

College Policies and Procedures

Safeguarding Policy

Sue Coole
Vice Principal Learner Support & Community Links
June 2010 (revised September 2011)

Safeguarding Policy

Policies and Procedures made by the Principal and Chief Executive under Delegated Authority from the Corporation

These policies and procedures are made by the Principal and Chief Executive of the College using the powers delegated by the Corporation in accordance with the Instrument and Articles of Government.

They are intended to ensure that the matters concerned are not only conducted fairly, appropriately and in accordance with the law where required, but also promote the purposes of the College and its customers.

The policies and procedures may be revised or amended from time to time in the light of experience or changing circumstances.

If you have any observations on these policies and procedures, please write to the Principal and Chief Executive.



30.09.11

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John Hayles
Acting Principal & Chief Executive

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Date

This Policy is available in other languages and formats upon request by telephoning the College on 0845 52 12345.

Equality Analysis

Date of Equality Impact Assessment	30.09.11
Name of policy, practice, process or procedure	Safeguarding Policy
What is the main aim or purpose of the policy, practice, process or procedure?	To safeguard the College's learners, staff, stakeholders and users
Who is responsible for creating/implementing this? Please state job role.	Safeguarding Board
Names of staff, students, stakeholders involved in the equality analysis process	Safeguarding Board members

Information to support the equality analysis process

What evidence is already available to help inform the impact assessment process and to promote the general and specific duties related to equality and diversity? (Consider both quantitative and qualitative information)	<ul style="list-style-type: none"> • Child Protection & Vulnerable Adults meeting and agendas • E & D Group meetings and agendas • Health & Safety Committee meetings and agendas • Incident & Accident Reports • Disciplinary & Safeguarding investigations
In what areas are there concerns that the policy, practice, process or procedure could have a differential impact? (Please circle or highlight)	<p>Age Disability Race Religion or Belief Sex (Gender) Sexual Orientation Gender Reassignment Marriage & Civil Partnership Pregnancy & Maternity Other:</p> <ul style="list-style-type: none"> • Social Class/Background • Language
What are the risks associated with the policy, practice, process or procedure in relation to the differential impact?	Possible risk of excluding identified groups from safeguarding practices
What are the expected benefits of the policy, practice, process or procedure?	To include all agreed parties in wide ranging safeguarding practices and procedures

Equality Action Plan

Please list any recommendations for action that are planned as a result of this equality analysis
 (Categories: Age, Disability, Race, Religion or Belief, Sex (Gender), Sexual Orientation, Gender Reassignment, Marriage & Civil Partnership, Pregnancy & Maternity, Other – Social Class/Background, Language)

Identify groups	Action required/changes and modifications to outline of the promotional benefits	By Whom	By When	Evaluation and Date
Fractional staff	Enable staff to access briefings and e-learning packages	Staff Development/Managers		
All groups	Safeguarding Policy should reduce risk of differential impact for all staff and learners	Safeguarding Board		

If the action proposed will not fully eliminate negative impact, why is this and how can it be justified?	Action above will eliminate negative impact
General comments/concerns	Equality Impact Assessment will be required each time the Safeguarding Policy is reviewed and amended

- This document has been impact assessed against the Communication Guidelines and Equality Analysis process (Oct 2010)

EXECUTIVE SUMMARY

Safeguarding Policy

South Essex College fully recognises its responsibility for safeguarding young people and vulnerable adults in line with the Definition of Safeguarding (Ofsted Common Inspection Framework). The Safeguarding Policy applies to the wide range of client groups who have access to the College campuses and other sites or access to College learners enrolled on College programmes.

The Safeguarding Policy is based around key elements which incorporate safe recruitment, development and awareness of learners, supporting learners and staff at the college involved in child protection and ensuring safety of learners involved in work placements.

