



Safeguarding Policy

2020-21

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Safeguarding Policy

1.0 Policy Statement

1.1 Policy Review

This policy will be reviewed annually to ensure that it is fit for purpose and meets the statutory requirements. It is the responsibility of the individuals appointed to the roles below at the College to review the Policy and to ensure it is compliant with relevant legislation, regulations, best practice and communicated to staff and ensure compliance.

- Assistant Principal Student Experience
 - Lead SMT Member for Safeguarding (Students) for the College
- Deputy Principal
 - Lead SMT Member for Safeguarding (Staff) for the College
- Head of Safeguarding
 - Designated Safeguarding Lead for Students Operations
- Safeguarding & Pastoral Manager
 - Deputy Designated Safeguarding Lead for Students Operations
- Head of Human Resources
 - College Lead Counter-signatory for Disclosure and Barring Service, Designated Safeguarding Lead for Staff
- Human Resources Operations Manager
 - Deputy Safeguarding Lead for Staff

1.2 Safeguarding Purpose

The purpose of this policy is to enable all staff employed by the College along with others engaged as agency workers, volunteers or contractors to safeguard Staff and Students and to promote the welfare of children and adults who may be at risk.

The College places a high priority on creating a culture in which it is safe to work and learn. Affording protection to our students is also a key priority, as is:

- Welfare of the child and adults at risk is paramount
- All children and adults at risk, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child or adult is at risk of harm
- Pupils and staff involved in child protection issues will receive appropriate support
- Affording protection to our Students.

1.3 Scope

This policy applies to all Governors, College employees, agency workers and volunteers, contractors, consultants and those working under self-employed arrangements. For the purpose of this policy the term 'Staff' will encompass the above groups.

Staff must acknowledge that:

- Students' welfare is of paramount importance and all students have the right to be protected from abuse
- Governors, staff and volunteers will receive safeguarding training which is appropriate to their role
- Students who are being abused will only tell people they trust and with whom they feel safe and that any person confided in needs to be able to respond appropriately to any student who discloses evidence of abuse
- It is essential that our practice and behaviour puts students' welfare first and cannot be misconstrued in anyway and does not contravene accepted good practice or the College's Staff Code of Professional Conduct

For the purpose of this policy the term 'student' will encompass any child, young person or adult studying any course/programme (full-time, part-time, work-based) at South Essex College of Further & Higher Education.

1.4 Safeguarding Aims

The Safeguarding aims are:

- To keep students safe from harm or potential harm
- To develop a good understanding with all staff and Governors of the importance of safeguarding all children and adults at risk, and their responsibilities for identifying and reporting actual or suspected abuse
- To ensure safe recruitment and selection procedures are in place when recruiting Staff and engaging others in all forms of work at the College.
- To ensure that all students know that the College takes the safeguarding agenda very seriously and will follow the appropriate procedures for identifying and reporting abuse and for dealing with allegations against staff
- To ensure that parents/carers/guardians are clear about the value the College places on safeguarding

1.5 Related College Policies and Procedures

The Safeguarding Policy should be read in conjunction with:

- Staff Code of Professional Conduct
- Student Anti-Bullying & Harassment Policy
- Student Behaviour Improvement Policy & Procedure
- E-Safety Policy
- Prevent Strategy, Risk Assessment & Action Plan
- Health and Safety Policies and Procedures
- First Aid Policy
- Inclusive Risk Assessments or Risk Assessment & Management Plan
- HR Guidelines on Recruitment and Selection
- Critical Incident Plan
- Attendance Policy
- Equality & Diversity Policy
- Wellbeing Strategy
- SEND Policy
- Stop & Search Policy
- HE Disciplinary Policy & Procedure
- HE Return to Study Policy
- HE Attendance Policy

2.0 Safer Recruitment and Selection

Human Resources ensure full compliance with the Department for Education guidance "Keeping Children Safe in Education" incorporating safer recruitment and dealing with allegations of abuse made against teachers and other staff.

Human Resources Department obtain original documentation and ensure all pre-employment checks listed below are completed as appropriate for all new Staff, agency workers, volunteers, self-employed workers and contractors engaged to work in some form at the College. All relevant checks are completed prior to anyone commencing working in any capacity with Students:

- Identity
- right to work in the UK
- employer references (minimum of two from previous employers)
- pre-employment medical screening
- qualification checks
- Enhanced Disclosure and Barring Service check on all employees prior to them commencing employment at the College.

Should any concerns be identified during the recruitment and pre-employment or pre engagement checking process, appropriate action is taken to source information and make an informed decision as to whether to progress employment or not. Subject to the nature of the concerns identified appropriate advice is sought from Head of Safeguarding or designated Senior Leadership Team Lead or member in their absence and a decision made whether to progress to appointment or not.

Staff are required to complete the mandatory online child protection training and are provided with safeguarding training. All new staff are required to attend an induction where they are provided with advice and guidance on safeguarding and how to safeguard themselves. Information is given to staff and they are advised how to find the associated policies and asked to familiarise themselves with these documents and their responsibilities.

3.0 Cross-College Responsibilities

3.1 Governing Body & Corporation

The designated member of the Governing Body & Corporation with responsibility for Safeguarding will ensure that the Governing Body are kept informed of safeguarding guidance. This Corporation member will ensure that the College continuously meets its statutory requirements for safeguarding children and vulnerable adults. They will not directly be involved in cases or have access to confidential information on students or staff. The Designated Member will work directly with Safeguarding & Pastoral Team and Human Resources to ensure that Safeguarding is high on the College agenda and everyone has an understanding of their responsibilities to safeguard students. There is no requirement for this designated member to receive specialist child protection and inter-agency working training.

