

# **SAFEGUARDING, CHILD PROTECTION AND VULNERABLE ADULTS POLICY**

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The Policy is available online at [www.my.candi.ac.uk](http://www.my.candi.ac.uk) or on the College website [www.candi.ac.uk](http://www.candi.ac.uk). If you require the Policy in an alternative format, please email [feedback@candi.ac.uk](mailto:feedback@candi.ac.uk)



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## **Safeguarding and Protecting Children and Vulnerable Adults**

This policy was first adopted by the Governing Body on:9<sup>th</sup> March 2011

This policy will be reviewed annually when the Designated Member of Staff for Safeguarding will report to the Governing Body on its operation and effectiveness.

The Lead “Link” Governor for child protection is: Leisha Fullick

The College’s Safeguarding, Child Protection and Vulnerable Adults Manager is: Ruth Jno Baptiste

Senior SMT Lead for Safeguarding Child Protection and Vulnerable Adults is: Helen Kent

### **Introduction**

City and Islington College fully recognises its responsibility for the safeguarding and protection of student and vulnerable adults and for promoting the welfare young people and vulnerable adults who are students of the College.

City and Islington College aims at all times to create and maintain a safe environment for all students, staff, volunteers and visitors.

### **Safeguarding Principles**

- **All young people and vulnerable adults have the right to be safe from harm, abuse and exploitation**
- **The welfare of the student is paramount and this principle underpins all safeguarding work**
- **Statements about abuse or neglect made by students will be taken seriously**
- **A commitment to the Health and Wellbeing of students, which underpins a successful learning experience**

### **Application**

This policy applies to all governors, staff, agency staff, contractors, visitors and volunteers working for or within the College.

This policy should be read in conjunction with the College’s policies on:

- Learning and Behaviour Policy
- Health & Safety
- Whistle Blowing
- Site Security
- Bullying and Harassment (Students)
- Equality and Diversity
- Physical Restraint Policy

- Allegations of Abuse Against Staff
- Inclusive Learning (including students with learning difficulties and/or disabilities)
- Social Media Policy
- ICT acceptable use
- Complaints Procedure
- Religion and Belief

### **Definitions**

For the purposes of this policy:

- i) a 'child' is someone who has not yet reached their 18th birthday (1989 Children Act)
- ii) a 'vulnerable adult' is any person over the age of 18, "who is or may be in need of community care services by reason of mental or other disability, age or 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 because of mental or other disability, age or illness."
- iii) 'staff' means all employees, full-time or fractional and all agency, franchise, contract and volunteer staff working at or for the College;
- iv) the term 'student' is used in this policy to refer to anyone who is under the age of 18 or who meets the definition of a vulnerable adult.
- v) 'visitor' means any person who enters the building who is not a staff member
- vi) 'volunteer' means any person who is unpaid employment in the College

### **Legislative Context and Framework**

Section 175 of the Education Act 2002 places a duty upon this College to safeguard and promote the welfare of students. Section 11 of the 2004 Children Act requires all agencies working with or coming into contact with anyone under the age of 18 to have measures in place to safeguard and promote their welfare.

The duties of the College are further outlined in 'Safeguarding Children and Safer Recruitment in Education' 2007, 'the London Child Protection Procedures 2010, Working Together to Safeguard Student' 2013 and "Keeping Children Safe in Education; information for all school and college staff 2014".

### **Statutory Responsibilities**

The Governing Body of City and Islington College holds responsibility for ensuring that the safety of the students in this College is at all times of paramount importance and recognises the contribution the College makes in safeguarding and protecting students. The Governing Body is responsible for ensuring that any deficiencies or weaknesses in the College's arrangements for safeguarding and promoting the welfare of students are addressed and remedied without delay.

Whilst the Governing Body holds overall responsibility for the child protection and safeguarding functions of the College, the day to day operational responsibility rests with the Principal.

All staff including teaching and non - teaching staff, temporary and agency staff, clerical and domestic staff, volunteers and staff working on site employed by other services and agencies and those working with students on placements have a statutory responsibility to safeguard and promote the welfare of students and must be fully conversant with and adhere to this policy. All staff are given an Executive Summary of this policy and must sign to say that they have read, understood it and will adhere to it.

For the purposes of this document, the term 'staff' will apply to those listed above. Because of their day to day contact with students, staff in this College are well placed to observe possible signs of harm or abuse.

It is neither the role nor responsibility of those working with students in the College to assess, diagnose or investigate whether a student is at risk of or is suffering harm. It is the responsibility of all staff to be aware of the need to report any concerns about a student to the Designated Member of Staff (College's Safeguarding, Child Protection and Vulnerable Adult Manager) or one of the Centre based Safeguarding Champions or Child Protection and Vulnerable Adults Officers who will act in accordance with this policy. Should no members of the team be available, concerns should be raised with Helen Kent, Senior SMT Lead for Safeguarding.

### **Purpose and Aims of the Policy**

The purpose of this policy is to:

- Raise the awareness of all staff of the need to safeguard students and of their responsibilities in identifying concerns and reporting them as a matter of priority
- Provide a framework to support staff in identifying concerns that a student may be suffering or at risk of suffering harm or abuse thereby enabling them to report those concerns without delay
- Promote and maintain an environment where students feel secure and are listened to
- Promote an environment where students and staff treat each other with mutual respect and develop positive relationships which are built on trust
- Ensure that the College has sufficient Designated Members of Staff for Safeguarding to enable one of them to be available or contactable at all times during the College day
- Ensure that the Governing Body has a nominated member who is responsible for safeguarding and protecting student and vulnerable adults
- Enable and support good levels of communication between staff to ensure that relevant information about students is disseminated is shared with appropriate staff on a 'need to know' basis
- Ensure that all Designated Members of Staff for child protection have undertaken suitable and appropriate training and that this training is up-dated every two years and ensure that all other staff receive child protection training every three years.

