



Safeguarding Children, Young People and Adults at Risk Procedure

Reviewed: July 2018	Next review due: June 2019
Approving Body : Corporation	SLT contact: Vice Principal Resources
Policy/Document approved: July 2018	

*This procedure may need to be reviewed before this date to reflect changes in government and other agencies' advice, guidance and legislation

This procedure is to support and guide staff in the College to fulfill their responsibilities laid out in the Safeguarding Children, Young People and Adults at Risk Policy

Contents

A	Implementation	Page 2
B	Definitions and Key Points	Page 2
C	The Designated Staff with Responsibility for Young People and Adults At Risk	Page 6
D	Dealing with Disclosure of Abuse and Procedure for Reporting Concerns	Page 9
E	Reporting and Dealing with Allegations of Abuse against Members of Staff	Page 10
F	Reporting and Dealing with Allegations of Abuse against other Students	Page 18
G	Recruitment and Selection Procedures	Page 20
H	Records	Page 21
I	Supporting Documentation including Safeguarding Co-ordinator Job Description	Page 24

A IMPLEMENTATION

Staff must follow this procedure, must meet the requirements and follow the guidance set out by the College's Safeguarding Coordinator and attend designated updating and training activities as notified to them.

All college policies and procedures should be implemented with due regard to the safeguarding duties.

B DEFINITIONS

"Child" by law anyone who has not yet reached their 18th birthday.

'Child' therefore means 'child or children and young person or young people' throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital, in prison or in a Young Offenders' Institution, does not change his or her status or entitlement to services or protection under the Children Act 1989.

Although current terminology now refers to "adults at risk" instead of "Vulnerable Adult" it remains helpful to still consider the term "vulnerable adult" which as defined in the document "No Secrets" means a person aged 18 years or over, who is in receipt of, 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."

Safeguarding is not just about protecting children, young people and adults at risk from deliberate harm. It includes issues for FE Colleges such as student health and safety; all forms of bullying; racist or homophobic abuse; or any form of violence or harassment (including child on child) and discrimination; meeting the needs of students with medical conditions; providing first aid; drug and substance misuse; educational and off site visits; intimate care; on-line safety; peer on peer abuse; issues which may be specific to a local area or population, for example gang activity, trafficking, honour based violence and child sexual exploitation; radicalization for violent extremism acknowledging our duties within PREVENT and college security, and safer recruitment and employment practices. Safeguarding enables effective early help and support for children, young people and adults at risk to enable all children to have the best outcomes.

In addition the College also recognizes that some individuals are perhaps vulnerable to harm, or potential harm, due to their particular circumstances e.g., but not limited to, Looked After Children, Care Leavers, Carers and asylum seekers.

*For the purpose of this policy, the term young person/people is used as the same definition as child.

KEY POINTS

Bullying

City College Plymouth will not tolerate any form of bullying and all staff and students are responsible for making sure that the college is free from bullying. Any bullying issues should be dealt with under the procedures specified in the specific documents Student Anti-Bullying Policy and Student Anti-Bullying Procedures. All staff must challenge and deal with any form of bullying and, if necessary, seek advice and support from the Safeguarding Officers in the college.

Health & Safety

City College Plymouth “actively promotes an excellent health and safety culture” and will actively promote the concept of the “safe learner” in a safe environment. Any risk to the welfare and safety of the college community is to be safeguarded by the practices and procedures laid down in the Corporate Health, Safety and Welfare Policy Statement and the college’s risk assessment and health and safety checks.

Equality & Diversity

City College Plymouth “believes that every individual has the right to fair treatment, respect and understanding”. The college’s Equality and Diversity Policy makes it clear that issues of equality and diversity contribute to the college’s safeguarding commitment by requiring that all staff, students, governors, agents and visitors make a contribution to a safe environment and the welfare of the college community combating mistreatment and unfairness.

Further advice, guidance and support for staff and students about what do if they have a concern about any safeguarding issue can be obtained from members of the Safeguarding Team, from the Safeguarding site on the College intranet or from the Plymouth Safeguarding Children Board website (www.plymouthscb.org.uk).

The College has key responsibilities for:

- ensuring the practice of safer recruitment in checking the suitability of staff, governors and volunteers to work with young people and adults at risk;
- raising awareness of young people and adults’ issues and equipping young people and adults at risk with the skills needed to keep them safe;
- developing and then implementing procedures for identifying and reporting cases, or suspected cases, of concern relating to any safeguarding issues including abuse;
- supporting young people for whom concerns have been raised or who have been abused, in accordance with his/her agreed safeguarding plan;
- developing and promoting effective inter/multi agency working through the participation in the work of the Plymouth Safeguarding Children Board (PSCB), Plymouth Safeguarding Adults Board (PSAB); and
- establishing a safe environment in which young people and adults at risk can learn and develop.

We recognise that because of the regular contact with young people, College staff are well placed to observe the outward signs of abuse, maltreatment (including bullying and exploitation) or risks to health and development.

The College will:

- establish and maintain an environment where young people and adults at risk feel secure, are encouraged to talk, are listened to and the child's wishes and feelings are taken into account;
- ensure young people and adults at risk know that there are adults in the College whom they can approach if they are worried;
- include opportunities in the tutorial curriculum for young people and adults at risk to develop the skills they need to recognise risk and stay safe.

