Y / N	Date :
Name of duty Social Worker referred to:	
Notification of outcome requested Y / N	
received Y / N	
Other Action taken	
Signed by nominated staff:	

Confidential

Residential Learner Welfare Concerns Report

Person making referral :	
Date :	
Details of young person Please provide as much information as you can	
Name	Date of birth / age
Flat room number :	
Summary of the welfare concerns	
Signature of person making the referral :	
Action taken	
Referral received by:	Designated Senior Manager
Date :	
Summary of action taken :	
Signed :	

EQUALITY IMPACT ASSESSEMENT

1. **What is the name of the policy?**
Safeguarding Learners and Vulnerable adults

2. **What is the aim or purpose of the policy?**
To ensure the college meets statutory requirements in relation to safeguarding
To ensure staff are aware of their responsibilities under safeguarding
To ensure learners welfare or safeguarding concerns are dealt with in an appropriate manner

3. **Who does the policy impact on?** *(Staff, learners, partners etc.)*
Staff, learners, volunteers , visitors and governors

4. **Who implements the policy?**
All staff

5. **What information is currently available on the impact of this policy?** *(This could include data that is routinely collected for this policy and/or minutes from management or team meetings. It could also include conversations with students and/or staff who have used this policy in their day to day role).*
Safeguarding stats are collated each ter. Learner surveys are conducted and asked 'how safe do you feel'. The college safeguarding Steering group meets on a termly basis.

6. **Do you need more information to help make an assessment about this policy?** *(If yes, please put down what information you need and identify in the action plan, how you intend to collect it)*
No

7. **Do you have any examples that show this policy is having a positive impact on any of the equality characteristics shown in Table.1?**

8. **Are there any concerns that this policy could have a negative impact on any of the equality characteristics shown in Table.1?**
No

Table. 1

Category	No	Yes	Please supply any additional comments
Race	X		
Disability	X		The policy ensures that a learner with a learning difficulty or disability is protected
Gender	X		
Gender re-assignment	X		
Age	X		Safeguarding statutory guidance are age related. Where a learner is under 18 consent to refer to external agencies should be obtained as a matter of good practice however where a learner refuses but the designated safeguarding officer believes that this young person may be at risk of being harmed or has been harmed then a referral should be made .
Sexual orientation	X		
Religion/belief	X		
Pregnancy/maternity	X		
Marriage/Civil Partnership	X		
Socio-economic	X		
Rurality	X		

Actions Required <i>(clearly state where within existing management structures these actions will be performance monitored?)</i>	Person responsible	Comp date	Review details - impact and outcome
<ul style="list-style-type: none"> Safeguarding stats are to be monitored 	DT	June 2017	

each term and presented to the safeguarding Steering group			
<ul style="list-style-type: none"> • Ensure that safeguarding update is published each year, through newsletter, updated leaflets and e-mails. 	DT	Jan 2017	
<ul style="list-style-type: none"> • Review safeguarding and Prevent awareness in the learner population and produce recommendations for improvements. 	DT/VL	Feb 2017	
Signed:	Position: HoLS		Date: 25.10.16