The Safeguarding Policy defines the roles and responsibilities of all College staff and outlines specific responsibilities regarding:

- Senior College Manager with the role of Designated Child Protection Lead
- additional staff trained in Designated Child Protection
- training of all staff in Safeguarding and providing refresher training every two years via briefings and e-learning packages
- referrals being made in line with Southend, Essex and Thurrock (SET) Procedures
- the Designated Child Protection Lead reporting annually to the Corporation
- the Designated Child Protection Lead reporting as required to external agencies
- College Managers reporting to the Safeguarding Board regarding issues such as health and safety, incident , staff issues etc

The Safeguarding Policy is informed by a variety of College policies and procedures and will reflect changes in the following (amongst others):

- Codes of Conduct (Learners and Staff)
- Inclusive Risk Assessments
- Bullying and Harassment of learners
- Dignity at Work Policy
- Child Protection and Vulnerable Adults Procedures and record keeping
- Confidentiality
- Multi Agency Working Protocols
- Use of and access to College premises by external agencies/organisations
- Equality Impact Assessments

The Safeguarding Policy informs the work of the Safeguarding Board which is regarded as having the overarching Safeguarding responsibility for all aspects for College learners, staff and College users.

Safeguarding Policy

Definition of Safeguarding (Ofsted Common Inspection Framework)

- Protecting young people from maltreatment
- Preventing impairment of young people's health or development
- Ensuring that young people grow up in circumstances consistent with the provision of safe and effective care
- Undertaking that role so as to enable those young people to have optimum life chances and to enter adulthood successfully

South Essex College fully recognises its responsibility for safeguarding young people and vulnerable adults in line with the above definition. South Essex College's Safeguarding Policy applies to a range of client groups who would have access to the College campuses and other sites or access to College learners enrolled on College programmes.

This could comprise as a minimum: staff, College Corporation, Agency staff, applicants, collaborative partners, enrolled learners, visitors, contractors, work placements, volunteers, general and specific users of the College's facilities etc and this list should not be viewed as exhaustive.

Note: The references to young people and vulnerable adults refer to Local Safeguarding Children's Board legislation. The College's safeguarding practices cover the wider age group as above and the policy should be read accordingly.

There are ten main elements to our policy

- Ensuring that we practice safe recruitment in checking the suitability of staff and appropriate others to work with young people and vulnerable adults by utilising required legislation.
- Raising awareness of child protection issues and equipping young people and vulnerable adults with the awareness skills and abilities to keep themselves safe in the wide variety of education/work and lifestyle situations
- Developing and implementing procedures for identifying and reporting cases or suspected cases of abuse in line with SET Procedures
- Supporting young people and vulnerable adults who have been abused in accordance with an agreed child protection plan
- Supporting staff who are undergoing allegations of abuse

- Supporting staff and learners regarding 'professional license to practice' issues by improving and extending the skills of IAG and academic staff to support students to make appropriate choices in relation to disclosure/non- disclosure
- Supporting young people and vulnerable adults who are involved in disciplinarys or have been involved in any accident or incident whilst on College premises or whilst undertaking College/curriculum activities
- Establishing and maintaining a safe, healthy environment and a cohesive community ethos in which all learners and staff, regardless of race, age, disability, religion and belief, gender, gender identity, sexuality and social class and background, can continue to learn and develop, free from constraints such as deprivation and poverty
- Promoting the expectation of a safe environment for adults and young people who have accommodation within the College scheme and help to inform and develop skills and abilities to ensure safety
- Ensuring that the monitoring of Work Placement, NOVA employees and Collaborative Partners is effective and robust to ensure the safety of learners located off site

Roles and responsibilities

- All South Essex College staff have a responsibility to protect young people and vulnerable adults, however the College has a duty to provide a Senior College Manager with responsibility for the role as the Designated Child Protection person
- As a large organisation key members of staff within the College are trained to support the lead Designated Child Protection/Vulnerable Adults person. Names of staff carrying out this role are listed in the Child Protection/Vulnerable Adults Policy.
- It is the responsibility of the Senior Leadership Team to ensure that all staff with this responsibility attend appropriate initial training and refresher training every two years
- All other College staff will undertake an appropriate level of training to raise awareness and highlight key issues. This training will take place as a minimum every three years via briefings and e-learning packages
- The role of the lead Designated Child Protection person is to ensure that procedures are followed across the College and that referrals are made to Social Services in accordance with SET procedures

