

# Child Protection & Safeguarding Vulnerable Adults Policy



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<b>Approved by:</b>	<b>Board</b>	<b>Approval Date:</b>	<b>March 2017</b>

## 1 Purpose

The purpose of the policy is to provide all staff, volunteers and governors with a clear understanding of the issues around child protection and safeguarding vulnerable adults and to explain the College's processes and procedures if an allegation is made.

The College is committed to creating a culture of vigilance where children's and learners' welfare is promoted and where timely and appropriate safeguarding action is taken for children or learners who need extra help or who may be suffering or likely to suffer harm.

## 2 Scope

This policy deals with the protection of children and vulnerable adults and is supported by the Staff Behaviour Code of Conduct which sets out required standards and expectations. Children are students under 18 years of age and will include those on school links courses although for these students the relevant school policy will take precedence.

In respect of children, the policy is informed by the statutory guidance outlined in the Department for Education publication, 'Keeping Children Safe in Education' (September 2016) and the statutory guidance 'Working Together to Safeguard Children'. Safeguarding and promoting children and young people's welfare is defined as:-

- Protecting children from maltreatment.
- Preventing impairment of children's health and development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

For adults the key reference points are the 2000 document 'No Secrets' which provides a definition of abuse of adults, the Equality Act 2010, and Protection of Freedoms Act 2012. Vulnerable adults are defined as students on supported learning programmes and any other adult learner identified as being vulnerable through social, medical or mental health conditions impacting on their learning. A more detailed definition of vulnerable adults is available at Appendix C of this policy. From this point children and vulnerable adults will be referred to as C/VA.

The policy is also informed by the 'Revised Prevent duty guidance: for England and Wales': on the duty of schools and other providers in the Counter-Terrorism and Security Act 2015.

The college has a separate Fitness to Study Procedure that is designed to support students whose medical condition means that they may have difficulty completing their programme of study but contains within the guidelines of the procedure, the option for the college to terminate a student's learning contract.

### 3 Legislative Requirements

Trafford College has a statutory and moral duty to ensure that the College functions with a view to protecting, safeguarding and promoting the welfare of C/VA receiving education and training at the College. The College's statutory responsibilities include the requirement to have due regard to the need to prevent people from being drawn into terrorism (Prevent Duty).

The College recognises that for C/VA, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps prevention.

The College will therefore:-

- Establish and maintain an ethos where C/VA feel secure, are encouraged to talk, and are listened to. The tutorial system will be pivotal to ensuring this aim is realised.
- Ensure the students know that there are adults in the College who they can approach if they are worried or are in difficulty. In most curriculum sections, the Progress Tutors will ensure that students are aware of their role in this area; in Foundation Learning this responsibility will lie with the Curriculum Leader.
- Include in the tutorial input, discussions which will help students develop realistic attitudes to the responsibilities of adult life. The Senior Student Support Tutor will be responsible for supporting Progress Tutors in this role.
- Ensure that wherever possible every effort will be made to establish effective working relationships both with parents/carers and with colleagues from other relevant agencies.
- Follow safer recruitment practices when hiring staff, which includes a check of the List of those Barred from Working with C/VA.

### 4 Role and Responsibilities

#### 4.1 Trafford College Governing Body

The governing body is committed to ensuring that the College: -

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

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

- Raising awareness of issues relating to the welfare of C/VA and the promotion of a safe environment within the College.
- Aiding the identification of C/VA 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.
- Ensuring the College understands its responsibilities under the Prevent duty and that staff implement the Duty effectively.
- Setting the Prevent duty strategy within the context of the safeguarding policy.

In developing the policies and procedures, the governing body will consult with, and take account of, guidance issued by the Department for Education, Home Office and other relevant bodies and groups. The College's procedures have been developed in cooperation with the Local Safeguarding Children's Board (LSCB).

The College will refer concerns where C/VA might be at risk of significant harm **to the Multi Agency Referral Assessment Team (MARAT)** at Trafford or other local authority as appropriate.

Referrals in relation to concerns about individuals being at risk of radicalisation/extremism are made to Channel or MARAT. Channel is a multi-agency that provides support at an early stage to people who are identified as being vulnerable to being drawn into terrorism.

The governing body will receive an annual report from the designated senior member of staff with lead responsibility for safeguarding which reviews how the duties have been discharged.

## 4.2 Designated Governor

The designated member of the governing body with responsibility for child protection and safeguarding issues (including Prevent) is Graham Luccock. The designated governor is responsible for liaising with the Principal and Senior Staff Member with Lead Responsibility over safeguarding matters, including:

- Ensuring that the College has procedures and policies which are consistent with the Local Safeguarding Children's Board procedures.
- Ensuring that the governing body considers and reviews the College policy on safeguarding 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.
- Ensuring that adequate policies, procedures and training are in place in relation to the Prevent duty.
- Ensuring the College assesses the risk of radicalisation and develops an action plan to reduce the risk.

The designated governor may also be a key link in the liaison between agencies such as the police and social care in connection with allegations against the Principal or the Senior Staff Member with Lead Responsibility. This will not involve undertaking any form of investigation, but will ensure good communication between the parties and the provision of information to assist enquiries.

