



**City of
Portsmouth
College**

**SAFEGUARDING CHILDREN AND VULNERABLE
ADULTS POLICY**

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1. INTRODUCTION

1. This policy should be read in conjunction with the Recruitment and Appointment Policy & procedure and the Safeguarding and external contractor's procedures.
- 1.2. The City of Portsmouth College (COPC) is committed to safeguarding and promoting the welfare of children and vulnerable adults and to ensuring that action is taken to support them if they are at risk of significant harm. Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families has a role to play. The Group requires all staff, governors, volunteers, and those contracted to provide services should always consider what is in the best interests of the child or vulnerable adult.
- 1.3. The Group requires all staff to demonstrate high standards in their management of risk and in the active protection of children and vulnerable adults from discrimination and avoidable harm. Staff are required to fulfil their duties for young people under 18 in accordance with the Children Acts 1989 and 2004, Keeping Children Safe in Education (September 2022), The Prevent Strategy and Duty (Counter Terrorism and Security Act 2015) and support vulnerable adults in accordance with the National framework of standards for safeguarding adults, (ADSS, 2005).
- 1.4. The College recognises that the welfare of the learner is paramount and that all learners regardless of age, disability, gender, ethnic origin, religious belief, sexual orientation, or identity have the right to protection from all types of harm or abuse. Working in partnership with children, vulnerable adults, their parents, carers, and other agencies is essential in promoting the welfare of individuals.

2. PURPOSE AND PRINCIPLES

- 2.1. The purpose of this policy is to provide a framework that informs procedures relating to the College's legal obligations to safeguard and protect children and vulnerable adults who are at risk of significant harm, suffering forms of abuse or are at risk of radicalisation.
- 2.2. This policy provides clear direction to all members of the college community to ensure child protection and vulnerable adult concerns, referrals and monitoring of actions are handled sensitively, professionally and in ways that promote the welfare of the learners and support

their needs e.g., learners are encouraged to talk and are listened to. The policy also makes a commitment to the development of good practice and sound procedures.

2.3. Accordingly, all staff receive a copy of this policy and are required to read and be familiar with 'Keeping Children Safe in Education' 2022 Part One/ Annex A and undertake regular refresher training.

2.4. The following principles underpin the application of this policy:

2.4.1. The Group follows the statutory guidance 'Working Together to Safeguard Children' (HM Government, July 2018) which covers the legislative requirements and expectations on individual services to safeguard and promote the welfare of children. Schools and colleges must have regard to this guidance when carrying out their duties to safeguard and promote the welfare of children; along with non-statutory guidance 'What to do if you are worried a child is being abused' (HM Government, March 2015) and 'Information Sharing: advice for practitioners providing safeguarding services' (DfE, March 2015).

2.4.2. Safeguarding also covers vulnerability to violent extremism and the specific need to safeguard children and young people from potential radicalisation. Section 26 of the Counter Terrorism and Security Act, 2015 places a duty on colleges to have "due regard to the need to prevent people from being drawn into terrorism".

2.4.3. Safeguarding also encompasses issues such as learner health and safety; serious violence; child on child abuse including bullying; sexual violence: upskirting and sexting; (Sexual Violence and Sexual Harassment between Children in Schools and Colleges, HM Government 2018), arrangements to meet medical need; provision of first aid; college security; access to and use of information technology.

2.4.4. CoPC will develop and promote effective working relationships with other agencies including the Police, Children's services, Multi agency Safeguarding Hub (MASH), Portsmouth Children Safeguarding Partnership, Hampshire, Isle of Wight, Portsmouth and Southampton Safeguarding Partnership and the Local Authority Designated Officer (LADO)

3. SCOPE

- 3.1. The policy applies to all learners, governors, staff, and volunteers working for the College in all locations where education and training is delivered to children and vulnerable adults. It applies also to those situations where learners are in a workplace setting undertaking vocational training or studying for vocational qualifications. The policy also covers collaborative provision and staff employed directly by contractors supplying services on behalf of the College.
- 3.2. Safeguarding and promoting the welfare of children is defined in KCSIE 2022 as:
 - 3.2.1. protecting children from maltreatment
 - 3.2.2. preventing impairment of children’s health or development
 - 3.2.3. ensuring that children grow up in circumstances consistent with the provision of safe and effective care
 - 3.2.4. taking action to enable all children to have the best outcomes
- 3.3. A ‘child’ is defined as a person aged up to 18. ‘Keeping Children Safe in Education’ 2022 recognises the additional vulnerabilities of ‘looked after children’ and care leavers. The Children Act 2004 also covers vulnerable adults with a disability up to the age of 25. A vulnerable adult is defined as “a person aged 18 or over 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/herself, or unable to protect themselves against significant harm or exploitation” (Safeguarding Vulnerable Groups Act 2006).

4. MAIN ELEMENTS

- 4.1. The 3 main elements of the Policy are:

Prevention

- 4.1.1. Raise awareness of child protection and vulnerable adults’ issues amongst all staff and volunteers and of what to do if they have concerns
- 4.1.2. Provide training for all staff to proactively engage in preventing radicalisation and extremism, as part of the Government’s “PREVENT” strategy

- 4.1.3. Provide training for all staff to be aware of the indicators of serious violence and its associated risks regarding youth violence, gang involvement and exploitation of children through child criminal exploitation and county lines.
- 4.1.4. Ensure that all adults within the College who have access to children, young people and vulnerable adults have been subject to appropriate checks using safer recruitment practices
- 4.1.5. Maintain and review a single central record of required pre-employment checks which include DBS checks and comply with the duty of employers to inform the DBS of any individual (paid employee, volunteer or other) who poses a threat to children or vulnerable adults
- 4.1.6. Ensure appropriate response to any concern or allegation about a member of staff or volunteer
- 4.1.7. Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection/ vulnerable adult matters including attendance at strategy meetings, case conferences, core group meetings and other relevant child or vulnerable adult protection meetings.

Protection

- 4.1.8. Establish and maintain a safe environment in which students feel secure and are encouraged to talk freely about anything that concerns them.
- 4.1.9. Ensure students know that they can approach their teacher, tutor or other members of staff if they are worried about anything, including issues related to radicalisation, extremism and serious violence
- 4.1.10. Provide early intervention and support as soon as a problem emerges at any point in the young person's or vulnerable adult's life
- 4.1.11. Include opportunities in the curriculum to develop and equip students with the skills needed to recognise risks and stay safe from abuse
- 4.1.12. Support students who have been abused or may be at risk of harm, including self-harm, in accordance with any agreed child protection plan
- 4.1.13. Ensure staff follow accepted health and safety practices when working with students and that, where appropriate, risk assessments are carried out
- 4.1.14. Help students who are over 18 and not defined as vulnerable adults if they feel they are at risk through creating an environment, where they are encouraged to talk to the Police and/or other specialist services.

Record and monitor

- 4.1.15. Ensure staff are aware of the need to report and record any concerns held about the learner within the College, the need to keep safeguarding records securely and separately in line with data protection legislation and guidance and to be aware of when they should be passed on to other agencies.

5. CoPC ROLES AND RESPONSABILITIES

- 5.1. Safeguarding is a fundamental responsibility of all individual staff, however the oversight and management of safeguarding within the group is given to the Corporation, the Principal/CEO, the Senior Post-Holder with responsibility for safeguarding, the Designated Safeguarding Lead Officer and their deputies. They ensure that structures and staffing are in place to ensure the effective delivery of safeguarding procedures on each campus of the College.

