



**North Warwickshire  
& Hinckley College**

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Part of North Warwickshire and South Leicestershire College

# **Safeguarding and Protecting Children and Vulnerable Adults Policy 2016**

North Warwickshire & South Leicestershire College

Group Director Student Experience

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## Safeguarding and Protecting Children and Vulnerable Adults Policy 2016

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# Safeguarding and Protecting Children and Vulnerable Adults 2014

## 1. Introduction

- 1.1 The College is committed to creating and maintaining a safe and positive environment for all children and vulnerable adults and fully recognises its responsibility to help safeguard the welfare of learners and protect them from harm. The welfare of children and vulnerable adults is paramount and the College takes seriously its duty to safeguard and promote the welfare of learners in its care. This includes the duty to have due regard to prevent people from being drawn into terrorism and the duty to report where female genital mutilation appears to have been carried out on a girl aged under 18.
- 1.2 Every individual member of staff has a responsibility to help ensure the safety and welfare of learners, referring concerns in writing to the designated safeguarding team where appropriate to ensure that help and support is provided at the earliest possible opportunity.
- 1.3 The College publicises and promotes its Safeguarding and Protecting Children and Vulnerable Adults Policy and is committed to ensuring that concerns are taken seriously and acted upon swiftly and appropriately.
- 1.4 The College recognises the roles and responsibilities of the statutory agencies in safeguarding learners and the responsibility and expertise of the relevant agencies in determining whether young people or vulnerable adults have, or may have been abused or otherwise harmed or are considered to be at risk of being drawn into terrorism.
- 1.5 The College is committed to complying with legislation and working with statutory agencies on matters relating to safeguarding. Where the College receives a concern; it will refer the matter to the relevant statutory agency where appropriate. This includes referrals to the Channel Scheme where risks relating to radicalisation are identified and the mandatory reporting of instances of Female Genital Mutilation (FGM) to the police where students are under the age of 18.
- 1.6 The College is committed to directly challenging conduct that is, or may be harmful to learners or staff.
- 1.7 The College recognises its legal duties and has developed this Policy as a response to the duties.

## 2. Definitions

- 2.1 'Child' means a person under 18 years of age.
- 2.2 'Vulnerable Adult' means an adult (a person aged 18 or over) who is or may be in need of community care services by reason of mental or other disability, age, illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.
- 2.3 'Staff' means all those working for or and on behalf of the College, full time or part time.
- 2.4 'The College' means North Warwickshire and South Leicestershire College.
- 2.5 'Designated Safeguarding Lead' (DSL) means the person designated within the College to be responsible for operation of the policy and procedures. He/she will ensure the Principal is kept informed of any incidents as appropriate.
- 2.6 'DBS' means Disclosure and Barring Service
- 2.7 'LADO' means the Local Authority Designated Officer or Allegations Manager
- 2.8 'LSCB' means Local Safeguarding Children Board

