

Safeguarding Children & Vulnerable Adults Policy 2015-16

Effective for employees, students, governors and volunteers September 2015

Overall responsibility: Principal
Implementation: Student Services Manager
Date issued: September 2015
Date for review: September 2016

Endorsed and approved by P&SG: _____ (signature)
Pat Brennan-Barrett Principal

SAFEGUARDING AND CHILD PROTECTION POLICY

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SAFEGUARDING AND CHILD PROTECTION POLICY

1. BACKGROUND

- 1.1 In July 2015 the Department of Education and Skills published an updated guidance document 'Keeping Children Safe in Education', on safeguarding and promoting the welfare of children under the provisions of the Children Act 1989, and following publication of Section 175 of The Education Act 2002.
- 1.2 Section 175 places a duty of care on Local Education Authorities, and on governing bodies of schools and further education institutions to make arrangements for carrying out their functions with a view to safeguarding and promoting the welfare of children. *Keeping Children Safe in Education* recognises that 'where a child is suffering significant harm, or is likely to do so, action should be taken to protect that child'.
- 1.3 Early years providers, of which the college has a single setting, have a duty under section 40 of the Childcare Act 2006 to comply with the welfare of the Early Years Foundation Stage, under which providers are required to take necessary steps to safeguard and promote the welfare of young children.
- 1.4 Northampton College recognises its duty in this area and seeks to meet and exceed the welfare and safeguarding needs of children and vulnerable adults, as well as ensuring appropriate practices for staff recruitment and selection and providing a safe and secure environment in which to study.
- 1.5 National and regional awareness of the importance of safeguarding young people against radical extremism has grown, and the College is actively engaging in the government's 'Prevent' agenda.
- 1.6 There is continued regional and national concern about, and some prosecutions of, child sexual exploitation gangs.

2. DEFINITIONS

- Children and young people – those aged under 18 years
- Vulnerable adults – those aged over 18 who may be considered vulnerable to abuse, for example those with learning difficulties or disability
- LSCBN – Local Safeguarding Children Board Northampton

3. SCOPE

- 3.1 The Safeguarding and Child Protection Policy applies to all College staff, job applicants, students and prospective students, volunteers and governors whether they work or study in the main College campuses, outreach centres, or other designated areas.
- 3.2 The policy applies to students on work experience placements and work-based and workplace learning programmes, and those engaged on any College-organised off site activity.
- 3.3 The policy applies to working arrangements with other agencies to support the College's Safeguarding and Child Protection Policy, including local education authorities, schools, support agencies, sub-contractors and employers.

4. INTENT

The intent of the Safeguarding and Child Protection Policy is to ensure that:

- 4.1 A safe environment is provided at College for children and vulnerable adults at all times, including support in ensuring children and vulnerable adults are kept safe online.
- 4.2 The College is able to take appropriate action to protect young people who are suffering or at risk of suffering harm, including emotional, physical, and sexual abuse; bullying in all its forms; neglect; radicalisation; female genital mutilation; forced marriage; sexual and financial exploitation (this list is not exhaustive). Action will be taken whether or not the risk of harm occurs in the physical world or online.
- 4.3 Safe recruitment practices exist in checking the suitability of staff, governors and volunteers to work with or in proximity to children and vulnerable adults.
- 4.4 All staff and governors are trained to recognise the types of harm recognised above and take appropriate action in line with College procedures and with *Keeping Children Safe in Education*.
- 4.5 The College ensures that it regularly consults with students about how safe they feel and about their general welfare, and action is taken where learners tell us they do not feel safe.
- 4.6 The College takes steps to support and protect the most vulnerable students, including those under or formerly under the care of the Local Authority, and will support other organisations such as the police in the case of College students becoming missing children.

