



# SAFEGUARDING POLICY

## Child and Adult in Need Protection Policy

<b>AREA:</b>	<b>Personnel</b>
<b>TOPIC:</b>	<b>Safeguarding (including child protection)</b>

### Content

#### Child Protection policy (for use when a child or adult at risk is in immediate danger of significant harm)

1. Who this policy covers and when to use it	Page 2
2. Policy purpose and areas of concern	Page 2
3. Designated staff with responsibility for Safeguarding and child protection	Page 9
<b>4. Dealing with Peer on Peer abuse</b>	<b>Page 13</b>
<b>5. Dealing with disclosure of abuse and procedure for reporting concerns</b>	<b>Page 14</b>
6. E-safety and Social Media	Page 15
7. Reporting and dealing with allegations of abuse against Members of staff	Page 16
8. Recruitment and Selection Procedures	Page 21
9. Confidentiality and Information Sharing	Page 22
10. The use of College premises by other Organisations	Page 22
11. Security	Page 22
12. Reporting to external agencies/organisations	Page 23
13. Telephone numbers	Page 23
Appendix 1 – Recognising signs of abuse	Page 27

Other related College Policies are detailed in this policy and can be found on the College Intranet within Moodle.

## 1 Who this policy covers

**This policy covers all children, adults at risk (previously vulnerable adults), adults studying at or visiting any premises of the college, staff, Governors and visitors who are at immediate danger of significant harm from themselves or others and/or are experiencing difficulties with one or more element of their lives.**

For the purposes of this policy, children are defined as persons under the age of 18.

An adult at risk is defined as :-

'a person aged 18 or over who

- Is in receipt or who is or may be in need of community care services by reason of mental health or other disability, age or illness
- And who may be unable to take care of themselves
- Or unable to protect themselves from significant harm or exploitation'

**The Designated Safeguarding Lead and Mental Health Lead (DSL) for the College is Bev Jackson, Head of Student Services, 01691 688032 and 01432 365566 .** Bev Jackson is a member of the College's Operational Management Team. Bev Jackson as DSL has the support of and direct access to Debra Baldwin, Director of Personnel, who is a member of the Senior Management Team and performs an auditing role on the College's safeguarding practices.

In Bev Jackson's absence a DDSL or another safeguarding panel member should be contacted (see 3.2 )

Deputy Designated Safeguarding Leads (DDSL) for the College are:-

- Jonathan Gill, Assistant Principal, Faculty of Technology and Director of County Training and DDSL - Ext 324 – 01432 365324
- Alyson Moon, Assistant Principal, Faculty of Community Studies and Assistant Principal, Faculty of Land Based Studies and DDSL – Ext 329 – 01432 365329
- Carl Morris, Head of Ludlow College and North Shropshire College and DDSL – 01584 872846
- Alison Wells, Safeguarding Coordinator and DDSL – 01432 365356

DDSLs deputise for the DSL in her absence and/or unavailability, and when discussions have been held with the DSL and agreement has been reached that the DDSL is better placed to undertake some of the activities, for example, reporting to the Police.

## 2 Policy purpose and areas of concern

### 2.1 Policy purpose

The College is passionate about safeguarding its learners, apprentices and staff. This policy is designed to protect children and adults at risk from abuse. The policy

will also help to ensure the welfare and safety of staff, Governors and visitors of the College.

Herefordshire, Ludlow and North Shropshire College has a statutory and moral duty to ensure that the College functions take into account safeguarding and promoting the welfare of children and adults at risk whilst they are undertaking education and training at the College.

The governing body recognises that some adults are also vulnerable to abuse, accordingly, the procedures may be applied (with appropriate adaptations) to allegations of abuse and the protection of adults at risk.

The governing body is committed to ensuring that the College:

- Provides a safe environment for children and young people to learn in
- Identifies children and young people who are suffering, or likely to suffer, significant harm, and
- Takes appropriate action to ensure that such children and young people are kept safe, both at home and at the College.

This policy has been developed in accordance with the principles established by:-

- The Children Acts 1989 and 2004
- The Education Act (2002)
- Working Together to Safeguard Children (July 2018)
- Framework for the Assessment of Children in Need and their Families (2000)
- What to do if You are Worried a Child is being Abused (March 2015)
- Keeping Children Safe in Education: Statutory guidance for schools and college (September 2020) revised January 2021
- Counter-Terrorism and Security Act (2015)
- Herefordshire and Shropshire Safeguarding Partnership Procedures

In pursuit of these aims, the governing body will approve and annually review policies and procedures with the following aims:

- Raising awareness of issues relating to the welfare of children and young people and the promotion of a safe environment for the children and young people learning within the College
- Aiding the identification of children and adults at risk of significant harm, and providing procedures for reporting concerns
- Establishing procedures for reporting and dealing with allegations of abuse against members of staff
- The safe recruitment of staff
- Supporting the identification of action under the Prevent Duty and reporting to external agencies as necessary

In developing the policies and procedures, the governing body will consult with, and take account of, guidance issued by the Government and other relevant bodies and groups. Guidance will include 'Working together to Safeguard Children in Education' published by the Department for Children, Schools and Families and 'Keeping Children Safe in Education' published by the Department For Education. The procedures have been developed in cooperation with the Herefordshire Safeguarding Children Partnership, Shropshire Safeguarding Children Partnership and the Herefordshire Safeguarding Adult Partnership, Quality and Effectiveness Group and Herefordshire DSL Group.