## 4.3 Senior Staff Member with Lead Responsibility for Safeguarding Issues - Vice Principal Corporate Services

The designated senior member of staff with lead responsibility for safeguarding issues is Michelle Leslie, Vice Principal Corporate Services.

The designated senior member of staff will have a key duty to take lead responsibility for raising awareness with the staff of issues relating to the welfare of C/VA, and the promotion of a safe environment for the C/VA learning within the College.

The designated senior member of staff is responsible for:-

- Developing and reviewing the Child Protection and Safeguarding Vulnerable Adults policy.
- Undertaking the lead responsibility for raising awareness with governors and staff in relation to Child Protection/ Safeguarding and the Prevent duty, providing advice and managing the completion of the Prevent risk assessment and action plan.
- Overseeing the referral of cases of suspected abuse to the relevant agencies.
- Ensuring appropriate referral records are maintained.
- Ensuring an effective relationship with appropriate agencies is developed and maintained and liaising with the LADO and LSCB and other appropriate agencies to share information as required.
- Ensuring that governors and staff receive appropriate training in child protection/safeguarding and Prevent duties and are aware of the College child protection procedures.

The designated senior member of staff will provide an annual report to the governing body of the College setting out how the College has discharged its duties. He/she is responsible for reporting deficiencies in procedure or policy identified by the LSCB (or others) to the governing body at the earliest opportunity.

#### 4.4 **Director of Student Services**

The Director of Student Services is responsible for:-

- The referral point for local schools and Connexions for whom appropriate arrangements need to be in place on transition or for raising concerns.
- Developing appropriate student support policies, procedures and processes which support child protection/ safeguarding and responsibilities associated with the Prevent duty.
- Ensuring all staff employed within the directorate undertake their duties in accordance with child protection/safeguarding and Prevent statutory requirements.

#### 4.5 **Directors of Learning**

The directors of learning are responsible for:-

- Ensuring that parents and carers of children, young people and adults at risk within the College are aware of the College's Child Protection and Safeguarding Vulnerable Adults policy.
- Liaising with employers and training organisations that receive children, young people or adults at risk from the College on placements to ensure that appropriate safeguards are put in place.
- Ensuring that their staff undertake training and adhere to the child protection/ safeguarding procedures.
- Ensuring that no member of staff, worker or volunteer undertakes work without appropriate DBS/ risk assessment clearance.
- Ensure that appropriate tutorials promoting child protection/ safeguarding and Prevent guidance are delivered.

#### 4.6 **Director of Human Resources**

The Director of Human Resources is responsible for:-

- Ensuring safe recruitment and induction practices including ensuring that appropriate DBS/ risk assessments are undertaken.
- Ensuring the Central Register is maintained.
- Ensuring appropriate arrangements are undertaken and recorded for the engagement of other workers and volunteers with responsibilities the College's C/VA.
- Managing the delivery of appropriate child protection/ safeguarding and Prevent duty training and maintaining appropriate training records.

#### 4.7 **Senior Student Support Tutor**

The senior support tutor is responsible for:-

- Providing advice and support to staff and students.
- Updating the Safeguarding Committee and Curriculum and Quality Committee on case referrals and child protection/ safeguarding and Prevent duty activities.
- Maintaining a record of any child protection referral, complaint or concern (even where that concern does not lead to a referral).
- Raising awareness with staff of issues relating to the welfare of C/VA and the promotion of a safe environment for students who are learning within the College or in the community.
- Acting as the lead safeguarding/prevent designated officer.

The senior support tutor is assisted by the following members of staff who are trained designated safeguarding officers.

4.8 i) **Designated Safeguarding/Prevent Officers**

Site/Area	Staff Member
Altrincham	Susan Denny, Director of Student Support James Scott, Vice Principal Curriculum Helen Wood, Director of General Education
STEM Centre	Steve Jones, Director STEM Joan Scott, Director Adult Learning & Skills Julie Wilson, Counsellor

4.8 ii) **Designated staff members:-**

- Will report to the senior member of staff with lead responsibility.
- Will know how to make an appropriate referral.
- Will be available to provide advice and support to other staff on issues relating to child protection and protection of adults at risk.
- Will have particular responsibility to be available to listen to C/VA studying at the College or on college community courses.
- Will deal with individual cases, including attending case conferences and review meetings as appropriate.

Written records are made in appropriate and timely way and are held securely. These records are shared appropriately and where necessary with consent.

A designated member of staff for safeguarding/prevent will be available at all times that the college is open to enable staff to discuss concerns.

4.9 **Employees, Workers and Volunteers**

All employees, workers and volunteers are required to:-

- Be clear on the child protection and safeguarding procedures.
- Know what to do if they have a concern and that this information is shared immediately.
- Give the highest priority to the safety and welfare of C/VA
- Recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- Ensure they understand the mandatory duty to report cases of female genital mutilation.
- Ensure they are aware of the requirements detailed in "Keeping Children Safe in Education (September 2016) Part One: Safeguarding Information for all Staff".