5. DESIGNATED STAFF AND PROCEDURES

5.1 Designated senior staff member for Safeguarding

- 5.1.1 The designated senior member of staff with lead responsibility for safeguarding and child protection issues is:

Patrick J Leavey, Deputy Principal
Telephone 01604 734296,
Email: patrick.leavey@northamptoncollege.ac.uk

- 5.1.2 The senior staff member has a key duty to take lead responsibility for raising awareness amongst staff of issues relating to the welfare of children and young people, and the promotion of a safe environment for children and young people learning within the College or engaged in College led activity.
- 5.1.3 The senior staff member will receive training in child protection issues and inter-agency working, as required by the LSCBN, and will receive refresher training at least every 2 years.

5.2 Designated manager for Safeguarding

5.2.1 The designated manager for safeguarding and child protection issues is:

Mark Owen, Student Services Manager
Telephone 01604 734015
email: mark.owen@northamptoncollege.ac.uk

5.2.1 The designated manager will oversee the referral of alleged harm or abuse to the relevant investigating agencies in line with LSCBN procedures.

5.1.5 The designated manager is also responsible for ensuring that:

- The College's Safeguarding Committee meets at a minimum once per term
- Advice and support to staff on issues relating to safeguarding and child protection, including e-safety, is provided.
- A proper record of any child protection referral, complaint or concern is maintained (even where that concern does not lead to a referral)
- Ensuring that parents and carers of children and vulnerable adults within the College are aware of the College's Safeguarding and Child Protection policy
- The College liaises with local authorities and LSCBN and other appropriate agencies
- The College liaises with secondary schools which send pupils to the College to ensure that necessary awareness of Child Protection issues is shared appropriately
- The College liaises with employers and training organisations that receive children or vulnerable adults from the College on work experience and placements to ensure that appropriate safeguards are put in place
- Staff receive initial safeguarding training and are aware of the College's safeguarding and child protection procedures, and of the principles of *Keeping Children Safe in Education*.
- A Safeguarding Action Plan is prepared and reviewed annually and is subject to Senior Management team scrutiny.
- The College responds appropriately to the Counter Terrorism duty (PREVENT) and gives due regard to the need to safeguard young people against potential radicalisation.

5.1.6 The designated manager will provide an annual report to the Governing Body of the College setting out how the College has discharged its duties.

5.2 Designated Staff Members for Safeguarding (Safeguarding Officers)

5.2.1 The College will appoint an appropriate number of designated Safeguarding Officers, and there are both male and female officers available. The Safeguarding Officers at the time of writing are:

Name	Email	Telephone
Mark Owen	mark.owen@northamptoncollege.ac.uk	01604 734015
Julie Kennedy	julie.kennedy@northamptoncollege.ac.uk	01604 732444
Hayley Parker	hayley.parker@northamptoncollege.ac.uk	01604 804807
Jo Davies	jo.davies@northamptoncollege.ac.uk	01604 736320
Shirlee Hayes	shirlee.Hayes@northamptoncollege.ac.uk	01604 734290

Note that if a situation arises in which none of the Safeguarding Officers are available, *Keeping Children Safe in Education* advises that 'any staff member can refer their concerns to children's social care directly' (Section 17). Northamptonshire Children and Young Peoples Services can be contacted on 0300 126 1000.

5.2.2 Appropriate training and support will be provided to enable the designated staff to fulfil their role. Safeguarding Officers:

- Report to the senior member of staff or manager with lead responsibility
- Are trained to make appropriate referrals to Children's Social Care
- Will be available to advise and support other staff on issues relating to child protection
- Have particular responsibility to be available to listen to children and young people studying at the College
- Will deal with individual cases, including attending case conferences and review meetings as appropriate
- Will work together to share best practice in safeguarding
- Have received training in safeguarding issues and inter-agency working, as required by the LSCBN and will receive refresher training at least every 2 years

5.3 Allegations of harm or abuse against children or vulnerable adults

5.3.1 Staff should not investigate concerns or allegations themselves, but should report them immediately to a designated Safeguarding Officer.

5.3.2 Records of concerns about children and vulnerable adults will be kept, even where there is no need to refer the matter immediately.

