

BEDFORD COLLEGE

Safeguarding Policy and Procedures

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Policy

1 Purpose

This policy states the responsibilities of the college in relation to safeguarding children and vulnerable adults, in response to current legislation and guidance.

2 Definitions

- 2.1 The 1989 Children Act defines a child as ‘a person under the age of 18’. This therefore includes students under the age of 18 as well as other young people under 18 participating in College activities on college premises.
- 2.2 A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or exploitation.

3 Policy statement

- 3.1 Bedford College aims to maintain safe and welcoming environment on all its campuses for staff, students (including residential students) and visitors. It is committed to meeting its duty to safeguard and promote the welfare of children and vulnerable adults, and recognises its role in identifying cases of suspected abuse and making referrals to the appropriate investigating agency.
- 3.2 It takes seriously its obligation to deliver the outcomes specified in the Ofsted common inspection framework. In the context of this policy outcomes A3 (How safe do learners feel?) and A4 (Are learners able to make informed choices about their own health and well being?) are paramount.
- 3.3 The college recognises the need to work with other agencies in performing its duties under the Education Act 2002. These are, in summary:
- to have in place and follow procedures in keeping with local inter-agency (Local Safeguarding Children's Board) guidelines
 - to operate safer recruitment procedures
 - to have in place procedures to deal with allegations against staff
 - to designate a senior member of staff as having lead responsibility for safeguarding children, and ensure that they receive appropriate training
 - to liaise with schools regarding pre-16 students
 - to ensure all staff working with young people under 18 receive appropriate safeguarding children training and are aware of their responsibilities
 - to review policies and procedures annually.
- 3.4 The safety and well-being of children are paramount and all concerns about abuse are taken seriously.
- 3.5 The college is committed to applying these principles in respect of those over 18 felt to be 'vulnerable'. Definitions of abuse as they relate to vulnerable adults, together with procedures to be followed, are given at annex A.
- 3.6 The Director of Student Services and the Director of Organisation Development are nominated by the Principal to co-ordinate and manage procedures relating to the safeguarding of children and vulnerable adults including safer recruitment and staff training.
- 3.7 The college reserves the right to refuse admission to any student who may pose a risk to children or vulnerable adults, and has appropriate student admissions procedures in place.

4 Legal framework

- 4.1 DfES circular 10/95 set out the role of FE colleges in helping to protect children from abuse, under the terms of the Children Act 1989.
- 4.2 The Children Act 1989 placed a duty on local authorities to investigate situations where a child is at risk of significant harm. Schools and colleges had a legal obligation to work with investigating agencies acting on behalf of children in need.
- 4.3 Section 175 of the Education Act 2002, which came into force in June 2004, places a duty on local authorities, the governing bodies of maintained schools