4.10 **Safeguarding Arrangements for Sub-Contracted and School Links Provision**

The College has sub-contracted provision for 16-18 learners with the following: providers:-

- Interactive.
- Carrington Riding School.
- Flixton High School

These organisations have their own safeguarding policies but within these they must make reference to Trafford College's practices and a requirement to pass details of any referrals to one of our designated officers.

All staff delivering courses at Interactive and Carrington Riding School must attend the College's own safeguarding training. It has been agreed with Flixton High School that they will deliver their own safeguarding training.

#### 4.11 **Safeguarding Arrangements for Apprenticeship Provision and Work Experience**

For students undertaking apprenticeships and work experience placements the same safeguarding requirements apply. Where a safeguarding concern arises in the workplace notification must be given to a designated safeguarding officer.

#### 4.12 **Responsibility for College Students who are ‘Looked After Children’**

Any child who is subject to a care order or who is accommodated by the local authority is classed as a ‘Looked after Child.’ All looked after children should have a Personal Education Plan and the College seeks to support the implementation of these plans through pre-entry advice and guidance, support during the application and enrolment process, on course support and through monitoring and evaluation.

The Director of Student Services is the designated member of staff who co-ordinates the progress of the College’s looked after children via the Senior Tutor Student Support and works closely with the local authority to provide data and monitoring reports for each of these students.

### 5 **Training**

#### 5.1 **Lead Governor**

The Governor with special responsibility for safeguarding will undertake appropriate training.

#### 5.2 **Designated Senior Lead Officer for Safeguarding Issues**

The designated senior member of staff has received training in child protection issues and inter-agency working, as required by the Local Safeguarding Children Board (LSCB), and will receive refresher training as least annually with safeguarding training every two years. In addition they will keep up to date with developments in C/VA issues.

#### 5.3 **Designated Safeguarding/Prevent Officers**

The Designated Safeguarding/Prevent Officers have received training in child protection and safeguarding issues and inter-agency working and will receive refresher training as required and at least every two years.

#### 5.4 **Human Resources Officers**

Employees within the Human Resources Team have undertaken the LSIS Safer Recruitment on-line module and participate in all recruitment and selection interview panels.

#### 5.5 **All Employees**

All staff are provided with the key lead officers for safeguarding (including Prevent) on commencement to their post. All staff participate in an induction process which includes the provision of written statements of policies and procedures in relation to safeguarding. All staff within the College including the Principal, the Leadership Team, and Business support staff are required to attend Safeguarding Training (including Prevent) to familiarise themselves with safeguarding issues, individual responsibilities, the College procedures and policies. All staff will receive regular updates on safeguarding at least annually.

## 6 Safe Recruitment and Selection

The College is committed to safer practice in recruitment this means thinking about and including issues to do with safeguarding at every stage of the process and ensuring that people who work with C/VA whether they are paid employees or volunteers, are safe to do so. Safe recruitment practices will be in accordance with the requirements detailed in "Keeping Children Safe in Education (September 2016), Part Three: Safer Recruitment".

During the recruitment and selection process the College will take into account the latest <sup>1</sup> changes to the National Vetting and Barring Scheme as per the Protection of Freedoms Act 2012. To support safe recruitment and selection the following are in place:-

- Advertisements make reference to the need for the successful applicant to undertake an Enhanced Disclosure Check including a check of the Barred List via the Disclosure and Barring Service where the post holder undertakes regulated activity.
- Job descriptions make reference to the responsibility for safeguarding.
- Person specifications include specific reference to working with children or adults at risk.
- Comprehensive information from applicants is obtained and scrutinised.
- Independent professional and character references are used to assess an applicant's suitability to work with children and/or adults at risk.
- Face-to-face interviews are undertaken by suitably trained staff and used to explore a candidate's suitability to work with children and/or vulnerable adults at risk.
- Previous employment history and experience is checked.
- Qualifications are verified.
- Two references are obtained for shortlisted candidates prior to interview; one will be the applicant's current or most recent employer, one will also be from the employer by whom the person was most recently employed to work with children. References will not be accepted from friends. References will cover the candidates last 5 years of employment.
- Proof of identity is requested such as a birth certificate, driving licence or passport combined with evidence of address. Some form of photographic identity will be seen except where for exceptional reasons none is available.
- All volunteers, governors and staff who work at the College will undergo an Enhanced Disclosure check through the Disclosure and Barring Service.
- All posts which undertake regulated activity within the College have been identified by the Human Resources Department and director/manager and are required to undergo an Enhanced Check through the Disclosure and Barring Service plus a check of the Barred Lists for Children or/and Adults as required. (For further information on regulated activity refer to the Disclosure and Barring Service website).
- Where the DBS check identifies an issue or it is necessary for the person to commence without a DBS check, a risk assessment must be completed. This will be signed off by the Vice Principal Curriculum or Vice Principal Corporate Services.
- The Disclosure and Barring Service identify a number of acceptable documents which are required to undergo the Disclosure check. The College can process the check where the documents are from the Primary Trusted ID Credentials list. Where the documents are from the government state issued or financial social history, an external ID validation service will be used to check the applicant against records to establish their name and living history footprint.
- Where a volunteer is cleared to work within the College, but does not work for up to a 3 month period, the Volunteer is required to undergo a further check.
- The Human Resources Department maintain a single central record of recruitment and vetting checks including section 128 prohibition checks relating to all staff, volunteers and agency staff.
- All successful applicants are required to demonstrate their eligibility to work in the UK by the provision of the relevant documentation for example: passport, birth certificate, work permit.

