



LOWESTOFT  
SIXTH FORM COLLEGE

**SAFEGUARDING  
POLICY, PROCEDURES  
& GUIDANCE  
2016-17**

## Document Control Information

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# Safeguarding Policy, Procedures & Guidance

## 1. Introduction

“All school and college staff have a responsibility to provide a safe environment in which children can learn”.

(Keeping Children Safe in Education September 2016)<sup>1</sup>

Lowestoft Sixth Form College recognises that young people and vulnerable adults have a fundamental right to be protected from harm and exploitation and students cannot learn effectively unless they feel safe.

To this end the Corporation takes seriously its responsibility to safeguard and promote the welfare of all children, young people and vulnerable adults; and work in partnership with students, families/carers and other agencies, so that best practice is adopted within the College.

The safeguarding policy applies to all staff<sup>2</sup>, including temporary staff, volunteers and governors. We recognise that all staff have an active part to play in protecting and promoting the welfare of our students.

The safeguarding policy covers all of our students under the age of 18, including those who are enrolled on both full and part time courses, school link students, visitors to the college under the age of 18, employees, work experience students or volunteers who are under the age of 18 and vulnerable adults.<sup>3</sup>

Staff recognise that the College should provide a caring, positive, safe and stimulating environment that promotes the social, physical, emotional and moral development of the individual students, alongside the exemplification of British Values and the prevention of extremism.

It is a statutory expectation that our College has a safeguarding policy and that it will be reviewed at least **annually** in discussion with the Corporation. This policy will also make links to the Local Safeguarding Children and Adult Board requirements<sup>4</sup>.

**Lowestoft Sixth Form College is committed to safeguarding and promoting the welfare of students and expects all staff, volunteers and students to share this commitment.**

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<sup>1</sup>[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/526153/Keeping\\_children\\_safe\\_in\\_education\\_guidance\\_from\\_5\\_September\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/526153/Keeping_children_safe_in_education_guidance_from_5_September_2016.pdf)

<sup>2</sup> The term staff in this policy refers to ALL adult staff (over 18) on site, including supply and ancillary staff, volunteers working with students, governors, etc

<sup>3</sup> A person is a vulnerable adult if they are aged 18 or over and meet the criteria as set out in the guidance *Safeguarding Vulnerable Groups Act 2006*, found on the College intranet.

<sup>4</sup> The Local Safeguarding Board refers to Suffolk Safeguarding Board, but will also take into account Norfolk Safeguarding Board as our students live across both counties, website links found in the appendices.

## **2. Purpose and aims of the policy**

The purpose of Lowestoft Sixth Form College's safeguarding policy is to provide a secure framework for all adults working or volunteering in the college in safeguarding and promoting the welfare of our students.

The policy aims to ensure that:

- All students are supported in their development in ways that will foster security, confidence and independence.
- All students are provided with an environment within which they feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties knowing they will be effectively listened to.
- All staff continually develop their awareness of the need to safeguard our students and understand their responsibilities in identifying, referring and supporting possible cases of abuse or radicalisation.
- All students who are known or thought to be at risk of harm are systematically monitored, and that we, the College, contribute to assessments of need and support packages for those students.
- Effective sharing of information occurs between relevant members of staff, where necessary and essential to the safeguarding of our students.
- A maintained and structured procedure within the College exists and is followed by all members of the College community in cases of suspected abuse or radicalization.
- Effective working relationships are promoted and sustained with parents/carers and other agencies, including but not limited to the Local Safeguarding Children's and Adults Board, the Multi-Agency Safeguarding Hub (MASH), Local Authority Designated Officer (LADO), the Police and Channel Panel.
- All adults within the College who have access to our students have been appropriately checked as to their suitability.

## **3. Legal Framework**

This policy has been developed in accordance with the following legislation and guidance<sup>5</sup>:

- Children Act 1989
- Children Act 2004
- Section 175 Education Act 2002
- Keeping Children Safe in Education (September 2016)
- Working Together to Safeguard Children (March 2015)
- What to do if you're worried a child is being abused (March 2015)
- Counter Terrorism and Security Act (2015)

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<sup>5</sup> All legislation and guidance documentation can be found on the College intranet for reference.

- Prevent Duty Guidance (March 2015)
- Serious Crime Act 2015 – FGM Mandatory Reporting
- Safeguarding Vulnerable Groups Act 2006
- Information Sharing (March 2015)
- Safeguarding Children and Safer Recruitment in Education (2010)
- Suffolk Safeguarding Children & Adults Board
- Norfolk Safeguarding Children & Adults Board
- Inspection Framework 2016

#### 4. Roles and Responsibilities

All college staff have a duty of care to ensure that any students who may be experiencing abuse or harm in college, at home or in relationships has been referred to a member of staff with designated safeguarding responsibilities.

