



Safeguarding and Protecting Children and Vulnerable Adults Policy 2022(v2)

North Warwickshire and South Leicestershire
College

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Document History

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2	AP SSS	27.9.22	Status of Statutory Guidance - COVID 19 - removed as outdated. Updates required by KCSie 2022 Formatting changes.

Safeguarding and Protecting Children and Vulnerable Adults Policy 2022 (v2)

1. Introduction

- 1.1 North Warwickshire and South Leicestershire College fully recognises the contribution it can make to protect children and vulnerable adults and to support students in College. The aim of this policy is to safeguard and promote our students' welfare, safety and health by fostering an honest, open, caring and supportive climate. The students' welfare is of paramount importance.
- 1.2 Safeguarding and promoting the welfare of children is defined for the purposes of this Policy as:
 - i. protecting children from maltreatment.
 - ii. preventing impairment of children's mental and physical health or development.
 - iii. ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
 - iv. taking action to enable all children to have the best outcomes.
- 1.3 This Policy is consistent with:
 - i. The legal duty to safeguard and promote the welfare of children, as described in section 175 of the Education Act 2002 (or section 157 of the Education Act 2002 for independent schools and academies) and the statutory guidance "*Keeping Children Safe In Education - Statutory Guidance for Schools and Colleges*", September 2022 and "*Working Together to Safeguard Children*", 2015 (updated 2018).
 - ii. Safeguarding Warwickshire and Leicestershire and Rutland Safeguarding Children Partnership procedures, guidance for safeguarding children in line with Multi-Agency Partnerships Arrangements
 - iii. [Human Rights Act 1998 \(legislation.gov.uk\)](https://www.legislation.gov.uk)
 - iv. [Equality Act 2010: advice for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
 - v. [Public sector equality duty - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
 - vi. [Data Protection Act 2018 and UK GDPR \(www.gov.uk\)](https://www.gov.uk)
- 1.4 There are four main elements to our Child Protection Policy:
 - i. **Prevention** (e.g., positive College atmosphere, teaching and pastoral support to students, safer recruitment procedures).
 - ii. **Protection** (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to safeguarding concerns).
 - iii. **Support** (to students and College staff and to children and young people who may have been abused).
 - iv. **Working with parents/carers** (to ensure appropriate communications and actions are undertaken).
- 1.5 This Policy applies to all staff, Members, and visitors to the College. We recognise that safeguarding and child protection is the responsibility of all staff. We will ensure that all parents/carers and other working partners are aware of our safeguarding and child protection policy by mentioning it in our College prospectus, displaying appropriate information throughout the College and placing it on the College website and by raising awareness at meetings with parents/carers when or where appropriate.
- 1.6 Both Part five of KCSiE refers to "Child on Child Sexual Violence and Harassment" and Ofsted's "Review of Sexual Abuse in Schools and Colleges" published in June 2022 informs this Policy and the practices which underpin it. The College is committed to being free from all forms of harassment and abuse. It recognises that the Ofsted report shows students are sometimes reluctant to report abuse to their school or college due to concerns that they will not be believed, not taken seriously, or that their report will not be acted upon. We are committed to maintaining an open and responsive

culture which takes all concerns seriously and proactively removes barriers to reporting abuse, allowing students to achieve their highest possible outcomes within a safe and supportive College community.

- 1.7 The College recognises the difference between child-on-child abuse and peer on peer abuse. The term child on child abuse is referred to within the update to KCSiE 2022 in recognition that children can abuse children, this may include children of different ages for example a child aged 6 and another aged 16. In this context we would also refer to this as child-on-child abuse. In instances such as this the College will report and work to support any cases where our student may be an alleged victim or alleged perpetrator of child-on-child abuse.
- 1.8 The College also recognises that the students that we work with are not all children and abuse that could happen at college/online or off site between students which will be addressed as peer-on-peer abuse to be inclusive of the student demographic that we work with. The work we do to recognise, support, educate and manage situations of reported abuse between students will be dealt with in accordance with KCSiE and use terminology peer-on-peer abuse as appropriate.
- 1.9 The terminology peer-on-peer abuse will be used in College to describe abuse taking place between College students of all ages to remain inclusive.
- 1.10 Extended College Activities: where the Corporation provides services or activities directly under the supervision or management of College staff, the College's arrangements for safeguarding and child protection will apply. Where services or activities are provided separately by another body, the Corporation will seek assurance in writing that the body concerned has appropriate policies and procedures in place to safeguard and protect children and vulnerable adults and there are arrangements to liaise with the College on these matters where appropriate.

2. Safeguarding Commitment

- 2.1 The College adopts an open and accepting attitude towards young people and vulnerable adults, regardless of any protected characteristic, as part of its responsibility for pastoral care and safeguarding. Staff encourage young people and parents/carers to feel free to talk about any concerns and to see the College as a safe place when there are difficulties. Young people's worries and fears will be taken seriously, and they are encouraged to seek help from members of staff.
- 2.2 Our College will therefore:
 - i. Establish and maintain an ethos where young people feel secure and are encouraged to talk, and are listened to no matter what the level of concern;
 - ii. Ensure that young people know that there are adults in the College whom they can approach if they are worried or are in difficulty;
 - iii. Include in the curriculum and beyond, activities and opportunities which equip young people with the skills they need to stay safe from abuse (including online), and to know to whom they can turn to for help;
 - iv. Ensure every effort is made to establish effective working relationships with parents/carers, social workers and colleagues from other agencies;
 - v. Operate safer recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children and vulnerable adults, including identity, right to work, enhanced DBS criminal record and barred list (and overseas where needed), references, and prohibition from teaching or managing in schools (section 128).
- 2.3 **Safeguarding in the Curriculum:** young people are taught about safeguarding in College. The following areas are among those addressed at induction, in tutorials and in the wider curriculum:
 - i. bullying / cyberbullying / online safety
 - ii. drugs, alcohol and substance abuse;
 - iii. E-safety / internet safety;
 - iv. health and safety;

- v. road and driver safety;
- vi. domestic violence / relationships / consent;
- vii. so called “honour based” abuse issues (HBA) e.g. forced marriage, female genital mutilation (FGM);
- viii. child sexual exploitation (CSE) and child criminal exploitation (CCE);
- ix. preventing extremism and radicalisation (see Appendix 4);
- x. self-harming and risky behaviours.

