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Safeguarding and Child Protection Policy

At Richard Huish College, we believe that safeguarding and promoting the welfare of children is everyone's responsibility. Every individual who interacts with children and their families has a role to play. To fulfil this responsibility effectively, all practitioners must adopt a child-centred approach—always considering what is in the best interests of the child.

The College actively collaborates with the Local Safeguarding Children's Board, the Police, and other external agencies to support all aspects of safeguarding. The Designated Safeguarding Lead is responsible for evaluating the College's performance against the commitments outlined in this policy and for staying up to date with child protection legislation.

Although the majority of students at Richard Huish College are aged 16–19, we do receive applications from older students, which can present safeguarding challenges. As such, the College may carry out a DBS check and/or conduct a risk assessment for any new student aged 19 or over who wishes to enrol on a 16–19 study programme. Richard Huish College reserves the right to refuse enrolment based on its safeguarding responsibilities.

As part of the wider Huish Trust, the College is committed to the Trust-wide safeguarding policy. However, we recognise that a Sixth Form College environment presents distinct differences. Working with students over the age of 16 brings unique challenges compared to other educational settings. Therefore, it is appropriate for the College to maintain a separate safeguarding policy that reflects the specific needs of a post-16 environment.

Other related policies

Equality and Diversity Policy
Health and Safety Policy
Acceptable Use Policy
Behaviour Policy
Whistle Blowing Policy

Staff Code of Conduct
Safer Recruitment & Selection Procedure

N.B. For the purposes of this policy 'child' and 'student' are used interchangeably.

Safeguarding and Child Protection Policy of

Richard Huish College

This policy will be reviewed annually by the Richard Huish College Governing Body.

The policy was last reviewed and agreed by the Richard Huish College Governing Body on 14/09/2026 as outlined in the Governing Body minutes.

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1. Introduction

This Child Protection and Safeguarding Policy applies to all staff, including the Board of Governors, volunteers, agency staff, students, and anyone working on behalf of the College.

We believe that no child should ever experience abuse of any kind. We have a duty to promote the welfare of all students under the age of 18 and to keep them safe. We also ensure that students aged 18 and over are supported appropriately and, where necessary, referred to Adult Services.

All educational settings have a responsibility to provide a safe and secure environment in which students can learn and thrive.

The purpose of this policy is to inform staff, governors, and volunteers of their safeguarding responsibilities and to ensure a clear understanding of how these responsibilities are to be fulfilled.

All staff, governors, and volunteers will receive appropriate safeguarding training, which is updated regularly. This training ensures they are equipped to recognise early signs of abuse and understand the correct procedures to follow. In addition, all staff will receive safeguarding and child protection updates—via email, bulletins, or staff meetings—at least annually. These updates will address both national guidance and local safeguarding concerns that may affect students.

Our induction training includes Safeguarding and Prevent practices, tailored to the specific context of the College.

As a minimum requirement, all staff—and anyone working directly with students—must read *Keeping Children Safe in Education* (2026) (effective from 1 September 2026): Part 1. Mechanisms will be in place to support staff in understanding and fulfilling their safeguarding responsibilities, with all relevant actions recorded and logged on 'My Concern'.

This policy is aligned with the government guidance *Working Together to Safeguard Children* (2023).

1a. Terminology

Working Together to Safeguard Children (2023) defines safeguarding as:

- Providing help and support to meet the needs of children as soon as problems emerge.
- Protecting children from maltreatment, whether that is within or outside the home, including online.
- Preventing impairment of children's mental and physical health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- And taking action to enable all children to have the best outcomes.

Safeguarding and promoting the welfare of students refers to the process of protecting students from maltreatment, preventing the impairment of mental or physical health or development.

Child Protection refers to the processes undertaken to protect students who have been identified as suffering, or being at risk of suffering significant harm.

Staff refers to all those working for or on behalf of the College, full time or part time, temporary or permanent, in either a paid or voluntary capacity.

Child includes everyone under the age of 18 years old. Those over 18 but on roll will also be supported by the college.

Parent refers to birth parents and other adults who are in a parenting role, for example stepparents, foster carers and adoptive parents.

2. Mission Statement of our Education Provision

- Establish and maintain an environment where education staff and volunteers feel safe, are encouraged to talk and are listened to when they have concerns about the safety and well-being of a child.
- Ensure students know that there are adults in the setting whom they can approach if they are worried.
- Ensure that students, who have additional/unmet needs, are supported appropriately. This could include referral to Family Help services or specialist services if they are a child in need or have been / are at risk of being abused.
- Protect young people in our care from maltreatment.
- Consider how students may be taught about safeguarding, including online safety, through teaching and learning opportunities, as part of providing a broad and balanced curriculum.

Those working with students are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff

members should always act in the interests of the child and develop a culture where Safeguarding is everyone's responsibility.

3. Implementation, Monitoring and Review of the Child Protection Policy

This policy will be reviewed annually by the governing body. It will be implemented through Richard Huish College's induction and training programme, and as part of day-to-day practice. Compliance with the policy will be monitored by the Designated Safeguarding Lead and Senior Management Team.

4. Statutory Framework

To safeguard and promote the welfare of students, the setting will act in accordance with the legislation that is in place such as The Children's Act, Working Together to Safeguard Children and Keeping Children Safe in Education (2026) (effective from 1 September 2026)

The college will keep abreast of all statutory guidance and will update the policy when changes are published.

Richard Huish College has appropriate procedures in place for responding to situations in which: a child may have been abused or is at risk of abuse or neglect: a member of staff or volunteer has behaved in a way that has or may have harmed a child or that indicates they would pose a risk of harm. This is referred directly to the DSL, DDSL, Duty Manager or to an outside agency, such as the Local Authority Designated Officer or the police.

5. The Designated Safeguarding Lead

The Richard Huish College Governing Body will ensure that the College designates an appropriate senior member of staff to take lead responsibility for child protection. This person should have the status and authority within the College (a member of senior management), to carry out the duties of the post including committing resources and where appropriate, supporting and directing other staff.

During term time the Designated Safeguarding Lead (DSL) and or a deputy will always be available (during college hours) for staff in the College or other professionals to discuss any safeguarding concerns. During out of hours/out of term the DSL will be available via mobile phone for any emergencies related to safeguarding.

We recognise that when a child has a social worker, it is an indication that the child is more at risk than other students.

This may mean that they are more vulnerable to further harm, as well as facing educational barriers to attendance, learning, behaviour and poor mental health. These children will be closely monitored by a member of the Safeguarding Team.

The Designated Safeguarding Lead is tasked with promoting educational outcomes by sharing the information about the welfare, safeguarding and child protections issues with teachers, support staff and the Senior Management team.

For those in residential care the House Manager will deal directly with Safeguarding concerns via the emergency telephone number and will contact the Vice Principal for Student Support or the DSL.

For students in the college boarding accommodation the House Manager will work directly with the Vice Principal for Student Support or the DSL. A rota for out of college hours will be put in place and shared with boarding accommodation staff.