The Corporation ensures that the College fulfills its duties in relation to Safeguarding; however, the key designated safeguarding staff<sup>6</sup> include the following:

##### **Designated Safeguarding Lead (DSL)**

The Designated Safeguarding Lead is a **senior member** of staff, from the college **leadership team**. The designated safeguarding lead takes the **lead responsibility** for safeguarding and child protection across the College. The designated safeguarding lead has the support of the Corporation to fulfil this role and is provided the appropriate time, funding, training, resources and support to fulfil the elements of the role identified below:

##### **Managing Referrals**

The Designated Safeguarding Lead is expected to:

- refer cases of suspected abuse to the local authority children’s social care as required;
- support staff who make referrals to local authority children’s social care;
- refer cases to the Channel programme where there is a radicalisation concern as required;
- support staff who make referrals to the Channel programme;
- refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- refer cases where a crime may have been committed to the Police as required.

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<sup>6</sup> The Safeguarding Team and their contact details are displayed in the appendices.

## **Work with others**

The Designated Safeguarding Lead is expected to:

- liaise with the Principal to inform her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- as required, liaise with the “case manager”<sup>7</sup> and the LADO for child protection concerns (all cases which concern a member of staff); and
- liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of advice and expertise for staff.

## **Training**

The Designated Safeguarding Lead (and Alternates) should undergo training to provide them with the knowledge and skills required to carry out the role. This training will be updated at least every two years.

The designated safeguarding lead will undertake Prevent awareness training.

In addition, the knowledge and skills of the Designated Safeguarding Lead (and Alternates) will be updated at regular intervals, as required, but at least annually, to keep up to date and have an understanding of developments relevant to their role, so that they can:

- understand the assessment process for providing early help and intervention, for example through locally agreed common shared assessment processes, such as early help assessments;
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- ensure each member of staff has access to and understands the college’s safeguarding policy and procedures, especially new and part time staff;
- are alert to the specific needs of children in need, those with special educational needs and young carers;
- are able to keep detailed, accurate, secure written records of concerns and referrals;
- understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- obtain access to resources and attend any relevant or refresher training courses;
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the college may put in place to protect them.

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<sup>7</sup> The case manager will be defined as the Principal or the Chair of Corporation, as explained in section 8.

## **Raise Awareness**

The Designated Safeguarding Lead should:

- ensure the college's safeguarding policy and procedures are known, understood and are used appropriately;
- ensure the college's safeguarding policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with the corporation regarding this;
- ensure the safeguarding policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role the college holds in this;
- link with the Local Safeguarding Children's Board (LSCB) to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

## **Safeguarding File<sup>8</sup>**

The designated safeguarding lead should ensure that any student leaving the college before the age of 18, who has a safeguarding file, has this transferred to their new school or college as soon as possible.

Where a student has a safeguarding file and an Educational Health Care Plan (EHCP) and is under the age of 25, the designated safeguarding lead should transfer this file to the student's new school or college as soon as possible.

Students who leave the college after the age of 18 to move into employment, apprenticeship training or on to university, including those with an EHCP will have their safeguarding file securely archived for 10 years. In the case of a student with an EHCP the safeguarding file will be archived for 25 years.

It is the responsibility of the designated safeguarding lead to ensure that all archived files are securely kept until such time that they be destroyed, at which time this responsibility falls to the designated safeguarding lead.

Any files which do require transfer to another educational establishment, should be completed separately to any other paperwork and files that are sent. Transfer of files should be through a secure process (e.g. hand delivered or using Royal Mail Special Delivery) and a confirmation receipt should always be obtained.

## **Availability**

During term time the designated safeguarding lead (or alternate) should always be available and onsite during college hours, between 8.30am and 5pm, Monday to Friday for staff in college to discuss any safeguarding concerns.

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<sup>8</sup> In accordance with the guidance provided by Suffolk Safeguarding Children's Board.

Out of hours, including out of term time, the designated safeguarding lead (or alternate) should be available either onsite, or through a contact phone number or by email for staff from college to contact and discuss any safeguarding concerns.

All trips and offsite activities<sup>9</sup> out of college hours are provided with emergency contact details of a senior member of staff, and the designated safeguarding lead (or alternate) phone number for safeguarding concerns that may arise.

### **Record Keeping**

The Designated Safeguarding Lead should:

- keep detailed, accurate, secure written records of referrals and concerns. These should be kept separately from academic records, in a confidential file stored in a secure cabinet, accessible only by appropriate senior staff members. They are exempt from records available for examination by parents or young people unless subject to a court order.
- produce high quality record keeping in respect of all concerns about young people's welfare. The records should be completed in a timely manner and include all relevant information such as dates, times, others involved, witnesses etc. All records should be signed and dated by the member of staff involved. The young person's confidential record should include a front sheet chronology of concerns to support the understanding of the impact of past concerns, patterns and escalation of concerns.

