

MOULTON COLLEGE

SAFEGUARDING PROCEDURES

Policy Statement

Moulton College has a responsibility to protect and safeguard the welfare of children and vulnerable adults that it comes into contact with. The College recognises that protecting and safeguarding children and young people is a shared responsibility and depends upon effective joint working between partners that have different roles and expertise.

These procedures have been developed in line with the following key documents that provide statutory guidance in relation to the safeguarding responsibilities of schools and colleges.

Working together to safeguard children (March 2015) – HM Government

Keeping children safe in education (May 2016) – Department for Education.

Reference should also be made to the College Child Protection procedures and the Safeguarding Residential Students procedures.

These procedures apply to students who are based at college, on work placement with an employer or in the workplace as an apprentice.

1. Definitions

- 1.1. **Safeguarding** and promoting the welfare of children is defined as protecting children from maltreatment, preventing impairment of children's health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.
- 1.2. The term '**child**' refers to anyone under the age of 18.
- 1.3. A '**vulnerable adult**' is a person aged 18 or over who is or may be in need of community care services by reason of mental or other disability, age or illness and who is, or may be unable to take care of themselves or be unable to protect themselves against significant harm or exploitation.
- 1.4. **Child protection** is part of safeguarding and promoting welfare. Child protection is the activity undertaken to protect specific children who are suffering, or who are likely to suffer, significant harm.

2. Multi-agency working and safeguarding responsibilities

- 2.1. The College is committed to working with the Northamptonshire Safeguarding Children Board (NSCB) and to comply with their procedures. It recognises that it

Date reviewed: 19/12/17

Scheduled review: August 2018

- has a responsibility towards children attending or visiting the College to safeguard and promote their welfare and to take appropriate decisions about how this may be achieved. It is not the responsibility of the College or its staff to investigate abuse. Nevertheless, it has a duty to act if there is cause for concern and to notify the appropriate agencies so that they may investigate and take any further action.
- 2.2. The College will support other agencies in providing a co-ordinated offer of early help when additional needs of children are identified and contribute to inter-agency plans to provide additional support to children subject to child protection plans. This will include allowing access for children's social care teams as appropriate.
 - 2.3. The Designated Senior Person (DSP) with overall responsibility for safeguarding and child protection is the Director of Quality Improvement and Student Support. They can be contacted on 01604 491131 ext 2021 or via the safeguarding email address safeguarding@moulton.ac.uk
 - 2.4. The Safeguarding Lead and Deputy Designated Person is the Student Support Manager. They can be contacted on 01604 491131 ext 2083 or via the safeguarding email address safeguarding@moulton.ac.uk
 - 2.5. The College Nursing team will act as assistant safeguarding officers and will liaise closely with the Safeguarding Lead and Designated Senior Person in relation to safeguarding and child protection matters.
 - 2.6. It is the responsibility of the Director of Quality Improvement and Student Support and the Student Support Manager to review and monitor procedures, to seek advice from the Northamptonshire Safeguarding Children Board and Local Authority Designated Officer (DO) and to bring about a change in procedures if necessary.
 - 2.7. All staff have a responsibility to provide a safe environment where children can learn.
 - 2.8. All staff have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm. All staff then have a responsibility to take appropriate action, working with other services as needed.
 - 2.9. In addition to the designated safeguarding lead, all staff should be aware that they may be asked to support social workers to take decisions about individual children.
 - 2.10. All staff should be aware of the safeguarding and child protection procedures set out by the college and should undertake regular update training in this area.
 - 2.11. All staff have a responsibility to conduct themselves with due regard for the Staff Code of Conduct.

3. Specific Safeguarding Issues

- 3.1. Expert and professional organisations are best placed to provide up to date guidance and practical support of safeguarding issues. Broad government guidance can be found on the GOV.UK website.
- 3.2. Safeguarding issues include
 - 3.2.1. Bullying including cyber-bullying and peer on peer abuse
 - 3.2.2. Child missing from education
 - 3.2.3. Child missing from home or care
 - 3.2.4. Child sexual exploitation (CSE)
 - 3.2.5. Domestic violence
 - 3.2.6. Drugs
 - 3.2.7. Fabricated or induced illness
 - 3.2.8. Faith abuse
 - 3.2.9. Female genital mutilation (FGM)
 - 3.2.10. Forced marriage
 - 3.2.11. Gang or other youth violence
 - 3.2.12. Gender based violence/ violence against women and girls
 - 3.2.13. Hate
 - 3.2.14. Mental health
 - 3.2.15. Private fostering
 - 3.2.16. Preventing radicalisation and extremism
 - 3.2.17. Sexting
 - 3.2.18. Teenage relationship abuse
 - 3.2.19. People trafficking
 - 3.2.20. Young carers

4. Absence monitoring procedures

- 4.1. A young person going missing from education is a potential indicator of abuse or neglect, particularly where the absence is repeated.
- 4.2. Where a young person is absent from college, the course manager will contact the student on the day of absence to ascertain the reason.
- 4.3. Absence will be identified as a cause for concern within the student conduct and performance procedures and will be discussed with the student during tutorials.
- 4.4. Where the course manager has a concern that absence may be linked to a child protection issue, they should report their concern by logging it within the My Concern system.

5. Preventing Radicalisation

- 5.1. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. Protecting young people from the risk of radicalisation is

part of the College's safeguarding duty and is similar to protecting them from other forms of harm and abuse.

- 5.2. All staff will undertake awareness training and be alert to changes in a young person's behaviour that may indicate they need help or protection.
- 5.3. Students will be provided with guidance, information and training through the tutorial programme to help them recognise how they might be drawn into extremist sympathies and how to protect themselves against this.
- 5.4. Information technology protocols will filter and block inappropriate material from the internet to ensure students are safeguarded at college.
- 5.5. Where staff have a concern regarding a young person, they should discuss this first with the Safeguarding Lead and/ or the Designated Senior Person. Where appropriate a referral may be made to the Channel programme.
- 5.6. Referrals to the Channel programme will be made through the local authority multi-agency safeguarding hub (MASH)

6. Bullying and Harassment

- 6.1. Bullying in any form, including via the internet, mobile phones, online games or other kinds of digital technology, represents a safeguarding issue.
- 6.2. Bullying is not tolerated by the college and perpetrators will be dealt with in line with the Conduct and Performance process for students or Disciplinary procedures for staff.
- 6.3. Where an allegation of bullying is made by a student, this will be investigated initially by the course manager or a member of the student support team if the incident occurs in residence.
- 6.4. Allegations of bullying will be investigated in line with the College anti-bullying policy and procedures.

7. Sexting

- 7.1. Sexting refers to the production and distribution of sexually explicit images using mobile phones or other digital technology. It covers sending or receiving explicit text, images or videos, including nude pictures or selfies.
- 7.2. The production or distribution of sexting images involving anyone under the age of 18 is a criminal offence and is illegal in the UK.
- 7.3. If you become aware of sexting activity on a mobile device, confiscate the device and set it to flight mode or switch it off.
- 7.4. Retain the device and pass it to the safeguarding team.
- 7.5. Report the incident to the safeguarding team using the My Concern system.

8. Teaching Safeguarding

- 8.1. Students will be exposed to a tutorial programme which will include content designed to help them protect themselves and stay safe and healthy.

Date reviewed: 19/12/17

Scheduled review: August 2018

- 8.2. The course manager will plan a group tutorial programme for the year that includes appropriate safeguarding topics.
- 8.3. A tutorial resource bank will be maintained within Moodle to support the delivery of tutorial sessions.
- 8.4. A programme of awareness raising campaigns and specialist events will be co-ordinated throughout the year at a cross-college level to raise awareness of safeguarding topics.

9. Looked After Children

- 9.1. The most common reason for children becoming looked after is as a result of abuse and/or neglect.
- 9.2. The Student Support Manager will act as the initial point of contact in relation to looked after children for external agencies and the local authority virtual school.
- 9.3. The Student Support Manager will maintain records relating to the provision for looked after children and will liaise with course managers and other relevant staff in terms of monitoring their progress.
- 9.4. The Student Support Manager will be consulted regarding any issues relating to looked after children and will liaise with the virtual school in these cases. This will include any decisions relating to enrolment status, conduct, performance or attendance.

10. Record Keeping, Confidentiality and Information Sharing

- 10.1. The Designated Senior Person will ensure that all written records relating to safeguarding or child protection are kept in a securely locked location.
- 10.2. All safeguarding concerns will be logged within the My Concern system. All staff will have access to the system to log concerns. Access to safeguarding details within the system will be restricted to the safeguarding team.
- 10.3. Once a referral has been made the incident should be considered as confidential. The situation should not be discussed with other members of staff or students.
- 10.4. The College is required to work and share information with other agencies charged with the protection of children and young people. This includes social services, the police, Northamptonshire Safeguarding Children Board etc based on a 'need to know' principle.
- 10.5. Information is shared with these agencies in line with agreed information sharing protocols.
- 10.6. Safeguarding records will be retained in locked storage for one year after the student has left the college. If the individual has progressed to another college, their safeguarding record will be transferred to their new provider. After one year,

safeguarding records will be securely archived and destroyed once the individual reaches their 26th birthday.

- 10.7. Any safeguarding records held by schools will be requested annually for new students to the college. These will be requested and received by the Designated Senior Person or Safeguarding Lead and logged within the My Concern system.
- 10.8. If a serious safeguarding issue arises at the college such that it requires investigation by the Police, the College must notify the ESFA (Enquiries.EFA@education.gov.uk) providing details of the name of the college, the nature of the safeguarding incident and confirm that it is under Police investigation. The Designated Senior Person will be responsible for notifying the ESFA of any such incident.
- 10.9. The College will also notify the ESRA of any Prevent investigation that results in referral to the Channel programme.

11. Sources of Information

Working together to safeguard children (March 2015)

<https://www.gov.uk/government/publications/working-together-to-safeguard-children>

Keeping children safe in education (May 2016)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Prevent Duty Guidance for Further Education institutions in England and Wales - HM Government (July 2015)

<http://www.northamptonshirescb.org.uk/schools/safeguarding-themes>

12. Contact Information

Designated Senior Person – Director of Quality Improvement and Student Support

Sarah Field sarah.field@moulton.ac.uk Tel: 01604 491131 ext 2021

Safeguarding Lead – Student Support Manager

Alison Creasey Alison.creasey@moulton.ac.uk Tel: 01604 491131 ext 2083

Assistant Safeguarding Officers – College Nurses

Sara Hewertson sara.hewertson@moulton.ac.uk Tel: 01604 491131 ext 2089

Vicki Jamieson vicki.jamieson@moulton.ac.uk Tel: 01604 491131 ext 2089

Out of Hours: Any safeguarding related call should be referred to the Duty Manager
phone 07881 833787