3. Roles and Responsibilities

- 3.1 **General:** all adults working with or on behalf of children and vulnerable adults have a responsibility to safeguard and promote their welfare. This includes a responsibility to be alert to possible signs of abuse and to record and report concerns regardless of perceived severity via the online reporting system. The names of the Designated Safeguarding Lead and deputies for the current year are listed in Appendix 1.

All staff should have knowledge of the four different types of abuse (Emotional, Physical, Sexual and Neglect) as defined in *Keeping Children Safe in Education (2022)* and be able to recognise possible signs of these including unexplained changes in behaviour or personality, constant anxiety, self-harming, running away or going missing, social isolation, poor bond or relationships with parent, choosing to wear clothes which cover their body.

All staff should be aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. For example, children may feel embarrassed, humiliated, or being threatened. This could be due to their vulnerability, disability and/or sexual orientation or language barriers. This should not prevent staff from having a professional curiosity and speaking to the DSL if they have concerns about a child. It is also important that staff determine how best to build trusted relationships with children and young people which facilitate communication.(additional paragraph)

Part 5 in KCSiE specifies all staff should be able to reassure victims that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

All staff should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking and or alcohol misuse, deliberately missing education and consensual and non-consensual sharing of nude and semi-nude images and/or videos can be signs that children are at risk. Once an initial referral is made it will be passed to the safeguarding team via the referral process and the KCSiE Part 5 recommended flowchart will be used to inform the next steps and process that will be followed.

- 3.2 **Corporation:** in accordance with the Statutory Guidance *‘Keeping Children Safe in Education’ (September 2022)* the Corporation as the College’s governing body will ensure that:
- i. The College has a child protection/safeguarding policy, procedures and training in place which are effective and comply with the law at all times. The policy is made available publicly.
 - ii. The College operates safer recruitment practices, including appropriate use of references and checks on new staff and volunteers. At least one member of staff on each interview panel will have undertaken ‘Safer Recruitment Training’.
 - iii. There are procedures for dealing with allegations of abuse against members of staff and volunteers (see *Management of Allegations against Staff and Volunteers Policy*).
 - iv. There is a senior member of the College’s leadership team who is designated to take lead responsibility for dealing with child protection (the “Designated Safeguarding Lead”) and there is always cover for this role with appropriate arrangements for before/after College and out of term time activities.

- v. The Designated Safeguarding Lead (DSL) undertakes effective Local Authority training (in addition to basic child protection training) and this is refreshed every two years. In addition to this formal training, their knowledge and skills are updated at regular intervals (at least annually) via safeguarding e-briefings etc.
- vi. The Principal, College Governors, and all other staff and volunteers who work with children (including early years practitioners within settings on the College site), undertake appropriate training which is regularly updated (at least every two years in compliance with the local authority Safeguarding Practices); and that new staff and volunteers who work with children are made aware of the College's arrangements for child protection and their responsibilities (*including this policy and Part 1 of 'Keeping Children Safe in Education' 2022*). The Local Authority Induction leaflet, "Safeguarding in Education Induction - Child Protection Information, Safer Working Practice" will be used as part of this induction.
- vii. The Governing body should ensure the College has appropriate filters and monitoring systems in place and regularly review their effectiveness. (new addition)
- viii. Any deficiencies or weaknesses brought to the attention of the Corporation will be rectified without delay.
- ix. Chair of the Corporation (or, in the absence of a Chair, the Vice Chair) deals with any allegations of abuse made against the Principal, in liaison with the Local Authority Designated Officer (LADO).
- x. Effective policies and procedures are in place and updated annually including a behaviour "code of conduct" for staff and volunteers.
- xi. There is an individual member of the Corporation who will champion issues to do with safeguarding children and child protection within the College, liaise with the Designated Safeguarding Lead, and provide information and reports to the Corporation;
- xii. The College contributes to multi-agency working in line with statutory guidance "*Working Together to Safeguard Children*", including engagement with the "three safeguarding partners" approach (Local authority, clinical commissioning group and the chief officer or Police). Multi-agency working will also include providing a co-ordinated offer of Early Help for children who require this. This Early Help may be offered directly through College provision or via referral to an external support agency (e.g. Supporting Leicestershire Families/ Warwickshire Early Help & Targeted Support). Safeguarding arrangements take into account the procedures and practice of the local authority as they are expressed through the Safeguarding Partners teams.
- xiii. The College Governing body and proprietors are aware of their obligations under the Human Rights Act 1998, the Equality Act 2010, (including the Public Sector Equality Duty).

3.3 Principal: the Principal of the College will ensure that:

- i. The policies and procedures adopted by the Corporation are effectively implemented and followed by all staff.
- ii. Sufficient resources and time are allocated to enable the Safeguarding Lead and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- iii. Effective safeguarding practices are in place that adhere to statutory guidance "*Working Together to Safeguard Children*", Safeguarding Partners guidance, *Keeping Children Safe in Education (September 2022)* and Ofsted's Education Inspection Framework.
- iv. Allegations of abuse or concerns that a member of staff or adult working at College may pose a risk of harm to a child or young person are notified to the Local Authority Designated Officer.
- v. All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner. The NSPCC whistle blowing helpline number is also available (0800 028 0285).
- vi. All staff are made aware that they have an individual responsibility to pass on any concerns relating to a child's welfare, including safeguarding concerns, immediately, following guidelines

laid out in Appendix 2. And that if all else fails to report these directly to Children's Social Care (Children's Services) Adult Social Care or the Police.

- vii. Staff should not assume a colleague or another professional will have reported on or acted upon a concern.

