

Portsmouth  
College



# **Safeguarding and Child Protection Policy/Procedures**

**(including Roles, Definitions and Indicators of Abuse and  
COVID-19 Addendum)**

**2020/21**

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## **Definitions**

**Safeguarding** is defined in the Children Act 2004 as protecting from maltreatment; preventing impairment of health and development; ensuring that children grow up with the provision of safe and effective care; and work in a way that gives the best life chances and transition to adulthood. Our safeguarding practice applies to every student and vulnerable adult.

**Child Protection** is an aspect of safeguarding but is focused on how we respond to children who have been significantly harmed or are at risk of significant harm.

**Significant harm** is defined as a situation where a child is suffering, or is likely to suffer, a degree of physical, sexual and / or emotional harm (through abuse or neglect) which is so harmful that there needs to be compulsory intervention by child protection agencies into the life of the child and their family.

**Abuse** could mean neglect, physical, emotional or sexual abuse or any combination of these. Children can be abused either by direct acts and / or failure to provide proper care.

**Child** refers to all young people who have not yet reached their 18th birthday. On the whole, this will apply to students at Portsmouth College; however the policy will extend to visiting children and students from other establishments. A child, in law, is anyone under the age of 18. For the purposes of this Policy, the words child/children will be replaced by "Student/Students" where practical.

**Vulnerable Adult** refers to a person 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' (Department of Health, 2000). Vulnerability can apply to a wide range of disabilities and situations including those adults at risk owing to their caring role or family responsibilities. Vulnerability may be temporary or permanent. Individuals can become vulnerable when no previous conditions existed, for example if they become ill.

**Parent** refers to birth parents and other adults in a parenting role for example adoptive parents, carers, step parents and foster carers.

**Staff** applies to all those working for or on behalf of Portsmouth College, full time or part time, in either a paid or voluntary capacity. This also includes Governors.

**DSL** refers to Designated Safeguarding Lead

**DSA** refers to Designated Safeguarding Assistant

**PDW** refers to Personal Development and Welfare (Student Activities)

# Safeguarding and Child Protection Policy

## 1. Introduction and Aims of Policy

Portsmouth College fully recognises our moral and statutory responsibility to safeguard and promote the welfare of all students. We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both students and adults feel secure, able to talk and believe that they are being listened to.

We maintain an attitude of ***“it could happen here”*** where safeguarding is concerned.

### **Aims**

- To provide staff with the framework to promote and safeguard the wellbeing of students and in so doing ensure they meet their statutory responsibilities. *(Specific guidance is available to staff within the procedure documents)*
- To inform parents and guardians how we will safeguard their children whilst they are in our care.
- To ensure consistent good practice across the College.
- To demonstrate our commitment to protecting all children.

## 2. Principles and Values

- Students have a right to feel secure and cannot learn effectively unless they do so.
- All students, regardless of age, gender, race, ability, sexuality, religion, culture or language have a right to be protected from harm.
- All staff have a key role in prevention of harm and an equal responsibility to act on any suspicion or disclosure that may indicate a student is at risk of harm in accordance with the guidance.
- We acknowledge that working in partnership with other agencies protects students and reduces risk and so we will engage in partnership working throughout the child protection process to safeguard students.
- Whilst the College will work openly with parents as far as possible, the College reserves the right to contact Children’s Services or the police without notifying parents if this is in the student’s best interests.

The Children Act 1989 states that the child's welfare is paramount and safeguarding and promoting it is our priority.

The Children Act 2004 sets out a duty for the Local Authorities to work closely with those providing services to children and young people.

The Counter-Terrorism and Security Act 2015 contains a duty on specified authorities to have due regard to the need to prevent people from being drawn into terrorism.

This Policy has been developed in accordance with the principles established by these Acts and by the Education Act, 2002. It is also in line with the Government publication 'Keeping Children Safe in Education' (KCSiE) and in line with advice from our Local Safeguarding Children Partnership (PSCP).

Our definitions of harm and abuse are wide ranging and include Female Genital Mutilation and Forced Marriage (see Definition & Types of Abuse ~ page 2). This Policy also covers managing allegations against other students (peer on peer abuse), in line with recent guidance. Victims of peer on peer abuse will be supported as all other victims of abuse. We understand that extremism may also lead to significant harm and abuse and in line with our PREVENT duty, we believe that there is an important role for us in helping prevent people being drawn into terrorism.