We will follow the procedures set out by the PSCB, and take account of guidance issued by the Department of Education to:

- designate a member of the Senior Leadership Team to assume responsibility for all safeguarding matters;
- ensure we have designated Safeguarding Officers who have received appropriate training and support for this role;
- ensure that the Governors monitor arrangements for young people and adults at risk and receive a report at least annually from the Safeguarding Coordinator;
- ensure that all staff scheduled to work with 14-18 year old students and adults at risk will have received the College's safeguarding training prior to involvement with such students;
- ensure that all staff have received awareness raising training about young people and adults at risk issues at induction of new staff;
- ensure that all staff plus new governors have been DBS checked;
- ensure all members of staff, including volunteers, know the name of the Safeguarding Officers and their roles;
- ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse or other safeguarding issues and for referring any concerns to the Safeguarding Coordinator;
- promote Prevent and Fundamental British Values¹ to develop student resilience to extremism and radicalization and preparation for work and life in modern British society;
- ensure that parents have an understanding of the responsibility placed on the

¹ Democracy, Rule of Law, Individual Liberty, Mutual respect and tolerance for those of different faiths and beliefs
Safeguarding Children, Young People and Adults at Risk Procedure – June 2018

College and staff for young people and adults at risk by setting out its obligations in the appropriate College publication;

- develop effective links with relevant agencies and co-operate as required with their enquiries regarding young people and adult at risk matters including attendance at case conferences;
- keep written records of concerns about young people and adults at risk, even where there is no need to refer the matter immediately;
- ensure all records are kept securely, separate from the main student file, and in locked locations;
- develop and then follow procedures where an allegation is made against a member of staff or volunteer;
- develop and then follow procedures to handle allegations against other children;
- ensure that safer recruitment practices and pre-employment vetting are always followed.

The College recognises that young people and adults who are at risk of harm and/or abuse or who witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The College may be the only stable, secure and predictable element in the lives of these young people. When at College their behaviour may be challenging and defiant or they may be withdrawn. The College will endeavour to support the student through:

- the content of the curriculum including on-line safety, personal safety, resilience and British values;
- the College ethos which promotes a positive, fair, supportive and secure environment and gives students a sense of being valued;
- ensuring that young people and adults at risk know that certain behaviours are unacceptable but that they personally are valued and not to be blamed for any abuse which has occurred;
- liaison with other agencies that support the student such as (but not limited to) Children's Services, Adult Care Services, Child and Adolescent Mental Health Service and Careers South West;
- ensuring that when a student on the safeguarding register leaves the College their information is transferred to their new school or college immediately and that the young person's social worker is informed.

C Designated Staff with Responsibility for Young people and Adults At Risk

Senior Staff Member with Lead Responsibility

The designated senior member of staff with lead responsibility for safeguarding is Sam Abbott, Vice Principal - Resources , extension 5285, Room K005.

This person is a senior member of the College Management Team. She has a key duty to take lead responsibility for raising awareness within the staff of issues relating to the welfare of young people, and the promotion of a safe environment for the young people learning within the College.

She has received training in young people and adult at risk issues and inter- agency working, as required by the Plymouth Safeguarding Children's Board (PSCB) and Plymouth Safeguarding Adults Board (PSAB) and will receive refresher training at least every 2 years. She should keep up to date with developments in young people's and adults' safeguarding issues.

The designated senior member of staff is responsible for:

- ensuring that the College operates procedures for dealing with allegations in accordance with Working Together to Safeguard Children 2015: a Guide to Inter Agency Working to Safeguard and Promote the Welfare of Children, Keeping Children Safe in Education 2018 and the document "No Secrets" to protect at risk adults from abuse.
- providing supervision, advice and support to the Safeguarding Coordinator and other staff on issues relating to young people and adults at risk;
- ensuring that the duties of the College in respect of legal responsibilities and other appropriate guidance are carried out;
- ensuring that a proper record is kept of any young people and adult at risk referral, complaint or concern (even where that concern does not lead to a referral to another agency or authority);
- allocating sufficient and appropriate resources for safeguarding in the College;
- liaising with the Local Authority (LA) and other appropriate agencies; and
- ensuring that staff receive basic training in safeguarding issues and are aware of the College's safeguarding procedures.

The designated senior member of staff will ensure the provision of an annual report to the governing body of the College setting out how the College has discharged its duties. She is responsible for reporting deficiencies in procedure or policy identified by the PSCB (or others) to the governing body at the earliest opportunity.

Designated Safeguarding Co-ordinator

The Safeguarding Coordinators job description appears in section J.

The designated member of staff with operational responsibility for safeguarding issues is Bridgette Henry, Safeguarding Coordinator* (KI 102), ext. 5296.

She coordinates the work of the Safeguarding Officers and is responsible for:

- operational management of the Safeguarding Officers;
- provision of supervision, support, advice and guidance the Safeguarding Officers and other members of staff and students as appropriate;
- maintaining a proper record of any young people and adults at risk referral, complaint or concern (even where that concern does not lead to a referral to another agency or authority);
- ensuring that parents of young people within the College are aware of the College's Children, Young People and Adults at Risk Policy;
- liaising and working with other agencies to ensure a "multi-agency approach" to safeguarding in the College and to contribute to safeguarding in the wider community;
- liaising with secondary schools which send pupils to the College to ensure that appropriate arrangements are made for the pupils;
- liaising with employers and training organisations that receive young people from the College on long term placements to ensure that appropriate safeguards are put in place;
- ensuring that the procedures contained within the Working Together to Safeguard Children 2015; a Guide to Inter Agency Working to Safeguard and Promote the Welfare of Children, Keeping Children Safe in Education 2018 and 'No Secrets' are followed at an operational level;
- provision of support to the Safeguarding Officers for the referral of cases of suspected abuse, or allegations, to the investigating agencies ;
- provision of support to the Senior Staff Member with liaison with external agencies; and
- have received training in young people and adults at risk issues and inter- agency working, as required by the PSCB and PSAB and will receive refresher training at least every 2 years.