The College will refer concerns that a child or adult at risk might be at risk of significant harm to social care, police authorities and/or the appropriate agencies as agreed with the Herefordshire and Shropshire Safeguarding Partnerships and the Multi Agency Safeguarding Hub (MASH). The College will fulfill its responsibilities to inform the Local Authority Designated Coordinator (LADO) of issues and allegations against staff. The College will also ensure that it refers, as necessary to the Disclosure and Barring Service and any other relevant organisation.

The governors with special responsibility for child protection issues, Mr Igor Andronov, the chair of the governing body, and Mrs Laura Johnston, Governor, will undertake appropriate training as necessary.

The Principal and all staff working with children and adults at risk will receive training to familiarise them with child protection issues. This training will also cover their responsibilities and College procedures and policies, with refresher training at least every 3 years. Bev Jackson, Head of Student Services, a member of the Operational Management Team, has special responsibility for child protection issues and will be trained to Specialist level. She is assisted by members of the College's Safeguarding and Equality and Diversity Committee who also have special responsibility for child protection and safeguarding. Some Committee members will also be trained to Specialist level.

The governing body will receive from the designated senior member of staff with lead responsibility for child protection and adults at risk an annual report which reviews how the duties have been discharged.

## **2.2 Areas of concern**

The governing body recognises the following as definitions of abuse:

- Physical Abuse

Physical abuse causes harm to a child or adult at risk. It may involve hitting, shaking, throwing, poisoning, burning, scalding, cutting, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring. Female genital mutilation is a type of physical abuse which is becoming more prevalent and requires awareness by staff. Targeted and Specialist training now makes mention of this.

- Neglect

Neglect is the persistent or severe failure to meet a child or adult at risk basic physical and/or psychological needs. It will result in serious impairment of the child's health or development.

- Sexual Abuse

Sexual abuse involves a child or young person being forced or coerced into participating in or watching sexual activity. It is not necessary for the child to be aware that the activity is sexual and the apparent consent of the child is irrelevant.

- Emotional Abuse

Emotional abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the child's or adult's behaviour and results in low self worth. Some level of emotional abuse is present in all forms of abuse.

- Domestic violence and abuse

Domestic abuse is an incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence, in the majority of cases by a partner or ex-partner, but also by a family member or carer.

- Missing from Education

Children who are missing from education are more likely to be vulnerable in one way or another and are at higher risk of going missing. Schools (College) have specific duties under the 2013 statutory guidance "Children Missing Education" (DfE 2013). If it comes to the attention of any agency (including schools, Colleges or voluntary organisations) that a child or young person is missing, they must advise the parent/carer of the organisation's duty to ensure that the matter is reported to the police and if necessary follow this up by contacting the police to verify the reporting by the parent / carer has occurred. The best practice expectation is that once a school (College) establishes that a student is not attending that day and if the College hasn't had a notification from a parent/carer that the young person will not be attending, the College should contact the parent/next of kin to ensure that the young person is at home rather than missing. The member of staff should identify any concerns to the DSL/DDSL in line with the College's attendance reporting system. (SSCB advice v8.2 March 2017)

- Prevention of Extremism – The Government's 'Prevent' Agenda

Prevent is 1 of the 4 elements of CONTEST, the government's counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism.

Young people and vulnerable groups are particularly targeted by groups who may promote violent extremist activity. For this reason College staff should be aware of signs of radicalisation and have the confidence to report their concerns to their line manager.

The line manager should then inform the Designated Safeguarding Lead, Bev Jackson who will discuss the matter with other Senior Managers and external

agencies as necessary. The DSL will utilise the Local Authority, Police CHANNEL procedures as necessary to gain support and advice regarding any concerns that College has about its students, staff, governors or visitors.

The college has a duty to ensure that the promotion of partisan political views in the teaching of any subject in the college does not take place. Students must be offered a balanced understanding of opposing views. The promotion of extremism is against College values and would constitute misconduct on the part of both students and staff.

- Female Genital Mutilation (FGM)

GM means the partial or complete removal of the external female genitalia for non-medical reasons. FGM also applies to any other injury to the female genital organs. FGM is a procedure where the female genitals are deliberately cut, injured or changed, but where there's no medical reason for this to be done. It's also known as "female circumcision" or "cutting", and by other terms such as sunna, gudniin, halalays, tahur, megrez and khitan, among others.

**Following KCSIE 2020 if staff suspect FGM they must phone the police first and then report to DSL or DDSL.**

- Mental Health

The College pays particular attention to the area of mental health both in its students and staff. Colleges are central to supporting people with mental health – they educate and train 2.2 million people each year, including 685,000 young people. The College promotes good mental health and has resources to support staff and students. The College trains staff in this area and promotes awareness in students. The College has a strategy and action plan to substantiate its approach to mental health support and initiatives.

- Forced Marriage

A Forced Marriage (FM) is a marriage conducted without the valid consent of one or both parties and where duress is a factor. FM is a specific offence under s121 of the Anti-Social Behaviour, Crime and Policing Act 2014 and came into force on 16 June 2014. Forced marriage is different from, and should not be confused with, an arranged marriage.

- Arranged Marriage

This is when the marriage is arranged by other family members but where both parties are in agreement.

- E-Safety

It is recognised that the use of new technologies present particular challenges and risks to children, adults at risk and adults both inside and outside the college.

HLNSC will ensure that tutorials are delivered to students to enable them to learn about and manage the associated risks effectively and will support parents and the college community to become aware of and alert to, the need of keeping children safe online.

- Peer on Peer abuse

Peer on Peer abuse occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age.

- Child Sexual exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

- Contextual Safeguarding

The context within which such incidents and/or behaviours occur is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare.