- All new staff employed, including temporary ,agency or voluntary staff will be inducted into the College Safeguarding procedures (including Child Protection/Vulnerable Adults etc)
- The College’s Health & Safety Committee will advise of agreed policy and procedural changes which may have safeguarding impact or implications
- The College Corporation has the role of ensuring that the College has an effective policy, that local referral procedures are in place and that policy and procedures supporting Safeguarding are reviewed annually
- The Designated Senior Leadership Team Member will report at least annually to the Corporation regarding the appropriate policies and procedures and will provide a statistical analysis of Safeguarding incidents and all training and related CPD undertaken
- The College Prospectus and websites will provide information related to the College’s responsibilities regarding Safeguarding procedures and will provide access to Safeguarding and other appropriate policies
- The College Corporation and Senior Leadership Team are responsible for ensuring that the College follows safe recruitment processes which include:
 - ensuring that the SLT member responsible for recruitment and other HR staff complete safe recruitment training
 - ensuring the upkeep of a single central record of all staff in accordance with Government guidance

Ethos

South Essex College recognises the importance of creating and maintaining an ethos within the College that will help learners and staff to feel safe within the College environment. The College aims to foster an ethos of a safe community, where learners and staff are empowered to deal with issues. As a result all will have the confidence to raise concerns with others and to be confident that they will be listened to by their peers and others within the College community.

For a number of vulnerable young people and adults the College will provide a stable, predictable and secure environment which they may not experience within their home/care environment.

South Essex College will help to support learners by:

- ensuring that the Tutorial curriculum includes a social, emotional and wellbeing plan and raises awareness of child protection and staying safe issues

- ensuring that the Tutorial curriculum provides learners with the opportunity to develop skills related to financial literacy and supports them in escaping from a cycle of deprivation and poverty
- providing learners with clear lines of communication related to safeguarding and child protection issues via Induction and Tutorial programmes
- promoting a positive, supportive and secure environment where learners can develop a sense of being valued and respected
- clearly outlining the Code of Conduct for learners and staff and supporting this by accessible disciplinary processes and procedures

Code of Conduct

South Essex College has developed clear Codes of Conduct for both learners and staff. The Code of Conduct for learners ensures that learners are made aware of what is acceptable behaviour and the disciplinary processes that will result if this expectation is breached.

The Code of Conduct for staff provides guidance on professional behaviour related to working with young people and vulnerable adults. This is aimed at ensuring that College staff are able to avoid any allegations of misconduct related child protection/vulnerable adult issues. Procedures are available to deal with any allegations that do arise.

Risk Assessments

Risk assessments are undertaken on all curriculum linked external trips and visits and are aimed at keeping learners and staff safe whilst outside of the College environment. Inclusive risk assessments are undertaken with learners with difficulties and disabilities to enable them to take part in curriculum based external visits and to ensure the safety of all learners and staff involved.

Learners on some College programmes are required to undertake vocational work experience. A full range of risk and health and safety assessments are undertaken to ensure learners' safety and to ensure that there is no significant risk of harm to them whilst they are away from the College.

Bullying and Harassment of Learners and Dignity at Work Policy

South Essex College has a comprehensive Bullying and Harassment Policy for Learners and a Dignity at Work Policy for staff. These policies and processes are under constant review and amendment to ensure that updated guidelines are available to cover all new developments, for example IT/Text/social networking bullying/harassment.

Child Protection/Vulnerable Adults Procedures

South Essex College adheres to the child /vulnerable adults protection procedures that have been agreed to by the Southend, Essex and Thurrock Safeguarding Boards. The College's Designated Child Protection/Vulnerable Adult Senior Leadership Team member attends the Local Safeguarding Children's Boards (LSCB) and provides data and information as required to the LSCB.