Designated Staff Members –Safeguarding Officers

Other designated members of staff with further responsibility for safeguarding issues are:

- Cheryl Powell, Lead Training Officer, LW, 251866
- Amanda Summers-Evans, Programme Area manager, KO12, ext 5841
- Roger Henderson, Legal & Risk Officer, K004, ext 5735
- Karen O'Riley, Admin Coordinator, KW038, ext 5830
- Gilbert Snook, Head of Estates, KHM103, ext 5302
- Kelly Blackmore, Student Journey, KI103, ext 5112
- Hannah Brill, Student Journey, GB016, ext 5848
- Corrine Sedgman, Learning Support Assistant, KW125, ext 5885
- Ashleigh Johnston, Student Journey, KW032b, ext 5848
- Alistair Cook, Lecturer, KW008A, ext . 5752
- Karen Williams, International Officer, KI208, ext 5754
- Ali Ellis, Student Journey, GB016, ext 5848
- Rachel McManus, Lecturer- Healthcare, K411b, ext 5078
- Dave Seccombe, PST in Brickwork, KWM04, ext 5814
- Kerry Kellaway, Library Operations Officer, K112C, ext 5378
- Claire Roberts, Student Services and Tutorial Manager, K038, ext 5805
- Victoria May, HE Learning Support Assistant, K106, ext 5786
- Neill Scott, GCSE Maths Lecturer, K616, ext 5731
- Jake Daniels, Lecturer, KW042C, ext 5718

The designated members of staff with more particular responsibility for adult safeguarding issues are:

- Bridgette Henry, Safeguarding Coordinator, ext 5296
- Amanda Summers-Evans, Programme Area manager, KO12, ext 5841

The College follows the Plymouth City Council Protection of Adults at Risk Protocols. Bridgette Henry is the College's named contact and will ensure that these Protocols are adhered to.

The designated member of staff ensuring Human Resource elements of safer recruitment and employment is:

- Emma Lloyd-Beswetherick, Head of Human Resources, K708, ext 5108.

These designated staff members:

- report to the senior member of staff with lead responsibility;
- will know how to make an appropriate referral;
- will be available to provide advice and support to other staff on issues relating to young people and adults at risk;
- have particular responsibility to be available to listen to young people studying at the College;

- will deal with individual cases, including attending case conferences, supporting any relevant assessment processes and attending review meetings as appropriate; and
- have received training in young people and adults issues and inter- agency working, as required by the PSCB, and will receive refresher training at least every 2 years.

In addition the Safeguarding Co-ordinator (Bridgette Henry) will take the role of Co-ordinator with the Virtual School Head Teacher.

Designated Governor

The designated member of the Governing Body with responsibility for safeguarding issues is Emma Tringham, contact via the Clerk to the Corporation's office on extension 5738. The designated member for PREVENT issues is William Woyka, contact via the Clerk.

The designated Governor is responsible for liaising with the Principal and Senior Staff Member with Lead Responsibility over matters regarding safeguarding issues, including:

- ensuring that the College has procedures and policies which are consistent with the PSCB, PSAB procedures;
- ensuring that the Governing Body considers the College policy on safeguarding each year; and
- 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 is responsible for overseeing the liaison between agencies such as the police and social services, in connection with allegations against the Principal or the Senior Staff Member with Lead Responsibility. This will not involve undertaking any form of investigation, but will ensure good communication between the parties and provide information to assist enquiries.

To assist in these duties, the designated governor shall receive appropriate training.

D Dealing with Disclosure of Abuse and Procedure for Reporting Concerns

If a young person or adult at risk tells a member of staff about possible abuse:

- listen carefully and stay calm;
- do not interview the young individual, but question normally and without pressure, in order to be sure that you understand what the young person is telling you;

- do not put words into the individual's mouth;
- reassure the individual that by telling you, they have done the right thing;
- inform the individual that you must pass the information on, but that only those that need to know about it will be told. Inform them of to whom you will report the matter;
- note the main points carefully;
- make a detailed note of the date, time, place, what the individual said, did and your questions etc;
- pass, by hand, or other secure method of delivery (not e-mail) such detailed notes into the care and control of the Designated Staff Members. The Designated Staff Members shall store the notes in a secure and central location and will use them to assist in the identification of possible patterns of concerns; and
- in the event of the risk of significant or immediate harm to the individual staff should contact the Police or the appropriate Local Authority service.

Staff should not investigate concerns or allegations themselves, but should report them immediately to the Designated Staff Members.

E Reporting and Dealing with Allegations of Abuse against Members of Staff

The procedures apply to all staff, whether teaching, administrative, management, senior management or support, as well as to volunteers. The word "staff" is used for ease of description. The procedures are to be applied and managed in accordance with Working Together 2015 guidance and Keeping Children Safe in Education 2018, the principal requirements of which are contained herein.

Introduction

- 1.1 In rare instances, staff within education institutions have been found responsible for abuse of children or adults at risk. Because of their frequent contact with children and adults at risk, staff may have allegations of child abuse made against them. The College recognises that an allegation of abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and those investigations are thorough and not subject to delay.
- 1.2 The College recognises that the Children Act 2004 states that the welfare of the child is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such

allegations within the College will do so with sensitivity and will act in a careful, measured way.

