



SAFEGUARDING POLICY

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Policy Statement

Gateway College has a statutory and moral duty to ensure that the College functions with a view to safeguarding and promoting the welfare of young people and vulnerable adults receiving education and training at the College. **All** staff are responsible for safeguarding.

Throughout this policy and related procedures, reference is made to 'young people' which means those under the age of 18'. 'Adults' are aged over 18 years. A 'vulnerable person' includes those who have poor mental health, a learning or physical disability or impairment. They may be looked after children, students leaving care, those whose first language is not English, teenage parents, young offenders, young carers, they may be homeless, unaccompanied asylum-seekers, living independently and could be estranged from their family. Throughout this document the reference to 'students' includes young people and vulnerable adults.

All students have the right to be protected from abuse, exploitation and radicalisation. Procedures may need to be adapted for vulnerable adults.

Abuse can take many forms including emotional, physical, sexual and mental. Whilst it is more common for there to be a perceived disproportionate power differential between abuser(s) and abuse(s), peer on peer abuse is a significant issue. It must never be tolerated or treated as 'banter' or 'just part of growing up'. Peer on peer abuse will be minimised through the vigilance and awareness of staff to recognise and identify where such abuse is occurring, and to act swiftly to ensure its curtailment. All cases and disclosures are to be reported immediately to a DSL.

Given the emerging issues, both nationally and locally, surrounding County Lines, the College recognises that so called 'initiation ceremonies' and 'hazing' may be a concern for our student body and will endeavour to keep students safe through awareness, education and due diligence.

The Governing Body and staff will always act in the best interests of students and are committed to ensuring that the College:

- provides a safe environment for students to learn in;
- identifies students who are suffering from, or at risk of suffering from, significant harm;
- takes appropriate action to see that students are kept safe at the College;
- endeavours to prevent students from being radicalised or drawn into terrorism;
- recruits staff and students safely;
- works in partnership with appropriate agencies to secure the best support for students.

Online Safety

The use of technology has become a significant component of many safeguarding issues, including CSE and radicalisation, and technology often provide the platform that facilitates harm. An effective approach to online safety empowers the College to protect and educate the whole community in

their use of technology, and establishes mechanisms to identify, intervene in and escalate any incident where and when appropriate. 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, e.g. pornography, fake news, racist or radical and extremist views
- Contact – being subjected to harmful online interaction with other users, e.g. commercial advertising as well as adults posing as young adults
- Conduct – personal online behaviour that increases the likelihood of, or causes, harm e.g. making, sending and receiving explicit images, or online bullying

The College will do all that it reasonably can to limit students' exposure to the above risks via the College IT system and infrastructure. Filtering and monitoring systems are in place; these are informed, in part, by the risk assessment required by the Prevent Duty.

Contextual Safeguarding and Local Circumstances

The College believes all students have the right to be able to access and enjoy a high quality and rich learning experience that both enhances and increases their life chances, and serves the needs of students from a range of backgrounds including:

- Students from socio-economically deprived areas
- High Needs and SEND students
- LACS and Young Carers

The College will ensure that all staff have an effective understanding of the local context and all safeguarding training will acknowledge and reference the local context to ensure that staff are adequately prepared to manage any issues that arise from this.

The College will ensure that staff undertaking regular (more than 3 days in any 30-day period) regulated activities, such as teaching, have an enhanced Disclosure and Barring Scheme certificate which includes barred list information.

The College will refer concerns that a student might be at risk of significant harm to the Children and Young People's Services in the first instance, regardless of the student's age, as the agency will determine whether it needs to be passed on to Adult Social Care.

SEND students in College

Students with SEND are more likely to be abused and/or neglected. The College will monitor and support these students through the Learning for Life and Work staff team, the Head of Support to Learners and the DSL with specific responsibility for LLW students, in order to ensure these students are appropriately identified and supported. The College recognises that:

- SEND students face a higher risk of peer group isolation
- Bullying has a disproportionate impact on SEND students
- Difficulties with communication may also adversely impact SEND students

Early Help

Early help means providing support as soon as a problem emerges at any point in a student's life. Where a student would benefit from co-ordinated Early Help, an Early Help inter-agency assessment should be arranged. Chapter one of 'Working Together to Safeguard Children 2018' provides detailed guidance on the Early Help process. The DSLs will be responsible for identifying and implementing any Early Help measures which are required.

Any student may benefit from Early Help, but all College staff should be particularly alert to the potential need for Early Help for a student who:

- is disabled and has specific additional needs
- has special educational needs (whether or not they have a statutory Education, Health and Care Plan)
- is a young carer
- is showing signs of being drawn in to anti-social or criminal behaviour, including County Lines, gang involvement and association with organised crime groups
- is frequently missing/goes missing from care or from home
- is misusing drugs or alcohol
- is at risk of modern slavery, trafficking or exploitation
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse
- has returned home to their family from care
- is showing early signs of abuse and/or neglect
- is at risk of being radicalised or exploited;
- is a privately fostered child

The Governing Body nominates a Designated Governor with responsibility for safeguarding issues who undertakes appropriate training and is a member of the Safeguarding Team. The Assistant Principal Learners will be the Designated Safeguarding Lead.