5.2. Responsibilities of the Corporation

The Corporation will:

- 5.2.1. Approve and annually review the Group Safeguarding Policy
- 5.2.2. Select a Governor to take leadership responsibility within the Corporation for the organisation's safeguarding arrangements and ensure that they receive appropriate training.
- 5.2.3. Ensure an appropriate senior member of staff, from the school or college leadership team, is appointed to the role of designated safeguarding lead. The designated safeguarding lead should take lead responsibility for safeguarding and child protection. This will be explicit in the role-holder's job description, and they should have the time and resources to fulfil this responsibility.
- 5.2.4. Ensure there are procedures in place to manage concerns/allegations, against staff (including volunteers) that might indicate they would pose a risk of harm to children. Furthermore, the Governing Body will ensure that the Group:
- 5.2.5. Raise awareness of issues relating to safeguarding and promote the welfare of children, young people and vulnerable adults
- 5.2.6. Provide a safe environment in which students learn
- 5.2.7. Identify children and young people who are suffering, or at risk of suffering, significant harm and takes appropriate action to see that such children and young people are kept safe

- 5.2.8. Identify students at risk of radicalisation are supported
- 5.2.9. Have procedures for reporting and dealing with allegations of abuse against members of staff and volunteers
- 5.2.10. Have procedures for operating safe recruitment procedures
- 5.2.11. Remedy any deficiencies or weaknesses regarding child protection arrangements that are brought to the Governing Body or management attention.
- 5.2.12. Ensure that there are appropriate filtering and monitoring systems in place for on-line safety.
- 5.2.13. Ensure that learners are taught about safeguarding through teaching and learning opportunities which are part of a broad curriculum.
- 5.2.14. The Chair of Governors will liaise with the Local Authority Designated Officer (LADO) if a safeguarding allegation is made against the Principal/CEO.

5.3. Responsibilities of the Principal/CEO

The Principal/CEO will:

- 5.3.1. Ensure the Group's Policy for Safeguarding children and vulnerable adults and other related College policies and procedures (including the safer recruitment of staff and managing cases of allegations made against staff) are in place and implemented to ensure the welfare of learners
- 5.3.2. Delegate operational responsibility and implementation of procedures to a Senior Postholder and a senior Designated Safeguarding Lead
- 5.3.3. Receive immediate notification of any changes affecting the policy or procedures and ensure the policy is reviewed and amended as appropriate.
- 5.3.4. Ensure staff are familiar with this Policy and Procedure, and specifically have read KCSIE 2022. Part One and Annex A.

5.4. 5.4. Responsibilities of the allocated Senior Post-Holder Deputy Principal/Deputy CEO

The Senior Post-Holder will:

- 5.4.1. Have overall operational responsibility for Safeguarding across the Group
- 5.4.2. Act as line manager for the Designated Safeguarding Lead

- 5.4.3. Ensure that the Group has appropriate up to date safeguarding policies and procedures in place to ensure the safeguarding of all children and vulnerable adults, and that these are reviewed at least annually.
- 5.4.4. Ensure that there are Deputy Designated Safeguarding Leads and Safeguarding Officers on each of the college's campuses, and that safeguarding arrangements on each campus are implemented to ensure the welfare of learners
- 5.4.5. Be responsible for receiving allegations against members of staff, contractors and volunteers and passing them on to the Director of People Strategy and Organisational Development and Designated Safeguarding Lead Officer.

5.5. Responsibilities of the CoPC Designated Lead Safeguarding Officer (DSL)

The Designated Lead Safeguarding Officer has the ultimate lead responsibility for safeguarding in the College. The full list of responsibilities as required by Keeping Children Safe in Education 2022 is contained in Annex C. In summary the Designated Lead Safeguarding Officer will:

- 5.5.1. Coordinate safeguarding practices across the College
- 5.5.2. Liaise with Vice-Principals and the Director of People Strategy and Organisational Development to deal with allegations against members of staff, contractors and volunteers
- 5.5.3. Consult with the Designated Officer from the relevant Local Authority as appropriate, in order to ensure that all allegations against staff, contractors and volunteers are dealt with in an objective and transparent way
- 5.5.4. Liaise with the Principal/CEO to inform them of issues especially ongoing enquiries under section 47 of the Children's Act 1989 and police investigations
- 5.5.5. Ensure that the Director of People Strategy and Organisational Development records details of any allegations against staff, contractors and volunteers and carries out any agreed actions with the Designated Officer from the relevant Local Authority and reports on outcomes
- 5.5.6. Act as a contact person within the College, providing advice and support and ensuring that all staff (including temporary, supply staff and volunteers and members of the Governing Body) are aware of their role
- 5.5.7. Work with the Deputy Lead Safeguarding Officers and Safeguarding Officers to co-ordinate action within each College on child protection issues