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<sup>1</sup> September 2012

## 7 **Online Safety**

The College has in place appropriate filters and monitoring systems to protect learners from harmful online materials. The arrangements for online safety are in accordance with "Keeping Children Safe in Education (September 2016), Annex C Online Safety".

## 8 **Dealing with a Disclosure of Abuse and Procedure for Reporting Concerns**

8.1 The governing body recognises the following as definitions of abuse:-

### **Domestic Abuse**

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

- Psychological
- Physical
- Sexual
- Financial
- Emotional

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

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

\*This definition includes so called 'honour' based violence, female genital mutilation and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

### **Physical Abuse**

Physical abuse causes harm to a C/YP and Adults at Risk. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating or otherwise causing physical harm to a C/VA. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring. It can also occur when a parent or carer feigns the symptoms of or deliberately causes ill health to a child or vulnerable adult whom they are looking after.

### **Neglect**

Neglect is the persistent or severe failure to meet C/VA basic physical and/or psychological needs, likely to result in serious impairment of their health or development. It may involve a failure to provide adequate food, clothing or shelter, failing to keep them safe from harm or danger, or failure to ensure access to appropriate medical care or treatment. It may also involve neglect of, or inadequate response to their basic emotional needs.

## **Sexual Abuse**

Sexual abuse involves C/VA being forced or enticed into participating in or watching sexual activity, not necessarily involving a high level of violence. It is not necessary for them to be aware that the activity is sexual and their apparent consent is irrelevant. The acts may involve physical contact including penetrative or non-penetrative acts. They may involve non-contact activities such as involving them in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet).

## **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.

## **Forced Marriage**

Forced marriage is an abuse of human rights, an abuse of the rights of the child and is a form of domestic abuse. There is a clear distinction between a forced marriage and an arranged marriage. In arranged marriages, the families of both spouses take a leading role in arranging the marriage but the choice whether or not to accept the arrangement remains with the prospective spouses. In forced marriages, one or both spouses do not or, in the case of some adults with support needs, cannot consent to the marriage and duress is involved. The Forced Marriage (Civil Protection) Act was enacted in 2007 and came into force on 25 November 2008. The Act forms part of the Family Law Act 1996 and makes provision for protecting children, young people and adults from being forced into marriage without their free and full consent. Victims may only have one chance to speak out (the one chance rule) and thus professionals need to raise the matter immediately with a safeguarding officer if they come across a forced marriage case.<sup>2</sup>

## **Female Genital Mutilation**

Female genital mutilation (FGM) will usually be performed during childhood but there have been reports of young girls or young women undergoing FGM just before a forced marriage. FGM is illegal in the UK and it is also a criminal offence to take someone overseas for the purposes of FGM.

## **Emotional Abuse**

Emotional abuse occurs where there is persistent emotional ill treatment or rejection, such as to cause severe and adverse effects on the C/VA behaviour and emotional development, resulting in low self-worth. It may involve conveying to them that they are worthless or unloved, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on the child, young person or vulnerable adult. It may involve causing them frequently to feel frightened or in danger, or their exploitation or corruption. Some level of emotional abuse is present in all forms of abuse.

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<sup>2</sup> The Right to Choose Multi-Agency Statutory Guidance for Dealing with Forced Marriage.

Additionally, the governing body notes and draws to the attention of the college staff the criminal offences that may be committed in connection with the safeguarding of C/YP and Adults at Risks, in particular those involving abuse of trust which prohibits staff from engaging in or encouraging sexual activity with students who are under the age of 18 or vulnerable.

8.2 The Corporation also recognises that safeguarding action may also be needed to protect children and learners from the following:-

- Racist, disability and homophobic or transphobic abuse.
- Gender-based violence/violence against women and girls.
- The impact of new technologies on sexual behaviour, for example 'sexting' and accessing pornography.
- Teenage relationship abuse.
- Substance misuse.
- Gang activity and youth violence.

8.3 Safeguarding concerns may also arise in the following circumstances:-

### **Bullying**

Bullying is persistent behaviour directed against an individual, which is intimidating, offensive or malicious and undermines the confidence and self-esteem of the recipient which may cause him or her to suffer stress. Bullying can take place by direct personal contact, or through digital communication such as mobile phones, social networking sites, email or gaming consoles.

Legitimate, constructive and fair criticism of someone's performance or behaviour in an educational environment is not regarded as bullying.

### **Self-Harm**

Self-harm is defined as self-poisoning or injury, irrespective of the apparent purpose of the act. Self-harm is an expression of personal distress, not an illness, and there are many varied reasons for a person to harm him or herself<sup>3</sup>. Most cases of self-harm do not result in suicide; however, self-harm is known to be a risk factor in suicidal behaviour.

### **Suicide**

Suicide is the intentional and deliberate act of taking one's own life; youth suicide is a major global public health issue. While suicide rates are higher among 20-24 year olds, suicidal behaviour that may precede suicide is established in the earlier years. Suicide consistently ranks as one of the leading causes of death for adolescents between 15 and 19 years of age<sup>4</sup>. Research suggests that certain situations put children and young people at more risk of suicide, including suffering loss or bereavement, relationship issues, experiencing bullying and/or racism, living in isolated areas and living in unhappy circumstances<sup>5</sup>.

### **Eating Disorders**

Eating Disorders include; anorexia nervosa, bulimia nervosa, or other related (or 'atypical') eating disorders (mainly binge eating disorder). In general, eating disorders develop over time, sometimes over years, and often at a point when life brings fear and insecurity<sup>6</sup>.

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<sup>3</sup> National Institute for Health and Clinical Excellence – Self Harm Pathway 2004

<sup>4</sup> National Institute for Health and Clinical Excellence – Youth Suicide Prevention 2007

<sup>5</sup> NSPCC 2008

<sup>6</sup> National Institute for Health and Clinical Excellence Guidance 2004

### **Radicalisation/Extremism**

Students may be coerced into becoming involved with terrorist groups and gangs and be at risk of radicalisation including the vocal or active opposition to fundamental British values such as democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs.

The College recognises that safeguarding is not just about protecting children, learners' and vulnerable adults from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:-

- Children's and learners' health and safety and well-being, including their mental health.
- Meeting the needs of children who have special educational needs and/or disabilities.
- The use of reasonable force.
- Meeting the needs of children and learners with medical conditions.
- Providing first aid.
- Educational visits.
- Intimate care and emotional well-being.
- Online safety and associated issues.
- Appropriate arrangements to ensure children's and learners' security, taking into account the local context.

### **Peer on Peer Abuse**

The College recognises that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to, bullying (including cyberbullying), gender based violence/sexual assaults and sexting

## **9 Procedures for Dealing with a Disclosure of Abuse**

The welfare of the individual is paramount. Do remember that they have chosen you, the place and the time at which to tell you. The following principles must therefore be followed:-

- If a student tells you that abuse is taking place, acknowledged this, take it seriously and listen to the student. It is important not to ask too many or leading questions, but if you do, ask open questions.
- Write down the details in the students own words including dates.
- Try to reassure the student.
- Explain to the student that you may have a legal obligation to pass this information on, to protect both them and possibly other members of the family and public.
- Get help and pass on the details and your record to the relevant Safeguarding Officer who will treat the information with the utmost confidence – the “need to know” principle will be employed. It is their responsibility to decide what further action should take place.
- Keep the student informed of what you have done and what will happen next.
- Get help for yourself if you feel upset by any disclosure.

Remember that in any group or class there may be a victim of abuse so sensitivity at all times is important.

Do Not:-

- Make promises you cannot keep.
- Promise confidentiality.
- Take the matter further yourself (ensure that you know your boundaries).
- Contact the student's parents.
- Contact any other agencies.

The designated safeguarding officer will establish the main area of concern and contact as appropriate: -

- MARAT.
- The Students current case/support worker.
- The Student's GP.
- The Accident and Emergency dept. of the nearest local hospital and the police as appropriate.
- Channel.

The safeguarding officer will note all actions undertaken, including any information shared and the record should be forwarded to the Personal Assistant to the Vice Principal Corporate Services

This procedure must not delay the protection of C/VA. The designated safeguarding officer, if there is a serious disclosure, should notify MARAT on 0161 912 5125. If the student does not live in Trafford, the safeguarding officer notify the relevant Child Protection Team/Vulnerable Adult Protection Team:

Manchester	Trafford	Salford	Warrington
0161 255 8250	0161 912 5124	0161 794 4711	01925457012

Or NSPCC helpline 0808 800 5000

Trafford Adult Protection Line (normal working hours) 0161 912 5135.

In cases of suspected/alleged bullying by a peer the College's Bullying Procedure must be followed. In cases of suspected/alleged peer on peer abuse the above arrangements will apply.

### **Out of Hours Procedures**

A designated safeguarding officer will be accessible during the College's opening times. Outside of these hours, contact Emergency Duty Team 0161 912-2020 – Control Room. Ask for Duty Social Worker (works from home and will take time to contact you back).

Manchester - the standard Manchester number of 0161 255 8250 is a 24 hour helpline. Staff will deal with all enquires.

Salford outside the normal working hours of 8:30am – 4:30pm, contact Emergency Duty and Investigation team on 0161 603-5400.

Warrington outside the normal working hours of 8:30am – 4:30pm, contact Emergency Duty and Investigation team on 01925 457012.

## **10 Retention of Records - Relating to Allegations of Abuse**

All records relating to allegations and safeguarding issues will be retained for a period of at least 10 years in a locked filing cabinet held with the Senior Student Support Tutor; this information can only be accessed by the relevant Safeguarding Officer via either the Senior Student Support Tutor or the Personal Assistant to the Vice Principal Corporate Services. For allegations relating to abuse against an employee, a reference note to this must also be kept on the personnel file held by the Human Resources Department for an equivalent period.

## **11 Reporting and Dealing with Allegations of Abuse against Members of Staff**

The 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.

The College recognises that an allegation of 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 those investigations are thorough and not subject to delay.

Although it is rare for staff in educational institutions to be found responsible for the abuse of C/VA, due to their continued contact with students, staff may have allegations of abuse made against them.

The College is committed to ensuring 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.

When dealing with such allegations, the College will do so with sensitivity, will act in a careful and measured way and will act in accordance with "Keeping Children Safe in Education (September 2016) Part Four: Allegations of Abuse Made Against Teachers and Other Staff". .

#### 11 **Receiving an Allegation Against a Member of Staff**

A member of staff who receives an allegation about another member of staff should follow the guidelines in Appendix B for dealing with an allegation.

The allegation should be reported immediately to the Principal unless the Principal is the person against whom the allegation is made, in which case the report should be made to the Designated Senior Staff Member for Safeguarding or the Designated Governor. The Principal (or designated person if the allegation is against the Principal) should:-

- 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 Principal or designated person).
- Record information about times, dates, locations and names of potential witnesses.

#### 12 **Initial Assessment by the Principal (or Designated Person)**

The Principal (or designated person) should make an initial assessment of the allegation, consulting with the Senior Designated Staff Member with responsibility for safeguarding and the Designated Governor.

**Where the allegation is considered to be either a potential criminal act or indicates that the child has suffered, is suffering or is likely to suffer significant harm, the matter should be reported immediately to the Local Authority Designated Officer (LADO).**

Allegations of harm or inappropriate behaviour made against staff, either paid or unpaid are serious and the LADO must be advised; the LADO is a professional independent person who has been appointed by the Local Safeguarding Board.

The LADO's role includes:-

- The management and oversight of individual cases.
- Providing advice and guidance to employers and voluntary organisations.
- Liaising with the police and other agencies.
- Monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process.

The LADO has the ability to access other records.

It is important that the Principal (or designated person) does not investigate the allegation. The initial assessment should be on the basis of the information received and is a decision whether or not the allegation warrants further investigation. Where the allegation is made against an agency worker the agency will be informed. Where the allegation is made against a third party or self-employed contractor the College will take appropriate action.

Potential outcomes are:-

- The allegation can be shown to be false because the facts alleged could not possibly be true and no further action is taken.
- 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 C/VA. The matter would be considered in accordance with the College Disciplinary Procedures.
- The allegation represents abuse which is gross misconduct by the employee. The matter would be considered in accordance with the College Disciplinary Procedures and could lead to a disciplinary investigation and can lead to dismissal.

**For further details of all actions relating to Reporting and Dealing with Allegations of Abuse against Members of Staff consult Appendix B.**

### 13 Use of Sub-Contractors

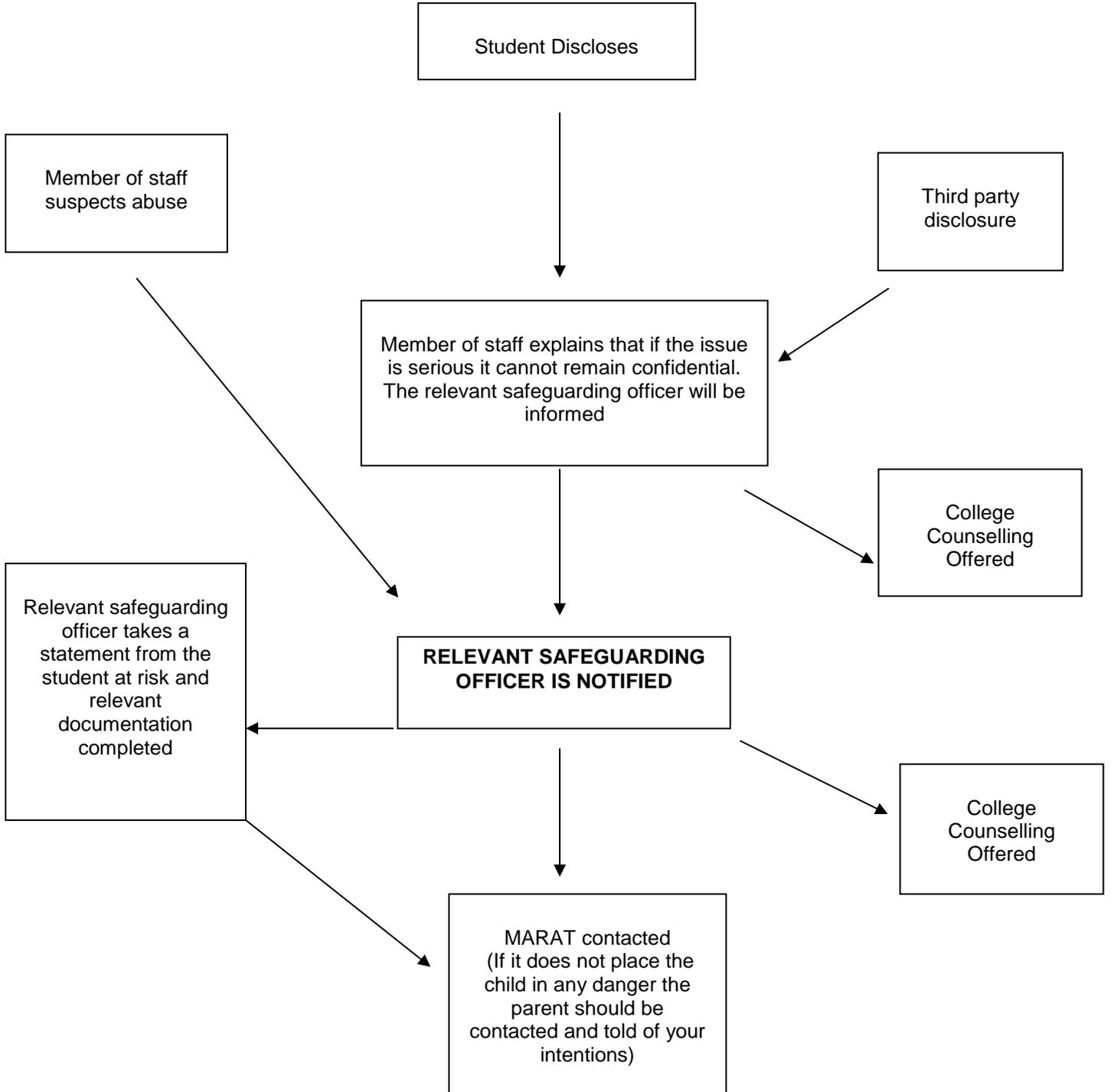
In the case of any subcontracted provision, Trafford College policies and procedures must be adhered to in the event of any safeguarding issues/occurrences. The College will confirm through service level agreements and/or contracts that appropriate arrangements are in place to safeguard learners. The senior officer staff member with lead responsibility for safeguarding at Trafford College should be contacted as soon as possible following an incident and Trafford College's records will be updated.

### 15 Informing the Disclosure and Barring Service

Where the College has dismissed or removed an employee from working in regulated activity, following harm to a child or an adult at risk or where the College has concerns that a person has caused harm, or poses a future risk of harm to adults at risk or children, a referral will be made to the Disclosure and Barring Service.

TRAFFORD COLLEGE

Dealing with a Disclosure of Abuse in Respect of a Child or Vulnerable Adult



## Guidelines for Reporting and Dealing with Allegations of Abuse against Members of Staff

The 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. Where the allegation is made against an agency worker the agency will be informed. Where the allegation is made against a third party or self-employed contractor the College will take appropriate action. The actions taken will be in accordance with “Keeping Children Safe in Education (September 2016), Part Four: Allegations of Abuse Made Against Teachers and Other Staff”.

### 1 Introduction

The College recognises that an allegation of 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 those investigations are thorough and not subject to delay.

Staff in educational institutions found responsible for the abuse of C/VA are rare and because of their frequent contact with this cohort, staff may have allegations of abuse made against them.

The College recognises that in ‘Keeping Children Safe in Education’ and also in ‘No Secrets’ the welfare of C/VA 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.

### 2 Receiving an Allegation against a member of staff

A member of staff who receives an allegation about another member of staff should follow the guidelines in Section 7 and 8 for dealing with an allegation.

The allegation should be reported immediately to the Principal, unless the Principal is the person against whom the allegation is made, in which case the report should be made to the Designated Senior Lead Officer for Safeguarding or the Designated Governor. The Principal (or designated person if the allegation is against the Principal) should:-

- 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 Principal or designated person).
- Record information about times, dates, locations and names of potential witnesses.

### 3 Initial Assessment by the Principal (or designated person)

The Principal (or designated person) should make an initial assessment of the allegation, consulting with the Senior Designated Staff Member with the responsibility for safeguarding and the Designated Governor.

Allegations of harm or inappropriate behaviour made against staff, either paid or unpaid, are serious and the Local Authority Designated Officer (LADO) must be advised; the LADO is a professional independent person of the College who has been appointed by the Local Safeguarding Board.

**The LADO must be alerted immediately of all cases where it is alleged that a person who works with children has behaved in a way that may (including where the College believes the allegation is unfounded or malicious):-**

- **Have harmed or may harm a child.**
- **Possibly have committed an offence against children.**

- **Behaved towards a child or children in a way that indicates they may pose a risk or harm to children.**

The LADO's role includes:-

- The management and oversight of individual cases.
- Providing advice and guidance to employers and voluntary organisations.
- Liaising with the police and other agencies.
- Monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process.

The LADO has the ability to access other records.

It is important that the Principal (or designated person) does not investigate the allegation. The initial assessment should be on the basis of the information received and is a decision whether or not the allegation warrants further investigation. Where the allegation is made against an agency worker the agency will be informed. Where the allegation is made against a third party or self-employed contractor the College will take appropriate action.