Identified members of the Safeguarding Team will receive enhanced training to assist the Designated Safeguarding Lead and refresher training will be provided at the frequency recommended by the Leicester Safeguarding Children Board. All staff will receive initial training at induction, followed by at least annual updates, to familiarise them with safeguarding and Prevent issues, their responsibilities, the College policy and procedures.

The Governing Body will receive an annual report which reviews how the duties have been discharged.

RESPONSIBILITIES

Staff

All staff are responsible for safeguarding students. Staff include all employees of the College, agency staff, volunteers and visitors.

Designated Safeguarding Lead

The Designated Safeguarding Lead will work with the Safeguarding Manager (first point of contact for learners) to be responsible for:

- overseeing the referral of cases of suspected abuse or allegations to the Children & Young People's Service;
- providing advice and support to staff on issues relating to safeguarding;
- arranging for the maintenance of a record of any safeguarding referral, complaint or concern, even where that concern does not lead to a referral;
- ensuring that students are aware of safeguarding issues and procedures;
- liaising with the Local Authority, Leicester Safeguarding Children Board and other appropriate agencies, as required;
- liaising with schools and colleges that send pupils and students to the College to ensure that appropriate arrangements are made;
- liaising with employers and training organisations that receive students from the College on placements to ensure that appropriate safeguards are put in place;
- ensuring that staff receive basic training in safeguarding issues and are aware of the College's Safeguarding Policy and procedures.

The Safeguarding Team

In addition to the Designated Safeguarding Lead, other designated members of staff will form the Safeguarding Team and will always include the:

- Assistant Principal Learners
- Safeguarding Manager
- Head of LLW
- HR DSL

The Safeguarding Team is responsible for:

- reviewing the Safeguarding Policy annually and making recommendations for changes to the Governing Body
- keeping up to date with legislation and good practice
- the overview of cases within the College
- making appropriate referrals to external agencies
- providing advice and support to other staff on issues relating to safeguarding
- dealing with individual cases, including attending child protection conferences and review meetings, as appropriate
- receiving training to the appropriate level in safeguarding issues and multi-agency working, from Leicester City Council
- Liaising with multi-agencies' such as the LADO

The LADO is Jude Atkinson

Leicester City Council LADO based within the Safeguarding Unit: 0116 454 2440

Leicestershire County Council LADO: 0116 305 7597 & 0116 305 4532

Designated Governor

The Designated Governor is responsible for liaising with the Designated Safeguarding Lead to ensure that the:

- College has an effective policy and procedures that are consistent with the Leicester Safeguarding Children Board procedures;
- Governing Body considers the College policy on safeguarding each year;
- Governing Body receives a report informing them of how the College and its staff have complied with the policy.

The Designated Governor is responsible for overseeing the liaison between agencies such as the police and Children & Young People's Service, in connection with allegations against the Designated Safeguarding Lead. This will not involve undertaking an investigation, but will ensure good communication between the parties and providing information to assist enquiries.

The Designated Governor will receive appropriate training as recommended by the Leicester Safeguarding Children Board.

In line with the statutory guidance Keeping Children Safe in Education (2016) the Chair of Governors and the Governing Body lead for safeguarding will be the first point of contact for any concerns raised about the Principal. Who will then notify the LADO.

Safeguarding Duty Officer

A Safeguarding Duty Officer will be appointed for out of College activities and residential trips, ideally from the staff accompanying students or from the Safeguarding Team.

Social Media

Gateway College recognises that the use of social media by young people has grown exponentially and that social media has become of focus for a number of issues including cyber-bullying, sexting, sharing of inappropriate images, the promotion of radical and extreme viewpoints, grooming and CSE. All staff will be trained to be aware of and sensitive to this area of activity and the College will ensure that suitable IT policies are in place to address access and monitoring of social media activity. **It is expressly forbidden for staff to either share their personal contact details with existing students, or to seek to befriend/accept friend requests from existing students on any social media platform.** This includes the sharing of personal mobile telephone details, personal e-mail addresses and any personal contact information. Any member of staff found to be in breach of this will be liable to disciplinary action.

Use of Reasonable Force by staff on students

KCSiE 2019 states that there are circumstances when it is appropriate for staff to use reasonable force to safeguard students. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain. This can range from guiding a student to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may

involve either passive physical contact, such as standing between students or blocking a student's path, or active physical contact such as leading a student by the arm out of the classroom or environment.

