

Leyton Sixth Form College

Safeguarding Children & Vulnerable Adults Policy

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1 Introduction

- 1.1 To ensure that the safety of Leyton Sixth Form College students remains the highest priority, the Safeguarding Group will ensure a policy audit and review will take place every year.
- 1.2 The lead person on SLT responsible will be the Vice Principal Wider Student Experience. The person who has responsibility for reporting incidents will be the Designated Lead Professional currently the Safeguarding & Guidance Manager
- 1.3 Under Section 175 of the Education Act 2002, colleges are under a statutory duty to have in place arrangements for carrying out their functions with a view to safeguarding and promoting the welfare of children. This policy forms part of those arrangements and extends that remit to cover vulnerable adults.
- 1.4 Leyton Sixth Form College recognises its responsibilities in safeguarding the welfare of children and vulnerable adults for whom it is responsible and in particular fully understands the role it has preventing their abuse (definitions of abuse are listed in Appendix 1). All concerns around the Safeguarding Children & Vulnerable Adults must be immediately reported to the College Child Protection Officer or the deputy nominated officer.
- 1.5 It is the policy of Leyton Sixth Form College to work with Waltham Forest Local Safeguarding Child Board, in line with the London Protection Procedures, as well as the police and Social Care Services. The welfare of the child or vulnerable adult will always be the first priority in any action taken.

2 Relevant documents related to this Policy and Procedures Include:

- Safer Practice Safer Learning (NIACE 2007)
- Working Together Under the Children Act 1989 (HMSO 1991)
- London Safeguarding Children website: www.london.scb.gov.uk 020 8496 276

3 Linked College Policies & Procedures

- Staff Disciplinary
- Staff Code of Conduct
- Data Protection
- Procedures for Complaints against staff
- Equality & Diversity Scheme
- Anti-bullying
- Challenging Homophobia
- Forced Marriage
- FGM Policy
- Disciplinary Policy
- Whistleblowing Policy
- E-safety
- Additional Learning Support

These are available on the College intranet.

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4 Aims

- 4.1 The College will aim to provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of the individual student. The College's aim is to enable young people to achieve their full potential by fostering a culture of learning, personal development and high aspiration.
- 4.2 To support the students' development in ways that will foster security, confidence and resilience.
- 4.3 To raise the awareness of all teaching and non-teaching staff of the need to safeguard students and of their responsibilities in identifying and reporting possible cases of abuse or neglect.
- 4.4 Safeguarding issues can revolve around one or more of the following:
- Neglect
 - Physical Abuse
 - Sexual Abuse
 - Emotional Abuse
 - Bullying or harassment (including e-safety)
 - Forced Marriage
 - Radicalisation
- 4.5 To provide a systematic means of monitoring students known or thought to be at risk of harm, and ensure that the College contributes to assessments of need and support plans for those students.
- 4.6 To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding students.
- 4.6 To develop a structured procedure within the College that will be followed by all members of the College community in cases of suspected abuse or neglect.
- 4.7 To develop effective working relationships and all other agencies, involved in safeguarding children.
- 4.8 To provide an environment in which young people feel and are safe, secure, valued and respected and in which they feel confident and knowledgeable enough to approach teaching or non-teaching staff if they are in difficulty.

4.9 Radicalisation

- 4.9.1 The College recognises the positive contribution it can make towards protecting its students from radicalisation to violent extremism. The College will continue to empower its students to create communities that are resilient to extremism and protect the wellbeing of particular students who may be vulnerable to being drawn into violent extremism or crime. It will also continue to promote spaces for free debate where shared values can be reinforced.
- 4.9.2 Radicalisation is the process by which individuals come to support terrorism or violent extremism. There is no typical profile for a person likely to become involved in extremism, or when they move to adopt violence in support of their particular

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ideology. Although a number of possible behavioural indicators are listed below, staff should use their professional judgement and discuss with other colleagues or external partners if they have any concerns.

- Use of inappropriate language
- Possession of violent extremist literature
- Behavioural changes
- The expression extremist views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit other to an extremist ideology

If the College has any significant concerns about a learner beginning to support terrorism and/or violent extremism, they should discuss them with the nominated local police officer so they can be part of further work to address the issues.

- 4.11 Parents will be made aware of our policy and procedures, through initial correspondence and will receive a copy on request. They can also access information via the college website.

