

**Policy: Child Protection / Safeguarding Policy**

**Date: November 2018**

**Approved by: Vice Principal - Students**

**Signature:**

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## **Introduction**

Gloucestershire College is committed to Safeguarding its students and staff. All staff at Gloucestershire College have a duty to identify any students who may be experiencing or who are at risk of experiencing abuse or harm in College, at home, through online networks or in relationships and take appropriate action to ensure their safety. Staff do not assume safeguarding is someone else's responsibility and report concerns promptly to the Safeguarding Team.

Gloucestershire College aims to:

- Provide a safe and welcoming learning environment
- Assure safe staff recruitment procedures built around Disclosure and Barring Service (DBS) checks, through scrutiny of references and ongoing monitoring and review of practice
- Help staff and students alike to equip themselves with the information and awareness necessary to keep themselves safe
- Maintain and explicitly promote those procedures, which help to identify suspected cases of abuse, report and act upon them
- Provide appropriate support for students or staff if they are victims of abuse
- Contribute to effective partnership working between all those in the wider community involved in providing safeguarding services and the College itself
- Work with those partners to provide a co-ordinated offer of help when needed
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In doing this Gloucestershire College will provide and maintain a culture where safeguarding is thoroughly understood and embraced by all members of the College and applied with consistency. We assure that all College resources in safeguarding serve those groups identified as being vulnerable. In addition, compliance with the Equality Act is guaranteed and we recognise that some students with particular protected characteristics may be at higher risk than others.

We publish the details of the Safeguarding Team and how they can be contacted.

## **1. Students and Studying**

Because Safeguarding is of the utmost importance to us, students can expect the following from the College:

- A safe environment to study in
- A visible, trained and informed Safeguarding Team
- Allegations taken seriously and responded to appropriately
- A rigorous approach to investigating Safeguarding concerns

- Timely referrals to Social Care if deemed appropriate and necessary
- Referrals and signposting to relevant external support agencies
- A secure and confidential recording system for disclosures
- Strong links with external support agencies
- Well trained and approachable staff
- Visible internal support links
- When on placement, organisations will be asked to put in place appropriate safeguards
- If undertaking an apprenticeship the employer will understand their responsibilities for safeguarding
- Where third party providers are sub contracted in to deliver training, robust safeguarding procedures will be place
- Information regarding the College's safeguarding principles, practices and contact information available on the public website
- Safeguarding information available on the student homepage
- Regular updates on key safeguarding themes
- The opportunity to engage in safeguarding campaigns
- That students who have SEN will be identified as being more vulnerable and therefore receive additional pastoral support.

We are confident that our students will have a safe and enjoyable learning experience.

So, ours is a college where, for example:

- Safeguarding is a number one priority
- Every member of staff is equipped to take a safeguarding disclosure
- Students are listened to and taken seriously when reporting concerns
- Ignoring a safeguarding concern is unthinkable
- All staff are aware of safeguarding reporting procedures
- Students are educated about how to report a concern
- Students have information available to them on a wealth of safeguarding topics
- If students leave the College we notify the Local Authority.

#### **What does excellence look like?**

- **The College's open culture actively promotes all aspects of students' welfare**
- **Students are listened to, are safe and feel safe at all times**
- **Students understand how to keep themselves and others safe in different situations and settings**
- **Students trust staff to take rapid and appropriate action to resolve concerns they have**
- **Students have an excellent understanding of how to stay safe online and of the dangers of inappropriate use of mobile technology and social networking sites**

## 2. Staff and Working

Because Safeguarding is of the utmost importance to us, the College:

- Works in accordance with the Department for Education (DfE) guidance Safeguarding Children and Safer Recruitment in Education
- Has a Designated Safeguarding Lead (DSL) who has responsibility for coordinating actions
- Has named Designated Safeguarding Officers (DSOs) who are regularly and appropriately trained to work with our students following a disclosure
- Trains all staff to recognise signs of abuse
- Ensures staff know how to report concerns or suspicions of abuse
- Has procedures in place for handling suspected cases of abuse of students
- Ensures staff with designated responsibility for safeguarding receive regular and appropriate training
- Trains all staff and volunteers on their first day and if this isn't possible then within the first month
- Trains all Managers on Safer Recruitment within their first 6 months of starting their managerial role and using the Teachers' Regulated Authority to check suitability of teachers
- Shows all new starters where to find Safeguarding information on the intranet and College website
- Informs all new staff about the monthly safeguarding campaigns, where they can find additional information on specific safeguarding topics
- Requires all staff to undertake an online safeguarding training module (which includes Prevent), every two years