SAFEGUARDING PROCEDURES

GENERAL

Dealing with disclosures of abuse

If a student is suffering abuse in their home, it is important to check if there are siblings or other young people aged under 18 who might be at risk. If you believe this to be the case, inform a member of the Safeguarding Team.

1. It is the professional responsibility of all staff to observe and report any safeguarding concern. If staff have a concern that a student is at risk of abuse, has been abused or is at risk of radicalisation they must:
 - immediately report the matter to a member of the Safeguarding Team;
 - keep the matter confidential, only informing people on a need to know basis;
 - write a dated note of what has been noticed, said or done, and give to a member of the Safeguarding Team for further action, as required;
 - tell the student what action has been taken, if they have disclosed directly to you.
2. It is **not** the member of staff's responsibility to conduct an investigation, therefore the student should not be questioned. It will be the duty of a member of the Safeguarding Team to gather enough information to decide whether or not to contact the Children & Young People's Service or the police.
3. The Children & Young People's Service and the police have a duty to investigate cases of suspected abuse. Those who work in education have a duty to co-operate with any such investigation. This might involve providing information, monitoring the student or, in some cases, attending a child protection conference or strategy meeting.

STUDENT ALLEGATIONS

Allegations of a student abusing another student

- If a student has been accused of being the perpetrator of a safeguarding incident, a member of the Safeguarding Team must be contacted immediately. They will contact the Children & Young People's Service and/or the police as it may be a criminal act.
- Both sets of parents will be informed, depending on the severity of the allegation, and it is likely that the accused student will be suspended immediately.
- If the accused student is not suspended, a risk assessment will need to take place immediately so that a judgement can be made as to that individual's range of activity within the College, prior to the outcome of any investigation being known.
- If it is clear that a criminal act has not been perpetrated, then the procedure outlined in 'Dealing with disclosures of abuse' should be followed.

Leading and Investigating Allegations staff

The DSL will take the initial lead on all staff based Safeguarding concerns, issues and allegations. The DSL will assess, determine and delegate whom the correct person will be to move forward with the initial concern, issue or allegation based on the application of the appropriate policy, .i.e. staff disciplinary policy, behaviour for learning policy etc.

Allegations without foundation

False allegations against College staff may be indicative of problems of abuse elsewhere. However, all allegations of abuse by staff should be taken seriously and discussed straightaway with the DSL who will normally consult the Local Authority Designated Officer (LADO) at the Safeguarding Unit. If it is agreed that the allegation is demonstrably false, a record should nonetheless be kept and consideration given to a referral to Children & Young People's Service or the Leicester Safeguarding Children Board.

The DSL will:

- inform the member of staff against whom the allegation was made, orally and in writing, that no further disciplinary or safeguarding action will be taken. Consideration should be given to offering counselling/support;
- inform the parents/carers of the alleged victim, as appropriate, of the outcomes of the investigation;
- where the allegation was made by a student, other than the alleged victim, consideration should be given to informing the parents/carers of that student;
- prepare a summary report for the Safeguarding Records, outlining the:
 - allegation
 - investigative process
 - conclusions, with reasons
 - action taken, if appropriate.

Allegations against a member of staff

- Staff may have safeguarding allegations made against them. The College recognises that such an allegation may be made for a variety of reasons, the facts of which may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and ensure that investigations are thorough and not subject to delay.
- The College recognises its statutory duty to safeguard and promote the welfare of its students which is of paramount importance. It also acknowledges that hasty or ill-informed decisions in connection with a member of staff can irreparably damage the individual's reputation, confidence and career. Therefore, those dealing with such allegations within the College will do so with the greatest sensitivity and will act in a careful, measured and discreet manner.

- A member of staff who receives an allegation about another member of staff should follow the procedure in 'Dealing with disclosures of abuse'.
- The allegation should be reported immediately to the DSL, unless the DSL is the person against whom the allegation is made, in which case the report should be made to the Senior Leadership Team or Designated Governor. If the DSL is not available, then it should be reported to a member of the Executive Team who will follow the procedure as outlined below. The appropriate lead will:
 - obtain written details of the allegation from the person who received it, that are signed and dated. The written details should be countersigned and dated by the DSL on receipt and stored securely in the Human Resource office
 - record information about times, dates, locations and names of potential witnesses
 - always seek advice straightaway from the Local Authority Designated Officer.

Initial assessment

- The DSL, or member of the Executive Team, should make an initial assessment of the allegation, consulting with other members of the Executive Team as appropriate and external agencies e.g. the Leicester Safeguarding Children Board, as appropriate. Where the allegation is considered to be either a potential criminal act or indicates that the student has suffered, is suffering or is likely to suffer significant harm, the matter should be reported **immediately** to the Local Authority Designated Officer at the Children & Young People's Service.
- It is important that the DSL and Executive Team, does not investigate the allegation. The initial assessment should be on the basis of the information received and a decision should be made as to whether or not the allegation warrants further investigation.
- If the initial assessment reveals that there has been inappropriate behaviour or poor practice by the member of staff that is neither a crime, nor likely to cause significant harm to the student, the matter should be addressed in accordance with the College disciplinary procedure.