3.2 Senior Leadership

As a large multi-campus college, strategic responsibility for Safeguarding is led by the Deputy Principals:

- Deputy Principal & Chief Executive – Staff
- Deputy Principal Curriculum & Quality – Students

The Assistant Principal Student Experience directs the implementation of the College's strategic direction in relation to safeguarding to ensure the college undertakes its statutory duties.

- Ensuring the College meets its statutory requirements with regard to safeguarding children and vulnerable adults
- Policy review and ensuring that parents/carers, staff and young people are aware of the College's Safeguarding Policy
- Supporting the Manager and Designated Safeguarding Lead (DSL) and Deputies to undertake their duties
- Ensuring the Safeguarding provision at the College is well resourced to meet its duties
- Advice & guidance to all staff
- Raising awareness of safeguarding across the Governing Body, Senior Leadership Team and Leadership & Management group

The Senior Management Team Members are trained to Designated Safeguarding Lead level covering child protection issues, inter-agency working and staff allegations, as required by the Local Safeguarding Children Board, and will receive refresher training at least every two years.

3.3 Designated Staff:

3.3.1 Manager and Designated Safeguarding Lead (DSL) for Students

The Head of Safeguarding manages operational safeguarding and is nominated DSL (Students) for the College. They have a key duty to take leadership for raising awareness with staff over issues relating to the welfare of children, young people and adults at risk. The Head of Safeguarding will receive training in child protection issues, inter-agency working and managing staff allegations as required by Keeping Children Safe in Education and the Local Safeguarding Children Partnerships, and will receive refresher training at least every two years. They should keep up to date with developments in child protection/safeguarding/adult at risk issues through regular CPD.

The DSL (Students) is responsible for:

- Overseeing the referrals of cases of suspected abuse or allegations to Social Care, LSCP's or other appropriate agencies and safeguarding risk management
- Providing advice, guidance and support to other members of staff on issues related to child protection/adults at risk
- Overseeing the management of cases where child sexual exploitation (CSE) and/or Child Criminal Exploitation (CCE) is suspected. The DSL (Students) will have attended additional training in relation to CSE and CCE.
- Maintaining a proper record of any referrals, complaints or concerns (even when a concern does not lead to a referral)
- Liaising with the LSCP's and other appropriate agencies as well as attending meetings and boards as required

- Ensuring that staff receive basic training in child protection/adults at risk issues and are aware of the College policy and procedure
- Promotion and awareness of all safeguarding issues
- Provide regular reports to SLT and the College Corporation setting out how the College has discharged its duties.

3.3.2 Deputy Designated Safeguarding Lead (DSL) for Students

The Safeguarding & Pastoral Manager is the Deputy DSL (Students). Alongside the day to day management of the Safeguarding & Pastoral Team, they will cover the responsibilities of the Lead DSL (Students) in their absence as well as taking responsibility for certain areas of ensuring all young people and adults at risk enrolled at the College are protected from harm. The Manager will receive training in child protection issues, inter-agency working and managing staff allegations as required by Keeping Children Safe in Education and the Local Safeguarding Children Partnerships, and will receive refresher training at least every two years. They should keep up to date with developments in child protection/safeguarding/adult at risk issues.

In addition to the responsibilities listed above, the Deputy DSL (Students) is also responsible for:

- Liaising with secondary schools, social care and other agencies which send young people and adults at risk to the College to ensure appropriate arrangements are made for progression
- Promotion and awareness of all safeguarding issues

3.3.3 Head of Human Resources (Designated Safeguarding Lead for Staff)

The Head of Human Resources, is the lead signatory for DBS checks and for ensuring that all staff recruited to the College, any agency, self-employed or contractors are fit to practice in this environment. The Head of Human Resources has received Designated Safeguarding Lead Training in child protection issues, inter-agency working, staff allegations and safer recruitment, and will receive refresher training at least every two years. They should keep up to date with developments in child protection/safeguarding/adult at risk and safer recruitment issues through regular CPD. They will also:

- Lead responsible for the management of the electronic Disclosure and Barring Service (DBS) and contract management in order to risk manage safeguarding.
- Lead and be responsible for reporting allegations of abuse against staff to the Independent Safeguarding Authority part of the DBS.
- Lead and manage the recruitment and selection process in line with safer recruitment and ensure all relevant pre-employment checks for all staff, agency workers, volunteers etc are satisfactorily completed.
- Responsible for managing the College Single Central Record report which contains the evidence of all pre-employment checks completed in compliance with Keeping Children Safe in Education regulations.
- Ensure all managers responsible for recruitment are appropriately trained on safer recruitment.
- Lead on the management of complaints made against staff and any subsequent investigations.

- Assist in the training and development of all Staff, agency workers, and volunteers for safeguarding.
- Ensure that all staff are fully aware of their safeguarding responsibilities and the appropriate action to take in the event of an issue arising or being identified.
- Annually review the Staff Code of Professional Conduct which incorporates clarification on safeguarding.

3.3.4 Human Resources Operations Manager (Deputy Designated Safeguarding Lead for Staff)

The Human Resources Operations Manager will deputise in the absence of the Head of Human Resources as appropriate in relation to the effective management of safeguarding. The Manager will receive training in child protection issues, inter-agency working, managing staff allegations and safer recruitment as required by Keeping Children Safe in Education and the Local Safeguarding Children Partnerships, and will receive refresher training at least every two years.