Potential outcomes are:-

- The allegation can be shown to be false because the facts alleged could not possibly be true and no further action is taken.
- 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 C/VA. The matter would be considered in accordance with the College Disciplinary Procedures.
- The allegation represents abuse which is gross misconduct by the employee. The matter would be considered in accordance with the College Disciplinary Procedures and could lead to a disciplinary investigation and potentially dismissal.

#### 4 **Enquiries and Investigations**

Child protection and safeguarding enquiries made by Children's or Adults' Social Care 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 would assist the agencies with their enquiries.

The College shall hold in abeyance its own internal enquiries while the formal police or Children's or Adults' Social Care proceed; to do otherwise may prejudice the investigation. Any internal enquiries shall conform to the existing staff disciplinary procedures.

If there is an investigation by an external agency, for example the police, the Principal (or designated senior lead officer) should normally be involved in, and contribute to, the inter-agency strategy discussions. The Principal (or designated senior lead officer) is responsible for ensuring that the College gives every assistance with the agency's enquiries. He/she will ensure that appropriate confidentiality is maintained in connection with the enquiries, in the interests of the member of staff about whom the allegation is made. The Principal (or designated senior lead officer) shall advise the member of staff that he/she should consult with a representative, for example, a trade union.

The Principal (or designated senior lead officer) will consult with the police, particularly in relation to timing and content of the information to be provided, and 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 Principal (or designated person) shall keep a written record of the action taken in connection with the allegation.

## 5 Suspension of Staff

Suspension should not be automatic; suspension can only be carried out by the Principal or staff with designated responsibilities as detailed in the Staff Disciplinary procedure. In respect of the Principal or other members of the Leadership Team, suspension can only be carried out by the Chair of Governors (or in his/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: e.g. 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 C/VA are 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.
- Where the member of is in custody or on police bail for an extended criminal investigation.

For further guidance in relation to suspension refer to the College's Staff Disciplinary Procedure.

In the event of suspension related to child protection/safeguarding:-

- The Chair of Governors should be informed of the suspension in writing.
- 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 C/VA 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 nominated 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 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.

## 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 work 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.
- C/VA making the allegation and/or their parents/carers 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 designated person) should give consideration to what information should be made available to the general population of the College.

## **7 Allegations without Foundation**

Obviously false allegations may be indicative of problems of abuse elsewhere. A record should be kept and consideration given to a referral to the local social care department or agency as determined by local arrangements in order that other agencies may act upon the information.

In consultation with the designated senior member of staff (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/safeguarding 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 C/VA other than the alleged victim, consideration to be given to informing the parents/carers of that C/VA.
- 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.

## **8 Employee Resignation**

The requirement to report the case to the LADO will still apply if the member of staff resigns and in no circumstances will the College enter into a settlement agreement with a member of staff facing an allegation of abuse.

## **9 Records**

It is important that documents relating to an investigation are retained in a secure place, 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. Where the allegation is found to be without foundation, a record of the allegation, investigation and outcome should be retained.

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.

## **10 Monitoring Effectiveness**

Where an allegation has been made against a member of staff, the nominated Governor, together with the senior staff member with lead responsibility 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/or which should be drawn to the attention of the LSCB. Consideration should also be given to the training needs of staff.

## 11 Human Resource Responsibilities

It is a statutory requirement to inform the Disclosure and Barring Service in the following circumstances:-

- Where a dismissal occurs for misconduct relating to C/VA.
- Where a resignation occurs prior to disciplinary action is likely to have resulted in dismissal.
- Where compromise agreements have been brokered in order to avoid disciplinary action.
- Where a person is considered unsuitable to work with C/VA, whether an employee, agency worker or volunteer.
- Where a medical condition raises a possibility of risk to the safety or welfare of C/VA.

**Definition of a Vulnerable Adult**

A vulnerable adult is a person who is aged 18 years or older and:-

- is living in residential accommodation, such as a care home or a residential special school;
- is living in sheltered housing;
- is receiving domiciliary care in his or her own home;
- is receiving any form of health care;
- is detained in a prison, remand centre, young offender institution, secure training centre or attendance centre or under the powers of the Immigration and Asylum Act 1999;
- is in contact with probation services;
- is receiving a welfare service of a description to be prescribed in regulations;
- is receiving a service or participating in an activity which is specifically targeted at people with age-related needs, disabilities or prescribed physical or mental health conditions or expectant or nursing mothers living in residential care (age-related needs includes needs associated with frailty, illness, disability or mental capacity);
- is receiving direct payments from a local authority/HSS body in lieu of social care services; and
- requires assistance in the conduct of his or her own affairs.

**CHILD PROTECTION/ SAFEGUARDING RECORD CARD – CONFIDENTIAL****Student's Name:****DoB:****Age:****Address and postcode:****Parent/guardian/other (please specify):****DoB:****Parent/guardian/other (please specify):****DoB:****Names & ages of siblings and others in household:****Date of this meeting:****Narrative in student's own words (to include dates, times, venue, who etc. as appropriate)  
*Do not ask leading questions:***

Continue over.....

**Has the student told anyone else about this? If yes, who, when etc. What action did they take?  
What was the outcome?**

**Student signature:**

**Staff signature:**

***This form must be handed to a Designated Safeguarding Officer***