3.4 **Designated Safeguarding Lead:** the responsibilities of the Designated Safeguarding Lead are found in Annex B of 'Keeping Children Safe in Education' and include:

- i. Provision of information to the Safeguarding Partners on safeguarding and child protection in compliance with section 14B of the Children Act 2004.
- ii. Liaison with the Corporation and the local authority on any deficiencies brought to the attention of the Corporation and how these should be rectified without delay.
- iii. Management and referral of cases of suspected abuse to Specialist Services First Response Children's Duty or MASH (and/or Police where a crime may have been committed).
- iv. Act as a source of support, advice and expertise within the College.
- v. To attend and contribute to child protection conferences when required.
- vi. Be alert to the specific needs of children in need, those with special educational needs and disabilities and young carers.
- vii. Ensure each member of staff has access to and understands the College's child protection policy especially new or part-time staff who may work with different educational establishments.
- viii. Ensure all staff have induction training covering child protection, staff behaviour, recognising and reporting all safeguarding concerns, children who go missing from education and the role and identity of the DSL (and deputies). All staff will also be issued with Part 1 of "*Keeping children safe in education*".
- ix. Keep detailed, accurate and secure written records of concerns and referrals.
- x. Obtain access to resources and effective training for all staff and attend refresher training courses every two years. Keep up to date with new developments in safeguarding by accessing briefings and journals at least annually.
- xi. Where young people leave the College, ensure their safeguarding file is handed to the Designated Safeguarding Lead and signed for in the new school/College as soon as is possible to do so.
- xii. Maintain and monitor child protection records, including monitoring and acting upon individual concerns, patterns of concerns (e.g. children who repeatedly go missing) or complaints, in accordance with the section on "Records, Monitoring and Transfer" below.

4. Records, Monitoring and Transfer

- 4.1 Well-kept records are essential to good child protection practice. All staff are clear about the need to record, and report concerns about a child or children within the College. The Designated Safeguarding Lead is responsible for such records and for deciding at what point these records should be passed over to other agencies.
- 4.2 Records relating to actual or alleged abuse or neglect are stored apart from normal student or staff records. Normal records sometimes have markers to show that there is sensitive material stored elsewhere. This is to protect individuals from accidental access to sensitive material by those who do not need to know.
- 4.3 Child protection records are stored securely, with access confined to specific staff, e.g. Designated Safeguarding Leads and the Principal.
- 4.4 Child protection records are reviewed regularly to check whether any action or updating is needed. This includes monitoring patterns of complaints or concerns about any individuals and ensuring these are acted upon.

- 4.5 When students transfer from school or College their safeguarding records are also transferred when appropriate. Safeguarding records will be transferred separately from other records and best practice is to pass these directly to a Designated Safeguarding Lead in the receiving school or College, with any necessary discussion or explanation and to obtain a signed and dated record of the transfer. The DSL should also consider if it would be appropriate to share any information with the new school/College in advance of a child leaving to enable support to be put in place in advance of the move. In the event of a child moving out of area and a physical handover not being possible then the most secure method should be found to send the confidential records to a named Designated Safeguarding Lead and a photocopy kept. Files requested by other agencies e.g. Police are subject to the College Personal Data Sharing Procedure and should be copied and stored.
- 4.6 The effectiveness of this policy will be ensured through;
- i. Annual review of the Safeguarding Policy by the Corporation.
 - ii. Informing the Corporation annually as to how staff have complied with the policy; this will include termly/annual reports.
 - iii. The Safeguarding Task Force will guide and monitor the College's work via termly meetings and safeguarding and prevent action plans. The task force will include a link member of the Corporation.

5. Support to Students and College Staff

- 5.1 **Support to Students:** our College recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and view the world in a positive way, we practice an awareness of Adverse Childhood Experiences and Trauma informed practice. For such children, College may be one of the few stable, secure and predictable components of their lives. Other students may be vulnerable because, for instance, they have a disability, are in care, or are experiencing some form of neglect. Our College seeks to remove any barriers that may exist in being able to recognise abuse or neglect in students with Special Educational Needs or Disabilities. We will seek to provide such students with the necessary support and to build their self-esteem and confidence.
- 5.2 **Peer on Peer (or Child on Child) Abuse:** The College recognises safeguarding issues can manifest themselves via peer-on-peer abuse and that children and vulnerable young adults sometimes display abusive behaviour themselves and that such incidents or allegations must be referred on for appropriate support and intervention. Such abuse will not be tolerated or passed off as “banter”, “just having a laugh” or “part of growing up”.

All College staff are advised to maintain an attitude of “**it could happen here**” this is included in all staff training.

This abuse could for example include:

- i. bullying (including cyberbullying);
- ii. physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- iii. sexual violence, such as rape, assault by penetration and sexual assault;
- iv. sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse;
- v. upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm (this is now a criminal offence);
- vi. consensual and non-consensual sharing of nude and semi-nude images and/or videos;
- vii. initiation/hazing type violence and rituals.

- 5.3 **Peer on Peer (or Child on Child) Sexual Violence and Sexual Harassment:** All reports of peer-on-peer sexual violence and sexual harassment will be taken seriously. The victim will be made aware of this, along with reassurance that steps will be taken to keep them safe and well supported.

Reports of Peer-on-Peer sexual violence and sexual harassment should be reported to the Designated Safeguarding Lead (or deputy), in line with local procedures for all other safeguarding concerns. As with all other reports of a safeguarding nature, confidentiality cannot be promised at this stage. Local procedures for referring concerns to appropriate external agencies also apply, in order to keep the victim safe. The KCSiE 2022 Part five flow chart will be used to inform next steps and support protocols.

The Designated Safeguarding Lead (or deputy) will act as the main point of contact for the College with Police, Social Care and any other services supporting the victim.

When dealing with allegations and incidents of sexual violence and sexual harassment, it is recognised that some situations are statutorily clear:

- i. A child under the age of 13 can never consent to any sexual activity.
- ii. The age of consent is 16.
- iii. Sexual intercourse without consent is rape.
- iv. Rape, assault by penetration and sexual assault are defined in law.
- v. Creating and sharing sexual photos and videos of under-18s is illegal. This includes children making and sharing sexual images and videos of themselves.

See Appendix 6 for more information

- 5.4 **Domestic Abuse:** Can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

The Safeguarding Team will always consider the importance of understanding intra-familial harms and any necessary support for siblings following incidents.

- 5.5 **Technology:** All staff should be aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face-to-face. In many cases abuse will take place concurrently via online channels and in daily life. Children can also abuse their peers online, this can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography, to those who do not want to receive such content.