Children are legally defined as young people under 18 years of age for the purpose of referrals to Children's Services. However, as a College, we will apply the moral guidelines to all our students regardless of race, ethnicity, gender, disability, sexual orientation or age - this includes vulnerable adults. The Policy will also extend to visiting children and students from other establishments. When our staff are visiting other educational establishments they will act in the spirit of this policy, but in accordance with the policies of those establishments.

**Portsmouth College will:**

1. Establish a safe environment within which students can learn and develop.
2. Support students who have been, or are, at risk of significant harm.
3. Ensure we practice safe recruitment in checking the suitability of all staff and volunteers who work at the college.
4. Carry out regular child protection and safeguarding / prevent training, in line with legal requirements.

5. Publish and implement clearly defined procedures for identifying and reporting cases, or suspected cases, of abuse (Procedures ~ page 10 in document).

6. Develop and promote effective working relationships with other agencies, especially the Police and Children's Services.

**We will focus on:**

1. **PREVENTION** (positive and safe environment, careful and vigilant teaching, accessible support to students and good adult role models).
2. **PROTECTION** (agreed procedures are followed, staff are trained and supported to respond appropriately and sensitively to child protection / safeguarding concerns).
3. **SUPPORT** (to students, staff and children who may have been abused or have been affected by the abuse of others).

**3. Establish a safe environment within which children can learn and develop**

Induction sessions at the start of a student's time at college make the college ethos of respect clear to all. It is the responsibility of the whole college community to create and maintain this ethos, which is in line with British values. This message is reinforced through a variety of means - Induction, Personal Development and Welfare (PDW) activities, curriculum, events and student support provision, regularly published to all students. We ensure that systems are in place for any student to be able to raise concerns with staff, knowing that they will be listened to, believed, and valued. We will ensure that appropriate IT filters and monitoring systems are in place, to safeguard children from harmful and inappropriate online material. We will provide information and awareness about the dangers of technology when used inappropriately through:

- Acceptable use agreements
- Curriculum and PDW activities involving raising awareness
- Information on: Students Intranet - mytpc / Staff Intranet - Hermes
- Pop Up Events and Campaigns e.g. Safer Internet Day

We will also provide education to help prevent students from becoming victims and perpetrators of abusive relationships, by encouraging them to rethink their views of violence, abuse and controlling behaviours, and understand what consent means within their relationships.

#### **4.Support students who have been, or are, at risk of significant harm.**

The College will support students who are at risk of harm or who suffer harm through the provision of a volunteer Counselling Service, trained Safeguarding staff within the room 15/students services department. Staff may refer students to either service if they are concerned for the welfare of the student. *This does not obviate the need for staff to report child protection issues to the Designated Safeguarding Lead (DSL) or Designated Safeguarding Assistant (DSA) or for the Counsellors to follow child protection guidelines.* Students may also refer themselves to the support service without the involvement of any Staff.

The College will also support students, and to make them aware of safeguarding and safeguarding support, through:

- Compliance with and support of any Child Protection Plans; Child in Need Plans; Team Around the Family plans etc that may be in place for any of our students.
- Liaison with, and referral to, other agencies that support the student such as Portsmouth or Hampshire.
- Youth Support Service, Children's Services, Child and Adolescent Mental Health Services, Talking Change (local Counselling service), DASS (Drug and Alcohol Support Services for young people), Educational Psychology Service and The Channel Programme. We are also able to refer to MASH and Early Help Teams.

The College will identify students who are in need of support pre-entry through liaison with the schools, parents/guardians, relevant agencies and the students themselves. These students will be identified in a confidential process to relevant staff via our internal systems, and staff are invited to talk to a member of the Student Service/ Room 15 team. Students identified will be monitored via relevant identified staff, and monitoring will be confidentially recorded. We will also develop risk assessments and provide targeted work for students identified as being a potential risk to other students.

