

Safeguarding Students and Adults at Risk

(Child Protection and e-Safety)

1. Introduction
2. Scope of this policy/procedure
3. Definition of abuse
4. Statutory responsibilities and background
5. Training
6. Designated staff with responsibility for child protection
7. Designated staff members
8. Designated Governor
9. Status of this policy/procedure

1. Introduction

1.1 Chichester College is committed to protecting all students, young people and adults at risk. The fundamental principles of this policy are based on legislation but also a moral duty to safeguard the welfare of students and vulnerable adults receiving education, training and care at the College.

1.2 Through this policy the College 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 a student's welfare and take action to keep them safe
- Enable students to raise concerns relating to safety and for those concerns to be actioned
- Take appropriate action to prevent unsuitable people working with students and young people
- Ensure staff receive adequate training and supervision in relation to child protection and safeguarding

1.3 In pursuit of these aims, the Senior Management Team will approve and annually review policies and procedures with the aim of:

- Raising awareness of issues relating to the welfare of students and young people and the promotion of a safe environment for the students and young people learning within College
- Aiding the identification of students and young people at risk of significant harm, and providing procedures for reporting concerns
- Establishing procedures for reporting and dealing with allegations of abuse against members of staff
- The safe recruitment of staff

1.4 Safeguarding students 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 for; health and safety, medication, first aid, bullying and harassment. This policy deals primarily with the protection of children and adults

2. Scope

- 2.1 This policy applies to students and young people at risk, which is used to mean 'those under the age of 18' and in particular those 14-17 in our care (or 25 if considered at risk- considered at risk for example learners with disabilities and or learning disabilities and those with mental health) 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 and volunteers. procedures are also in place for work with sub-contractors and partners
- 2.3 This policy should be read in conjunction with the Personal Relationships Policy, which covers relationships between members of staff and between staff and students over the age of 18 as well as the Department for Education Keeping Children Safe in Education: Information for all schools and colleges.
- 2.4 To communicate annual policy changes, an internal publication of 'Safeguarding Matters' will be produced, reiterating the policy changes and safeguarding procedure for all staff
- 2.5 This policy will be used objectively and free from discrimination in accordance with With the College's Equality, Diversity and Inclusion Policies and Procedures, the Recruitment and Selection policy and Disciplinary procedures

3. Definition of abuse

- 3.1 In respect to this policy, the College recognises the following as definitions of abuse:

Physical abuse- physical abuse causes harm to a student's person. 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 or carer fabricates symptoms or induces illness in a student

Neglect- neglect is the persistent or severe failure to meet a student's or young person's basic physical and/or psychological needs. It will result in serious impairment of the student's health or development.

Sexual abuse- sexual abuse involves a student or young person being forced or coerced into participating in or watching sexual activity. It is not necessary for the student to be aware that the activity is sexual and the apparent consent of the student is irrelevant. Also relates to sexual abuse in terms of e-safety and child sexual exploitation, such as inappropriate images, film and evidence of grooming.

Emotional abuse- emotional abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the student or young person'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 takes many forms, from denying someone access to funds, to making someone solely responsible for money while the other person is handling money irresponsibly. Money becomes a tool by which the abuser can further control the victim.

Radicalisation and extremism- radicalisation is defined as the process by which people come to support 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.

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 that 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 and young people.

- 4.2 The Education Act 2002 ensures that responsibilities under the Education Acts are carried out with a view to safeguarding and promoting the welfare of students.
- 4.3 The Sexual Offences Act 2003 makes it an offence for a person over 18 (e.g. a lecturer or other 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 College takes account of guidance issued by the Department for Education, the Disclosure and Barring Service and other relevant bodies and groups.
- 4.5 The college 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 and designated officer.
- 4.6 In the event of a sudden death of a student, the College has its own policy statement and procedures which provides clear lines of responsibility to ensure the correct notification and dissemination of information occurs.
- 4.7 The College is working in partnership with West Sussex County Council's Community Safety to deliver PREVENT Strategy which covers all forms of extremism and focuses to prevent radicalisation on three key objectives:
- a) challenging ideology that supports terrorism
 - b) protecting vulnerable individuals
 - c) supporting sectors and institutions where there is a risk of radicalisation

5. Training

- 5.1 The designated person and designated staff members 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 college determined by their role and responsibilities.

5.2 All staff (including temporary and bank staff 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 2 years.

5.4 All staff complete an on-line safeguarding training module and an on-line e-safety module every three years

6. Designated staff with responsibility for child protection

6.1 The designated person with responsibility for child protection is the Deputy Principal (Chichester campus, 01243 786321, extension 22590).

6.2 This person is an executive member of the Senior Management team. They have a key duty to take lead responsibility for raising awareness within the staff of issues relating to the welfare of students and young people and the promotion of a safe environment for the students and young people learning within the college.