### **Designated Safeguarding Alternates**

In the absence of the Designated Safeguarding Lead, the Designated Safeguarding Alternate will carry out the duties of the Lead as identified in the sections above relating to making referrals, training and being available to guide and support staff when the designated safeguarding lead is not onsite.

The designated safeguarding alternate will ensure the designated safeguarding lead is kept fully informed and up to date of any safeguarding concerns and/or referrals made in their absence.

In acting on behalf of the designated safeguarding lead the alternate does not hold ultimate responsibility for the implementation of safeguarding across the college.

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<sup>9</sup> Refer to the college Offsite Activities Policy and Procedures for further guidance, found on the College intranet.

## **The Designated Governor**

The designated governor is responsible for liaising with the Principal and the nominated Designated safeguarding Lead, including:

- Ensuring that the College has procedures and policies which are consistent with the Area Child Protection Committee's procedures
- Ensuring that the governing body considers the College policy on safeguarding each year
- Ensuring that 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.
- The designated governor will also be a key link in the liaison between agencies such as the police, social services – as defined by the LSCB in connection with allegations against the Principal or the nominated Designated Safeguarding Lead. This will not involve undertaking any form of investigation, but will ensure good communication between the parties and the provision of information to assist enquiries.
- To assist in these duties, the designated governor shall receive appropriate training as directed by the LSCB.

## **5. Recognising Concerns – signs and indicators of abuse**

All college staff understand that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

**Abuse** is defined as a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or by another child or children.

There are four main categories of abuse and neglect: physical abuse, emotional abuse, sexual abuse and neglect:

### **Physical abuse**

Is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **Emotional abuse**

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

### **Sexual abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **Neglect**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

(Keeping Children Safe in Education, September 2016)

Staff are supported and provided training to recognise and respond to signs of possible neglect and abuse, including radicalisation.<sup>10</sup>

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<sup>10</sup> Guidance on the possible signs which may indicate possible neglect, abuse or radicalisation are found in the Government document 'What to do if you're worried a child is being abused' (2015), located in the college intranet.

## Current Safeguarding Concerns

All staff have an awareness of safeguarding issues, some of which are listed below. Staff understand the behaviours linked to the likes of drug taking, alcohol abuse, truanting and sexting put children in danger.

All staff are aware that safeguarding issues may manifest themselves via peer-on-peer abuse. This may include, but is not limited to bullying (including cyberbullying), gender-based violence, sexual assaults and sexting. All staff understand the college's policy and procedures with regards to peer-on-peer abuse.<sup>11</sup>

The following is a list of specific safeguarding concerns<sup>12</sup>, which may occur amongst students within the college, further guidance is signposted for all staff on each of these areas in the appendices and through guidance materials on the Suffolk Safeguarding Board website:<sup>13</sup>

- Child Sexual Exploitation (CSE)
- Bullying, including cyberbullying
- Domestic Violence
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female Genital Mutilation
- Forced Marriage
- Gangs and Youth Violence
- Gender-based violence
- Mental Health
- Private Fostering
- Preventing radicalisation
- Hate
- Sexting
- Teenage relationship abuse
- Trafficking
- Children missing from home or care
- Children missing education
- Children and adult missing strategy

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<sup>11</sup> Further details on peer-on-peer abuse can be found in the appendices and in the college's antibullying policy, found on the college intranet.

<sup>12</sup> Additional guidance on these issues can be found within the appendices and on the Suffolk Safeguarding Children's Board website.

<sup>13</sup> [www.suffolkscb.org.uk](http://www.suffolkscb.org.uk)

## 6. Taking Action – What to do when you have a concern

All staff are aware of their duty with regards to safeguarding including their role in reporting concerns and making referrals where it is deemed necessary. All staff have training to provide support and guidance in being able to identify potential signs, which may indicate possible neglect, abuse or radicalisation.<sup>14</sup>

If a student makes an allegation or disclosure of abuse against an adult or other child/young person, it is important to:

- Stay calm and listen carefully.
- Reassure the student that they have done the right thing in telling you.
- DO NOT appear horrified, shocked, disgusted or angry with the student.
- DO NOT investigate or ask leading questions (However, you may be asked to gather enough information to contribute to good decision-making and an assessment of risk).
- Tell the student you will be passing this information on to someone else.
- DO NOT promise to keep what has been disclosed a secret.
- Inform the Designated Safeguarding Lead as soon as possible.
- Make a written record of the disclosure, allegation or incident. You MUST sign, date, time and record your position on this.
- DO NOT make comments or judgements to the student.
- DO NOT include your opinion without CLEARLY stating that it is your opinion.
- Do refer without delay.
- DO NOT discuss the allegation, disclosure or incident with other members of staff, other than Designated Safeguarding Lead.<sup>15</sup>
- Any further concerns you have or any further disclosures AFTER the referral to the Designated Safeguarding Lead have been made, should be recorded in the same manner and given to the DSL as soon as possible.

