Hadlow College

Safeguarding Policy

2016/17

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Written By	LB	LB	LB	LB	BC	BC	BC		
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Part of the Hadlow Group

Safeguarding Policy

1. **Introduction**

1.1 This policy should be read within the context of the Safeguarding Strategy.

The Safeguarding of staff and students at Hadlow College is deemed to be the responsibility of all members of the College and Safeguarding along with the associated elements of Child Protection and the Prevent agenda are integral to all activities associated with the College whether on or off site.

1.2 Aspects included under the 'umbrella' of Safeguarding and for which the College has a responsibility in supporting all learners include:

1.2.1 **Keeping staff and students safe within and outside of College from**

- Radicalisation
- Accidents
- Crime
- Bullying and harassment including cyber bullying
- Maltreatment
- Domestic violence and bullying
- Financial abuse
- Discrimination abuse
- Abuse – There are many categories of abuse and include areas such as physical, emotional, sexual and neglect.
- In addition to these you must be aware of how to identify the signs of the abuse categories outlined in Keeping Children Safe in Education and how to respond and report on them

1.2.2 **To support staff and students to keep themselves**

- Healthy (including drugs/alcohol abuse, nutrition, exercise)
- Safe (Health & Safety, domestic violence)
- E-Safety (Internet, text, websites, safe from cyber bullying, grooming and radicalisation)

1.2.3 **To ensure that staff and students**

- Feel safe whilst undertaking College activities
- Know how to report instances of bullying and harassment and that reporting procedures are clear
- Know how to report abuse including radicalisation and FGM

1.2.4 **To educate students to understand and make informed decisions regarding**

- Sexual health
- Diet
- Criminal activity
- Alcohol
- Drugs
- Relationships
- Hot Topics

1.2.5 **To assist and raise awareness of staff in understanding, managing and supporting**

- Learners with Learning Difficulties and Disabilities (LLDD)
- Adults with Learning Difficulties and Disabilities (ALDD)
- Learners from ethnic minority backgrounds
- English for Speakers of Other Languages (ESOL) learners
- Students with Mental Health issues (e.g. depression, anxiety, self harm, emotional issues)
- Children in Care (CIC), care leavers and young carers
- Young people seeking asylum
- Young Offenders/Rehabilitation of Offenders
- Learners with any of the Protected Characteristics:
  - o Race
  - o Age
  - o Disability
  - o Sexual Orientation
  - o Gender
  - o Gender Reassignment
  - o Marriage and Civil Partnerships
  - o Pregnancy and Maternity
  - o Religion and Belief

1.2.6 **To ensure that staff and students are fully aware of the requirements of**

- Safeguarding and keeping themselves safe
- Child Protection (the reporting of abuse or neglect)
- The wider abuse categories of: Child Sexual Exploitation, Bullying including Cyberbullying, Domestic Violence, Drugs, Fabricated or Induced Illness, Faith Abuse, Female Genital Mutilation, Forced Marriages, Gangs

and Youth Violence, Gender Based Violence, Mental Health, Private Fostering, Radicalisation, Sexting, Teenage Relationship Abuse and Trafficking

1.2.7 These are to be achieved through

- A student induction programme that provides an effective introduction to safeguarding
- A group tutorial programme that embeds and reinforces all aspects of safeguarding
- A staff induction programme that provides an effective introduction to safeguarding
- A staff development programme that continually upskills staff in their understanding and application of safeguarding through all their activities.
- College policies and procedures that promote and reinforce safeguarding for staff and students
- An area on Moodle providing information for staff
- An area on Moodle providing information for students
- Poster campaigns raising the awareness of the broad nature and high importance of safeguarding
- Themed events and activities which may include external speakers
- Student Conferences – Learner Involvement
- Student resources including handbooks on:
  - o Student Safeguarding
  - o E-Safety
  - o Respect

2. Personnel Responsible for Safeguarding

Governor Nominated Person

Harvey Guntrip

Nominated Senior Managers (Staff and Student Safeguarding)

Bev Cleves (Group Vice Principal Student Support Services and Curriculum [WKAC])
Jane Salzer (Group Director Human Resources)

Designated Safeguarding Leads (DSL)

Sharon Lowen (Group Head Student Experience)
Emma Henry (Student Support Co-ordinator Health and Wellbeing)

Janet Foster (Student Support Officer)
Doug Carr (Student Support Officer)
Angie Ford (Residential Support Officer)
Deborah Stanton (Group Student Support Manager)
Karen Richardson (Group Head Additional Learning Support)

There is a list of duties for each nominated role available on Moodle.

3. **Safeguarding Training**

3.1 There is a College requirement for all staff:

- To undertake Safeguarding training which includes Child Protection at induction and annual mandatory updating (recorded on Performance Talent Review, [PTR])
- To undertake Equality, Diversity and Inclusion training at induction and three yearly mandatory updating (monitored and recorded at PTR)
- To undertake Prevent and Female Genital Mutilation training annually
- To undertake additional training as required in response to changes in policies or procedures and individual roles

3.2 Other training will include:

- Annual Governor update and awareness training
- Nominated Senior Managers to undertake nationally recognised training.
- Group Vice Principal Student Support Services and Curriculum (WKAC) to undertake Designated Person training
- All staff involved in staff recruitment to undertake training in *'Safe Recruitment'*
- Designated Safeguarding and Prevent leads – update training as stipulated

3.3 All staff are required to ensure that they are familiar with College policies and procedures related to Safeguarding including:

- Safeguarding Strategy
- Child and Vulnerable Adults Protection
- Prevent
- E-Safety
- Health and Safety
- Equality, Diversity and Inclusion
- Additional Learning Support
- Student Disciplinary

- Fitness to Study
- Computer Use of Information and Learning Technology
- Student Confidentiality
- Staff Code of Conduct
- Recruitment and Selection Procedures (incorporating Safe Recruitment)
- Confidential Reporting Code and Procedure (Whistle blowing) for the investigation of irregularities
- Lone Working
- Safeguarding Code of Conduct for Contractors, Visiting Lecturers and Volunteers
- Visitors Protocol
- Guidelines for staff and their families living in College accommodation
- Safeguarding Code of Conduct for Alumni
- External Speakers

3.4   **Personal Tutors/Course Managers, Programme Leaders and ABC Assessors** are responsible for knowing their learners and to identify if learners are at risk with particular reference to 1.2.5 above.   Course Manager/Personal Tutor Training will support the following responsibilities:

3.4.1 Students at risk of not completing their course are deemed to be 'at risk' – this does not infer a risk of physical danger but relates to being at risk of dropping out of their course or not succeeding. Personal Tutors should ensure that all staff teaching or in contact with 'at risk' learners e.g. Student Support Services are informed of the needs of the students and appropriate strategies for managing those learners to maximise their opportunity for success.

3.4.2 Where staff are not clear of strategies for managing 'at risk' learners it is their responsibility to seek support and to undertake appropriate training to address their skills need through the staff development programme or by reporting the training need to their line manager and/or the Group vice Principal Quality, Standards and Performance/Quality Co-ordinator.

4.   **Pastoral /Tutorial Responsibility**

4.1.1 All staff are responsible for ensuring the safety and well being of all learners and other staff members. However Personal Tutors have a specific responsibility for the safeguarding of tutees within their tutor group. In line with their job role they should ensure that:

They know their tutees through:

- Examination of application, recruitment and enrolment documentation
- Understanding of initial assessment
- Recognise behaviour and individual character traits

They ensure that the following is in place in response to the above:

- Recommendation for change of course if appropriate
- Additional Learning Support (Language, literacy or numeracy, English and maths)
- Referral to Student Support Services where appropriate

They ensure that students are fully supported by:

- Informing all teaching staff of support needs within the learning environment
- Ensuring that support mechanisms are effectively supporting learning
- Inform relevant parties where they are less effective e.g. parents/guardians, ALS team, Student Support Services
- Using one to one tutorials effectively to support achievement on course and overcome barriers to learning

4.1.2 Student Induction

All students must have Safeguarding included in their Induction Programme and be made aware of:

- College policies related to safeguarding
- Their responsibility for their own and others' safety
- The requirement to wear ID at all times when on College sites
- How to report any instances related to Safeguarding, Child Protection or radicalisation or contact with extremist groups.

All students starting courses late should be provided with a comprehensive induction which must include Safeguarding.

4.1.3 Information Sharing in respect of Children, Young People and Vulnerable Adults

- Guidance is available on SharePoint to support tutors in understanding issues around sharing information about young people and vulnerable adults
- All sharing of information must comply with the Data Protection Act – Student Confidentiality Policy

5. Curriculum Responsibilities

5.1 Work Placements

5.1.1 The procedure for work placements must be followed for all FE and HE students to ensure that placements have been checked by Health and Safety. Students and work placement staff must be familiar with the requirements of safeguarding at work training. There are specific requirements for overseas visits.

5.1.2 Apprenticeship and Work Place Training providers are issued with College guidance on Safeguarding and Child Protection in order to ensure that Hadlow College maintains its commitment to safeguarding its students when engaged in College related activities. The guidance outlines what is meant by Safeguarding, safeguarding measures that should be put in place and who to contact at the College regarding safeguarding or Child Protection concerns or questions.

5.2 Educational Trips and Visits

5.2.1 The Educational Trips and Visits Procedure outlines the requirements for all off site visits and trips including both residential and non-residential at home and abroad. This is included in the induction for all teaching staff.

6. Safeguarding in Higher Education Provision

6.1 The College is a provider of Higher Education programmes and is working with students who are registered both with Hadlow College and with the University of Greenwich and who are over the age of 18.

6.2 There is no legislation in the area of safeguarding that is directed specifically at Higher Educational Institutions (HEIs). However common law and in some cases some legislation place responsibility on the organisation for example to prevent radicalisation.

6.3   It is recognised that safeguarding is about managing relationships and therefore there is a need to move beyond legal compliance to a culture in which safeguarding is embedded. The HE provision is expected therefore to comply with the procedures in place for FE regarding codes of behaviour and good practice in order to ensure that all learners are safeguarded, know how to keep themselves safe, are treated with respect and that staff are protected by those policies and procedures against allegations of abuse.