We know that well-informed and trained staff promote a safe and healthy environment for our learners. We are better placed to support our students when we work together with the agreed outcome of keeping our students safe. Therefore at induction we support staff in their awareness of safeguarding where all staff before or at induction will complete the on-line safeguarding module (including PREVENT) and be issued with:

The Child Protection Policy  
The Positive Behaviour Strategy  
The Staff Behaviour Policy  
Details of the Safeguarding Team  
KCSIE Part 1

We know that because abuse does happen, and safeguarding concerns are raised we promote a culture where, for example:

- Abuse is not acceptable
- Disclosures of abuse are taken seriously
- Students feel confident to talk to any member of staff if they are not feeling safe

Ignoring a safeguarding concern would not be acceptable in any way.

### What does excellence look like?

- **High Quality training develops staff's vigilance, confidence and competency to challenge students' views and encourage debate**
- **Policies and ways of working promote Safeguarding across all areas**
- **Staff have the support and skills to recognise and act upon safeguarding concerns**

So, ours is a college where, for example

- Staff are confident when dealing with a safeguarding concern
- Extra training is available should a member of staff feel they want it
- Staff ethos is to ensure the safety of our learners
- Our staff know how to report a concern and the procedures to follow

### 3. Leadership and Managing

Ensuring the College is a safe and secure environment is the responsibility of the Governing Body. They will:

- Review the Safeguarding Policy annually
- Ensure the College operates safe recruitment procedures
- Confirm the College has robust procedures in place for dealing with allegations
- Receive an annual report on Safeguarding practices and training from the College's Designated Safeguarding Lead
- Undertake regular safeguarding training

The Designated Safeguarding Lead for Gloucestershire College is Sue Steed, Vice Principal. The Deputy Designated Safeguarding Lead is Helen Evans, Head of Student Welfare.

Designated Safeguard Leads have an amendment to their job description outlining their responsibilities. The key responsibilities are:

- Promote positive safeguarding procedures and practice
- Receive information and offer advice about safeguarding concerns, maintain secure records and take appropriate action
- Be familiar with national and local safeguarding guidance/referral procedures
- Assess the development needs of staff and coordinate training through the Learning and Development Team
- Keep staff and volunteers informed of good practice development
- Monitor safeguarding cases in the organisation
- Report to the Governing Body on an annual basis on how the College has met the statutory duties
- Develop working relationships with other agencies
- Be regularly and appropriately trained
- Be specialist trained in supporting mental health issues
- Name a lead to advise staff on how to support students with high needs (SEN) and vulnerable adults.

#### What does excellence look like?

- **Safeguarding is effective. Leaders and managers have created a culture where students' welfare is actively promoted**
- **Staff are trained to identify when a student may be at risk of abuse**
- **Leaders and staff work effectively with external partners**
- **Leaders' work to protect students from radicalisation and extremism is exemplary**
- **Leaders respond swiftly where students are vulnerable to the safeguarding concerns**

#### **4. Leadership from the Top**

Senior leaders promote safeguarding through their day-to-day work and adding value to specific safeguarding topics and campaigns. This means managers who, for example:

- Meet staff on a regular basis to inform and update
- Coach staff to be confident in hearing student disclosures
- Foster pragmatic and safe responses to allegations
- Adopt a culture where everyone can talk about safeguarding with ease
- Are all clear on direction and expected outcomes

#### **5. Local Community and Employer Engagement**

The College works with a large number of employers on, for example, apprenticeship schemes and work experience.

Employers will be asked to cooperate with the college in putting in place and subscribing to appropriate safeguards but ultimate responsibility will still sit with the College.