- 5.6 **Children Missing from Education:** Our College recognises the entitlement that all children have to education and will work closely with the local authority to share information about students who may be missing out on full time education or who go missing from education.

- 5.7 **Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)**

Both CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

Child Criminal Exploitation (CCE): Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others.

Children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and they are not treated as victims despite the harm they have experienced. They may still have been criminally exploited even if the activity appears to be something they have agreed or consented to.

It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

Child Sexual Exploitation (CSE): CSE is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet.

CSE can occur over time or be a one-off occurrence and may happen without the child's immediate knowledge e.g. through others sharing videos or images of them on social media.

CSE can affect any child, who has been coerced into engaging in sexual activities. This includes 16 and 17 year olds who can legally consent to have sex. Some children may not realise they are being exploited e.g. they believe they are in a genuine romantic relationship.

County lines is a form of CCE – see Appendix 7

- 5.8 **So-called 'honour-based' abuse:** (HBA): encompasses crimes which have been committed to protect or defend the so-called "honour" of the family and/or the community, including Female Genital Mutilation (FGM) forced marriage, and practices such as breast ironing.
- 5.9 **Private Fostering Arrangements:** Where a child under 16 (or 18 with a disability) is living with someone who is not their family or a close relative for 28 days or more, staff inform the Designated Safeguarding Lead so that a referral to Children's Social Care for a safety check, can be made. (A close relative includes step-parent, grandparents, uncle, auntie or sibling).
- 5.10 **Looked After Children and Previously Looked After Children:** Children that fall into this category are either currently in the care system or will have previously been in the care system. The College will ensure that:
- i. Identify an appropriately trained teacher to take the lead responsibility in promoting the educational achievement of students within this cohort
 - ii. Ensure that relevant staff have the information, skills, knowledge and understanding to keep looked after children safe
 - iii. Ensure they participate in multi-agency working to safeguard students from within this cohort
- 5.11 **Children with a Social Worker:** The College recognises that when a child has a social worker, that is an indicator that they may be more vulnerable to harm than other children as well as facing barriers to educational attainment in relation to attendance, learning, behaviour and poor mental health issues. The College will take those issues and needs into account when making plans to support children who have a social worker.
- 5.12 **Serious Violence:** All staff should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by or are involved with individuals with criminal networks or gangs.

All staff should be aware of the range of risk factors which increase the likelihood of involvement in serious violence, such as being male, having been frequently absent or permanently excluded from

school, having experienced child maltreatment and having been involved in offending, such as theft or robbery.

- 5.13 **Forced Marriage:** Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. All concerns with regards to forced marriage should be reported to the Designated Safeguarding Lead (or deputy) in line with College procedures. The Designated Safeguarding Lead (or deputy) will liaise with external agencies as appropriate to support the victim.

- 5.14 **Female Genital Mutilation (FGM):** Section 5B of the *Female Genital Mutilation Act 2003* and section 74 of the *Serious Crime Act 2015* places a mandatory duty on teachers along with social workers and healthcare professionals to report to the police where they discover that FGM appears to have been carried out on a girl under 18 or where a girl discloses that she has undergone FGM. The College's response to FGM will take into account the government guidance, "Multi-agency statutory guidance on female genital mutilation" April 2016. Staff will also follow the established safeguarding procedure by reporting any such concerns to the Designated Safeguarding Lead and a report must also be made to the Police.

There will be a considered safeguarding response towards any girl who is identified as being at risk of FGM (e.g. there is a known history of practising FGM in her family, community or country of origin) which may include sensitive conversations with the girl and her family, sharing information with professionals from other agencies and/or making a referral to Children's Social Care. If the risk of harm is imminent there are a number of emergency measures that can be taken including police protection, an FGM protection order and an Emergency Protection Order.

Complaints or concerns raised by parents/carers or students will be taken seriously and followed up in accordance with the College's complaints process.

- 5.15 **Support for Staff:** As part of their duty to safeguard and promote the welfare of children and young people staff may hear information, either from the child/young person as part of a disclosure or from another adult that will be upsetting. Where a member of staff is distressed as a result of dealing with a child protection concern, he/she should in the first instance speak to the Designated Safeguarding Lead about the support they require. The Designated Safeguarding Lead will seek to arrange the necessary support.
- 5.16 **Contextual Safeguarding:** All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the school or College and/or can occur between children outside of these environments. All staff, but especially the designated safeguarding lead (and deputies) will consider whether children are 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 exploitation, criminal exploitation, and serious youth violence.
- 5.17 **Mental Health:** All staff should be 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.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Education staff, however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences, can impact on their mental health, behaviour, and education.

Colleges can access a range of advice to help them identify children in need of extra mental health support, this includes working with external agencies. More information can be found in the [mental health and behaviour in schools guidance](#); Colleges may also wish to follow this guidance as best

practice. Public Health England has produced a range of resources to support secondary school teachers to promote positive health, wellbeing and resilience among children.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by speaking to the designated safeguarding lead or a deputy.

- 5.18 **Online Safety:** As the College increasingly encourages students to work online, it is essential that children are safeguarded from potentially harmful and inappropriate online material. As such, the College will make use of the Smoothwall monitoring system in order to flag concerning or inappropriate digital content, including extremist material. The College tutorial programme will also teach online safety as part of an ongoing programme begun during the induction process. The College will also ensure the regular safeguarding updates for all delivery staff will include training on safeguarding during remote education.

