

## Safeguarding Policy

<b>OWNED BY:</b>		<b>VP Student Experience &amp; External Relations (DSL)</b>					
<b>DATE OF LAST REVIEW</b>		<b>November 2020</b>					
<b>PLANNED NEXT REVIEW:</b>		<b>November 2022</b>					
<b>APPROVAL:</b>		<b>Corporation</b>					
<b>APPLIES TO:</b>	Staff	✓	Student	✓	Public	✓	

### 1. Introduction

This Safeguarding Policy is to enable the College to identify concerns early, provide help to ‘children’ and to prevent concerns from escalating. It facilitates the provision of a safe environment in which young people can learn. It is in line with the statutory guidance in Keeping Children Safe in Education.

### 2. Aims

The Safeguarding Policy relates to all those engaged in regulated activity, and those who are on site whilst regulated activity is being delivered. This includes the actions of all staff, governors, visitors, contractors and individuals in a position of trust in the College.

Cirencester College is committed to a young people centred and coordinated approach to safeguarding.

To this end, the College will ensure that everyone is aware of their responsibility and will effectively promote the safeguarding and welfare of all young people and aim to provide a safe environment in which young people can learn, feel safe and flourish.

We will practice vigilance, identify concerns early, provide help and advocacy for our young people and prevent concerns from escalating. We will record and share information centrally and appropriately to ensure everyone who comes into contact with a young person can add to a ‘fuller picture’ and fulfil their responsibility effectively.

We will continuously work to provide an environment in which young people feel safe, secure, valued and respected, and feel confident that any complaint, allegation or suspicion of abuse will be taken seriously.

### 3. Scope

The Corporation takes seriously its responsibility to safeguard and protect the welfare of all young people (children) in its care who may be on the site legitimately. It has a moral duty and statutory obligation under Section 175 of the Education Act 2002 to all children and young people under 18 years of age or vulnerable adults who attend Cirencester College or are on the site (legitimately) for other reasons. The College is also required to work with other agencies to protect children under the Children Act 2004 and Working Together to Safeguard Children 2016.

The College recognises that it is an agent of referral and not of investigation. It is not the College's responsibility to investigate abuse. Staff should not extend an offer of confidentiality but should clearly inform the person that if information about abuse is disclosed there is a duty on staff to follow reporting procedures.

For the purpose of Safeguarding, this policy covers all young people under 18 including:

- Students and prospective students under 18 years of age enrolled on full and part-time courses.
- School-link students
- Visitors to the College (under 18)
- Employees, work experience students or volunteers who are under 18 years of age

#### **4. Responsibilities**

The College will:

##### **Staff Recruitment and Training**

Appoint and train a Designated Safeguarding Lead at senior management level, and at least two deputies who will co-ordinate the College's Safeguarding Procedure, and make these people known to all. These Safeguarding Leads will attend regular updating training and access support from the local Safeguarding Boards and the Multi-Agency Safeguarding Hub [MASH].

Recruit and train employees to adopt best practice to safeguard young people from abuse, and themselves from false allegations. Ensure DBS checks on all new staff - a List 99 check accompanied by an appropriate risk assessment will be in place until DBS is returned and recorded. New staff will also be required to join the DBS on-line service.

Have in place a process to ensure that all staff have a DBS with a date ideally no older than 3 years. Renewal will be prompted by HR processes. Renewing and new staff will be asked to join the on-line update service to facilitate an annual check.

Provide training for all staff on the current Safeguarding and Prevent agendas, including recognising abuse and neglect, responding appropriately to concerns relating to suspected, alleged or disclosed abuse, recording, reporting, information sharing and confidentiality as appropriate.

All staff will undertake full Safeguarding and Prevent Duty training on joining the College and this will be renewed every three years. Completion of probation is dependent upon completion of this training.

All staff will receive on-going updates, at least annually, which will include the types of cases the College has encountered in the year and highlight concerns at that moment and going forward.

The Safeguarding team and the wider Pastoral team will all undertake Advanced Safeguarding training through Gloucestershire County Council; this is required to be renewed every two years.

##### **Student Awareness and Support**

As part of induction and ongoing taught tutorial programme, provide students with learning about the risks they may face, what is and is not acceptable behaviour and how to raise a concern or access support, for themselves or someone of concern, as required.

Use the curriculum and tutorial programme to help young people to develop self-esteem, assertiveness, and promote their resilience.

Have procedures in place to ensure visitors are appropriately screened, accompanied and have restricted access to students.

Provide method of distinguishing adult students on daytime courses where they may be with young people.

Provide opportunities for children, young people and vulnerable adults to talk about concerns relating to their welfare through tutors, teachers, the pastoral team and professional support.

Provide support and advocacy for young people who have disclosed abuse and for the staff who have experienced disclosure.

### **In Practice**

Promote effective working relationships with other agencies, especially the police and the local Children's Services and the Safeguarding Children Board (through the College's Designated Safeguarding Leads and the Safeguarding Officers).

Provide a systematic means of monitoring young people known, or thought to be at risk of harm, and contribute to assessments of need and support plans for them.

Respond promptly, within the timescale laid out in the procedures, to allegations of abuse or abuse of trust made against employees or volunteers or incidents of suspicious poor practice, implementing the appropriate disciplinary and appeals procedures. Such concerns will be referred to the Designated Safeguarding Lead (DSL), the HR Manager and the Principal. The area's protection procedures will be followed. The Local Authority Designated Officer (LADO) will be informed.

The College will not tolerate inappropriate behaviour and has a Whistleblowing Policy to protect staff who disclose information regarding abuse or inappropriate behaviour by a colleague at any level or other adult towards young people.

All individuals, including those in a position of trust, are expected to act professionally at all times, and to be familiar with college guidance on safe practice. This includes the need to:

- Behave, dress, and talk to young people in an appropriate way whether in person or on-line.
- Avoid situations where they may be at risk of false allegations, or act to reduce that risk.
- Report and seek the advice of their line manager if they are concerned about a situation, such as a young person having a crush on them, or believe an incident may have been misconstrued,
- Be vigilant and sensitive to situations where a young person may be at risk. Develop their understanding of the signs and indicators of abuse.
- Know college procedures, including how to respond to a young person who discloses abuse.
- Know and comply with requirements for recording all concerns and comments and passing them onto the Safeguarding Team.
- Treat all information received with sensitivity and with due regard to confidentiality and its limits in child protection Safeguarding matters.
- Respect and promote the rights, wishes and feelings of young people and be sensitive to their developmental needs and capabilities.
- Regard all young people as having an equal right to protection, irrespective of age, ethnicity, culture, disability, gender, language, religious belief or sexual identity.
- Regard the interests and safety of the young person to be the prime concern. Where there is a conflict of interest between the young person and parent or other adult, the welfare of the young person will be considered paramount.
- Avoid communicating with students via personal email accounts or personal social media and refrain from commenting on student posts using non-college accounts, as per the Digital Policy
- Work in partnership with young people and their parents.

- Contribute to the provision of a safe environment by raising concerns where college premises and health and safety procedures appear to fall short of acceptable standards.
- Be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues, or recruitment processes using the Whistleblowing Policy if necessary.

### **Data Protection**

When managing a student's personal data information, it will be collected in accordance with the College's data protection policy and legislation relating to General Data Protection Regulations. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy. Inappropriate access or disclosure of student data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

### **Equality**

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all students regardless of gender, age, race, ethnicity, disability, gender identity, sexual orientation or religion/faith. The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all.