- Develop and promote effective working relationships with partner agencies, including Children’s Social Care, the Police Child Abuse Investigation Team and Cambridge Education @ Islington (or relevant managing body)
- Provide a systematic means of monitoring students who are thought be at risk of harm or who are subject to child protection plans
- Provide structured procedures within the College which will be followed by all staff when there are concerns about a student who is potentially deemed at risk. These concerns should be recorded appropriately on the personal/individual learning plan and central Centre at risk register
- Ensure that all adults working with students in the College community have undergone appropriate safer recruitment vetting and checks as to their suitability to work with students in line with Department for Children, Schools & Families (DCSF) and the London Borough of Islington and Cambridge Education @Islington Safer Recruitment Guidance
- Ensure that procedures are followed where an allegation is made against a member of staff or volunteer in accordance with Chapter 5 of ‘Safeguarding Children and Safer Recruitment in Education’ 2007 and with the involvement of the Local Authority Designated Offer (LADO)
- To support young people’s and vulnerable adults’ development in ways that will foster security, confidence and independence and to promote this through the curriculum, the tutorial programme, enrichment activities and the Student Council

### **Procedures and Guidance**

This Policy should be read in conjunction with the DCFS Summary Booklet “What to do if You’re Worried a Child is Being Abused” available at [www.teachernet.gov.uk/publications](http://www.teachernet.gov.uk/publications) -reference 04319-2006BKT-EN. Our procedures are in line with the London Child Protection Procedures 2010 and subsequent amendments. These are available to read or download on the London Safeguarding Children Board website: [www.Londonscb.gov.uk](http://www.Londonscb.gov.uk)

All College staff should be knowledgeable about what constitutes abuse and should attend the safeguarding training which is available to staff every three years.

### **Responsibilities of the Principal**

The Principal is responsible for ensuring that the Safeguarding policy and procedures and all linked safeguarding policies adopted by the Governing Body are fully implemented and followed by all staff.

It is the Principal’s responsibility to allocate sufficient resources and time to enable the responsibilities of the Designated Member of Staff for Safeguarding to be discharged fully and to ensure that relevant staff are able to attend strategy discussions, child protection conferences and other inter-agency meetings and to contribute fully to the assessment of students.

The Principal is responsible for ensuring that all staff feel able to raise concerns about poor or unsafe practice regarding students, and that concerns will be addressed sensitively and in a timely manner in accordance with the College’s whistle blowing policy. We recognise that it is not the responsibility of students to raise concerns. It is the

responsibility of all staff to share concerns about the actions or attitudes of colleagues with the Principal who will deal with the concerns appropriately.

**The Role of the Designated Member of Staff: The College's Safeguarding, Child protection and Vulnerable Adult Manager.**

The Principal retains overall responsibility for and oversight of safeguarding within the college. However, It is the role of the College safeguarding, child protection and vulnerable adult manager to act as a source of support and guidance on all matters of child protection and safeguarding within the college. The College Safeguarding, Child Protection and Vulnerable Adult Manager is contactable via the Child Protection and Vulnerable Adult line (CPVA ) 0207 697 1717.

Staff must report any concerns to the CPVA helpline and are also able to discuss safeguarding, child protection and vulnerable adults issues with the College's Safeguarding, Child Protection and Vulnerable Adult Manager or one of the Centre based Safeguarding Champions or Child Protection and Vulnerable Adults Officers who will act in accordance with this policy and the London child protection procedures and report back to the College Safeguarding, Child Protection and Vulnerable Adult Manager.

The College's Safeguarding, Child Protection and Vulnerable Adult Manager is responsible for:

- Ensuring that there is a system for monitoring and recording concerns about students at an early stage which is implemented across the College and adhered to by all staff
- Managing child protection concerns and making referrals to Children's Social Care for the borough in which the child is resident when it is appropriate to do so and seeking advice and guidance on these matters when appropriate
- Attending and providing reports to child in need meetings, child protection conferences and core group meetings and contributing to child protection and child in need plans
- Monitoring the attendance and progress of students who are the subject of child in need or child protection plans and implementing the College's part of the plan
- Informing Children's Social Care of any proposed change of College of a child who is subject to a child in need or child protection plan and alerting them if a child who is subject to a protection plan is absent from College without reasonable justification
- Ensuring that relevant information about students is shared with staff on a 'need to know basis'
- Maintaining accurate child protection records which are held securely and confidentially
- Ensuring that all staff are aware of the need to record concerns about students and enabling them to do this as part of a College-wide process, such as in tutorial records, individual/personal learning plans. These would include bullying and racial issues.
- Ensuring that complete and accurate records are forwarded to receiving Colleges, such as tutorial records and the individual/personal learning plan
- Ensuring that students, parents and carers have access to the College's safeguarding policies and procedures
- Having a working knowledge of the role and function of the Islington Safeguarding Children Board

- Clarifying to personal and lead tutors, deputy directors and student support services their role in monitoring students at risk in terms of welfare and tracking cases of concern
- Ensuring that all new staff receive induction training and that all College staff undertake child protection training every three years
- Training for staff with designated child protection and safeguarding responsibility occurs every two years

### **Safeguarding Training for City and Islington College Staff**

City and Islington College ensures that:

- The College's Safeguarding, Child Protection and Vulnerable Adult Manager has undergone appropriate safeguarding and child protection training in accordance with best practice. The Safeguarding, Child Protection and Vulnerable Adult Manager will also attend appropriate training delivered by the Islington Safeguarding Children Board at least every two years to ensure they are aware of current safeguarding issues and best practice.
- All staff undertake initial safeguarding, child protection and vulnerable adults training and that their training is refreshed every three years
- All new staff and governors are given an Executive copy of the Safeguarding, Child Protection and Vulnerable Adults Policy as part of the City and Islington College induction process and are expected to read and sign to confirm that they have read and will adhere to the full policy.
- A central record of staff training is held

Initial training for staff will ensure that:

- All staff are able to recognise possible signs and indicators of abuse in students. Specific training is delivered to enable staff to safeguard and promote the welfare of vulnerable adults
- All staff know to whom they should report any concern about a student's welfare and well being
- All staff understand the College's safeguarding child protection and vulnerable adults policy and procedures and are clear about their statutory duties
- All staff are aware of how to manage a disclosure from a student in order to promote the best outcomes for that student
- All staff are aware of the need to work within professional boundaries and adhere to the College code of conduct to safeguard students
- All staff are aware of the importance of keeping detailed and accurate written records of any concerns about a student
- All staff are aware of the boundaries of confidentiality and disclosure and understand when the disclosure of confidential information would be a proportional response to the need to safeguard a student
- All staff have a duty to report any child protection and vulnerable adult issues to the College's Safeguarding, Child Protection and Vulnerable Adult Manager by the CPVA line 0207 697 1717
- All staff understand that they have a duty to safeguard and promote the welfare of students through tutorial and enrichment activities

### **Safer Recruitment and Staff Appointments**

Safe recruitment and selection practice is vital in safeguarding and protecting students. The Governing Body recognises and takes seriously its responsibility to adopt practice which minimises risk to the students in this College by ensuring that measures are in

place through this practice to deter, reject or identify people who might abuse students or who are unsuitable to work with them. The Governing Body is committed to evidencing this practice in relation to all staff working with students in the College. The safety and wellbeing of students is borne in mind at all times throughout the recruitment and selection process. The College follows guidance issued by Cambridge Education @Islington Human Resources and that contained in the DCFS guidance 'Safeguarding Student and Safer Recruitment in Education' 2007. The College has amended its Recruitment and Selection Policy and processes to reflect the guidance issued in "Keeping Children Safe in Education; information for all school and college staff 2014". The College will continue to uphold best practice in safer recruitment.

In accordance with this, the College makes sure that appropriate checks are carried out on new staff, volunteers and helpers and bears in mind the safety of students when drawing up job descriptions and person specifications, advertising posts, calling for and scrutinising references and picking up on gaps in employment history through to the interview process and carrying out enhanced CRB and professional checks and verifications of qualifications and identity. Applicants will be scrutinised by:

- verifying identity and academic or vocational qualifications;
- obtaining two written professional references
- checking previous employment history
- carrying out mandatory checks including List 99 and the Disclosure and Barring Service.
- conducting interviews with applicants
- completion of the Pre-Employment Health Questionnaire.
- undertaking risk assessments where it is appropriate and necessary to do so.

### **Work Experience, Placements and Work Based Learning**

City and Islington College will ensure that:

- health and safety checks are undertaken prior to establishing work experience placements
- employers and providers are aware of and are carrying out their responsibilities in relation to safeguarding and the protection of children and vulnerable adults, and ensuring that providers have appropriate policies and procedures in place which are followed by all staff
- College staff, volunteers, employers and work placement providers are aware of the action to be taken and by whom, should a safeguarding issue be raised before, during or after the placement
- College staff are appropriately trained to carry out the health and safety work placement audit

### **Safe use of E Technology**

The College has an Acceptable Use Policy and a Social Media policy. A College has appointed a member of staff with responsibility for monitoring the safe and appropriate use of E technology and any concerns about inappropriate use will be flagged and followed up. The College's E-Safety Co-ordinator is Terri Omer -0207-700-9386.

**Refer to Appendix 1: ICT Acceptable Use Policy and Appendix 2: Social Media Policy**

## **Extended Services and Activities**

The Governing Body of the College is responsible for controlling the use of College premises both during and outside College hours, except where a trust deed allows a person other than the Governing Body to control the use of the premises, or a transfer of control agreement has been made. Where services are provided directly under the supervision and management of the College, the College's safeguarding policies and procedures will apply.

Where activities and services are provided separately, the Governing Body will seek assurances and evidence that the body concerned has appropriate safeguarding and child protection policies and procedures in place and that there are agreed arrangements to liaise with the College on these matters where appropriate. Evidence of appropriate policies and procedures must be provided to the Governing Body. The Governing Body will only work with providers that can demonstrate that they have effective child protection policies and procedures in place, provide appropriate training and that the vetting arrangements for their staff are compatible with those of L.B. Islington (or other borough educational managing body) and government guidance. The Governing Body will enter into a formal letting contract with the provider once these conditions are met but reserve the right to withdraw permission for any letting. There will be at any one time, a number of professionals delivering services to students on behalf of the College in the community as well as on the College site. These professionals may be employed by partner agencies or other agencies.

All staff providing services to student whether in College or in the community on behalf of the College must adhere to the College's child protection policy.

Staff from partner agencies working with students off site will follow the referral procedures of their own agency and will inform the College's Safeguarding, Child Protection and Vulnerable Adult Manager they have made a child or vulnerable adult protection referral as a matter of priority.

## **Cross College Sites and Sub-Contracted Providers**

Where students attend other City and Islington sites or provision, including centres and facilities owned, leased or used by sub-contracted partners for the purpose of engaging with City & Islington college students, it is the responsibility of the Cross College sites' or sub-contracted partners' Centre based safeguarding champion or child protection and vulnerable adults officer to manage any concerns about those students appropriately, ensuring that there is good, effective and timely communication, liaison and information sharing with the College Safeguarding, Child Protection and Vulnerable Adults Manager.