- County Lines

County lines is when criminals from major cities such as Liverpool, Manchester, London and Birmingham expand their drug networks to other areas of the country.

This policy should be understood alongside other College policies related to safeguarding issues :-

- College Charter
- College Facilities – Code of Practice
- Prevent Strategy and action plan
- Prevent Risk Assessment
- Bullying and harassment Policy
- Anti Bullying Policy
- Disclosure and Barring Service Policy
- Equality and Diversity Policy
- Single Equality Scheme

- Student Handbook
  - Employer Handbook
  - Student Complaints Policy
  - Formal Complaints Policy
  - Accommodation Policy
  - Internet Policy
  - IT security Policy
  - Apprentice leaflet
  - Security Policy
  - Software Policy
  - Work Experience Policy
  - Work Experience HASP Policy
  - Accommodation – Classroom Standards
  - Accommodation – Workshop Standards
  - Data Protection Policy
  - Internet Policy including IT Security Policy
  - Schools Policy
  - Social Media Code of Practice
  - Text Messaging Students – Code of Practice
  - Accident Reporting Procedures
  - Duty Manager Policy
  - Fire Safety Policy and Procedures
  - Health and Safety Responsibilities
  - Personal Emergency Evacuation Policy
  - Risk Assessment Procedure
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- Recruitment and Selection Policy
  - Sharing Information Policy
  - Whistleblowing Policy
  - Personal Relationships and Sexual Health
  - Student policy
  - Shared information policy
  - External speakers policy

All policies are reviewed on a regular basis by the relevant managers and Committees.

### **3 Designated Staff with Responsibility for Child Protection**

#### ***3.1 Designated Safeguarding and Mental Health Lead (DSL)***

The member of staff with lead responsibility for safeguarding, Prevent, child protection and mental health issues is Bev Jackson, Head of Student Services, 01691 688032 and 01432 365566

This person is a member of the Operational Management team. She has a key duty to take lead responsibility for raising awareness of issues relating to the welfare of children and young people, and the promotion of a safe environment for the children and young people learning at the College.



She is a member of the Herefordshire Safeguarding Partnerships' Quality and Effectiveness Group. She has received training in child protection issues and inter-agency working, as required by the Partnership, is trained to Specialist level and will receive refresher training at least every 2 years. She has attended Mental Health First Aid Training and keep herself up to date with developments in child protection issues.

The DSL is responsible for:

- Overseeing the referral of cases of suspected abuse or allegations to the relevant investigating agency
- Providing advice and support to other staff on issues relating to child protection
- Ensuring that a proper record of any child protection referral, complaint or concern (even where that concern does not lead to a referral) is maintained on a system such as MyConcern or another suitable method
- Ensuring that parents of children and adults at risk within the College are aware of the College's child protection policy
- Liaising with the HSCP, SSCP and other appropriate agencies, and overseeing other safeguarding staff as appropriate
- Ensuring that appropriate arrangements are made for the pupils of secondary schools which send pupils to the College
- Ensuring that appropriate safeguards are put in place for employers and training organisations that receive children or young people from the College on long term placements
- Ensuring that staff receive basic training in child protection issues and are aware of the College child protection procedures.

The DSL will provide regular reports to the College Management Team and the Governing body and an annual report to the governing body setting out how the College has discharged its duties. She is responsible for reporting deficiencies in procedure or policy identified by the HSCP and SSCP (or others) to the governing body at the earliest opportunity.

Policies and procedures can be found on the College's intranet system, Moodle. This policy together with Annual Reports and plans are published on the College's website.

### ***3.2 Deputy Designated Safeguarding Leads (DDSL)***

The Middle Manager of staff with lead responsibility for child protection issues is Bev Jackson, Head of Student Services, 01691 688032 and 01432 365566 . In the DSL's absence and/or when the DDSL is better placed to report an incident and/or undertake duties associated with the incident, the DDSL will deputise for the DSL. The DDSLs are:-

- Jonathan Gill, Assistant Principal, Faculty of Technology and Director of County Training - Ext 324 – 01432 365324
- Alyson Moon, Assistant Principal, Faculty of Community Studies and Assistant Principal, Faculty of Land Based Studies – Ext 329 – 01432 365329
- Carl Morris, Head of Ludlow College and North Shropshire College – 01584 872846
- Alison Wells, Safeguarding Coordinator and Student Support Adviser - 01432 365356

Some of these people are senior members of the College Management Team or with special responsibility for safeguarding. They have a key duty and responsibility for raising awareness of issues relating to the welfare of children and young people, and the promotion of a safe environment for the children and young people learning at the College.

DDSLs will have received training in safeguarding and child protection issues and, although not legally required, will be trained to specialist level and will receive refresher training at least every 2 years.

When the DSL is not available or in conjunction with the DSL, the DDSL is responsible for:

- Overseeing the referral of cases of suspected abuse or allegations to the relevant investigating agency.
- Providing advice and support to other staff on issues relating to child protection.
- Maintaining a proper record of any child protection referral, complaint or concern (even where that concern does not lead to a referral).
- Ensuring that parents of children and adults at risk within the College are aware of the College's child protection policy.
- Liaising with the HSCP, SSCP and other appropriate agencies
- Ensuring that appropriate arrangements are made with secondary schools which send pupils to the College.
- Ensuring that appropriate safeguards are put in place for employers and training organisations that receive children or young people from the College on long term placements.
- Ensuring that staff receive basic training in child protection issues and are aware of the College child protection procedures.

