

Safeguarding Students and Adults at Risk

(Child Protection, e-Safety and Prevent)

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1. Introduction

1.1 Chichester College Group (the Group) is committed to protecting all our students and adults at risk. The fundamental principles of this policy are based on legislation and also a moral duty to safeguard the welfare of students and adults at risk receiving education, training and care at the Group. This policy primarily deals with the protection of students and adults at risk.

1.2 Through this policy the Group aims to:

- Minimise the risks to health and well-being of students and adults at risk
- Promote safe practices and challenge poor and unsafe practice
- Identify instances in which there are grounds for concern about students and adults at risk's welfare and take action to keep them safe
- Enable students and adults at risk to raise concerns relating to safety and for those concerns to be actioned
- Take appropriate action to prevent unsuitable people working with our students and adults at risk
- Ensure staff receive adequate training and supervision in relation to Child Protection, Safeguarding, e-Safety and Prevent

1.3 In pursuit of these aims, the Group Leadership Team (GLT) will approve and annually review policies and procedures with the aim of:

- Raising awareness of issues relating to the welfare and the promotion of a safe environment for the students and adults at risk learning
- Aiding the identification of students and adults at risk of significant harm and providing procedures for reporting concerns
- Establishing procedures for reporting and dealing with allegations of abuse against a member of staff

1.4 Safeguarding students and adults at risk covers more than Child Protection. Issues, such as Child Sexual Exploitation (CSE), health and safety, e-Safety, radicalised behaviour, dealing with bullying, arrangements to meet the needs of students with medical conditions, providing first aid and other such requirements, must be taken into account when working with students. There are separate policies which must be read in conjunction with this policy (para 2.3).

2. Scope of this policy

- 2.1 This policy applies primarily to students and adults at risk (those under the age of 18 in our care or 25 if considered at risk; for example students with disabilities and/or learning disabilities and those with mental health concerns) and applies, with appropriate adaptations, to allegations of abuse and the protection of adults at risk.
- 2.2 The safer recruitment aspects of this policy relate to all staff, volunteers and Agency workers. Procedures are also in place with sub-contractors, partners and host families.
- 2.3 This policy should be read in conjunction with the following:
- Personal Relationships Policy
 - Health & Safety Policy
 - Care, Support and Medicines Policy
 - Recruitment and Selection Policy
 - Grievance (inc. Bullying & Harassment) Policy
 - Acceptable Use Policy
 - Department of Education’s “Keeping Children Safe in Education for School and College Staff (Part1)”
 - Procedure for dealing with allegations of abuse against members of staff
- 2.4 Policy changes will be disseminated via the Group’s Management Teams.
- 2.5 This policy will be used objectively and free from discrimination, in accordance with the Group’s Equality, Diversity and Inclusion Policy, the Recruitment and Selection Policy and the Disciplinary Policy and Procedure.

3. Definition of abuse

- 3.1 In respect of this policy, the Group recognises the following as definitions of abuse:
- **Bullying:** Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power
 - **Physical abuse:** Physical abuse causes harm. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done

deliberately or recklessly or be the result of a deliberate failure to prevent injury occurring. Physical abuse can also be when a parent, guardian or carer fabricates symptoms or induces illness in a student

- **Neglect:** Neglect is the persistent or severe failure to meet a student's or adult at risk's basic physical and/or psychological needs. It will result in serious impairment of the student's and/or adults at risk's health or development
- **Sexual abuse:** Sexual abuse involves a student or adult at risk being forced or coerced into participating in or watching sexual activity. It is not necessary for the student or adult at risk to be aware that the activity is sexual and the apparent consent of the student or adult at risk is irrelevant. It also relates to sexual abuse in terms of e-safety and child sexual exploitation, such as inappropriate images, film and evidence of grooming
- **Non-contact abuse:** Non-contact abuse is when abusive acts do not involve actual physical contact, i.e. pornographic or violent films, sexual acts performed in front of the victim, violent acts with the abused present
- **Emotional abuse:** Emotional abuse occurs when there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the student or adult at risk's behaviour and emotional development, resulting in low self-worth. Some level of emotional abuse is present in all forms of abuse
- **Financial abuse:** Financial abuse is the misuse of a person's funds and assets; obtaining property and funds without his/her knowledge and full consent, or in the case of an elderly person who is not competent, not in his/her best interests. This is also known as material abuse. Financial or material abuse can involve the theft or misuse of a person's money or property
- **Radicalisation and extremism:** radicalisation is defined as the process of supporting terrorism and extremism and, in some cases, to then participate in terrorist activity. Extremism is defined as vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs
- **Discriminatory abuse:** Discriminatory abuse is motivated by oppressive and discriminatory attitudes. Examples of discriminatory abuse may include:

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- disability - physical or learning disability, mental, ill-health or sensory impairment
 - race
 - gender
 - age
 - religion
 - cultural background
 - sexual orientation
 - political convictions
 - appearance
- **Grooming:** Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking. Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional
 - **Child Sexual Exploitation (CSE):** Child Sexual Exploitation (CSE) is a type of sexual abuse. Children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them
 - **Cyber-bullying:** Cyber-bullying is bullying that takes place over digital devices like mobile phones, computers, and tablets. Cyber-bullying can occur through SMS, text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyber-bullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyber-bullying crosses the line into unlawful or criminal behaviour
 - **Forced Marriage** - Forced marriage is where one or both people do not consent to the marriage and pressure or abuse is used. Pressure can include threats, physical or sexual violence, and financial pressure. All child marriages are forced, because a child cannot provide informed consent, and is therefore a violation of children's rights
 - **Female Genital Mutilation (FGM)** - Female Genital Mutilation (FGM) is a human rights violation, torture and an extreme form of violence and discrimination against girls and women. It is most often carried out on girls between infancy

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and age 15, though adult women are occasionally subjected

4. Statutory responsibilities and background

- 4.1 The Police and Social Services have primary responsibility in the field of child protection. The Children's Act 2004 places a duty on local authorities to take steps to protect students in appropriate circumstances and gives certain powers to the police so that they can take action to protect students. The intention is to ensure there is a 'joined up' approach to all inspections of student services to ensure improvements in the monitoring and planning of all services designed to protect and promote the interests of students.
- 4.2 The Education Act 2002 ensures the responsibilities under the Education Acts are carried out with a view to safeguarding and promoting the welfare of students and adults at risk.
- 4.3 The Sexual Offences Act 2003 makes it an offence for a person over 18 (e.g. a member of staff) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if she/he does not teach the child.
- 4.4 The Group takes account of guidance issued by the Department for Education, the Disclosure and Barring Service and other relevant bodies and groups.
- 4.5 Following an update from the Education and Skills Funding Agency (ESFA) (September 2017) regarding new safeguarding clauses in the funding agreements and contracts for 2017 to 2018, the Group is now required to make ESFA aware if it is the subject of an investigation by the local authority or the police. The Group's Senior Designated Safeguarding Lead will provide the required information by email.
- 4.6 The Group is committed to working with and assisting the local children's departments with regard to child protection matters and is committed to liaison with the Local Safeguarding Children's Board (LSCB) and Local Authority Designated Officer (LADO).

4.7 In the event of a sudden death of a student or adult at risk, the Group has its own policy statement and procedures which provides clear lines of responsibility to ensure the correct notification and dissemination of information occurs.

4.8 The Group is working in partnership with West Sussex County Council's Community Safety to deliver the Prevent strategy which covers all forms of extremism and focuses to prevent radicalisation on three key objectives:

- Challenging ideology that supports terrorism
- Protecting vulnerable individuals
- Supporting sectors and institutions where there is a risk of radicalisation

5. Training

5.1 The designated person, designated staff members and designated Governor as indicated in this policy, will have completed basic child protection training, provided by the local authority, refreshed every two years. There is a training structure, which shows the level of training required for staff in the Group determined by their role and responsibilities.

5.2 All staff, including temporary, bank staff, agency workers and volunteers, who work with students and/or adults at risk should undertake appropriate training to equip them to carry out their responsibilities for child protection effectively, and this is kept up to date by refresher training at three yearly intervals.

5.3 Managers undergo safeguarding for managers training every two years.

5.4 All staff complete online modules covering safeguarding, e-safety and Prevent every two years.

5.5 Safeguarding is covered at both staff and student inductions as well as at other times during the year.

6. Designated staff with responsibility for child protection

6.1 The designated persons with responsibility for child protection are the Principals at both Chichester (01243-786321, extension 2250) and Crawley (01293-442223) Colleges.

6.2 As members of the GLT, the Principals have a key duty to take lead responsibility for raising staff's awareness of issues relating to the welfare and the promotion of

a safe environment for the students and adults at risk learning within the Group.

- 6.3 The designated senior members of staff, or designated representatives, are responsible for:
- The safety of all our students and adults at risk
 - Overseeing the referral of cases of suspected abuse or allegations
 - Providing advice and support to other staff on issues relating to child protection
 - Maintaining a proper record of any safeguarding referral, complaint or concern (even where that concern does not lead to a referral)
 - Ensuring parents, guardians or carers of students and adults at risk at the Group are aware of the Group's Safeguarding Policy
 - Liaising with the local authority, LSCB and LADO and other appropriate agencies
 - Liaising with employers and training organisations who receive students from the Group on long-term placements to ensure appropriate safeguards are put in place
 - Ensuring staff receive basic training in safeguarding issues and are aware of the Group's safeguarding procedures
- 6.4 The designated persons, or delegated representatives, will provide an annual report to the Group's Governing Body setting out how the Group has discharged its duties. They are responsible for reporting deficiencies in policy or procedure identified by the LADO, or others, to the Governing Body at the earliest opportunity. They are referred to as the designated person throughout this policy.
- 6.5 The designated persons, or delegated representative, will make sure structures and processes are in place to ensure the Group holds contact details for parents, guardians and carers of all students up to the age of 18 (or 25 for students with learning difficulties and/or disabilities).