- 5.5.8 Act as a point of contact and work with local Safeguarding partners
- 5.5.9 Liaise with Deputy CEO to inform them of ongoing enquiries and police investigations. This should include being aware of the requirement for the child to have an appropriate adult.
- 5.5.10. Oversee the planning of any curricular or other provision in relation to child protection and safeguarding matters, the PREVENT agenda and online and digital safety
- 5.5.11. Ensure students, are aware of the issues around safeguarding and PREVENT, through enrichment and tutorial activities and know who to talk to if they have any concerns
- 5.5.12. Ensure that staff are alert to the needs of the most vulnerable, e.g. Looked after Children (LAC), Care Leavers (CL), those aged 14-16 (Y10/11), unaccompanied minors (UAM) and those with special educational needs or disabilities
- 5.5.13 Raise awareness about safeguarding and child protection on an on-going basis
- 5.5.14. Arrange updates on safeguarding training for staff on an annual basis and induction training on child protection for new staff
- 5.5.15. Ensure that the Designated Safeguarding Lead, the Deputy Designated Officers, and the Safeguarding Officers receive update training on a regular basis, at least annually.
- 5.5.16 Ensure that safeguarding records are kept up to date and report to SMT and Governors
- 5.5.17. Have the DSL role specified within their job description

5.6. Responsibilities of the Deputy Designated Safeguarding Lead (DDSL)

The DDSL will:

- 5.6.1. Be trained to the same standard as the DSL
- 5.6.2. Take operational responsibility for safeguarding on a nominated campus (which may include more than one campus) or to deputise at other campuses.
- 5.6.3. Act as a senior adviser for other safeguarding officers, with guidance on cases within the college
- 5.6.4. Oversee safeguarding cases, liaising with social workers, local authorities, and other agencies, referring any serious cases to the Designated Lead Safeguarding Officer
- 5.6.5. Make referrals to external agencies as appropriate
- 5.6.6. Attend or work with local safeguarding partners on behalf of the DSL
- 5.6.7. Have the Deputy DSL role specified within their job description

5.7. Responsibilities of Safeguarding Officers

- 5.7.1 To be trained to the same standard as the DDSL

- 5.7.2 Ensure that there is effective front-line support for students and other interventions as necessary in dealing with safeguarding issues
- 5.7.3 Support the DDSL and DSL to promote positive safeguarding procedures and practices within the College
- 5.7.4 Respond appropriately to disclosures or other concerns which relate to the well-being and welfare of students in accordance with college policy and procedures
- 5.7.5 To be the designated Person for an identified group of Looked after Children, (LAC) Unaccompanied Minors (UAM) and Care Leavers (CL)
- 5.7.6 To report to the DDSL appropriate safeguarding training and development needs of all staff.
- 5.7.7. To support and advise staff on safeguarding issues

5.8. Responsibilities of individual members of staff (see attached flowcharts)

- 5.8.1. All staff have a responsibility to provide a safe environment in which students can learn and all staff should be prepared to identify students who may benefit from early help. Early help means providing support as soon as a problem emerges.
- 5.8.2. All staff should be familiar with how to make a safeguarding referral, and any staff member who has a concern about a child's welfare should follow the College's referral processes
- 5.8.3. All staff must undertake initial safeguarding training followed by regular updates
- 5.8.4. All staff should know what to do if a child tells them he/she is being abused or neglected
- 5.8.5. Whilst all staff should speak to the designated safeguarding lead (or deputy) regarding 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 has a duty to ensure this is reported to the police.
- 5.8.6. Refer any concerns including low level concerns they may have about any member of staff in relation to the safeguarding of a child or vulnerable adult to the College Principal.
- 5.8.7. In relation to safeguarding, all concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing.