### **3. Related Policies, Procedures and Documents**

- 3.1 The College's Safeguarding Policy and Procedures are based on the principles contained within UK and international legislation and Government guidance and taking into consideration the following:
- i. The Rehabilitation of Offenders Act 1974
  - ii. The Children's Act 1989 and 2004
  - iii. The Police Act 1997
  - iv. The Human Rights Act 1998
  - v. The Data Protection Act 1998
  - vi. The Protection of Children Act 1999
  - vii. Home Office - 'Caring for the Young and Vulnerable' 1999
  - viii. Criminal Justice and Court Services Act 2000
  - ix. The Education Act 2002
  - x. Sexual Offences Act 2003
  - xi. 'What to Do if you are Worried a Child is Being Abused', DfES 2006
  - xii. Working Together to Safeguard Children, HM Government March 2013
  - xiii. The Safeguarding Vulnerable Groups Act, DfES 2006
  - xiv. Local Safeguarding Children Board (LSCB) Procedures
  - xv. The UN Convention on the Rights of the Child
  - xvi. The framework for the assessment of children in need and their families, DH 2000
  - xvii. Domestic Violence, Crime and Victims Act, 2004 and 2012
  - xviii. Female Genital Mutilation Act, 2003
  - xix. The Forced Marriage Act (Civil Protection), 2007
  - xx. The Counter Terrorism and Security Act, (2015)
- 3.2 The College's Safeguarding and Protecting Children and Vulnerable Adults Policy, should be read in conjunction with the following:
- i. Student Bullying and Harassment Policy
  - ii. Health and Safety Policy
  - iii. Student Disciplinary Policy and Procedure
  - iv. Staff Disciplinary Policy
  - v. Management of Allegations Against Staff and Volunteers Policy
  - vi. Social Media Staff Use Policy
  - vii. Link Members' Scheme
  - viii. Personal and Professional Relationships at Work Policy
  - ix. Acceptable ICT Usage Policy
  - x. Staff Grievance Procedure
  - xi. Public Interest Disclosure Policy
  - xii. Placement Vetting Procedure
  - xiii. DBS and Safer Recruitment Policy
  - xiv. Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges: DfE 2015

- xv. Staff Code of Conduct
- xvi. North Warwickshire and South Leicestershire College Prevent Strategy

#### **4. Rationale**

- 4.1 Research suggests that around 10% of children will suffer some form of abuse and disabled children are three times more likely to be abused. Due to their day to day contact with learners, College staff are uniquely placed to observe changes in a learner's behaviour and the outward signs of abuse. Learners may 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. All staff are required to execute their duties professionally and with care and report their concerns.
- 4.2 The College will take appropriate action against staff breaking safeguarding regulations or the Staff Code of Conduct.
- 4.3 The College will refuse admission or withdraw from programme anyone who may pose a risk to others.
- 4.4 Section 175 of the Education Act 2002 places a duty on corporations of further education colleges to make arrangements for carrying out their functions with a view to safeguarding and promoting the welfare of children. It also requires Corporations to have regard to any guidance issued by the Department for Education (DfE) in drawing up these arrangements.
- 4.5 Keeping Children Safe in Education DfE (2015) and The Counter Terrorism and Security Act, (2015) provide statutory guidance to schools and colleges in carrying out their safeguarding duties including the responsibilities of Governors, giving due regard to advice support and guidance provided by the Local Authorities and other agencies
- 4.6 This Policy states how the College will ensure these duties are carried out.

#### **5. Core Principles**

- 5.1 The safety and welfare of learners is paramount.
- 5.2 All staff and learners regardless of age, ability, sex, race, religion or belief, ethnic origin, gender reassignment, social status or sexual orientation have the right to be protected from harm.
- 5.3 The rights, dignity and worth of all staff and learners should always be respected.
- 5.4 The College will promote and foster a culture of trust and support to ensure staff and learners are comfortable in reporting any issues.
- 5.5 The College will ensure there are pastoral and curriculum activities and opportunities to support learners to gain skills to stay safe, including; on-line safety, bullying/cyberbullying, drugs/alcohol and substance misuse, domestic violence, relationship issues, equality and diversity, including forced marriage, female genital mutilation (FGM) sexual exploitation of children, (CSE) and preventing violent extremism.
- 5.6 It is the responsibility of child protection professionals to determine whether abuse has taken place, but it is everyone's responsibility to report concerns. All staff must follow the procedures in place for reporting concerns or disclosures. Allegations against members of staff or volunteers will be handled in accordance with The Management of Allegations against Staff Policy. Allegations against other learners will be handled in accordance with The Student Disciplinary Policy and Procedure.
- 5.7 The College will ensure that as part of their induction, new staff and volunteers are made aware of the College's arrangements for safeguarding children and vulnerable adults, including preventing violent extremism and their responsibilities and will provide safeguarding training for all staff and Corporation Members. This will be reviewed on an annual basis and updated in line with statutory

requirements. The Designated Safeguarding Lead (DSL) and Deputy DSL will receive training updated every two years including training in inter agency procedures.

