

<b>College Manual/Share Point Section:</b>	<b>Student Services</b>			
<b>Responsibility:</b>	The Safeguarding Manager	<b>Date doc. created:</b>	April 2018	
<b>E&amp;D Impact Assessment date:</b>	April 2018	<b>Review date of doc</b>	May 2019	

## SAFEGUARDING CHILDREN AND VULNERABLE GROUPS POLICY

### 1. Aims

- 1.1 The aim of this policy is to keep the children and vulnerable groups in our care safe, by providing a safe environment for them to learn and work and by helping to identify children and vulnerable people who are suffering or likely to suffer significant harm, so that appropriate support and action can be taken to keep them safe, both at home and in the college.
- 1.2 The College has membership on the Swindon Local Safeguarding Children Board (LSCB). This policy has been written to conform to the Statutory Guidance for Schools and Colleges, 'Keeping Children Safe in Education', 'Working Together to Safeguard Children: 2013', the guidance contained in The South West Child Protection (Safeguarding) Procedures, The Policy and Procedures for Safeguarding Vulnerable groups in Swindon and Wiltshire and the NIACE/DfES publication 'Safer Practice – Safer Learning'. These documents are available on the following websites:  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>  
<https://www.gov.uk/government/publications/working-together-to-safeguard-children>  
[http://www.swcpp.org.uk/swcpp/swcpp\\_procedures.htm](http://www.swcpp.org.uk/swcpp/swcpp_procedures.htm)  
<http://www.swindon.gov.uk/sc/sc-adults/Documents/vulnerableadults-policyswindonwiltshire.pdf>  
<http://shop.niace.org.uk/safer-practice.html>
- 1.3 The College is represented on the Strategic 'Contest' Board. This policy has been amended to incorporate the Prevent Duty contained within the Counter Terrorism and Security Act 2015. The Prevent Duty guidance is available on the following website:  
<https://www.gov.uk/government/publications/prevent-duty-guidance>

### 2. Objectives

- 2.1 Defining key terms such as 'safeguarding', 'children', 'vulnerable adults/groups' and 'abuse' to guide colleagues' understanding of their legal responsibilities.
- 2.2 Identification of key roles and responsibilities regarding safeguarding.
- 2.3 Clarification of confidentiality and its limitations in this area.
- 2.4 Guidance on the appropriate actions and procedures following a safeguarding disclosure.
- 2.5 Guidance on the recording of information following safeguarding disclosures.
- 2.6 Guidance on the appropriate actions and procedures in relation to allegations against members of staff.
- 2.7 Guidance on disclosure of abuse at an earlier age.
- 2.8 Guidance on Forced Marriages.
- 2.9 Guidance on the Prevention of Violent Extremism – The 'Prevent' Duty.
- 2.10 Information on staff training and support.

### 3. Defining key terms such as 'safeguarding', 'children', 'vulnerable adults/groups' and 'abuse' to guide colleagues' understanding of their legal responsibilities.

- 3.1 Safeguarding and promoting the welfare of children is defined as the process of protecting children from maltreatment, preventing impairment of their health or development and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables them to have the best outcomes. (Keeping Children Safe in Education).

- 3.2 The definition of 'child' in the Children Acts of 1989 and 2004 is '**any person who has not reached their 18<sup>th</sup> birthday**'.
- 3.3 A vulnerable adult is defined as a person '**who is or may be in need of community care services by reason of mental or other disability, age or 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**' (Department of Health, 2000).
- 3.4 Abuse is any form of maltreatment of a child or vulnerable adult. It may involve inflicting harm or failing to act to prevent harm. The main categories of abuse are: Physical Abuse, Emotional Abuse, Sexual Abuse, and Neglect.
- 3.5 Keeping Children Safe in Education paragraph 25 lists a number of other specific safeguarding issues to raise the awareness of professionals working in education. These are listed in appendix 3.