External enquiries

Occasionally enquiries are made by external agencies about students or staff. These should be referred to a member of the Safeguarding Team for students and to DSL for staff. The correct documentation should be received prior to revealing any information to ensure adherence to data protection protocols. However, where the request or enquiry relates to a matter of child protection, relevant information should be provided by College managers without delay.

- Safeguarding enquiries by Children & Young People's Service or the police are not to be confused with internal, disciplinary enquiries by the College. The College may be able to use the outcome of external agency enquiries as part

of its own procedures. The safeguarding agencies, including the police, have no power to direct the College to act in a particular manner, however, the College should assist the agencies with their enquiries.

- The College will hold its internal enquiries in abeyance while the formal police or Children & Young People's Service investigations proceed; to do otherwise may prejudice the investigation. Any internal enquiries will follow the College's disciplinary procedures.

The investigation

The investigation should be conducted in accordance with the existing staff disciplinary procedures. It will be informed by the outcome of any enquiries made by the police or Children's Social Care.

- The member of staff should be informed of the allegation against them and their entitlement to be accompanied by a trade union representative, colleague or friend.
- Where the member of staff has been suspended and no disciplinary action is to be taken, the suspension should be lifted immediately and arrangements made for the member of staff to return to work. It may be appropriate to offer counselling.
- The student making the allegation and/or their parents/carers should be informed, as appropriate, of the outcome of the investigation and proceedings. This should occur prior to the return to College of the member of staff, if suspended. A student aged under 18 years should be accompanied by a responsible adult.
- The DSL should give consideration to what information should be made available to the College, if any.
- If there is an investigation by an external agency, for example the police, the DSL would normally be involved and contribute to the inter-agency strategy discussions. The DSL is responsible for ensuring that the College assists external agencies' enquiries. They will ensure that appropriate confidentiality is maintained in connection with the enquiries, in the interests of the member of staff about whom the allegation has been made. The DSL will advise the member of staff that they should consult a representative, for example, a trade union official.
- Subject to objections from the police or other investigating agencies, the DSL will:
 - inform the student making the allegation that the investigation is taking place and what the likely process will involve;
 - ensure that the parents/carers of the student, if aged under 18, making the allegation have been informed that it has been made and what the likely process will involve. If the student is aged 18 and over, we are not obliged to inform parents, but this is on a case by case basis;

- inform the member of staff against whom the allegation was made that the investigation is taking place and what the likely process will involve;
- inform the Designated Governor of the allegation and the investigation;
- keep a written record of the action taken in connection with the allegation.

Suspension of staff

Throughout any proceedings, staff should be advised to seek independent advice via, for example, a trade union.

- Suspension should not be automatic. In respect of staff, other than the Principal, suspension can only be carried out by the Principal, or a delegated authority. In respect of the Principal, suspension can only be carried out by the Chair of Governors or in their absence, the Vice Chair. If the DSL is other than the Principal, it is essential that pending suspension the DSL notifies the Principal of intention.
- Suspension may be considered at any stage of the investigation. It is a neutral, not a disciplinary act, and will be on full pay. Consideration should be given to alternatives e.g. change of, or withdrawal from, specified duties.
- Suspension should only occur for a good reason, for example where:
 - a young person is at risk;
 - the allegations are potentially sufficiently serious to justify dismissal on the grounds of gross misconduct;
 - it is necessary for the good and efficient conduct of the investigation.

Depending on the nature of the allegation, prior to making the decision to suspend, the Principal or Chair of Governors, or their delegated authorities, should meet the member of staff. If there is a need for an external investigation, for example, by the police or Local Authority Designated Officer, there should be prior consultation with the agency.

It should be made clear that the meeting is not a formal disciplinary hearing, but solely for raising a serious matter that has led to suspension pending the outcome of an investigation. The likely process of the investigation should be outlined with an approximate timescale.

If the Principal or Chair of Governors considers that suspension is necessary, the member of staff shall be informed that he/she is suspended from duty. Written confirmation of the suspension, with reasons, based on the allegation, should be despatched as soon as possible, ideally within one working day.