- and the governing bodies of Further Education institutions to have arrangements in place to ensure that they safeguard and promote the welfare of children. This duty is very general but acquires substance in guidance issued by DfES. S175 imposes a statutory duty to have regard to the guidance issued by the Secretary of State.
- 4.4 Guidance was published in 'Safeguarding Children in Education' (2004). It set out the requirements to provide a safe learning environment, identify young people suffering, or likely to suffer, significant harm and take appropriate action in full partnership with other local agencies. It encompassed wider issues such as health, safety, drug/substance abuse and bullying as well as the contribution made to safeguarding in relation to individual children, and underpinned our common law duty of care.
 - 4.5 This was replaced and extended in January 2007 by 'Safeguarding Children and Safer Recruitment in Education' which includes more specific guidance (including some statutory requirements) relating to the recruitment and vetting of staff, in the light of the Bichard enquiry into the Soham murders.
 - 4.6 The responsibility for making sure appropriate arrangements are in place lies with the governing body. Staff members are responsible for carrying out their duties in compliance with the arrangements set out by the governing body.
 - 4.7 The Children Act 2004 resulted from Lord Laming's report into the death of Victoria Climbié. Section 11 of the Act, which came into force in October 2005, brings other key agencies into line with the duties already placed on schools and colleges by s175 of the Education Act 2002.
 - 4.8 The duties to safeguard and promote welfare are part of the comprehensive strategy of change for children which began with the publication of Every Child Matters in September 2003.
 - 4.9 Bedford College is not an investigating agency. This function is carried out by local authority Children's Services, or other agencies with statutory powers (the police and NSPCC), as set out in the Bedford Borough, Central Bedfordshire and Luton Safeguarding Children Board Procedures Manual.
 - 4.10 The Children Act 1989, and subsequent legislation and guidance, are concerned with the emotional, physical or sexual abuse or neglect of children, defined as under the age of 18. However, it is recognised that children acquire degrees of legal capacity (for example, the ability to give informed consent) and maturity prior to their 18th birthday, and also that there are adults over 18 who continue to be vulnerable due to a learning difficulty and/or disability.
 - 4.11 In 2009 Ofsted introduced a new common inspection framework for further education and skills. It places greater emphasis on safeguarding and has introduced a limiting grade for safeguarding on the grounds that it is 'considered to be essential in assuring the quality of the development and well-being of young people and adults'. Under the framework safeguarding has taken on a wider interpretation, encompassing not only child protection but broader aspects of student health, safety and wellbeing.

5 Equality and diversity statement

- 5.1 Bedford College is committed to the promotion and development of equality and diversity. We aim to provide a working and learning environment which values individuals equally regardless of age, disability, ethnic origin, gender, sexual orientation, marital status, religious belief or trade union membership.
- 5.2 This policy and procedure will be implemented in accordance with our policies on equality and diversity, disability and race equality, and decisions/actions taken in relation to a potential safeguarding children/vulnerable adult incident will not be influenced by the background or situation of any persons involved. Each case will be dealt with on its own merits.

6 Monitoring and review

- 6.1 Implementation of this policy will be monitored through an annual report to the Board of Governors.
- 6.2 The policy will be reviewed annually as required by the guidance 'Safeguarding Children and Safer Recruitment in Education'.

7 Supporting documentation

- 7.1 The following College documents give further guidance on the application of this policy:

- Admissions Policy
- Anti-Bullying Policy
- Confidentiality Procedure
- Counselling Policy
- Disciplinary Procedure
- Disclosure of Unspent Convictions by Students
- Grievance Procedure
- Health and Safety Policy and Procedures
- Health and Wellbeing Strategy
- ICT Acceptable Use Policy
- Professional Boundaries Policy
- Recruitment and Selection Procedure
- Substance Misuse Policy.

- 7.2 This policy and related procedures are driven by the following legislation and guidance:

- Bedford Borough, Central Bedfordshire and Luton Safeguarding Children Board Procedures Manual (www.proceduresonline.com/bedford_scb)
- Children Act 1989
- Children Act 2004
- Education Act 2002 (s175)
- Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children (DCSF 2010)
- Safeguarding Children and Safer Recruitment in Education (DfES 2006)

- Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings (DCSF 2009)
- Bedford Borough and Central Bedfordshire Multi-agency Adult Safeguarding Policy, Practice and Procedures
- Safer Practice, Safer Learning (NIACE 2007)
- Accommodation of Students under Eighteen by Further Education Colleges - National Minimum Standards (DoH 2002).

Procedures

7 Definitions

7.1 Throughout this document the following definitions apply:

Child	- a young person under the age of 18
Child abuse	- may be physical, sexual or emotional abuse, or neglect
Significant harm	- ill treatment or the impairment of health or development (compared with the health or development which might be expected of a similar child)
Physical abuse	- actual or likely physical injury to a child, or failure to prevent injury
Sexual abuse	- actual or likely sexual exploitation of a child, including prostitution
Emotional abuse	- actual or likely significant adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment or rejection
Neglect	- persistent or severe neglect of child, or failure to protect a child from exposure to any kind of danger, including cold or starvation, or extreme failure to carry out important aspects of care
Safeguarding	- includes promotion of health and well-being as well as protection of specific individuals
Designated person(s)	- the staff member(s) designated by the Principal as having responsibility for liaising with the investigating agency

A summary of the procedures is attached at annex C.

