

Policy Title: Safeguarding and Child Protection Policy

Created By: Director of Student Services

Approved By: **The Governing Body**

Date of Approval: **December 2021**

Review Date: **December 2022**

Responsible Manager: Director of Student Services

Policy Category: Safeguarding

Related Policies: Safeguarding and Child Protection Policy, Preventing Radicalisation and Terrorism Policy, Protection from Bullying, Harassment and Sexual Violence Policy, Substance Misuse Policy, Student Online Safety and Acceptable Use Policy, Positive Behaviour Management Policy, Attendance Policy, Intimate Care Policy, Visible ID Policy, Policy for Organising Events with External Speakers, Recruitment Policy, Recruitment of Ex-offenders Policy, Use of the Disclosure and Barring Service Policy, Subcontractor Safeguarding Protections Policy and Procedure, Lockdown Procedure, Procedure for Record Keeping in Relation to Safeguarding Concerns

Policy Location: SharePoint Central Storage Library

Contents

1. Introduction.....	3
2. Purpose:.....	3
3. Scope:	3
4. Policy Statement.....	4
4.1. Definitions	4
4.2. Overall Aims	4
4.3. Organisational Expectations.....	5
4.4. Staff Expectations.....	7
5. Monitoring and Review	8
6. Version Control.....	9

1. Introduction:

New College Swindon is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and recognises that they have fundamental right to be protected from harm and exploitation. The College expects all staff, volunteers and partners to endorse and practise this commitment at all times.

The College regards each learner as a unique individual, and therefore seeks to support learner development in ways which will foster security, confidence, and independence. The College recognises that learners need to feel safe and secure in order to learn and that high self-esteem, support, clear communication, and a safe and secure college environment enables students to succeed. These are regarded as central to the wellbeing of the individual and are therefore seen to be an intrinsic part of all aspects of the curriculum and ethos of the College.

New College Swindon is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults by:

- The provision of a safe environment in which students can learn
- Fulfilling our statutory responsibilities to identify students who may be in need of extra help or who are suffering, or are likely to suffer, significant harm
- Working to protect students from maltreatment, to prevent the impairment of students' mental and physical health or development
- Always taking action to enable all students to have the best outcomes

2. Purpose:

This policy sets out the principles and commitments of the college to safeguard the college community. In doing so, it aims to safeguard all college learners, particularly children, young people and vulnerable adults, as well as safeguarding college governors, staff, volunteers, and partners in carrying out their duties in teaching, supervising, and supporting learners at all college sites, other external facilities, both in the workplace and by distance learning.

3. Scope:

This policy applies to the entire college community. This includes:

- All learners, particularly children, young people, and vulnerable adults, including New College Swindon learners who study at any provider in our partnership network
- All governors, staff, volunteers, partners, and visitors at all College sites, other external facilities, in the workplace or who study by distance learning

This policy sets out to ensure the College meets its duties in legislation and set out in key government and local authority guidance, including:

- Keeping Children Safe in Education (2021)
- Sexual Violence and Sexual Harassment between Children in Schools and Colleges (2021)
- Swindon Safeguarding Partnership – Right Help, Right Time (2021)
- Guidance for Safer Working Practice in Education Settings (2020)
- Mandatory Reporting of Female Genital Mutilation - Procedural Information (2020)
- Inspecting Safeguarding in Early Years, Education and Skills Settings (2019)

- Working Together to Safeguard Children (2018)
- Protection of Freedoms Act (2012)
- Teacher Standards (2011)
- Safeguarding Vulnerable Adults Act (2006)
- No Secrets', the Children Act (1989 and 2004)
- Education Act (2002)

4. Policy Statement

4.1. Definitions

Safeguarding is defined as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes;

Child Protection refers to the situation in which a child is suffering significant harm, or is likely to do so, and action is required to protect that child.

4.2. Overall Aims

This policy will contribute to the safeguarding of students at New College Swindon by:

- Clarifying standards of behaviour for staff and students
- Contributing to the establishment of a safe, resilient and robust safeguarding ethos in the college, built on mutual respect, and shared values
- Teaching students about safeguarding, including online safety, through teaching and learning opportunities as part of a broad and balanced curriculum
- Alerting staff to the signs and indicators of safeguarding issues including abuse and neglect
- Developing staff awareness of the causes and consequences of abuse and neglect
- Developing staff awareness of the risks and vulnerabilities their students face by addressing concerns at the earliest possible stage
- Reducing the potential risks students face of being exposed to violence, extremism, exploitation, or victimisation
- Working in partnership with students, parents, guardians, and agencies.

