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Safeguarding Policy

CONTENTS

| | |
|--|---|
| Introduction | 2 |
| PURPOSE | 2 |
| SCOPE | 2 |
| Legal responsibility..... | 2 |
| Students' needs in terms of safeguarding | 3 |
| Staff with particular responsibility..... | 4 |
| Safeguarding Matters Relating to Physical environment and Risk Assessment: | 4 |
| Safeguarding Matters Relating to Staff:..... | 4 |
| Fellow students:..... | 5 |
| Safeguarding Matters Relating to E-safety: | 5 |
| Promote commitment to safeguarding | 5 |
| Other related policies and useful websites..... | 5 |

INTRODUCTION

For a student to learn, they need to feel and be safe in:

- [a] the physical environment of Richard Huish College
- [b] the company of staff and fellow students
- [c] their learning off-site, online, in hosted accommodation, in work placements or work experience and in the classroom
- [d] the knowledge that their safety concerns will be listened to and acted upon if appropriate.

PURPOSE

1. To emphasise the College's legal responsibility for safeguarding children and vulnerable adults.
2. To identify students' needs in terms of safeguarding.
3. To ensure staff and students know who holds particular responsibility for different aspects and how to act to safeguard students.
4. To promote commitment to safeguarding.
5. To identify links to other policies that support safeguarding.

SCOPE

This Policy applies to all full-time and part-time employees, all students, volunteers, homestay providers and governors of the College.

Legal responsibility

1. Legal responsibility

It is the responsibility of everyone within the College to ensure the safety and well-being of students including:

- Health and Safety on and off-site, including homestay and residential accommodation.
- Conduct of all staff towards students
- Anti-bullying, including against students with Protected Characteristics [Equality Act 2010]
- E-safety
- Referral of students to other, appropriate agencies

This is bound by a framework of legislation including [though not exclusively]:

Keeping Children Safe in Education –
statutory guidance September 2016 under
Section 175 Education Act 2002

Data Protection Act 1998

Human Rights Act 1998

Employment Protection Act 1975

Employment Relation Act 1999

Safeguarding Children in Education

Every Child Matters

Public Interest Disclosure Act 1998 [PIDA]

The Malicious Communications Act 1988

The Children Act 1989 and 2004

Protection from Harassment Act 1997

Special Educational Needs and Disability Act 2001

Equality Act 2010

Guidance for safe working practice for the protection
of children and staff in education settings

Forced Marriage [Civil Protection] Act 2007

Section 127 of the Communications Act 2003

The Public Order Act 1986

The Education and Inspections Act 2008

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| The Education (Health Standards) (England) Regulations 2003 | Accommodation of Students under 18 by Further Education Colleges, National Minimum Standards, Department of Health 2002 |
| The Further Education (Providers of Education) (England) Regulations 2006 | The School Staff (England) Regulations 2009 as amended by SI2012/1740 and SI 2013/1940 |
| Children and Young Person's Act 2008 | Department of Education Guidance – Working together to safeguard children 2013 |

A child [as defined by the Children's Act (2004)] is anyone who is under 18 years old. A vulnerable adult is someone who 'is or may or need to be in need of community care services by reason of risk or other disability, age or illness' and 'is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or exploitation'.

The statutory guidance for schools and colleges 'Keeping Children Safe in Education' September 2016 lists types of abuse as: physical, emotional, sexual and neglect. It also includes specific safeguarding issues – children missing from education and/or care and/or home, child sexual exploitation, bullying, including cyber bullying, domestic violence, drugs, fabricated illness, faith abuse, female genital mutilation*, forced marriage, hate, gang and young violence, gender- based violence, mental health, private fostering, radicalisation*, sexting, teenage relationship abuse and trafficking.

*Female Genital Mutilation is illegal and therefore should be referred directly to the Police.

*Under the Counter Terrorism and Security Bill – there is a statutory duty on the College to help prevent people being drawn into terrorism. Referral should be directed to the Regional Prevent and Channel Services (contact Salam Katbi 07824083307 email salam.katbi@bristol.gcsx.gov.uk).

Students' needs in terms of safeguarding

[i] Physical environment

The College has responsibility under the Health and Safety at Work Act as detailed in the Health and Safety Policy. In terms of safeguarding, the College emphasises the requirement that staff risk assess individual activities with students, whether they be on or off site, and that individual risk assessments be undertaken for students with individual learning needs.

[ii] Staff

The College has responsibility to recruit staff who are safe to work with children/vulnerable adults and to require staff to maintain high standards of conduct, as detailed in the Code of Conduct Policy and Whistle-Blowing Policy for employees. The College has identified the Designated Safeguarding Lead as the 'designated teacher' to promote the educational achievement of students who are *looked after*.

[iii] Fellow students

The College has a responsibility under the Equality Act 2010 to eliminate unlawful discrimination, harassment, victimisation of those with protected characteristics, as detailed in the Equality and Diversity Policy. Likewise the College has responsibility to identify and respond appropriately to peer-to-peer abuse.

[iv] E-safety

The College recognises its key role in helping students to develop the skills they need to keep themselves safe, and secure, and to behave appropriately when using technology for learning, leisure and work. The College embraces the new technologies but recognises that they bring potential risks, particularly to the safety of young people and vulnerable adults. The Acceptable Use Policy (AUP) details the safeguards, monitoring and legal requirements in use at Richard Huish College. E-safety training is provided for staff and students.