Where a member of staff is suspended, the Principal or Chair of Governors should address the following issues:

- the Chair of Governors and Designated Governor should be informed of the suspension in writing, which includes electronic communication;

- where the Principal has been suspended, the Chair of Governors will need to take action to address the leadership of the College;
- as appropriate, the parents/carers of the student making the allegation should be informed of the suspension. They should be asked to treat the information as confidential. Consideration should be given to informing the student making the allegation of the suspension;
- senior staff who need to know of the reason for the suspension should be informed;
- depending on the nature of the allegation, the Principal should consider, with the Designated Governor, whether a statement should be made to staff, students and/or parents/carers, taking due regard of the need to avoid unwelcome publicity.
- The Principal will consider carefully and review the decisions as to who is informed of the suspension and investigation including external investigating and regulatory authorities such as the Leicester Safeguarding Children Board, police, Children & Young People's Service, Local Authority Designated Officer and the Department for Education.
- The suspended member of staff should be given appropriate support during the period of suspension. They should also be provided with information on progress and developments in the case at regular intervals.
- If a member of staff has been dismissed or removed due to safeguarding concerns, or would have been, had they not resigned, a referral should be made to the Disclosure and Barring Service. It is advisable that the LADO should be contacted in advance of this to seek professional, objective advice.

Children Missing from Education

A young person going missing from education, especially where this is repeated behaviour, is a potential indicator of abuse or neglect and could be a signal that they are at risk of harm, exploitation or radicalisation.

- Students who have not attended for a period of 3 days, without contact with the College, should be reported to a DSL.
- The DSL will talk with the student's tutor, teachers, parents/ carers to gather any relevant information. A decision will then be made about which other agencies need to be informed e.g. the police or social services.

Unexplained 3 Day Absence

Unexplained absence can be defined as a learner who does not present at college on any given day, and there being no explanation for the absence in advance of the occurrence. For the majority of learners, there may be no current safeguarding concerns and as such, local safeguarding and absence monitoring procedures detail the process for following up the absence to ensure these learners are accounted for.

As per statutory guidance 'Safe and Well Checks' should be used when a learner does not present at college and the learner and/ or no relevant adult can be contacted, after attempting communication for a period of 3 days. On day 4, appropriate Designated Safeguarding Lead and one other can make a visit to the family home, at their discretion, if there has already been a safeguarding risk identified. Following this statutory guidance should be followed with regards to contacting the appropriate authorities to raise a concern e.g. Referral, Assessment & Intervention Service

LAC (Looked After Children) and previously LAC

The most common reason for a young person being looked after is abuse and/or neglect.

- Appropriate staff should have information about the looked after status of a young person, contact arrangements and levels of delegated authority to the carer.
- The DSL/ Safeguarding Manager should have information about their social worker and the virtual school head in the authority that looks after the young person.

Records

It is important that documents relating to any allegation or investigation are kept in a secure place, together with a written record of the outcome.

- All concerns discussions and decisions made and the reasons for those decisions should be recorded in writing.
- If disciplinary action is taken against a student or member of staff the details should be retained on the individual's confidential file.
- If a member of staff is dismissed or resigns before the disciplinary process is completed, they should be informed about the College's statutory duty to inform the Secretary of State for Education.

Recruitment and selection procedures

- The College has a statutory responsibility to check the staff who are working with students. Decisions need to be proportionate e.g. volunteers can be supervised in College.
- The College has stringent recruitment and selection procedures. These are reviewed annually in order to comply with current legislation and best practice e.g. checks on Disclosure and Barring Service, teacher prohibition orders, employment history and references, maintenance of the single central record, individuals who have lived or worked outside of the UK, written notification from agencies for staff working at the College.
- At least one person on every interview panel should have undertaken safer recruitment training.

Monitoring effectiveness

- Where an allegation has been made against a member of staff, the Principal, Designated Governor and other members of staff involved in the investigation, should, at the conclusion of the investigation and any disciplinary procedures,

consider whether there are any matters arising from it that could lead to the improvement of College procedures.

- An anonymised annual report will be presented to the Finance, Staffing and General Purposes sub-committee of the Governing Body at its first meeting in the subsequent year.
- The Safeguarding Policy will be reviewed and updated annually by the Safeguarding Team and approved by the Governing Body.
- A yearly Safeguarding audit will be implemented to assess all internal record keeping.

ANONYMOUS REPORTING

If members of the public, staff and students are worried, or have fears regarding an individual that studies or works at the college, they are able to report safeguarding concerns anonymously through the Gateway College email helpline - help@gateway.ac.uk. This is shown on the college website, on the Safeguarding noticeboard, and included in the parent and student handbook.

DEFINITIONS

Many of these definitions have been taken directly from or have been adapted from the Department for Education's document 'Keeping Children Safe In Education', September 2016. The list below defines the major forms of abuse likely to affect young people, but it is not exhaustive.

Abuse

Someone may abuse a young person by inflicting harm or by failing to act to prevent harm. Abuse may occur in a family, community, institution or via the internet and be perpetrated by other young people or adults.

Cyber-bullying

Cyber-bullying is defined as 'the use of information and communications technology, particularly mobile telephones and the internet to deliberately upset someone else.' It can be an extension of face-to-face bullying with technology providing another mechanism for harassing the target. It differs from other forms of bullying because of its invasion of the target's home and personal space, the difficulty in controlling messages that have been electronically generated and circulated, the potential size of the audience, the bully's perception of anonymity, the potential feeling of isolation of the target.