The College ensures that when an apprentice is placed with an employer, the employer understands their responsibilities for safeguarding. Where a learner is working 1-1 with an employer, the College will require the individual to have a clear DBS check in place.

Working with employers and external agencies allows us to provide a holistic approach to safeguarding our learners whereby we can demonstrate:

- A commitment to safeguarding our learners
- A guarantee regarding the well-being of our students
- Involvement with the local community and a commitment to keep our learners safe whether on site, on placement or in the work place

When host families are recruited, they are required to complete a self-declaration and are vetted through the Disclosure and Barring Service (DBS). This is completed for all family members in the household over the age of 18.

The College liaises with Gloucestershire Safeguarding Children's Board when disclosures / allegations are made that raise causes for concern. We work with a number of local external agencies and will signpost out to these agencies when appropriate and necessary. In addition to this, the College hosts termly Multi-Agency information sharing meetings with external agencies.

#### **What does excellence look like?**

- **Working with employers who concur with and promote our Safeguarding measures**
- **Partnerships with external agencies are excellent and support our students' needs**
- **Work with employers to promote Safeguarding best practice is exemplary**

## 5. Places and Spaces – Our Environment

Ensuring our staff and students are aware of who our Safeguarding Officers are and how to report a concern are of tantamount importance to us.

Displaying accurate information regarding our Safeguarding Team, and how to contact them makes them visible and accessible to all – helping to create a safe environment.

Ways in which the Safeguarding Team is accessible and visible are:

- Safeguarding Officers are present on each site of the College
- Safeguarding Officers wear bright pink lanyards which distinguishes them from other staff
- Posters showing photographs of the Safeguarding Team and additional information are displayed in reception areas, in prominent spaces and in staffrooms throughout the College
- Designated boards for Safeguarding information can be found in central locations on all sites
- An email address specifically for safeguarding concerns is advertised throughout the College – [safeguarding@gloscol.ac.uk](mailto:safeguarding@gloscol.ac.uk)
- A dedicated inbox for all safeguarding emails is staffed throughout each working day (09:00-17:00)
- All staff should refer to the safeguarding inbox email address in their 'out of office' automated email
- Safeguarding information leaflets are given to all visitors upon arrival at the College
- Monthly safeguarding campaigns are displayed in noticeable areas of each site

Ours is a College where, for example:

- A student can ask any member of staff for help regarding a safeguarding concern and feel confident in their response and approach in dealing with the situation

Not every student will be safe from abuse, due to factors beyond our control, but we will do our utmost to protect and educate both staff and students on safeguarding warning signs.

### **What does excellence look like?**

- **An holistic approach to safeguarding the welfare of our student body**
- **Consultation with staff on what works well and how we can improve our safeguarding provision**
- **Places where students feel safe and protected**

## 6. Our Safeguarding Policies

Our duty is to provide a safe and welcoming learning environment, where students are respected and valued and are capable of making excellent progress in their learning. We aim to provide an environment where safeguarding is thoroughly understood and embraced by all members of the College and applied with a high degree of consistency.

We assure safe staff recruitment procedures built around Disclosure and Barring Service (DBS) checks, through scrutiny of references and ongoing monitoring and review practice.

We are committed to helping staff and students alike to equip themselves with the information and awareness necessary to keep themselves safe.

The College is dedicated to maintaining and explicitly promoting those procedures, which help to identify suspected cases of abuse, reporting and acting upon them.

We will provide appropriate support to students or staff who have been the victim of abuse.

In addition, we will contribute to effective partnership working between all those in the wider community involved in providing safeguarding services and the College itself.

## 7. Our College Values

### **Ambition**

We want to be the very best we can become for our learners – we measure our success by their success. We value what we do because it matters. We believe that every learner can achieve regardless of their ability and aptitude.

### **Responsibility**

Our success is built on each of us taking personal responsibility for our own actions and work and committing to doing our best every time.

### **Improvement**

We are committed to continuously improving everything we do for the benefit of our learners. We actively invite feedback from our customers, regularly review completed tasks to identify opportunities to improve, are receptive to new ideas and learn from our failures as well as our successes.