5a. Responsibility of the Designated Safeguarding Lead (DSL) and Deputy DSL when supporting or stepping up in the Designated Lead absence

- The DSL/DDSL will refer all cases of suspected abuse to the Local Authority Children's Services (Safeguarding and Specialist Services) and/or Police (cases where a crime may have been committed) or to the Channel programme where there is a radicalisation concern.
- Liaise with the Principal to inform her of issues- especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations or Section 42 where Adults are concerned.
- Act as a source of support, advice and expertise to staff on matters of safeguarding and Prevent when deciding whether to make a referral by liaising with relevant agencies.
- Share information with appropriate staff in relation to a Child Looked After (CLA) legal status (whether they are looked after under voluntary arrangements with consent of parents or on an Interim Care Order or Care Order) and contact arrangements with birth parents or those with parental responsibility.
- Ensure they have details of the CLA's social worker and where applicable the name of the virtual school Head Teacher in the authority that looks after the child.
- Have a good knowledge and attend meetings (or submit reports) to contribute to the planning for students who have Child in Need or Child Protection Plans.
- Utilise, implement, scrutinise and monitor the use of Family Help and targeted early intervention processes.
- Ensure recording child safeguarding and child protection files are correctly drawn up with effective chronologies and regularly reviewed to scrutinise any patterns or drift/outstanding actions.
- Ensure the College's Single Central Record is correct and safe recruitment procedures are upheld in partnership with the Chief of People Officer.
- Ensure the College's site security and risk assessments are maintained and completed to support staff and students feel safe in partnership with the Estates Manager.
- Undertake the necessary safeguarding and Prevent training and ensure it is shared within the setting.

5b. Training

The Designated Safeguarding Lead must undergo the Local Authority's formal training every two years. Their knowledge and skills should be refreshed by attending the Local Authority termly and annual updates (for example via e-bulletins, meeting other DSL's, or taking time to read and digest safeguarding developments). Other requirements are:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as Family Help Assessments.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the College's safeguarding and child protection policy and procedures, especially new and part time staff and this is recorded on 'MyConcern'.
- Understand and support the College with regards to the requirements of the Prevent duty and can provide advice and support to staff on protecting students from the risk of radicalisation.
- Be able to keep detailed, accurate, secure written records of concerns and referrals with actions and outcomes.
- Encourage a culture of listening to students and taking account of their wishes and feelings, among all staff, in any measures the College may put in place to protect them.

5c. Raising Awareness

The Designated Safeguarding Lead should ensure the College's policies are known, understood and used appropriately.

- Ensure the College's safeguarding and child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with the Richard Huish Trust regarding this.
- Ensure the safeguarding and child protection policy is available publicly on the college website.
- Link with the Somerset Safeguarding Children's Board (SSCB) to ensure full knowledge of training opportunities and the local policies on safeguarding.
- Where students leave the College, ensure the file for safeguarding and any child protection information is sent to any college as soon as possible but transferred separately from the main student file and/or 'MyConcern' software.
- Education providers should obtain proof that the new setting has received the safeguarding file for any child transferring and then destroy any information held on the child in line with data protection guidelines.
- If the child leaves and their whereabouts are unknown or to move to elective home education the last school known retains the file.

6. The Governing Body

The Richard Huish College Governing Body will ensure that they comply with their duties under legislation. They will also have regard to this guidance to ensure that the policies, procedures and training in the College are effective and comply with legislation at all times.

The responsibilities placed on the Richard Huish College Governing Body include:

- Contributing to ensure the College is carrying out inter-agency working, which includes providing a co-ordinated offer of family help when additional needs of students are identified.
- Ensuring that an effective child protection policy is in place, together with a staff behaviour code of conduct policy and behaviour policy.
- Ensuring staff are provided with Keeping Children Safe in Education (2026) (effective from 1 September 2026)
- Ensuring that staff induction is in place with regards to child protection and safeguarding.
- Appointing an appropriate senior member of staff to act as the Designated Safeguarding Lead.
- Ensuring that all the Designated Safeguarding Leads (including deputies) undergo formal child protection training every two years (in line with SCSB guidance) and receive regular (annual) safeguarding refreshers.
- Prioritising the welfare of students and creating a culture where staff and volunteers are confident to challenge senior leaders over any safeguarding concerns.
- Ensure that mental and physical health are part of the colleges safeguarding remit and staff are trained appropriately to support students.
- Ensuring that students are taught about safeguarding in an age-appropriate way through the pastoral curriculum
- Ensuring appropriate filters and appropriate monitoring systems are in place to safeguard students from potentially harmful and inappropriate online material
- Ensure scrutiny and effectiveness of the single central record and child protection recording is undertaken.
- Ensure safeguarding is regularly discussed and outcomes recorded at Governor meetings.
- Ensure the requirements of The Governor's Safeguarding Audit Section 175 are met and actions when needed completed in a timely way.
- Ensure Section 128 checks are completed on Governors (bar Associate Governors).

Members of the governing body will take part in annual mandatory training to ensure that they can 'assure themselves that the safeguarding policies and procedures in the college are effective.

Richard Huish College Safeguarding and Child Protection

PROCEDURE

7. Supporting Students

It is important to remember that students can be at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual abuse, domestic abuse in their own intimate relationships (teenage relationship abuse), criminal exploitation, serious youth violence, county lines and radicalisation.

Education providers and staff form part of the wider safeguarding system for students. This system is based on the principle of providing help for families to stay together where it is safe for the students to do so, and looking at alternatives where it is not, whilst always acting in the best interests of the child.

Students who may require early help will be offered early intervention through Family Help support service.

A directory of early help services is available from the Family Help Advice Hub. Somerset Choices and Professional Choices will also help practitioners and families find information and support to prevent escalation of needs and crisis.

It is important for students to receive the right help at the right time to address risks and prevent issues escalating. This also includes staff monitoring the situation and feeding back to the Designated Safeguarding Lead any ongoing/escalating concerns so that consideration can be given to a request for involvement to Children's Services if the child's situation does not appear to be improving.

Staff and volunteers working within Richard Huish College will also be alert to the potential need for early help for students also who are more vulnerable. For example:

- Students with a disability and/or specific additional needs
- Students who are acting as a young carer
- Students who are showing signs of engaging in anti-social or criminal behaviour especially if there is a concern that it is exploitative
- Students missing education
- Students whose family circumstances present challenges, such as substance abuse, adult mental health or learning disability, domestic abuse
- Students who are showing early signs of abuse and/or neglect
- Students with high medical absence
- Students suffering child on child abuse
- Students who are privately fostered child
- Students who are pregnant
- Students who are young parents

- Students displaying concerning, abusive or harmful behaviour towards others

7.1 Students with SEN and disabilities

There's a concern sometimes that, for students with SEN and disabilities, that their SEN or disability needs are seen first, and the potential for abuse second. If students are behaving in particular ways or they're looking distressed or their behaviour or demeanour is different from in the past, our staff should think about that being a sign of the potential for abuse, and not simply see it as part of their disability or their special educational needs.

Children with special educational needs or disabilities (SEND) or certain health conditions can face additional safeguarding challenges. We ensure that our child protection policy reflects the fact that additional barriers can exist when recognising abuse in this group of children.

These can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration.
- these children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children.
- the potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in managing or reporting these challenges

We are encouraged to make sure that students with SEN and disabilities have got a greater availability of support.

Students with EHCPs will be supported by the Learning Support Team on enrolment and work closely with the Safeguarding Team throughout the year should this be required.

7.2 Emergency Contacts for Students

Keeping Children Safe in Education states that provisions should have at least two emergency contacts for every child in the College in case of emergencies, and in case there are welfare concerns at the home. We will endeavour to maintain at least two contact numbers for every child on roll.

7.3 Mental, Physical and Emotional Health of Students

It is widely recognised that a child's emotional health and wellbeing influences their cognitive development and learning as well as their physical and social health and their mental wellbeing in adulthood. Our setting will offer clear support and guidance for Students who have both mental and physical health needs.

Mental Health Indicators

Staff should be alert to:

- Significant changes in behaviour
- Persistent sleep difficulties
- Withdrawal from friends, learning or activities
- Self-neglect
- Self-harm
- Eating difficulties
- Persistent low mood
- Expressions of hopelessness
- Suicidal ideation

Where a student presents an immediate risk to themselves or others, emergency assistance should be sought immediately via 999, A&E or 111 as appropriate before safeguarding procedures continue.

7.4 Local Issues and Contextual safeguarding

Safeguarding incidents can be associated with factors outside the setting and between students outside of college. This is called contextual safeguarding. Our staff are aware of the definition of contextual safeguarding when reporting concern.

We are aware in Somerset there are many local issues that can impact on the safeguarding of students, we will endeavour to be aware of all local issues around the college and work with students to ensure they are safe.

8. Dealing with a disclosure

If a child discloses that they have been abused in some way, the member of staff or volunteer should:

- Listen to what is being said without displaying shock or disbelief
- Accept what is being said
- Allow the child to talk freely
- Reassure the child, but not make promises which it might not be possible to keep
- Never promise a child that they will not tell anyone - as this may ultimately not be in the best interests of the child
- Reassure them that what has happened is not their fault
- Stress that it was the right thing to tell
- Listen, only asking questions when necessary to clarify
- Explain what must be done next and who has to be told
- Make a written record (see Record Keeping)
- Pass the information to the Designated Safeguarding Lead without delay

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

If a Richard Huish College staff member receives a disclosure about potential harm caused by another staff member, they should see section – Allegation involving College staff/volunteers.

9. Record Keeping

All concerns, discussions and decisions made and the reasons for those decisions must be recorded in writing on the 'My Concern' platform. The reasons for not referring must also be recorded on 'MyConcern'. If in doubt about recording requirements staff should discuss with the Designated Safeguarding Lead or deputy.

When a child has made a disclosure, the member of staff/volunteer should:

- Record as soon as possible after conversation using the 'My Concern' software or by informing the DSL/Deputy DSL if 'My Concern' is unavailable
- Do not destroy the original notes in case they are needed by a court
- Record the date, time, witness, place and any noticeable non-verbal behaviour and the words used by the child
- Indicate the position of any injuries
- Record statements and observations rather than interpretations or assumptions
- Agree and record actions and outcomes

All records need to be stored on 'MyConcern' promptly. No copies should be retained by the member of staff or volunteer.

The Designated Safeguarding Lead will ensure that all safeguarding records are managed in accordance with statutory guidance.

Child protection recordings should be scrutinised regularly to ensure the action and outcome has been carried and any drift avoided. All records are kept on 'MyConcern' secure online safeguarding software.

10. Confidentiality

Safeguarding and protecting students raise issues of confidentiality that must be clearly understood by all staff/volunteers.

All staff, both teaching and non-teaching staff, have a responsibility to share relevant information about the protection of students with other professionals, particularly the investigative agencies (Children's Services: Safeguarding and Specialist Services and the Police).

Staff/volunteers who receive information about students and their families during their work should share that information only within appropriate professional contexts.

11. Procedure

When a member of staff is concerned about a child they will inform the Designated Safeguarding Lead. The Designated Safeguarding Lead will decide whether the concerns should be referred to Children's Services. If it is decided to make a request for involvement to Children's Services this will be discussed with the parents, unless to do so would place the child at further risk of harm.

While it is the DSL's role to make request for involvement, any staff member can make a referral to Children's Services. If a child is in immediate danger or is at risk of harm (e.g. concern that a family might have plans to carry out Female Genital Mutilation), a referral should be made to Children's Services and/or the Police immediately. Where referrals are not made by the DSL, the DSL must be informed as soon as possible.

When a person is employed or engaged to carry out 'teaching' work in England, in the course of their work, discovers that an act of Female Genital Mutilation (FGM) appears to have been carried out on a girl under the age of 18 or there is a risk this might occur the teacher must report this to the police. This is a mandatory reporting duty.

The member of staff must record information regarding the concerns on the same day. The recording must be a clear, precise, factual account of the observations.

Should the child's whereabouts be unknown, or they move to elective home education the Social Worker must be informed and the procedure for reporting unexplainably absent and/or have persistent absence from education and elective home education should be followed.

The Designated Safeguarding Lead is responsible for making the Senior Management Team aware of trends in behaviour or concerns that may affect student welfare. Gathering safeguarding data and impact will be embedded into the College's process to measure effective safeguarding practice and resolve any weaknesses. This will be achieved by having Safeguarding as a standing item on all SMT meeting agendas.

12. Communication with Parents

We are fully committed to working in partnership with parents. Richard Huish College.

Parents should be informed prior to referral, unless it is considered to do so might place the child or any siblings at increased risk of significant harm by:

- The behavioural response it prompts e.g. a child being subjected to abuse, maltreatment or threats / forced to remain silent if alleged abuser informed.
- Leading to an unreasonable delay.
- Leading to the risk of loss of evidential material.

Richard Huish College may also consider not informing parent(s) where this would place a member of staff at risk.

Richard Huish College will ensure that parents/carers understand the responsibilities placed on the College and staff for safeguarding students.

13. Allegations involving staff/volunteers (including low level concerns).

An allegation is any information which indicates that a member of staff/volunteer may have:

- Behaved in a way that has, or may have harmed a child
- Possibly committed a criminal offence against/related to a child
- Behaved towards a child or students in a way which indicates s/he would pose a risk of harm if they work regularly or closely with students
- Behaved in a way that indicates they may not be suitable to work with children (also includes behaviour outside the school).

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the college or education setting's safeguarding arrangements.

Appropriate whistleblowing procedures, which are suitably reflected in staff training and staff behaviour policies, should be in place and easily accessed for such concerns to be raised with the Richard Huish College or Richard Huish Trust senior staff.

A "low-level concern" in a safeguarding context refers to a worry or doubt about an adult's behaviour that, while not immediately indicating harm to a child, is inconsistent with an organisation's code of conduct and does not meet the threshold for a serious safeguarding referral.

Low-level concerns might include:

- inadvertent or thoughtless behaviour
- behaviour that might be considered inappropriate depending on the circumstances
- behaviour which is intended to enable abuse.

Examples of such behaviour could include:

- being over-friendly with children
- having favourites
- adults taking photographs of children on their mobile phone
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- humiliating children.

If staff members have concerns about another staff member, then this should be referred to the Richard Huish Trust via the low-level concerns reporting form.

In the event of allegations of abuse being made against the Principal, where a staff member feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, allegations should be reported directly to the Local Authority Designated Officer (LADO) through the completion of an Allegation Report Form. Staff may consider discussing any concerns with the Designated Safeguarding Lead or the Richard Huish Trust Chief People Officer and if appropriate make any referral via them.