### ***3.3 Safeguarding Coordinator and DDSL***

Alison Wells was appointed Safeguarding Coordinator in February 2018. Alison's role is to:-

- Support the Designated Safeguarding Lead and DDSLs to ensure that the College environment is safe and conducive to learning.
- Be a Deputy Designated Safeguarding Lead
- Provide support and advice to the other Deputy Designated Safeguarding Leads, members of the organisation's Safeguarding Panel and all staff on safeguarding, child protection and Prevent related issues.
- Deal with external agencies and maintain safeguarding and child protection records.
- Be the Safeguarding Coordinator for all learners and act as a safe person for learners to contact who feel under threat from other learners or college users or who may be experiencing difficulties.
- Support the Designated Safeguarding Lead and Deputy Safeguarding Leads in referring Post 16 age vulnerable learners to the appropriate internal and external support services as necessary, including access to learning support.
- Support the Designated Safeguarding Lead in being the College link for safeguarding related external organisations for example the MASH team, Police, probation, JCP, LAs and other agencies etc.
- Access and co-ordinate communication from, and to, external organisations both verbally and in written form to include emails and Police reports, referrals and information via Anycomms.

### ***3.4 Designated Staff Members***

Other designated members of staff with responsibility for child protection issues and who make up the College's Safeguarding and Equality and Diversity Committee are :

- Sally Cassels, Student Services Officer – Ludlow 01584 872846

These designated staff members:

- Report issues to the DSL or a DDSL as appropriate
- Deputise and deal with issues as necessary in the absence of the senior member of staff with lead responsibility in the relevant department
- Know how to make an appropriate referral
- Are available to provide advice and support to other staff on issues relating to child protection
- Have particular responsibility to be available to listen to children and adults at risk studying at the College

- Deal with individual cases, including attending case conferences and review meetings as appropriate.
- Received training in child protection issues and inter-agency working, as required by the Herefordshire and Shropshire Safeguarding Partnerships, and will receive refresher training at least every 3 years

### **3.5 Designated Governors**

The designated governors with responsibility for child protection issues are Igor Andronov and Laura Johnston.

The designated governors are responsible for liaising with the Principal and Senior Staff Member with Lead Responsibility over matters regarding child protection, including:

- Ensuring that the College has procedures and policies which are consistent with the Herefordshire and Shropshire Safeguarding Partnerships' procedures
- Ensuring that the governing body considers the College policy on child protection each year
- Ensuring that each year the governing body is informed of how the College and its staff have complied with the policy, including but not limited to a report on the training that staff have undertaken.

The designated governors are responsible for overseeing the liaison between agencies such as the police, social services – as defined by the HSCP and SSCP in connection with allegations against the Principal or the DSL . This will not involve undertaking any form of investigation, but will ensure good communication between the parties and provide information to assist enquiries.

To assist in these duties, the designated governors shall receive appropriate training.

## **4 Dealing with Peer on Peer Abuse**

If a student is alleged to have been involved as a perpetrator in a safeguarding peer on peer incident:-

- the DSL/DDSL must be contacted immediately.
- The DSL/DDSL will assess the situation and may involve parents, carers or next of kin and the Police as deemed necessary and in conjunction with the young person's views.

- An internal investigation will take place as necessary and in conjunction with Police advice
- The alleged victim and alleged perpetrator will be supported and arrangements put in place to keep both in education if possible.
- The alleged perpetrator may also be suspended as a neutral act pending investigation by the College or police.
- If there is police involvement a risk assessment will need to take place so that a judgement can be made as to that individual's range of activity within the College, prior to the outcome of any formal investigation being known, unless suspension is in place throughout. During suspension the College will aim to continue the young person's education via the VLE.

Refer to separate Peer on Peer abuse policy

## **5. Dealing with Disclosure of Abuse and Procedure for Reporting Concerns**

The procedure will be determined in consultation with the HSCP/SSCP which establishes the locally agreed inter-agency procedures.

If a child, adult at risk or young person tells a member of staff about possible abuse:

- Listen carefully and stay calm.
- Do not interview the child, but question normally and without pressure, in order to be sure that you understand what the child is telling you.
- Do not put words into the child's mouth.
- Reassure the child that by telling you, they have done the right thing.
- Inform the child that you must pass the information on, but that only those that need to know about it will be told. Inform them of to whom you will report the matter.
- Note the main points carefully.
- Make a detailed note of the date, time, place, what the child said, did and your questions etc.
- If the student is at immediate risk of significant harm inform the DSL or a DDSL straight away
- Find out what the child or adult at risk would like to happen, but make them aware that you may have to act against their wishes (e.g. they may ask you not to disclose to anyone else)

- Adult learners have the right to make their own choices where they are capable of doing so
- Add all information onto the relevant recording system i.e. MyConcern as soon as possible

Staff must not investigate concerns or allegations themselves

Report disclosures concerning significant harm immediately to Bev Jackson, DSL, on 01691 688032 and 01432 365566 or Alison Wells, Safeguarding Co-ordinator, 01432 365356 or a DDSL as outlined in section 3.2 above.

If in doubt, inform Bev Jackson the Designated Safeguarding Lead 01691 688032 and 01432 365566 or Alison Wells, Safeguarding Co-ordinator, 01432 365356 or a deputy designated safeguarding lead as outlined in section 3.2 above. Internal and/or external support can be given. The learner can be referred to a Student Support Adviser.

The College's 'Sharing Information Policy is also available on MOODLE to be read in conjunction with this policy.

The College uses, since May 2018, the electronic system MyConcern, to report, record, manage and monitor its safeguarding and child protection incidents. Relevant staff training is provided to staff as required.

## **6. E-safety and Social Media**

The college recognises the advantages of digital technology for staff and students as a means of communication and as a learning tool. However, this technology is open to abuse leading to the invasion of privacy and in its most serious forms, cyber bullying, grooming, PREVENT concerns and potential radicalisation, Child Sexual Exploitation and the distribution of inappropriate images and therefore restrictions are in place.

College policies set out the appropriate use of digital technology while protecting the individual and maintaining a productive, working environment. The College provide a comprehensive tutorial program to support and develop young people's understanding of e-safety, on-line abuse and the risks technology can expose. The college has significant safety nets in place.

Separate IT policies are in place which staff should familiarise themselves with.

## **7. Reporting and Dealing with Allegations of Abuse Against Members of Staff**

These procedures apply to all staff, whether teaching, administrative, management or support, as well as to volunteers. The word "staff" is used for ease of description.

### **7.1 Introduction**

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

The College recognises that the Children Act 1989 states that the welfare of the child is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within the College will do so with sensitivity and will act in a careful, measured way.

### **7.2 Receiving an Allegation from a Child**

A member of staff who receives an allegation about another member of staff from a child should follow the guidelines in this document for dealing with disclosure – section 5 above.

The allegation should be reported immediately to the DSL or a DDSL. The Senior Staff Manager member of the Safeguarding Panel shall :-

- Obtain written details of the allegation from the person who received it, that are signed and dated. The written details should be countersigned and dated by the DSL or relevant DDSL
- Record information about times, dates, locations and names of potential witnesses.

### **7.3 Initial Assessment by DSL or DDSL**

The DSL or DDSL should make an initial assessment of the allegation, consulting with the Principal, the Designated Governor, the Local Authority Designated Officer (LADO), Multi Agency Safeguarding Hub (MASH) and the Herefordshire Safeguarding Partnership or Shropshire Safeguarding Community Partnership as appropriate. Where the allegation is considered to be either a potential criminal act or indicates that the child or adult at risk has suffered, is suffering or is likely to suffer significant harm, the matter should be reported immediately to the LADO and Police.

It is important that the DSL/DSL does not investigate the allegation. The initial assessment made by the DSL/DSL should be on the basis of the information she has received. She should only make a decision on whether or not the allegation warrants further investigation.

Other potential outcomes are:

The allegation represents inappropriate behaviour or poor practice by the member of staff and is neither potentially a crime nor a cause of significant harm to the child.

The matter should be addressed in accordance with the College disciplinary procedures.

The allegation can be shown to be false because the facts alleged could not possibly be true.

#### ***7.4 Enquiries and Investigations***

Child protection enquiries by social care, the police or the MASH team are not to be confused with internal, disciplinary enquiries by the College. The College may be able to use the outcome of external agency enquiries as part of its own procedures. The child protection agencies, including the police, have no power to direct the College to act in a particular way, however, the College should assist the agencies with their enquiries.

The College should consider whether internal enquiries should be held in abeyance while the formal police or social care investigations proceed. This should be discussed with the police or social services to ensure that any action taken by the college does not prejudice their investigations. Any internal enquiries shall conform with the existing staff disciplinary procedures.

If there is an investigation by an external agency, such as, the police, the DSL/DDSL should normally be involved in, and contribute to, the inter-agency strategy discussions. The DSL is responsible for ensuring that the College gives every assistance to the agency's enquiries. She will ensure that appropriate confidentiality is maintained in connection with the enquiries, in the interests of the child or member of staff about whom the allegation is made.

The DSL shall advise the member of staff that he/she should consult with a representative, for example, a trade union.

Subject to objections from the police or other investigating agency, the DSL/DDSL shall:

- Inform the child/children or parent/carer making the allegation that the investigation is taking place and what the likely process will involve
- Ensure that the parents/carers of the child making the allegation have been informed that the allegation has been made and what the likely process will involve
- Inform the member of staff against whom the allegation was made of the fact that the investigation is taking place and what the likely process will involve
- Inform the Chair of Governors and/or the designated governor of the allegation and the investigation

The DSL/DDSL shall keep a written record of the action taken in connection with the allegation.



### **7.5 Suspension of Staff**

Suspension should not be automatic. In respect of staff other than the Principal, suspension can only be carried out by the Principal. In respect of the Principal and Senior Post Holders, suspension can only be carried out by the Chair of Governors (or in her absence, the deputy chair).

Suspension may be considered at any stage of the investigation. It is a neutral, not a disciplinary, act and shall be on full pay. Consideration should be given to alternatives, for example, paid leave of absence; agreement to refrain from attending work; change of, or withdrawal from, specified duties.

Suspension should only occur for a good reason. For example:

- Where a child is at risk
- Where the allegations are potentially sufficiently serious to justify dismissal on the grounds of gross misconduct
- Where necessary for the good and efficient conduct of the investigation

If suspension is being considered, the member of staff should be encouraged to seek advice, for example, from a trade union.

Prior to making the decision to suspend, the Principal (or Chair of Governors) should interview the member of staff. This should occur with the approval of the LADO and/or appropriate agency from the HSCB. In particular, if the police are engaged in an investigation the Officer in charge of the case should be consulted.

The member of staff should be advised to seek the advice and/or assistance of his/her trade union and should be informed that they have the right to be accompanied. The member of staff should be informed that an allegation has been made and that consideration is being given to suspension. It should be made clear that the interview is not a formal disciplinary hearing, but solely for raising a serious matter which may lead to suspension and further investigation.

During the interview, the member of staff should be given as much information as possible, in particular the reasons for any proposed suspension, provided that doing so would not interfere with the investigation into the allegation. The interview is not intended to establish the member of staff's innocence or guilt, but give the opportunity for the member of staff to make representations about possible suspension. The member of staff should be given the opportunity to consider any information given to him/her at the meeting and prepare a response, although that adjournment may be brief.

If the Principal (or Chair of Governors) considers that suspension is necessary, the member of staff shall be informed that he/she is suspended from duty. Written confirmation of the suspension, with reasons, shall be despatched as soon as possible, and ideally within one working day.

Where a member of staff is suspended, the Principal (or Chair of Governors) should address the following issues:

- The Chair of Governors should be informed of the suspension.
- The Governing Body should receive a report that a member of staff has been suspended pending investigation, the detail given to the governing body should be minimal.
- Where the Principal has been suspended, the Chair or Vice Chair of Governors will need to take action to address the management of the College
- The parents/carers of the child making the allegation should be informed of the suspension. They should be asked to treat the information as confidential. Consideration should be given to informing the child making the allegation of the suspension
- Senior staff who need to know of the reason for the suspension should be informed
- Depending on the nature of the allegation, the Principal should consider with the designated Governor whether a statement to the students of the College and/or parents/carers should be made, taking due regard of the need to avoid unwelcome publicity

The Principal shall consider carefully and review the decisions as to who is informed of the suspension and investigation. The LADO, HSCB, SSCB and external investigating authorities should be consulted.

The suspended member of staff should be given appropriate support during the period of suspension. He/she should also be provided with information on progress and developments in the case at regular intervals.

The suspension should remain under review in accordance with the College disciplinary procedures.

### ***7.6 The Disciplinary Investigation***

The disciplinary investigation should be conducted in accordance with the existing staff disciplinary procedures.

The member of staff should be informed of:

- The disciplinary charge against him/her.
- His/her entitlement to be accompanied or represented by a trade union representative or colleague.

Where the member of staff has been suspended and no disciplinary action is to be taken, the suspension should be lifted immediately and arrangements made for the member of staff to return to work. It may be appropriate to offer counselling.

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

The Principal (or DSL) should give consideration to what information should be made available to College staff and students.

### **7.7 Allegations without foundation**

False allegations may be indicative of problems of abuse elsewhere. A record should be kept and consideration given to a referral to the LADO, HSCP/SSCP in order that other agencies may act upon the information.

In consultation with the DSL and/or the designated Governor, the Principal shall:

- Inform the member of staff against whom the allegation is made orally and in writing that no further disciplinary or child protection action will be taken. Consideration should be given to offering counselling/support.
- Inform the parents/carers of the alleged victim that the allegation has been made and of the outcome.
- Where the allegation was made by a child other than the alleged victim, consideration to be given to informing the parents/carers of that child.
- Prepare a report outlining the allegation and giving reasons for the conclusion that it had no foundation and confirming that the above action had been taken.

### **7.8 Records**

It is important that documents relating to an investigation are retained in a secure place, ideally within the office of the DSL, together with a written record of the outcome and, if disciplinary action is taken, details retained on the member of staff's personal and confidential file.

If a member of staff is dismissed or resigns before the disciplinary process is completed, he/she should be informed about the College's statutory duty to inform the Disclosure and Barring Service (DBS).

### **7.9 Monitoring Effectiveness**

Where an allegation has been made against a member of staff, the designated Governor, together with the DSL should, at the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising from it that could lead to the improvement of the College's procedures and/or policies and whether they should be drawn to the attention of the HSP/SSP. Consideration should also be given to the training needs of staff.

## **8. Recruitment and Selection Procedures**

Recruitment and selection procedures will be reviewed on a regular basis in order to ensure that they reflect safer recruitment procedures. HSP/SSP Safer Recruitment training is provided to senior and middle management. At least one member of an interview panel will be safer recruitment trained.

Procedures will take account of the following:

- They apply to staff and volunteers who may work with children;
- The post or role should be clearly defined;
- The key selection criteria for the post or role should be identified;
- Vacancies should be advertised widely in order to ensure a diversity of applicants;
- Require documentary evidence of academic/vocational qualifications;
- Obtain professional and character references;
- Verify previous employment history and any gaps;
- DBS regulations are adhered to together with related checks. All employees are required to have a satisfactory DBS in place. This is a condition of employment. However, if appropriate, staff can start work with the College with a risk assessment in place prior to their DBS being received. Authority for an employee to commence work without a DBS in place must be obtained from the DSL who is also the Director of Personnel.
- Use a variety of selection techniques (eg qualifications, previous experience, interview, reference checks)
- Teaching staff working at Ludlow College Sixth Form will be subject to Teacher Prohibition Checks as per legal requirements.

## **9. Confidentiality and Information Sharing**

Any issues regarding children or adults at risk must remain confidential. If staff are aware of on-going investigations these must not be discussed with any other member of College staff or any external person other than the authorities dealing with the investigation itself. They should only be discussed with the line manager, LADO, Member of the SGP and those involved with a CAF (if relevant).

Full advice and guidance can be found in Guidance for Safer Working Practice for Adults who work with children and young people. This guidance can be located on the internet at the following address :-

<http://www.safeguardingschools.co.uk/download/guidance-for-safer-working-practice-for-adults-who-work-with-children-and-young-people-in-education-settings/>

Staff should be particularly aware of the professional risks associated with the use of electronic communication (e-mails; mobile phones; social network sites) and should

familiarise themselves with advice and professional expectations outlined in the above guidance.

**Please also refer to the College's Information Sharing Policy available on MOODLE.**

## **10. The use of College premises by other Organisations**

Where services or activities are provided separately by external individuals, other agencies or companies, appropriate safeguarding arrangements should be in place. These could include a DBS check, supervision and/or risk assessment. Individual's details may also need to be recorded on the College's single record. Employees should seek advice from their line manager before engaging the services of external individuals, groups or organisations.

## **11. Security**

All staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light.

Appropriate checks will be undertaken in respect of external individuals as necessary. Visitors are expected to sign in and out via reception areas and to display a visitors badge whilst on college site. Any individual who is not known or identifiable should be challenged for clarification and reassurance.

The college will not accept the behaviour of any individual that threatens college security or leads other to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the college's sites.

## **12. Reporting to external agencies/organisations**

### **12.1 Agencies**

To ensure the safety of its learners, staff, Governors and visitors the College will deal with a variety of external agencies including the Police, Social Care, Multi Agency Safeguarding Team and Compass. The College will ensure that all communication and information sharing is necessary and/or essential to safeguard individuals and or groups. The College will consider sharing information on a case by case basis. Information will always be shared when relevant to the investigation of, or prevention of, a criminal offence.

### **12.2 Farriery Registration Council**

The College operates its Farriery provision within the requirements of the FRC. One of the agreements made is that the College will inform the FRC when it becomes aware of any safeguarding or child protection issues relevant to one of its farriery students. The College will, however, determine the level of information provided to the FRC dependent on data protection considerations.

Please also refer to the College's Information Sharing Policy available on Moodle.

## **13. Telephone Numbers**

<u>Name/Department/Organisation</u>	<u>Contact Details</u>
<b>MASH (Multi agency Safeguarding Hub) and Compass</b>	<p>Herefordshire - 01432 260800  <a href="http://www.herefordshire.gov.uk/MASH">www.herefordshire.gov.uk/MASH</a>  <a href="http://www.herefordshire.gov.uk/levelsofneeds">www.herefordshire.gov.uk/levelsofneeds</a></p> <p>Shropshire – 0345 678 9021  <a href="https://www.shropshire.gov.uk/early-help/practitioners/compass-childrens-social-care/">https://www.shropshire.gov.uk/early-help/practitioners/compass-childrens-social-care/</a></p>
<b>Family Assessment and Safeguarding Team</b>	<p>01432 261 628                      01905 768 020 (Out of Hours)</p>
<b>Local Authority Designated Officer (LADO)</b>	<p>Hereford - 01432 261708  <a href="mailto:lado@herefordshire.gcsx.gov.uk">lado@herefordshire.gcsx.gov.uk</a></p> <p>Shropshire - 01743 254402</p>
<b>Herefordshire Safeguarding Children Board</b>  <b>Shropshire Safeguarding Children Board</b>	<p>01432 260 100  <a href="http://www.herefordshire.gov.uk/hscb">www.herefordshire.gov.uk/hscb</a></p> <p>01743 254259 / 254246  <a href="http://www.safeguardingshropshireschildren.org.uk/">http://www.safeguardingshropshireschildren.org.uk/</a></p>
<b>Herefordshire Council Switchboard</b> <b>Shropshire Council Switchboard</b>	<p>01432 260 000                      0345 678 9000</p>
<b>West Mercia Women’s Aid</b>	<a href="http://westmerciaconsortium.procedureonline.com/index.htm">http://westmerciaconsortium.procedureonline.com/index.htm</a>
<b>E-Safety</b>	<p>Hereford - Initial Contact Team - 0345 6789021                      Shropshire - SSCB Development Officer - 01743 254251                      West Mercia Police - 0300 333 3000                      SITSS - 01743 254230                      Child Exploitation Online Protection Centre  <a href="http://www.ceop.police.uk">www.ceop.police.uk</a>                      Internet Watch Foundation -  <a href="http://www.iwf.org.uk">www.iwf.org.uk</a></p>
<b>West Mercia Police</b>	<p>Emergency – 999                      Switchboard - 0300 333 3000                      Non – Emergency - 101</p>
<b>Prevent team, Warwickshire and West Mercia Police</b>	<p>DS Phil Colley                      01386 591835                      07736 084701  <a href="mailto:philip.colley@westmercia.pnn.police.uk">philip.colley@westmercia.pnn.police.u</a></p>

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Shropshire’s Safeguarding Children Board, Independent Review Unit, Shropshire Council,  
 Mount McKinley, Anchorage Avenue, Shrewsbury Business Park, Shrewsbury, SY2 6FG  
 Tel: 01743 254259 / 254246  
 Email: [sscb@shropshire.gov.uk](mailto:sscb@shropshire.gov.uk)

Compass - Single point of coordination into Shropshire Children’s Services at an Early Help level. An integrated team approach with CAMHS Senior Primary Mental Health Practitioners, Early Help Advisors (Senior Social Workers) and Family Information Service co-located to triage cases on a daily basis to progress support.