### **Team work**

We work collaboratively utilising the different knowledge, skills and experiences we each have; we openly communicate and resolve issues through helping not blaming each other.

### **Communication**

Everyone is informed, listened to and involved; we take collective responsibility for achieving our vision; we make our expectations clear.

### **Respect**

We believe that trust, respect and civility bring out the best in people. We celebrate our differences and treat each other and our learners in ways that promote mutual respect. We respect and value the contribution that we each make.

## 8. The Legal Context

Gloucestershire College acts in accordance with the following legislation and guidance:

- Keeping Children Safe in Education 2018
- Working Together to Safeguard Children 2018
- CONTEST Counter Terrorism Strategy 2018
- Safeguarding Vulnerable Groups Act 2006
- Safeguarding Vulnerable Adults Act 2006
- The Children's Act 1989 and 2004
- Sex Offences Act 2003
- Safer Recruitment in Education
- Counter Terrorism and Security Act 2015
- Gloucestershire Children's Safeguarding Board
- Disclosure and Barring Service 2014
- Equality Act 2010
- Children and Families Act 2014
- Procedures for Gloucestershire Children's Safeguarding Board
- Child Sexual Exploitation – Definition and Guide for Practitioners – 2017
- Sexual Violence and Sexual Harassment Between Children in Schools and Colleges (May 2018)

In accordance with the Department for Education (DFE) guidance Safeguarding Children and Safer Recruitment in Education, the College complies with the following responsibilities:

- Staff are trained to recognise the signs of abuse and know to whom they should report concerns or suspicions
- Procedures are in place (which staff are aware of) for handling suspected cases of abuse of students, including procedures to be followed if a member of staff is accused of abuse, or suspected abuse
- A Designated Safeguarding Lead (DSL) has responsibility for coordinating action in the College and for liaising with other agencies
- Staff with designated responsibility for safeguarding receive appropriate training.

### RELATED POLICIES

| <b>Related Policies and Procedures</b>  | <b>Version</b> | <b>Policy Ref. No.</b> |
|---|----------------|------------------------|
| <b>Health &amp; Safety Policy</b>       |                | <b>POL-07</b>          |
| <b>Human Resources Service Strategy</b> |                |                        |
| <b>Recruitment and Selection Policy</b> |                | <b>POL-14</b>          |
|   |                |                        |

