

# Safeguarding Children and Adults at Risk and Prevent Policy 2022 - 2023

## POLICY

### BACKGROUND

Richmond and Hillcroft Adult and Community College is committed to safeguarding, protecting and promoting the welfare of all its learners and any children in its care in the crèche or who visit the college with a parent or carer. The college seeks to ensure that the College is a safe environment for all learners to learn, work and socialise, and works within the guidance of the Safeguarding Children Boards and Adult Safeguarding Boards for Richmond, Kingston and surrounding boroughs to implement best practice in the safeguarding of children and Adults at Risk in line with the pan London guidelines.

Although the College is an adult College, a small number of 18-year olds enrol on our provision each year, who are treated as children for funding purposes, and are given additional consideration for safeguarding and wellbeing. The College also offers provision for adult learners who have learning difficulties, disabilities and complex needs who may be unable to care for themselves or to protect themselves from significant harm or exploitation, and also a small number of young adults aged 19-24 with an EHCP<sup>1</sup>, who may be considered more vulnerable than other young adults. Children aged 4 and under are cared for in the creche at Parkshot, and other childcare arrangements are in place at the Hillcroft campus. Otherwise, all children on site are the responsibility of their parents and carers, or organisations or individuals who are hiring college premises or facilities.

The college recognises that learners within the safeguarded groups face the risk of abuse. It is the duty of every member of staff to prevent abuse and to take effective action when abuse is suspected or disclosed. The college also recognises that safeguarding incidents could happen anywhere and at any time and be perpetrated by a range of individuals including staff, other learners and people external to the college including family and friends.

This policy has been developed in accordance with the principles established by the *Children's Acts* of 1989 and 2004, the *Education Act* 2011 and is in line with the Government publication *Working together to Safeguard Children* 2018. It also reflects guidance contained in *Keeping Children Safe in Education* September 2022 and the *Care Act* 2014, the *Mental Capacity Act (MCA)* 2005 and the *Counter Terrorism and Security Act* 2015.

Owner:	Vice Principal Teaching & Learning	Approved by:	Board
Review interval:	Annual	Approved on:	9 September 2022
Date of next review:	July 2023	Post to website:	Yes

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<sup>1</sup> Education, health and care plan

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## Safeguarding in the context of Coronavirus

Although there is currently less likelihood of full lockdown, learners may still need to self-isolate for health reasons, and the impact of Covid is still evident.

College staff should continue to be particularly vigilant to new and additional safeguarding concerns, and ask parents and carers of vulnerable adults to tell us about any changes in welfare, health and wellbeing due to the pandemic. Staff should continue to have an increased awareness of mental health and wellbeing. In the event of further lockdowns, special consideration should be given to online safety, keeping in regular contact, and complying with protocols for live teaching sessions, including clothing, backgrounds and behaviour.

## **COLLEGE COMMITMENT**

Abuse is unacceptable in all circumstances. The College is committed to ensuring that all children and vulnerable adults are protected from risk of abuse or risk of radicalisation and extremism. The best defence against abuse is the strength of values incorporated in the College's culture. The College believes that all learners and their children on-site with them are entitled to be treated with dignity, courtesy and respect regardless of their background or of any of the protected characteristics under the Equality Act 2010.

Safety is embedded within good sound practice, and by developing the ability of learners to protect themselves, make their views known and be listened to. All learners should feel safe, secure and feel able to raise any concerns at any time.

The college will report all allegations of abuse to the London Boroughs of Kingston or Richmond Upon Thames or other relevant borough Local Authority Designated Officer (LADO), or Single Point of Access (SPA) if the LADO is not known, or a member of Adult and Community Services team or local safeguarding children's board (LSCB) where an initial fact find indicates further cause for concern. With regards to allegations of suspected radicalisation and extremism a referral to the CHANNEL services may be made. If the report involves an allegation of a criminal act, a report will also be made to the Police and the college will fully co-operate with any investigations they carry out. The College will act on all reports of alleged abuse regardless of whether they are recent, are reported to have taken place in the past, have taken place on college premises or within the community.

If staff members have any concerns about a child (as opposed to a child being in immediate danger – see below) they will need to decide what action to take. Where possible, there should be a conversation with the designated safeguarding lead to agree a course of action, although any staff member can make a referral to children's social care. Other options could include referral to specialist services or early help services and should be made in accordance with the referral threshold set by the Local Safeguarding Children Board.

If a child is in immediate danger or is at risk of harm, a referral should be made to children's social care and/or the police immediately. Anyone can make a referral. Where referrals are not made by the designated safeguarding lead, the designated safeguarding lead should be informed as soon as possible that a referral has been made.

College employees are in a position of trust and any betrayal of this trust will be viewed most seriously. Therefore, any employee suspected of abuse will be subject to the College's disciplinary procedures. All employees have a duty to report abuse and/or allegations of abuse immediately where there is a concern that a learner's safety may be endangered, or an initial fact find suggests immediate action needs to be taken, and failure to do so is a serious abdication of responsibility and will result in disciplinary action.

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## AIMS OF THE POLICY

Safeguarding encompasses a range of activities aimed at protecting an adult, child or young person's right to live in safety and free from abuse and neglect. The Policy aims:

- To prevent abuse, radicalisation and extremism by providing teaching and learner support which establishes a safe environment where learners can learn in confidence, independence and feel listened to;
- To raise awareness of both teaching and business support staff of the need for the safeguarding of children and Adults at Risk and of their responsibilities in identifying and reporting possible cases of abuse, radicalisation and extremism;
- To provide positive adult role models by ensuring that staff behaviour is professional at all times;
- To provide a framework for the development of internal procedures to be followed by members of the College community in cases of suspected abuse;
- To emphasise the need for good levels of communication and information sharing between all members of staff;
- To provide a systematic means of monitoring learners known or thought to be at risk
- To promote understanding and build relationships with other agencies in order to develop multi-agency working and information sharing;
- To ensure the College practises safe recruitment of staff, volunteers and governors, including specific recruitment practices for crèche staff;
- To prepare all young learners and vulnerable adults to operate safely within an electronic environment;
- To ensure that learners know that there are Safeguarding Officers whom they can approach if they are worried or in difficulty;
- To provide information in an accessible way to help learners understand the different types of abuse;
- To provide appropriate support to staff, volunteers and governors through supervision and training;
- To assess risk in relation to all College activities, focussing on prevention and minimising risk and putting in place safeguards;
- To ensure staff keep a written record of any injury or incident that caused harm along with any steps taken;
- To ensure staff and volunteers keep a professional distance and do not share personal information/ email addresses/ telephone numbers with children or young people;
- To equip learners within the safeguarded group with the skills and knowledge to identify positive life choices and to assert their preferences.

## Abuse

Abuse is defined as 'a violation of an individual's human and civil right by any other person or persons'. Abuse may consist of a single or repeated act and can be carried out by anyone. Whilst abuse can be intentional it does not have to be deliberate, malicious or planned to constitute abuse.

## Safeguarding Adults (*Adults at risk*)

For the purposes of this policy, the safeguarding duties apply to an adult who:

- has need for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect. (The Care Act 2014)

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## The Care Act 2014 covers 10 areas of abuse:

1. Physical abuse; the threat or use of force which results in pain or injury or a change in the person's physical health OR The non – accidental infliction of physical force that results in bodily injury, pain or impairment: Including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions
2. Sexual abuse, including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjecting to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
3. Psychological abuse, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
4. Financial or material abuse, including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
5. Neglect and acts of omission, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
6. Self-Neglect covers a wide range of behaviours including neglecting to care for personal hygiene, health or surroundings and includes behaviours such as hoarding.
7. Discriminatory abuse; includes forms of harassment, slurs, or similar treatment because of race, gender, gender identity, age, disability sexual orientation or religion.
8. Institutional abuse, demonstrated by repeated instances of neglect, poor care, management and/or professional practice
9. Domestic Abuse, incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. This includes psychological, physical, sexual, financial, emotional abuse; so called honour-based violence, female genital mutilation and forced marriage. The age range is extended down to 16.
10. Modern Slavery encompasses slavery, human trafficking, forced labour and domestic servitude.

## Patterns of abuse vary and include:

**Serial abusing** - in which the perpetrator seeks out and 'grooms' individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse;

**Long-term abuse** in the context of an ongoing family relationship such as domestic violence between spouses or generations or persistent psychological abuse; or

**Opportunistic abuse** such as theft occurring because money or jewellery has been left lying around.

Abuse is difficult to assess; many situations may involve a combination of abusive elements.

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## **6 Principles that underpin adult safeguarding**

**Empowerment** – People being supported and encouraged to make their own decisions

**Prevention** – It is better to take action before harm occurs

**Proportionality** – The least intrusive response to the risk presented

**Protection**- Support and representation for those in greatest need

**Partnership** – Local solutions through services working with their communities

**Accountability** – Accountability and transparency

The 6 principles aim to encourage practice that puts the person in control and generate a more person-centred set of responses and outcomes.

## **Safeguarding and the Mental Capacity Act (MCA)**

The legal framework provided by the MCA is supported by a code of practice. One of the most important terms in the code is 'a person who lacks mental capacity', which means a person who lacks capacity to make a particular decision or to take a particular action for themselves at the time the decision or action needs to be taken.

## **5 Statutory principles that underpin the legal requirements of the MCA**

A person must be assumed to have capacity (always assume capacity until the person shows otherwise)

A person must be helped to make decisions

A person must be allowed to make an unwise decision

Actions undertaken for or on behalf of a person must be done in their best interests

Actions or decisions made on behalf of a person must be the least restrictive option

## **4 Tests that someone has capacity is that the person is able to:**

Understand information about the decision to be made

Retain that information in their mind

Use that information as part of the decision – making process

Communicate their decision

## Safeguarding children

### Child

For the purposes of this policy, children includes everyone under the age of 18, as defined in *Keeping Children Safe in Education 2022*.

Safeguarding and promoting the welfare of a child is the process of:

- Protecting children from maltreatment.
- Preventing impairment of children's health or 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 life chances

### Abuse of a child

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

The areas of abuse identified above as relevant in the safeguarding of adults at risk also apply to children. However, *Keeping Children Safe in Education September 2022 Annex B* highlights additional safeguarding issues which staff should be aware of when ensuring the wider safety and wellbeing of a child:

- Child abduction – unauthorized removal or retention of a minor from a parent or person with legal responsibility.
- Children and the court system – where children are required to give evidence in criminal courts
- Children missing from education – all staff should be alert where children go missing repeatedly from education, as it can be a warning sign of a range of safeguarding issues.
- Children with family members in prison – these children are at risk of poor outcomes, and require additional support
- Child criminal exploitation and child sexual exploitation – signs might include children appearing with unexplained money or new possessions
- County lines – where children and vulnerable adults are exploited to move, store and sell drugs and money (see below)
- Modern slavery – human trafficking and slavery, servitude and forced or compulsory labour
- Cybercrime – criminal activity committed using computers and the internet
- Domestic abuse – includes a range of different abusive behaviours, including physical, emotional and economic abuse and coercive and controlling behaviour by someone who is personally connected to the child.
- Homelessness – children's services are the lead agency where a child reports that they are homeless, but referrals should be made according to the specific circumstances.
- So-called honour-based abuse – includes FGM, forced marriage and breast ironing, committed in the context of "preserving honour" of the family or community
- FGM – partial or total removal of external female genitalia or other injury to the female genital organs. Illegal in the UK (see below).
- Forced marriage – illegal in England and Wales.
- Prevent Duty – children are vulnerable to extremist ideology and radicalisation. Colleges have a duty to have due regard to the need to prevent people from being drawn into terrorism (see below).

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- Peer on peer/ child on child abuse – can include bullying, cyberbullying, physical abuse, sexual harassment, sexual violence, sexting, hazing. Alleged perpetrators may try to dismiss this as “banter”.
- Sexual violence and sexual harassment between children in schools and colleges – Sexual violence refers to offences under the Sexual Offences Act 2003. Sexual harassment refers to unwanted conduct of a sexual nature, online, offline, inside and outside the college environment.
- Upskirting – the Voyeurism (Offences) Act 2019 is commonly known as the Upskirting Act; upskirting refers to taking a picture under someone’s clothing without their permission and/ or knowledge.

The college’s procedures and guidelines will take account of the above issues, and provide clear guidance to crèche staff and any staff dealing with children and young people about their duties regarding confidentiality in the use of digital technology.

## **Female Genital Mutilation (FGM) Mandatory Reporting Duty**

The duty is a legal duty provided for in the FGM Act 2003 (as amended by the Serious Crime Act 2015).

The legislation requires regulated health and social care professionals and teachers in England and Wales to make a report to the police where, in the course of their professional duties, they either:

- are informed by a girl under 18 that an act of FGM has been carried out on her; or
- observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl’s physical or mental health or for purposes connected with labour or birth

***There are NO circumstances in which staff should be examining a learner or child. It is possible that a crèche worker, perhaps assisting a young child in the toilet or changing a nappy, may see something which appears to show that FGM may have taken place. In such circumstances, they must make a report under the duty, but should not conduct any further examination of the child.***

For the purposes of the duty, the relevant age is the girl’s age at the time of the disclosure/ identification of FGM (i.e. it does not apply where a woman aged 18 or over discloses she had FGM when she was under 18).

The duty is a personal duty which requires the individual professional who becomes aware of the case to make a report; the responsibility cannot be transferred. The only exception to this is if you know that another individual from your profession has already made a report; there is no requirement to make a second.

The duty does not apply in relation to at risk or suspected cases or in cases where the woman is over 18. In these cases, you should follow the college’s safeguarding procedures.

## **Online Safety**

The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- content: being exposed to illegal, inappropriate or harmful material; for example pornography, fake news, racist or radical and extremist views;
- contact: being subjected to harmful online interaction with other users; for example commercial advertising as well as adults posing as children or young adults; and
- conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example making, sending and receiving explicit images, or online bullying.

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(see Appendix 2 of Procedures for useful links re online safety)

## Government Counter Terrorism Strategy (CONTEST 2015), and the Prevent Duty

CONTEST is the UK's government strategy which aims to reduce the risk to the UK and its interests overseas from terrorism, so that people can go about their daily lives freely with confidence. There are 4 main elements:

<b>Pursue</b>	lies within the realm of the police and security services. It is concerned with the apprehension and arrest of any persons suspected of being engaged in the planning, preparation or commission of a terrorist act.
<b>Prevent</b>	is concerned with working with partners to reduce support for terrorism of all kinds, challenge extremists whose views are shared by terrorist organisations and challenging and isolating extremists operating on the internet.
<b>Protect</b>	aims to strengthen our protection against a terrorist attack and reduce our vulnerability to such attacks. This involves managing the risks to crowded places and the safeguarding of hazardous materials.
<b>Prepare</b>	seeks to mitigate the impact of a terrorist attack where that attack cannot be stopped. This includes work to bring a terrorist attack to an end and to increase our resilience so we can recover from its aftermath.

**Extremism** is vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. This also includes extremist calls for the death of the armed forces, whether in the UK or overseas (Home Office 2015)

**Radicalisation** refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

**Prevent** is the Government's national counter terrorism strategy and aims to stop people being drawn into terrorism. It aims to reduce the risks of radicalisation and ensure people are given advice and support. The Prevent Duty is "to have due regard to the need to prevent people from being drawn into terrorism."

### Vulnerability to Radicalisation

All staff have a responsibility to take notice of patterns of behaviour that suggest a person might be engaged in an ideology, is intent in causing harm and/ or capable of committing violent acts.

There are a number of behaviours and other indicators that may indicate a vulnerability to radicalisation and extremism.

<b>Dimension</b>	<b>Definition/ Factors</b>	<b>Potential Indicators</b>
Engagement	Engagement factors are sometimes referred to as psychological hooks. These could include the needs of a person, their susceptibilities, their motivations and influences.	<ul style="list-style-type: none"> <li>• spending increasing time in the company of other suspected extremists;</li> <li>• changing their style of dress or</li> </ul>

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	<p>Engagement factors can also include:</p> <ul style="list-style-type: none"> <li>• Feelings of grievance or injustice</li> <li>• Feeling under threat</li> <li>• A need for identity, meaning or belonging</li> <li>• A desire for status</li> <li>• A desire for excitement or adventure</li> <li>• A need to dominate and control others</li> <li>• A desire for political or moral change</li> <li>• Opportunistic involvement</li> <li>• Family or friends involvement in extremism</li> <li>• Mental health difficulties</li> </ul>	<p>personal appearance to accord with the group;</p> <ul style="list-style-type: none"> <li>• their day-to-day behaviour becoming increasingly centred around an extremist ideology, group or cause;</li> <li>• loss of interest in other friends and activities not associated with the extremist ideology, group or cause;</li> <li>• possession of material or symbols associated with an extremist cause (e.g. the swastika for far right groups);</li> <li>• attempts to recruit others to the group/cause/ideology; or</li> <li>• communications with others that suggest</li> <li>• identification with a group/cause/ideology.</li> </ul>
Intent	<p>Intent factors are those that show a person is ready to use violence to promote their views or achieve their aims.</p>	<ul style="list-style-type: none"> <li>• clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills</li> <li>• using insulting or derogatory names or labels for another group</li> <li>• speaking about the imminence of harm from the other group and the importance of action now</li> <li>• expressing attitudes that justify offending on behalf of the group, cause or ideology</li> <li>• condoning or supporting violence or harm towards others; or</li> </ul>
Capability	<p>To have capability to cause harm requires skills resources and networks to be successful.</p>	<ul style="list-style-type: none"> <li>• having a history of violence</li> <li>• being criminally versatile and using criminal</li> <li>• networks to support extremist goals</li> <li>• having occupational skills that can enable acts of terrorism (such as civil engineering, pharmacology or construction); or</li> <li>• having technical expertise that can be deployed (e.g. IT skills, knowledge of chemicals, military training or survival skills).</li> </ul>

The examples above are not exhaustive and vulnerability may manifest in other ways. There is no single route to terrorism nor is there a simple profile of those who become involved. For this reason, any attempt to derive a 'profile' can be misleading. It must not be assumed that these characteristics and experiences will necessarily lead to individuals becoming terrorists, or that these indicators are the only source of information required to make an appropriate assessment about vulnerability.

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## Targeted Prevention

Targeted Prevention Strategies include:

- Safeguarding and Prevent action plan (Appendix 11b in Procedures)
- Safer recruitment processes – Please refer to safer recruitment policy and procedures (R:\Human Resources\Safer Recruitment)
- DBS renewal programme – Please refer to DBS matrix for renewal intervals (Appendix 10 in Procedures)
- Termly single central record sign off by the Lead Governor for Safeguarding, the Designated Safeguarding Lead, and the HR Manager.
- Monthly monitoring of DBS checks and risk assessments and training at the Safeguarding group.

## **Multi-agency working**

Schools and colleges have a pivotal role to play in multi-agency safeguarding arrangements. Governing bodies and proprietors should ensure that the school or college contributes to multi-agency working in line with statutory guidance *Working Together to Safeguard Children*.

Locally, the three safeguarding partners (the local authority; a clinical commissioning group for an area within the local authority; and the chief officer of police for an area) will make arrangements to work together with appropriate relevant agencies to safeguard and promote the welfare of local children, including identifying and responding to their needs.

It is especially important that schools and colleges understand their role in the three safeguarding partner arrangements. Governing bodies, proprietors and their senior leadership teams, especially their designated safeguarding leads, should make themselves aware of and follow their local arrangements.

## **ROLES AND RESPONSIBILITIES**

The **Board** will ensure that:

- the College has a safeguarding policy and procedures in place that are in accordance with the appropriate Local Safeguarding Boards and locally agreed inter-agency procedures, and the policy is made available to parents/ carers on request;
- the College has procedures for dealing with allegations of abuse against fellow learners, staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- they remedy, without delay, any deficiencies or weaknesses regarding safeguarding arrangements;
- a governor is nominated to be responsible for safeguarding who will provide an overview and scrutiny and take action in the event of allegations of abuse being made against the Principal;
- they review their policy annually and provide information to the appropriate sub committees of the Local Safeguarding Board as and when requested;

The **Principal** will be responsible for ensuring that:

- there is a Lead Designated Safeguarding person on the Senior Management Team (the Vice Principal Teaching & Learning) and that sufficient designated safeguarding staff are available;
- the safeguarding policy is updated and reviewed annually;
- the College has procedures to fully implement the policy adopted by the Board;
- sufficient resources and time are allocated to enable the designated person/s and other staff to discharge their responsibilities;
- the Health & Safety Committee review and approve procedures annually to enable the College to comply with the policy adopted by the Board;

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- the Health & Safety Committee will monitor the College's compliance with policy;
- the Health & Safety Committee make regular reports to the Board;
- the Health & Safety Committee establishes a Safeguarding sub-committee comprising the safeguarding staff and chaired by the College Lead Designated Safeguarding Person to make recommendations about policy and procedures and to monitor safeguarding reports;
- the Health & Safety Committee review and if necessary act upon reports received from the safeguarding committee;

The **Vice Principal Teaching & Learning/ Designated Safeguarding Lead** will be responsible for ensuring that:

- the Principal is provided with summary information about Safeguarding alerts;
- the Principal is immediately informed of any serious Safeguarding alerts which require a Safeguarding report or referral to be made to external agencies, or to the Police for suspected criminal acts;
- appropriately trained safeguarding staff are in place;
- all staff undertake appropriate safeguarding training;
- there is an ethos whereby all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to safeguarding, and such concerns are addressed sensitively and effectively in a timely manner;
- where services or activities are provided on the College premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding and liaises with the College on these matters where appropriate;
- the procedures approved by the Health & Safety Committee are fully implemented;
- cases of suspected abuse or allegations are referred to the relevant investigating agencies as appropriate;
- learners are aware of the Safeguarding procedures, and appropriate content on keeping safe and wellbeing are incorporated into courses as relevant to the learner group;
- all staff have access to and understand the College's Safeguarding and Prevent Policy;
- parents, guardians or named responsible adults are made aware of the policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later

The **Head of HR** will be responsible for ensuring that:

- the College operates safer recruitment practices which align with the guidance in *Keeping Children Safe in Education*, and makes sure that all appropriate checks are carried out on staff and volunteers who work with children and Adults at Risk;
- the college staff induction process covers how to keep safe and how to use the Safeguarding procedures;

The **College Deputy Designated Safeguarding Lead** will:

- be a member of the Senior Management Team;
- work with the Designated Lead to act as a source of support, advice and expertise on matters of learner safety and safeguarding within the educational establishment;
- Deputise for the Designated Lead in their absence.

**Safeguarding Officers** will:

- recognise how to identify signs of abuse and when it is appropriate to make a referral;
- keep detailed, accurate and secure written records of alerts and/ or concerns;
- undertake investigations as directed by the Lead Designated Safeguarding Person
- obtain access to resources and attend any relevant or refresher training courses at least every two years;

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- as part of the Safeguarding Team, plan and implement training and disseminate information for children and Adults at Risk on staying safe at the College.
- support or arrange support for children or adults at risk who have been abused or are at risk of abuse

## All staff and volunteers will:

- work in an open environment, where possible avoiding private and unobserved situations;
- treat all learners fairly with dignity and respect;
- not share personal information and personal e-mail addresses/ Facebook friends/ personal mobile;
- keep a written record of any alerts or incidents along with any steps taken;
- fully comply with the College's policies and procedures, including advising their line manager of any alerts or incidents;
- attend appropriate training;
- be alert and vigilant to indicators of abuse;
- report all concerns of possible indicators of abuse to a College Safeguarding Officer.

## CONFIDENTIALITY

Information about abuse must never be withheld intentionally (deliberately withholding information may lead to disciplinary action) as failure to disclose may have an influence on the future safety of an individual.

Disclosures and concerns should not be treated as confidential. Individuals who have made a disclosure should be informed of the next steps that will be taken and should be assured discretion.

Whilst the Data Protection Act 2018 places duties on organisations and individuals to process personal information either as a legal obligation or for a legitimate interest, it is not a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm. Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

If a learner lacks the capacity to consent (as prescribed in current legislation), the College will report the alleged abuse immediately in order to act in the best interests of the individual.