



## SAFEGUARDING (INCLUDING CHILD PROTECTION)

### SAFEGUARDING POLICY

AREA: Personnel

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TOPIC: Safeguarding (including child protection)

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Other related College Policies are detailed on page 6 of 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) and adults studying at or visiting any premises of the college 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 are 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 (DSL)** for the College is Debra Baldwin, Director of Personnel, Hereford Campus, ext. 309 (01432 365309). In her absence a member of the college’s safeguarding panel should be contacted (see 3.2 )

## 2 Policy purpose and areas of concern

### 2.1 Policy purpose

The College is passionate about safeguarding its learners 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 and visitors of the College.

Herefordshire and Ludlow College has a statutory and moral duty to ensure that the College functions with a view to safeguarding and promoting the welfare of children and adults at risk whilst receiving 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 see 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
- Education Act (2002)
- Working Together to Safeguard Children (March 2015) (proposed changes from April 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 2016)
- Counter-Terrorism and Security Act (2015)
- Herefordshire Safeguarding Child Board 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 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

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 Board (HSCB) and the Herefordshire Safeguarding Adult Board (HSAB)

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 Children Board and the Multi Agency Safeguarding Hub (MASH). The College will fulfill it's responsibilities to inform the Local Authority Designated Officer (LADO) of issues and allegations against staff. The College will also ensure that it refers, as necessary to the Disclosure and Barring Service.

The governors with special responsibility for child protection issues Mr Igor Andronov, the chair of the governing body, and Mrs Valerie Ainsworth, deputy chair of the governing body, who 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. Debra Baldwin, Director of Personnel, a senior member of the College 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 Panel who also have special responsibility for child protection and safeguarding. Panel 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 and areas of particular concern:

- 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. \*

- Sexual exploitation

Sexual exploitation is becoming an increasing concern in more rural areas and staff should be aware of this. Targeted and Specialist training courses now include information on sexual exploitation. Staff working closely with students and staff responsible for the management of child protection procedures will therefore be aware.

- 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 at risk's behaviour and results in low self worth. Some level of emotional abuse is present in all forms of abuse.

- 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, Debra Baldwin 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 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 again College values and would constitute misconduct on the part of both students and staff.

- Female Genital Mutilation (FGM)

FGM is receiving additional press coverage and is increasingly becoming a higher profile issues. FGM means the partial or complete removal of the external female genitalia for non-medical reasons. FGM also applied to any other injury to the female genital organs.

- Forced Marriage

Forced marriage is when a young person or adult is being forced into a marriage arrangement against their will. The individual may be at risk of harm from this arrangement.

- 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. HLC 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 and alert to the needs of keeping children safe online.

- This policy should be understood alongside other College policies related to safeguarding issues :-
  - College Charter
  - College Facilities – Code of Practice
  - Prevent Strategy
  - Bullying and harassment Policy
  - Anti Bullying Policy
  - Disclosure and Barring Service Policy
  - Equality and Diversity Policy
  - Single Equality Scheme
  - Student Complaints Policy
  - Formal Complaints Policy
  - Accommodation Policy
  - Internet Policy
  - IT security Policy
  - 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
  - Recruitment and Selection Policy
  - Sharing Information Policy
  - Whistleblowing Policy
  - Personal Relationships and Sexual Health

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 Lead (DSL)***

The senior member of staff with lead responsibility for child protection issues is Debra Baldwin, Director of Personnel, Room L221, Hereford Campus, Ext. 309, external number 01432 365309.

This person is a senior member of the College 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 Children Board's Strategic Group.

She has received training in child protection issues and inter-agency working, as required by the HSCB, is trained to Specialist level and will receive refresher training at least every 2 years. She should keep 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
- 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 HSCB, SSCB and other appropriate agencies
- 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 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 HSCB (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 Safeguarding Officer**

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

- To be the Safeguarding Officer supporting the Designated Safeguarding Lead to ensure that the College environment is safe and conducive to learning.
- To provide support and advice to the Deputy Designated Safeguarding Leads, members of the organisation's Safeguarding Panel and all staff on safeguarding, child protection and Prevent related issues.
- To deal with external agencies and maintain safeguarding and child protection records.
- Be the Safeguarding Officer 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.

### **3.3 Designated Staff Members**

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

- Jonathan Gill, Assistant Principal, Faculty of Technology - Ext 324 – 01432 365324
- Alyson Moon, Assistant Principal, Faculty of Community Studies – Ext 329 – 01432 365329
- Mandy Davis, Head of Learner Services – Ext 666 – 01432 365566
- Alison Wells, Safeguarding Officer and Student Support Adviser – Ext 356 – 01432 365356
- Atlanta Hazlewood, Student Support Adviser – Ext 353 – 01432 365353
- Sally Cassels, Learner Services Officer – 01584 872846
- Carl Morris, Head of Ludlow College – 01584 872846
- Laura Milatos, Business Development and Welfare Coordinator, County Training, 01743 255179

These designated staff members:

- Report issues to the DSL responsibility
- Deputise and deal with issues as necessary in the absence of the senior member of staff with lead responsibility
- 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.
- Have received training in child protection issues and inter-agency working, as required by the HSCB, and will receive refresher training at least every 3 years

### **3.4 Designated Governors**

The designated governor with responsibility for child protection issues are Igor Andronov and Val Ainsworth.