The Designated Safeguarding Lead will then make a decision as to the next steps to be taken regarding the student. This may include speaking to the student again and providing a package of support within the College, alternatively a student may be referred to an external agency for support or a direct referral to children's services, the Police or the Channel Panel may occur.

The Designated Safeguarding Lead will keep you informed on the progress of the student, where the sharing of this information will not risk any outcome of safety for the student and is in the best interest of the student.

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<sup>14</sup> See section 12 Training or refer to *What to do if you're worried about a child being abused (2015)*, located on the intranet.

<sup>15</sup> See the Government Guidance *Information Sharing (2015)*, located on the intranet and the college Information Sharing policy, located on the intranet.

All staff are aware of their role with regards to making direct referrals<sup>16</sup> their selves in such circumstances where the designated safeguarding lead is not available. An example of such an instance would be a disclosure made by a student during a residential activity. This may include making a referral directly to the Police, Customer First or the Channel Panel.

Additionally, staff understand their role in the mandatory reporting<sup>17</sup> of a case of Female Genital Mutilation. Whereby the member of staff who discovers the act of FGM has a statutory duty to report the disclosure directly to the police, in all cases where the student is under 18 years of age.

## 7. Information sharing

The college acknowledges that all matters relating to safeguarding are confidential. The Principal or Designated Safeguarding Lead will only disclose personal information about a young person to other members of staff on a need to know basis.<sup>18</sup>

All staff must be aware of their professional responsibility to share information with other agencies if it is deemed necessary to safeguard a student. Full guidance can be found within the College's Freedom of Information Policy<sup>19</sup> and the Government guidance *Information Sharing (2015)*.

When considering sharing information staff will:

- Remember that the Data Protection Act is not a barrier to sharing information, it provides the framework.
- Be open and honest with the person from the outset about how information may be shared.
- Seek advice, and will not fail to share information because they are unsure what to do.
- Share with consent where appropriate and respect the wishes of those who refuse consent unless it is believed that there is a risk of harm to a young person if the information is not shared.
- Consider the safety and well-being of the young person, and base information sharing decisions on this.
- Ensure all information shared is necessary, proportionate, relevant, accurate, timely and secure.
- Ensure any third party or hearsay information is identified and consent to share it is given.

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<sup>16</sup> See appendices for guidance on the referral process – *Referral Flowchart*

<sup>17</sup> Further guidance can be found in the appendices, under 'Specific Safeguarding Issues' and via the Suffolk Safeguarding Children's Board online.

<sup>18</sup> The sharing of information will be decided in accordance with the Government Guidelines provided in 'Information Sharing' (2015).

<sup>19</sup> The College Freedom of Information policy can be found on the College intranet, as is informed by the Government guidance *Information Sharing (2015)*

- Keep a record of the decision and reasons for the information sharing, record what has been shared, with whom and the purpose.
- All staff must be aware that they cannot promise a young person to keep secrets which might compromise the young person's safety or well-being or that of another.

## 8. Allegations against staff

All College staff should take care not to place themselves in a vulnerable position with a young person. It is always advisable for interviews or work with individual young people or parents/carers to be conducted in view of other adults.

If an allegation is made against a member of staff the above procedure for recording the allegation should be followed (Section 6 - Taking Action).

In the first instance the member of staff receiving the allegation should immediately inform the college Principal. The Principal should discuss on all such occasions the content of the allegation with the Local Authority Designated Officer (LADO) before speaking to the member of staff who has had the allegation made against them, and where deemed necessary they will speak to the Designated Safeguarding Lead **and** inform the Chair of Corporation.<sup>20</sup>

If the allegation being made is against the Principal, then the allegation should be referred to the Chair of Corporation. The Chair of Corporation should immediately consult the LADO, without notifying the Principal first, and where deemed necessary inform the Designated Safeguarding Lead.<sup>21</sup>

Following a discussion with the LADO a determination of the next steps will be made and a procedure to be followed will be set up, this would occur in accordance with the Local Safeguarding Board and the Government guidelines 'Keeping Children Safe in Education'.

Careful consideration should always be made as to the response to a staff allegation, a decision to suspend should not be taken lightly and all other options should be considered prior to taking that step.

Upon deciding the next steps with the LADO, the Case Manager should speak with the member of staff regarding the allegation, this should be done as soon as possible after the discussion with the LADO. The Case Manager should provide as much information as possible at this time, where this will not impact upon any investigations that may be carried out. In the event a strategy discussion is needed or the police or children's social services need to be involved, the case manager cannot meet with the member of staff until an

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<sup>20</sup> The Principal in this incident would become the 'Case Manager'.