## **Supporting Students**

In line with the duty to 'help children achieve more' (Working Together to Safeguard Children 2013), the College will promote the many areas that support students to be successful and feel confident in terms of their:

- physical and mental health and emotional wellbeing
- protection from harm and neglect
- education, training and recreation
- contribution to society
- social and economic wellbeing

We recognise that a student who is abused or neglected may find it difficult to develop and maintain a sense of self worth. We recognise that a student may feel helpless and humiliated and may blame themselves for what has or is happening to them. Our College may provide a vital source of stability in the life of student who has been abused or is at risk of harm. We recognise that the behaviour of a student in these circumstances may range from that which is perceived to be 'normal' to aggressive or withdrawn.

We aim to support the students in our College by:

- Encouraging a sense of self-worth and assertiveness whilst not condoning bullying and aggression. Bullying in itself may result in the threshold of significant harm being met and we take seriously our responsibility to challenge bullying behaviours in accordance with our anti-bullying policy; From September 2010 all allegations of bullying must be recorded. **See Appendix 3: Bullying and Harassment Policy for Students**
- Promoting a caring and safe environment within the College
- Providing an environment where students are able to make positive relationships with staff and are better able to talk to staff about their lives. In this way staff are able to 'hear the voice of the child'
- Providing opportunities through the curriculum for students to learn strategies to protect themselves ask for help and support and gain confidence in standing up for their rights and valuing and respecting others. e.g. through awareness raising activities and workshops including sexual health, anti bullying, drug and alcohol support, gang prevention and health and well being
- Working in partnership with other services involved in safeguarding students and notifying Children's Social Care or the Vulnerable Adults Team as soon as there are significant concerns about a student.

Safeguarding is promoted through a students' course (tutorial, enrichment and curriculum) and students are encouraged to recognise their own responsibilities to safeguard themselves and others. Guidance and support for students is available through a range of student support services including tutorial, student counsellors and advisors, and My-candi. These aims are underpinned by the following College policies:

- Lesson Observation Procedures and Proformas
- Bullying and Harassment Policy - Students
- Complaints Procedure
- Learning and Behaviour Policy
- ICT Acceptable Use Policy

### **Professional Relationships with Students**

City and Islington College recognises that positive professional relationships with students will support and promote the best outcomes for them. City and Islington College gives guidance on the expectations of staff in this matter to which all staff are expected to adhere. Good professional boundaries safeguard students and safeguard professionals from unfounded allegations. The College has a professional code of conduct which all staff must adhere to. **See Appendix 4: Staff Code of Conduct**

## **Personal Relationships**

It is the prime duty of the College to provide a safe and secure learning environment for students and staff and to protect the safety and welfare of all the students in its care. The guidance below ensures that staff maintain professional standards while at work and do not commit acts of impropriety or abuse the trust of students for whom they are responsible. The personal relationships referred to are those that are of a romantic and/or sexual nature.

### **1. Maintaining Professional Relationships**

A professional relationship exists where a member of staff is responsible for assessing, supervising, tutoring, teaching or providing pastoral support, administrative or technical support. Maintaining this professional relationship is vital to the educational development and achievement of its students.

All staff must hold in mind the need to ensure that their relationships with students are professional and act appropriately according to the College code of conduct.

### **2. College Standard**

The College strongly disapproves of personal/sexual relationships between staff and students. The age of the student is immaterial in considering whether a professional is in breach of trust. Any relationship between a professional and a student under the age of 19 or a student who is a vulnerable adult will result in an immediate referral to the Local Authority Designate Officer (LADO).

The College strongly disapproves of personal relationships between staff and students above the age of 19 where a professional relationship exists. Should a personal relationship already exist when a student joins the college, the professional must inform their line manager, so that appropriate steps can be taken to ensure that s/he is no longer in a professional role in connection with that particular student. Failure to report such a relationship may lead to disciplinary action, depending on the individual circumstances of the case. Where no professional relationship exists between staff and student, a personal relationship should be reported to the line manager in order to protect everyone's interests.

### **3. Other Consequences**

All staff are reminded of the risks of a complaint being made under the Bullying and Harassment Policy and that they may face allegations of criminal misconduct. In some circumstances, staff may be referred to the Independent Safeguarding Authority and barred from teaching.

### **4. Further Advice**

Staff may seek advice and guidance on this code from the Deputy Director of Human Resources. Students may seek guidance from the Deputy Director (Teaching and Learning) or from one of the student advisers or the safeguarding team.

### **5. Child Protection Concerns**

Abuse of trust may be reported to the nominated Protection of Abuse Officer (Helen Kent, the Senior SMT Lead for Safeguarding Child Protection and Vulnerable Adults) Note: this policy should be read in conjunction with all other relevant College policies and procedures including the Protection from Abuse Procedure and the Harassment Policy. It reflects our responsibilities under the Children's Act 1989, the Sexual Offences Amendment Act 2000 and the DfES Circular 2002 on the Prevention of Unsuitable Persons from working with children and young adults.

For the avoidance of doubt, student helpers and students on work placements are not considered members of staff. Apprentices will be treated as members of staff for the purpose of this policy.

### **Safe Touch Policy and Code of Practice**

The College recognises that in certain Performing Arts disciplines, e.g. Dance, it is necessary for the tutor to physically touch a student to improve their understanding of the exercise or movement. Please refer to the Safe Touch Policy and Code of Practice in Performing Arts. **See Appendix12: Safe Touch Policy and Code of Practice**

### **Confidentiality**

Confidentiality is an issue which needs to be fully understood by all those working with students, particularly in the context of safeguarding and the protection of children and vulnerable adults. We respect the right of students and families to have information about them dealt with sensitively and confidentially in line with statute and guidance. Child Protection information regarding students in our College will be shared with staff on a strictly need to know basis. A member of staff will 'need to know' information when it is demonstrably to benefit the student. All staff are expected to conform to the College's standards of good professional practice and maintain confidentially appropriately at all times.

All staff must be aware of their responsibility to share information with the College's Safeguarding, Child Protection and Vulnerable Adult Manager with other agencies in order to protect and safeguard students. This must be done in accordance with the College's Safeguarding and Child Protection Policy. Where there is uncertainty about the need to share information, the six points referred to in Appendix 1 should be considered. Advice will be sought by the College's Safeguarding, Child Protection and Vulnerable Adult Manager on this issue and where necessary from the Safeguarding Lead in Education London Borough of Islington.

No one in the College may guarantee confidentiality to a student and must make it clear that information will be shared if there are concerns about the welfare of a student, even if they do not consent to the sharing of information. Where a student has refused consent for information to be shared, the reason for refusal must be recorded. Refusing consent should never prevent information being shared to safeguard or protect the student.

No one in the College may guarantee to a student that they will keep a secret or confidence and must always make it clear to student in language that is appropriate, that any information which leads a member of staff to be concerned that a student is suffering or is at risk of suffering harm will be shared with the College's Safeguarding, Child Protection and Vulnerable Adult Manager in order to take measures to safeguard the student at risk.

Disclosing confidential information should always take place if it is a proportional response to meet the need to safeguard and promote the welfare of a student. **See Appendix 5: Child Protection and Vulnerable Adults: Staff Procedures**

### **Supporting Staff**

We recognise that child protection is a difficult and sometimes upsetting subject for those who work with students. Working with a student who has suffered harm or is at risk of harm may be stressful and distressing. We are committed to supporting such staff by providing opportunities for them to talk through their experiences and anxieties with

the College's Safeguarding, Child Protection and Vulnerable Adult Manager or the Centre based Safeguarding Champion or Child Protection and Vulnerable Adult Officer and to seek further support as appropriate. All staff and volunteers should feel able to raise concerns about poor or unsafe practice; such concerns will be addressed sensitively and effectively in accordance with agreed whistle blowing procedures. A copy of the summary version of 'What to do if You're Worried a Child is Being Abused' should be made available to every member of staff.

We believe that working within a College that has clear safeguarding and child and vulnerable adults protection policies and procedures also helps to support staff in carrying out their duties and responsibilities effectively.

### **Students with Learning Difficulties and/or Disabilities**

Research suggests that students with disabilities and/or learning difficulties are more vulnerable to abuse. The risks may be increased by their need for practical assistance and physical dependency including intimate care which may be delivered by a number of different carers, by possible communication difficulties and lack of access to strategies to keep themselves safe, or by the increased risk that they may be socially isolated or may not understand that they are being abused.

Staff who work with students in any capacity must be particularly aware of and sensitive to how the effects of abuse or harm may present and be able to pick up on any changes in behaviour or presentation that might indicate a concern that should be shared immediately with the College's Safeguarding, Child Protection and Vulnerable Adult Manager or in their absence one of the Centre based Safeguarding Champion or Child Protection and Vulnerable Adult Officer.

The staff in this College will have important information about an individual student's presentation, their levels of understanding and how best to communicate with them. All staff working with students with special educational needs or disabilities will receive appropriate training to enable them to meet the needs of the student appropriately and to recognise and report any concerns.

### **Intimate Care and Toileting of Disabled Students**

City and Islington College is committed to supporting and meeting the needs of students with disabilities and will ensure that no student is put at a substantial disadvantage compared with her or his non - disabled peers.

If a student has particular needs which require intimate care or the administration of medication, a meeting will be held with the student, their parents, carers and relevant health professionals to ensure that an individual support plan is drawn up to meet those needs appropriately. The student's wishes and feelings will be taken in to account and respected throughout this process. **See Appendix 6: Intimate Care and Toileting of Disabled Students**

### **Working in Partnership with Parents and Carers**

The Governing Body and staff of the College are committed to creating and maintaining a culture of openness and honesty and strive at all times to work in partnership with parents and carers. We believe that this is in the best interests of students and their families. Only by developing co-operative working relationships within which parents and carers feel respected will we be able to work holistically with students.

Parents and carers will be encouraged to access our safeguarding policy, and a summary of it is included in the literature given to students and families on admission to the College which links to the appropriate page on the College web site. We believe it is important that parents and carers are aware of our statutory duty to safeguard and promote the welfare of students and that we will, where necessary, share concerns about students with Children's Social Care or appropriate agencies.

Wherever possible and appropriate we will aim to discuss concerns about students with their parents or carers and inform them if we intend to make a referral to Children's Social Care.

There may be instances however, when we judge that it is not appropriate to speak to a parent or carer before contacting Children's Social Care. This would happen when the College's Safeguarding, Child Protection and Vulnerable Adult Manager or in their absence, the Centre based Safeguarding Champion or Child Protection and Vulnerable Adult Officer judges that a student's well being will be imperilled if the parent or carer is aware that a referral to Children's Social Care is to be made. We will also bear in mind 'Fraser competence' and this will inform judgements and decisions.

### **Implementation and Evaluation of Safeguarding Policy and Practice**

All staff at CANDI have a duty to be fully conversant with the College's safeguarding child protection and vulnerable adults policy and procedures. All staff are required to read and sign an Executive Summary of the policy and to adhere to it at all times. **See Appendix 11: Executive Summary: Safeguarding, Child Protection and Vulnerable Adults Policy.**

Agency staff that work at the College are also required to read and sign up to an Executive Summary of the policy.