Discriminatory Abuse

This is based on a person's disability, sexuality, faith or ethnic or cultural background and includes making hurtful comments and harassing them.

Domestic abuse and violence

The cross-government definition of domestic violence and abuse is:

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

- psychological
- physical
- sexual
- financial
- emotional

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

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

Emotional abuse

Emotional abuse is the persistent emotional ill-treatment of a young person so as to cause severe and persistent adverse effects on their emotional development. It may involve:

- conveying to young people that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person;
- not giving them an opportunity to express their views, deliberately silencing them or making fun of what they say or how they communicate;
- age or developmentally inappropriate expectations being imposed on a young person, including over-protection;
- witnessing the ill treatment of another person;
- bullying, including cyber-bullying, causing young people to frequently feel frightened or in danger;
- the corruption, exploitation or radicalisation of young people.

Some level of emotional abuse is involved in all types of ill-treatment, though it may occur alone.

Faith abuse

Certain kinds of abuse can be linked to faith or belief. This includes: belief in concepts of witchcraft and spirit possession, demons or the devil acting through young people or leading them astray (traditionally seen in some Christian beliefs), the evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context); ritual or muti murders where the killing of young people is believed to bring supernatural benefits or the use of their body parts is believed to produce potent magical remedies; and use of belief in magic or witchcraft to create fear in young people to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation. This is not an exhaustive list and there will be other examples where young people have been harmed when adults think that their actions have brought bad fortune, such as telephoning a wrong number which is believed by some to allow malevolent spirits to enter the home.

Female genital mutilation (FGM)

Female genital mutilation (FGM) is a collective term for procedures which include the removal of part or all of the external female genitalia for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and later in life. The procedure is typically performed on girls aged between 4 and 13 years old, but in some cases it is performed on new-born infants or on young women before marriage or pregnancy.

Financial abuse

This includes theft, fraud, exploitation, the misuse of possessions and pressure applied in relation to financial transactions.

Forced marriage

Forced marriage is different from, and should not be confused with, an arranged marriage. It is where a person does not (or in case of young people with learning disabilities cannot) consent to marriage which is an abuse and a criminal offence. It is recognised as a form of violence against women and men, domestic/child abuse and an abuse of human rights.

The pressure put on people to marry against their will can be physical, including threats, actual physical violence and sexual violence, or emotional and psychological, for example, when someone is made to feel like they are bringing shame on their family. Financial abuse, taking wages or not giving any money, can also be a factor.

If there is a suspicion that a student is being placed in a potential forced marriage situation it must be referred to a member of the Safeguarding Team immediately.

Mental health

The phrase 'mental health problem' is an umbrella term to describe the full range of diagnosable mental illnesses and disorders, including personality disorders. Mental health problems may be more or less common, may be acute or longer lasting and may vary in severity. They manifest themselves in different ways at different ages and may, for example in young people, present as behavioural problems. Some people object to the use of terms such as 'mental health problems' on the grounds that they can be viewed as medical ways of thinking and feeling and do not acknowledge the many factors that can prevent people from reaching their potential. The College recognises these concerns and the stigma attached to mental ill health; however, there is no universally acceptable terminology that can be used as an alternative. The impact can lead to anxiety, depression, self-harm and hospitalisation.

Modern Slavery and Trafficking

Slavery is an umbrella term for activities involved when one person obtains or holds another person in compelled service. The number of British children and young adults identified as potential victims of modern slavery has more than doubled in a year, prompting fresh concerns about child exploitation by County Lines drug gangs.

Someone is in slavery if they are:

- Forced to work through mental or physical threat
- Owned or controlled by an 'employer', usually through mental or physical abuse or the threat of abuse
- Dehumanised, treated as a commodity or brought and sold as 'property'
- Physically constrained or have restrictions placed on their freedom
- Slavery is where ownership is exercised over a person
- Servitude involves the obligation to provide services imposed by coercion
- Forced or compulsory labour involves work or service extracted from any person under menace or threats

Human trafficking concerns arranging or facilitating the travel of another with a view to exploiting them through force, coercion, abduction or the abuse of power, including (but not exhaustively):

- Prostitution/CSE
- Forced labour
- Slavery/servitude
- County Lines

Neglect

Neglect is the persistent failure to meet a young person's physical and psychological needs, likely to result in the serious impairment of their health or development. It may involve a failure to:

- provide adequate food, shelter and clothing (basic needs)
- protect a young person from physical or emotional harm or danger
- ensure access to appropriate medical care or treatment
- to provide basic emotional needs
- ensure the provision of a satisfactory education.