	Tel:	0345 678 9021
Emergency Duty Team (Out of hours)	Tel:	0345 678 9040

	Tel:	01952 385 385
Telford & Wrekin Council Family Connect (Out of hours)	Tel:	01952 676 500

Family Information Service	Tel:	01743 254 400
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**Public Protection Unit (West Mercia Police)**

Tel:	0300 333 3000
Tel:	<b>0845 744 4888</b>

<b>NSPCC</b>	Tel:	<b>0808 800 5000</b>
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**Adult Protection Investigating Teams**

Shropshire Council	Tel:	0345 678 9021
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Emergency Duty Team (Out of hours)	Tel:	0345 678 9040
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Telford & Wrekin Council	Tel:	<b>01952 381280</b>
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Emergency Duty Team (Out of hours)	Tel:	<b>01952 676500</b>
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Suicide Prevention Care Pathway for Children and Young People in Shropshire  
[http://westmerciaconsortium.proceduresonline.com/pdfs/shrop\\_suicide\\_prevent\\_care\\_pathway.pdf](http://westmerciaconsortium.proceduresonline.com/pdfs/shrop_suicide_prevent_care_pathway.pdf)

Self Harm Care Pathway for Children and Young People in Shropshire  
[http://westmerciaconsortium.proceduresonline.com/pdfs/shrop\\_self\\_harm\\_pol.pdf](http://westmerciaconsortium.proceduresonline.com/pdfs/shrop_self_harm_pol.pdf)



***Internal Contact Details***

**Duty Manager** (outside office hours, Tuesday to Thursday only) 07974966201

**Designated Safeguarding Lead and Mental Health Lead**

Bev Jackson(DSL)  
Head of Student Services  
Hereford Campus  
Ext 666  
01432 365566  
And Oswestry Campus  
01691 688032

**Staff with particular responsibility for Safeguarding**

Alison Wells (DDSL)  
Safeguarding Coordinator  
Hereford Campus  
Ext 356  
01432 365356

Sally Cassels  
Student Services Officer  
Ludlow College  
01584 872846

Jonathan Gill (DDSL)  
Assistant Principal and Director of County Training  
Hereford Campus  
Ext 324  
01432 365324

Alyson Moon (DDSL)  
Assistant Principal  
Hereford Campus  
Ext 329  
01432 365329

Carl Morris (DDSL)  
Head of Ludlow College and  
North Shropshire College  
01584 872846

Rachel Wilson, Sam Marsh, Desray Woolf  
Student Support Advisers  
Ext 353 – 01432 365353  
Ludlow – 01584 872846

**Audit responsibility**

Debra Baldwin  
Director of Personnel  
Ext 309  
01432 365309



## Recognising signs of abuse

### **What is abuse and neglect?**

Abuse and neglect are forms of maltreatment of a child. Someone may abuse or neglect a child by inflicting harm or by failing to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or by a stranger, for example, via the internet. They may be abused by an adult or adults, or another child or children. Child abuse can have major long-term effects on all aspects of a child's health, development and well-being. The main forms of maltreatment are:

#### **Physical Abuse**

Physical abuse is deliberately causing physical harm to a child. This might involve punching; kicking, biting, burning, scalding, shaking, throwing or beating with objects such as belts, whips, or sticks. It also includes poisoning, giving a child alcohol or illegal drugs, drowning or suffocation. Physical harm may also be caused when a parent or carer fabricates the symptoms of illness in a child. In pregnancy an unborn child can be harmed by domestic violence.

#### **Emotional Abuse**

Emotional abuse is where repeated verbal threats, criticism, ridicule, shouting, lack of love and affection causes a severe adverse effect on a child's emotional development. It includes conveying to children that they are worthless, unloved, inadequate or valued only insofar as they meet the needs of another person. Emotional abuse may include not giving a child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature inappropriate expectations being imposed on a child, over protection and limitation of exploration and learning, or preventing the child from taking part in normal social interaction. It may involve seeing or hearing the ill-treatment of another person. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of children, or it may occur alone.

#### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may involve physical contact including penetrative sex, oral sex, masturbation, kissing, rubbing, or touching outside of clothing, or it may involve non-contact activities such as involving children in watching sexual activities, producing or looking at sexual images, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Abusers can be men, women or other children.

#### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development. Neglect is when a parent or carer fails to provide adequate food, clothing, shelter (including exclusion from home or abandonment), medical care, or protection from physical and emotional harm or danger. It also includes failure to ensure access to education or to look after a child because the carer is under the influence of alcohol or drugs. In pregnancy neglect may occur as a result of misusing alcohol or drugs.

## **Possible signs of abuse**

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

### **Signs of possible physical abuse**

- Any injuries not consistent with the explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls or rough games
- Injuries which have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Bruises, bites, burns and fractures, for example, which do not have an accidental explanation
- The child gives inconsistent accounts for the cause of injuries
- Frozen watchfulness

### **Signs of possible sexual abuse**

- Any allegations made by a child concerning sexual abuse
- The child has an excessive preoccupation with sexual matters and inappropriate knowledge of adult sexual behaviour for their age, or regularly engages in sexual play inappropriate for their age
- Sexual activity through words, play or drawing
- Repeated urinary infections or unexplained stomach pains
- The child is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares which sometimes have overt or veiled sexual connotations
- Eating disorders such as anorexia or bulimia.

### **Signs of possible emotional abuse**

- Depression, aggression, extreme anxiety, changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy
- Obsessions or phobias
- Sudden underachievement or lack of concentration
- Seeking adult attention and not mixing well with other children
- Sleep or speech disorders
- Negative statements about self
- Highly aggressive or cruel to others
- Extreme shyness or passivity
- Running away, stealing and lying

### **Signs of possible neglect**

- Dirty skin, body smells, unwashed, uncombed hair and untreated lice
- Clothing that is dirty, too big or small, or inappropriate for weather conditions
- Frequently left unsupervised or alone
- Frequent diarrhoea
- Frequent tiredness
- Untreated illnesses, infected cuts or physical complaints which the carer does not respond to
- Frequently hungry
- Overeating junk food