6. WHISTLEBLOWING

- 6.1. As stated in KCSIE 2022, 'all staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the Groups safeguarding regime and know that such concerns will be taken seriously by the College's Senior Leadership team.'
- 6.2. If a member of staff, governor, volunteer, or visitor has concerns about how a potential or actual Safeguarding case is being managed, these should be raised with the Designated Safeguarding Lead in the first instance. If the person raising the concern is not satisfied with the response and believes that there are significant failings, then the whistleblowing policy should be consulted.

7. POLICY REVIEW

- 7.1. The effectiveness of this policy will be kept under continuous review in the light of experience and best practice. This will involve consultation with staff, managers, students where appropriate and monitoring through the Safeguarding and Well Being management meeting.
- 7.2. The policy will be subject to annual review and approval by Governors. The review will be initiated by the Designated Safeguarding Lead and will involve consultation with staff, managers, governors and students where appropriate.

8. ACCESS TO THE POLICY

- 8.1. The policy will be published on the College's website.

9. ASSOCIATED POLICIES

Student Behaviour

Staff Code of Conduct

Substance Misuse/Alcohol & Drugs

Equality, Diversity & Inclusion

Admissions policy

Criminal Convictions

Whistleblowing

Recruitment and Appointment Policy & Procedure

Managing Allegations and Concerns Against Staff Procedure

10. RELEVANT LEGISLATION AND GUIDANCE

The College recognises its duties under relevant legislation and guidance as follows:

10.1. Legislation

Children's Act 1989

Education and Training Act 2021

Section 5B of the FGM Act as inserted by section 74 of the Serious Crime Act 2015

Sexual offences Act 2003

Human Rights Act 1998

Equality Act 2010

Data protection Act and UK General Data Protection Regulation (GDPR)

Children's Act 2004

Safeguarding Vulnerable Groups Act 2006

Children and Young Persons Act 2008

Protection of Freedoms Act 2102

Children and Families Act 2014

Counter terrorism and Security Act 2015

Children and Social Work Act 2017

10.2 Guidance

Keeping Children Safe in Education 2022

Working together to safeguard Children 2018

Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers 2018

Prevent Duty in Further Education 2016

Guidance for safer working practice for those working with children and young people in education settings 2019

SEND code of practice: 0 to 25 years.

'What to do if you are worried a child is being abused' (HM Government, March 2015)