- 1.3 Subject to paragraph 4.4 below the parents or carers of a child or adult at risk involved shall be told about the allegation as soon as is possible, if they did not know about it and shall be kept informed as to the progress and outcome of the case.
- 1.4 If a young person may have suffered significant harm, or there may be a criminal prosecution, children's social care or the police, as appropriate, should consider what support the young person may need.
- 1.5 The College will also (subject to paragraph 4.4 below) keep the person who is the subject of the allegation informed of the progress of the case and arrange to provide appropriate support whilst it is ongoing. This may include support via human resources, occupational health or other welfare arrangements.
- 1.6 Every effort shall be made to maintain confidentiality and guard against publicity while an allegation is being investigated/considered. However, the College may be obliged to notify the Disclosure and Barring Service, through the Vice Principal - Resources, of the investigation, regardless of the outcome.
- 1.7 The fact that a person tenders his or her resignation or ceases to provide their services will not prevent an allegation being followed up in accordance with these procedures.
- 1.8 "Settlement Agreements" are not to be used in these cases.
- 1.9 The College shall keep clear and comprehensive records of any allegations made, details of how the allegations were followed up and resolved and of any actions taken and decisions reached. These shall be kept in accordance with paragraph 9.

2 Receiving an Allegation from a Young Person

- 2.1 A member of staff who receives an allegation about another member of staff from a young person should follow the guidelines in Part C for dealing with disclosure.
- 2.2 The allegation should be reported immediately to the Vice Principal – Resources, the Head of HR or the Safeguarding Co-ordinator in line with College internal procedures. If the Senior Staff Member with Lead Responsibility is the person against whom the allegation is made the report should be made to the Principal or the Designated Governor.
- 2.3 If the allegation is made against the Principal it should be reported to the Chair of the Corporation, or in his or her absence the Vice Chair of the Corporation in accordance with the Senior Post Holders' Disciplinary Policy.
- 2.4 The Senior Staff Member with Lead Responsibility (or Principal if the allegation is against the Senior Staff Member with Lead Responsibility) should:

- 2.4.1 Obtain written details of the allegation from the person who received it, that are signed and dated. The written details should be countersigned and dated by the Principal (or designated person).
- 2.4.2 Record information about times, dates, locations and names of potential witnesses.
- 2.4.3 Inform the Vice Principal - Resources of the situation.

3 Initial Assessment by The Principal (or designated person)

- 3.1 The Principal (or designated person as referred to in Clause 2.4 above) should make an initial assessment of the allegation, consulting with the Senior Staff Member with Lead Responsibility, the Designated Governor and / or the Local Authority Designated Officer as appropriate.
- 3.2 The criteria to be considered initially are where it is alleged that a member of staff has: behaved in a way that has harmed a child, or may have harmed a child; possibly committed a criminal offence against a child or related to a child or; behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children. This is regardless of whether the school or college is where the alleged abuse took place. Historical allegations of abuse should also be referred to the Police. The Local Authority Designated Officer should also be informed of any allegations that are made directly to the police (which should be communicated via the police force's designated officer) or to Children's Social Care.

It is important that the Principal (or designated person) does not investigate the allegation. The initial assessment should be on the basis of the information received and is a decision whether or not the allegation warrants further investigation.

- 3.3 Potential outcomes are:
 - 3.3.1 **Substantiated:** there is sufficient evidence to prove the allegation;
 - 3.3.2 **Malicious;**there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
 - 3.3.3 **False:** there is sufficient evidence to disprove the allegation;
 - 3.3.4 **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term does not, therefore imply guilt or innocence.
 - 3.3.5 It might be the case that the allegation represents inappropriate behaviour or poor practice by the member of staff and is neither potentially a crime nor a cause of significant harm to the young person. The matter should be addressed in accordance with the College disciplinary procedures. Advice from the Head of Human Resources should be sought at this stage.

4 Enquiries and Investigations

- 4.1 Young people and adults enquiries by social services or the police are not to be confused with internal, disciplinary enquiries by the College. The College may be able to use the outcome of external agency enquiries as part of its own procedures. The young people and adults agencies, including the police, have no power to direct the College to act in a particular way; however, the College should assist the agencies with their enquiries.
- 4.2 The College shall hold in abeyance its own internal enquiries while the formal police or social services investigations proceed; to do otherwise may prejudice the investigation. Any internal enquiries shall conform to the existing staff disciplinary procedures.
- 4.3 If there is an investigation by an external agency, for example the police, the Principal (or designated person) should normally be involved in, and contribute to, the inter-agency strategy discussions. The Principal (or designated person) is responsible for ensuring that the College gives every assistance with the agency's enquiries. He/she will ensure that appropriate confidentiality is maintained in connection with the enquiries, in the interests of the member of staff about whom the allegation is made.
- 4.4 Following consultation with the police (or other investigating agency), and the Local Authority Designated Officer, as to what information may be disclosed and to whom the Principal (or designated person) shall:
 - 4.4.1 inform the young person or parent/carer making the allegation that the investigation is taking place and what the likely process will involve;
 - 4.4.2 ensure that the parents/carers of the young person making the allegation have been informed that the allegation has been made and what the likely process will involve;
 - 4.4.3 inform the member of staff against whom the allegation was made of the fact that the investigation is taking place and what the likely process will involve;
 - 4.4.4 inform the Head of Human Resources of the member of staff affected and that the investigation is taking place;
 - 4.4.5 if the member of staff against whom the allegation was made is a member of a union or professional association he or she should again be advised to seek support from that organisation;
 - 4.4.6 inform the Chair of Governors and/or the designated Governor of the allegation and the investigation;

- 4.4.7 where necessary, e.g. in exceptional circumstances, inform the Community and Public Relations team (if necessary) to attend to media and public enquiries.
- 4.5 The Principal (or designated person) shall keep a written record of the action taken in connection with the allegation.