#### **5. Ensure we practice safe recruitment in checking the suitability of staff and volunteers who work at the college.**

'Safe recruitment' means that the College will scrutinise all job applicants; verifying identity and any academic or vocational qualifications; obtaining professional and character references; checking previous employment history and that a candidate has the health and physical capacity for the job (making reasonable adjustments where necessary). Candidates will always undergo a face to face interview. The College will carry out the mandatory DBS checks. The College will follow the

guidance contained in the DfE Document: Department for Education Guidance Safeguarding Children and Safer Recruitment in Education, 2007, and in Working Together to Safeguard Children (2018).

## **6. Carry out regular Child Protection Training, in line with legal requirements**

All staff are expected to be aware of the signs and symptoms of abuse and must be able to respond appropriately.

All staff in whatever role will undertake training to equip them to carry out their responsibilities for child protection effectively. This will be kept up to date by regular refresher training. The particular safeguarding risks for looked after children are always included in this training, as well as those for other vulnerable groups of children (Definition & Types of Abuse page 2). Also included in the training is guidance on how to act out of hours or on college trips, where either the police or college emergency contacts should be notified.

Detailed child protection training will be part of Induction for all new staff.

All staff will receive a copy Keeping Children Safe in Education (part 1) (KCSiE). All staff will have a copy of the Safeguarding ~ Threshold / Tiers of Need document. All policies are available on the staff intranet and College website for students, parents / carers and other stakeholders.

The DSLs and other Safeguarding staff will undertake refresher training as required (currently annually) to keep their knowledge and skills up to date. (They will also develop knowledge more regularly as outlined in KCSiE.) The DSL (as Designated Person) will receive specialist training in issues concerning Looked After Children, and pass this on to other relevant staff.

Any update in national or local guidance will be shared with all staff in briefings and then captured in the next refresher training. This policy will be updated during the year to reflect any changes brought about by new guidance.

## **7. Publish and implement clearly defined procedures for identifying and reporting cases, or suspected cases, of abuse**

See page 10 procedures, including managing allegations against other students.

## **8. Develop and promote effective working relationships with other agencies, especially the Police and Children's Services.**

The DSLs, all DSA, and the Counsellors will liaise closely with other agencies that support students such as MASH, EH, Children's Services, Child and Adolescent Mental Health Services, Talking Change, Education Welfare Service, Educational Psychology Service, and The Channel Programme. They will attend Child Protection Reviews, CAMHS reviews, Child In Need conferences, and Team Around The Child / Family or relevant multi-agency meetings, as invited. The Designated Safeguarding Lead and all DSLs/DSA will receive training as to how to contribute effectively to review meetings, and support Social Workers to make decisions about individual students.

## **9. Prevent**

Through PDW activities and the curriculum we make students aware of the dangers of extremism and what to do if they are worried about someone. In addition, we focus on fundamental British/human values of Individual Liberty, The Rule of Law, Democracy and Mutual Respect and Tolerance.

We train staff (including Governors) in spotting possible indicators of extremism and how to refer using our safeguarding procedures. We share concerns with all relevant agencies and authorities, including police and local authority/Department of Education PREVENT coordinators. We provide pastoral care and support for students and staff affected.

There is careful management of external speakers and visitors, publicity materials, and IT equipment and systems – where users are researching terrorism and extremism for whatever reason (including as part of their studies) on our equipment, we are aware.

We have clear and visible policies and procedures in place for managing whistleblowing and complaints.

Portsmouth College will ensure that every adult who works with or on behalf of Portsmouth College is aware of the contents of this policy and understands what the reporting procedures are in cases where a student (or their parents/ carers) makes a disclosure of abuse or an allegation. Any such disclosures or allegations will always be taken very seriously to ensure that any students involved in whatever role are protected and supported.



Any documents regarding Child Protection issues will be kept by the Director of Student Services (DSL) until the child's 25<sup>th</sup> birthday. This information will be stored securely and will be held separately from the student's routine paperwork. It will only be used for the purposes of child protection, and only be shared with relevant agencies under strict guidance from the policy/children's services, in line with GDPR regulations.

This policy will be reviewed annually, by the Deputy Principal, SLT, and by the Governors. It will be published on the college website and on Hermes.