#### 4. **Key roles and responsibilities regarding safeguarding.**

- 4.1 At least one member of the Senior Management Team (SMT) is designated as a Senior Manager for Safeguarding in New College. They are responsible for ensuring that appropriate action is taken (which may include action under the College Discipline and Dismissal Policy) in cases of allegations of abuse against staff and for overseeing any serious case reviews involving New College students. The names of members of SMT holding these responsibilities are kept up to date on the staff portal under Safeguarding.
- 4.2 The College nominates a Designated Safeguarding Governor who liaises with the Principal and Head of Student Services and Safeguarding over matters regarding safeguarding. They have responsibility for ensuring that the college has procedures and policies which are consistent with national legislation, statutory and local guidance and that the governing body is informed annually how the college and its staff have complied with the policy, including a report on training undertaken by staff.
- 4.3 A number of members of staff are designated to act as Safeguarding Officers (SO) in New College. They are the people responsible for ensuring that appropriate action is taken in cases of suspected abuse. The designated members of staff include **the Head of Student Services & Safeguarding (who is the Designated Safeguarding Lead – DSL), the Safeguarding Manager (Deputy Designated Safeguarding Lead - DDSL) plus** other members of staff who undertake the appropriate training. Names and contact details of designated safeguarding officers are kept up to date on the staff portal.
- 4.4 The DSL and DDSL are responsible for coordinating policy and action on safeguarding, keeping effective and secure records of referrals and for ensuring all appropriate agencies are informed.
- 4.5 In the case of all the SOs being absent from college, the Principal or another member of SMT can deputise to avoid delay in seeking support. Members of staff can contact the Police or Family Contact Point / Multi Agency Safeguarding Hub (MASH) in an emergency – contact numbers are provided on the Safeguarding Guidance notes on the staff portal and on 'Safeguarding Essentials' posters around College.
- 4.6 All members of College staff have the legal duty and responsibility to deal with any safeguarding situations according to this policy. They are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. They also have a general responsibility to contribute to the provision of a safe learning environment in College and on College organized events. This includes partner organizations who teach or assess New College students wherever they are located.

#### 5. **Confidentiality.**

- 5.1 Confidentiality and trust should be maintained as far as possible, but staff must act on the basis that the safety of the young person / vulnerable adult is the overriding concern. Suspicion of abuse, or

concern that a young person / vulnerable adult is at risk of significant harm although not yet a victim, is sufficient cause to contact a 'Safeguarding Officer', and the young person / vulnerable adult should be made aware of this at the earliest possible stage of any disclosure. They may however wish to involve as few people as possible, and every effort should be made to respect their wishes for confidentiality provided this does not prevent any action which is necessary for their protection, or the protection of other children or vulnerable people in the household.

- 5.2 An abused young person / vulnerable adult may be under severe emotional stress and may feel anxious about taking a member of staff into their confidence. Care and sensitivity is needed to ensure firstly that the young person feels as supported and reassured as possible, and secondly that s/he understands the need for action which will require the involvement of other staff/agencies.
- 5.3 In the context of abuse of vulnerable adults, there are two stages at which the **capacity to give consent** requires consideration:
  - Did the vulnerable adult have the capacity to consent to the act, relationship or situation which constitutes the allegation of adult abuse?
  - and**
  - Does the vulnerable adult have the capacity to give consent to any actions that professionals wish to take to investigate the matter further and to take steps to prevent further abuse?

Although a person may not have consented to the abusive act, they may not agree to any agency intervention as a consequence. In situations where the vulnerable adult is adjudged to 'lack capacity', professionals and others are required to act in the 'best interests' of the individual concerned.

Further advice is contained in the document: **POLICY AND PROCEDURES FOR SAFEGUARDING VULNERABLE GROUPS IN SWINDON AND WILTSHIRE**, which is available on the Swindon Borough Council website: <http://www.swindon.gov.uk/sc/sc-adults/Documents/vulnerableadults-policyswindonwiltshire.pdf>

## **6 Actions and procedures following a safeguarding disclosure – see also flow charts in Appendix 2.**

- 6.1 Any member of staff who suspects or knows of a student or colleague who has been harmed or is at risk of being harmed, must immediately inform one of the SOs or their line manager if none are available. They should not discuss the situation with anyone else.
- 6.2 Disclosures to staff may also be made by students who are not necessarily subject to abuse themselves but are aware or suspicious that a child / vulnerable adult is at risk in their household or friendship group. In these cases too, members of staff should pass the information immediately to a SO.
- 6.3 A SO may feel that there is cause for concern but may wish to discuss the case before deciding whether or not it should be formally reported under this Safeguarding Policy. The SO should seek advice from the Duty Social Worker at Swindon Borough Council's **Family Contact Point MASH**. The SO may involve parents / carers at this point if deemed appropriate and safe to do so.
- 6.4 If the young person / vulnerable adult lives outside Swindon, consultation should normally be with Children's Services/Social Care in the local authority of residence.
- 6.5 Once the SO is satisfied that there are clear grounds for suspicion or evidence that a young person / vulnerable adult has been abused, s/he will pass the information immediately by telephone to the local authority Referral Team. In the case of a vulnerable adult this would need their consent or a judgement by the SO that they 'lack capacity' to give such consent and it is in their best interests to make a referral (see section 5.3). They could also approach the Emergency Duty Team out of hours. Telephone numbers for each of these contacts are in Appendix 1. The Duty Social worker will record key information, and the New College SO should send a written referral to the appropriate branch of Children's Services/Social Care using an **RF1 form** available on the Swindon Borough Council website and the New College Staff portal (Safeguarding section). The referral should be

made within 24 hours of a disclosure and the forms can be faxed, **or** e-mailed if password protected.