- Assist with the management of the recruitment and selection process in line with safer recruitment and all relevant pre-employment checks for all Staff, agency workers, volunteers etc.
- To assist with any complaints and subsequent investigations made against staff. They should ensure the timely and appropriate resolution of complaints and, if required, make sure action is taken in line with the College Disciplinary Policy and Procedure.
- Assist in the training and development of all Staff, agency workers, and volunteers for safeguarding.
- Ensure that all staff are fully aware of their safeguarding responsibilities and appropriate action to take in the event of an issue arising or being identified.

3.4. All Staff & Volunteer Responsibilities (Good Practice Guidelines & Code of Conduct)

All staff (including Agency workers/ Volunteers / Self-Employed / Contractors) have an equal responsibility to act on any suspicion or disclosure that may suggest a child or adult is at risk of harm. Due to their day to day contact with children, young people and adults, College staff are uniquely placed to observe changes in behaviour and the outward signs of abuse. Students may also turn to a trusted adult in College when they are in distress or at risk. It is vital that College staff are alert to the signs of abuse and understand the procedures for reporting their concerns.

To meet and maintain our responsibilities towards students we agree to standards of good practice. Staff should safeguard student's wellbeing and maintain public trust in the education profession as part of their professional duties. Good practice includes:

- Treating all students with respect
- Setting a good example by conducting ourselves appropriately
- Involving a student in relevant decisions that affect them
- Encouraging positive, respectful and safe behaviour among students
- Creating a listening culture and helping to ensure that students know that they can come to them to be listened to whilst never promising you will not tell anyone as this may not be in the best interests of the child
- Being alert to changes in a student's behaviour and recognising that challenging behaviour or poor mental health may be an indicator of abuse

- Maintaining records and notes on changes in behaviour or circumstances to support any potential referrals
- Know how to manage and maintain an appropriate level of confidentiality by only involving those who need to be involved e.g. Safeguarding & Pastoral Team, Line Manager, Social Care or relevant agency
- Reading and understanding Keeping Children Safe in Education (Part I) the College's Safeguarding Policy and related policies on wider safeguarding issues such as bullying, behaviour, professional conduct and data protection
- Maintaining appropriate standards of conversations and interaction with and between students and avoiding the use of sexualised or derogatory language
- Being aware that mental health and wellbeing can be an indicator of abuse as well as lead to an increased vulnerability and risk of abuse
- Being aware that the personal and family circumstances and lifestyles of some students lead to an increased risk of abuse
- Staff should not assume a colleague or another professional will take action and share information that might be critical in keeping students safe
- Never to be fearful to share information as this could stand in the way of the need to promote the welfare and protect the safety of students
- Staff promptly reporting to the Head of Human Resources the details of any change in their personal circumstances (for example committing of an offence) that may call into question their suitability to work with children, young people and adults at risk
- Staff promptly reporting to the Head of Human Resources, the details of any involvement in an investigation, they or a member of their home/residence have with an external agency, such as police, social services, HMRC or Department of Work and Pensions, or any other legal activity which may pose a risk or impact on their DBS status, and ability to work with children, young people or adults.

Where a member of staff or volunteer has reason to suspect that a student is at risk of harm they are to follow the procedure as set out in Appendix 3.

All staff and volunteers will complete the online Child Protection Training module when they first join the College. The Safeguarding & Pastoral Team, in partnership with Staff Development and Human Resources, will deliver cross-college training, either face to face or via interactive learning modules.

3.4.1 Female Genital Mutilation Mandatory Reporting Duty

There is a mandatory reporting duty with regards to Female Genital Mutilation (FGM) placed on staff in education. Staff must report to the Police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report will face disciplinary sanctions. Reports must be made personally to the Police with support from the Safeguarding & Pastoral Team.

The duty does not apply in relation to at risk or suspected cases or in cases where the woman is 18 or over. In these cases the safeguarding procedure should be followed.

More information on FGM, Forced Marriage and so-called honour-based abuse is outlined in Appendix 8.

4.0 Curriculum Development

The College believes that the curriculum, both academic and pastoral, is important in safeguarding and child protection and aims to ensure that curriculum development meets the following themes related to safeguarding:

- Developing self-esteem
- Developing communication skills
- Informing about all aspects of risk
- Developing strategies for self-protection
- Developing a sense of the boundaries between appropriate and inappropriate behaviour in adults and young people and children
- Developing non-abusive behaviour between students and in relationships
- How to respond to and report bullying and/or harassment
- Use of social and emotional aspects of learning to promote life-long wellbeing skills

5.0 Abuse of Trust

5.1 General Principles

All staff are aware that inappropriate behaviour towards students is unacceptable and that their conduct towards students must be beyond reproach.

In addition, all staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of the College staff and a student under 18 may be a criminal offence, even if that student is over the age of consent.

The College's Staff Code of Professional Conduct sets out our expectations of staff. Appendix 4 outlines the process for any allegations against a member of staff.

5.2 Apprentices and Staff under 18 years

The College proactively recruit Apprentices across a number of areas and employ staff who may be under 18 and understand that they may have previously studied with the College. The College appreciate that Apprentices maybe in personal relationships with current students which commenced before their employment.

All Apprentices must disclose relationships with current students during pre-employment checks and should be aware that the College can request a relocation or terminate the offer of employment under Abuse of Trust requirements.

Where there is a safeguarding concern regarding an apprentice aged under 18, normal child protection procedures apply with Human Resources as the lead to Early Help, the Local Authority or relevant agency.