Suspension of Staff

- 4.6 Suspension should not be automatic and should only occur with careful thought in accordance with the Disciplinary Procedures and following advice given by Police, LADO or Local Authority services. In the event of dispute between this Procedure and the Disciplinary Procedures then the Disciplinary Procedures shall take precedence. In respect of staff other than the Principal and Senior Post Holders, suspension may be carried out by a designated SLT member. In respect of the Principal and Senior Post Holders, suspension can only be carried out by the Chair of Governors (or in his/her absence, the Vice Chair of Governors).
- 4.7 Suspension may be considered at any stage of the investigation. It is a neutral, not a disciplinary, act and shall be on full pay. Consideration should be given to alternatives: e.g. paid leave of absence; agreement to refrain from attending work; change of, or withdrawal from, specified duties.
- 4.8 Suspension should only occur in accordance with the Disciplinary Policy and following the advice of the Vice Principal - Resources. Circumstances which justify suspension ***include the following:***
- 4.8.1 allegations of gross misconduct
 - 4.8.2 where the member of staff is the subject of a police investigation
 - 4.8.3 where a more objective examination of circumstances can be made in the absence of that member of staff
 - 4.8.4 where the alleged misconduct is such that dismissal could be an outcome.
- Therefore suspension should only occur for good reason. For example:
- 4.8.5 where a young person is at risk;
 - 4.8.6 where the allegations are potentially sufficiently serious to justify dismissal on the grounds of gross misconduct;
 - 4.8.7 where necessary for the good and efficient conduct of an investigation, including but not limited to a police investigation.
- 4.9 If suspension is being considered, the member of staff should be encouraged to seek advice, for example from a trade union.
- 4.10 Prior to making the decision to suspend, the Principal or designated person (or

Chair or Vice Chair of Governors) should interview the member of staff. This should occur with the approval of the LADO. In particular, if the police are engaged in an investigation the officer in charge of the case should be consulted.

- 4.11 The member of staff should be advised to seek the advice and/or assistance of his/her trade union, or staff representative or work colleague. The member of staff should be formally advised of their right to be accompanied by a staff representative, work colleague or Trade Union Representative. The member of staff should be informed that an allegation has been made and that consideration is being given to suspension. It should be made clear that the interview is not a formal disciplinary hearing, but solely for raising a serious matter which may lead to suspension and further investigation.
- 4.12 During the interview, the member of staff should be given as much information as possible, in particular the reasons for any proposed suspension, provided that doing so would not interfere with the investigation into the allegation. The interview is not intended to establish the member of staff's innocence or guilt, but to give the opportunity for the member of staff to make representations about possible suspension. The member of staff should be given the opportunity to consider any information given to him/her at the meeting and prepare a response, although that adjournment may be brief.
- 4.13 If the Principal or designated person (or Chair or Vice Chair of Governors) considers that suspension is necessary, the member of staff shall be informed that he/she is suspended from duty. Written confirmation of the suspension, with reasons, shall be despatched as soon as possible, and ideally within two working days.
- 4.14 Where a member of staff is suspended, the Principal or designated person (or Chair or Vice Chair of Governors) should address the following issues:
 - 4.14.1 the Chair of Governors should be informed of the suspension in writing;
 - 4.14.2 the Governing Body should receive a report that a member of staff has been suspended pending investigation, the detail given to the governing body should be minimal;
 - 4.14.3 where the Principal has been suspended, the Chair or Vice Chair of Governors will need to take action to address the management of the College;
 - 4.14.4 the parents/carers of the young person making the allegation should be informed of the suspension, they should be made aware that this suspension is to enable the College to manage the investigation and is not an indication of guilt. They should be asked to treat the information as confidential. Consideration should be given to informing the young person making the allegation of the suspension;
 - 4.14.5 senior staff who need to know of the reason for the suspension should be informed;

4.14.6 depending on the nature of the allegation, the Principal should consider with the nominated Governor whether a statement to the students of the College and/or parents/carers should be made, taking due regard of the need to avoid unwelcome publicity;

4.14.7 an appropriate member of the marketing team to deal with publicity.

4.15 The Senior Staff Member with Lead Responsibility shall consider carefully and review the decisions as to who is informed of the suspension and investigation. The Local Authority Designated Officer and all appropriate external investigating agencies shall be consulted at all times.

4.16 The suspended member of staff should be given appropriate support during the period of suspension. He/she should also be provided with information on progress and developments in the case at regular intervals.

4.17 The suspension should remain under review in accordance with the College Disciplinary Procedures. It shall not therefore be unnecessarily prolonged.

5. The Disciplinary Investigation

5.1 The disciplinary investigation should be conducted in accordance with the current Staff Disciplinary procedures. In the event of dispute between this Procedure and the Disciplinary Procedures then the Disciplinary Procedures shall take precedence. Advice and guidance should be sought from the Vice Principal - Resources throughout this process.

6. The Disciplinary Hearing

6.1 Where the initial investigation decides that the allegation does require formal disciplinary action a disciplinary hearing will be held in accordance with either the current Staff Disciplinary procedures or Disciplinary Procedures for Senior Post Holders as may be applicable. In the event of dispute between this Procedure and the Disciplinary Procedures then the Disciplinary Procedures shall take precedence.