- 6.6 In the case of a young person on a school link course, the designated member of staff at the school will be telephoned and that person will take responsibility for initiating action through the Safeguarding Procedures. If the school designated staff cannot be contacted and the situation is urgent, the New College SO should make the contacts with Children's Services or the Police.
- 6.7 The SO should generally contact the parents/carers of a young person concerned to inform them that a referral is being made to Children's Services/Social Care unless doing so would put the young person at risk. A level of judgement should be used and advice can be sought from the Duty Social Worker particularly for those who are between 16 and 18 years of age. If a young person discloses physical or sexual abuse, where the alleged abuser is either a family member or someone resident within the household, the SO must consult the Duty Social Worker before informing parents/carers, unless the young person is subject to a child protection plan, in which case the allocated Social Worker should be contacted. The relevant Social Worker will advise the SO when, and by whom, parents/carers will be informed.
- 6.8 Emergency Referral: In the unusual event of an urgent, possibly life-threatening situation, in which members of staff are unable to contact the people specified in the referral procedures, emergency referral should be made to the Police Child Protection Unit by dialing 999. Any member of staff can also contact Family Contact Point / MASH if they cannot find a SO or their line manager.
- 6.9 A SO or appropriate adult should offer to accompany a student in any Police or Children's Services/Social Care interviews where appropriate.
- 6.10 In the case of referrals for alleged perpetrators of sexual abuse – where a student is being investigated by the Police for allegedly committing sexual offences and the Police have said they will make a referral to Social Care the SO will still phone the referral team without delay to raise awareness of the concerns relating to the alleged perpetrator. The Referral team will advise on whether an RF1 needs to be completed by the SO.

## **7 Recording Information**

- 7.1 All written records should be signed and dated by the person making the disclosure and the member of staff listening to the disclosure.
- 7.2 In listening to a young person / vulnerable adult, a member of staff should avoid asking leading questions such as 'did he hit you?' This may jeopardise any future proceedings. A good prompt is 'would you like to tell me more?' The member of staff should make it clear to the young person / vulnerable adult that confidentiality cannot be maintained and that they have a legal duty to refer the situation to a designated SO.
- 7.3 The SOs are responsible for recording information about each case and for collecting reports and notes as appropriate. The SOs do not necessarily collect statements from the young person / vulnerable adult but can ask the member of staff who initially listened to them to record what s/he said. The young person / vulnerable adult should be asked to sign this statement as an accurate record. Where practical the SO should use the internal referral form template with additional hand written notes attached.
- 7.4 Members of staff are advised to have a colleague present with them if practical.
- 7.5 A secure central record of all internal and external referrals will be kept securely by the DSL or deputy DSL. All SOs can access notes to be able to update them. This will include a chronology of major events related to the concern with actions and outcomes.
- 7.6 College is required to allow access to Children's Social Care, for the authority to conduct or consider whether to conduct a section 17 or section 47 assessment.

## 8 Allegations against members of staff.

- 8.1 It is essential, in all cases where staff have concerns about the behaviour of, or an allegation of abuse against any member of staff with regard to a student, that it is reported quickly and professionally to the Designated Senior Manager (as listed on the staff portal) or their Deputy. If the Designated Senior Manager is unavailable advice can be sought from the Head of Student Services and Safeguarding but the member of staff should not be named. If the situation is an emergency and those listed above are unavailable, colleagues can ask for support from any member of SMT or Duty Manager who will contact the Local Authority Designated Officer (LADO) or the Designated Officer for Allegations (Wiltshire) for advice.
- 8.2 It is a criminal offence (Sexual Offences Act 2003) for a person in a position of trust in an educational establishment to engage in any sexual activity with a person aged under 18, with whom a relationship of trust exists, irrespective of the age of consent, even if the basis for their relationship is consensual. Any member of staff at New College is considered to be placed in a position of such trust and therefore, the conditions of this Act apply to them.
- 8.3 If a member of staff has a concern that a person may have behaved inappropriately or they have received information that may constitute an allegation they should:
- Report it to the Designated Senior Manager or their Deputy as soon as possible, however trivial it may seem;
  - Make a signed and dated written record of their concerns, observations or the information received to pass on to the Designated Senior Manager;
  - Maintain confidentiality and guard against publicity while an allegation is being considered or investigated and follow local information sharing protocols.