8 Designated staff

8.1 The designated persons with responsibility for safeguarding children are:

Lesley Ferguson	Director of Student Services	ext 5908
Elizabeth Nash	Director of Organisation Devt (HR issues)	ext 5006
Emma Hearn	Student Finance Manager	ext 5470
Jo Norman	Student Services Co-ordinator	01767 626254
Will Sparrow	Student Wellbeing Adviser	01767 626254
Beccy Wyse	Student Wellbeing Co-ordinator	ext 5915

Katrina O'Brien Assistant Director, Foundation ext 5652
Education & Additional Support
(vulnerable adults)

The designated governor with specific responsibilities for safeguarding is Chief Inspector Julian Frost. The designated governor is responsible for ensuring the college has policies and procedures in place, which are considered annually by the Board of Governors.

9 Responding to a disclosure or suspicion of abuse

- 9.1 Any member of staff who has knowledge of, or a suspicion that, a child is or has been suffering significant harm must refer their concern to a designated member of staff as soon as possible but within 24 hours at the latest. All allegations or suspicions must be taken seriously. The student must be advised that this information cannot be kept confidential and will be passed on to the designated member of staff in college in the first instance.
- 9.2 Staff who receive an allegation or disclosure of abuse should make an immediate written record of the conversation, including the following information:
- date and time of report
 - date, time and place of alleged abuse
 - your name and name of complainant
 - name of child alleged to have been abused, if different from above
 - nature of alleged abuse
 - description of any injuries observed, if any
 - any other information given, including siblings if relevant
 - confirmation that the student has been advised of the next steps
- 9.3 Questions should be kept to the minimum required for clarity, and leading questions must be avoided.
- 9.4 If abuse is suspected but not disclosed, it may be appropriate to remind the student about the availability of the college Counselling Service or external help lines.

10 Safeguarding students aged 16 and 17

- 10.1 These students are covered in law by the Children Act. This means that allegations or suspicions of abuse must be taken seriously by the college and acted upon according to the procedure.
- 10.2 Concerns or suspicions must be referred to a designated staff member even if the student's stated wishes are to the contrary. They will seek advice from the appropriate investigating agency and agree any further action which may be necessary. This may include a formal referral using the agency's proforma.
- 10.3 Students aged 16 and 17 are encouraged to report the abuse, or give consent for a report to be made, to an investigating agency (usually the Children's Services department in the area where the student lives). However, they should be made aware that it may be necessary to report the abuse even without their consent.

- 10.4 The following issues are relevant:
- what are the wishes of the student?
 - are younger siblings involved?
 - is a criminal act being committed?
 - is there risk of significant harm?

11 Safeguarding students aged under 16

- 11.1 The development of the 14-19 curriculum has led to significant numbers of pre-16 students attending college.
- 11.2 All allegations or suspicions of abuse must be reported to a designated member of staff, even if the student's stated wishes are to the contrary. The student must be informed that the information will be passed to someone else within college, and possibly also to the school and/or Children's Services.
- 11.3 The designated member of staff will discuss the case with the Senior Manager (14-16) and liaise with the school as appropriate, ensuring that the matter is reported to the appropriate investigating agency, either by the school or by the college. A written record of any discussions/referrals will be made.