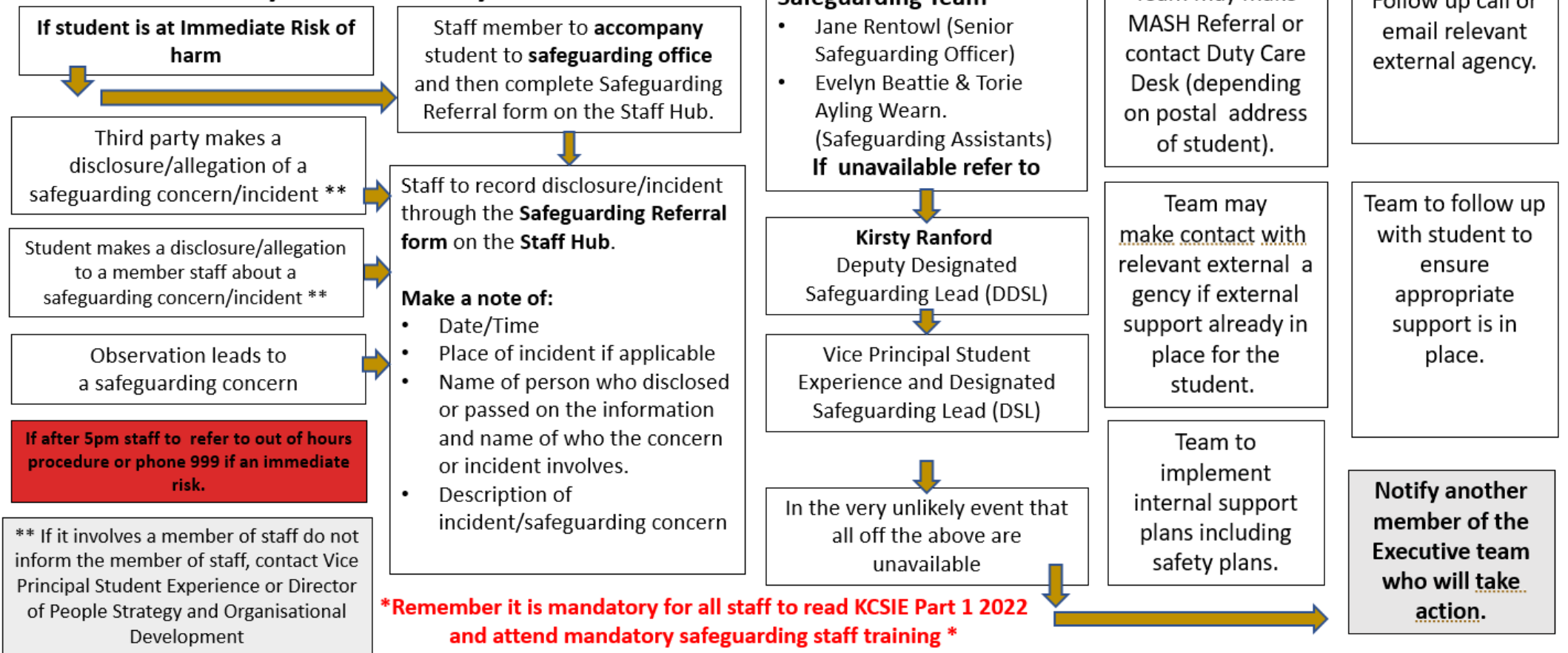
Safeguarding Action Flow Chart

MAXIMUM 2 HOURS

ASAP AFTER INITIAL REPORT

WITHIN 24 HOURS

Notice/Take Action/Refer



** If it involves a member of staff do not inform the member of staff, contact Vice Principal Student Experience or Director of People Strategy and Organisational Development

Safeguarding Action Flow Chart

MAXIMUM 2 HOURS

ASAP AFTER INITIAL REPORT

WITHIN 24 HOURS

Notice/Take Action/Refer

If student is at Immediate Risk of harm

Third party makes a disclosure/allegation of a safeguarding concern/incident **

Student makes a disclosure/allegation to a member staff about a safeguarding concern/incident **

Observation leads to a safeguarding concern

If after 5pm staff to refer to out of hours procedure or phone 999 if an immediate risk.

** If it involves a member of staff do not inform the member of staff, contact Vice Principal Student Experience or Director of People Strategy and Organisational Development

Staff member to **accompany** student to **safeguarding office** and then complete Safeguarding Referral form on the Staff Hub.

Staff to record disclosure/incident through the **Safeguarding Referral form** on the **Staff Hub**.

Make a note of:

- Date/Time
- Place of incident if applicable
- Name of person who disclosed or passed on the information and name of who the concern or incident involves.
- Description of incident/safeguarding concern

Safeguarding Team

- Gemma Regan (Senior Safeguarding Officer)

If unavailable refer to

Kirsty Ranford
Deputy Designated Safeguarding Lead (DDSL)

Vice Principal Student Experience and Designated Safeguarding Lead (DSL)

In the very unlikely event that all off the above are unavailable

Team may make MASH Referral or contact Duty Care Desk (depending on postal address of student).

Team may make contact with relevant external agency if external support already in place for the student.

Team to implement internal support plans including safety plans.

Follow up call or email relevant external agency.

Team to follow up with student to ensure appropriate support is in place.

Notify another member of the Executive team who will take action.

***Remember it is mandatory for all staff to read KCSIE Part 1 2022 and attend mandatory safeguarding staff training ***

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Safeguarding Team

- Lynn Counsell (Senior Safeguarding Officer)
- Safeguarding Assistant

If the above are unavailable refer to

Kirsty Ranford
Deputy Designated Safeguarding Lead (DDSL)

Vice Principal Student Experience and Designated Safeguarding Lead (DSL)

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