<sup>21</sup> The Chair of Corporation in this incident would become the 'Case Manager'.

agreement has been made by the agencies involved.

The following definitions will be used following any investigation:

- Substantiated: there is sufficient evidence to prove the allegation.
- Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.
- False: there is sufficient evidence to disprove the allegation.
- Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation, the term, therefore, does not imply guilt or innocence.

Dependent upon the outcome of an investigation and any appropriate disciplinary action, an appropriate referral to the Disclosure and Barring Service will be made. Referrals to the Disclosure and Barring Service will also be made should a resignation take place during the investigatory phase or prior to a formal disciplinary hearing. 'Settle Agreements' will not be appropriate in these circumstances.

Members of staff involved in allegations will have a designated contact at the College who will either be a senior manager or a member of the HR team. If the employee has a grievance this should be pursued in accordance with the College Grievance Procedure.

## **9. Support for Staff**

The Corporation understands it has a duty of care to their employees and we recognise that staff working in the College who have become involved with a young person who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.

We will support all staff by providing opportunities to talk through their anxieties with the Designated Safeguarding Lead and will seek further support from other available provision where it is deemed appropriate.

Staff who have been subject to an allegation are also entitled to be supported throughout the process. This will include keeping the member of staff informed as fully as possible and in a timely manner, additionally further support should be sought from other provision where it is deemed appropriate.

## **10. Whistleblowing**

We recognise that students cannot be expected to raise concerns in an environment where staff fail to do so.

All staff and students should therefore feel free to voice concerns about the attitude and actions of their colleagues in accordance with the College's Whistle Blowing Policy.<sup>22</sup>

## 11. Safer recruitment

The College pays full regard to DfE guidance "Safeguarding Children and Safer Recruitment in Education" January 2007. It ensures 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 identity and 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 Disclosure & Barring Service (DBS) checks.

The College will ensure that:

- A DBS Enhanced Disclosure is obtained for all new appointments to the College's workforce.
- A single central record detailing a range of checks carried out on its staff is maintained and records demonstrating that staff have completed appropriate safeguarding training for their role.
- All new appointments to the College workforce who have lived outside the UK are subject to additional checks as appropriate.<sup>23</sup>
- Supply staff have undergone the necessary safeguarding checks.
- Identity checks are carried out on all persons appointed.

Whilst in employment, staff must also notify the HR Manager immediately if they are arrested, charged with, convicted of or cautioned in relation to any criminal offence. Failure to do so may lead to disciplinary action in accordance with the College's Disciplinary Procedure.

Any arrests, convictions or cautions will be reviewed by the College and the employee and may lead to disciplinary action in accordance with the College's Disciplinary Procedure, up to and including dismissal without notice, depending on the circumstances of the offence.

As far as possible all information will be treated confidentially but may be discussed with the Line Manager, the HR Manager and the Principal and relevant authorities as appropriate.

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<sup>22</sup> Refer to the College's Whistleblowing policy available on the College intranet.

<sup>23</sup> Appropriate checks for people who have lived and worked outside of the UK are identified within the Government Guidance *Safeguarding Children and Safer Recruitment in Education (2010)*

## 12. Training and raising awareness

### Staff

All staff are required to undertake safeguarding training<sup>24</sup>. The training will advise staff:

- of the College safeguarding policy and procedures
- of the statutory guidance 'Keeping Children Safe in Education – Part 1'
- how to recognise signs which may indicate potential abuse, neglect or radicalisation
- how to report concerns within the College and how these are followed up with external agencies
- how to make a direct referral to children's services, the police or the Channel Panel and when this is appropriate to do
- of specific safeguarding concerns, which are prevalent within the College and community
- of where they can seek further information and guidance on safeguarding issues
- of the support available to them in understanding and fulfilling their role within the College with regards to safeguarding and the Prevent duty

All staff will also undertake additional online training on the Prevent duty and WRAP training, upon starting at the college. Additionally new staff will be provided with an induction session by the designated safeguarding lead, to inform them of the college policy and procedures regarding safeguarding and Prevent.

All staff will complete annual refresher training<sup>25</sup> in safeguarding and Prevent, as a minimum and additional training will be provided to all or individual staff where it is deemed to be in the best interest of supporting the member of staff and the students of the college.

The safeguarding team will complete additional training in support of their roles, which will be completed as a minimum every two years. This will also include additional training where necessary to support carrying out the different aspects of their role.

### Students

The college believe that the curriculum provided to students is important in ensuring the safeguarding and welfare of our students. The college curriculum is designed to ensure that the following objectives are met:

- Developing self-esteem
- Developing communication skills

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<sup>24</sup> The designated safeguarding lead will keep a full and detailed record of the training completed by staff members and when this has been completed.

<sup>25</sup> All resources and guidance from training will be made available through the College intranet.

- Developing an understanding of all aspects of risk and possible dangers they may face, including online, amongst peers and through radicalisation
- Developing strategies for self-protection
- Developing a sense of boundaries between appropriate and inappropriate behaviour by themselves and others (including adults, children and young people)
- Developing an understanding of safe and productive relationships
- Understanding their role in whistleblowing
- Identifying and understanding the help and support available to them and how they can access this

These objectives are emphasized in the College's Values<sup>26</sup> and inform our mission statement:

**To enable our students to excel and progress beyond expectation in an outstanding learning environment in the heart of Lowestoft.**

The college promotes these objectives and values through subject curriculum areas and support this through a broad and balanced pastoral curriculum, which is reviewed and developed annually.

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<sup>26</sup> College Values and Mission Statement are available on the college intranet.

## **APPENDICES**

**Appendix A**

**Website addresses for further information**

**Appendix B**

**Safeguarding Team and contact details**

**Appendix C**

**Specific Safeguarding Issues**

**Appendix D**

**Referral Flowchart**

## **Appendix A – Website addresses for further information**

Suffolk Safeguarding Children’s Board [www.suffolkscb.org.uk](http://www.suffolkscb.org.uk)

*Guidance available on all aspects of safeguarding and the policy and procedures for those children living within Suffolk, including relevant contact details for referrals.*

Suffolk Safeguarding Adults Board [www.suffolkas.org/](http://www.suffolkas.org/)

*Guidance available on aspects of safeguarding regarding Vulnerable Adults within Suffolk.*

Norfolk Safeguarding Children’s Board [www.norfolkscb.org/](http://www.norfolkscb.org/)

*Guidance available on all aspects of safeguarding and the policy and procedures for those children living within Norfolk, including relevant contact details for referrals.*

Norfolk Safeguarding Adults Board [www.norfolksafeguardingadultsboard.info/](http://www.norfolksafeguardingadultsboard.info/)

*Guidance available on aspects of safeguarding regarding Vulnerable Adults within Norfolk.*

NSPCC [www.nspcc.org.uk](http://www.nspcc.org.uk)

*Guidance on all issues and up to date studies and legislations regarding child protection and the safeguarding of children.*

## Appendix B – Safeguarding team and contact details

<b>Staff Name</b>	<b>Safeguarding Role</b>	<b>Contact details</b>
Emma Coules	Designated Safeguarding Lead	07931765229 <a href="mailto:e.coules@lowestoftsfc.ac.uk">e.coules@lowestoftsfc.ac.uk</a>
Yolanda Botham	Designated Safeguarding Alternate Prevent Single Point of Contact	07824 470086 <a href="mailto:y.botham@lowestoftsfc.ac.uk">y.botham@lowestoftsfc.ac.uk</a>
David Gartland	Designated Safeguarding Alternate	07585 441489 <a href="mailto:d.gartland@lowestoftsfc.ac.uk">d.gartland@lowestoftsfc.ac.uk</a>
Coral Gibbs	Designated Safeguarding Alternate	<a href="mailto:c.gibbs@lowestoftsfc.ac.uk">c.gibbs@lowestoftsfc.ac.uk</a>
Tracy Squirrell	Designated Safeguarding Alternate	<a href="mailto:t.squirrell@lowestoftsfc.ac.uk">t.squirrell@lowestoftsfc.ac.uk</a>
Nick Coules	Level 2 Safeguarding Cybersecurity	07584485355 <a href="mailto:n.coules@lowestoftsfc.ac.uk">n.coules@lowestoftsfc.ac.uk</a>
Daniel Handisides	Level 2 Safeguarding	<a href="mailto:d.handisides@lowestoftsfc.ac.uk">d.handisides@lowestoftsfc.ac.uk</a>
Aishea Pearson	Level 2 Safeguarding	<a href="mailto:a.pearson@lowestoftsfc.ac.uk">a.pearson@lowestoftsfc.ac.uk</a>

## **Appendix C - Specific Safeguarding Issues**

### **Child Sexual Exploitation (CSE)**

Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point. Some of the following signs may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or do not take part in education.

### **Honour-Based Violence**

So-called 'honour-based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so called HBV are abuse (regardless of the motivation) and should be handled and escalated as such. If in any doubt, staff should speak to the designated safeguarding lead. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.

### **Female Genital Mutilation**

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

### **Mandatory Reporting of FGM**

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18.

Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by “to discover that an act of FGM appears to have been carried out” is used for all professionals to whom this mandatory reporting duty applies. Information on when and how to make a report can be found at Mandatory reporting of female genital mutilation procedural information. Unless the teacher has a good reason not to, they should also still discuss any such case with the college’s designated safeguarding lead and involve children’s social care as appropriate.