12 Safeguarding residential students

- 12.1 Provision for residential students based at Shuttleworth College complies with the guidelines outlined in the Department of Health document, *Accommodation of Students under Eighteen by Further Education Colleges, National Minimum Standards 2002*. The document contains a statement of national minimum standards published by the Secretary of State under section 87C(1) of the Children act 1989 as amended by the Care Standards Act 2000.
- 12.2 The national minimum standards are applicable to further education colleges accommodating students under 18 and are intended to safeguard and promote the welfare of young people under the age of 18 for whom accommodation is provided.
- 12.3 The national minimum standards are not applicable to those students 18 or over, although the policies and procedures in place, including the provision of a team of trained wardens, are relevant to all residential students regardless of age.
- 12.4 Compliance with the national minimum standards is monitored through external inspection by Ofsted, mapped against the Every Child Matters outcomes.
- 12.5 Safeguarding measures are put in place under each of the standards, which are separated into the following categories:
- Welfare policies and procedures
 - Organisation and management
 - Welfare support
 - Staffing
 - Premises

13 Work placements

13.1 Staff responsible for co-ordinating work placements/work experience must take the safeguarding of students, whether children or vulnerable adults, into account at the planning stage when assessing the suitability of the placement. Although students may be deemed more vulnerable to harm or abuse when in long-term placement in the workplace, all placements must be assessed for safeguarding risks. However, the college has a duty to put in place additional safeguards when **one or more** of the following conditions apply:

- the placement is for more than one day per week
- the placement is for longer than one term in any academic year
- the placement is aimed at students who are vulnerable (e.g. those who have special needs or are aged under 16), **regardless of the length of placement**
- the workplace supervisor or a colleague will have substantial unsupervised/one-to-one access to the student (e.g. sole trader)
- the placement has a residential component.

If **any** of the above factors apply:

- staff arranging, vetting or monitoring work placements must have received safeguarding training, that training must be up-to-date and they must be fully aware of this policy
- staff must have been trained in the application of the college's health and safety procedures (HASPS) assessment process and safeguarding standards should be continually checked throughout the placement
- employers taking students on long-term placements must commit to safeguarding their welfare by endorsing this policy
- anyone in the workplace who is specifically designated as having responsibility for caring for, training, supervising or being in sole charge of a student must be subject to disclosure procedures. They should also be briefed about what to do if they are concerned about a student's welfare.

13.2 All students on work placement should have a regular point of contact within college, and be advised that they can discuss with that person any concerns about their placement. Any concerns raised about their work placement or any suspicions of abuse must be reported to a designated member of staff immediately and procedures followed as outlined in paragraph 9 above.

14 Confidentiality

14.1 A good working relationship between staff and students depends to a large extent on the establishment of trust. This may be described as a 'confidential relationship'. However, guarantees of absolute confidentiality should not be given as it may prove necessary to make a referral to an appropriate agency.

14.2 If a student discloses abuse to a member of staff, it is important that the boundaries of confidentiality and the need to pass on that information are explained to the student. It is often easier to explain to the student that you have a responsibility to pass on information on certain matters than to get into a situation where you break a confidence.

14.3 The college counsellors work to the British Association for Counselling and Psychotherapy ethical framework. This allows the counsellor to break confidentiality in exceptional circumstances, with or without the student's consent if necessary where, in her/his professional judgement:

- there is a serious risk of the student harming themselves or being harmed
- there is a serious risk of another person being harmed
- there is a risk of a serious crime being committed.

15 Record keeping

- 15.1 All written records must be passed to the designated staff member.
- 15.2 Records will be kept securely within Student Services, and held until the student's 25th birthday.
- 15.3 Records are confidential. They may be accessed by the subject of the record but not by any third party other than a designated staff member and/or the originator.
- 15.4 Personal tutors must not retain any records relating to a safeguarding issue.

16 Safer recruitment of staff

- 16.1 The college undertakes best endeavours to ensure that its employees are fit to work with children and vulnerable adults.
- 16.2 The Further Education (Providers of Education) (England) Regulations 2006 place on colleges a duty to undertake an Enhanced Criminal Records Bureau Disclosure for all new staff who are providing education, training or care to young people under 18.
- 16.3 The college has safer recruitment procedures in place to prevent unsuitable people from working with children and vulnerable adults and promote safe practice.
- 16.4 The measures to be taken in respect of staff, volunteers, contractors and others who may come into contact with our students are listed at annex B.
- 16.5 In accordance with the regulations, a central record is kept of all checks carried out on staff.