6.2 The Senior Staff Post Holder shall continue to liaise with the Local Authority Designated Officer at all times.

7. Action on conclusion of a case

7.1 Where the member of staff has been suspended and no disciplinary action is to be taken, the suspension should be lifted immediately and arrangements made for the member of staff to return to work. The College will, with the member of staff, consider how best to facilitate this return. Depending upon individual circumstances, considerations can include counselling, a phased return, a provision of a mentor for support, and how their contact with the young person involved in the allegation can best be managed if such young person is still in the workplace/learning environment.

- 7.2 If the allegation is substantiated and the person is dismissed or the College ceases to use the person's services the College will discuss with the Local Authority Designated Officer with regard to the referral to the Disclosure and Barring Service (DBS) and/or to the necessary professional and regulatory bodies (e.g. ESFA, DfE and/or OFSTED).
- 7.3 The young person or young people making the allegation and/or their parents should be informed of the outcome of the investigation and proceedings. This should occur prior to the return to College of the member of staff (if suspended).
- 7.4 The Senior Staff Member with Lead Responsibility (or designated person) should give consideration to what information should be made available to the general population of the College.

8. Allegations which are malicious, false or unsubstantiated

- 8.1 Obviously false allegations may be indicative of problems of abuse elsewhere. A record should be kept and the College, following consultation with the Local Authority Designated Officer should refer the matter to children's social care to determine whether the young person concerned is in need of services, or may have been abused by someone else. In the rare event that the allegation is shown to have been deliberately invented or malicious, the police should be asked to consider whether action might be appropriate against the person responsible.
- 8.2 In consultation with the designated Senior Staff Member and/or the designated Governor, the Principal shall:
 - 8.2.1 inform the member of staff against whom the allegation is made orally and in writing that no further disciplinary or young people and adults action will be taken. Consideration should be given to offering counselling/support to effect a successful return to full duties;
 - 8.2.2 inform the parents/carers of the alleged victim that the allegation has been made and of the outcome;
 - 8.2.3 where the allegation was made by a young person other than the alleged victim, consideration to be given to informing the parents/carers of that young person; and
 - 8.2.4 prepare a written report outlining the allegation and giving reasons for the conclusion that it had no foundation and confirming that the above action had been taken.

9. Records

- 9.1 It is important that documents relating to an investigation are retained in a secure place, together with a written record of the outcome and, if disciplinary action is taken, details retained on the member of staff's personal and confidential file.
- 9.2 Where the allegation has been found to be without foundation and no disciplinary action has been taken the investigation records are to be kept separate from employment records.
- 9.3 If a member of staff is dismissed or resigns before the disciplinary process is completed, he/she should be informed about the College's statutory duty to inform the Disclosure and Barring Service.
- 9.4 Records will be retained in accordance with the Information and Records Management Society "records management toolkit for schools" of Feb 2016.

10. Monitoring Effectiveness

- 10.1 Where an allegation has been made against a member of staff, the nominated Governor, together with the senior staff member with lead responsibility should, at the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising from it that could lead to the improvement of the College's procedures and/or policies and/or which should be drawn to the attention of the PSCB. Consideration should also be given to the training needs of staff.

F Reporting and dealing with Peer on Peer Abuse

The procedures are applied and managed in accordance with the Working Together 2015 guidance and Keeping Children Safe in Education 2018, the principal requirements of which are contained herein.

1. Introduction

- 1.1 Occasionally, allegations may be made against students by others within the College, which are of safeguarding nature. Safeguarding issues raised may include physical abuse, emotional abuse, sexual abuse and sexual exploitation and exploitation connected with crime or attempts at radicalization for violent and non-violent extremism.
- 1.2 An allegation may:
 - be made against another student and refer to their behaviour towards to a fellow student, or a young person within the College community;
 - be of a serious nature, possibly including a criminal offence;
 - raise risk factors for other students and young people within the College community;

- indicate that other students and young people within the College community may have been affected by this student;
 - indicate that young people outside of the College community may be affected by this student.
- 1.3 If a young person may have suffered significant harm, or there may be a criminal prosecution, social services or the police, as appropriate, should consider what support the young person may need.
- 1.4 Every effort shall be made to maintain confidentiality and guard against publicity while an allegation is being investigated/considered.
- 1.5 The College shall keep clear and comprehensive records of any allegations made, details of how the allegations were followed up and resolved and of any actions taken and decisions reached. These shall be kept in accordance with paragraph 3 below.

2. Receiving an allegation from a Young Person

- 2.1 A member of staff who receives an allegation about a student or young person within the College community from another student should follow the guidelines in part D for dealing with disclosure.
- 2.2 The allegation should be reported immediately to the Safeguarding Co-ordinator in line with the College internal procedures. Staff should not investigate concerns or allegations themselves, but should report them immediately to the Safeguarding Co-ordinator.
- 2.3 The Safeguarding Co-ordinator should contact social services to discuss the case. It is possible that social services are already aware of safeguarding concerns around this student. The Safeguarding Co-ordinator will follow through the outcomes of the discussion and make a social services referral where appropriate.
- 2.4 If the allegation indicates a potential criminal offence has taken place, the police should be contacted at the earliest opportunity and parents informed (of both the student being complained about and the alleged victim).
- 2.5 It may be appropriate to suspend the student being complained about for a period of time in accordance with the College's Disciplinary Procedure.
- 2.6 Where neither social services nor the police accept the complaint, a thorough investigation should take place into the matter using the College's Disciplinary Procedure.
- 2.7 In situations where the College considers a safeguarding risk is present, a risk assessment should be prepared along with a preventative supervision plan. The risk assessment shall be led by the Safeguarding Co-ordinator.
- 2.8 The plan should be monitored and a date set for a review with everyone concerned.