5.3 Staff with personal relationships with Students

All new staff must disclose relationships to current students during pre-employment checks to Human Resources. All current staff are required to disclose personal relationships with

students e.g. family member or close friend of family starting a course of study, to Human Resources and their Line Manager. In either situation this allows the College management team to manage any potential risks and take appropriate action. This offers protection to the staff member and the student during their time studying with the College.

5.4 Staff with family members as Students

The College recognises that staff will have family members who are enrolled on courses. Where a planned or unplanned event takes place that puts the member of staff in a social situation with students e.g. party or 'sleepover' to protect the member of staff it is recommended that they advise their line manager of this interaction. This affords a level of protection to the member of staff if a disclosure of the event is made by a third party or allegations are made.

6.0 Safeguarding Concerns shared by Institutions/Agencies

Where the College shares a safeguarding concern regarding an individual, whether this be a student, staff member or volunteer, with another institution or agency, partnership working will be key to referrals and information sharing.

Where there is a requirement to protect the immediate safety of a child/children or vulnerable person based on the information available at the time, it is recognised that the member of staff or volunteer affected will not be advised of such referral until such time as it is safe to do so.

An agreed Lead Professional will be appointed who will be responsible for managing the referrals (e.g. to social care, LADO) and keeping all parties up to date with the progress of the case.

7.0 Students who may be particularly vulnerable

Some students may be at an increased risk of abuse. It is important to understand that this increase in risk is due more to societal attitudes and assumptions, and child protection & At Risk Adults procedures that fail to acknowledge people's diverse circumstances, rather than the individual person's personality, impairment or circumstances. Many factors can contribute to an increase in risk including prejudice and discrimination, isolation, social exclusion, communication issues and a reluctance on the part of some adults to accept that abuse can occur.

To ensure that all of our students receive equal protection, we will give special consideration to students who are:

- Disabled or have special educational needs
- Living in a domestic abuse situation
- Affected by parental substance misuse, domestic abuse or parental mental health needs
- Asylum seekers (UAS)
- Living away from home
- Vulnerable to being bullied, or engaging in bullying
- Living in temporary accommodation
- Live transient lifestyles
- Living in chaotic and unsupportive home situations
- Not having support networks

- Personal substance misuse issues
- Physical ill-health
- Mental Health
- Financial circumstances
- Vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality
- Involved directly or indirectly in sexual exploitation
- Do not have English as a first language
- At risk of female genital mutilation (FGM)
- At risk of forced marriage
- At risk of being drawn into extremism
- Offending history

The list provides examples of additionally vulnerable groups and is not exhaustive. Special consideration includes the provision of safeguarding information and resources in community languages and accessible formats for students with communication needs.

8.0 Support during Unexpected College Closures

Some students might need additional support during unexpected college closures (i.e. adverse weather, pandemic, enforced closures), restrictions eases and transition to college.

Additional support with mental health and wellbeing will be made available to all students. Designated support teams will be given more time to support staff and students with new safeguarding and welfare concerns as students return.

All staff should be particularly vigilant to new and additional safeguarding concerns. It is important they act immediately on any safeguarding concern by reporting these to the Safeguarding & Pastoral Team.

In the result of any local or national lockdowns that occur, the College will implement the procedures and services outlined in the Addendum to the Safeguarding Policy: Exceptional Closures.

9.0 Pre-16 Students

The College provides a range of programmes for 14-16 year olds of compulsory school age. Extra safeguards are arranged to ensure that these younger students are safeguarded during their studies. The College recognises the vulnerability of its youngest students and therefore implements additional measures to review and monitor their safety including:

- Ensuring that students aged 14-16 years old are not educated in the same room, at the same time, as a learner aged 19 or over;
- Easy identification for staff by different lanyards or a pin badge;
- Designated staff who will monitor attendance, progression and welfare.

Staff designated to 14-16 cohorts will be supported by the Safeguarding & Pastoral Team as required and will be appropriately trained to fulfil their duties.

10.0 Peer on Peer Abuse

The College recognises that children are capable of abusing their peers. We make clear that abuse is abuse and will not be tolerated or passed off as “banter” or “part of growing up”.

There are many forms of abuse that may occur and this list is not exhaustive:

- Physical abuse;
- Sexually harmful behaviour/sexual abuse;
- Bullying;
- Cyberbullying;
- Sexting;
- Initiation/hazing;
- Prejudice behaviour;
- Teenage relationship abuse.

Appendix 6 explains the procedures for dealing with cases of peer on peer abuse and the support to victims. The College has a robust Anti-Bullying Policy and Procedure which will be applied in most cases of peer on peer abuse with outcomes based on the College Behaviour Policy.

11.0 Complex Applicant Panel

The College welcomes applications from students from all backgrounds and with safeguarding needs. We encourage the applicant to let us know about any needs at the application and enrolment stages. The Safeguarding & Pastoral team will agree safety & risk management measures and support programmes on an individual basis to meet the applicant needs.

The College will hold regular Complex Applicant Panels throughout the academic year to assess high need and risk applications from the Additional Learning Support team and the Safeguarding Team.

Cases will be presented and heard by the Assistant Principal Student Experience, Head of Additional Learning Support and Head of Safeguarding with an additional quorum of 3 Managers/Officers from ALS and Safeguarding.

Complex Applicant Panels will be confidential and all information shared will be treated sensitively. Outcomes and rationale for the decision will be held by the Assistant Principal Student Experience.

Appeals against decisions made by the Complex Applicant Panel must be made to the Assistant Principal Student Experience within 10 working days.