17 Training of staff

- 17.1 Designated staff receive multi-agency safeguarding training approved by the Local Safeguarding Children's Board, with refresher training every 2 years.
- 17.2 All other staff and governors receive mandatory training through the college staff development programme to ensure they are aware of their safeguarding responsibilities and of the college's policies and procedures. Training includes recognising signs of abuse, and recording and reporting suspected abuse.
- 17.3 Refresher training will be held every 3 years.

18 Allegations of abuse against staff

- 18.1 The college has in place a Professional Boundaries Policy which sets out clearly its expectations in terms of staff behaviours and provides guidance to

- staff on keeping themselves safe. Nevertheless, allegations against staff may occur.
- 18.2 All allegations and concerns must be taken seriously and dealt with according to the guidance given in 'Safeguarding Children and Safer Recruitment in Education'.
- 18.3 Where an allegation of abuse is made against a member of staff, the relevant disciplinary procedures may be invoked as well as reporting the case to the appropriate authorities. Following this, any investigation taken under Local Safeguarding Children's Board procedures must take precedence over internal college procedures.
- 18.4 Any such allegation must be reported to a designated member of staff as soon as possible but within 24 hours at the latest. The designated member of staff will refer the matter to the Director of Organisation Development and, in liaison with the Director of Organisation Development, report it to the appropriate statutory agency.
- 18.5 If an allegation of abuse is made against a designated member of staff, the allegation must be referred directly to the Director of Organisation Development who will report the matter to the appropriate authorities. An allegation against the Principal must be dealt with by a member of the Board of Governors.
- 18.6 Where an allegation is made by a student aged 18+, it will be investigated through internal college procedures, unless the student is deemed to be a vulnerable adult.
- 18.7 If it is subsequently found that a student has made a false allegation, or that the allegation was prompted by the student's inappropriate behaviour, the matter will be investigated through the student disciplinary procedures.

19 Support for staff

- 19.1 This policy document is available to all staff via the staff intranet, the website or from Student Services.
- 19.2 Where a member of staff finds a disclosure particularly distressing, they may wish to seek support through the Employee Assistance Programme (EAP). Details of the EAP are available on the college intranet or from Human Resources. Alternatively, they may talk through their concerns with a designated member of staff or with Human Resources.
- 19.3 A Professional Boundaries Policy is in place and was developed in consultation with staff. It outlines expected standards of conduct for staff when working with children and vulnerable adults, and provides support and guidance on professional boundaries and keeping themselves safe.

20 Safeguarding group

- 20.1 A safeguarding group has been convened and meets five times per year. It includes representation from across the college including all designated safeguarding staff, the designated governor and a student representative.
- 20.2 The group reports to the college Executive and its terms of reference include monitoring the effectiveness of the college's safeguarding arrangements, advising on the development and review of related policies, and developing a safeguarding action plan.

20.3 The safeguarding group concerns itself with the wider safeguarding agenda which includes matters such as bullying, internet safety, safe learning environments, drug and alcohol misuse, and student awareness of personal safety.

Submitted for information to the Board of Governors 25 March 2004
Amended 5 April 2004, 23 November 2005, 12 June 2007 and 8 March 2011

Lesley Ferguson
Director of Student Services

Safeguarding vulnerable adult procedures

1. Definitions of 'vulnerable adult'

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or exploitation. People who fall into the vulnerable category include those with learning disabilities or mental health problems. Adults may also be classed as being vulnerable if their situation is complicated by additional factors such as:

- Physical frailty
- Chronic illness
- Sensory impairment
- Challenging behaviour
- Social problems
- Emotional problems
- Poverty
- Homelessness
- Substance misuse
- Age-related frailty.

Vulnerable adults enrolling on courses at college may have a named advocate who should be identified at interview stage.