6.3 The designated senior member of staff (or delegated representative) is responsible for:

- 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 that parents of students within the College are aware of the College's safeguarding policy
- Liaising with the local authority, Local Children's Safeguarding Board and Local Area Designated Officer (LADO) and other appropriate agencies
- Liaising with employers and training organisations who receive learners from the College on long term placements to ensure that appropriate safeguards are put in place
- Ensuring that staff receive basic training in safeguarding issues and are aware of the College safeguarding procedures

- 6.4 The designated senior member of staff (or delegated representative) will provide an annual report to the Governing body of the College setting out how the College 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 senior member of staff (or delegated representative) will ensure that structures and processes are in place to ensure that then College holds contact details for parents/carers for all learners up to the age of 19 (or 25 for learners 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:

- Assistant Principal Student Success, Chichester Campus
- Head of Learning Support, Resources and Welfare, Chichester Campus
- International Student Service Manager, Chichester Campus
- Additional Support Team Leader, Brinsbury Campus
- Learner mentor, Brinsbury Campus
- Head of Learning, Foundation Programme and 14-16
- College Community Safety Officer

7.2 If a member of staff is in doubt as to whether it is a safeguarding matter, they should pass it to a Safeguarding Officer to decide- a line manager can advise and provide Support/sound boarding as disclosure can be upsetting but the safeguarding officer should be the decision maker.

7.3 The Safeguarding Officer will acknowledge receipt of a disclosure- when Safeguarding Officers receive a disclosure or report from a member of staff, a standard email message will be sent back to reporting staff.

7.4 Concerns about any members of staff can also be discussed with the Head of Human Resources, Chichester Campus, 01243 786321, ext 2212

7.5 In the event that the designated staff members are unavailable, an executive member of the Senior Management Team 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 safeguarding and child protection
- Have particular responsibility to be available to listen to students, young people and adults at risk studying at the College
- 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 Local Safeguarding Children's Board, and will receive refresher training at least every 2 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 rota of safeguarding officers so staff can always get hold of a designated officer via ext 5555 or staysafe@chichester.ac.uk

7.9 Supervision of the safeguarding officers will be provided by access to appropriately trained staff via Professional Development.

7.10 A termly Safeguarding and prevent board meets to oversee the wider responsibilities of safeguarding policy and procedure, review statutory guidance and live cases, where appropriate case review will be undertaken to learn and share practice.

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

- Ensure the College provides the highest quality care for all students, with enhanced arrangements to protect children and vulnerable adults
- To ensure, as well as can reasonably be expected, that we:

- Minimise the risk of harm to our students
- Address concerns about the welfare of our students
- Identify and respond to students who may be suffering significant harm and take appropriate actions
- Create and implement safeguarding support plans, Prevent action plan and risk assessments (making reasonable adjustment, as appropriate, to enable students to access learning opportunities)
- Meet our legal requirements relating to safeguarding issues

7.12 The designated Safeguarding Officers (DSO) also meet weekly to discuss relevant cases and share practice. Where appropriate and where a potential risk of harm has been identified, safeguarding support plans will be drawn up in liaison with identified members of the student support 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 issues and Prevent implementation.

8.2 The designated Governor is responsible for liaising with the senior staff member with lead responsibility over matters regarding child protection and Prevent, ensuring that:

- The College has procedures and policies which are consistent with the Local Safeguarding Children's Board procedures
- The Governing Body considers the College policy on safeguarding and child protection each year
- Each year the Governing Body is informed of how the College and its staff have complied with the policy, including but not limited to a report on the training that staff have undertaken.

8.3 The designated Governor is responsible for overseeing the liaison between agencies such as the police, social services, in connection with allegations against the Principal 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 enquires.

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

9 Safer Recruitment

9.1 The policy refers to the Recruitment and selection Policy and Procedure. There is also a Disclosure and Barring Policy, procedures for dealing with allegations of abuse against members of staff and recruitment of Ex-offenders' Policy- all of which are relating to safeguarding, all these procedures are located on

ChiDrive.

9.2 The HR department will maintain a single central register of all checks carried out on any staff and volunteers who will work with anyone within the scope of this policy.

10 Status of this policy

10.1 The policy was initially approved by the Human Resources Committee in February 2007 and the Governing Body in March 2007. It supersedes all previous documentation. The policy is presented to Quality and Curriculum Committee annually for approval.

10.2 The operation of this policy will be kept under review by the Deputy Principal.

10.3 It may be reviewed and varied from time to time by the Curriculum and Quality Committee.

10.4 This policy has been impact assessed to ensure that it does not adversely affect staff on the grounds of their disability, gender or race.

Date Approved: 2007
Approved by: Senior Management Team
Date for Review: April 2018