Updated, November 2020, in line with the Portsmouth Safeguarding Children Partnership model policy.

## Procedures

### **Overview**

The following procedures apply to all staff working in the College and will be covered by training to enable staff to understand their role and responsibilities.

The aim of our procedures is to provide a robust framework which enables staff to take appropriate action when they are worried that a student is being abused.

The prime concern at all stages must be the interests and safety of the student. Where there is a conflict of interest between the student and an adult, the interests of the student must be paramount.

All staff are aware that students with disabilities, special needs or with language delay may communicate concerns with behaviours rather than words. Additionally staff will question the cause of knocks and bumps in students who have limited mobility.

Portsmouth College will work with students with all mental health conditions, having requested information regarding these conditions at enrolment and interview. Staff will work with the relevant health professionals. Staff will take account of government guidance.

Portsmouth College will inform all parents of students who are absent (unless the parent has informed us). If the parent is also unaware of the location of their child, and the definition of missing is met, we will either support the parent to contact the police or do so ourselves.

### **Disclosure and Confidentiality**

- We maintain that all matters relating to child protection are to be treated as confidential and only shared as per the 'working together' guidance.
- Information will only be shared with agencies who we have a statutory duty to share with or individuals within the College who 'need to know'. Where possible we obtain a signed 'Permission to Share Information' agreement from students.
- All staff are aware that they cannot promise a student to keep a disclosure confidential.

As a general rule staff should treat all personal (ie non-academic) information they acquire or hold in the course of working with students and families as confidential and take particular care with sensitive information. **However, in cases of child protection no one can promise confidentiality.** Staff may be anxious about the legal or ethical restrictions on sharing information. Staff should be mindful that passing on information might prevent a tragedy. Therefore, if staff are unsure about whether or not to regard information as confidential, staff **MUST** talk about the situation to the Designated Safeguarding Lead or a Designated Safeguarding Assistant. If staff prefer, they can do this without disclosing the student's name.

A decision whether to disclose information may be particularly difficult if staff think it may damage the trust between them and the student. Wherever possible staff should try to obtain the student's consent to share information they have told them, and take their wishes and feelings into account. In order to get this consent, you should explain the problem to the student, seek agreement and explain the reasons if staff decide to act against a parent or student's wishes. However, staff **do not need to seek consent** where staff consider that to do so would be contrary to a student's welfare, or if urgent action is required. In some instances seeking consent may prejudice a police investigation or may increase the risk of harm to the student. The law recognises that disclosure of confidential information without consent may be justified in the public interest to prevent harm to others. **Similarly, staff do not need to gain consent in cases concerning potential extremism or radicalization, where to do so would endanger the child, or other people.**

The key factor in deciding whether or not to disclose confidential information is proportionality: is the proposed disclosure a proportionate response to the need to protect the welfare of the student? The amount of confidential information disclosed, and the number of people to whom it is disclosed, should be no more than is strictly necessary to meet the public interest in protecting the health and wellbeing of a student ('the need to know basis'). This is particularly important where there is a serious allegation directly against the parents, carers, close family members or friends, or in cases of allegations against other students or staff.

Decisions regarding communicating with parents/carers should always be clear and should be made jointly by whichever authorities are involved, including the college. This should be the case even if one of the statutory agencies is present in college at the time the allegation is made.

## **Referrals**

**If a member of staff has concerns about a student's welfare, suspects abuse or potential radicalisation, spots signs or indicators of abuse, or they have a disclosure of abuse made to them they must:**

Make an initial record of the information or if possible via the Safeguarding Alert on Hermes.

Report it to a DSL immediately, or, if out of hours/on a trip and you consider it urgent, report to the police and email the DSL.

The DSL will consider if there is a requirement for immediate intervention, however urgent medical attention should not be delayed if a DSL or Deputy Principal is not immediately available (follow separate first aid procedures if the situation requires)

Make an accurate record (which may be used in any subsequent court proceedings) as soon as possible and within 24 hours of the occurrence, of all that has happened, including details of:

- Dates and times of their observations
- Dates and times of any discussions they were involved in
- Any injuries
- Explanations given by the student / adult
- What action was taken
- Any actual words or phrases used by the student

The records must be signed and dated. Pass all relevant documents and records to the DSL for safekeeping.