2. Definitions of abuse against vulnerable adults

Physical abuse - includes hitting, slapping, pushing, kicking, rough handling or unnecessary physical force, either deliberate or unintentional, misuse of medication, restraint or inappropriate sanctions.

Sexual abuse - includes rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent to, or was pressured into consenting to. Sexual abuse can occur between people of the same sex and it can also occur within a marriage or any long-term relationship.

Psychological abuse - includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse or isolation.

Financial or material abuse - includes theft, fraud, exploitation, pressure in connection with wills, property, enduring power of attorney, or inheritance or financial transactions, or the inappropriate use, misuse or misappropriation of property, possessions or benefits.

Neglect and acts of omission - includes ignoring or withholding 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, clothing and heating.

Discriminatory abuse - includes racist, sexist, or discrimination based on a person's disability.

Self neglect - is not a direct form of abuse but staff need to be aware of it in the general context of risk assessment/risk management and to be aware that they may owe a duty of care to a vulnerable individual who places him/herself at risk in this way.

3. What to do if you suspect a vulnerable adult is being abused

Any member of staff who has knowledge of, or a suspicion that, a vulnerable adult student is or has been suffering abuse must refer their concern to the designated member of staff as soon as possible. All allegations or suspicions must be taken seriously. The student must be advised that this information cannot be kept confidential and will be passed on to the designated member of staff in college in the first instance.

The designated member of staff when dealing with vulnerable adults is:

Katrina O'Brien (Assistant Director, ext. 5652
Foundation Education
and Additional Support)

In her absence you should contact one of the designated staff members for safeguarding children (see section 8 of this procedure). Advice will then be sought from the appropriate local authority adult social care department.

In all other respects, including record-keeping and confidentiality, the procedure relating to vulnerable adults is identical to that which should be followed in respect of children and young people, and which is detailed in the main body of this document.

BEDFORD COLLEGE

Safer Recruitment Guidance

These guidelines set out minimum requirements in line with the safer recruitment/safeguarding framework. They apply to employees, workers, self employed contractors, companies providing services, third party providers of services on our premises, volunteers and visitors/delegates.

In setting these requirements the likelihood and extent of one-to-one and/or unsupervised contact with students under 18 and/or vulnerable adults has been considered but nothing in these guidelines is intended to substitute for a manager's responsibility for appropriate control and supervision of activities in his/her area.

Category	Minimum safer recruitment procedures
1. Teaching and service delivery e.g. enrichment, counselling	
Core employees Associates	<ul style="list-style-type: none"> • Barred lists check • Right to live and work in the UK check • Enhanced CRB disclosure issued in last three years
Volunteers/work experience work placements working directly with students under 18 or with vulnerable adults	<ul style="list-style-type: none"> • Barred lists check • Right to live in the UK check • Enhanced CRB disclosure issued in last three years
Self employed contractors working directly with students under 18 or with vulnerable adults	<ul style="list-style-type: none"> • Barred lists check • Right to live and work in the UK check • Enhanced CRB disclosure issued in last three years
Company employees working directly with students under 18 or with vulnerable adults	<ul style="list-style-type: none"> • Barred lists check • Right to live and work in the UK check confirmation • Enhanced CRB disclosure issued in last three years
2. Support services	
Core employees Associates	<ul style="list-style-type: none"> • Barred lists check • Right to live and work in the UK check • Enhanced CRB disclosure issued in last three years
Volunteers/work experience/work placements	<ul style="list-style-type: none"> • Barred lists check • Right to live in the UK check • No unsupervised contact with under 18 or vulnerable adults
Agency	<ul style="list-style-type: none"> • Preferred supplier to undertake all checks prior to supply