This policy will contribute to supporting the students at New College Swindon by:

- Identifying and protecting the most vulnerable
- Taking a contextual safeguarding approach to understanding the risks presenting to children outside the family home, taking into consideration extra familial harm
- Taking seriously the risks presented to children by children, with particular vigilance for child on child sexual harassment and sexual violence
- Working in a Trauma Informed way and assessing individual needs where possible
- Designing plans to meet those needs

4.3. Organisational Expectations

New College Swindon is committed to anti-discriminatory practice and recognises children and families' diverse circumstances. With regards to safeguarding the College will consider its duties under the Equality Act 2010 in relation to making reasonable adjustments, non-discrimination, and the College's Public Sector Equality Duty.

New College Swindon has a culture that safeguards and promotes the welfare of students in the College. There are robust recruitment procedures that deter or prevent people who are unsuitable to work with children and vulnerable adults from applying or securing employment with the College, this includes volunteers who may work in the College. New College Swindon pays due regard to the safer recruitment practices detailed in 'Keeping Children Safe in Education' (KCSIE 2021) including:

- All advertisements for positions in the College contain safeguarding statements
- Job description and person specifications include safeguarding information relating to regulated activity
- The safeguarding policy and associated processes are provided within the applicant pack.
- All applications including shortlisting follow safer recruitment procedures and guidance within KCSIE 2021 which includes pre-vetting checks
- References are always be obtained, scrutinised and concerns resolved satisfactorily before appointment is confirmed.
- All recruitment materials include reference to New College Swindon commitment to safeguarding and promoting the wellbeing of students.
- At least one person on a recruitment panel will have undertaken safer recruitment training

New College Swindon maintains a Single Central Record of relevant pre-employment checks as detailed in KCSIE 2021.

All staff members will receive appropriate safeguarding and child protection training on induction, and receive refresher training every three years. The content of this training is refreshed at least annually, taking into account current key learning points and trends from serious case reviews as well as local current and emerging issues. In addition, all staff receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings) as required, but at least annually, to provide them with relevant skills and knowledge to safeguard students effectively. Safeguarding training includes whistleblowing procedures so that staff know what to do if they have concerns relating to safeguarding practice within the College. Online and internet safety training for staff is integrated, aligned and considered as part of the overarching safeguarding approach.

The Governing Body are trained in safeguarding and Prevent and has an identified Safeguarding Governor. The Governing Body are provided with regular safeguarding updates by the Designated Safeguarding Lead (DSL). The Safeguarding Governor meets regularly with the DSL and has a higher level of safeguarding training.

The College ensures it has a Designated Safeguarding Lead who, with the help of a team of deputies, performs the duties set out in KCSIE 2021.

The stressful and traumatic nature of safeguarding and child protection work is recognised. New College Swindon supports staff by providing an opportunity to talk through their anxieties with the DSL, or wider safeguarding team, and to seek further support as appropriate.

New College Swindon ensures staff can identify students who have or had a social worker. This includes ensuring that staff:

- know who these students are;
- understand their academic progress and attainment and maintain a culture of high aspirations for this cohort;
- are supported to identify the challenges that students in this group might face; and
- make reasonable adjustments so that they act to best support these students.

New College Swindon ensures that, where possible, more than one emergency contact telephone number is recorded for each student on a Study Programme and this is reviewed on a regular basis.

New College Swindon contributes to multi-agency working in line with statutory guidance (see Working Together to Safeguard Children 2018)

New College Swindon includes teaching about safeguarding topics, including online safety, in the tutorial programme. It has appropriate filters and monitoring systems in place to support work online, but these do not act as an unreasonable restriction – these filters and monitors are informed by New College Swindon's Prevent risk assessment.

All policies which address issues of power and potential harm, for example anti-bullying, equality and diversity, use of reasonable force, and positive behaviour are linked to ensure we have a whole college approach.

Where facilities or premises are hired to organisations or individuals. The College will ensure that appropriate arrangements are in place to keep students safe this will include seeking assurances that there are appropriate safeguarding and child protection policies and procedures in place (including inspecting these if needed), liaising with New College Swindon staff if appropriate. These arrangements will be included in any lease or hire agreement. See the Policy for Organising Events with External Speakers.