Confidentiality

South Essex College regards confidentiality and disclosure of information as extremely important and this ethos is embedded into the policy. Information is shared on a need to know basis, as agreed by the learner, with external Information sharing protocols being adhered to in principle. Child protection issues always override the learner's agreement to refer onto relevant agencies.

Record Keeping

Child protection/vulnerable adults records are kept centrally and securely by the Designated Senior College Manager. The Child Protection and Vulnerable Adult Policy requires that CP/VA incidents are recorded, dated and signed as soon as possible and referred onwards for action. No details of these incidents should be kept in the learner's general file.

Working with other agencies

South Essex College recognises the importance of multi agency working both pre and post referral and sees that developing strong links with partners is of strategic importance. Priority is given to releasing key staff to attend case conferences and upgrading training to ensure that learner's needs are met.

Allegations against members of staff

South Essex College recognises that it is possible for staff to behave in a way that causes harm to young people/vulnerable adults and all allegations are taken very seriously. Any allegation is managed by following the local authority Delegated Child Protection Officer's advice and guidance.

Allegations are dealt with in the manner outlined in the CP/VA policy and procedures. All staff are advised how to act if they are concerned about others' behaviour and who to report concerns to.

Updating and briefing of all staff occurs on an annual basis and relevant updates of the CP/VA Policy are advised to staff via the intranet and College Bulletin.

Use of College premises by external agencies other organisations

All external agencies and organisations who use College premises are provided with, amongst other policies, access to the Safeguarding Policy

Access to the College premises by external visitors/clients etc

South Essex College has a clear duty of care to protect learners and staff when allowing external visitors /clients access to the College premises. On all College campuses there are clearly defined access points to meet different visitor requirements. These comprise agency staff, volunteers, contractors, applicants, interviewees, assessments etc. Responsibility for security, throughout a visit, has to be the responsibility of the Head or Manager with the appropriate remit.

South Essex College has a number of curriculum areas which encourage clients to attend as models for learner's assessment purposes. These comprise Beauty Therapy/Hairdressing etc alongside visits from local school personnel and employers who are key to developing courses and programmes.

Access to the Safeguarding Policy and other procedures will be provided to all relevant and significant visitors/College users.

Cross reference to other policies

South Essex College is committed to ensuring that all learners, staff and other users of the College are able to work and socialise within an environment and culture that is safe and secure and is free from bullying, harassment and intimidation of any type.

The College recognises that a number of other policies and procedures developed and operated by the College form part of the wider agenda of safeguarding and promoting health and welfare of learners and staff. The Safeguarding Policy should be read in conjunction with the policies listed below:

- Child Protection and Vulnerable Adults Policy
- Work Placement Policy
- Safe recruitment processes
- Allegations of abuse against members of staff and volunteers
- Health & Safety Policy
- Educational Visit Policy
- Access the College Intranet Policy
- Using the College Information and Communications Systems Policy
- CRB Policy statement on the recruitment of ex-offenders
- CRB Policy of Disclosures and Disclosure Information
- Learner Involvement Policy
- Bullying and Harassment Policy

- Staff Dignity at Work Policy
- Drugs and Alcohol Abuse by Students Policy
- Staff Code of Conduct
- Student Code of Conduct
- Equality and Diversity Policy
- Single Equality Scheme

Equality Impact Assessments

Equality Impact Assessments and relevant paperwork should be analysed and any anomalies should be reported to the Safeguarding Board following input for the Equalities and Diversity Group.

Policy Reviews

The College Principal is responsible for the annual review of the Safeguarding Policy and Child Protection and Vulnerable Adults Policy. All amendments should be agreed prior to being tabled at a College Corporation meeting.

The review should be undertaken annually, as a minimum, and should be reviewed related to:

- Incidents (3 monthly)
- Legislative changes
- Changes required by the College Corporation
- Changes required by the LSCB or Children's Trust
- Changes required due to the SET Children's Plans