6. Working with Parents/Carers

6.1 The College will:

- i. Ensure that parents/carers have an understanding of the responsibility placed on the College and staff for child protection by setting out its obligations on the College website
- ii. Undertake appropriate discussion with parents/carers prior to involvement of Children & Family Services Children's Social Care or another agency, unless to do so would place the child at risk of harm or compromise an investigation.
- iii. The College will request at least two emergency contact numbers for each child, and ask for an email address for parents / carers
- iv. Reinforce the importance of online safety

7. Other Relevant Policies

7.1 The Corporation's statutory responsibility for safeguarding the welfare of children goes beyond simply child protection. The duty is to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies, for instance:

- i. Student Bullying and Harassment Policy;
- ii. Health and Safety Policy;
- iii. Student Conduct Policy;
- iv. Staff Disciplinary Policy;
- v. Staff code of conduct;
- vi. Management of Allegations Against Staff and Volunteers Policy;
- vii. Social Media Staff Use Policy;
- viii. Link Members' Scheme;
- ix. Personal and Professional Relationships at Work Policy;
- x. Acceptable ICT Usage Policy;
- xi. IT Security Policy;
- xii. Staff Grievance Procedure;
- xiii. Public Interest Disclosure Policy;
- xiv. Placement Vetting Procedure;
- xv. DBS and Safer Recruitment Policy;

- xvi. North Warwickshire and South Leicestershire Prevent Strategy;
 - xvii. Drugs & Alcohol Guidelines;
 - xviii. Mental Health Strategy;
 - xix. Prevent Action Plan;
 - xx. Freedom of Expression Policy.
- 7.2 The above list is not exhaustive but when undertaking development or planning of any kind the College will consider the implications for safeguarding and promoting the welfare of children.

8. Recruitment and Selection of Staff

- 8.1 The College's safer recruitment processes follow the Statutory Guidance: *Keeping children safe in education September 2022*.
- 8.2 The College will provide all the relevant information in references for a member of staff about whom there have been concerns about child protection / inappropriate conduct. Cases in which an allegation has been proven to be unsubstantiated, unfounded, false or malicious will not be included in employer references. A history of repeated concerns or allegations which have all been found to be unsubstantiated, malicious etc. will also not be included in a reference.
- 8.3 The College has an open safeguarding ethos regularly addressing safeguarding responsibilities during staff meetings and fostering an ongoing culture of vigilance. All new staff and volunteers receive a safeguarding induction and are briefed on the code of conduct for adults working with children.
- 8.4 In line with statutory requirements, every interview panel for College staff will have at least one member (teacher/manager or governor) who has undertaken safer recruitment training.
- 8.5 Staff and volunteers who provide early years or later years childcare and any managers of such childcare are covered by the disqualification regulations of the Childcare Act 2006 and are required to declare relevant information - see statutory guidance: 'Disqualification under the Childcare Act 2006' (February 2015).
- 8.6 The College maintains a single central record (SCR) of all staff who work at the College. The record is able to evidence that the following checks have been carried out or certificates obtained and the date on which each check was completed/certificate obtained:
- i. An identity check;
 - ii. A barred list check;
 - iii. An enhanced DBS check/certificate;
 - iv. A prohibition from teaching check;
 - v. Further checks in people who have lived or worked outside the UK;
 - vi. A check of professional qualifications;
 - vii. A check to establish the person's right to work in the United Kingdom.
 - viii. Details of whether the persons position involves relevant activity (e.g. regularly caring for, training, supervising or being solely in charge of persons aged under 18)
 - ix. For supply staff, the College will include whether written confirmation has been received from the employment business supplying the staff member, to say that relevant checks and certificates have been seen, including the date this was completed

Appendix 1

Key Contacts

Named Staff and Contacts

- i. Designated Safeguarding Lead: Katy Urwin, Assistant Principal Student Experience and Support
- ii. Deputy Designated Safeguarding Lead/s: Andrew Howarth, Student Experience Manager, Lindsay Parker, Team Leader Pastoral
- iii. Prevent Single Point of Contact (SPOC) : Katy Urwin, Assistant Principal Student Experience and Support
- iv. Designated Person for Children in Care: Katy Urwin, Assistant Principal Student Experience and Support
- v. Nominated Safeguarding Member: Prof. Ray Linforth

The Designated Safeguarding Lead or their Deputy would normally be responsible for contacting the Local Authority or external agencies. In the event of a serious risk where one of the above designated team is unavailable the contact details are as follows:

Safeguarding Contacts Warwickshire County Council

- i. All child protection referrals should be made to the Warwickshire Children and Families Front Door (Formerly Multi-Agency Safeguarding Hub or MASH) by completing a Multi-Agency Referral Form (MARF) and submitting it to mash@Warwickshire.gov.uk. The form can also be completed online.
- ii. All **urgent** child protection referrals (where there is an immediate concern about a child's safety), should be made in the first instance by telephoning Front Door on 01926 414144. This should be followed by submission of a MARF as above.
- iii. Outside of office hours, immediate concerns about a child should be referred to the Emergency Duty Team on telephone number 01926 886922.
- iv. Staff may seek support directly from the Education Safeguarding Manager should they consider that necessary.

Education Safeguarding Manager: 01926 742525

educationsafeguarding@warwickshire.gov.uk

Adult Social Services: 01926 410410

Early Help & Targeted Support: 01926 410410

LADO/Allegations: 01926 414144 (or via email) lado@warwickshire.gov.uk

Safeguarding contacts Leicestershire County Council

- i. All urgent child protection referrals (where there is an immediate concern about a child's safety), should be made to First Response Children's Duty on 0116 305 0005 (24 hour line)
- ii. All child protection referrals should be submitted via a Multi-Agency Referral Form (MARF) which can be located at <https://resources.leicestershire.gov.uk/education-and-children/child-protection-and-safeguarding/multi-agency-referral-form-for-early-help-and-social-care-services-marf>

LADO / Allegations: 0116 305 7597

Safeguarding Development Officers: 0116 305 7750 and 0116 3057317

Early Help – Request for Services: 0116 305 0005 or via online form at

<https://resources.leicestershire.gov.uk/education-and-children/child-protection-and-safeguarding/early-help>

Procedure to Follow In Cases of Possible, Alleged or Suspected Abuse, Or Serious Cause for Concern about a Child

Contents

A	General
B	Individual Staff/Volunteers/Other Adults - main procedural steps
C	Designated Safeguarding Lead – main procedural steps

A. General

- i. The local Safeguarding Partners outline the inter-agency processes, protocols and expectations for safeguarding children in each county. <https://westmidlands.procedures.org.uk/>
The Designated Safeguarding Lead is expected to be familiar with these, particularly the referral processes.
- ii. It is important that all parties act swiftly and avoid delays.
- iii. Any person may seek advice and guidance from the First Response Children’s Duty Professionals Consultation Line, or the MASH particularly if there is doubt about how to proceed. Any adult, whatever their role, can take action in his/her own right to ensure that an allegation or concern is investigated and can report to the investigating agencies.
- iv. Written records, dated and signed, must be made to what has been alleged, noticed and reported, and kept securely and confidentially.
- v. In many cases of concern there will be an expectation that there have already been positive steps taken to work with parents/carers and relevant parties to help alleviate the concerns and effect an improvement for the child. This is appropriate where it is thought a child may be in need in some way and require assessment to see whether additional support and services are required. An example might be where it is suspected a child may be the subject of neglect. In most cases the parents’/carers’ knowledge and consent to the referral are expected, unless there is reason for this not being in the child’s interest. However, there will be circumstances when informing the parent/carer of a referral that might put the child/vulnerable adult at risk, and in individual cases advice from Children’s/Adult Social Care will need to be taken.

B. Individual Staff / Volunteers / Other Adults Main Procedural Steps

- i. When a child makes a disclosure, or when concerns are received from other sources, **do not** investigate, ask leading questions, examine children, or promise confidentiality. Children making disclosures should be reassured and if possible, at this stage should be informed what action will be taken next.
- ii. As soon as possible write a dated, timed and signed note of what has been disclosed or noticed, said or done and report to the Designated Safeguarding Lead via the online system.
- iii. If the concern involves the conduct of a member of staff or volunteer, a visitor, a governor, a trainee the allegations procedure should be followed(See appendix 2) if involving another young person or child, the Designated Safeguarding Lead should be informed.
- iv. If the allegation is about the Principal, the information should normally be passed to the Chair of the Corporation or the Local Authority Allegations Manager (LADO).
- v. If this has not already been done, inform the child (or other party who has raised the concern) what action you have taken.

Appendix 2

C. Designated Safeguarding Lead - Main Procedural Steps

- i. Begin a case file which will hold a record of communications and actions related to all reported safeguarding concerns, to be stored securely. This is created using the online system. Records should include:
 - a clear and comprehensive summary of the concern;
 - details of how the concern was followed up and resolved;
 - a note of any action taken, decisions reached and the outcome.
- ii. Where initial enquiries do not justify a referral to the investigating agencies, inform the initiating adult and monitor the situation. If in doubt, seek advice from the First Response /Front Door professionals' consultation line.
- iii. Share information confidentially with those who need to know. Refer to the College Personal Data Sharing Procedure for further detailed guidance when sharing personal information with any 3rd party, including parents, local authorities, police and other agencies.
- iv. If, there is a risk of immediate serious harm to a child a referral will be made to Children's Social Care immediately.
- v. If the concern is about children using sexually abusive behaviour, refer to the separate guidance.
- vi. If it appears that urgent medical attention is required arrange for the student to be taken to hospital (normally this means calling an ambulance) accompanied by a member of staff who must inform medical staff that non-accidental injury is suspected. Parents/carers must be informed that the student has been taken to hospital.
- vii. Exceptional circumstances: If it is feared that the child might be at immediate risk on leaving the College, take advice from the First Response Professionals Consultation line/Front Door (for instance about difficulties if the College day has ended, or on whether to contact the police). Remain with the child until the Social Worker takes responsibility. If in these circumstances a parent arrives to collect the child, the member of staff has no right to withhold the child, unless there are current legal restrictions in force (e.g. a restraining order). If there are clear signs of physical risk or threat, First Response Children's Duty should be updated, and the Police should be contacted immediately.

Appendix 3

Process For Dealing With Allegations against Staff (Including The Principal), Supply Teachers and Volunteers Are Contained Within The Policy Document ‘Management Of Allegations against Staff and Volunteers’.

These procedures should be followed in all cases in which there is an allegation or suspicion that a person working with children has:

- i. behaved in a way that has harmed a child, or may have harmed a child;
- ii. possibly committed a criminal offence against or related to a child; or
- iii. behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.
- iv. behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Low Level Concerns

NWSLC encourages an open and transparent culture enabling us to identify concerning, problematic or inappropriate behaviour from staff early; minimising the risk of abuse; and ensuring that adults working in or on behalf of the College are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of our institution.

A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ - that an adult working in or on behalf of the school or College may have acted in a way that:

- i. is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and
- ii. does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- i. being over friendly with children;
- ii. having favourites;
- iii. taking photographs of children on their mobile phone;
- iv. engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
- v. using inappropriate sexualised, intimidating or offensive language from specific circumstances, through to that which is ultimately intended to enable abuse.

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not.

Any such concern should be shared with the Designated Safeguarding Lead or Deputy directly.

Relevant documents:

- i. DfE “Keeping children safe in education: Statutory guidance for schools and Colleges” September 2022 (part 4: Allegations of abuse made against teachers and other staff)
- ii. Management of Allegations against Staff and Volunteers Policy

Appendix 4

Safeguarding Students Who Are Vulnerable To Extremism and Radicalisation

Our College recognises the duties placed on us by the Counter Terrorism Bill (July 2015) to prevent our students being drawn into terrorism.

These include:

- i. Assessing the risk of students being drawn into terrorism
- ii. Working in partnership with relevant agencies including local authorities and police
- iii. Staff training on the Prevent Strategy and causes / signs of extremism
- iv. Appropriate online filtering

Our College is committed to actively promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs; the students are encouraged to develop and demonstrate skills and attitudes that will allow them to participate fully in and contribute positively to life in modern Britain.

There is a current threat from terrorism in the UK and this can include the exploitation of vulnerable young people, aiming to involve them in terrorism or to be active in supporting terrorism.

Our College seeks to protect children, young people and vulnerable adults against the messages of all violent extremism including but not restricted to those linked to Islamist Ideology, Far Right / Neo Nazi / White Supremacist ideology etc. Concerns should be referred to the Designated Safeguarding Lead (DSL) who has local contact details for Prevent and Channel referrals. They will also consider whether circumstances require Police to be contacted.