12.0 Suspension of a Student on Safeguarding or Medical Grounds

It may be necessary to suspend a student following an incident or report that increases the risk to the student or others. Any suspension will be approved by the Assistant Principal Student Experience, Head of Safeguarding and/or Head of Additional Learning Support.

Fitness/Return to Study meetings will be held to assess risk, external support involved with the student and what reasonable support may be required through the College. Plans will

be developed to facilitate the student returning to study as well as the staff involved in their education and support.

The College reserves the right to refuse reinstatement of enrolment if the risk of a student studying at the College is assessed as being too high/unmanageable. The College will work with external partners to ensure that all avenues are explored before seeking a withdrawal on safeguarding or medical grounds.

13.0 Support for those involved in a child protection/safeguarding issue

Abuse is devastating for the person and can also result in stress and anxiety for staff who become involved.

We will support students, their families and staff by:

- Taking all suspicions and disclosures seriously
- Nominating a link person who will keep all parties informed and be the central point of contact
- Where a member of staff is subject to an allegation made by a student, separate link staff from Human Resources will be nominated to avoid any conflict of interest
- Responding sympathetically to any request from students or staff for time out to deal with distress or anxiety
- Maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies
- Storing records securely
- Offering details of helplines, counselling or other avenues of external support
- Following the procedures laid down in our whistleblowing, complaints and disciplinary procedures
- Cooperating fully with relevant statutory agencies

14.0 Complaints Procedure

Our complaints procedure will be followed where a student or parent/carer/NOK raise a concern about poor practice towards a student that initially does not reach the threshold for child protection or adult safeguarding action. Complaints against staff are managed by Human Resources and should be directed to the Head of Human Resources.

Complaints from staff are dealt with under the College's Disciplinary and Grievance Procedure.

15.0 Concerns about a Colleague

Staff who are concerned about the conduct of a colleague towards a student are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of the student is paramount.

All concerns of poor practice or conduct, possible abuse by colleagues towards students or any personal relationship identified must be reported to the Head of Human Resources. Complaints about the Principal should be reported to the Chair of Governors.

Equally if you are concerned for the welfare of a member of staff please speak with Human Resources who will be able to advise.

Staff should be aware that the College has a whistle blowing policy. This can be found on the College intranet DAVE.

16.0 Allegations against Staff

When an allegation is made against a member of staff, SET procedures will be followed.

We recognise that some professionals do pose a serious risk to students, make an error in judgement or act inappropriately. We act on every allegation received. .

Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of progress. Suspension is used appropriately to manage safeguarding risks and ensure students and staff are protected. Suspension is not the default option and alternatives to suspension will always be considered.

Allegations against staff should be reported directly to the Head of Human Resources. Allegations about the Principal should be reported to the Chair of Governors.

Please see Appendix 4 for further details on dealing with an allegation against staff.

17.0 Site Security

The College will work in partnership with Police, Community Safety Partnerships and relevant agencies to ensure areas surrounding college campuses are safe spaces for students, staff and members of the community.

Visitors to the College, including contractors, are asked to sign in and are given a badge and lanyard, which confirms they have permission to be onsite. All staff are responsible for managing safeguarding and health & safety across the sites. Where concerns are raised, staff should ensure these are passed to the relevant team for action.

The Critical Incident Team will lead on any serious incidents on campus or in the immediate areas by liaising with relevant agencies and putting in temporary/permanent security measures.

18.0 Local Authority Networks

The College will work within the Local Authority Networks to ensure that all students are protected from harm.

The College will adhere to the Southend, Essex & Thurrock (SET) Safeguarding Procedures so that referrals are timely and appropriate. The SET Procedures set out what should happen in any local area when a child or young person is believed to be in need of support.

The College will produce a Safeguarding Audit (as outlined in the Children's Act 2004) and complete data returns to the Local Authority as requested on their performance against statutory guidance. The Head of Safeguarding will be responsible for providing these reports and presenting to the Local Safeguarding Partnerships as requested.

19.0 Sub-Contractors

The College will ensure that Sub-Contractors have an up to date Safeguarding Policy and named manager responsible for safeguarding across their organisation. All Sub-Contractors will be required to submit evidence of their policies and procedures to the Workforce Head of Apprenticeships & Employer Engagement during annual audits and quality checks.

The Workforce Head of Apprenticeships & Subcontracting will ensure that audits encompass safeguarding and safer recruitment checks across all partnerships. Any concerns or inadequate practices will be highlighted to the Deputy Principal Curriculum & Quality, Deputy Principal & Chief Executive, Assistant Principal Student Experience Head of Safeguarding and Head of Human Resources.

20.0 Work Experience

The College organise work placements for students from a range of programmes. Work Experience Coordinators work with employers to ensure that the placement is suitable for students to undertake work experience. Risk assessments are undertaken for each placement and includes an assessment of locations/properties and job duties.

The College is not able to request an enhanced DBS check with barred list information for staff supervising children aged 16 and 17 on work experience. If an employer requests this information as part of their employment checks the College reserves the right to ask for DBS numbers for our records, of those staff working with our students.

If an activity being undertaken by a student on work experience gives the opportunity for contact with children, this may be considered to be regulated activity. In these cases, the Work Experience Coordinator will ensure the student has an up to date DBS check if they are over the age of 16.

20.1 Concerns raised during a Work Experience Placement

Where a student, member of staff or employer raises a concern regarding the placement and/or the conduct of any student or supervising staff member at that placement, the College will take all concerns seriously. The College will liaise with the employer and Local Authority as required to address any concerns. The College reserves the right to withdraw students from a placement if there are concerns raised.