7. Designated staff members

7.1 Members of staff with delegated senior member responsibility for child protection issues are:

Chichester/Brinsbury:

Head of Learning Support, Resources & Welfare
 International Student Services Manager
 Additional Support Team Leader
 Learner Mentors
 Head of Learning: Foundation Programmes & Fresh Start
 College Community Safety Officer
 Health Care Assistant
 Deputy Head of Learning Support

Crawley:

Head of Student Services
 Senior Pastoral Support Adviser
 Work Readiness & Careers Manager
 Inclusion Team Leader
 14-19 Partnership Co-ordinator

7.2 If a member of staff is in doubt as to whether it is a safeguarding matter, they should pass it to the on-duty Safeguarding Officer to decide (contact details in 7.8); a line manager can advise and provide support/sound boarding as a disclosure can be upsetting but the Safeguarding Officer should be the decision maker.

7.3 The Safeguarding Officer will acknowledge receipt of a disclosure via a standard e-mail message to the member of reporting staff.

7.4 Concerns about any members of staff can also be discussed with the Group's Director of Human Resources on 01243-537687.

7.5 In the event the designated staff members are unavailable, an executive member of the GLT should be contacted.

7.6 These designated staff members:

- Will know how to make an appropriate referral
- Will be available to provide advice and support to other staff on issues relating to Child Protection, Safeguarding, e-Safety and Prevent
- Have particular responsibility to be available to listen to students and adults at risk who are studying at the Group
- Will deal with individual cases, including attending case conferences and review

meetings, as appropriate

- Have received training in child protection issues and inter-agency working, as required by the LSCB, and will receive refresher training at least every two years

7.7 All staff are responsible for complying with this policy, reporting incidents and co-operating with any investigations or incidents in line with procedures.

7.8 There is a Safeguarding Officer rota at all sites; to contact the on-duty Officer at:

Chichester/Brinsbury:

Staff: extension 5555

Students: 01243-786321 ext 5555

Staff & students: staysafe@chichester.ac.uk

Crawley:

Staff: extension 2275

Students: 01293-442275

Staff & students: safe@crawley.ac.uk

7.9 Supervision of the Safeguarding Officers will be provided through the Group's Counselling Service.

7.10 A Safeguarding and Prevent Board meets termly to oversee the wider responsibilities of the Safeguarding Policy and Procedure, review statutory guidance and 'live' cases; where appropriate, a case review will be undertaken to learn and share practice.

7.11 The aim of the Safeguarding and Prevent Board is to:

- Ensure the Group provides the highest quality care for all students, with enhanced arrangements, and adults at risk
- To ensure, as well as can reasonably be expected, that we:
 - Minimise the risk of harm to our students and adults at risk
 - Address concerns about the welfare of our students and adults at risk
 - Identify and respond to students and adults at risk who may be suffering significant harm and take appropriate actions
 - Meet its legal requirements relating to safeguarding issues

7.12 The Designated Safeguarding Officers (DSOs) also meet fortnightly to discuss relevant cases and share practice. Where appropriate, and where a potential risk of harm has been identified, they will create and implement safeguarding support plans and risk assessments, making reasonable adjustments, as appropriate to enable students and adults at risk to access learning opportunities; this will be in

liaison with identified members of the Welfare team. These will be monitored by the relevant DSO.

8. Designated Governor

8.1 There is a designated Governor member of the Governing Body with responsibility for Child Protection, Safeguarding, e-Safety and Prevent implementation.

8.2 The designated Governor is responsible for liaising with the designated person with lead responsibility over matters regarding Child Protection, Safeguarding, e-Safety and Prevent, ensuring that:

- The Group has procedures and policies which are consistent with the LSCB procedure
- The Governing Body considers the Group policy on Child Protection, Safeguarding, e-Safety and Prevent each year
- Each year the Governing Body is informed of how the Group and its staff have complied with the policy including, but not limited to, a report on the training staff have undertaken

8.3 The designated Governor is responsible for overseeing the liaison between agencies, such as the Police and Social Services, in connection with allegations against the GLT or the designated person. This will not involve undertaking any form of investigation but will ensure good communication between parties and provide information to assist enquiries.

8.4 To assist in these duties, the designated Governor shall receive appropriate training.

9. Safer recruitment

9.1 Safer recruitment is part of the Recruitment and Selection Policy. There is also a Disclosure and Barring Service Policy, Recruitment of Ex-Offenders Policy and a procedure for dealing with allegations of abuse against members of staff, all of which are relating to safeguarding and are located on Chi Drive.

9.2 The Human Resources Department will maintain a single central register of all checks carried out on all staff and volunteers who will work with anyone within

the scope of this policy. (This includes signed copies of Part 1 of the Keeping Children Safe in Education form).

10. Communication

10.1 The policy is displayed on the Group's websites, staff and students' intranets.

11. Status of this policy

11.1 The policy was approved by the Group Leadership Team in January 2018 and supersedes all previous documentation.

11.2 The operation of this policy will be kept under review by the Executive Principal. It may be reviewed and varied from time to time by the Safeguarding & Prevent Board.

11.3 This policy has been equality impact assessed to ensure that it does not adversely affect staff/student/others.

Date Approved: 5th January 2018
Approved by: Group Leadership Team
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