5 Procedures for Safeguarding Children & Vulnerable Adults

- 5.1 The information below is a basic procedure that must be followed in all cases of suspected abuse.
- 5.2 Allegations, suspicions or concerns of abuse must be reported to the LSC Designated Lead. The DL will report all matters to the local Social Care Team and the police who have primary responsibility in the field of child protection. The Children Act 2004 places a duty on local authorities to take steps to protect children and gives certain powers to the police so they can take action to protect children. In the instance of allegations against staff these should be reported to the Principal immediately who should report it immediately to the Local Authority designated person.
- 5.3 All complaints, allegations or suspicions must be taken seriously.
- 5.4 The procedures laid out in their documents must be followed whenever an allegation is made that a child/adult has been abused.
- 5.5 Absolute promises of confidentiality should not be given as the matter may develop in such a way that these might not be able to be honoured.
- 5.6 Leading questions must always be avoided and any questions kept to the minimum necessary to understand what is being alleged.
- 5.7 An initial record should be taken by the member of staff to whom the disclosure is made on a college internal referral form and sent immediately to the Designated Lead Person.

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- 5.8 A full record of any conversations must be made immediately after any conversations with the students and must include:
- The date
 - The time
 - The place where the alleged abuse happened
 - Your name and the names of any other persons present
 - The name of the complainant
 - The nature of the alleged abuse
 - A description of any injuries observed
 - The account which has been given of the allegation
 - The student/adult's name (if different from complainant)
 - The student/adult's address
 - The age of the student/adult
 - The date and time of the observations or disclosure
 - An objective record of the observation or disclosure
 - The exact words spoken by the student/adult.
- 5.9 Any such notes should be, as far as possible verbatim rather than summarised and it should be factual in terms of what the student/adult/complainant has reported and should not be based on opinion or assumptions.
- 5.10 Some students may need additional support. This may take the form of the student's nominated carer, tutor or named support teacher being present at any interview to act as a facilitator or in an advocacy role. It should never be assumed that a student with learning difficulties and/or disabilities is not capable of providing credible evidence. Leyton Sixth Form College will always respond in a positive manner to any legitimate requests for support from the appropriate agencies. The College regards parents/guardians of learners under 19, Social Care, the police and certain other government departments as authorised enquirers
- 5.11 Where a learner who is not strictly a child under the Act i.e. they are 19, is identified as being at risk, the DL will make a decision on whether there is a need to involve outside agencies such as social care or the police. Outside agencies should only be involved with the agreement of the alleged victim unless disclosure is necessary in the over-riding public interest (e.g. to protect others from serious harm). In the case of learners with learning difficulties, advice will be sought from the appropriate persons/agencies which could include the learners' tutor, case worker or social care.
- 5.12 The DL will submit a formal 'annual report' to the Vice Principal Wider Student Experience, the Principal and named Governor, of reported incidents, interventions and outcomes of those interventions. The report will keep names anonymous and will be confidential [to ensure the protection of those involved.

The following statement will be on the website and other publications.

Leyton Sixth Form College recognises that members of staff and students have an important role to play in safeguarding the welfare of children and vulnerable adults and preventing their abuse. The college has in line with the legislation and consultation of various groups of staff, students and other agencies, written a comprehensive Safeguarding Children and Vulnerable Adults Policy to ensure that the welfare of the child and vulnerable adults is always placed at the centre of its activities. Anyone who would like to see a copy of this

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policy should contact the Vice Principal Wider Student Experience or access it through the college website.

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6 Safer Recruitment and Selection

- 6.1 The College pays full regard to DFES guidance “Safeguarding Children and Safer Recruitment in Education” Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works in the college e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying any academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking List 99 and Disclosure & Barring Service checks.
- 6.2 Statutory Changes, underpinned by regulations, are that:
- 6.2.1 A DBS Enhanced Disclosure is obtained for **all** new appointments to the college’s workforce.
 - 6.2.2 The College must keep a single central record detailing a range of checks carried out on their staff.
 - 6.2.3 All new appointments to the college workforce who have lived outside the UK are subject to additional checks as appropriate.
 - 6.2.4 Leyton Sixth Form College will ensure that supply staff have undergone the necessary checks.
 - 6.2.5 Identity checks must be carried out on all appointments to the College workforce before the appointment is made.

7 Safeguarding Information for Learners

- 7.1 The College is committed to ensuring that learners are aware of any behaviour towards them that is not acceptable and how they keep themselves safe. All learners know that we have a senior member of staff with responsibility for safeguarding and know who this is. We inform learners of whom they might talk to, both in and out of college, their right to be listened to and heard and what steps can be taken to protect them from harm.
- 7.2 College’s arrangements for consulting with and listening to students are clearly outlined in Complaints Procedure.
- 7.3 We make learners aware of these arrangements through induction materials, appropriate tutorial provision, and information on the College intranet/MOODLE (and will be regularly included in the student briefing).