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Approved by: Sue Steed

Version: 10

Approved by C&Q: November 2018

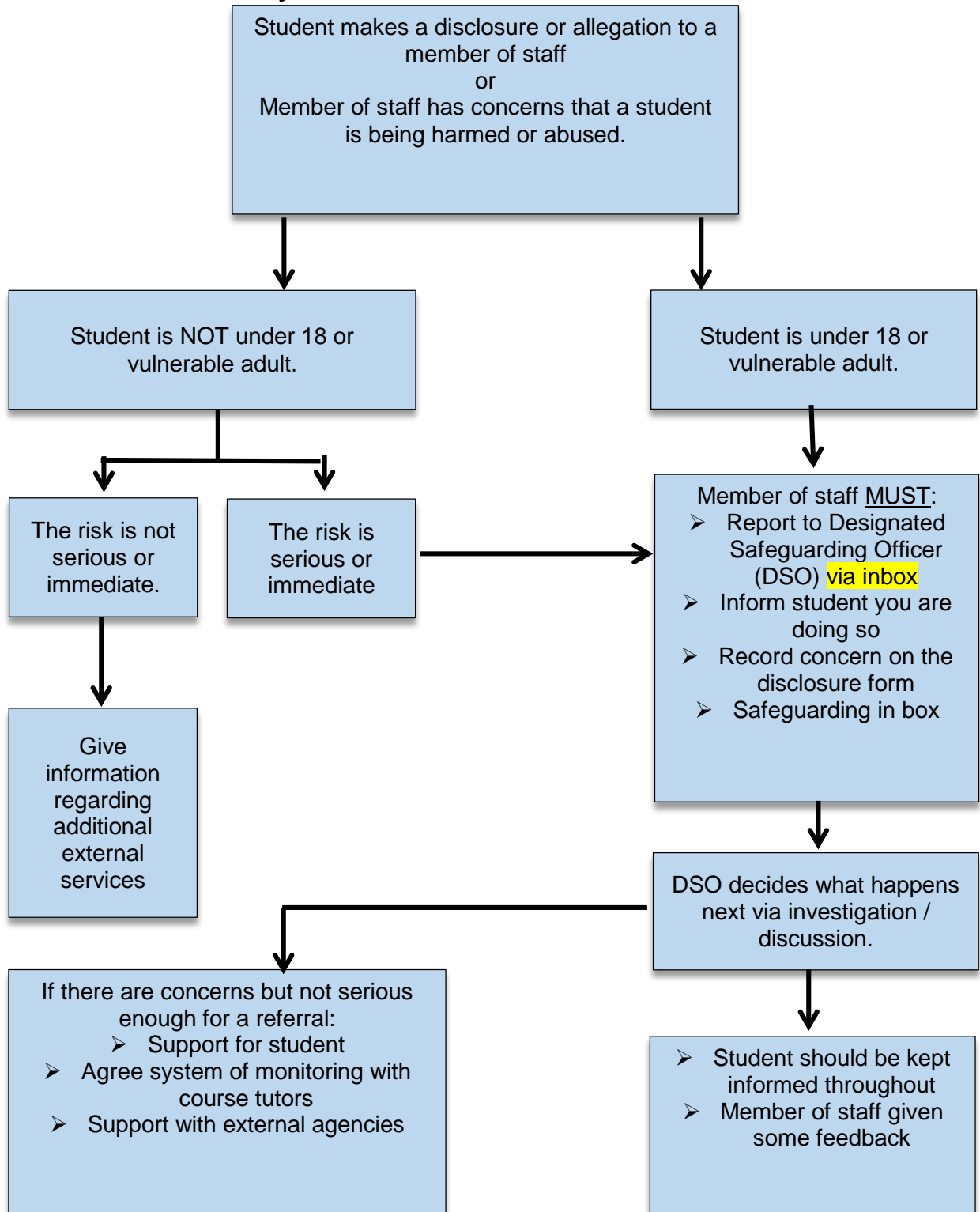
Date for next C&Q Review: November 2019



# Safeguarding

## Flowchart for Staff and Volunteers

What to do if you are concerned that a student is at risk



## **Keeping Children Safe in Education**

[Further Information available at this link here](#)

The document can also be found in the Policies SharePoint site on O365  
- click on the "Governance" tile.

## **Safeguarding for Students Under 16**

### **Safeguarding Information for International Summer School**

This is an addendum to Gloucestershire College's Safeguarding Policy with particular reference to our summer school provision and host families.

#### **1. Introduction**

As well as following all relevant legislation Gloucestershire College abides by the guidelines outlined by The British Council/Accreditation UK. The College was inspected in October 2016 and rated GOOD in all areas with safeguarding effective.

There is additional supporting information that outlines in more detail the specific ways in which Gloucestershire College protects students, these are:

- An English UK/Gloucestershire College Information Booklet for Homestay Providers.
- The College Safeguarding Policy
- The College's Safeguarding website

#### **2. Guidelines for Host Families**

Host families are recruited to provide as safe and supportive environment for young people during their stay. They need to be aware of the ways in which they must protect themselves from allegations of abuse by children, as well as ensuring that all children in their care feel as safe as possible within their home. It is important for host families to consider the following:

- Host families must not enter the child's bedroom, unless they are granted permission to do so by the child and only when the child is dressed and not in bed. The host should not then close the door behind them, but ensure the door remains as wide open as possible. If the child wishes to discuss issues confidentially, another more open space should be found.
- Equally, children must not be invited into the host bedroom. Hosts may also wish to adopt a similar rule whereby children they are hosting are not permitted to enter the bedrooms of their own children and vice versa.
- Host families include children they are hosting in everyday life, as much as is possible, however, it is important they are aware of the need to not put themselves in potentially vulnerable situations, either inside the home or elsewhere.
- It is important to be aware of intimate contact, especially in the form of greetings, as culturally this may be very different from ours. Some children may not feel comfortable with hugs, therefore hugs and physical contact should only be instigated by the children being hosted and only when the host is comfortable with this. Any other form of physical contact should be avoided at all times.

