

## **SAFEGUARDING**

### **1.0 PURPOSE**

To set out how the college will meet its statutory duty to safeguard and promote the welfare of children, and its duty under legislation, policy and guidance to safeguard and promote the welfare of vulnerable adults.

### **2.0 SCOPE**

This policy applies to all staff, governors and volunteers.

### **3.0 REFERENCES AND RELATED DOCUMENTATION**

The Policy has been developed by reference to:

- Stockton Local Safeguarding Children: Procedures and Guidance for Working Together to Safeguard and Promote the Welfare of Children in Stockton-on-Tees; version 10 – issued July 2011
- Teeswide Safeguarding Adults Partnership: Safeguarding Vulnerable Adults Inter-Agency Policy – issued July 2010
- Department for Children, Schools and Families: Safeguarding Children and Safer Recruitment in Education 2010
- HM Government: Working Together to Safeguard Children 2010
- HM Government: What to do if you're worried a child is being abused 2006
- Every Child Matters guidance – [www.education.gov.uk](http://www.education.gov.uk)
- Education Act 2002
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006

This Policy should be read in conjunction with the following documentation:

- Strategy 8 - Equality and Diversity Strategy
- Strategy 12 - Safeguarding Strategy

- Personnel 12 - Safer Recruitment of Staff and Volunteers Quality Code
- Personnel 13 - CRB Disclosure Quality Code
- Personnel 14 - Recruitment of Ex-offenders Quality Code
- Safeguarding 1 - Child and Vulnerable Adult Protection Quality Code
- Other HR & Personnel Regulations & Quality Codes
- Equality & Diversity Quality Codes
- Health & Safety Regulations & Quality Codes
- Learner Services Quality Codes
- Curriculum Quality Codes
- ICLT 6 - Data Protection & Freedom of Information Regulation

#### 4.0 DEFINITIONS

**Children:** Those under the age of eighteen (sometimes referred to in other guidance as children & young people).

**Vulnerable Adults:** A person aged 18 years or over who is, or may be, in need of community care services by reason of mental or other disability, age or illness **or** who is, or who may be, unable to take care of him or herself **or** unable to protect him or herself against significant harm or exploitation. (Law Commission for England and Wales, 1995). This could include learners with learning difficulties and/or disabilities.

**Safeguarding:** Pro-actively keeping children and vulnerable adults safe from harm and abuse. This means ensuring they are safe from accidents, crime, bullying, and actively promoting their well-being in a healthy, safe and supportive environment.

**Child & Vulnerable Adult Protection:** A central part of safeguarding. It is the process of protecting specific children or vulnerable adults identified as suffering, or at risk of suffering, significant harm as a result of abuse or neglect.

**Significant Harm:** The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life. The local authority has a duty to make enquiries or cause enquiries to be made if a child or vulnerable adult is judged to be at risk of suffering significant harm.

**Duty of Care:** The duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of a child or vulnerable adult involved in any activity or interaction for which that individual or organisation is responsible. Any person in charge of, or working with children or vulnerable adults in any capacity is considered, both legally and morally to owe them a duty of care.

## 5.0 STATEMENT OF ACTION

Stockton Riverside College fully recognises its responsibilities to safeguard and promote the welfare of children and vulnerable adults, including the responsibilities its Governors, managers, staff and volunteers have in regard to the protection of children and vulnerable adults from abuse and inadequate care.

The college is committed to responding in all cases where there is a concern and will comply with requirements by:

- Making and publishing an explicit statement of intent 'Stockton Riverside College is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff, governors and volunteers to share this commitment'.
  1. We believe that every child and vulnerable adult should be valued and safe.
  2. We want to make sure that the children and vulnerable adults we have contact with know this and are empowered to tell us if they are suffering from harm.
  3. We want children and vulnerable adults who attend or have contact with the college to enjoy what the college has to offer in safety.
  4. We want organisations who work with or commission work from the college to have confidence and recognise that we are a safe organisation.
  5. We will achieve this by having a effective safeguarding children and vulnerable adults procedure.
  6. If we discover a child or vulnerable adult is suffering harm we will notify social services via Stockton-on-Tees Borough Council First Contact Team, Tithebarn House, High Newham Road, Stockton-on-Tees TS19 8HR. Tel 01642 527764 Email: firstcontact@stockton.gov.uk or the police in order that they can be protected if necessary.
  7. This safeguarding policy statement and our safeguarding procedures apply to all staff, volunteers and users of Stockton Riverside College and anyone carrying out any work for us or using our premises.
  8. We will review our safeguarding policy and procedures at least once a year to make sure they are still relevant and effective.
- Taking all reasonable measures to ensure the risks of harm to children and vulnerable adults are minimized by creating and maintaining a safe learning environment for children and vulnerable adults.

- Identifying where there are child or vulnerable adult welfare concerns and taking action to address them, working to agreed local policies and procedures in full partnership with other local services.
- Co-operating as required with relevant agencies with their enquiries regarding child and vulnerable adult protection matters, including attendance at case conferences and other meetings.
- Making staff aware of key documents and how to access them including College Quality Codes, Safeguarding Children and Safer Recruitment in Education 2010, What to do if you're worried a child is being abused (2006), and Working Together to Safeguard Children (2010).