Any employer who is concerned about a student can refer their concerns to the Work Experience Team or the Safeguarding & Pastoral Team. The College will lead on the concerns and work with the Employer to ensure that any placements can still go ahead without risk to customers or the student.

21.0 Extended College and off-site arrangements

Where extended College activities are provided by and managed by the College, our own Safeguarding Policy and Procedures apply. If other organisations provide services or activities on our site we will check that they have appropriate procedures in place, including safer recruitment procedures.

When our students attend off-site activities, including day and residential visits and work related activities, we will check that effective safeguarding arrangements are in place.

For more information on activities see the Educational Visits Policy & Procedure.

22.0 Training

The staff identified in section 3.0 as being the leads responsible for Safeguarding across the College will receive Designated Safeguarding Leads and Inter-Agency Safeguarding Training every two years and will source appropriate CPD to ensure they keep abreast of issues related to safeguarding children and adults at risk.

All staff will be required to complete the online Child Protection and Safeguarding training module when they join the College. Staff will not be able to complete their 3 month probation without a successful pass on the training module.

Face to face Safeguarding training will be delivered to all staff as part of their Induction. Annual safeguarding CPD will take place through Department meetings and cross college events.

The Safeguarding & Pastoral Team will work with Staff Development and Learning Services to develop a range of CPD resources for all staff on Safeguarding topics.

23.0 Publicity

The College Prospectus, website and internal intranet site will contain a Safeguarding/Child Protection statement and outline of services available to students.

College induction (staff and student) will include an introduction to the Safeguarding Policy and related issues such as conduct, bullying & harassment and services available.

The Head of Safeguarding and the Safeguarding & Pastoral Manager are responsible for ensuring that there is cross-college knowledge of safeguarding. The Head of Human Resources will work collaboratively with Head of Safeguarding to ensure the Staff Guide to Safeguarding will be updated annually and made available electronically as well as hard copies in team rooms.

Appendix 1: Child Protection & Vulnerable Adults Flowchart



Child Protection & Vulnerable Adults Guidelines

Staff Responsibilities

- Acknowledge your duty of care to ensuring the well-being & safety of staff and students.
- Understand and adhere to the Safeguarding Policy.
- Complete the online Child Protection training and update this every two years.
- Know the correct procedure for reporting child protection and vulnerable adult (CP/VA) concerns.
- Do not ignore something which troubles you; discuss the matter with a member of the Safeguarding Team for advice on how to proceed.
- Do not attempt to investigate a potential CP/VA yourself, pass this on to a member of the Safeguarding Team, they are trained for these situations.
- If a student discloses a potential CP/VA to you stay calm, explain to the student that you are required to pass this on to a member of the Safeguarding Team and never promise confidentiality.

Professional Boundaries

As a College member of staff it is your responsibility to protect yourself from potential allegations of abuse:

- Build positive nurturing relationships with students that maintain high standards and provide clear boundaries of professional conduct and behaviour.
- Never give students your personal phone numbers, email addresses and address information.
- Do not engage with students through social networking sites unless they are college approved pages.

Disclosures: Hints and Tips

As a tutor you will establish a good relationship with your students and will get to know them very well. If you are concerned about a student, talk to them.

- Go to a meeting room so you can have a 'confidential' discussion
- Do not promise to keep things secret, be clear that you may share what is discussed
- Be open and honest about why you want to talk to them
- Describe the behaviour you have witnessed, give clear examples and use evidence
- Explain you are there to help and support them
- Ask them if they wish to share anything with you
- Do not pry, challenge or react negatively if they tell you they do not wish to tell you
- Do not lead students to make statements or used closed questions.
- Let them know the support available at the college and how they access it through the Safeguarding Team
- If necessary, support them in accessing the service by accompanying them to initial meeting
- Monitor the student's behaviour, progress and attendance
- Share your concerns with the Safeguarding Team and let them know what action you have taken

If a student discloses some information that you are very concerned about seek help

- React positively that they have chosen to disclose, don't get angry or be shocked at what they tell you

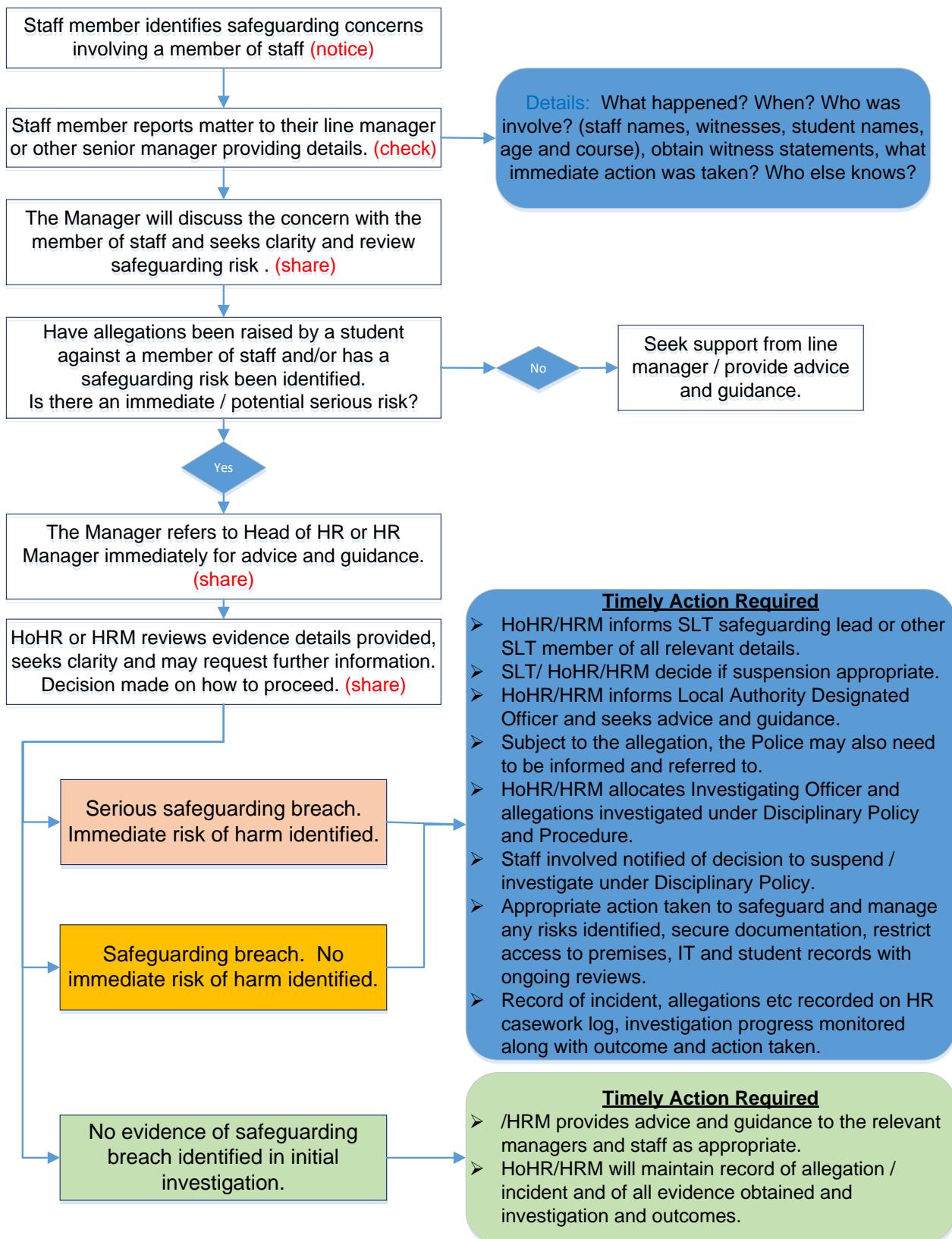
- Tell them they have done the right thing in telling you
- Explain that you will need to pass the information on to someone who will be able to support them further
- Make notes where possible of what they say, use their words
- Do not let them leave the meeting room and ask another member of staff to sit with them if necessary
- Contact a member of the Safeguarding Team immediately

After a Disclosure

- Speak with your Line Manager to let them know what has happened and do talk about how it made you feel
- Keep confidentiality and do not speak about the incident unless absolutely necessary and do this only to key staff such as Safeguarding or your Line Manager

Appendix 2: Allegations against a Member of Staff Flowchart

Staff are required to follow '**notice, check and share**' procedure in relation to any safeguarding allegation involving a member of staff. The following flowchart show this process:



Important Notes

- Human Resources are available to discuss any potential staff allegations you may have. If in any doubt, refer to HR for advice and guidance.
- Human Resources safeguard all staff at the College and are the direct link for any staff safeguarding concerns.
- Once a staff allegation is made to Human Resources, the next appropriate action is based on the allegation and whether there is an immediate risk of harm constituting a safeguarding risk.
- Staff will be required to provide a statement detailing their concerns in a written statement to be handed over to Human Resources. The statement needs to detail
 - Detailed summary of the incident / allegations
 - Campus
 - Names of all involved (staff and students) and Department
 - Students: student number, date of birth, age, home address and course of study and campus.
 - Any immediate action you have taken
 - If student or staff required first aid, a copy of the reporting form.
 - Any other relevant information that would help the line manager and HR in reviewing the circumstances and enable them to robustly manage any safeguarding risk.
- Other evidence may be obtained such as CCTV, videos, phone records, social media evidence as may be appropriate.
- If the statement details an imminent safeguarding risk, the member of staff will meet with the Human Resources team immediately to discuss the allegation.
- If a Safeguarding risk is present, the Local Authority Designated Officer (LADO) is informed of the incident and information, including statements, shared. The LADO will then instruct and formalise further proceedings via Human Resources.
- If a Safeguarding risk is present, the Head of HR or HR Manager will inform the SLT member safeguarding lead or other SLT member immediately and review evidence available to discuss and agree way forward including deciding on whether suspension of staff appropriate. HoHR / HRM will then take appropriate action and maintain communication with all relevant members of Management on discreet basis as to process and action taken along with outcome.
- If the allegation is deemed not to constitute a Safeguarding referral, advice is given to the Head of Department by Human Resources to support the member of staff and the student with an appropriate outcome (as detailed in the above flow chart).
- Robust evidence of allegations / incidents raised or identified will be maintained and records shared with relevant external agencies and documentation and information will be managed in line with General Data Protection Act legislation.
- Where safeguarding allegations against staff are proven, or where an individual resigns and leaves during an investigation and the College is not afforded the opportunity to investigate fully and reach a conclusion, the Head of Human Resources will report the matter to the Independent Safeguarding Authority (part of the Disclosure and Barring Services) and provide relevant information. It will be the ISA's responsibility to review the information provided and make a decision as to whether an individual's DBS status is affected and whether they are considered suitable to work with children, young or vulnerable people.
- The Safeguarding Team may be called to support the student after the referral has been made. This is to ensure the student is supported and has a point of contact within the College for any concerns, queries or further information that they may wish to disclose. It is not the Safeguarding Team's responsibility to investigate the allegation but to be the agency of referral should any further safeguarding concerns arise during/ after the initial disclosure.

Appendix 3: Named Staff

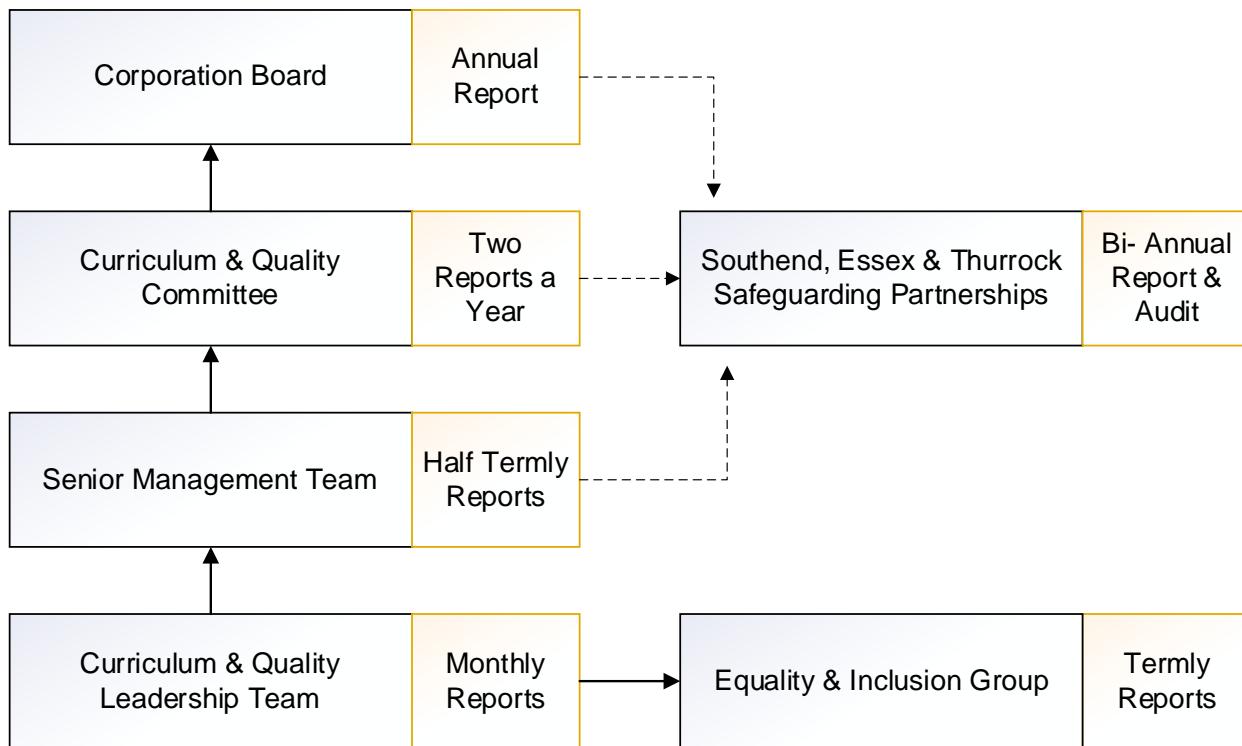
The contact details below are to support any referrals or advice and guidance that staff may need in relation to any safeguarding concerns. It is recommended that staff contact the Safeguarding & Pastoral Team initially to gain advice or make a referral. If you query is regarding a member of staff please refer straight to the Human Resources.

Safeguarding & Pastoral Team		
Safeguarding Officers & Advisers	Pastoral Coaches	
Sophy Redding , Safeguarding Officer Julie Josling , Safeguarding Adviser Louise Pinks , Safeguarding & Welfare Officer Luke Holland , Pastoral & Welfare Officer Jordan Loughnane , Safeguarding Adviser Gina Galloni , Designated Looked After Child Adviser	Afsana Hussain , Pastoral Coach Sue Taylor , Pastoral Coach Liz Stone , Pastoral Coach	
Email: Safeguarding@Southessex.ac.uk		
Management & Leadership Contacts		
Safeguarding & Pastoral Team	Human Resources	
Jane Belcher , Head of Safeguarding Sue Walsh , Safeguarding & Pastoral Manager	Roney Brooks , Head of Human Resources Vicky Graves , HR Operations Manager	
Senior Leadership Team		
Debbie Garroway Assistant Principal Student Experience (Student Safeguarding Lead)	Anthony McGarel Deputy Principal (HR Safeguarding Lead) PA to Anthony: Linda Lovell	Sarah Lane , Deputy Principal Curriculum & Quality PA to Sarah: Maura Jeffrey

Appendix 4: Safeguarding Reporting Structure

Safeguarding Reporting Structure

The following groups will be provided with reports from the Safeguarding & Pastoral Team which outline current performance, data trends, challenges, quality checks and Policy updates.



Senior Leadership Responsibility	Assistant Principal Student Experience
Policy Author	Jane Belcher
Role	Head of Safeguarding
Date of original version	October 2010
Roles Responsible for Reviewing	Assistant Principal Student Experience Head of Safeguarding Head of Human Resources
Issue date of current version	October 2020 (Version 6)
Date to be reviewed	July 2020
Type of Policy	Public