#### **3. Keeping Children Safe on Site**

The College has open access however students are identified by the wearing of a lanyard which must be worn at all times. College staff and/or the International Group leaders accompany students during mealtimes to ensure safety. All computer equipment on site and internet access within the College is controlled (as far as possible) by using web filters that prevent children from accessing unsavoury content and ensuring compliance with the College Acceptable Usage policy.

#### **4. Keeping Children Safe off Site**

When children are off site on activities or visits we abide by the regulation of staff to student ratio of 11:1. Full risk assessments are completed and our reception staff have a copy of the offsite event along with emergency contact numbers of the children and the group leader's mobile numbers.

#### **5. Safer Recruitment, Support and Referral**

The College is committed to safer recruitment and as such has trained all managers who recruit staff to take all reasonable measures to prevent unsuitable people working with children. All staff at the College undertake, every two years, an on line safeguarding training module (which includes Prevent), in order to give them the knowledge and confidence to identify children who may be at risk of a range of safeguarding issues including extremism.

All host families complete a self-declaration and all host families and volunteers are vetted through the Disclosure and Barring Service (DBS). This is completed for all family members in the household over the age of 18.

The College has a referral policy (see full policy) for any safeguarding concerns which is staffed 9am to 5pm through an email route [safeguarding@gloscol.ac.uk](mailto:safeguarding@gloscol.ac.uk)

For support outside this time the College hosts a web site with a full range of support and referral routes to support staff and students to get the help they need. Full details can be found in the Centre Handbook.

### **Reporting and dealing with allegations against members of staff or volunteers**

It is essential that any allegation of abuse made against a member of staff or volunteer is dealt with fairly, as quickly as possible and consistently, in a way that provides effective protection for the student and at the same time supports the person who is the subject of the allegation.

In rare instances staff within education institutions have been found responsible for abuse. Because of their frequent contact with children and young people, staff may have false/malicious allegations of abuse made against them. The College recognises that an allegation of abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay.

The Children Act 1989 states that the welfare of the child is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within the College will do so with sensitivity and will act in a careful, measured way. The College procedures comply with statutory guidance contained within *Working Together to Safeguard Children* (DFE) 2018 and the GCSB procedure for Allegations against Staff, Carers or Volunteers.

The framework set out in *Working Together to Safeguard Children 2018* applies to a wide range of allegations that might indicate that a person is unsuitable to continue to work with children or vulnerable adults in their present position, or in any capacity. It will be used in respect of all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child,
- possibly committed a criminal offence against or related to a child, or
- behaved toward a child or children in a way that indicates s/he is unsuitable to work with children.

The Human Resource Managers and the DSL have operational responsibility for the management of allegations. They are responsible for liaising with the Local Authority Designated Officer (LADO) or, where the student may be a Vulnerable Adult, the Gloucestershire Adult Protection Co-ordinator.

A member of staff who receives an allegation from a student about another member of staff should contact the DSL or HR Manager. The same applies if a member of staff witnesses behaviour that they consider to be abusive by another member of staff. They must immediately inform the Designated Safeguarding Lead – Sue Steed.

The Designated Safeguarding Lead will contact the Allegations Managers immediately, unless the Allegations Manager is the person against whom the allegation is about, in which case the report will be made to the Senior Nominated Person.

The Designated Safeguarding Lead will provide the Allegations Manager with:

- Written details of the allegation that include information about times, dates, location, and names of potential witnesses.
- The written details will be signed and dated by the member of staff who received the allegation, and countersigned by the Designated Safeguarding Lead.

The Allegations Manager will make an initial assessment in liaison with the Senior Nominated Person of the allegation, consulting with the LADO or APC, if appropriate. Joint consideration of the allegation and supporting information will be given by the LADO/APC and Allegations Manager to establish:

Whether the alleged behaviour harmed a child or vulnerable adult, is a possible criminal offence, or indicates that an adult is unsuitable to work with children and/or vulnerable adults.