Peer on Peer Abuse including Upskirting

The College will seek to minimise instances of Peer on Peer abuse by ensuring that:

- Staff receive training to recognise the indicators of peer on peer abuse across its spectrum, including its gendered nature, and know how to refer cases and support students
- Ensure the DSLs work directly with staff and students in a pro-active manner to inform awareness of peer on peer abuse and provide guidance and support on how to manage and address it, including the consistent challenge and management of so-called 'banter'
- The DSLs will also work closely with curriculum staff, students and parent/carers to ensure that both victims and perpetrators have access to support and guidance mechanisms
- All cases of peer on peer abuse will be recorded and managed through the existing referral and case management procedure

Peer on peer abuse can take a range of different forms including, but not limited to:

- Sexual violence and sexual harassment. Annex A of the KCSiE guidance sets out how colleges should respond to reports of sexual violence and sexual harassment
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- Sexting (also known as youth produced sexual imagery). This will be treated sensitively by the College and where disclosed or discovered the participants will be supported and guided appropriately. In the case of malicious intent being shown the Police will be informed and the College's Disciplinary Procedure invoked
- Initiation/hazing type violence and rituals
- Upskirting - this is the act of taking a photograph underneath a person's skirt without their consent. Being a victim to such an incident can cause emotional distress for those concerned. If the College becomes aware of any such incidents, it will follow the safeguarding procedures in addition to seeking advice from the police

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating and any other action that could cause physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a young person known as fabricated or induced illness.

Radicalisation

Radicalisation is a process by which an individual or group adopts increasingly extreme political, social, or religious ideals and aspirations that either reject or undermine the status quo or reject and/or undermine contemporary ideas and expressions of freedom of choice. The government's Prevent Strategy works with individuals and organisations to prevent 'radicalised' individuals from being drawn into committing acts of terrorism.

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, seeking to involve them in terrorism or in an activity in support of terrorism. The normalisation of extreme views may also make young people vulnerable to future manipulation and exploitation. The College is clear that this exploitation and radicalisation should be viewed as a safeguarding concern and will seek to protect its students against the messages of all violent extremism, including (but not restricted to) current local and national risks:

- Far Right/Extreme Right Wing
- Neo Nazi
- White Supremacist ideology
- Irish Nationalist extremism
- Animal Rights Movements

Serious Violence, Gang Violence and CCE

Young people involved in gangs have an increased risk of experiencing violence and other types of abuse, including CSE. Gang crime and serious youth violence is often synonymous with knife crime and other serious violence.

The vast majority of young people and educational establishments will not be affected by serious violence or gangs, however, where these problems do occur there will almost certainly be a significant impact. Gangs specifically target young people to groom as drug dealers in towns across the UK. This is because young people are considered more vulnerable and susceptible to grooming, and easier to control through threats and violence.

Organised criminal groups or individuals also exploit young people for their computer skills and ability, in order to access networks/data for criminal and financial gain.

Sexting

It is the sharing of inappropriate or sexually explicit images on-line or through mobile telephones; it can include written messages. Most young people see it as flirting and a normal part of life. There is no control over the images and how they might continue to be shared. It is not harmless as it can make the young person vulnerable to blackmail, bullying or harm. It is illegal.

Sexual abuse

Forcing or enticing a young person to take part in sexual activities, whether or not the young person is aware of what is happening. The activities may involve:

- physical contact including penetrative or non-penetrative acts;
- non-contact activities, such as involving young people in looking at, or in the production of, pornographic material or watching sexual activities, or in inappropriate discussion on sexual matters, grooming in preparation for abuse, including via the internet;
- encouraging young people to behave in sexually inappropriate ways, including involvement in prostitution and trafficking.
- **Child Sexual Exploitation** is a form of sexual abuse. Victims are forced into taking part in a sexual act as part of a seemingly consensual relationship or in return for attention, gifts, money, alcohol, drugs or somewhere to stay. The young person sees the abuser as a friend, girl or boyfriend; there is an imbalance of power in the relationship. The abuser creates a form of dependency between themselves and the young person often with verbal or physical threats. They try to isolate them from family and friends so that they can control and manipulate them. Sexual exploitation can involve carrying degrees of coercion, intimidation or enticement including unwanted pressure from peers to have sex, sexual bullying including cyber-bullying and grooming.

Sexual violence and sexual harassment between students

Where any reports are made of student on student sexual violence or sexual harassment these must be dealt with seriously and quickly. The normal disclosure protocols apply. Where such allegation is made, the DSL will conduct a thorough risk assessment that considers:

- the victim, especially their protection and support
- the alleged perpetrator
- all other students (and, if appropriate, staff) at the College, especially any actions that are appropriate to protect them

This will be recorded and communicated to staff that are required to know. Both victim and (alleged) perpetrator will receive the appropriate support mechanisms from the College on a case by case basis.