The duty does not apply in relation to at risk or suspected cases or in cases where the woman is 18 or over. In these cases, staff should follow local safeguarding procedures. Additional information can be found on the Suffolk Safeguarding Children’s Board.

### **Forced Marriage**

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. Schools and colleges can play an important role in safeguarding children from forced marriage.

### **Preventing radicalisation**

Protecting children from the risk of radicalisation is seen as part of the colleges’ wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation it is possible to intervene to prevent vulnerable people being radicalised.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

As with other safeguarding risks, staff should be alert to changes in children’s behaviour which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately, which may include making a referral to the Channel programme.

### **Children missing education**

All children, regardless of their circumstances, are entitled to a full time education, which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of

children of compulsory school age who are missing education in their area. Effective information sharing between parents, schools, colleges and local authorities is critical to ensuring that all children are safe and receiving suitable education.

A child going missing from education is a potential indicator of abuse or neglect and such children are at risk of being victims of harm, exploitation or radicalisation. College staff should follow the procedures for unauthorised absence and for dealing with young people that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future.

### **Bullying: Peer to Peer**

Bullying is one of the most common forms of abuse. For some young people and vulnerable adults, bullying can be taken to the extreme and can make their lives intolerable. Bullying is something that needs to be taken very seriously. There is sufficient evidence to show that the consequences of bullying can be devastating both to the victim and their family.

There are three main types of bullying:

- Physical, eg hitting, kicking or theft
- Verbal, eg racist or homophobic remarks
- Emotional, eg persistent negative feedback

All these will include:

- Deliberate hostility and aggression towards the victim
- A victim who is weaker and less powerful than the bully or bullies
- An outcome which is always painful and distressing for the victims

Bullying behaviour may include:

- Other forms of violence
- Sarcasm, spreading rumours, persistent teasing
- Torment, ridicule, humiliation
- Racial taunts, graffiti, gestures
- Unwanted physical contact or abusive, offensive comments of a sexual nature
- Cyber Bullying

Mobile phone/computer bullying involves a number of behaviours including:

- Sending anonymous texts, making threats of violence
- Communicating through e mails/ chat rooms/messaging services
- Giving out personal information that young people feel embarrassed about
- Sending frightening or obscene images with or without a threat

## **Domestic Violence**

Domestic violence also known as domestic abuse is defined as:

“An incident or a pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse. It concerns people aged 16 or over who are or have been intimate partners or family members and it can happen regardless of a person's gender or sexuality”.

Home Office: 24th March 2015-Domestic Violence.

Domestic violence can include, but is not limited to, the following types of abuse: psychological, emotional, physical, sexual and financial. It also includes what is known as 'honour' based violence, female genital mutilation (FGM) and forced marriage.

Domestic violence affects people of every class, gender, wealth, geography, age, race, disability and sexuality. The violence can begin at any stage of the relationship and may continue after the relationship has ended. Domestic violence is a pattern of controlling and aggressive behaviour that is intentional and calculated to exercise power and control within a relationship.

If a student discloses they are in an abusive relationship, we have a duty to offer them support, and /or find the relevant organisation that may be able to help them. If the student is a child, the information must be shared with a PC, DSC or DSL without delay.

If the student is an adult it is important to establish if they have children under 18. If the victim does have young children a referral may need to be made to Children's Social Care, with consent from the parent.

## **Sexting**

Sexting generally refers to the sending of sexually explicit images via text, email, MSN or through social networking sites. For example, this could be a picture of a boy or young man exposing himself or a young woman in a state of undress. 'Sexting' is more common than you may think, and has been found to be commonplace amongst children and young people.

There was a 28% increase in calls to ChildLine in 2012/13 (compared to the previous year) that mentioned 'sexting' – nearly one every day. Most young people do not see 'sexting' as a problem and are reluctant to talk to adults about it because they are afraid of being judged or having their phones taken away. It may be common but 'sexting' is illegal. By sending an explicit image, a young person is producing and distributing child abuse images and risks being prosecuted, even if the picture is taken and shared with their permission.

Young people (under 18) texting intimate pictures of themselves via social media are committing a criminal offence (distribution of child pornography) and can face police action, even if their actions are entirely voluntary.

## **On Line Safety**

We must ensure that online safety aspects are not left to chance. Children and young people, indeed learners of all ages need to develop digital literacy skills that help them to

become safe and responsible users of new technologies, and allow them to be discriminating users of both the content they discover and the contacts they make when online.

On line safety risks can be summarised under the following three headings.