5.3.3 All records will be kept securely on the Colleges safeguarding database which is password protected. Paper records will be scanned and added to secure digital records as well as locked in a central location accessible only by designated staff.

5.5 Children on school link programmes

5.5.1 The College has a duty of care towards young people who are studying on a school link programme whilst on College premises. In arranging school link programmes for young people of compulsory school age the College will:

- Provide schools with adequate details of provision to enable the school to obtain parental consent for their child to participate. The College will require evidence of this written consent
- Seek to ensure that for young people with special education needs (SEN), the College is informed of the details of the statement that has been agreed, in order to determine the level of support needed
- Request details from the school of any medical needs or requirements a young person may have and agree with the school how the necessary support can be provided
- Ensure that young people are made aware of the general standards of safety with which all young people and FE college students should comply.

5.5.2 Concerns regarding safeguarding or child protection for young people on school link programmes must be referred to the Child Protection Officer at the school where the child is on roll (or the child's social worker if the child is not on a school roll), and to the relevant College Safeguarding Officer if other College students or staff are involved or affected.

5.6 Arrangements in the Nursery

- 5.6.1 Nursery staff undergo appropriate Safeguarding and Child Protection training and are DBS checked when employment with the College commences, in line with the College's Safer Recruitment procedures.
- 5.6.2 This Safeguarding and Child Protection Policy is the over-arching Policy for the College. In addition, the Nursery has its own Child Protection Procedures. These will be reviewed annually to ensure that they reflect changes to this Policy.

5.7 Work experience placements, work-based and workplace learning

- 5.7.1 Staff who arrange, vet and monitor work experience placements and work-based or workplace learning must undertake appropriate safeguarding training.
- 5.7.2 Organisations who offer work experience placements or work-based / workplace learning for College students will be vetted for their suitability to do so. This will include both a formal health and safety assessment and safeguarding risk assessment completed by college staff.
- 5.7.3 When the assessment suggests that an employer does not have safeguarding and child protection policies, or awareness of safeguarding and child protection issues, or where there is any evidence of risks to a student's safety, the College will ensure that no students are placed with that employer until a College Designated Safeguarding Officer has made an appropriate assessment. If an employer is deemed unsuitable for work experience placements or work-based / workplace learning, the College will make the LSCBN aware of this.
- 5.7.4 Children and vulnerable adults who are placed with employers will be given clear advice about whom to contact if they are worried or uncomfortable about the surroundings, or if they suffer abuse.

5.8 Support for students, parents and staff

- 5.7.1 Students will be made aware of possible risks to their safety, including e-safety, through tutorial, and in the course of studying in the College, with the intent that they are better able to protect themselves from situations of potential harm.
- 5.7.2 The College will seek to ensure that parents have an understanding of the responsibility placed on the College and staff for safeguarding and child protection by setting out its obligations in corporate publications.
- 5.7.3 Safeguarding Officers and staff who may receive disclosures from young people may find themselves distressed by what they have witnessed or learnt. The College recognises this possibility and will support staff in this situation via access to a Telephone Counselling service or other appropriate support.

5.8 Recruitment of staff and volunteers

- 5.8.1 Recruitment procedures will seek to reflect the requirements of *Keeping Children Safe in Education* and will aim to 'deter, reject or identify people who might abuse children' (Section 46).
- 5.8.2 The College will ensure that procedures are in place to ensure that all appropriate checks are carried out on staff, governors and volunteers who have substantial access to children and vulnerable adults, including enhanced DBS checks, and that records are kept of such checks. This process is detailed further in the Safeguarding Policy and Procedure Recruitment and

Work Placement (Staff, Volunteers, Governors and Students) and Recruitment of ex-Offenders Policy.

- 5.8.3 HR staff and Managers chairing interview panels are trained in Safer Recruitment. A range of Safe Recruitment procedures will be employed and these are described in the Recruitment and Selection Policy.