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 Safeguarding Children's Board 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 HSCB and SSCB 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 governor shall receive appropriate training.

#### 4 Dealing with Disclosure of Abuse and Procedure for Reporting Concerns

The procedure will be determined in consultation with the HSCB/SSCB and the HSAB/SSAB 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, use the CP1 form, if possible (copy at the end of this policy)
- 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

Staff must not investigate concerns or allegations themselves

Report disclosures concerning significant harm immediately to the Debra Baldwin, Ext 309, 01432 365309 DSL or a Designated senior safeguarding person as outlined in section 3.2 above.

Other safeguarding matter when the learner is not at threat of significant harm can be dealt with by middle and senior managers within the faculty or department. If in doubt, inform Debra Baldwin Ext 309, 01432 365309 the Designated Safeguarding Lead or a Designated safeguarding person as outlined in section 3.2 above. Internal and/or external support can be given. The learner can be referred to Alison Wells, Safeguarding Officer and Student Support Adviser, Ext 356 – 01432 365356.

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

## **5. 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.

### ***5.1 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.

### ***5.2 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 4 above.

The allegation should be reported immediately to the DSL or a member of the Safeguarding Panel. 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 member of the Safeguarding Panel.
- Record information about times, dates, locations and names of potential witnesses.

### ***5.3 Initial Assessment by designated senior safeguarding person***

The designated senior safeguarding person 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 Children Board 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 designated senior safeguarding person does not investigate the allegation. The initial assessment made by the designated senior safeguarding person 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.

### ***5.4 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 designated senior safeguarding person should normally be involved in, and contribute to, the inter-agency strategy discussions. The designated senior safeguarding person 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 designated senior safeguarding person 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 designated senior safeguarding person shall keep a written record of the action taken in connection with the allegation.

### ***5.5 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.

### **5.6 *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.

### **5.7 *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, HSCB/SSCB 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.

### **5.8 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).

### **5.9 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 HSCB/SSCB. Consideration should also be given to the training needs of staff.

## **6. 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. HSCB/SSCB 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.
- Staff working with under 8 year olds in the Nursery should complete a Disqualification by Association form each year.

## **7. 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.

## **8. 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.

## **9. 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.

10. Telephone Numbers

*i. External Numbers*

<u>Name/Department/Organisation</u>	<u>Contact Details</u>
MASH (Multi agency Safeguarding Hub)	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> Shropshire - 0300 500 80 90 <a href="mailto:mash.safeguarding@nottscgcsx.gov.uk">mash.safeguarding@nottscgcsx.gov.uk</a> <sup>3</sup>
Family Assessment and Safeguarding Team	01432 261 628 01905 768 020 (Out of Hours)
Local Authority Designated Officer (LADO)	Hereford - 01432 261708 <a href="mailto:lado@herefordshire.gcsx.gov.uk">lado@herefordshire.gcsx.gov.uk</a> Shropshire - 01743 254402
Herefordshire Safeguarding Children Board Shropshire Safeguarding Children Board	01432 260 100 <a href="http://www.herefordshire.gov.uk/hscb">www.herefordshire.gov.uk/hscb</a> 01743 254259 / 254246 <a href="http://www.safeguardingshropshireschildren.org.uk/scb">www.safeguardingshropshireschildren.org.uk/scb</a>
Herefordshire Council Switchboard Shropshire Council Switchboard	01432 260 000 0345 678 9000
West Mercia Women's Aid	<a href="http://westmerciaconsortium.proceduresonline.com/index.htm">http://westmerciaconsortium.proceduresonline.com/index.htm</a>
E-Safety (see West Mercia Consortium for more information)	Initial Contact Team - 0345 6789021 SSCB Development Officer - 01743 254251 West Mercia Police - 0300 333 3000 SITSS - 01743 254230 Child Exploitation Online Protection Centre www.ceop.police.uk Internet Watch Foundation - www.iwf.org.uk
West Mercia Police	Emergency – 999 Switchboard - 0300 333 3000 Non – Emergency - 101

<b>Prevent team, Warwickshire and West Mercia Police</b>	<b>DS Phil Colley</b> <b>01386 591835</b> <b>07736 084701</b> <b>philip.colley@westmercia.pnn.police</b> <b>.uk</b>
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***Internal Contact Details***

**Duty Manager** (outside office hours) 07974966201

**Designated Safeguarding Lead**

Debra Baldwin  
Director of Personnel  
Ext 309  
01432 365309

**Safeguarding Panel**

Alison Wells  
Safeguarding Officer  
Student Support Adviser  
Hereford Campus  
Ext 356  
01432 365356