New College Swindon commits to remedying any safeguarding deficiencies or weaknesses brought to its attention without delay, and operates an ongoing process of reviewing its safeguarding practices and procedures.

4.4. Staff Expectations

All staff at New College Swindon have a duty and responsibility to safeguard children, young people and vulnerable adults attending the College, irrespective of their role.

All staff are responsible for identifying concerns early and providing help for children, young people, and vulnerable adults to prevent concerns from escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989; i.e. Section 17 (Children in Need) and Section 47 (a child suffering harm, or likely to suffer significant harm). These concerns are discussed with the College's Designated Safeguarding Lead or one of their deputies.

All staff must know how to contact the DSL and any deputies, the Chair of Governors, and the Governor responsible for safeguarding. All staff are trained in the process and principles for sharing information within the College which supports safeguarding and how to raise concerns. All staff are trained in the local early help process, understand their role within it and have a responsibility to contribute to the Early Help Assessment and Plan as requested. They will be involved, where appropriate, in the implementation of individual education programmes, integrated support plans, child in need plans and inter-agency child protection plans.

All staff are aware that safeguarding incidents and/or behaviours can be associated with factors outside the college and/or can occur between young people and vulnerable adults outside of these environments. All staff, but especially the DSL, DDSLs and wider safeguarding team consider whether young people and vulnerable adults are at risk of abuse or exploitation in situations outside the home. Extra-familial harms take a variety of different forms and students can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.

All staff are alert to signs and indicators of possible abuse and neglect or at risk of harm and be able to identify vulnerable learners and take action to keep them safe. Information or concerns about children will be shared with the safeguarding team where it includes those:

- who need a social worker and may be experiencing abuse or neglect;
- requiring mental health support;
- who may benefit from early help;
- where there is a radicalisation concern;
- where a crime may have been committed; or
- where there is the potential for peer-on-peer abuse/child on child sexual harassment or sexual violence.

All staff are familiar with this safeguarding policy and accompanying procedures and guidance. In addition to this, all staff are aware of the systems in place which support safeguarding including; reading the Positive Behaviour Management Policy; the Code of Conduct for Staff Procedure; and the role of the Designated Safeguarding Lead. All staff read and understand Part 1 or Annex A of statutory guidance Keeping Children Safe in Education (2021). Those working directly with children will also read Annex B.

Staff will also:

- Be clear as to the College's policy and procedures with regard to peer on peer abuse, children missing education, children who have low and persistent absence, and children requiring mental health support.
- Record concerns appropriately and in a timely manner by using MyConcern.
- Be aware of the need to raise to the senior leadership team any concerns they have about safeguarding practices within the college.
- Have the skills, knowledge and understanding to keep looked after children, previously looked after children, and vulnerable children and young people safe.
- Be aware of signs of abuse or neglect and the additional barriers to recognising abuse and neglect in children with Special Educational Needs and Disabilities (SEND) and those with relevant health conditions.
- Be aware of their legal responsibility to report cases of FGM to the police. Whilst all staff should speak to the DSL or DDSL with regard to any concerns about female genital mutilation (FGM), there is a specific legal duty on teachers. If a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher must report this to the police (KCSIE 2021).
- Report their concerns to the DSL if they think a student may be at risk of radicalisation or involvement in terrorism.
- Be aware that up skirting is now a criminal offence.
- Be aware of the College whistleblowing procedures and policy;
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children and young people, including where families may be facing challenging circumstances.
- Maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a student, staff members should always act in the best interests of the learner.

5. Monitoring and Review

The Board, through the Curriculum and Quality Committee, will receive regular updates and an annual report on safeguarding and child protection to an agreed schedule. The report will contain a review of the progress in implementing the policy and include progress against College targets and recommendations of the policy where appropriate.

This Policy will be reviewed annually by the Curriculum and Quality Committee.

The Safeguarding and Child Protection Policy will be reviewed by the Director of Student Services or the Safeguarding Manager annually.

6. Version Control

Document Location

*This document if printed can only be considered up to date on the day that it was printed.
For a current version of this document please see the Central Storage Library.*

Revision History

Date of this Revision: Apr 2021

Date of next Revision: Apr 2022

Version	Date	Author	Change Description
1.0	November 2021	Thom Young	Document Created
1.1	November 2021	Kat Armstrong	Proof Read Updates

Approvals

This document requires the following approvals:

Committee/Principalship	Date
Principalship	November 2021

Distribution

This document has been distributed to:

Title/External Organisation/All Staff	Date of Issue	Version