They should not:

- Attempt to deal with the situation themselves;
  - Make assumptions, offer alternative explanations or diminish the seriousness of the behavior or alleged incidents;
  - Keep the information to themselves or promise confidentiality;
  - Take any action that might undermine any future investigation or disciplinary procedure, such as interviewing the alleged victim or potential witnesses, or inform the alleged perpetrator or parents / carers.
- 8.4 The same action should be taken if the allegation is about abuse that has taken place in the past, as it will be important to find out if the person is still working with or has access to children / vulnerable groups.
- 8.5 The Designated Senior Manager will inform Local Authority Designated Officer (LADO) of all allegations of abuse against a member of staff within **one working day** of receiving the report of an allegation. The Designated Senior Manager will decide on the action to be taken, in relation to the member of staff, in accordance with advice provided by the LADO, as well as following the normal procedures for Safeguarding and the staff Discipline and Dismissal policy.
- 8.6 The LADO will provide advice and guidance to all parties and be involved in the management and oversight of all allegations. They will liaise with all relevant parties and monitor the progress of all cases. The LADO, now located in MASH will advise whether to involve the safeguarding leads regarding the safety of the child.
- 8.7 It is important for guidance that this policy is read in conjunction with the College's 'Staff Code of Conduct toward Students', the summary guidance card 'Safeguarding Yourself' and 'Public Interest Disclosure (Whistleblowing)' Procedures.

8.8 If an allegation is made against a member of staff, they can refer to the leaflet '*A guide to staff and volunteers who work with children and are faced with allegations of abuse*' which outlines sources of support and potential outcomes. This is available from the LADO and the Human Resources Department and can be found on the Swindon LSCB site at:  
<http://www.swindonlscb.org.uk/wav/Pages/Allegations-Against-Staff.aspx>.

## 9 Disclosure of abuse at an earlier age.

9.1 Adult Students or staff of any age may disclose that they were abused as children. If they do not want further action to be taken, their wishes should be respected. However, where there is reasonable cause for concern that other children / vulnerable groups in the discloser's family may currently be at risk, the SO should be informed and Children's Services /Social Care should be contacted; the person should be made aware of this requirement at the earliest possible stage of any disclosure.

9.2 If the person wants to pursue the possibility of counselling, they should be referred to Student Services (for students) or Human Resources (for staff) as appropriate.

## 10. Forced Marriages

### 10.1 The difference between an arranged and a forced marriage

The tradition of arranged marriages has operated successfully within many communities and many countries for a very long time. A clear distinction must be made between a forced marriage and an arranged marriage. In **arranged marriages** the families of both spouses take a leading role in arranging the marriage but the choice whether to accept the arrangement remains with the individuals. In **forced marriage** at least one party does **not consent** to the marriage and some element of duress is involved.

Forced marriage is primarily an issue of violence against women. Most cases involve young women and girls aged between 13 and 30 years, although, there is evidence to suggest that as many as 15% of victims are male. Forced Marriage is a criminal offence, the offences can include, abduction, physical violence, threatening behaviour. Sexual Intercourse without consent is rape.

10.2 If you suspect that one of your students is being forced into a marriage against their will, or if a female ethnic minority student leaves college unexpectedly and without explanation, contact a Designated Safeguarding Officer, who will make an assessment whether to contact Social Care or go directly to the Forced Marriage Unit within the Police.

## 11 Prevention of Violent Extremism – The 'Prevent' Duty

11.1 In February 2008 the Government published guidance to local partners including colleges on preventing violent extremism<sup>1</sup>. While the guidance was prompted following examples of Al Qaida behavior, it is also aimed at reducing the risk of radicalisation of vulnerable people by other groups, including some Animal Rights Groups and Far Right Groups.

11.2 The Counter Terrorism and Security Act 2015 (Section 26) upgraded this guidance to a Statutory Duty 'to have due regard to the need to prevent people from being drawn into terrorism'<sup>2</sup>.

11.3 The Duty for Further Education and Higher Education was confirmed by Parliament on 18 September 2015. The Head of Student Services and Safeguarding is the nominated Prevent Lead for New College.