The College policy and procedures around the Prevent Duty are contained separately in:

- NWSLC Prevent Strategy
- NWSLC Prevent Action Plan
- NWSLC Prevent Risk Assessment

Appendix 5

Definitions

- i. 'Child' means a person under 18 years of age.
- ii. 'Vulnerable Adult' means an adult (a person aged 18 or over) who is or may be in need of community care services by reason of mental or other disability, age, illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.
- iii. 'Staff' means all those working for or and on behalf of the College, full time or part time.
- iv. 'The College' means North Warwickshire and South Leicestershire College.
- v. 'Designated Safeguarding Lead' (DSL) means the person designated within the College to be responsible for operation of the policy and procedures. He/she will ensure the Principal is kept informed of any incidents as appropriate. The DSL (and deputies) are most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns
- vi. 'DBS' means Disclosure and Barring Service
- vii. 'LADO' means the Local Authority Designated Officer or Allegations Manager

Child on Child Sexual Violence, Sexual Harassment and Online harmful Behaviours

The College recognises the responsibilities placed on it by the publication of the guidance 'Sexual violence and sexual harassment in schools and Colleges December 2017 (DfE) and in Keeping Children Safe in Education September 2022 (DfE) and specifically Part 5 Child-on-child sexual violence and sexual harassment in that Colleges should be aware of their obligations under the European Convention on Human Rights and the Equality Act 2010 and apply this when dealing with cases of sexual violence and sexual harassment.

- i. The College's approach to sexual violence and sexual harassment reflect and is part of the broader approach to Safeguarding.
- ii. Guidelines on how sexual violence and sexual harassment is dealt with are clear and transparent and informed by Part 5 of KCSiE 2022
- iii. Staff are provided with training to enable them to follow the guidelines.
- iv. Education is provided to students on issues such as healthy relationships, consent etc.
- v. The College recognises that external specialist organisations may also offer advice and support.

Dealing with allegations and incidents of sexual violence and sexual harassment:

The designated safeguarding lead (or a deputy) will lead the College's response, in line with KCSiE 2022 Part 5 Flow Chart and local process for referrals to children's social care and making reports to the police.

Online concerns can be especially complicated. Support is available at:

- i. The UK Safer Internet Centre provides an online safety helpline for professionals at 0344 381 4772 and helpline@saferinternet.org.uk. The helpline provides expert advice and support for school and College staff with regard to online safety issues and will be especially useful for the designated safeguarding lead (and their deputies) when a report of sexual violence or sexual harassment includes an online element.
- ii. Sharing indecent images of a child (including by children) is a crime: UKCCIS advice provides support to schools and Colleges
- iii. Thinkuknow from CEOP provides support for the children's workforce, parents and carers on staying safe online.
- iv. Additional guidance can be found on this link here: Harmful online challenges and online hoaxes - GOV.UK (www.gov.uk)

A Report Of Child On Child Sexual Violence And Sexual Harassment

All reports of child on child sexual violence and sexual harassment will be taken seriously. The victim will be made aware of this, along with reassurance that steps will be taken to keep them safe and well supported.

Reports of child on child sexual violence and sexual harassment should be reported to the Designated Safeguarding Lead (or deputy), in line with local procedures for all other safeguarding concerns and then the KCSiE Part Five guidance will be enacted. As with all other reports of a safeguarding nature, confidentiality cannot be promised at this stage local procedures for referring concerns to appropriate external agencies also apply, in order to keep the victim safe.

The Designated Safeguarding Lead (or deputy) will act as the main point of contact for the College with Police, Social Care and any other services supporting the victim.

Considering Confidentiality and Anonymity

The victim may ask the College not to tell anyone about the sexual violence or sexual harassment. If the victim does not give consent to share information, staff may still lawfully share it, if it can be justified to be in the public interest, for example, to protect children from harm and to promote the welfare of children. The designated safeguarding lead (or a deputy) will consider the following:

- Parents or carers should normally be informed (unless this would put the victim at greater risk).

Appendix 6

- The basic safeguarding principle is: if a child is at risk of harm, is in immediate danger or has been harmed a referral should be made to children's social care.
- Rape, assault by penetration and sexual assaults are crimes. The starting point is that reports should be passed to the police.

If the designated Safeguarding lead (or a deputy) do decide to go ahead and make a referral to children's social care and/or a report to the police against the victim's wishes, this should be handled extremely carefully, the reasons should be explained to the victim and appropriate specialist support offered.

Anonymity

In addition to the legal protections, as a matter of effective Safeguarding practice, the College will do all it reasonably can to protect the anonymity of any children involved in any report of sexual violence or sexual harassment. Amongst other things, this will mean carefully considering, based on the nature of the report, which staff should know about the report and any support that will be in place for the children involved.

Risk Assessment

When there has been a report of sexual violence, the designated safeguarding lead (or a deputy) will make an immediate risk and needs assessment. Where there has been a report of sexual harassment, the need for a risk assessment should be considered on a case-by-case basis. The risk and needs assessment should consider:

- i. The victim.
- ii. The alleged perpetrator.
- iii. The other children (and, if appropriate) staff at the College.

Children sharing a classroom: Initial considerations when the report is made

Any report of sexual violence is likely to be traumatic for the victim. However, reports of rape and assault by penetration are likely to be especially difficult with regard to the victim and close proximity with the alleged perpetrator is likely to be especially distressing. Whilst the College establishes the facts of the case and starts the process of liaising with children's social care and the police, the alleged perpetrator should be removed from any classes they share with the victim. The College should also consider how best to keep the victim and alleged perpetrator a reasonable distance apart on College premises and on transport to and from the school or College where appropriate. These actions are in the best interests of both children and should not be perceived to be a judgment on the guilt of the alleged perpetrator.

For other reports of sexual violence and sexual harassment, the proximity of the victim and alleged perpetrator and considerations regarding shared classes, sharing College premises and College transport, should be considered immediately.

In all cases, the initial report should be carefully evaluated, reflecting the wishes of the victim, the nature of the allegations and the protection of all children in the College will be especially important when considering any immediate actions.

Early Help

Where a report has been made to the police, the College will consult the police and agree what information can be disclosed to staff and others, in particular the alleged perpetrator and their parents or carers. The College will also discuss the best way to protect the victim and their anonymity.

