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*To be reviewed every year*

## SAFEGUARDING POLICY

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#### **A General Policy Statement**

- 1.0** Selby 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.
  
- 2.0** This policy has been developed in accordance with the principles established by the Children Act 1989 & 2004, the Education Act 2002 and in line with government publications: ‘Working Together to Safeguard Children’ 2015 and the Revised Safeguarding Statutory Guidance 2 ‘Framework for the Assessment of Children in Need and their Families’ 2000. The guidance also adheres to, ‘Keeping Children safe in Education’ 2016 and Children and Families Act 2014.  
  
Safeguarding Vulnerable Groups Act 2005 and DoH Statement of Government Policy on Audit Safeguarding 2013, Prevent Strategy 2011 and the Counter Terrorism and Security Act 2015, including the Prevent Duty/Multi agency Statutory Guidance on Female Genital Mutilation 2016.
  
- 3.0** Throughout this policy and procedure document, the term ‘safeguarding’ embraces children, young people and vulnerable adults. A ‘**child or young person**’ is anyone who has not yet

reached his/her 18<sup>th</sup> birthday, Children Act 1989 and 2004 or a young person up to the age of 25 who is disabled.

- 4.0** The Corporation is committed to ensuring that the College:
- 4.1 provides a safe environment for all learners
  - 4.2 identifies young people and vulnerable adults who are suffering, or likely to suffer significant harm, and
  - 4.3 takes appropriate action to see that all learners are kept safe, both at home and at the College.
- 5.0** In pursuit of these aims, the Corporation will approve and annually review policies and procedures with the aim of:
- 5.1 raising awareness of issues relating to the safeguarding, including radicalisation and extremism of young people and vulnerable adults in the promotion of a safe environment for all those learning within the College;
  - 5.2 aiding the identification of, young people and vulnerable adults at risk of significant harm, and providing procedures for reporting concerns and taking appropriate action;
  - 5.3 raising awareness of issues relating to the safeguarding of vulnerable adults and providing procedures for reporting concerns and taking appropriate action;
  - 5.4 establishing procedures for reporting and dealing with allegations of abuse against members of staff;
  - 5.5 ensuring that the college has appropriate arrangements in place to discharge their statutory responsibilities.
  - 5.6 the safe recruitment of staff.
- 6.0** In developing the policies and procedures, the Corporation will consult with, and take account of, guidance issued by the Department for Education and Skills and other relevant bodies and groups. The procedures have been developed in cooperation with the Local Safeguarding Children's Board [LSCB] and with reference to Department of Health / CQC guidance ref vulnerable adults
- 7.0** The College will refer concerns that a young person or vulnerable adult might be at risk of significant harm, to Children and Adults' Social Care/Channel/the appropriate agencies as agreed with the Children's and Adults Safeguarding Boards.
- 8.0** A Corporation member with special responsibility for safeguarding issues has been nominated by the Corporation, and has undertaken appropriate training.
- 9.0** All staff will receive training to enable them to familiarise them with safeguarding issues and Prevent Duty requirements and responsibilities and the College procedures and policies, with refresher training at least every 3 years. There will be a senior member of the College management team with special responsibility for safeguarding issues [the designated senior member of staff with lead responsibility for safeguarding and Prevent]. They shall be assisted by other members of staff with responsibility for safeguarding and Prevent.

**10.0** The Corporation will receive from the designated senior member of staff with lead responsibility for safeguarding and adherence to the Prevent Duty an annual report which reviews the prevalence and nature of safeguarding issues within the college and how the duties have been discharged.

## **B Definitions**

**1.0** The Corporation recognises the following as definitions of child abuse:

### **1.1 Physical Abuse**

Physical abuse causes harm to a child's person. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring. It can also occur when a parent or carer feigns the symptoms of or deliberately causes ill health to a child whom they are looking after.

### **1.2 Neglect and Acts of Omission**

Neglect is the persistent or severe failure to meet a child or young person's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development, this may include 'ignoring medical or physical care need, failure to provide access to appropriate health care, social care or educational services, the withholding of the necessities of life, such as medication, adequate heating and nutrition' (DoH, 2000). It may also involve neglect of, or inadequate response to, a child's basic emotional needs.

### **1.3 Sexual Abuse**

Sexual abuse involves a child or young person being forced or coerced into participating in or watching sexual activity (Sexual Offences Act 2003 – Position of Trust). It is not necessary for the child to be aware that the activity is sexual and the apparent consent of the child is irrelevant. The acts may involve physical contact including penetrative or non-penetrative acts. They may involve non-contact activities such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### **1.4 Psychological/Emotional Abuse**

Emotional abuse occurs where there is persistent emotional ill treatment or rejection such as to cause severe and adverse effects on the child's or young person's behaviour and emotional development, resulting in low self-worth. It may involve conveying to children that they are worthless or unloved, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is present in all forms of abuse.

Psychological abuse may include emotional abuse, threats of harm or abandonment. Deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or support network [DoH, 2000].

### **1.5 Child Sexual Exploitation (CSE)**

Child Sexual Exploitation is the term used for contact or non-contact child sexual abuse when there is any actual or attempted abuse of a child's vulnerability or trust and an opportunity for

the abused to enhance their social standing or receive payment from third parties. Non-contact abuse includes online grooming and sexual exploitation. (DoH 2014)

#### **1.6 Female Genital Mutilation (FGM)**

Female genital mutilation is any procedure that's designed to alter or injure a girl's (or woman's) genital organs for non-medical reasons. It is sometimes known as 'female circumcision' or 'female genital cutting.' It is mostly carried out on young girls. (DoH 2014)

#### **1.7 Radicalisation**

Radicalisation is defined as the process by which people come to support terrorism and extremism and in some cases to then participate in terrorist groups.