**No student should ever be asked to remove clothing by a member of staff.**

**Following a report of concerns from a member of staff, the DSL must:**

Decide whether or not there are sufficient grounds for suspecting significant harm in which case a referral must be made to children's social care using the inter agency referral form

Normally the College should try to discuss any concerns about a student's welfare with the family and where possible to seek their agreement before making a referral to children's social care. However, in accordance with DfE guidance, this should only be done when it will not place the student at increased risk or could impact a police investigation. The student's views should also be taken into account.

If there are grounds to suspect a student is suffering, or is likely to suffer, significant harm they must contact children's social care via the Professionals Line **023 9268 8793** and make a clear statement of:

- the known facts
- any suspicions or allegations
- whether or not there has been any contact with the child's family

If the DSL feels unsure about whether a referral is necessary they can phone the Early Help Team (EHT) to discuss concerns.

If there is not a risk of significant harm, then the DSL will either actively monitor the situation or consider the early help process.

The DSLs will follow up all referrals in writing to children's social care, within 24 hours, including the actions that have been taken. The written referral must be made using the inter-agency referral form (IRAF) which will provide children's social care with the supplementary information required about the student and family's circumstances.

DSLs use the sexual exploitation risk assessment form (SERAF) and associated guidance to identify pupils who are at risk and share this information as appropriate.

The college also uses the Community Partnership information (CPI) form. If there is information or intelligence about child criminal exploitation, drug dealing, county lines or similar, we will report this to the police via the CPI form. <https://www.safe4me.co.uk/portfolio/sharing-information/>

Portsmouth College will follow the "Sexual violence and sexual harassment between children in schools and colleges" advice provided by the DfE. We will challenge all contact behaviours that have a sexual nature to them such as pushing or rubbing against, grabbing bottoms, breasts or genitals, pinching or flicking bras, lifting skirts or pulling down trousers and impose appropriate levels of disciplinary action, to be clear that these behaviours are not tolerated or acceptable. If staff in College are made aware that upskirting has occurred, then this will be treated as a sexual offence and should be reported to a DSL accordingly. If technology that is designed for covert placement and could be used to take upskirting or indecent images is discovered in College it will be confiscated. If the technology is in location and potentially may have captured images, this will be reported to the police and left in situ so that appropriate forensic measures can be taken to gather evidence. If a student is in immediate danger and urgent protective action is required, the Police

must be called. The DSL must also notify children's social care of the occurrence and what action has been taken.

When a student is in need of *urgent* medical attention and there is suspicion of abuse the DSL or Deputy Principal should follow first aid procedures, as well as notifying children's social care. The DSL should seek advice about what action children's social care will take and about informing the parents, remembering that parents should normally be informed that a student requires urgent hospital attention.

Staff may be approached by Children's Services or another agency – e.g. GP - and asked to provide information about a student or family or to be involved in an assessment or to attend a Child Protection Conference. Contact the DSL or DSA for advice. They will ensure a member of the Safeguarding team will respond to the request, or attend the meeting on behalf of the College.

**Remember: A child is a student under the age of 18 but it is always important to establish whether the student has any younger siblings in dealing with cases of child protection.**

**If staff have concerns about a student's welfare, you can always discuss their concerns with a member of the College's Safeguarding Team.**

Remember that an allegation of child abuse, extremism or neglect may lead to a criminal investigation, so **don't do anything that may jeopardise a Police investigation**, such as asking a student leading questions or attempting to investigate.

**In all cases communicate with the student in a way that is appropriate to their age, understanding and preference.** This is especially important for students who have any form of disability or learning difficulty and for those whose first language is not English. The nature of this communication will also depend on the substance and seriousness of the concerns and you may require advice from one of our team to ensure that neither the safety of the student nor any subsequent investigation is jeopardised.

## Exceptions

Whilst all staff should speak to a DSL with regard to any concerns of Female Genital Mutation (FGM), there is a specific legal duty on teachers. If a member of staff discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the staff member **must** report this to the police. 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 must continue to follow local and college safeguarding procedures. All staff must be aware that although this is the legal procedure, students should not feel unable to disclose this information and receive necessary support.