Our policy has been developed by reference to legislation, policy and guidance. There are five main elements:

- Ensuring we practice safe recruitment in checking the suitability of staff, governors, partner staff and volunteers to work with children and vulnerable adults.
- Raising awareness of child and vulnerable adult protection issues and equipping children and vulnerable adults with the skills to keep them safe.
- Developing and implementing procedures for identifying and reporting cases, or suspected cases of abuse.
- Supporting learners who have been abused (or are at risk of abuse) in accordance with his/her agreed child or adult protection plan.
- Establishing a safe environment in which children and vulnerable adults can learn and develop.

We recognise that because of their day to day contact with children and vulnerable adults college staff and volunteers are well placed to observe the outward signs of abuse. The college will therefore:

- Ensure all staff and volunteers are aware of their duty of care towards the children and vulnerable adults with whom they have contact.
- Establish and maintain an environment where children and vulnerable adults feel secure, are encouraged to talk, and are listened to.
- Ensure children and vulnerable adults know who they can approach if they are worried.

- Include opportunities in curriculum and tutorial programmes for children and vulnerable adults to develop the skills they need to recognise and stay safe from harm and abuse.

We will follow the procedures set out by the Stockton Local Safeguarding Children Board and the Teeswide Safeguarding Adults Partnership. We will also take account of the guidance issued by the Department for Children, Schools and Families to:

- Ensure we have a designated senior person responsible for safeguarding who has received appropriate training and support for this role. This person will take lead responsibility for dealing with safeguarding issues, providing advice and guidance to other staff and liaising with other agencies. The designated senior person is Liz Boynton (Head of Higher Education, Safeguarding and Professional Development) Tel 01642 865482 / 07553367540.
- Ensure that there is a named deputy designated person - Lorna McLean (Head of Equality & Learner Support). 01642 865464 / 07970982324
- Ensure sufficient additional designated persons to enable a comprehensive service to be provided and ensure that they receive appropriate training and support for their role. Additional designated staff are Miriam Stanton (Deputy Principal Teaching, Learning and Learner Services), and Ged Coull (Head of Bede Sixth Form).
- Ensure we have a designated person who is responsible for Looked After Children, liaising with/reporting to partner schools and the tutorial programme. The nominated person is Lorna McLean.
- Ensure we have a nominated governor responsible for safeguarding. The nominated governor is Val Northcombe.
- Ensure every member of staff (including temporary, hourly paid and supply staff), volunteers and members of the governing body know the name of the senior designated person and their role and that they are aware of the deputy designated person and additional designated persons through mandatory training, information available on the college Safeguarding Gateway site and college notices.
- Ensure all staff receive regular mandatory safeguarding training and understand their responsibilities in being alert to the signs of abuse, and their responsibility for referring concerns to a designated person.
- Ensure that learners, parents, employers and other partners have an understanding of the responsibility placed on the college and staff for safeguarding by publishing this document on the college website.

- Listen to children & vulnerable adults, encourage them to respect and care for others and take action to stop verbal or physical abuse taking place.
- Endeavour to create an open and accountable environment, encouraging people to voice their concerns about inappropriate behavior and misconduct while providing strong sanctions to deter abuse, victimization and cover up of serious malpractice.
- Notify partner schools (14-16s) as soon as we become aware if child protection concerns are raised regarding a pupil/s.
- Develop links with relevant agencies and co-operate as required with their enquiries regarding child and vulnerable adult protection matters, including attendance at case conferences and other meetings.
- Keep confidential written records of concerns about children and vulnerable adults, even when there is no need to refer the matter immediately.
- Ensure all records are kept securely and in locked locations.
- Develop and follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.
- Ensure our policies and procedures apply to all regardless of protected characteristics such as gender, race, disability, sexual orientation, gender reassignment, pregnancy & maternity, marriage & civil partnership and religion & belief (as defined under the Equality Act 2010).

We recognise that children and vulnerable adults who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The college may be the only stable, secure and predictable element in the lives of children or vulnerable adults at risk. When at college their behaviour may be challenging and defiant, or withdrawn. The college will endeavour to support the learner through:

- The tutorial programme.
- Embedding Safeguarding and the five Every Child Matters outcomes in the curriculum.
- The college ethos that will promote a positive, supportive and secure environment and gives learners a sense of being valued.
- Fair and appropriate application of the college learner disciplinary policy and processes.
- Promoting access to college services such as youth workers and counsellors.

- Liaison with other agencies that support the learner such as social services and Connexions.
- Respecting confidentiality of information about learners.
- Ensuring that where a learner who is subject to a child or vulnerable adult protection plan leaves the college, their information is transferred to the new education provider and their social worker is informed.

|                                |                |                      |             |                  |                  |
|--------------------------------|----------------|----------------------|-------------|------------------|------------------|
| Version                        | 1              | Author/<br>Reviewers | Liz Boynton | Validation Panel | SLT              |
| Date Reviewed                  | November 2011  |                      |             | Date Validated   | 22 November 2011 |
| SLT Lead                       | Miriam Stanton | Lead Manager         | Liz Boynton |                  |                  |
| Applies to Merged Organisation |                |                      |             |                  |                  |