The implementation of the policy and the resulting good practice are monitored in the following ways to ensure effectiveness:

- Staff raise concerns about the welfare of students routinely as good practice with the College's Safeguarding, Child Protection and Vulnerable Adult Manager or in their absence, the Centre based Safeguarding Champion or Child Protection and Vulnerable Adult Officer
- Staff attend safeguarding training and a central register of training is held by the College
- Staff are willing to raise concerns about students at an early stage to ensure that appropriate support or intervention is offered
- Staff use the College's recording format to document concerns
- Poor safeguarding practice is challenged and appropriate action is taken to remedy it
- A full safeguarding child protection and vulnerable adult report is submitted to the Governing Body annually.

### **Site Security**

All students and staff should be able to feel safe when they are on the City and Islington College campus. All staff and students will wear their ID at all times and will not be allowed to enter a site without it. Visitors will be asked to show their ID where appropriate (for example Ofsted and other professionals who are visiting the site), and to sign in and wear a visitor's badge at all times. No visitor will be admitted to a City and Islington College site unless they are accompanied by a member of College staff.

**See Appendix 8: Site Security Policy**

## **Contractors**

Regular contractors who work on site will be CRB checked as part of the service level agreement between them and City and Islington College and will be expected to read and sign the Executive Summary, and adhere to the City and Islington College Safeguarding Child Protection and Vulnerable Adults Policy and Staff Code of Conduct. Occasional contractors who have not undergone CRB checks will be supervised at all times while they are on site.

## **Agency Staff**

Agency staff and those who work at City and Islington College for one or two days will be asked to provide their CRB check before they can begin work. They will be given an Executive summary of the City and Islington College Safeguarding, Child Protection and Vulnerable Adults Policy and will be asked to sign to confirm that they have read and will adhere to it.

## **Restraint and Reasonable Force**

Section 93 of the Education and Inspections Act 2006 enables College staff (including support staff, non-teaching staff and voluntary staff) to use such force as is reasonable in the circumstances to prevent a student from:

- Committing an offence;
- Causing personal injury to any person (including themselves) or damage to any property;
- Prejudicing the maintenance of good order and discipline at the College

This includes occasions when the student is not on College premises e.g. on College visits. Section 45 of the Violent Crime Reduction Act 2006 gives Principals and authorised staff the right to search pupils for weapons without their consent, where they have reasonable cause to suspect they are carrying a weapon. If resistance is expected Colleges MUST call the Police. Further guidance is at [www.teachernet.gov.uk/whole College/healthandsafety](http://www.teachernet.gov.uk/whole%20College/healthandsafety). The security staff at City and Islington College are trained in the use of reasonable force and restraint.

Guidance is given to staff on appropriate behaviour including the use of reasonable force. Further guidance to staff can be found in the College's Physical Restraint Policy which is informed by the DfE document 'Use of Reasonable Force' 2012. **See Appendix 7: Physical Restraint Policy**

There should be a rigorous recording system and procedures in College and reporting to the Local Authority. There is a model recording form in the DCSF Guidance. Parents/carers should be informed when reasonable force has been used and protocols agreed with parents/carers if use of reasonable force is thought likely. It is good practice for the member of staff with responsibility for child protection to check the record and to give the member of staff involved in the incident a copy. Students displaying extreme behaviour in relation to a learning disability, autistic spectrum disorders, behavioural, emotional and social difficulties or with severe behavioural difficulties should be handled according to the guidance in [www.teachernet.gov.uk/wholeschool/sen/piguide](http://www.teachernet.gov.uk/wholeschool/sen/piguide). S548 Education Act 1996 states that the use of force as a punishment is unlawful. Colleges have two duties under Part 4 of the Disability Discrimination Act 1995 (as amended by the Special Educational Needs and Disability Act 2001):

- Not to treat a disabled child unfavourably without justification

- To take reasonable steps to avoid putting disabled pupils at a substantial disadvantage

[Teachernet, Summary of Colleges' statutory responsibilities under disability discrimination](#)

### **Recording**

Concerns about students should be recorded on the College's individual/personal learning plan and on the Centres' central at risk register, which will detail the concerns about a student, discussion with the College's Safeguarding, Child Protection and Vulnerable Adult Manager or in their absence, the Centre based Safeguarding Champion or Child Protection and Vulnerable Adult Officer and parents or carers where appropriate and any agreed actions and outcomes. Tracking sheets, referrals to Children's Social Care and Child Protection Conference and Core Group meeting minutes will be held confidentially, separately from a student's main College records. Records should be signed and dated and kept in chronological order. College actions minuted in child protection conferences/strategy meetings must be implemented.

Recording is a tool of professional accountability and is central to safeguarding and protecting students. It is not always possible to know whether a small or vague concern held today may increase as the days or weeks pass and later form the substance of a child or vulnerable adult protection referral. For this reason it is vital that concerns are recorded accurately so that they can be monitored and emerging patterns noticed.

### **Referral**

If a student discloses that they have been subjected to abuse to any staff member in the College, the staff member must report this via the child protection and vulnerable adults line 0207 697 1717. The College's Safeguarding, Child Protection and Vulnerable Adult Manager will then respond within an hour and make the necessary referrals to Children's Social Care in the child's home borough. Where a student is transferring to another College, the College's Safeguarding, Child Protection and Vulnerable Adult Manager should liaise with the College the pupil is transferring to and copy and forward records to the other College.

**Hospitalisation:** Students aged under 16 who are taken to hospital must be accompanied by a member of staff. The member of staff must make direct contact with the parent /relative to make them aware of the situation. It is expected that the member of staff will accompany the student in the ambulance, and remain at the hospital until the parent/relative arrives. If a student age 16-18 is taken to hospital, the member of staff must make direct contact with the parent /relative to make them aware of the situation. As a general rule the member of staff is not required to accompany the student in the ambulance, where parent/relative has been made aware of the situation.