3. Records

- 3.1 It is important that records relating to the concern and any investigation are retained in a secure place, together with a written record of the outcome. The Safeguarding Co-ordinator shall ensure that records are retained on both students' files.
- 3.2 Records will be retained in accordance with the Information and Records Management Society "records management toolkit for schools" of Feb 2016.

4. Monitoring Effectiveness

- 4.1 Where an allegation has been made against another student, the Safeguarding Co-ordinator, together with the Senior Staff Member with Lead Responsibility should, at the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising from it that could lead to the improvement of the College's practices, procedures and policies. This should occur regardless as to whether the case is accepted by social services and/or the police. Consideration should also be given to the training needs of staff, and student induction.

G Recruitment and Selection Procedures

The College has safer recruitment and selection procedures which meet the requirements of the existing legislation and associated statutory guidelines. These are regularly reviewed in order to ensure that they take account of the following:

- they should apply to all staff, workers and volunteers who may work with young people;
- the post or role should be clearly defined;
- the key selection criteria for the post or role should be identified;
- vacancies should be advertised widely in order to ensure a diversity of applicants;
- require documentary evidence of academic/vocational qualifications;
- obtain professional and character references;
- verify previous employment history;
- Disclosure and Barring Service (maintain sensitive and confidential use of the applicant's disclosure);
- use a variety of selection techniques (eg qualifications, previous experience, interview, reference checks).

H Records

All records handed to or created by the Safeguarding Officers must be retained securely and remain in confidence. Records will be stored in a locked filing cabinet contained within the Office of the Safeguarding Co-ordinator (KI 102). This office shall be locked when unattended. Only members of the Safeguarding Team are authorised to gain access to the records.

Should records need to be disclosed to another member of the Safeguarding Team or to other authorised (by law) individuals then such disclosure must take place in a secure and confidential manner (e.g. Via hand delivery or post marked "Strictly Private & Confidential"). E-mail is not a secure method of communication and as such can be intercepted and read in the same way as a postcard. The sending and receiving of sensitive/confidential information by facsimile may only be undertaken where authorised personnel are present to immediately receive the same.

Records will be retained in accordance with the Information and Records Management Society "records management toolkit for schools" of Feb 2016.

Records may only be destroyed by a Safeguarding Officer and shall be destroyed firstly by shredding, before utilising the confidential waste system as provided by the College.

Any breaches of security concerning safeguarding records shall be investigated by the Designated Safeguarding Lead – Vice Principal – Resources.

The following is an extract from the Information and Records Management Society “records management toolkit for schools” version 4 of Feb 2016.

6.1 Young people and adults at risk

The retention and use of records relating to safeguarding matters concerning pupils, and young people and adults at risk allegations against staff requires specific guidance in this schedule. This will be subject to update following implementation of the recommendations by Sir Michael Bichard.

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Child Protection files	Yes	Keeping Children Safe in Education statutory guidance Sept 2018, Working Together to Safeguard Children 2015	DOB +25 years	Secure disposal	Young people and adults at risk information must be copied and sent under separate copy to new school./college whilst the young person is under 18 (i.e. the information does not need to be sent to the university for example). Where a young person is removed from roll to be educated at home, the file should be copied to the Local Education Authority.

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Allegation of a safeguarding nature against a member of staff, including where the allegation is unfounded	Yes	Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance) Education Act 2002 guidance "Dealing with Allegations of Abuse against Teachers and Other Staff" November 2005	Until the person's normal retirement age, or 10 years from date of the allegation if that's longer.	Secure disposal	<p>Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance) "Records of allegations about workers who have been investigated and found to be without substance should not normally be retained once an investigation has been completed. There are some exceptions to this where for its own protection the employer has to keep a limited record that an allegation was received and investigated, for example, where the allegation relates to abuse and the worker is employed to work with young people or other vulnerable individuals.</p> <p>Summary record to be retained on confidential personnel file, and a copy given to the person</p>

I SUPPORTING DOCUMENTATION

Internal:

- College Charter
- Student Guide
- Recruitment Policy
- Health and Safety statements and procedures
- Anti Bullying Policy
- Safeguarding Procedure
- Anti Bullying Procedure
- Student Disciplinary Procedure
- Staff Disciplinary Procedure
- Harassment Procedure
- Data Protection Policy
- Whistleblowing Policy

External:

- Children Acts 1989 and 2004
- Education Act 2002 – Section 175
- Children and Young Persons act 2008
- Guidance Keeping Children Safe in Education 2018
- Working Together to Safeguard Children 2015
- Every Child Matters (5 outcomes still inform our work)
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- No Secrets document (to protect vulnerable adults from abuse)
- Equality Act 2010
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Counter Terrorism and Security Act 2015
- What To Do If You Are Worried A Child Is Being Abused 2015
- Information Sharing – Advice for Practitioners providing Safeguarding Services to Children, Young People, Parents and Carers 2015
- Sexual violence and sexual harassment between children in schools and colleges 2017

CITY COLLEGE PLYMOUTH

Job description



Post title: Safeguarding Co-ordinator

Reporting to: Vice Principal - Resources

Date: January 2017

General scope

To make a major contribution to the creation of a safe environment for learners underpinned by outstanding safeguarding and safety practices. The role will involve working closely with external agencies and teams within the College, including Faculty teams, Human Resources, the Safeguarding Team, Student Services and Health and Safety.