[v] Safety concerns of or for a student

All staff have safeguarding training on induction and through on-going updates. Following training, they know their legal obligation to report concerns about the safety of a student or vulnerable adult **or** disclosures from a student about historic abuse **or** concerns about the safety of any child, including those in work placements, to the designated Safeguarding Lead. [The College recognises that particular groups of students are more vulnerable, for example those with specific protected characteristics such as disability and those students engaged in one-to-one activities]. In addition, Ann Helsby is the designated governor from the Corporation who has responsibility for Safeguarding.

Staff with particular responsibility

The Designated Safeguarding Lead, Colin Barnard (Assistant Principal - Student Support), has responsibility for the following:

- Preparing the Annual Safeguarding Report and reporting to the Corporation and the Children's Safeguarding lead for Somerset.
- Monitoring, assessing and responding appropriately to safeguarding concerns raised by either students or staff, including requesting Early Help Assessments and Team Around the Child interventions.
- Liaising with appropriate external agencies including Children's Social Care, Police and Children and Adolescent Mental Health Service regarding individual student cases.
- Maintaining staff and governors' awareness of Safeguarding matters regarding individual students' needs and the impact of these issues on their capacity to learn and achieve.
- Liaising with partner schools and colleges to support the transition of vulnerable students and to keep up to date with priorities, as defined by Somerset Local Safeguarding Board.
- Working directly with individual students with Safeguarding issues in support of their well-being and achievement and, where appropriate, using internal staff to support them.
- The Designated Safeguarding Lead is supported by Ann Helsby (Designated Safeguarding Governor), in collaboration with Student Accommodation Lead Governor: Barbara Barratt and John Abbott (Principal). Matt Nolan (Student Support Manager) is the Deputy Designated Lead.
- The Designated Safeguarding Lead, Deputy Designated Safeguarding Lead and the Assistant Principals manage Safeguarding disclosures.

Safeguarding Matters Relating to Physical environment and Risk Assessment:

- Individual course managers for classroom activities.
- The Vice Principal: Finance for general site health and safety.
- For trips and residential visits, the trip leader and trip co-ordinator under the management of the Assistant Principals.
- When students are in the classroom, on the site or on trips/residential visits and have individual needs, risk assessments must be completed in consultation with the Additional Learning Needs co-ordinator.
- If students are living in homestay accommodation, the International Student Coordinator will risk assess the premises.
- For students living in Oak House residential accommodation, the Vice Principal: Finance will have responsibility for risk assessments.

Safeguarding Matters Relating to Staff:

Any member of staff who has a concern about the conduct of a colleague towards students should speak directly to one of the following: the Deputy Principal, the Director of Human Resources, the Designated Safeguarding Lead, the Designated Safeguarding governor or the Chair of Corporation. The Chair of Corporation is the nominated person to deal with any safeguarding allegation that involves the Principal or Deputy Principal. When appropriate, concerns will be shared with the Local Authority's Designated Officer.

Staff are responsible for teaching relevant safeguarding issues within classes and on request. The Designated Safeguarding Lead can also support classroom delivery. Staff are also empowered by *Keeping Children Safe in Education* 2016 to:

- Make a direct referral to Children's Social Care or Police and/or

- Ask that their concerns be reconsidered if the student's situation does not appear to have improved. Members of staff will receive regular training in Safeguarding (minimum annually). A culture of 'it could happen here' is embedded into working practices.

Fellow students:

If the behaviour of one student towards another is of concern, dependent upon on the seriousness of the matter, it should be referred to the personal tutor, the Deputy Principal or an Assistant Principal, including the Designated Safeguarding Lead. The matter will be investigated and may need the implementation of the disciplinary procedures. Particular attention will be afforded to students who have protected characteristics as defined by the Equality Act 2010.

Safeguarding Matters Relating to E-safety:

Infringement of the Acceptable Use Policy will be reported to the Designated Safeguarding Lead, Vice Principal Finance or Director of Human Resources as appropriate. They will liaise with external agencies as appropriate. If a student has a concern about his/her own online safety, or is concerned about others' online safety, the matter should also be referred to these post-holders. This may result in disciplinary action and/or referrals to internal counselling services, the Police, Restorative Justice, Children and Adolescent Mental Health Service.

Throughout any investigation, all parties will be kept informed of the process and possible outcomes.

The right to feel and be safe is communicated directly to students via the diary, posters etc.

Promote commitment to safeguarding

The College actively works with Local Safeguarding Children's Boards, the Police and other external agencies to promote all aspects of safeguarding. The Designated Safeguarding Lead will evaluate the College's performance against its commitments set out in this policy and keep up to date with child protection legislation. Support will be given to all parties as appropriate to the allegations, the seriousness of the matter and the needs of the individual.

Other related policies

Equality and Diversity Policy
Health and Safety Policy
Acceptable Use Policy
Personnel Policy
Whistle Blowing Policy
Code of Conduct
Recruitment Policy

Useful Websites

<http://sscb.safeguardingsomerset.org.uk/>

<https://moodle2.richuish.ac.uk/enrol/index.php?id=1158>

<http://www.huish.ac.uk/student-life/student-services/health-and-wellbeing/>

<https://moodle2.richuish.ac.uk/course/index.php?categoryid=55&categoryid=55>