8 Partnership with Parents

- 8.1 The College shares a purpose with parents/carers to keep children safe from harm and to have their welfare promoted. The College makes a clear statement in its Student Charter which is sent to all parents/carers annually.
- 8.2 We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents/ carers’ rights to privacy and confidentiality and will not share sensitive

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information unless we have permission or it is necessary to do so in order to protect a child.

- 8.3 College will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.
- 8.4 We encourage parents to discuss any concerns they may have with the personal tutor or one of the Student Services team. We make parents aware of our policy through our website.

9 Governing Body should ensure that:

- 9.1 The college has a safeguarding policy and procedures that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request
- 9.2 The College operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children.
- 9.3 The College has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures.
- 9.4 A member of the College's senior leadership team is designated to take lead responsibility for child protection
- 9.5 All staff employed by LSC will receive an initial introduction to Safeguarding during their induction period and then undertake a more comprehensive online training within the first two months of employment. Copies of the policies and procedures will be issued at the start of employment.
- 9.6 They remedy, without delay, any deficiencies or weaknesses regarding safeguarding arrangements
- 9.7 A governor is nominated to be responsible for liaising with the LA and/or partner agencies in the event of allegations of abuse being made against the Principal
- 9.8 Where services or activities are provided on the college premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding and liaises with the college on these matters where appropriate
- 9.9 They review their policies and procedures annually.

10 The Nominated Member of Staff

- 10.1 The nominated member of staff with lead responsibility for safeguarding children and vulnerable adults is the Safeguarding & Guidance Manager, and can be contacted on 020 8928 9131. It will be the responsibility of the Safeguarding & Guidance Manager to monitor procedures and to seek the advice of the local Safeguarding Children Board and local authority social care department and to bring about a change in procedures if necessary.

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- 10.2 Further, it is the responsibility of the nominated person to ensure that this policy is reviewed annually and that appropriate staff development is in place and that all staff have a general awareness of safeguarding children and vulnerable adult protection issues.
- 10.3 Other members of staff will be trained as nominated safeguarding officers to ensure that appropriately trained personnel are available in the absence of the nominated member of staff.
- 10.4 The Nominated Member of staff shall retain a copy of:
- The Report
 - Any notes, memoranda or other correspondence dealing with the matter
 - Any other relevant materials
- 10.5 Copies of reports, notes etc. should be kept securely locked at all times and for a minimum period of seven years or their 25th birthday.
- 10.6 Copies of reports regarding allegations made against staff shall be kept securely sealed by the Principal until at least the 25th Birthday of any child or seven years in any other case.

11 Responding to an Allegation

- 11.1 It is understood that all staff (teaching, support staff and managers) of the college may come into contact with students who are exhibiting 'a cause for concern'. No member of staff should take any independent action themselves but should observe the protocols set out in this section of the policy unless the individual is in crisis in which case action should be taken to stabilise the situation in consultation with relevant managers.
- 11.2 Any suspicion, allegation or incident of abuse must be reported to a Designated Lead Officer with responsibility for safeguarding children and vulnerable adults as soon as possible and in any event within 2 hours.
- 11.3 The Designated Lead should refer the matter to the local social care department where they feel that the child/adult may be in need and/or is or may be at risk of suffering significant harm. A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the report was made. The telephone report must be confirmed in writing within 24 hours. The confirmation may be handwritten, posted or faxed but a copy **MUST** be kept on file.
- 11.4 The advice received from social care on what action, if any, should be taken and a note kept of that conversation.

12 14-16 year old Learners

Where an allegation is made regarding a 14–16 year old student, members of staff should follow the same procedures as outlined above. The College's Designated Lead Officer will liaise with the DL from the student's school or sponsor, ensuring that the learner is informed of this process.

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13 Work Placements

- 13.1 Employers and training organizations will be asked to cooperate with the college in putting in place and subscribing to appropriate safeguards.
- 13.2 Where a placement is long term or meets the criteria laid out in Safeguarding Children and Safer Recruitment in Education 2007, DCSF, the College will ensure that additional safeguards are in place, these may include:
- Staff arranging placements will have had training in child protection
 - Ensuring students are aware of the organisations own child protection procedures at the start of the placement
 - Training organisations will be asked to make a commitment to safeguarding learners' welfare by endorsing an agreed statement of principles
 - Vetting and DBS checking any person whose normal duties will include regular caring for, training, looking after or supervising a child in the workplace where that person has been specifically designated to have responsibility for such activities.