6.4   It is also recognised that in delivering HE within an FE context that all staff have access to young people and vulnerable adults and therefore the Human Resources policy regarding safe recruitment and codes of conduct apply equally to those staff delivering HE provision.

7.   **Safe Recruitment**

The College has clear procedures which must be followed by all managers employing staff.

These are outlined in the Recruitment and Selection Policy and comply with the safeguarding statutory guidance outlined in Keeping safe in Education.

8.   **Safeguarding in Pre-School Provision**

The Pre-School provision adheres to the welfare standards of the Early Years Foundation Stage 2008 as set out by Ofsted which includes a requirement for DBS checks at Enhanced level.

9.   **Contractors, Visiting Lecturers, Volunteers and Alumni**

The College will in the case of these groups make judgements of risk when offering contracts. The individual making these arrangements is responsible for ensuring that in the case of:

Contractors the employers have undertaken appropriate checks on its own staff and that they are fully aware of the Code of Conduct for Contractors.

Visiting Lecturers/Volunteers are accompanied from reception to the place of the lecture or volunteer activity. Visiting lecturers should not be left unaccompanied with students at any time unless in the areas of the College open to the general public. Refer to Code of Conduct for Visiting/Sessional Lecturers and the Visitors Policy.

For the purposes of safeguarding, **Volunteers** should be treated as employees and must be DBS checked and a reference obtained.

Alumni members must sign in as a visitor and be accompanied to the LRC.

10. **Induction of staff**

All staff undergo an induction programme co-ordinated centrally through Human Resources. All staff are required to undertake Safeguarding training, Child Protection training and Equality, Diversity and Inclusion training as part of their induction programme. It is the responsibility of the line manager of every new member of staff to confirm completion of this training prior to confirming their appointment at the end of their probationary period.

11. **Safeguarding of Residential Students**

Residential provision at Hadlow College complies with the guidelines outlined in the Department of Health document, *Accommodation of Students under Eighteen by Further Education Colleges, National Minimum Standards 2002.*

The document contains a statement of national minimum standards published by the secretary of State under section 87C (1) of the Children act 1989 as amended by the Care Standards Act 2000.

The national minimum standards are applicable to further education colleges accommodating students under 16.

The national minimum standards are intended to safeguard and promote the welfare of young people under the age of 18 for whom accommodation is provided.

The national minimum standards are not applicable for those students 18 or over, although the policies and procedures put in place are appropriate for all residential students regardless of age.

Compliance with the national minimum standards are monitored through external inspection, carried out by Ofsted.

Inspections will also make evaluative judgements about the quality and effectiveness of the work and its impact on residential learners' experiences and outcomes. Inspectors will make five judgements: overall effectiveness; outcomes for young people; quality of service; safeguarding and leadership and management.

In reaching a judgement about safeguarding, inspectors will consider the College's arrangement for ensuring that learners in their care are safe and protected from harm. This includes arrangements for the safe recruitment of

staff, health and safety, child protection, anti-bullying strategies and behaviour policies.

12. **Staff Living in College Accommodation**

All staff who to live in College Accommodation either as part of their relocation package or for the better performance of their role, are DBS checked prior to moving in. Any adults living with them will also need to be checked prior to moving into College accommodation and any children living with them will be checked upon turning 16.

All staff living in College accommodation are issued with the 'Guidelines for Staff and their families living in College Accommodation' which details their responsibilities as a tenant, for their behaviour and that of their friends, family and visitors.

This document is available on SharePoint under Human Resources.

13. **If you have a safeguarding concern what should you do?**

Safeguarding concerns should be reported to the Designated Safeguarding Lead if abuse is suspected or if a disclosure is made by a student. If it is not abuse but safeguarding, it should be reported to Group Director Human Resources or the Group Vice Principal Student Support Services and Curriculum (WKAC) or a member of the Student Support Services Team.

If the concern is about radicalisation the Group Vice Principal Student Support Services and Curriculum (WKAC), Group Director Human Resources, Group Head Student Experience or The Group Student Support Manager must be contacted.

The Child and Vulnerable Adult Protection Policy and Procedures can be found on SharePoint under policies.

14. **Dealing with allegations of misconduct against staff under Safeguarding and Child Protection**

All allegations must be reported to the Senior Safeguarding Leads as soon as a member of staff is aware of an allegation. The College has a legal duty to report concerns within one working day to the Local Authority Designated Officer. The member of staff may be suspended if it is considered that they or anyone else is at risk, or if there is a good reason to believe the continued attendance of the member of staff cannot be permitted.

Appendix A

List of Abuse Categories

Bullying and Cyber bullying

Child Sexual Exploitation

Domestic Violence and Abuse

Drugs

Fabricated or Induced Illness

Faith Abuse

Female Genital Mutilation

Forced Marriage

Gangs and Youth Violence

Gender Based Violence Against Women

Private Fostering

Radicalisation

Teenage Relationship Abuse

Trafficking

Sexting