The person to whom an allegation is first reported should take the matter seriously and keep an open mind.

Actions to be taken include making an immediate written record of the allegation using the informant's words – including time, date and place where the alleged incident took place, brief details of what happened, what was said and who was present. This record should be signed, dated and immediately passed on to the DSL or Principal (as appropriate).

The recipient of an allegation must not unilaterally determine its validity, and failure to report it in accordance with procedures is a potential disciplinary matter.

The Principal will not investigate the allegation itself, or take written or detailed statements. The Principal will work with the Richard Huish Trust Chief People Officer to assess whether it is necessary to refer the concern to the Local Authority Designated Officer:

If the allegation meets any of the four criteria set out at the start of this section, contact should always be made with the Local Authority Designated Officer without delay.

If it is decided that the allegation does not meet the threshold for safeguarding, it will be handed back to the employer for consideration via the College's internal procedures.

The Principal and Richard Huish Trust Chief People Officer should as soon as possible, (following briefing from the Local Authority Designated Officer) inform the subject of the allegation.

For further information see: SSCB's Allegations Management or contact Somerset Direct for a referral to the LADO.

NSPCC whistleblowing helpline is available for those who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285, line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk

14. Safer Working Practice

To reduce the risk of allegations, all staff should be aware of safer working practice and should be familiar with the guidance contained in the staff HR page/staff code of conduct.

Richard Huish College will ensure supervision at break times, trips and when providing intimate care are assessed and policies written where needed.

15. Site Safety including internet use (Online)

Richard Huish College will make reasonable effort to provide a secure, healthy, hazard-free environment for everyone at and visiting our college. Consequently, all staff will:

- Maintain suitable/reasonable physical boundaries and barriers such as fencing, gates and locks on doors.
- Directly supervise students during lessons, and ensure they are never permitted to enter hazardous or insecure sections areas.
- Take all reasonable steps to monitor contractors, visitors and volunteers using the premises, requiring them to report to the College reception, read our Information and Guidance for Contractors and Visitors sign in to confirm that they have received, read and understood the guidance, and wear a visitor's lanyard.
- Alert contractors, visitors and volunteers to the settings Safeguarding expectations and protocols, as well as advising them of the name of the DSL and Deputy DSL.
- Update the single central record of staff/volunteers /casual/governors that are in regulated activity with students.
- Richard Huish College has procedures for fire drills, first aid and one focusing on 'Reducing the Risk and Impact of Terrorist and Extremist Incidents' including lockdown procedures.

Under online risks include:

- Misinformation
- Disinformation
- Conspiracy theories
- Deepfake content
- AI-generated harmful content

These are now specifically highlighted within KCSIE 2026.

Mobile Phones and Personal Devices

The College recognises safeguarding risks arising from mobile phones and personal devices.

Safeguarding procedures address:

- Photography and recording
- Sharing of images
- Messaging applications
- Social media
- Internet access
- Generative AI applications
- Live streaming

Students and staff must use devices in accordance with College policies.

15a. Filtering and Monitoring

Richard Huish College are compliant with the DfE Standards regarding filtering and Monitoring.

The effectiveness of filtering and monitoring arrangements will be formally reviewed, evaluated and recorded at least annually by the Principal, DSL, IT Team and Safeguarding Governor.

Day to day management of the filtering and monitoring systems requires specialist knowledge and will be carried out by the college IT team in conjunction with the DSL.

The IT team will:

- Maintain the filtering and monitoring systems.
- Provide filtering and monitoring reports and notifications (when required).
- Complete actions following concerns or checks to systems.
- Work with the Safeguarding Team to respond to evolving trends highlighted through filtering and monitoring.
- Update college devices with software to monitor students.
- Ensure that students and staff have clear guidance on any online learning resources that may be used and the code of conduct relating to interactions on certain platforms such as Microsoft Teams.

The Safeguarding Team will:

- Receive and act upon filtering and monitoring reports.
- Act upon safeguarding concerns raised and document on MyConcern any actions taken.
- Work with the IT Team to respond to evolving trends highlighted through filtering and monitoring data.
- Ensure there is an Online Safety Policy in place for students and staff.

Students at Richard Huish College are taught about how to keep themselves and others safe, including online. To be effective, we present this information in an age appropriate way. We are sensitive to the specific needs and vulnerabilities of individual students including those who are victims of abuse, and students with special educational needs.

The college approach to online safety is based on the '4C's' Content/Contact/Conduct /Commerce. The college has an Online Safety Policy which sets out the guidance for both students and staff around the use of social media online software.

At Richard Huish College we complete termly filtering and monitoring reports to review the effectiveness of our filtering and monitoring systems. This is completed by the DSL/DDSL and shared with SMT.

15a. Artificial Intelligence (AI).

The college recognises the rise in the use of Artificial Intelligence and potential harms include:

- Sexual Abuse of Children
- Cybercrime and Fraud
- Lack of ethical framework
- Data protection and Privacy issues
- Lack of regulation

The college is committed to following the government guidance Generative AI: product safety expectations. [Generative AI: product safety expectations - GOV.UK](#)

This as an ever-changing aspect of safeguarding and will therefore keep abreast of changes and ensure our Online Safety Policy links closely to this policy.

The College understands the safeguarding risks associated with generative AI including:

- AI-generated sexual abuse images
- Deepfakes
- AI-enabled grooming
- AI-enabled bullying
- Synthetic child abuse imagery
- AI-generated misinformation and disinformation
- AI-enabled fraud, coercion and exploitation
-

Any concerns relating to AI-generated content will be treated as safeguarding concerns and managed through established safeguarding procedures.

We will commit to working closely with our students to educate them of safe use of AI through our pastoral and curriculum schemes of work.

15b. External organisations using the college site.

The college will ensure that all providers that hire the college facilities out of hours meet the DfE guidance, Keeping Children Safe during community activities, after school clubs and tuition.

The college may receive an allegation relating to an incident that occurred whilst an individual or organisation were using the college premises for the purposes of running activities for children (for example community groups, sports associations, or service providers that run extra-curricular activities).

Allegations concerning organisations or individuals using College premises outside normal College operations will be managed in accordance with KCSIE 2026 and reported to the LADO where appropriate.

The college will ensure they have contact names and numbers for DSLs/welfare leads of each organisation that hires the colleges premises. As part of their booking a copy of their safeguarding policy will be requested.

16. Safer Recruitment

We will ensure that there are appropriate staff and governors with safer recruitment training for interviews and that safer recruitment practices are followed always. We will maintain a single central record to ensure all statutory requirements. All references will be verified and recorded.

Recruitment practices will comply with the revised definition of regulated activity introduced through the Crime and Policing Act 2026 and all statutory safeguarding checks required by Keeping Children Safe in Education 2026.

Online searches of shortlisted candidates will continue to form part of the recruitment process.

17. Keeping Children Safe in Education

The statutory guidance 'Keeping Children Safe in Education' is available online, via Smartlog.

All staff, including those who do not work directly with students, must read and understand Part One of Keeping Children Safe in Education (2026).

This is to assist staff and volunteers to understand and discharge their role and responsibilities as set out in this guidance.

Our staff members and regular visitors are asked to sign to say they have read these sections and should subsequently be re-directed to these online documents again should any changes occur.

Appendix A. Types of Abuse

The types of abuse can be found in Keeping Children Safe in Education along with the indicators of abuse.

The four main categories of abuse are:

- Physical abuse
- Neglect
- Sexual abuse
- Emotional abuse

Specific abuse and vulnerability concerns.

All staff at Richard Huish are aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse neglect or exploitation.

Staff are not expected or trained to diagnose mental health conditions or issues but may notice behaviours that may be of concern.

Where a member of staff has a mental health concern about a student, this is classified as a safeguarding concern. This should be raised by informing the Designated Safeguarding Lead or a deputy through either 'MyConcern' or a direct conversation.

Domestic Abuse (The Domestic Abuse Act).

The Act introduces the statutory definition of domestic abuse and recognises the impact of domestic abuse on children, as victims, if they see, hear or experience the effects of abuse. The statutory definition of domestic abuse, based on the previous cross-government definition, ensures that different types of relationships are captured, including ex-partners and family members. The definition captures a range of different abusive behaviours, including physical, emotional and economic abuse and coercive and controlling behaviour. Both the person who is carrying out the behaviour and the person towards whom the behaviour is directed must be aged 16 or over and they must be "personally connected".

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child/adolescent to parent violence and abuse. Anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socioeconomic status, sexuality or background and domestic abuse can take place inside or outside of the home.

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Experiencing domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Young people can also experience domestic abuse within their own intimate relationships. This form of child-on-child abuse is sometimes referred to as 'teenage relationship abuse'. Depending on the age of the young people, this may not be recognised in law under the statutory definition of 'domestic abuse' (if one or both parties

are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support. The Act's provisions, including the new definition, will be commenced over the coming months.

Violence Against Women and Girls (VAWG)

The College recognises that misogyny, sexual harassment, sexual violence, online abuse, coercive behaviour and harmful attitudes towards women and girls may present safeguarding concerns.

Staff will challenge inappropriate behaviours and report concerns through safeguarding procedures.

Child-to-Parent or Caregiver Abuse

This may include physical violence, verbal abuse, intimidation, coercive behaviour, emotional abuse or financial abuse directed towards parents or caregivers.

The College recognises this as a safeguarding concern and will seek appropriate support and intervention.

Fabricated or Induced Illness by Carer (FII)

FII is a condition whereby a child suffers harm through the deliberate action of their carer, and which is attributed by the adult to another cause.

FII can cause significant harm to students. FII involves a well child being presented by a carer as ill or disabled, or an ill or disabled child being presented with a more significant problem than he or she has and suffering harm consequently.

There are three main ways of the parent/carer fabricating or inducing illness in a child:

- Fabrication of signs and symptoms, including fabrication of past medical history.
- Fabrication of signs and symptoms and falsification of hospital charts, records, letters and documents, and specimens of bodily fluids.
- Induction of illness by a variety of means.
- The possibility of fabricated and induced illness should be considered where there are discrepancies between professional and parental perceptions of the child's needs or of any illness or disability and where there is a possibility of significant harm to the child. Where there are suspicions of FII in a child, the College's DSL must make a referral to Children's Social Care and/or the Police. Parents should not be informed of suspicions at this stage.

Child Exploitation, Sexual (CSE) and Child Criminal Exploitation

There will be other circumstances which give cause for serious concern about the welfare of students, such as Child Exploitation (CE).

The exploitation of students and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive something (e.g. food, accommodation, drugs, alcohol, cigarettes, affections, gifts, money) because of them performing, and/or another or others performing on them, sexual activities.

CSE can occur using technology without the child's immediate recognition; for example, being persuaded to post sexual images on the Internet/mobile phones.

In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources.

Violence, coercion and intimidation are common; involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Child on child abuse including (Harmful Sexual Behaviour, Sexual violence, and Harassment)

Education settings are an important part of the inter-agency framework not only in terms of evaluating and referring concerns to children's services and the police, but also in the assessment and management of risk that the child or young person may pose to themselves and others in the education setting. It is important to be aware that children can abuse other children (child on child). It can happen both inside and outside of college and online.

When considering whether behaviour is abusive, it is important to consider: Whether there is a large difference in power (for example age, size, ability, development) between the young people concerned; or whether the perpetrator has repeatedly tried to harm one or more other students; or where there are concerns about the intention of the alleged perpetrator.

Child on child abuse can manifest itself in many ways and different gender issues can be prevalent. Severe harm may be caused to students by abusive and bullying behaviour of other students, which may be physical, sexual or emotional and can include gender-based violence/ sexual assaults, sharing nudes, teenage relationship abuse, peer-on-peer exploitation, serious youth violence, sexual bullying or harmful sexual behaviour. This may include upskirting. This is defined as "a highly intrusive practice, which typically involves someone taking a picture under another person's clothing without their knowledge, with the intention of viewing their genitals or buttocks (with or without underwear)".

All staff should understand, that even if there are no reports in their college it does not mean it is not happening; it may be the case that it is just not being reported. As such it is important if staff have any concerns regarding child-on-child abuse, they should speak to the DSL.

It is essential that all staff understand the importance of challenging inappropriate behaviours between peers, many of which are listed below, that are abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as "just

banter”, “just having a laugh”, “part of growing up” or “boys being boys” can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

Child on child abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying).
- abuse in intimate personal relationships between peers.
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse).
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence).
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse.
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.
- consensual and non-consensual sharing of nudes and semi nudes’ images and or videos (also known as sexting or youth produced sexual imagery).
- up skirting, which typically involves taking a picture under a person’s clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm; and
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

To minimise the risk of child on child abuse the College will:

- Provide an appropriate tutorial programme which develops students understanding of acceptable behaviour and keeping themselves safe.
- Have systems in place for any student to raise concerns with staff, knowing that they will be listened to, believed and valued.
- Develop robust risk assessments (where appropriate). These will include any actions to make the location safer.
- Have relevant policies in place (e.g., behaviour policy, student code of conduct).
- Identify any support required for siblings following incidents of sexual violence or sexual harassment.

All students will be made aware of the way to report any child-on-child abuse at college such as through a tutor or via the safeguarding email address.

<https://www.gov.uk/government/publications/review-of-sexual-abuse-in-schools-and-colleges/review-of-sexual-abuse-in-schools-and-colleges>

Honour-Based Violence (HBV)

So-called 'honour based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation, Forced Marriage and practices such as breast ironing.

All forms of so-called HBV are abuse (regardless of the motivation) and should be handled and escalated as such. If in any doubt, staff should speak to the DSL. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.

Female Genital Mutilation (FGM)

FGM comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons (World Health Organisation). It is also sometimes referred to as female genital cutting or female circumcision. The practice is illegal in the UK.

FGM is not an issue that can be decided on by personal preference – it is an illegal, extremely harmful practice, and a form of child abuse and violence against women and girls. Professionals in health, social care and teaching have a statutory duty to report all cases of FGM to the Police where disclosure or signs of FGM are noted, or where a person knows or suspects FGM has been – or will be – perpetrated. When someone reports FGM to the Police, they should ask for a crime reference number.

Whilst all staff should speak to the DSL with regard to any concerns about Female Genital Mutilation (FGM), there is a specific legal duty on teachers. If a teacher, in the course of their work, discover that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher must report this to the police.

Please follow the mandatory reporting guidance:

<https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information/mandatory-reporting-of-female-genital-mutilation-procedural-information-accessible-version>

If there is an IMMEDIATE RISK, call the Police on 999 (emergency number).

If there is NOT an immediate risk, call the Police on 101 (non-emergency number).

Forced Marriage

The UK Government describes this as taking someone, usually overseas, to force them to marry (whether or not the FM takes place), or marrying someone who lacks the mental capacity to consent to the marriage (whether they're pressured to or not). Breaching a Forced Marriage Protection Order is also a criminal offence.

When a disclosure or signs of FM are noted, staff should always alert the Principal and DSL immediately. We should never attempt to intervene directly as a college or through a third party. In such situations, the DSL will always call either Somerset Direct/Police and/or the Forced Marriage Unit on 020 7008 0151.

Breast Ironing/Binding

Breast ironing (also known as breast flattening) is the pounding and massaging of a pubescent girl's breasts, using hard or heated objects, to try to make them stop developing or to disappear.

When a disclosure or signs of breast ironing are noted, staff should always alert the DSL immediately.

Faith Abuse

Faith abuse is linked to a belief in witchcraft or possession by spirits and demons. In such instances, physical and/or psychological violence may be used to "get rid" of the possessing spirit.

Child abuse is never acceptable in any community, in any culture, in any religion, under any circumstances. This includes abuse that might arise through a belief in spirit possession or other spiritual or religious beliefs."

Faith abuse usually occurs in the household where the child lives. It may also occur in a place of worship where alleged "diagnosis" and "exorcism" may take place.

When a disclosure or signs of faith abuse are noted, staff should always alert the DSL immediately. In such situations, the DSL will always call Somerset Children's Social Care Emergency Duty Team on 0300 123 2224.

Extremism and Radicalisation

The UK Government defines extremism as: "The vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs" and/or "calls for the death of members of our armed forces, whether in this country or overseas." Radicalisation is defined by the UK Government within this context as: "The process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups."

We take the "Prevent" duty seriously and recognise that Safeguarding against extremism and radicalisation is no different from Safeguarding against any other vulnerability; it is about protecting students and young people from being groomed and exploited by others.

Historical Abuse

Historical abuse (also known as non-recent abuse) is an allegation of neglect, physical, sexual or emotional abuse made by or on behalf of someone who is now 18 years or over, relating to an incident which took place when the alleged victim was under 18 years old.

The Police should be informed about allegations of crime at the earliest opportunity. Any reports of historic abuse made to Avon and Somerset Police must be to the Safeguarding Co-ordination Unit 01823 349037.

County Lines, Cross Borders, Gangs, Trafficking and Cuckooing

These are police terms for urban gangs supplying drugs to suburban areas and market/or coastal towns using dedicated mobile or deal lines. Gangs use students and vulnerable people to move drugs and money. Often, they take over the homes of vulnerable adults and students by force or coercion in a practice referred to as cuckooing. Getting involved in gang culture can have serious and potentially devastating consequences, with dealers/offenders/members not afraid to use violence. There are people themselves vulnerable and at risk of exploitation by gang members from outside the county. Any activity that seems to be suspicious or involve drug dealing/crime/exploitation should be passed to the police on 101. Should young people thought to be involved the Family Help assessment is a useful tool. A request for involvement to CSC/police is needed if the child is at immediate risk of harm.

<https://www.gov.uk/government/publications/criminal-exploitation-of-students-and-vulnerable-adults-county-lines>

Private Fostering

Private fostering is when a child under the age of 16 (18 if they are disabled) lives with someone who is not a close relative, guardian or person with parental responsibility for 28 days or more. Private fostering is not the same as fostering arranged by the local authority.

Students and young people become privately fostered for a variety of reasons:

- Their parents live overseas, and they come to this country to attend school/college
- Their parents are ill and cannot look after them
- Their parents work away from home, possibly abroad
- Their parents have come to the UK to study or work and require someone to look after their students
- They are teenagers who are estranged from their families

The law says that the Local Authority must be told about all private fostering arrangements. The child's parents or carers should notify us of the arrangement, although anyone else involved in making the arrangement or who is aware of it also has a responsibility to inform us.

The Children Act outlines the legal duty of the local authority to make sure that the welfare of all privately fostered students is safeguarded and promoted.

A social worker will need to check the placement is suitable and that all the needs of the child or students are being met. They will also speak to the child or students to make sure that a thorough assessment of the placement is carried out.

When we are made aware that a child may be privately fostered a request for involvement will be made to Somerset Direct.

Hate Crime

A hate incident is any incident that the victim, or anyone else, perceives to be motivated by prejudice based on a person's race, religion, sexual orientation, disability, or gender identity (transgender status). If you, or anyone you know, has been called names, been bullied or had anything happen to them that you think may be because of one of these factors, then you should report this as a hate incident. Not all hate incidents will amount to criminal offences, but those that do become hate crimes.

Sharing nudes and semi-nudes

Sharing nudes and semi nudes is sending, receiving, or forwarding sexually explicit messages, photographs or images, primarily between mobile phones by children under the age of 18. It is also now a criminal offence to threaten to share someone's intimate images without their consent

In cases where nudes or semi-nudes have been shared, we follow guidance given to colleges by the UK Council for Internet Safety (UKCIS): Sharing nudes and semi-nudes (March 2024).

[Sharing nudes and semi-nudes: how to respond to an incident \(overview\) \(updated March 2024\) - GOV.UK](#)

Online Abuse

This type of abuse happens online, through social networks, playing online games or using a mobile phone. Students and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse. Students can be at risk of online abuse from people they know, as well as from strangers. Online abuse may be part of abuse that is taking place in the real world (for example bullying or grooming). Or it may be that abuse only happens online (for example persuading students to take part in sexual activity online). Students can feel like there is no escape from online abuse – abusers can contact them at any time of the day or night, the abuse can come into safe places like their bedrooms, and images and videos can be stored and shared with other people.

Managing risk at Richard Huish College:

When students use the College network to access the internet, they are protected from inappropriate content by our filtering and monitoring systems. This includes the integration of our Smoothwall software that is monitored, and safeguarding concerns reported to the DSL. However, many students can access the internet using their own data plan. To minimise inappropriate use, as a college we educate them on the possible dangers of being online through our pastoral tutoring system. We share updates on how students can protect themselves through their personal settings on social media platforms.

Grooming

Is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking. Students and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional. Groomers may be male or female. They could be any age. Many students and young people don't understand that they have been groomed or that what has happened is abuse.

Children who are absent from education

Anyone under the age of 18 years is to be considered “absent from education” if he/she is absent from his/her place of residence without authority to a degree or in circumstances where the absence causes concern for safety of the child or a danger to the public” This includes students and young people who have been forced to leave home and those whose whereabouts are unknown and those who feel they have had to leave home (rather than making a positive choice to do so). It also includes children who are unexplainably absent and/or have persistent absence.

High risks concerns include where:

- The responsible adult has no indication when the child is likely to return
- The child develops a pattern of going missing repeatedly
- The child’s location is unknown, or reason for absence is unknown there is cause for concern for the child because of their vulnerability
- The child is at high risk of CSE/gangs
- The child is pregnant or has a young child
- The child has a history of suicidal thoughts or behaviours
- The child is at risk of radicalisation

Students on roll

Where there are Students on roll but they are absent from education through complex, refusal or medical need (including those cases open to education welfare service, health or SEN) remain the settings responsibility for safeguarding and procedures will be put in place to monitor their wellbeing.

Appendix B: Single Central Record (SCR)

Keeping an accurate Single Central Record is a statutory requirement and an essential part of Keeping Children Safe in Education and forms part of the statutory guidance applies to all maintained schools and academies. The SCR is covered by the statutory guidance included within KCSIE and is a requirement of the School Staffing Regulations (and Independent School Regulations for academies).

Single Central Record Checklist

	Yes	No	Action Required?
Is a single central record (SCR) in place for all staff (including supply staff and additional music/games staff)?	X		
Does the SCR include all others who work regularly or intensively with students, including volunteers?	X		
Does the SCR indicate that identity checks have been carried out and by whom?	X		
Is there evidence on the SCR that all staff have been checked against the Barred List (previously List 99)?	X		
Does the SCR record the date when the DBS and/or Barred List checks was carried out and who carried out the check?	X		
Does the SCR record that further overseas criminal checks have been undertaken as appropriate?	X		
Does the SCR record professional qualifications – where the qualification is a requirement of the job?	X		
Does the SCR record evidence that a Prohibition from Teaching check has been carried out on all teaching staff employed since September 2013?	X		
Does the SCR record evidence a check of “Right to Work” in the United Kingdom and suitability checks as appropriate?	X		
Have all relevant (domestic settings only) staff been asked been asked to complete a declaration confirming that they are not disqualified in line with the Childcare Act 2006 and the (Disqualification) Regulations 2009? Is evidence of these checks included on the SCR?	X		
Have copies of documents used to verify identity, qualifications and Right to Work in the UK been retained in individual personnel files?	X		
Does the SCR evidence that checks in respect of Section 128 directions have been undertaken for persons taking part in the management of all settings?	X		

NB: You are not required to keep copies of DBS certificates and in line with the Data Protection Act, copies of DBS certificates should not be retained for longer than 6 months.

Appendix C: Family Help and Targeted Early Intervention

Family Help Assessment and multi-agency support planning. is about working with students, young people and their families to identify and address problems before they escalate. Family help includes services that are available to all families as well as

services for more vulnerable families who need a greater level of support. Effective family help means that:

- Parents and or caregivers feel supported by providing stable, consistent and appropriate care for their families
- Students and young people achieve their education and development goals
- Young people are equipped with the skills and attitudes to join the workforce and overcome barriers to employability
- Students and young people achieve the best possible physical and mental health
- Students and young people are safe and feel safe

The Family Help Assessment and multi-agency support planning is used to help practitioners gather and understand information about the strengths and needs, based on discussions with the family. The holistic assessment identifies the most appropriate way to meet those needs.

Practitioners in universal or targeted family help services can complete a Family Help assessment on their own or with the support of the Co-ordination Hub.

Appendix D: Managing Allegations and Escalation

The statutory guidance 'Keeping Children Safe in Education' requires the Richard Huish Trust to appoint a member of staff of the college's leadership team to the role of Designated Safeguarding Lead. All staff should be instructed that any allegation should be reported immediately to the designated senior manager. Written safeguarding procedures should reflect this guidance.

On being advised of an allegation which meets the criteria, the designated senior manager should contact the Local Authority Designated Officer (LADO) within 1 working day.

Phone Somerset Direct on 0300 123 2224 for a referral.

The LADO's role is to provide advice and guidance to organisations dealing with allegations, to liaise with the police and other agencies, and to monitor the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process.

All referrals should be made in the first instance by phone to Somerset Direct indicating that you wish to refer an allegation against an adult who works with students. Please follow up all referrals using the LADO Reporting Form available on the Somerset Students Safeguarding Board site.

All allegations against staff are dealt with in accordance with 'Working Together to safeguard children 2023'. In addition, schools should have regard to Part 4 of the statutory guidance 'Keeping Children Safe in Education' (2026). Should the allegation be

about the designated lead or senior lead, allegations should be passed to a higher level such as a chair of governors or director.

Escalation

When working with professionals from other agencies there will at times be differences of opinion with regards to how to respond to an identified concern about a child, young person or family. Disagreements can be a sign of developing thinking, and the value of exchanging ideas from different perspectives should not be under-estimated and is one of many benefits of partnership working.

Transparency, openness and a willingness to understand and respect individual and agency views are core aspects of a safe multi-agency / inter-agency working. Good preparation, open lines of communication and planning by professionals who take responsibility for decision-making will ensure differences of view are kept to minimum. However, disagreements may disadvantage the child or family involved if they are not resolved constructively and in a timely manner.

Safeguarding and promoting the welfare of students is a responsibility shared by all agencies. If you feel that a professional or an agency is not acting in the best interests of the child, young person or family, you have a responsibility to respectfully challenge the professional or agency. The Somerset Students Safeguarding Board or the SSE Education Safeguarding Adviser can provide further advice on this matter.

Appendix E: SSCB referral routes Somerset Safeguarding Students Board

The SSCB has a statutory duty to co-ordinate how agencies work together to safeguard and promote the well-being of students and young people in Somerset and to ensure the effectiveness of the safeguarding arrangements.

Report a child at risk

If you are worried about a child or young person who could be in danger, please contact

- Children's Social Care on 0300 123 2224
- [About Children's Social Care](#)
- or the police

You can contact the police directly by dialling 101 and they will discuss with Children's Social Care what action should be taken. In an emergency always contact the police by dialling 999 or 112.

If you would like to speak to a social worker outside of office hours please phone the Emergency Duty Team (EDT) on 0300 123 23 27.

Appendix F: Radicalisation and Extremism

Radicalisation and Extremism is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups.

“Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas” (HM Government Prevent Strategy). Prevent is one part of the United Kingdom’s counter-terrorism strategy (CONTEST) and aims to stop people from being exposed to extreme ideologies and becoming radicalised. The CONTEST strategy is divided up into four priority objectives:

- Pursue – stop terrorist attacks
- Prepare – where we cannot stop an attack, mitigate its impact
- Protect – strengthen overall protection against terrorist attacks
- Prevent – stop people becoming terrorists and supporting violent extremism

It is an approach that involves many agencies and communities, to safeguard people who may be at risk of radicalisation. Since the publication of the Prevent Strategy, there has been an awareness of the specific need to safeguard students, young people and families from violent extremism. There have been attempts to radicalise vulnerable students and young people to develop extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

Keeping students safe from these risks is a safeguarding matter and should be approached in the same way as safeguarding students from other risks. Students should be protected from messages of all violent extremism.

To report concerns, contact the Regional Police Prevent Team:

Phone: 01179 455 536

Email: channelsw@avonandsomerset.pnn.police.uk

A record of all referrals will be kept and maintained on ‘My Concern’ on the relevant student’s profile.

Appendix G: County Lines and Dangerous Drugs

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of “deal line”.

Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move [and store] drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in several

locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes. Children are often recruited to move drugs and money between locations and are known to be exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection. Children can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

One of the ways of identifying potential involvement in county lines are missing episodes (both from home and school), when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism¹⁰³ should be considered. If a child is suspected to be at risk of or involved in county lines, a safeguarding referral should be considered alongside consideration of availability of local services/third sector providers who offer support to victims of county lines exploitation.