Whether an allegation to be managed under this procedure requires a Children's Social Care Assessment or Adult Protection Assessment and/or a police criminal investigation, or whether it can be dealt with solely via internal College processes.

If the Allegations Manager and LADO/APC agree a referral is appropriate this will be made by the Allegations Manager to the LADO/APC using the referral form within one working day of the incident being reported.

### **Enquiries and Investigations**

Child or adult protection enquiries by Social Care or the police are not to be confused with internal disciplinary enquiries by the College. The College may be able to use the outcome of external agency enquiries as part of its own procedures. The Child and Adult Protection agencies, including the police, have no power to direct the College to act in a particular way in respect of the management of staff. However, the College is obliged to assist the agencies with their enquiries.

The College will hold in abeyance its internal enquiries while the formal Police or Social Care investigations proceed; to do otherwise may prejudice the investigation. Any internal enquiries shall adhere to the existing staff disciplinary procedures.

If there is an investigation by an external agency, for example the Police, the Allegations Manager should normally be involved in, and contribute to, the inter-agency strategy discussions which are facilitated by the Local Authority Designated Lead/APC.

The Allegations Manager is responsible for ensuring that the College gives every assistance with the agency's enquiries. S/he will ensure that appropriate confidentiality is maintained in connection with the enquiries, in the interests of the member of staff about whom the allegation is made, and of the child or young person making the allegation.

### **Suspension of Staff**

Suspension will not be automatic. Suspension may be considered at any stage of the investigation. It is a neutral not a disciplinary act and shall be on full pay. The suspension procedure as detailed in the disciplinary policy will be observed.

The student or students making the allegation and/or their parents/carers will be informed of the outcome of the investigation and proceedings. This will occur prior to the return to College of the member of staff (if suspended).

### **Records**

Records retained in a secure place, together with a written record of the outcome.

The LADO/APC will be informed of the progress and outcomes of management investigations and disciplinary processes.

If a potential outcome of an allegation and subsequent investigation is referral to a regulatory body (e.g. the General Teaching Council) and/or referral to the ISA this will be discussed with the LADO/APC.

### **Monitoring Effectiveness**

Where an allegation has been made against a member of staff or volunteer the nominated Governor, DSL and Allegations Manager will, at the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising from it that could lead to the improvement of the College's procedures and/or policies and/or which should be drawn to the attention of the Gloucestershire Children's Safeguarding Board. Consideration will also be given to the training needs of staff.

## **Outcomes**

The following definitions should be used when determining the outcome of allegation investigations.

**Substantiated:** there is a sufficient evidence to prove the allegation

**Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive

**False:** there is sufficient evidence to disprove the allegation

**Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

**Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made.

## Rights of the Young Person

Children have said that they need:

**VIGILANCE:** to have adults notice when things are troubling them.

**UNDERSTANDING AND ACTION:** to understand what is happening; to be heard and understood; and to have that understanding acted upon.

**STABILITY:** to be able to develop an ongoing stable relationship of trust with those helping them.

**RESPECT:** to be treated with the expectation that they are competent rather than not.

**INFORMATION AND ENGAGEMENT:** to be informed about and involved in procedures, decisions, concerns and plans.

**EXPLANATION:** to be informed of the outcome of assessments and decisions and reasons when their views have not met with a positive response.

**SUPPORT:** to be provided with support in their own right as well as a member of their family.

**ADVOCACY:** to be provided with advocacy to assist them in putting forward their views.

**PROTECTION:** to be protected against all forms of abuse and discrimination and the right to special protection and help if a refugee.

### Useful Contacts

Local Area Designated Officer – Nigel Hatton 01452 426994

Gloucestershire College Safeguarding Team – [safeguarding@gloscol.ac.uk](mailto:safeguarding@gloscol.ac.uk)

Gloucestershire College website: <http://www.gloscol.ac.uk/student-and-parent-guide/safeguarding/>