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<sup>1</sup> Learning Together to be Safe: A toolkit to help colleges contribute to the prevention of violent extremism. February 2009 Department for Innovation, Universities and Skills [www.dius.gov.uk](http://www.dius.gov.uk)

<sup>2</sup> Prevent Duty Guidance for England and Wales 2015 <https://www.gov.uk/government/publications/prevent-duty-guidance>

- 11.4 Young people and vulnerable groups are particularly targeted by groups who may promote violent extremist activity.
- 11.5 College staff should be aware of signs of radicalization and have the confidence to report their concerns to their line manager or a member of the Safeguarding Team.
- 11.6 Any such concerns should be recorded in writing by the line manager and reported to the Head of Student Services and Safeguarding, the Deputy Designated Safeguarding Lead or the Director of Human Resources. They will liaise with the Regional Prevent Coordinator, the chair of the Local Channel Panel or Wiltshire Police following the procedures in the joint information sharing protocol.
- 11.7 The College will also promote the ethos of the 'Prevent' Duty by encouraging free and open debate but challenging extreme views. It will encourage through its classroom practice, theme weeks and induction activities, a belief in Equality of Opportunity and the celebration of Diversity.
- 11.8 The College will not ordinarily host or allow its premises to be used by extreme groups and will seek to prevent the distribution of extreme literature. The Duty to promote Freedom of Speech, which is enhanced for schools, colleges and universities at election times, may mean that carefully monitored opportunities may exist. This is detailed in the Freedom of Expression Policy.
- 11.9 The college has a legal responsibility to forbid the promotion of partisan political views in the teaching of any subject in the college and must take such steps as are reasonably practicable to secure that where political issues are brought to the attention of students they are offered a balanced presentation of opposing views. Promotion of any organisations linked to violent extremism is contrary to the values of the college and could constitute misconduct.
- 11.10 The College will provide appropriate support through its own staff or by referral to external agencies through the Channel process, for any student or member of staff in danger of radicalization.

## 12 Female Genital Mutilation (FGM)

- 12.1 Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003 ("the 2003 Act"). **It is a form of child abuse and violence against women.** FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons.
- 12.2 Section 5B of the FGM Act 2003 introduces a mandatory reporting duty which requires regulated health and social care professionals and teachers in England and Wales to report 'known' cases of FGM in under 18s, which they identify in the course of their professional work, to the police. **The duty came into force on 31 October 2015.**
- 12.3 The FGM mandatory reporting duty is a legal duty provided for in the FGM Act 2003 (as amended by the Serious Crime Act 2015). The legislation requires regulated health and social care professionals and teachers in England and Wales to make a report to the police where, in the course of their professional duties, they either:
  - are informed by a girl under 18 that an act of FGM has been carried out on her; or
  - observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth.
- 12.4 For the purposes of the duty, the relevant age is the girl's age at the time of the disclosure/identification of FGM (i.e. it does not apply where a woman aged 18 or over discloses she had FGM when she was under 18). Where a disclosure is received that falls outside the duty, the College will still follow its safeguarding duties and refer to relevant agencies as appropriate.
- 12.5 Suspected cases of FGM should be reported immediately to a Safeguarding officer.
- 12.6 **Where there is a risk to life or likelihood of serious immediate harm, professionals should report the case immediately to police, including dialling 999 if appropriate.**
- 12.7 Full guidance on the statutory duty can be found on the gov.uk website:

### 13 Staff Training & Support

- 13.1 The DSL, Deputy DSL, SOs, and Designated Senior Managers for Safeguarding will have regular updates and training at least every 2 years.
- 13.2 All new members of staff must receive a safeguarding induction, a copy of the Code of Conduct and this Policy plus attend foundation safeguarding training as part of their probationary period. Training can be 'in-house' or through the LSCB, unless they can evidence appropriate training within the last 3 years in previous employment.
- 13.3 All other members of staff will have safeguarding training updates at least every 3 years.
- 13.4 Members of the Human Resources team will have regular training on Safer Recruitment to ensure that all appointment panels have a member trained in this area.
- 13.5 Temporary and supply staff must be made aware of basic information in respect of the College's Safeguarding procedures, including the name of the DSL.
- 13.6 Support is available for members of staff who have received disclosures. In many cases, this can be a painful and disturbing experience for the recipient, who may in some cases require counselling support. Staff Counselling can be arranged via the Human Resources department. In some situations, staff may feel competent to give the discloser their continuing help as a listener until professional 'supervision' is available. In these cases, staff must ensure that SOs are aware of the situation, that they themselves have the support of some sort of appropriate 'supervision' and that they are not drawn into a pseudo-counselling relationship with the discloser.

<b>Linked Policies:</b>	<ul style="list-style-type: none"> <li>Staff Code of Conduct</li> <li>Disciplinary &amp; Dismissal Policy</li> <li>Anti-Bullying Policy</li> <li>Whistleblowing Procedure &amp; Public Interest Disclosure</li> <li>Student Disclosure, Passing on Information and Confidentiality Policy</li> <li>Prevent Policy / Strategy</li> <li>Freedom of Expression Policy</li> <li>Visiting Speaker Policy</li> <li>GDPR</li> </ul>
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NEW COLLEGE EQUALITY IMPACT ANALYSIS	DATE: Sept 2017
<b>Function: Enter the topic of the policy, procedure or plan</b>	
This policy, plan, procedure, process has been examined for equality impact, i.e., the impact that this function will have on different groups of actual and potential learners, service users and staff taking account of the protected characteristics of the Equality Act 2010 ( <b>age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation</b> ).	
1.	<b>If Equality Impact Analysis is not relevant to this function, give reasons and proceed to section 5 below.</b>
2.	<b>In what ways could this function have a negative impact on any of the groups above? What actions have been taken to eliminate these?</b> Lack of awareness of Safeguarding responsibilities by members of staff could lead to discriminatory abuse being unreported and indications of

potential forced marriage, Female Genital Mutilation or gender based violence being missed. All staff training on a 3 year cycle reinforces these responsibilities and updated local and national guidance. Lack of Prevent awareness could lead to discriminatory behaviour towards students, staff or visitors from particular faith groups or lack of appropriate support for people at risk of radicalization.

3. **In what ways could this function have a positive impact on any of the groups above? How will this function be used to eliminate discrimination, advance equality of opportunity and foster good relations between different groups? Are there plans for the future which will further advance equality?**

Application of this policy and associated procedures should maximise the protection and support for all students or members of staff facing abusive situations or threats to their personal safety. Training includes awareness that overcomes some stereotypical views, eg. males can be victims of forced marriage and honour based violence.

4. **What evidence supports your judgment e.g. consultations, observations, expert opinions, quantitative or qualitative surveys? If the evidence is in the form of an additional document, where is it stored?**

Safeguarding records are annually analysed by equality characteristics and types of abuse. Anonymised annual records are presented to Governors and SMT. The Policy is written in line with national guidance from Government.

5. **Name and job title of manager responsible:**

Teresa Tuffin: Safeguarding Manager

## **APPENDIX 1**

### **Safeguarding Team in New College and other Useful Telephone Numbers**

<b>Name</b>	<b>Safeguarding Role</b>	<b>Tel</b>	<b>email</b>
Duncan Webster	Designated Safeguarding Lead	01793 732817 X 5201	<a href="mailto:duncan.webster@newcollege.ac.uk">duncan.webster@newcollege.ac.uk</a>
Teresa Tuffin	Safeguarding Manager	07815828342	<a href="mailto:teresa.tuffin@newcollege.ac.uk">teresa.tuffin@newcollege.ac.uk</a>
Maureen Debbage	SMT designated person for allegations against staff and serious case reviews	X1702	<a href="mailto:maureen.debbage@newcollege.ac.uk">maureen.debbage@newcollege.ac.uk</a>
Simon Cove	Designated Safeguarding Governor	N/A	Contact via <a href="mailto:tracy.scaife@newcollege.ac.uk">tracy.scaife@newcollege.ac.uk</a>
Ian Hole	E-safety Manager	X6001	<a href="mailto:ian.hole@newcollege.ac.uk">ian.hole@newcollege.ac.uk</a>
Zoe Grant	Safeguarding Officer	07815828342	<a href="mailto:zoe.grant@newcollege.ac.uk">zoe.grant@newcollege.ac.uk</a>
Carla Hitch	Safeguarding Officer	X6700	<a href="mailto:carla.hitch@newcollege.ac.uk">carla.hitch@newcollege.ac.uk</a>
Andrea Howe	Safeguarding Officer	X6100	<a href="mailto:andrea.howe@newcollege.ac.uk">andrea.howe@newcollege.ac.uk</a>
Monica Lawson	Safeguarding Officer	X6600	<a href="mailto:monica.lawson@newcollege.ac.uk">monica.lawson@newcollege.ac.uk</a>
Sean Iven's	Safeguarding Officer	01793 644477	<a href="mailto:sean.iven@academyofmusic.ac.uk">sean.iven@academyofmusic.ac.uk</a>
Charlotte Best	Safeguarding Officer	X4801	<a href="mailto:charlotte.best@newcollege.ac.uk">charlotte.best@newcollege.ac.uk</a>
Lorraine Webster	Safeguarding Officer	X2100	<a href="mailto:lorraine.webster@newcollege.ac.uk">lorraine.webster@newcollege.ac.uk</a>
Lizzy Edwards	Safeguarding Officer	07815828338	<a href="mailto:elizabeth.edwards@newcollege.ac.uk">elizabeth.edwards@newcollege.ac.uk</a>
Gary Lloyd	Safeguarding Officer	07773254472	<a href="mailto:gary.lloyd@newcollege.ac.uk">gary.lloyd@newcollege.ac.uk</a>

#### **Swindon Borough Council Children's Services**

Family Contact Point	-	01793 466903
16+ Team	-	01793 466710
Emergency Duty Team (out of hours)-		01793 436699
Local Authority Designated Officer (LADO)	-	01793 466849

#### **Wiltshire County Council**

WCC Children Education and Libraries	-	01225 713000
Head of Safer Care and Child Protection	-	01225 713946
Emergency Duty Team (out of hours)-		0845 6070888

#### **Wiltshire Police**

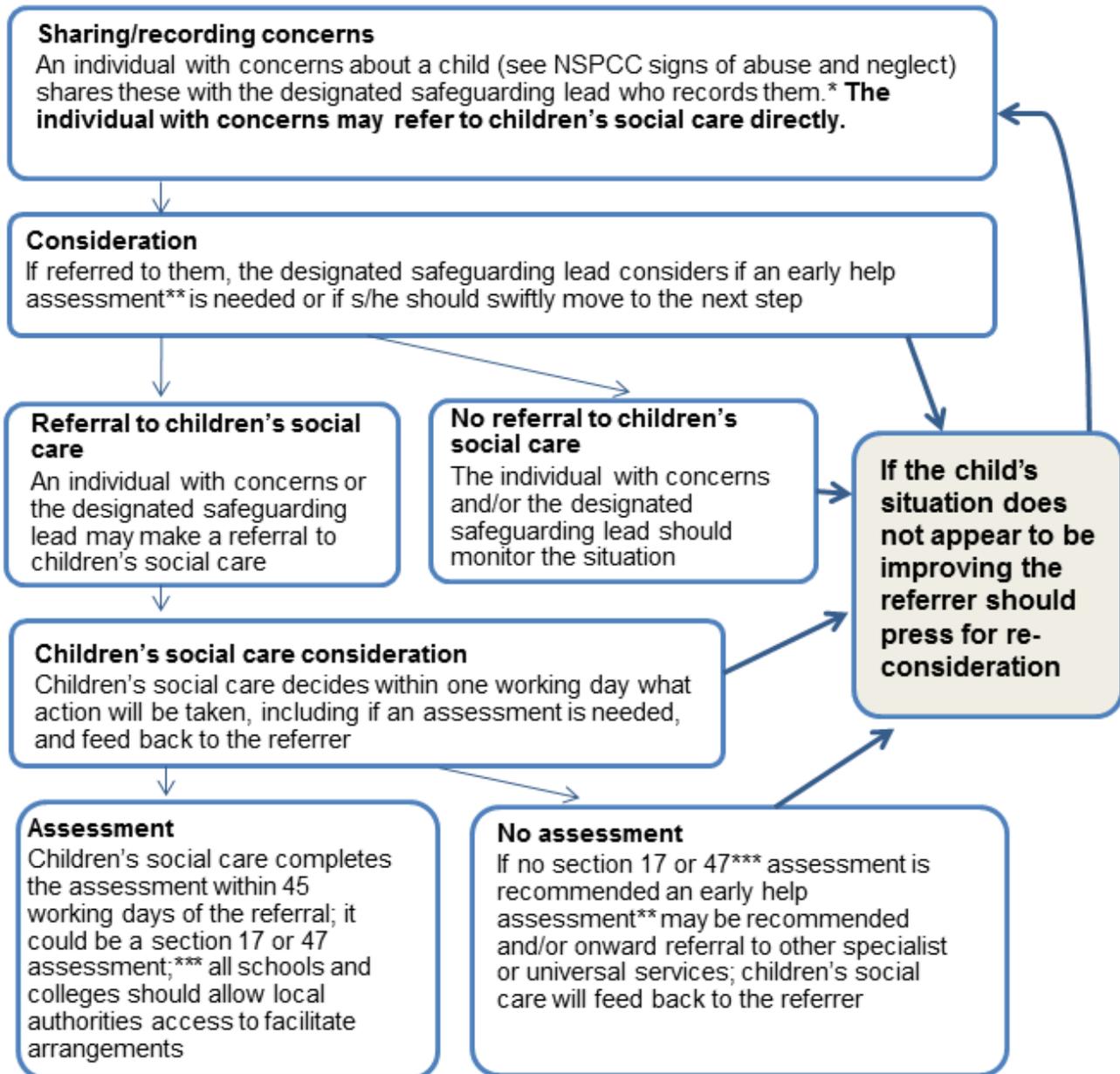
Child Protection Unit		01793 507942
Vulnerable groups/adults Unit		01380 826350 (Devizes) or 01793 507828 (Swindon)
Non emergency enquiries		101

**In emergencies use 999 to contact the Police.**

## Action when a child has suffered or is likely to suffer harm

This diagram illustrates what action should be taken and who should take it when there are concerns about a child. If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately.