The National Police Chiefs Council (NPCC) has indicated that incidents involving youth produced sexual imagery (commonly known as 'sexting') should be treated as a safeguarding issue. All members of staff are made aware of how to recognise and refer and disclose incidents. If staff are alerted to a situation involving youth produced sexual imagery the incident should be referred to a DSL who will hold an initial review meeting and subsequent interviews with the involved young people will take place. If at any point in the process there is a concern a young person has been harmed or is at risk of harm, a referral should be made to the police immediately. The police may also need to be involved in cases to ensure thorough investigation including collection of all evidence. If any devices need to be seized, they will be confiscated, turned off and placed under lock and key until the police come and retrieve it. All staff must be aware they are not to view any sexual imagery, the decision to view imagery will be on the professional judgement of a DSL and will always comply with child protection policies.

## Protecting yourself

Dealing with a disclosure from a student and safeguarding issues can be stressful. The member of staff or volunteer should, therefore, consider seeking support for him/herself and discuss this with HR, or a member of the Safeguarding team.

Seek to minimise the risk of any situation arising in which misunderstandings can occur. The following sensible precautions can be taken when working alone with students:

- work in a room where there is a glass panel in the door or leave the door open
- make sure that other adults visit the room occasionally

- avoid working in isolation with students unless thought has been given to safeguards
- do not give out personal mobile phone numbers or private email addresses
- do not engage in communications with parents or students from the college community in any personal social media. If any parent or student requests such communication, report this to a member of the Safeguarding Team.
- set all privacy settings to the highest possible levels on all personal social media accounts
- do not give students lifts in your cars
- do not arrange to meet students outside of normal college hours
- do not chat to students on the social websites or engage in any form of inappropriate electronic communication with a student

Under the Sexual Offences Act 2003 it is a criminal offence for anyone working in an educational setting to have a sexual relationship with a student even when the student is over the age of consent.

For sensible use of force and restraint, please read the Behaviour and Health and Safety policies.

Allegations of abuse against members of staff will be referred to the LADO (Local Authority Designated Officer). Allegations of abuse against ex-members of staff will be referred to the police.



## CHILD PROTECTION

**If in doubt – share with a member of the Safeguarding Team!**

1. If a student discloses something that appears to put them at risk of significant harm, and therefore be a potential child protection issue, staff should seek advice from the DSL or DSA. In this instance staff cannot promise confidentiality, because it may be putting them, or other siblings, at risk. If staff have an urgent child protection case staff may contact Room 15 Help, who will find a trained member of staff for you. **Staff should not attempt to deal with difficult cases on their own or without support.**

2. As part of noticing signs and symptoms which might cause staff to seek advice, please be aware that we are now also legally required to refer on anyone at risk of “being drawn into terrorism”. This includes all forms of extremism which threaten fundamental British values, including the extreme right. The aim of referring is to seek support for the student concerned. Signs to look out for:

- Seeing any worrying changes in behaviour or attitudes to authority (for example students may suddenly become more aggressive, isolated, vengeful etc.)
- Hearing any concerning outlooks being expressed, for example as regards the value of human life, race, religion, minority groups etc.

Please pass these concerns on through the usual safeguarding systems. We will refer concerns to Channel (a national programme to divert people away from extremism and offer support). Where possible please seek the consent of the student concerned before referring on, but you are not obliged to.

1. If you are a teacher, you can (and should) contact parents about matters relating to a student’s academic progress or with other concerns unless there is a note on ATHENA to the contrary. You must not divulge information about a student to anyone who is not a named contact, regardless of their relationship to the student. If you are contacted in this way and the person is insistent, please refer the case directly to the Deputy Principal.
2. Staff should not contact parents about medical information that a student has requested be kept confidential (e.g pregnancy, terminations). However, staff might attempt to get them to talk to their parents, to a Counsellor or a member of the Room 15 Team.
3. If a child is experiencing any form of bullying refer the matter to Student Services/Room 15. If a serious case, inform the Deputy Principal. In cases involving cyberbullying students must keep all relevant evidence (texts, Facebook messages, etc)

4. Staff must keep themselves safe – do not communicate with students on sites such as Facebook, do not give them their personal mobile number (except in extreme cases such as when you are off-site on trips), or any other personal details, do not comfort students with overt displays of affection etc. If anything happens which could be misconstrued, talk to your line manager about it.
5. If there is a violent incident in the department, class or elsewhere in College, call reception (the same number as First Aid). Staff should not put themselves in a dangerous situation. While waiting for support, staff should attempt to calm the situation by talking to the student concerned, or separating him/her from the rest of the group if possible.