Job role

To support and actively engage with students, parents, carers and members of the wider community to promote the safety and wellbeing of children, young people and adults at risk.

To coordinate and promote the College's preventative and precautionary approach to those plans, policies, systems and procedures designed to protect children, young people and adults at risk from any potential harm or damage.

Accountabilities

1. To ensure that the College's planning, policies, systems and procedures for protecting children and adults at risk, are robust and conform to current legislation and guidance, most notably 'Keeping Children Safe in Education'.
2. To promote and keep under review the implementation and progress of the College's policies on Safeguarding, Anti-Bullying and Harassment and advise of changes to legislation which may impact upon the College's obligations relating to protecting children and adults at risk.
3. To keep all College policies under review so that safeguarding is embedded in them appropriately.
4. To promote and raise awareness within the College of issues relating to the welfare of children, young people and adults at risk, and to promote a safe environment for learning within the College.
5. To design and provide or facilitate training for Governors, SLT, CMT, staff and any volunteers who have a training need related to safeguarding children in education and to ensure all staff receive appropriate induction and refresher training on safeguarding children in education.

6. To provide advice, guidance and support to managers and staff on issues relating to safeguarding and to clarify teams' particular responsibilities for safeguarding. To work closely with tutors and central managers to ensure that safeguarding is effectively covered in learner induction and tutorials and that the curriculum includes understanding of bullying, abuse and on-line safety. To provide professional supervision for the College's Safeguarding Officers.
7. To liaise with the appropriate College teams to ensure that there are appropriate arrangements in place for induction and training to safeguard students in the workplace.
8. To contribute to the creation of a culture where staff and learners are strongly safety aware. Working with the College's Health and Safety team and others to ensure that records of accidents, incidents and 'near misses' lead to effective action for improvement, indicating that the learning environment is a safe place. To ensure that the College, in bringing about improvements, is listening to and acting upon learners' concerns and involving learners in the design of safeguarding procedures.
9. To collaborate effectively with other agencies (eg The Virtual School) to protect vulnerable learners, including those in public care and those subject to a Child Protection Plan or Child In Need plan. To contribute to Plymouth's Safeguarding Children Board sub groups and other local or national groups as required.
10. To liaise with child protection officers in local secondary schools to ensure that appropriate arrangements are in place for their pupils attending or transitioning to the College as part of their education.
11. To work closely with the College's Director of Student Journey in dealing with individual cases of suspected abuse including referral, to refer cases of suspected abuse or allegations to the relevant investigating agency and follow up actions such as attending case conferences.
12. To maintain accurate and detailed records of all safeguarding referrals, complaints and concerns.
13. To update the annual risk register in relation to safeguarding and to work with others to ensure that there is effective and thorough risk assessment across the provision which provides the basis for the College's Safeguarding Policy and plans.
14. To liaise closely with the Human Resources team to ensure, as a minimum, compliance with the legislative framework and guidance around safer recruitment and keeping abreast of developments in this area. To support the team in preparing to implement fully the Vetting and Barring Service's requirements and any subsequent developments in this area.
15. To prepare regular reports for the Safeguarding Team, Governors and senior and other managers and to contribute to the preparation for inspections of the College.
16. Establish and maintain safeguarding information pages on the College's intranet.

17. To undergo continuing professional development to keep up to date with current legislation and inter-agency working.

18. To undertake any other similar or related duties as required by the Vice Principal - Resources.

Health and safety

The Health and Safety responsibilities associated with this post are as set out in the Organisational Arrangements appended to the Corporation's Health and Safety Policy Statement, and you are required to undertake, at the College's expense, any training necessary or appropriate for the effective discharge of those responsibilities.

Equality and diversity

All employees are required to work in a non-discriminatory manner, and accept responsibility for the implementation of the College's Equality and Diversity policy, throughout all personal contacts in the College and within their own area of responsibility. Senior Management Team members are required to offer leadership in these matters in the areas of responsibility in the post, and more widely in the College.

Safeguarding Children and Safer Recruitment in Education

City College Plymouth is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

In addition to candidates' ability to perform the duties of the post, selection events will also explore issues relating to safeguarding and promoting the welfare of children including: motivation to work with children and young people; ability to form and maintain appropriate relationships and personal boundaries with children and young people; emotional resilience in working challenging behaviours; and attitudes to use of authority and maintaining discipline.

N.B. This job description is current as at the date shown above although it is not an exhaustive list. In consultation with you, it is liable to variation to reflect changes in the job.

Person specification

	Essential (E) / Desirable (D)
<i>Experience</i>	
Relevant work in a safeguarding, child protection or related support setting	E
Experience of training staff or students	D
Experience of child protection issues	E

Previous experience of working in the education sector	E
Experience of working in a role which demands high levels of professional integrity	E
<i>Education/qualifications</i>	
A first degree and/or equivalent professional qualification	D
Designated Safeguarding Leader qualification (or willingness to undertake this qualification)	E
<i>Skills and knowledge</i>	
In-depth knowledge of child protection legislation	E
An understanding of safeguarding issues in the context of a further education college	E
Excellent communication, presentation, negotiation and ambassadorial skills	E
Understanding of the issues affecting young people in today's society	E
<i>Personal qualities</i>	
A deep commitment to student success	E
Understanding of the necessity for confidentiality	E
Approachable, with good interpersonal and communication skills	E
Flexibility and the capacity to work under pressure	E