5.9 Staff training and development

- 5.9.1 The College will provide safeguarding and child protection training for all staff. The training will:
- be available online to reach the greatest number of staff, and face to face where this is more appropriate
 - help staff to recognise the signs of possible harm to children and young people
 - ensure staff know what to do when possible harm is suspected (or when a young person makes a safeguarding disclosure), and whom to contact
 - inform staff of College procedures and policies in the area, relevant legislation, and the role of the designated members of staff for child protection.
- 5.9.2 Safeguarding and child protection training is included within the induction programme for all new staff. The College reserves the right to terminate the employment of staff who have not attended such training by the end of their 2nd month of their employment.
- 5.9.3 Refresher training for all staff will be undertaken every 2 years.
- 5.9.4 All staff will be asked to make themselves familiar with *Keeping Children Safe in Education: information for all school and college staff* (July 2015).

5.10 Reporting and dealing with allegations of abuse made against members of staff

- 5.10.1 Where there is an allegation of harm or abuse against staff, both inside and outside the work setting, the College will work to ensure allegations are dealt with quickly, fairly and consistently. Procedures under this policy apply to all staff, as well as volunteers. These procedures are detailed in the college 'Safeguarding Children and Vulnerable Adults Guidelines for Staff.'

6.0 MONITORING AND REVIEW

- 6.1 This policy will be reviewed annually and will be referred to in the College's corporate publications.
- 6.2 The College's Safeguarding Committee will monitor and review this policy annually.
- 6.3 The Designated Manager for Safeguarding will prepare an annual report for the Governing Body, which reviews how the duties have been discharged.
- 6.4 Any significant deficiencies or weaknesses in regard to safeguarding and child protection arrangements will be remedied without delay and will be brought to the attention of the College's Senior Management Team and the Governing Body.
- 6.5 This policy should not be read in isolation and should be cross-referenced to other relevant policies and procedures, including:

- Safeguarding Children and Vulnerable Adults Guidelines for staff 2015-16
- Recruitment and Selection Policy and Procedure
- Nursery Procedural Statement 2015-16
- Ex Offender Policy 2015-16
- Quiet Room Policy 2015-16
- Visiting Speakers and Fundraising Policy 2015-16
- Staff Disciplinary Policy and Procedure
- Data Protection Policy and Procedure
- Northampton College Prevent Strategy

Appendix A

EQUALITY & DIVERSITY IMPACT ASSESSMENT

This form should be used by managers and policy authors within their area of responsibility to carry out Equality & Diversity Impact Assessments (E&DIAs) in relation to protected characteristics including: Age, Sex, Disability, Gender/Trans, Racial or Ethnic Group, Religious Belief and Sexual Orientation.

The word 'policy' is taken to include strategies, policies, procedures and guidance notes; both formal and informal, internal and external.

The Impact Assessment may be carried out on any policy, service, function or plan you are engaged in, or are about to commence. All policies should be clearly stated. However, in reality, some policies are built into everyday procedures and customs, therefore not all policies are open to inspection and review. Any assessment of a policy should include these customs and practices as well as the formal written policy. 'Functions' means your duties and powers and includes internal and external functions, including service delivery.

1. Name of policy

Safeguarding Children and Vulnerable Adults Policy

2. What is the aim(s), objective(s) and/or purpose of the policy?

To Protect Children and Vulnerable Adults from the risk of harm

3. Who is the policy lead?

Mark Owen

4. Which of the following groups could be affected by this policy?

(Tick all that apply)

Students Staff Wider community

5. Team

Names and position of Impact Assessment Team (min of 3 preferably from areas across the College):

Name	Position
Mark Owen	Student Services Manager
Jan Hutt	Director of Human Resources
Patrick Leavey	Deputy Principal

Date EDIA undertaken: _____

EDIA undertaken as a result of:

Renewal / Revision of Policy / Procedure

New Policy / Procedure

SAR process

Other Please state _____

Date of last EDIA (if applicable) _____

6. Complaints

Have complaints been received from anyone with one or more protected characteristic about the service provided? If yes then please give details.