BCS Events employees	<ul style="list-style-type: none"> • Barred lists check • Right to live and work in the UK check • No unsupervised contact with under 18 or vulnerable adults
BCS Core employees	<ul style="list-style-type: none"> • Barred lists check • Right to live and work in the UK check • Enhanced CRB disclosure issued in last three years
BCS Associates working unsupervised with students under 18 or vulnerable adults	<ul style="list-style-type: none"> • Barred lists check • Right to live and work in the UK check • Enhanced CRB disclosure issued in last three years
3. Partners	
Partner organisations working directly with students under 18 or vulnerable adults	<ul style="list-style-type: none"> • Evidence of Enhanced CRB disclosure issued in last three years
4. Visitors	
Visiting speakers/visitors/customers	<ul style="list-style-type: none"> • Visitor procedures/badges • Supervision and vigilance • No unsupervised contact with students under 18 or vulnerable adults
5. Contractors	
Long-term third party suppliers working in settings involving contact with students under 18 or vulnerable adults (including cleaning and catering services)	<ul style="list-style-type: none"> • Agreement/contract requires Enhanced CRB disclosure within last three years and right to live and work in the UK check for each employee as agreed with Estates • Visible logo workwear • Abide by contractors' code of practice
Short-term contractors	<ul style="list-style-type: none"> • Risk assessment based on likelihood of contact with under 18 and vulnerable adults/frequency on premises • If positive, requires Enhanced CRB disclosure within last three years • Right to live and work in the UK check for each employee • Visible logo workwear • Visible permit to work badge
Short-term contractors emergency repairs	<ul style="list-style-type: none"> • Visible logo workwear • No unsupervised contact with 18 or vulnerable adults

Notes

1. Enhanced CRB disclosure in last three years for any of the above to be copied and sent to Director of Organisation Development
2. Queries on any situation not covered above to be referred to Director of Student Services

Safeguarding Children and Vulnerable Adults - Summary for Staff

Everyone's Responsibility

The College and every member of staff have a legal duty to report cases of suspected abuse. If you have concerns that a child or vulnerable adult is at risk, or is being abused, you must report it.

Definitions

A **child** refers to anyone up to their 18th birthday.

A **vulnerable adult** is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or exploitation. This can include those with learning disabilities, medical conditions, mental health problems or age-related needs.

What is abuse?

Children and vulnerable adults can be subject to:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect
- Financial or material abuse
- Domestic violence
- Forced marriage
- Bullying or cyber-bullying

Recognising abuse

Identifying abuse is difficult. Possible indicators of abuse include:

- Unexplained cuts and bruises
- Unusually passive, lethargic, withdrawn or attention seeking behaviour
- Low self esteem
- Bullying behaviour
- Unexplained changes in academic performance
- Self harm
- Sexually explicit behaviour
- Reporting concerns about 'someone they know'
- Asking you to keep a secret

What to do

If you have any concerns about a child or vulnerable adult you must:

- talk to them about these concerns
- listen carefully to what you are being told. Questions should be kept to the minimum required for clarity, and leading questions must be avoided. not ask leading questions
- advise the student that this information cannot be kept confidential and will be passed on to a designated member of staff in college who has been trained to deal with such matters
- make a written record of the conversation including
 - date and time of report
 - date, time and place of alleged abuse
 - your name and name of complainant
 - name of child alleged to have been abused, if different from above
 - nature of alleged abuse
 - description of any injuries observed, if any
 - any other information given, including siblings if relevant
 - confirmation that the student has been advised of the next steps
- tell the student what you are doing and why
- inform one of the designated safeguarding staff immediately and pass on your notes – do not keep any personal records.

Who to contact

The designated safeguarding staff are:

Lesley Ferguson	Director of Student Services	01234 291908
Emma Hearn	Student Finance Manager	01234 291470
Elizabeth Nash	Director of Organisation Development (Staff-related issues)	01234 291006
Jo Norman	Student Services Co-ordinator	01767 626254
Katrina O'Brien	Assistant Director, Foundation Education & Additional Support (Vulnerable adults)	01234 291652
Will Sparrow	Student Wellbeing Adviser	01767 626254
Beccy Wyse	Student Wellbeing Co-ordinator	01234 291915

Further information and guidance on safeguarding are available on the staff intranet.