Sally Cassels  
Learner Services Officer  
Ludlow College  
01584 872846

Jonathan Gill  
Assistant Principal  
Hereford Campus  
Ext 324  
01432 365324

Mandy Davis  
Head of Learner Services  
Hereford Campus  
Ext 666  
01432 365566

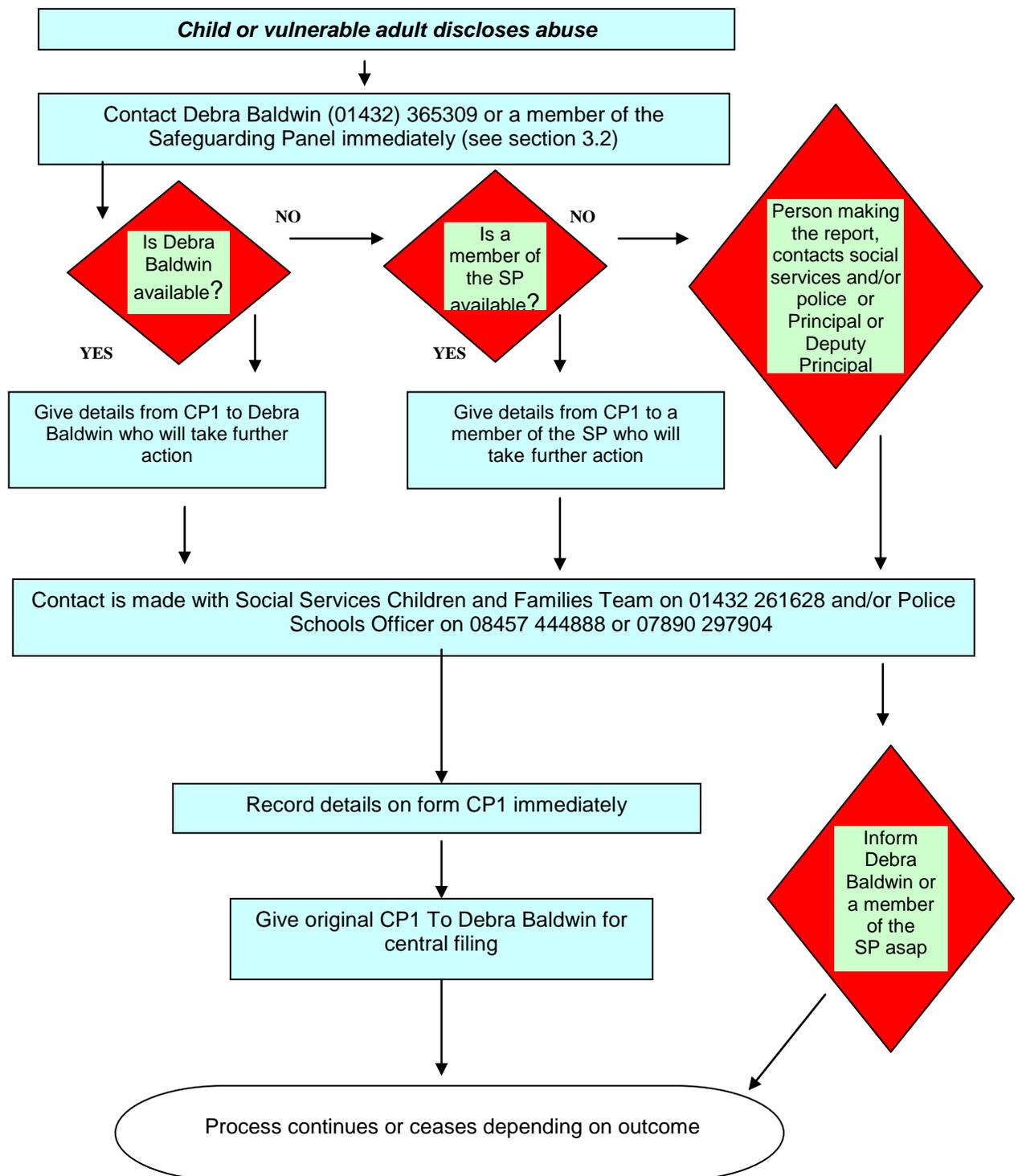
Alyson Moon  
Assistant Principal  
Hereford Campus  
Ext 329  
01432 365329

Carl Morris  
Head of Ludlow College  
01584 872846

Laura Milatos  
Business Development and Welfare Coordinator  
County Training, 01743 255179

Atlanta Hazlewood,  
Student Support Adviser  
Ext 353 – 01432 365353

## INTERNAL CHILD PROTECTION (INCLUDING ADULTS AT RISK AND YOUNG PEOPLE) PROTECTION PROCEDURES



**Key**

SP = Safeguarding Panel

CP1 = Child Protection/Adults at risk Procedures Form (next page)



<b>Account which has been given of the allegation:</b>
<b>Action(s) Undertaken</b>

Signature:	Date:	Time:
<b>ACTION TAKEN</b>		
Signature:	Date:	Time: