

## Policy: Safeguarding (including Prevent)

Date approved:	September 2018	Review Date:	31 August 2019		
Approved by:	Mick Hickey				
Relevant to (please ✓):	<input checked="" type="checkbox"/> Vocational	<input checked="" type="checkbox"/> A Level	<input checked="" type="checkbox"/> HE	<input checked="" type="checkbox"/> NETA	<input checked="" type="checkbox"/> WBL
Signed (Lead Manager):	Mark Moore				
Print Name:	Mark Moore				

## 1. PURPOSE

The purpose of the Safeguarding Policy is to provide a clear set of guidelines to learners, their parent/carers; and staff and other workers within the College community, together with wider stakeholders, regarding how the College will discharge its safeguarding responsibilities, including with respect to the College Prevent duty.

Please note that the term 'College' is used throughout this appendix, as a generic term that encompasses all organisations within the wider College group; namely Stockton Riverside College, Redcar & Cleveland College, NETA, Bede Sixth Form College, The Skills Academy and Tees Valley Catering. The term 'staff' is also used as a generic term that encompasses all groups of workers as outlined in the paragraph above.

## 2. SCOPE

The Safeguarding Policy applies to all learners and all staff (including agency and hourly paid staff) irrespective of anyone's position or role in the College, together with Governors and any workers who are at the College on a voluntary/placement/other professional basis; and any other users of College services or College premises. The term 'staff' is used throughout the policy, and all appendices, as a generic term that encompasses all groups of workers.

## 3. REFERENCES AND RELATED DOCUMENTATION

The Safeguarding Policy has been developed in line with statutory guidance and the locally agreed inter-agency procedures put in place by the Stockton Local Safeguarding Children Board and the Teeswide Safeguarding Adults Board, in addition to the following key government guidance:

- Department for Education (DfE) September 2018: Keeping children safe in education; statutory guidance for schools and colleges
- HM Government July 2018: Working Together to safeguard children; a guide to inter-agency working to safeguard and promote the welfare of children
- HM Government March 2015: What to do if you are worried a child is being abused; advice for practitioners
- HM Government July 2018: Information sharing; advice for practitioners providing safeguarding services to children, young people, parents and carers
- HM Government July 2015: Revised Prevent duty guidance for England and Wales
- Home Office October 2016: Mandatory reporting of female genital mutilation; procedural information

## 4. DEFINITIONS

Definitions of key terms are provided throughout the Safeguarding policy and its appendices. The most commonly referred to terms are:

- **Children:** Those under the age of 18

- **Vulnerable Adults:** For the purpose of safeguarding, and the College duty of care, a vulnerable adult is defined as any adult considered to be at risk
- **Safeguarding:** Pro-actively keeping children and vulnerable adults safe from harm and abuse. This means:
  - Protecting children (under 18s) from maltreatment
  - Preventing impairment of children’s health or development
  - Ensuring children grow up in circumstances consistent with the provision of safe & effective care
  - Taking action to enable all children to have the best outcomes

Although not covered by statutory guidance, the above applies equally to vulnerable adults

- **Duty of Care:** The duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of a child or vulnerable adult involved in any activity or interaction for which that individual or organisation is responsible. Any person in charge of, or working with children or vulnerable adults in any capacity is considered both legally and morally, to owe them a duty of care
- **Child & Vulnerable Adult Protection:** A central part of safeguarding. It is the process of protecting specific children or vulnerable adults identified as suffering, or at risk of suffering, significant harm as a result of abuse or neglect
- **Significant Harm:** The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life. The local authority has a duty to make enquiries or cause enquiries to be made if a child or vulnerable adult is judged to be at risk of suffering significant harm
- **Radicalisation:** The process by which a person comes to support terrorism and forms of extremism
- **Extremism:** Vocal or active opposition to the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs
- **Whistleblowing:** Whistleblowing is the term used when someone who works in, or for, an organisation wishes to raise concerns about malpractice, wrongdoing, illegality or risk in the organisation (e.g. neglect of safeguarding responsibilities) and/or the cover up of any of these

## 5. STATEMENT OF ACTION

Stockton Riverside College, NETA and Tees Valley Catering fully recognise their responsibilities to safeguard and promote the welfare of children and vulnerable adults, including the responsibilities their Governors, staff and volunteers have in regard to the protection of children and vulnerable adults from abuse; and to have due regard to the need to prevent people from being drawn into terrorism. To demonstrate this commitment the College has made, and published, this explicit statement of intent:

- A. Stockton Riverside College, NETA and Tees Valley Catering are committed to safeguarding and promoting the welfare of children and vulnerable adults and expect all learners and all staff (including agency and hourly paid staff), irrespective of anyone's position or role in the College, together with Governors, any workers who are at the College on a voluntary/placement/other professional basis and any subcontractors or partners of the College, to share this commitment
- B. We believe that everyone (especially children and vulnerable adults) should be, and feel, safe; and we want everyone who attends or has contact with the College to enjoy what the College has to offer in safety
- C. We want to make sure that our learners know this and are empowered to tell us if they have suffered, or are suffering, from harm or abuse; or if they feel at risk of being drawn into terrorism or extremism
- D. We want organisations who work with, or commission work from, the College to have confidence and recognize that we are a safe organisation
- E. We want all learners studying with us to see themselves as a valued part of the College community and to understand how this community operates within the wider UK community, including the importance of promoting, and abiding by, the fundamental British values of
  - *Democracy: your vote and voice counts; you can make a difference*
  - *The rule of law: laws apply to everyone*
  - *Individual liberty: you are entitled to your view and to your freedom of expression and thought.....*
  - *Mutual respect and tolerance for those with different faiths and beliefs: and so is everyone else*
- F. This safeguarding policy statement and all College safeguarding appendices apply to all learners and all staff (including agency and hourly paid staff) irrespective of anyone's position or role in the College, together with Governors and any workers who are at the College on a voluntary/placement/other professional basis and any other users of College premises. College subcontractors must have their own policies in place that fully meet statutory requirements and their duty of care to children and vulnerable adults
- G. The College will maintain an effective Safeguarding Policy, which brings together all aspects of safeguarding and includes the College's Prevent duty. The policy, and all appendices, will be updated at least yearly, or in line with changes in legislation and guidance, to make sure it is current and effective. The policy and all appendices are available on the staff intranet (the gateway) and College website

## **6. KEY ELEMENTS OF THE COLLEGE SAFEGUARDING POLICY**

- A. Ensuring there is a named Senior Board Lead who is responsible for College safeguarding arrangements, together with a named Designated Lead for Safeguarding, a Deputy Designated Safeguarding Lead and a cross College

- safeguarding team with a named Deputy Designated Person for Safeguarding on each College site
- B. Ensuring the College adheres to safer recruitment practices in checking the suitability of staff, governors, partner staff and volunteers to work with children and vulnerable adults with timely referrals (e.g. to the Local Authority Designated Officer and/or the Disclosure and Barring Service) as appropriate, where risks are identified
  - C. Ensuring all staff receive safeguarding guidance on induction together with a copy of this overarching policy document; and the appendices relating to Child & Vulnerable Adult Protection and the Staff Code of Conduct & Prevent. Staff will also be advised of the role of the Designated Lead for Safeguarding
  - D. Implementing a robust mandatory training schedule that identifies the relevant training for different groups of staff and ensures that the training of all staff is timely and updated at least yearly; with a commitment to ensuring Designated Persons undertake Designated Person training every 2 years
  - E. Ensuring all learners, especially children and vulnerable adults, are listened to
  - F. Equipping children and vulnerable adults with the knowledge and skills they need to keep themselves safe. This includes raising learner awareness of the Prevent agenda and ensuring they have an understanding of fundamental British values
  - G. Ensuring staff are alert to the needs of the most vulnerable; e.g. Looked After Children, care leavers, those aged 14-16 (Y10/Y11) and those with special educational needs or disabilities
  - H. Assessing the safeguarding risk associated with applicants and learners based on any information provided to the College (e.g. by applicants, learners, parents/carers and agencies such as the Police and the Local Authority) and taking appropriate action
  - I. Responding immediately to child protection and protection of vulnerable adult concerns; acting in the best interests of the individual to action the concern appropriately and in a timely way including through Early Help Assessments and through referrals to the Local Authority, the Police or other agencies as appropriate. This includes referral of concerns the College becomes aware of that relate to children and vulnerable adults who are not College learners
  - J. Cooperating with Local Authorities and other relevant external agencies (e.g. the Police) as appropriate
  - K. Ensuring secure, detailed and accurate records are maintained
  - L. Providing a whistleblowing framework for staff to report safeguarding concerns to management and beyond if no action is taken

## **7. SAFEGUARDING POLICY APPENDICES**

Full details of requirements are outlined in the Safeguarding Policy appendices. These comprise:

- Appendix A: Child and Vulnerable Adult Protection
- Appendix B: Staff Code of Conduct
- Appendix C: Children and Adults Missing from Education
- Appendix D: Female Genital Mutilation
- Appendix E: Peer on Peer Abuse (including bullying, cyber-bullying and sexting)
- Appendix F: Looked After Children (LAC), care leavers, 14-16s and learners with learning difficulties and/or disabilities
- Appendix G: Prevent
- Appendix H: Providing a Safe Place of Work and Study
- Appendix I: College Arrangements for Safeguarding Training
- Appendix J: Disclosure and Barring Service Checks
- Appendix K: Safeguarding Risk Assessment Panels
- Appendix L: Safer Recruitment
- Appendix M: Allegations and Whistleblowing (Safeguarding)
- Appendix N: Early Help Assessment
- Appendix O: Making a Referral

## 8. ROLE OF THE COLLEGE SAFEGUARDING MANAGEMENT GROUP

Oversight of all College safeguarding arrangements is through the College Safeguarding Management Group. This group is chaired by the Deputy Principal and includes representation from the Governing Body. The group has a diverse membership and provides an effective forum for the monitoring, review and shaping of College safeguarding arrangements.

## 9. KEY SAFEGUARDING CONTACTS

Nominated Governor for safeguarding	Norma Wilburn Contact via Sarah Thompson (Clerk to the Governors) <ul style="list-style-type: none"> <li>• Email – <a href="mailto:sarah.thompson@stockton.ac.uk">sarah.thompson@stockton.ac.uk</a></li> <li>• Telephone – 01642 865415</li> </ul>
Senior Board Lead responsible for College safeguarding arrangements	Phil Cook (Principal and Chief Executive Officer) Contact via Cath Turner (Executive Team and Secretariat Manager) <ul style="list-style-type: none"> <li>• Email – <a href="mailto:catherine.turner@stockton.ac.uk">catherine.turner@stockton.ac.uk</a></li> <li>• Telephone – 01642 865401</li> </ul>
Senior Leadership Team member with oversight of College safeguarding arrangements (Chair of the College Safeguarding Management Group)	Mick Hickey (Deputy Principal) Contact via Cath Turner (Executive Team and Secretariat Manager) <ul style="list-style-type: none"> <li>• Email – <a href="mailto:catherine.turner@stockton.ac.uk">catherine.turner@stockton.ac.uk</a></li> <li>• Telephone – 01642 865401</li> </ul>

Designated Lead for Safeguarding	<p>Mark Moore (Group Head of Student Services)</p> <ul style="list-style-type: none"> <li>• Email – <a href="mailto:mark.moore@stockton.ac.uk">mark.moore@stockton.ac.uk</a></li> <li>• Telephone – 01642 865528 / 07412578514</li> </ul>
Deputy Designated Safeguarding Lead	<p>Alys Tregear (Deputy Group Head of Student Services) t</p> <ul style="list-style-type: none"> <li>• Email – <a href="mailto:alys.tregear@cleveland.ac.uk">alys.tregear@cleveland.ac.uk</a></li> <li>• Telephone – 01642 777231</li> </ul>
Deputy Designated Person for Safeguarding – Teesdale	<p>Leanne Warburton (Welfare &amp; Safeguarding Officer)</p> <ul style="list-style-type: none"> <li>• Email – <a href="mailto:leanne.warburton@stockton.ac.uk">leanne.warburton@stockton.ac.uk</a></li> <li>• Telephone – 07970982324</li> </ul>
Deputy Designated Person for Safeguarding – Redcar and Cleveland	<p>Tracy Williams (Safeguarding Officer)</p> <ul style="list-style-type: none"> <li>• Email - <a href="mailto:twilliams@cleveland.ac.uk">twilliams@cleveland.ac.uk</a></li> <li>• Telephone – 01642 777230 / 07967 657577</li> </ul>
Deputy Designated Person for Safeguarding – Skills Academy	<p>Marie Clay (Skills Academy Manager)</p> <ul style="list-style-type: none"> <li>• Email – <a href="mailto:marie.clay@stockton.ac.uk">marie.clay@stockton.ac.uk</a></li> <li>• Telephone – 07436795890</li> </ul>
Deputy Designated Person for Safeguarding – NETA	<p>David Laycock (Government Funded Manager)</p> <ul style="list-style-type: none"> <li>• Email – <a href="mailto:david.laycock@neta.co.uk">david.laycock@neta.co.uk</a></li> <li>• Telephone – 01642 616218 / 07818242949 / internal NETA ext. 218</li> </ul>
Deputy Designated Person for Safeguarding – Bede	<p>Helen Jenkinson (Welfare &amp; Safeguarding Officer)</p> <ul style="list-style-type: none"> <li>• Email – <a href="mailto:helen.jenkinson@stockton.ac.uk">helen.jenkinson@stockton.ac.uk</a></li> <li>• Telephone – 07792475888</li> </ul>
Cross College Lead – Students with Education and Health Care Plans and/or High Needs	<p>Alexa Lang (Head of Foundation Skills)</p> <ul style="list-style-type: none"> <li>• Email – <a href="mailto:alexa.lang@stockton.ac.uk">alexa.lang@stockton.ac.uk</a></li> <li>• Telephone – 01642 865555</li> </ul>