Further information on the signs of a child's involvement in county lines is available in guidance published by the [Home Office](#).

As part of the statutory duty on education providers to promote students' wellbeing, Richard Huish College has a clear role to play in preventing drug misuse as part of their pastoral responsibilities.

Searching and Confiscation Advice on searching and confiscations can be found in Screening, searching and confiscation, advice for head teachers, staff and governing bodies.

A record of all referrals will be kept on 'My Concern' on the relevant student's profile.

Appendix H: Restraint

What is reasonable force?

The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with students.

All members of college staff have a legal power to use reasonable force in certain circumstances. Staff who are likely to use reasonable force should be adequately trained in its safe and lawful use.

Staff should consider the impact on the students overall welfare, balanced against any actions taken.

The college follows the Department of Education, Use of reasonable force and other restrictive intervention in schools document [Use of reasonable force and other restrictive interventions guidance](#)

Appendix I: Changing for PE /Sport

Clear guidelines are recommended because:

- getting changed can make some students feel vulnerable
- getting changed can cause anxiety for some students
- staff can feel unsure about PE changing supervision and how to ensure that both students and adults are safe.

Changing areas

We need to consider the following things when organising changing facilities for students:

Where possible, use designated single-gender changing rooms or areas.

Richard Huish College will make adequate and sensitive arrangements for changing which consider the needs of students with disabilities and students from different religions, beliefs and cultural backgrounds or gender identity.

Appendix J: The SSCB

The Somerset Safeguarding Children Board (SSCB) is the statutory, multi-agency partnership with responsibility for coordinating, monitoring and challenging all activity relating to safeguarding children and young people living in Somerset.

The work of the SSCB is broad and varied but includes:

- Developing multi-agency policies and procedures for safeguarding
- Participating in the strategic planning of children's services
- Communicating the need to safeguard and promote the welfare of children to professionals and the public
- Conducting Serious Case Reviews when a child dies or is seriously harmed and abuse or neglect is suspected
- Ensuring procedures to ensure a coordinated response to unexpected child deaths
- Collecting and analysing information about all child deaths that occur in the area to identify issues of concern
- Providing multi-agency training and development to staff on safeguarding children

Appendix K: Intimate Care

Not applicable to Richard Huish College as such a provision would not be reasonably possible to provide here, as stated in accordance with our student Fitness to Study Protocol.

Appendix L: Professional Conduct and Safety

Our staff, volunteers and visitors are provided with clear guidance on professional behaviour and standards in the Staff Code of Conduct.

Use of personal mobile phones, smart technology, private email address etc. should not be used to communicate with parents or students about college. Social networks should be used professionally, and staff should not accept friend requests or current/former students as followers on any social media platforms. It is recommended that staff wait a minimum of 2 years from the date the student left the college before accepting these links.

Appendix M: Mental Health

All staff at Richard Huish College aware that mental health problems, in some cases, be an indicator that a student has suffered what is at risk of suffering abuse, neglect or exploitation. If staff have a mental health concern about a student it is also a safeguarding concern, the media action should be taken by speaking to the DSL or DDSL. This can be via contact them directly or raising concern through MyConcern. Staff can also contact the college Mental Health Lead.

Appendix N: LGBTQ+ and Gender-Questioning Students

The fact that a student maybe LGBTQ is not in itself an inherent risk factor for harm. However, students who are LGBTQ can be targeted by other students. Risks can be compounded where students who are LGBTQ lack a trusted adult whom they can be open. At Richard Huish College we endeavour to reduce the additional barriers faced by providing a safe space for LGBTQ students.

Students who are questioning their gender identity may require additional safeguarding support. Decisions relating to support should be child-centred, proportionate and based on the individual student's wellbeing, safeguarding needs and educational requirements.

Appendix O: Contextual Safeguarding

There is a need to widen our assessment of student's lives beyond the boundary of families to include potential risks posed within the wider community. The value of us

including environmental factors and the social relationships of students and young people within assessments, both family help and statutory intervention, should lead to safeguarding better reflecting the “areas in which children and young people exist... on street, on line and child to child.”

Appendix P: Boarding and Residential Accommodation (including Trips)

Richard Huish College recognises its responsibility to safeguard and promote the welfare of students during all residential activities, educational visits, field trips, sports tours, work experience placements involving overnight accommodation, and any other activity where accommodation is provided.

In accordance with Keeping Children Safe in Education 2026 (paragraphs 197-202), the College will ensure that accommodation arrangements are planned and managed in a manner that prioritises the safety, welfare, privacy, dignity and wellbeing of all students. Where sleeping accommodation is provided, room allocations and shared accommodation arrangements will be based on a student's biological sex. The College will not arrange for students of the opposite biological sex to share bedrooms, dormitories or other sleeping accommodation.

Where a student is questioning their gender identity, requests alternative accommodation arrangements, or circumstances otherwise require individual consideration, the College will undertake an appropriate safeguarding and welfare risk assessment. This assessment will consider:

- The safety, welfare, privacy and dignity of the student concerned.
- The safety, welfare, privacy and dignity of other students.
- The views of the student and, where appropriate, their parents or carers.
- The suitability of available accommodation.
- Any relevant medical, safeguarding or wellbeing considerations.

Alternative arrangements may be considered where appropriate and reasonably practicable. These may include the provision of a separate room or other suitable accommodation solutions. Any arrangements made will be recorded, communicated to relevant staff, and reviewed as necessary.

The Designated Safeguarding Lead (DSL), Educational Visits Co-ordinator (EVC), visit leader and other relevant senior staff will work together to ensure that accommodation arrangements for residential visits are lawful, proportionate, inclusive and consistent with safeguarding requirements.

All residential visit risk assessments must include consideration of accommodation arrangements and any safeguarding issues arising from room allocation, supervision, privacy, changing facilities and overnight welfare provision.

The College will ensure that all decisions relating to residential accommodation are made in the best interests of students and in accordance with current safeguarding legislation, statutory guidance and College safeguarding procedures.

Useful Contacts

Consultation Line for Children's Safeguarding Leads, 0300 123 3078
Somerset Direct (Children's and Adult's) 0300 123 2224

- CAMHS Telephone Advice Line (12.00pm to 2.00pm Monday to Friday)
- Mendip 01749 836561
- South Somerset 01935 384140
- West 01823 368368

GP's and Lead Professionals (9.00am to 4.00pm Monday to Friday)

- Family Help Advice Hub 01823 355803
- Emergency Duty Team (EDT) 0300 123 2327
- The National Domestic Abuse Helpline 0808 2000 247
- Prevent – Regional Police Prevent Team 01179 455536/539
- channelsw@avonandsomerset.pnn.police.uk

LGBTQ

- 2BU Somerset <https://www.2bu-somerset.co.uk/>

Other Services

- Somerset Drug and Alcohol Service (SDAS) 0300 303 8788
- Somerset Integrated Domestic Abuse Service (SIDAS) 0800 694 9999
- Somerset Partnership Integrated Therapy Service 0303 033 3002

Somerset Support for Education (SSE) [Support Services for Education](#)

Somerset Safeguarding Children's Partnership [Somerset Safeguarding Children Partnership](#)