No

7. The Impact

Four possible impacts should be considered as part of the assessment:

1. **Positive impact** – Where the policy might have a positive impact on a particular protected characteristic.
2. **None or little impact** – Where you think a policy does not disadvantage any of the protected characteristics.
3. **Some impact** – Where a policy might disadvantage any of the protected characteristics groups to some extent. This disadvantage may be also differential in the sense that where the negative impact on one particular group of individuals with protected characteristics is likely to be greater than on another.
4. **Substantial impact** – Where you think that the policy could have a negative impact on any or all of the protected characteristics. This disadvantage may be also differential in the sense that the negative impact on one particular protected characteristic is likely to be greater than on another.

Use the guidance provided above and complete the following table:

Gender/ Age	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
Women		x		
Men		x		
Age		x		

Disability	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
Visually impaired		x		
Hearing impaired		x		
Physical disability		x		
Specific Learning difficulties		x		
Global learning difficulties		x		
Autistic Spectrum Disorder		x		
Any other disability - various		x		

Race or Culture	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
White		x		
Other minority groups		x		

Other Factors	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
Religious Belief		x		
Sexual Orientation		x		
Trans		x		

Please comment on any areas where some or substantial impact is indicated. Any resulting actions must be added to the attached action plan.

Policy has been updated to reflect changes in legislation and procedure. The procedure ensures a fair process is carried out for all staff and as such has a positive impact.

8. Is there anything that cannot be changed?

What cannot be changed?	Can this be justified?	If so, how?
Not applicable		

e.g. Disabled people can be treated more favourably under the 2005 DDA. If a policy appears to treat disabled people more favourably than other equality groups, the disadvantage may be justifiable.

Please list the main actions that you plan to take as a result of this assessment in your area of responsibility. (Continue on separate sheets as necessary)

EQUALITY & DIVERSITY IMPACT ACTION PLAN FOR INCLUSION IN QUALITY IMPROVEMENT PLAN

Area for Improvement and expected impact (linked to Corporate Objectives)	N/A
SMART actions/activities	N/A
Staff development or Resources required	N/A
Timescale including Milestones	N/A
Success Indicators and evaluation	N/A

DISTRIBUTION: Copies of the final E&dIA and QIP should be sent to:

Jan Hutt -Director of HR, Patrick Leavey - Deputy Principal – Teaching, Learning & Success and Gill Ilardo- Quality Improvement Team Administrator

And to those whom this Impact Assessment will cause to have further work to do in either changing processes or re-writing the policy(s) concerned.

All actions recorded here should be carried forward into your QIP, so that actions can be monitored and evaluated to measure the impact. There will be random sampling of action plans through the Equality & Diversity Forum

APPENDIX B

COMMUNICATIONS PLAN

TITLE OF COLLEGE POLICY:	DATE APPROVED BY EMT/CORPORATION:
Safeguarding Children & Vulnerable Adults Policy	

AUDIENCE (select appropriate with √)				
Managers		Curriculum teams	Business Support teams	
All staff	✓	Suppliers	Partners	✓
Other (please state)				

CHANNEL (select appropriate with √)				
Policy & Strategy Team (PST)		Quality Improvement Network (QIN)		Marketing team
e.g. Meeting Email	✓	e.g. Meeting Email	✓	e.g. NC Update Managers' Update Intranet Website ✓
Individual team		Suppliers		Partners
e.g. Document Library Noticeboards Team meeting Email	✓	e.g. Letter or email Meeting		e.g. Letter or email Meeting
College Management Team (CMT)		JCNC		CORPORATION
e.g. Meeting Email		e.g. Meeting Email	✓ ✓	e.g. Meeting Email ✓

COMMUNICATIONS PLAN ACTIVATED BY:		
Name: Mark Owen	Job title: Student Services Manger	Date:27/08/2015