### **Content**

- Exposure to age-inappropriate material
- Exposure to inaccurate or misleading information
- Exposure to socially unacceptable material, such as that inciting violence, hate or intolerance including extremism and radicalisation
- Exposure to illegal material, such as images of child abuse
- Illegal Downloading of copyrighted materials e.g. music and films

### **Contact**

- Grooming using communication technologies, potentially leading to sexual assault and/or child prostitution
- Bullying via websites, mobile phones or other forms of communication device

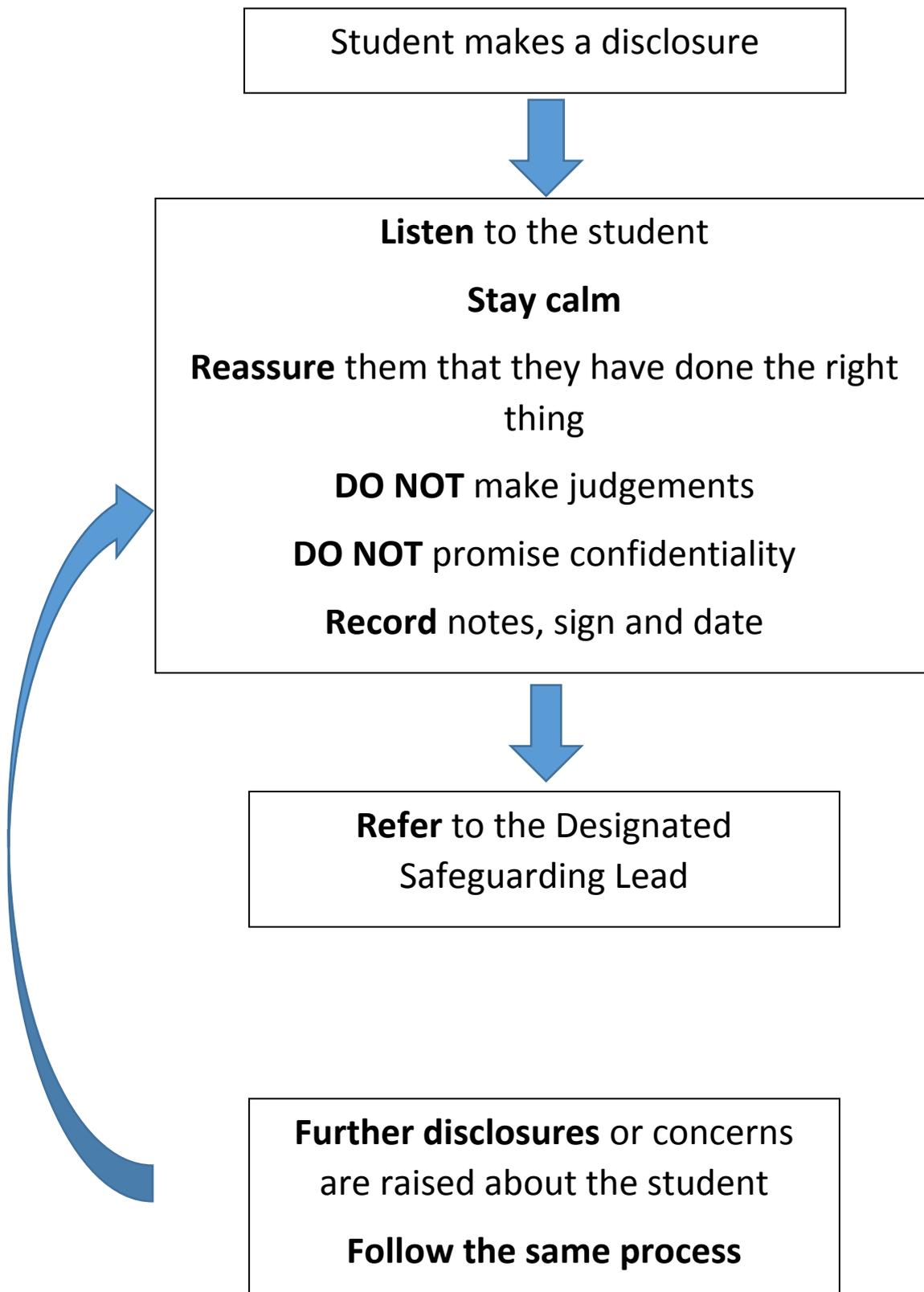
### **Commerce**

- Exposure of minors to inappropriate commercial advertising
- Exposure to online gambling services
- Commercial and financial scams

The creation, downloading, distribution and copying of pornographic images of children are child abuse and are criminal offences. They are classed as gross misconduct and will lead to instant dismissal for staff and Behaviour Support process with possible exclusion for students.

## Appendix D – Referral Flowchart

When the Designated Safeguarding Lead is available



When the Designated Safeguarding Lead is not available (e.g. on a trip, out of hours)