**Anybody can make a referral.**



\* In cases which also involve an allegation of abuse against a staff member, see part four of this guidance which explains action the school or college should take in respect of the staff member

\*\* Where a child and family would benefit from coordinated support from more than one agency (eg, education, health, housing, police) there should be an inter-agency assessment. These assessments should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989. The early help assessment should be undertaken by a lead professional who could be a teacher, special educational needs coordinator, General Practitioner (GP), family support worker, and/or health visitor.

\*\*\* Where there are more complex needs, help may be provided under section 17 of the Children Act 1989 (children in need). Where there are child protection concerns local authority services must make enquiries and decide if any action must be taken under section 47 of the Children Act 1989.

Source: Keeping Children Safe in Education

**Further guidance if a Student makes a disclosure to you that may relate to abuse or possible abuse.**  
(This applies to students who are legally defined as children or vulnerable groups)

If a student makes an allegation of abuse to you:

**You should:**

- Listen. Do not interrupt.
- Don't be judgmental or make the student feel bad
- Reassure them they are doing the right thing in telling you
- You **MUST NOT** promise them that you will keep the matter confidential. Explain to him/her that you have to report the matter to a Designated Safeguarding Officer, as this is your legal duty.
- Once the individual has finished speaking, it may be necessary to ask questions.
- Only ask questions if you are still unsure whether this is a Safeguarding issue. You are not conducting an investigation; you are simply establishing the key facts.
- Only ask simple, open, non-leading questions. E.g. if they tell you they have been hurt, ask "How did you get hurt?" rather than "Did someone hit you?"
- Once you know you are concerned enough to raise the matter with a Safeguarding Officer, don't ask any more questions.
- Write down what has been said immediately afterwards in words used by the student and yourself to the best of your memory.
- If practical details of the situation should be recorded on an **Internal Safeguarding Referral Form** (available on the portal) but any paper records will suffice – they can be appended to the form by a Safeguarding Officer.
- Note anything about the student which is connected i.e. any visible injuries including the position and description, the demeanour of the student i.e. crying, withdrawn. These should also be recorded immediately afterwards.
- Ask the student to **sign and date** your records of what they have told you.
- The matter should be **immediately** reported to a Designated Safeguarding Officer, and all records taken should be handed over at this time. Contact a member of the Senior Management Team or a Duty Manager if a Safeguarding Officer is unavailable.
- If in doubt seek advice from a Safeguarding Officer.
- The Safeguarding Officer will make a judgement as to whether a referral to Children's Services/Social Care or the Police is appropriate. If there is doubt, then advice must be sought from Swindon Borough Council Social Services.

**PLEASE NOTE: If the student is distressed and you are unable to stay with them:**

- Contact a member of Student Services or another colleague to stay with the individual, until a Safeguarding Officer arrives.

### **Advice to staff on recording an alleged abuse situation**

Staff who receive reports of alleged abuse should make a written record as soon as possible of the nature of the allegation and any other relevant information including:

- I. the date of the report and the alleged abuse
- II. the time of the report and the alleged abuse
- III. the place where the alleged abuse happened
- IV. his/her name and the names of any other present

- V. the name of the complainant and, where different, the name of the person who has allegedly been abused
- VI. the nature of the alleged abuse
- VII. a description of any injuries or demeanor observed
- VIII. the account, which has been given of the allegation
- IX. the signature of those making the allegation/report and of the member of staff recording the allegation

Pass your written record to the College's Senior Designated Safeguarding Officer and make a level 3 safeguarding referral using promonitor.

**Remember the importance of NOT asking leading questions,  
i.e. Did he hit you?**

### **Key to Policy Abbreviations**

- DSL** Designated Safeguarding Lead
- DDSL** Deputy Designated Safeguarding Lead
- SO** Safeguarding Officer
- LADO** Local Authority Designated Officer

# Safeguarding Vulnerable Adults in Swindon



J32411/09



**APPENDIX 3:**

**Specific Safeguarding Issues**

- child sexual exploitation (CSE) and Criminal Expolitation– see also below
- bullying including cyberbullying
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM) – see also below
- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- mental health
- missing children and adults
- private fostering
- radicalisation
- sexting
- teenage relationship abuse
- trafficking

Guidance on all of these issues is contained on the GOV.UK website. The electronic version of the ‘Keeping Children Safe in Education’ statutory guidance has direct clickable links to the website sections.

**APPENDIX 4**

**GUIDANCE FOR THE USE AND MONITORING OF SAFEGUARDING CHILDREN & VULNERABLE GROUPS**

I have read and understood the attached guidelines and I agree to comply with these guidelines at all times.

Signed:.....

Name: .....

Department:.....

Date:.....