Where the student is over 18 and is a vulnerable adult the member of staff must also make direct contact with the parent /relative to make them aware of the situation. It is expected that the member of staff will accompany the student in the ambulance, and remain at the hospital until the parent/relative arrives.

In all cases, the College's Safeguarding, Child Protection and Vulnerable Adult Manager should be made aware as soon possible of the situation.

### **Allegations against College staff and volunteers**

Allegations made against College staff and volunteers will be dealt with according to the process laid out in 'Safeguarding Children and Safer Recruitment in Education' 2007. The Principal or the Chair of the governing body (if it is an allegation about the Principal) will work with the Local Authority Designated Officer to confirm the details of individual cases and to reach a decision on the way forward in each case, in conjunction with Children's Social Care and the Police Child Abuse Investigation Team. College staff will not investigate cases of suspected abuse themselves. The College will cooperate fully with the Police and Student's Social Care. Please see Allegations against College Staff Guidance for Colleges at the back of this policy for further information.

### **Students Under 18 living alone or without any parental or guardian support**

College staff must report any students who are living alone or without parental or guardian support to the College's Safeguarding, Child Protection and Vulnerable Adult Manager via the CPVA line 0207 697 1717.

### **Private Fostering**

Privately fostered students under the age of 18 are cared for by someone other than a parent or close relative (e.g. step-parents, siblings, siblings of a parent and grandparents) for 28 days or more. College staff should make a referral to College's Safeguarding, Child Protection and Vulnerable Adult Manager on 0207 697 1717 who will notify Children's Social Care if:

- They become aware of a private fostering arrangement which is not likely to be notified to the local authority
- They have doubts about whether a child's carers are actually their parents, and there is evidence to support these doubts, including concerns about the child's welfare

Further information about private fostering arrangements can be found at [www.baaf.org](http://www.baaf.org)

### **Trafficked and Exploited Students**

A trafficked student is coerced or deceived by the adult who brings them into the country. Trafficked students are denied their human rights and are forced into exploitation e.g. domestic servitude, forced marriage, criminal activity, begging, benefit fraud, acting as a drug mule, sweatshop or restaurant work. Students may appear to submit willingly through fear for themselves or their family, because their parents have agreed to the situation or because of bribes. Recognition of trafficked and exploited students will normally rely on a combination of general signs of abuse and neglect and issues concerned with the student's immigration status. These students may not be in possession of their own travel documents, be excessively afraid of being deported, be in possession of false papers, being cared for by an adult who is not their parent, presenting with a history of missing links and unexplained moves. College staff should make a referral to Children's Social Care if they suspect a child has been trafficked.

### **Forced Marriage/Honour Violence/Killings**

A 'forced' marriage is distinct from a consensual 'arranged' marriage because it is without the valid consent of both parties and where duress is a factor. A student who is forced into marriage is at risk of significant harm through physical, sexual and emotional abuse. Information about a forced marriage may come from the student themselves, or the student's peer group, a relative or member of the student's local community or from another professional.

Forced marriage may also become apparent when other family issues are addressed, e.g. domestic violence, self harm, child abuse or neglect, family/young person conflict, a student absent from College or a missing/runaway. Forced marriage may involve the student being taken out of the country for the ceremony, is likely to involve non-consensual and or under-age sex and refusal to go through with a forced marriage has sometimes been linked to 'honour killing'. Young men as well as women are victims of forced marriage.

Honour based violence is an ancient cultural tradition that encourages violence towards family members who are considered to have dishonoured their family. It is rooted in domestic violence and is often a conspiracy of family members and associates meaning victims are a risk from their parents and families.

College staff should respond to suspicions of a forced marriage or honour based violence by making a referral to Children's Social Care 0207 527 7400 and if the risk is acute, to the Police Child Abuse Investigation Team 020 7527 8102. College staff should not treat any allegations of forced marriage or honour based violence as a domestic issue and send the student back to the family home. It is not unusual for families to deny that forced marriage is intended, and once aware of professional concern, they may move the student and bring forward both travel arrangements and the marriage. **For this reason, staff should not approach the family or family friends, or attempt to mediate between the student and family, as this will alert them to agency involvement.**

Further information and advice can be obtained from the Forced Marriage Unit [www.fco.gov.uk/forcedmarriage](http://www.fco.gov.uk/forcedmarriage) or 020 70080151 and the Honour Based Violence Helpline 0800 599 9247.

### **Female Genital Mutilation**

It is illegal in the UK to subject a child to female genital mutilation (FGM) or to take a child abroad or aid or abet someone to take a child out of the country to undergo the procedure – Female Genital Mutilation Act 2003. Despite the harm it causes, FGM practising communities consider it acceptable to protect their cultural identity. The age at which girls are subject to FGM varies greatly from shortly after birth to any time up to adulthood. The average age is thought to be 6 - 12 years but it is also thought that the age at which girls are mutilated is dropping.

Although the age of students at City and Islington College is such that they are not necessarily in the 'high risk' category for FGM, a student may disclose that she is at risk of FGM, has suffered FGM or that she has a sister or family member who is at risk of mutilation.

College staff should be alert to the following indicators:

- The family comes from a community that is known to practise FGM
- A student may talk about a long holiday to a country where the practice is prevalent.
- A student may confide that she or a sister or family member is to have a 'special procedure' or to attend a special occasion
- A student may request help from a teacher or another adult
- Any female student born to a woman who has suffered FGM or has a sister or relative who has been subjected to FGM must be considered to be at potential risk.