Substance abuse

Substance abuse refers to the abuse of any drug which includes alcohol, illegal drugs and medicines, psychoactive substances (legal highs) and volatile substances.

Teenage relationship abuse

Abusive behaviours in this context refer to, for example, controlling behaviours, which could escalate to physical abuse, such as checking someone's phone, telling them what to wear, who they can and cannot see or speak to. This can lead to these abusive behaviours feeling 'normal' and therefore left unchallenged as they are not recognised as being abusive.

Young people can become victims and perpetrators of abusive relationships and should be encouraged to re-think their views of violence, abuse and controlling behaviours, and understand what is meant by consent in their relationships.

Appendix 1

SAFEGUARDING TEAM

POST HOLDER	NAME	CONTACT DETAILS	ROOM
DSL	Nicola Martin	Extension 540	A004
Student Welfare Manager DSL	Liz Ward	Extension 526	G011
HoD/ HoS LLW DSL	Kerry Reeve	Extension 541	C008a
Human Resources DSL	Alex Evans	Extension 566	A204

If a member of the Safeguarding Team is not available, contact a member of the Executive Team:

Principal	James Bagley	Via extension 501	A207
Vice Principal resources	Hamid Ravat	Extension 506	A209
Assistant Principal Learners (DSL)	Nicola Martin	Extension 540	A004
Assistant Principal TLA	Frances Rippin	Extension 560	A003
Governor Safeguarding			N/A

Appendix 2

PROCEDURE FOR DEALING WITH AN INCIDENT THAT ARISES DURING AN EDUCATIONAL VISIT

If the alleged abuser and person abused are both members of the educational visit away from the College site, the primary consideration is the initial protection of the student alleging abuse. If the allegation is against a member of staff on the visit, that person should leave the group as a neutral act. Immediate action to ensure this should be taken by the member of staff in charge of the visit or the nominated deputy.

It is also important to note that all offences need to be reported. If an offence is thought to have been committed, staff should contact local police in the first instance, especially when the alleged abuser is a member of the local population.

Careful consideration should be given to how best to inform the student's parents/carers, if they are under 18 years or a vulnerable adult, and whether any or all of the students should be returned home. This will depend on the seriousness of the incident, the effect on the students and the level of risk. The Designated Safeguarding Lead, a member of the Safeguarding Team, Senior Leadership Team or the Duty Principal, should be consulted for advice; the Designated Safeguarding Lead should be informed as soon as possible. Details of the event should be noted, signed and dated. A copy should be passed to the Designated Safeguarding Lead as soon as feasible.

When the allegation disclosed on the educational visit away from the College relates to abuse of the student at their home, the standard procedure should be followed. Staff should notify the Designated Safeguarding Lead at the earliest opportunity.

SEX OFFENDERS

Whilst the College has a positive view of the rehabilitation of offenders, the safeguarding of students must take a greater priority. If any member of staff or student has concerns that a sex offender may be accessing the College, the information must be passed to the Designated Safeguarding Lead immediately. The Designated Safeguarding Lead will contact external agencies to verify any accusation and decide on the action to be taken.

Awareness of a previous safeguarding concern or disclosure about a potential student would lead to a risk assessment by the Safeguarding Team and a final decision by the Designated Safeguarding Lead.

Appendix 3

GENERAL ADVICE

Staff in education are well placed to notice possible signs of students who are causing safeguarding concerns, because of their regular contact.

Signs of safeguarding incidents may be:

- obvious and sudden evidence of injury
- part of a picture over a long period, perhaps including:
- behaviour which is unusual for the student
 - * academic under-performance or lack of interest
 - * isolation or introversion

Alternatively concern may be raised when

- a student reveals ill-treatment to themselves, a sibling or friend
- an adult claims that a student has been mistreated

In all these cases there are things you should do:

- treat the matter seriously and reassure the student if necessary
- react to what the student tells you with belief
- make it clear that you will have to inform others for the student's own sake
- tell only those who need to know
- seek advice from a member of the Safeguarding Team
- keep a careful watch on the student
- make an accurate dated record of what you have noticed, what has happened and what you have done. You may need to justify a decision later to refer on
- if a student has made a disclosure to you, tell the student what action you will take

There are things you should not do:

- promise to keep the matter secret
- contact parents: this is the job of a member of the Safeguarding Team, Executive Team or the Children & Young People's Service
- interrogate students or ask leading questions
- speak with anyone about whom allegations are made, even if they are about a colleague or another adult: this is the Principal's responsibility
- keep a copy of any confidential notes

If there are circumstances in which you feel you cannot refer to the Principal, you have the right as an employee to contact the Designated Governor, and as a citizen to contact the Children & Young People's Service yourself.

If in doubt about any aspect of safeguarding, seek advice from any of the following:

- the Principal
- a member of the Safeguarding Team

- a member of the Executive Team
- the Designated Governor