**If staff are approached by a student about whom you have concerns:**

1. Listen carefully – don't ask leading questions
2. Bring the student to see a member of the Safeguarding team as soon as you can.
3. Make a record of the conversation as soon as you can and pass this to one of the DSLs/ DSA.

**If staff are approached by a student in the evening or outside usual College hours:**

If staff are not on site, ensure that a DSL or a member of the Safeguarding Team team is alerted to the situation as soon as possible and inform their line manager.

Staff may want to encourage a student to stay with a friend or safe family member that night. If the situation is **really urgent**, direct the student to the Police Station, or phone the police and ask them to visit the student at home. If staff are in College, request the Police come to the college site. The number for the police is 101. Explain that it is a child protection emergency. Make a record of the conversation as soon as you can and pass this to a member of the Safeguarding team.

If the matter is health related (eg self harm) and it is out of hours, refer the student to their GP, the NHS (111) The Samaritans (116 123) or A&E. Reassure them that they will be able to talk to someone at college the next working day. Again, inform one of SLT or the Safeguarding team asap.

All staff must have read the latest Keeping Children Safe in Education, Part 1, (Sept. 2020)

## Informing ESFA about Serious Safeguarding Incidents

ESFA has included new safeguarding clauses in the funding agreements and contracts for 20/21

- The ESFA require to be made aware when an institution is itself the subject of an investigation by the local authority or the police
- This is equally applicable to the College's subcontractors
- In any such circumstances, the Chair of Governors, Principal or DSL must inform the ESFA via email [Enquiries.EFA@education.gov.uk](mailto:Enquiries.EFA@education.gov.uk)
- The detail to be reported must follow the format of:
  1. Name of the College
  2. Nature of the incident
  3. Confirmation that it is or is scheduled to be investigated by the local authority and/or the police

## 10 Reference

<b><u>Associated College Documents</u></b>	
<b>Name of Document</b>	<b>Author</b>
Behaviour Policy	Deputy Principal (Students and Operations)
Health and Safety Policy	Director of Health, Safety and Compliance
Safer Recruitment Policy	HR Director
Volunteering Policy and Procedure	HR Director
Code of Conduct	HR Director

## Addendum COVID-19

During the pandemic, local authorities have seen a significant decline in Prevent referrals, raising concerns about the welfare of vulnerable children and young people. Due to extremists exploiting COVID-19 to spread hateful narratives, it is important that staff are extra-vigilant to radicalisation concerns, particularly due to young people having an increased exposure to this disinformation, misinformation and conspiracy theories.

### Radicalisation risks related to the impact of COVID-19

- *Exposed to misleading and hateful content:* Exposure to false stories and conspiracy theories about COVID-19, which attribute blame to minority groups.
- *Engaging with extremist individuals:* Exposure or engagement with extremist organisations, especially online.
- *Increased vulnerability to radicalisation:* An increase in feeling isolated, anxious and frustrated can lead to an increase of intolerant messaging and appeal of extremist groups.

### Actions in place to protect students

1. Staff will continue to follow the safeguarding procedures. COVID-19 means a need for increased vigilance due to pressures on services, families and young people.
2. Normal safeguarding procedures apply for referrals to children's services.
  1. All staff are familiar with the impact of COVID-19 and should be able to recognise concerns.
  2. Staff are clear on the reporting procedures in place to raise concerns.
  3. Staff must report any concerns regarding vulnerability to radicalisation to the DSL's or DSA.
  4. Staff are aware of the impact of online safety and media literacy as per usual guidance.
  5. All staff are provided with a list of Government advice on how to keep young children safe online, specifically during the COVID-19 pandemic.
  6. All staff are aware college can provide a safe space for students to be around positive and trusted adults.