Considering Bail Conditions

From April 2017, the use of police bail has been dramatically reduced and will only be used when deemed necessary and proportionate in exceptional circumstances. Consideration will be given to less invasive options to safeguard victims and witnesses and the administration of justice. Therefore, it is less likely that

Appendix 6

a child attending College will be on police bail with conditions attached if there are alternative measures to mitigate any risk.

In the absence of bail conditions, when there is a criminal investigation, early engagement and joined up working between the College, children's social care and the police will be critical to support the victim, alleged perpetrator and other children involved (especially potentially witnesses). Where required, advice from the police should be sought in order to help the school or College manage their safeguarding responsibilities.

The term "Released Under Investigation or RUI" will replace those previously on bail for offences in circumstances that do not warrant the application of bail to either re-attend on a particular date or to include conditions preventing activity or in some cases ensuring compliance with an administrative process.

Where bail is deemed proportionate and necessary, as above, the College should work with children's social care and the police to manage any implications and safeguard their children. An important consideration will be to ensure that the victim can continue in their normal routine, including continuing to receive a suitable education.

Managing Any Delays in the Criminal Process

There may be delays in any case that is being progressed through the criminal justice system. The College will not wait for the outcome (or even the start) of a police investigation before protecting the victim, alleged perpetrator and other children in the College. The risk assessment will help inform any decision.

Whilst protecting children and/or taking any disciplinary measures against the alleged perpetrator, it will be important for the designated Safeguarding lead (or a deputy) to work closely with the police (and other agencies as required), to ensure any actions the College take do not jeopardise the police investigation.

If the College has questions about the investigation, they will ask the police. The police will help and support the College as much as they can (within the constraints of any legal restrictions).

The End of the Criminal Process

If a child is convicted or receives a caution for a sexual offence, the College should update its risk assessment, ensure relevant protections are in place for all the children at the College and, if it has not already, and consider any suitable action in light of their behaviour policy. If the perpetrator remains in the same College as the victim, the College should be very clear as to their expectations regarding the perpetrator now they have been convicted or cautioned. This could include expectations regarding their behaviour and any restrictions the College thinks are reasonable and proportionate with regard to the perpetrator's timetable.

Any conviction (even with legal anonymity reporting restrictions) is potentially going to generate interest among other students in the College. It will be important that the College ensure that the victim and alleged perpetrator remain protected, especially from any bullying or harassment (including online).

Where cases are classified as "no further action" (NFA'd) by the police or Crown Prosecution Service, or where there is a not guilty verdict, the College should continue to offer support to the victim and the alleged perpetrator for as long as is necessary. A not guilty verdict or a decision not to progress with their case will likely be traumatic for the victim. The fact that an allegation cannot be substantiated does not necessarily mean that it was unfounded. Colleges should discuss any decisions with the victim in this light and continue to offer support. The alleged perpetrator is also likely to require ongoing support for what will have likely been a difficult experience.

Safeguarding and Supporting the Alleged Perpetrator

The will take steps to safeguard the victim (and the wider student/student body), but will also provide the alleged perpetrator with an education, safeguarding support as appropriate and implement any disciplinary sanctions.

Appendix 6

The College will consider the age and the developmental stage of the alleged perpetrator and nature of the allegations. Any child will likely experience stress as a result of being the subject of allegations and/or negative reactions by their peers to the allegations against them.

The College will consider the proportionality of the response. Support (and sanctions) will be considered on a case-by-case basis. An alleged perpetrator may potentially have unmet needs (in some cases these may be considerable) as well as potentially posing a risk of harm to other children. Harmful sexual behaviours in young children may be a symptom of either their own abuse or exposure to abusive practices and or materials. Advice should be taken, as appropriate, from children's social care, specialist sexual violence services and the police.

It is important that if the alleged perpetrator does move to another educational institution (for any reason), that the new educational institution is made aware of any ongoing support needs and where appropriate, potential risks to other children and staff. The designated safeguarding lead should take responsibility to ensure this happens as well as transferring the child protection file.

Effects of Sexual Violence and Harassment

Sexual violence and sexual harassment can occur between two children of any age and sex, from primary through to secondary stage and into Colleges. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face to face (both physically and verbally) and are never acceptable.

Addressing inappropriate behaviour (even if it appears to be relatively innocuous) can be an important intervention that helps prevent problematic, abusive and/or violent behaviour in the future.

Children who are victims of sexual violence and sexual harassment wherever it happens, will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment.

Whilst any report of sexual violence or sexual harassment should be taken seriously, staff should be aware it is more likely that girls will be the victims of sexual violence and sexual harassment and more likely it will be perpetrated by boys.

Appendix 7

County Lines

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns.

The key to identifying potential involvement in county lines are missing episodes when the victim may have been trafficked for the purpose of transporting drugs. In these instances, a referral to the National Referral Mechanism via the Designated Safeguarding Lead will be considered. Like other forms of abuse and exploitation, county lines exploitation:

- i. can affect any child or young person (male or female) under the age of 18 years;
- ii. can affect any vulnerable adult over the age of 18 years;
- iii. can still be exploitation even if the activity appears consensual;
- iv. can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;
- v. can be perpetrated by individuals or groups, males or females, and young people or adults; and
- vi. is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

Appendix 8

Remote Working and Video Calls

The College has taken on board the guidance from the UK Safer Internet Centre on safe remote learning and guidance for safer working practice from the Safer Recruitment Consortium.

It is extremely important that professional boundaries are maintained during online or remote learning sessions, protocols for on line working are followed:

- i. All instructions apply to students who are under and over 18
- ii. Staff should never meet up with students offsite unless this is agreed with the safeguarding team in advance
- iii. Teams can be used for student contact when delivering and interviewing etc. - but **there can be no one to one live video feeds**. Audio should be used only. The exception would be if several staff are present for a video presentation, or if a lecturer is delivering to a group of students
- iv. No social media contact unless this is done via a clear College account and the safeguarding team are aware (same arrangements as normal). Teams allows the groups to be created privately and more easily monitored, so we will towards ending the use of social media for this purpose other than via College enrichment channels.
- v. Staff must never use their own phone to contact students
- vi. All emails to students must use BCC so students cannot see each other's email address
- vii. If unclear at any time please contact the DSL or Deputy