- 5.8 The College is committed to encouraging and undertaking effective and safe recruitment of staff. The College will assess all posts to be filled and ensure that recruitment checks, including Disclosure and Barring Service (DBS) checks are undertaken in line with College policy and Safer Recruitment.
- 5.9 Where services or activities are delivered directly through College staff the College's Safeguarding and Protecting Children and Vulnerable Adults Policy will apply. Where services or activities are provided through another organisation the College will ensure that the organisation has appropriate policies and procedures in place to safeguard learners and to liaise with the College on these matters where appropriate.
- 5.10 Learners who undertake programmes which involve contact with children / engagement in regulated activity will require a DBS check.
- 5.11 The primary responsibility for the welfare, health and safety of children on school rolls remains with the home school and any incident or concern with safeguarding implications should be referred to the school's named person responsible for safeguarding/child protection.
- 5.12 The College will ensure there is:
  - i. A member of the Senior Leadership Team with responsibilities to lead on safeguarding, child protection and preventing terrorism (the Designated Safeguarding Lead) and that there is always cover for this role, including arrangements for support during the evenings in term time.
  - ii. A Designated Teacher to support Looked after Children and Care Leavers.
  - iii. A named Corporation Member to liaise with the Designated Safeguarding Lead and provide reports to the Corporation.
- 5.13 Allegations of abuse or concerns that a staff member may pose a risk of harm to a child or young person will be notified to the Local Authority Designated Officer (LADO).
- 5.14 All child protection records will be stored securely and separately from other records. Access will be restricted to safeguarding staff with safeguarding responsibilities.
- 5.15 Any transfer of child protection records to another institution will be separate from any other records. Records will be transferred to the Designated Safeguarding Lead.
- 5.16 Information with regards to contact and care information relating to Looked after Children (LAC) will be held in a secure file by a designated member of the safeguarding team.
- 5.17 The College will ensure parents/carers are informed of College safeguarding responsibilities through the College prospectus, Parent and Carers Guide and the College website.
- 5.18 Parents/carers will be involved in appropriate decisions prior to referral to other agencies unless to do so would place the child or vulnerable adult at risk of harm or compromise an investigation.
- 5.19 All staff and volunteers are able to raise concerns about poor or unsafe safeguarding practice as laid out in the Public Interest Disclosure (Whistleblowing) Policy.

## **6. Equality Analysis**

- 6.1 By virtue of the provisions of the Equality Act 2010, the College has a duty to have due regard to the need to:
  - i. eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct.
  - ii. advance equality of opportunity between people from different groups.
  - iii. foster good relations between people from different groups.
- 6.2 In implementing this Policy and associated procedures, the College will actively take these aims into account as part of its decision making process and will demonstrate how this has been undertaken.

6.3 Where necessary a full equality impact assessment will be undertaken.

## **7. Implementation, Monitoring and Review**

- 7.1 All College staff and Corporation Members will undergo the College's mandatory safeguarding training. In addition, all staff and Corporation Members will receive safeguarding and child protection updates (e.g. via email, e-bulletin, staff meetings etc.), as required, but at least annually. Specific training for Designated Contacts will be provided separately and updated every two years.
- 7.2 The College will ensure that it has policies and procedures which are consistent with Government guidance; this includes following procedures as set out by Local Safeguarding Children Boards.
- 7.3 The effectiveness of this Policy will be ensured through;
- i. Annual review of the Safeguarding Policy by the Corporation.
  - ii. Informing the Corporation annually as to how staff have complied with the Policy; this will include termly/annual reports.
  - iii. Maintaining a single central record of all staff and volunteers.
  - iv. The Safeguarding Task Force will guide and monitor the College's work via termly meetings and safeguarding and prevent action plans. The task force will include a link Corporation Member of the Corporation.
- 7.4 This Policy will be reviewed annually, or as otherwise directed by the Principal, or legislative changes and should be read in conjunction with safeguarding process and procedures and The Staff Code of Conduct. Staff from all areas of the College will be consulted as part of this process.