Any information or concern about a student or member of her family being at risk of FGM must be reported to via the CPVA helpline as a matter of urgency on 0207 – 697-1717 and will be treated as an immediate child protection referral to the student's home borough.

### **Domestic Violence:**

'Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse:

- psychological
- physical
- sexual
- financial
- emotional

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim." \*

Forced marriage, 'honour based violence' and female genital mutilation are included in this definition.

It important to note that the definition includes young people aged 16 or over, therefore staff must be vigilant to domestic violence within young people's relationships and refer this as a child protection concern to the CPVA.

Living with domestic violence is a form of emotional abuse and is included in the definition of emotional abuse as, 'seeing or hearing the ill treatment of another'. If staff are aware that a student is witnessing, hearing, living with or experiencing domestic violence, they should inform the College's Safeguarding, Child Protection and Vulnerable Adult Manager , who will in turn refer the matter to Children's Social Care 020 7 527 7400 or to Children's Social Care for the borough in which the student lives.

### **Young Carers**

In many families, students contribute to family care and well-being as part of normal family life. A young carer is a child who is responsible for caring on a regular basis for an adult or a sibling who has illness or disability.

Caring responsibilities can significantly impact upon a child's health and development. Report any concerns to the College's Safeguarding, Child Protection and Vulnerable Adult Manager on 0207 697 1717 who will refer to Children's Social Care, a young carer who is:

- Unlikely to achieve or maintain a reasonable standard of health or development because of their caring responsibilities

- At serious risk of harm through abuse or neglect
- Providing intimate bodily care.

### **Young Runaways**

Some young people are pushed away from their home by factors that make an environment difficult to live in, such as problems at home, difficult relationships, family breakdown and maltreatment or abuse, problems at College including bullying and personal problems including mental health issues. Other young people are pulled away to be near friends and family or following grooming by adults for sexual exploitation or trafficking.

City and Islington College will support students by enabling them to understand the dangers of running away and encourage them to seek support rather than run away; some students run away because they feel there is no other option. Students need to know where they can access help if they are thinking of running away and what alternatives are open to them. As a College, we are well placed to advise young people about the dangers of running away and to point them to available support. If College staff become aware of a young runaway, they should ensure they inform the College's Safeguarding, Child Protection and Vulnerable Adult Manager via the CPVA helpline or in their absence the Centre based Safeguarding Champion or Child Protection and Vulnerable Adult Officer who in turn will contact the Police Liaison Officer and the Education Welfare Service.

### **Gang Violence and Gang Grooming**

**(Adapted from "Safeguarding children affected by gang activity and/or serious youth violence" – London safeguarding children's board section 14.5)**

[www.londonscb.gov.uk](http://www.londonscb.gov.uk)

As part of the teaching and tutorial process College staff are well placed to pick up signs of anti-social behaviours, aggression, bullying and gang activity amongst young people and identify those at risk of harm as victims and/or the perpetrators. Poor academic achievement is one of the most consistently- reported risk factors found to increase the likelihood of violent behaviour and crime. College staff should follow the College's behaviour management and anti bullying and harassment procedures and if necessary work collaboratively with external bodies such as Connexions and Reality Around Gangs, when managing gang related issues in College.

### **Sexual Exploitation**

'Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive something (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing and/or others performing on them sexual activities.'

Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social /economic and/or emotional vulnerability.'

Sexual exploitation may be organised or opportunistic. It may take place when a student is groomed using technology or is encouraged to think that they are entering into a relationship. It may be linked to gang membership. Boys as well as girls are sexually exploited. Young people are vulnerable to sexual exploitation in many ways and the vigilance of staff is key in identifying possible signs or indicators. The Rochdale Serious Case Review into the sexual exploitation of a group of young people highlighted the importance of FE colleges in identifying and meeting the needs of vulnerable young people who might be at risk of this form of abuse.

Staff must be vigilant to any signs or concerns that a student may be sexually exploited and report concerns as a matter of urgency.

## **E-Safety**

This refers to the internet and other electronic forms of communication such as e-mail, text messages, face -book can be used to put young people and vulnerable adults at risks. There are many ways in which the various forms of technology can be used in a harmful way:

### **Internet Grooming**

Flattering someone into talking in a private chat room where they will be isolated or befriending someone on a social networking web page. Asking someone what problems they have to create the illusion of being a best friend and building up a sense of mutual love and trust, suggesting that they can discuss “anything”.

### **Sex talk/Sexting**

Engaging someone in explicit conversations or requesting sexually explicit pictures from them.

### **Cyber –bullying**

Using electronic forms of communication such as e-mail, text, face -book to send malicious or unkind messages to try and intimidate or threaten someone.

## **Radicalisation**

The college recognises the positive contribution it can make towards protecting its students from radicalisation to violent extremism. The college will continue to empower its students to create communities that are resilient to extremism and protect the wellbeing of particular students who may be vulnerable to being drawn into violent extremism or crime. It will also continue to promote the development of spaces for free debate where shared values can be reinforced.

Radicalisation is the process by which individuals come to support terrorism or violent extremism. There is no typical profile for a person likely to become involved in extremism, or for a person who moves to adopt violence in support of their particular ideology. Although a number of possible behavioural indicators are listed below, staff should use their professional judgement and discuss with other colleagues if they have any concerns:

- Use of inappropriate language

- Possession of violent extremist literature including electronic material accessed via the internet and communication such as e-mail and text messages.
- Behavioural changes
- The expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology

If staff have any significant concerns about a student beginning to support terrorism and/or violent extremism, they should discuss this with the College's Specific Point of Contact (SPOC) – Helen Kent 020 7700 9304 or the College's Safeguarding, Child Protection and Vulnerable Adult Manager, Ruth Jno Baptiste on 0207 697 1717 immediately.