#### **1.8 Extremism**

Extremism is defined by the Crown Prosecution Service (CPS) as: " The demonstration of unacceptable behaviour by using any means or medium to express views, which:

- Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
- Seek to provoke others to terrorist acts;
- Encourage other serious criminal activity or seek to provoke others to serious criminal acts;
- Foster hatred which might lead to inter-community violence in the UK."

#### **1.9 Hate Crime**

A hate crime is when someone is targeted as a direct result of their disability, sexual orientation, gender-identity, race, religion or belief. (Police & Crime Commissioner 2016)

#### **1.10 Peer-on-Peer**

Peer-on-Peer is when a young person is exploited/abused by their peer(s), the abuser is the same age, or close in age to the young person. At the very least, everyone directly involved in the abuse is under 18 years of age.

#### **1.11 Discriminatory Abuse**

This may include abuse, bullying and harassment based on the individual's age, sex, disability, religion, race or ethnicity or sexual orientation [DoH, 2000].

Additionally, the Corporation notes and draws to the attention of the college staff the criminal offences that may be committed in connection with the welfare of children, in particular those involving abuse of trust and those which prohibit staff from engaging in or encouraging sexual activity with students who are under the age of 18 or vulnerable.

#### **1.12 Financial or Material Abuse**

This may include theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misappropriation of property, possessions or benefits. [DoH 2000, page 9]

#### **1.13 Vulnerable adults who may have safeguarding needs**

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves; protect themselves from harm; or prevent themselves from being exploited.

An adult may be vulnerable because they:

- Have a physical disability;
- Have learning difficulties;
- Have mental health problems;
- Are old, frail or ill; or
- Are sometimes unable to take care of themselves or protect themselves without help.

A person may also be vulnerable because of a temporary illness or difficulty.

A vulnerable adult may have difficulty in making their wishes and feelings known and this may make them vulnerable to abuse. It may also mean that they are not able to make their own decisions or choices.

Everyone has the right to live without fear of being abused and with their rights and choices respected.

## **C Designated Corporation Member with Responsibility for Safeguarding**

**1.0** The Designated Corporation Member is responsible for liaising with the Principal and Senior Staff Member with Lead Responsibility about safeguarding/Prevent matters including:-

- Ensuring that the College has procedures and policies which are consistent with the local Children and Adult Safeguarding Board procedures
- Ensuring that the corporation reviews and approves the College policy on Safeguarding on an annual basis
- Ensuring that the Corporation is informed of how the College and its staff have complied with the Policy, including, but not limited to, an annual report on the training that staff have undertaken
- The designated Corporation Member is also responsible for overseeing the liaison between agencies in connection with allegations against the Principal or the Senior Staff member with Lead Responsibility. This will not involve undertaking any form of investigation, but will ensure good communication between the parties and provide information to assist enquiries.

**2.0 Designated Staff with Responsibility for Safeguarding and Prevent**

### **Senior Staff Member with Lead Responsibility**

The designated senior member of staff with lead responsibility for safeguarding and Prevent issues is a designated Senior Manager of the College [See Appendix A].

This person is a senior manager of the college management team. They have a key duty to take lead responsibility for raising awareness within the staff of issues relating to the welfare and safeguarding needs of all learners and the Prevent Duty and the promotion of a safe environment for children, young people and adults learning within the College.

This person has received training in child and adult protection issues, Prevent Duty and inter-agency working, as required by the Children's and Adults Safeguarding Boards and will receive refresher training at least every two years. They should keep up-to-date with developments in child and adults protection issues including those of radical or an extremist nature.

**2.1** The designated senior member of staff is responsible for:-

- overseeing the referral of cases of suspected abuse, terrorist activity or allegations to the relevant investigating agencies as agreed with the Children's and Adults Safeguarding Boards
- providing advice and support to other staff on issues relating to safeguarding and Prevent
- maintaining a proper record of any child protection or Channel referral, complaint or concern or vulnerable adult safeguarding concern [even where that concern does not lead to a referral]
- ensuring that parents of young people within the College are aware of the College's Safeguarding Policy and the British Values, Radicalisation, Extremism, Terrorism Policy
- liaising with the Local Education Authority, and Children's and Adults Safeguarding Boards and other appropriate agencies such as Channel
- liaising with the Directors in the College to ensure that appropriate arrangements are made for the pupils under 16 years of age whilst on college premises and appropriate safeguards are put in place with employers and training organisations that receive children or young people from college on long-term placements
- ensuring that staff receive basic safeguarding and Prevent Duty training in line with 8 of the General Safeguarding Policy Statement and are aware of the College Safeguarding and Prevent procedures.

The designated senior member of staff will provide an annual report to the College Corporation setting out how the College has discharged its duties. They are responsible for reporting deficiencies in procedure or policy identified by the Children's and Adults Safeguarding Boards [or others] to the Corporation at the earliest opportunity.

**2.2** Designated Staff Members

Operational responsibility for safeguarding is the 14-16 Co-ordinator (Central Admissions), who will liaise with the SMT as appropriate.

The 14-16 Co-ordinator with responsibility for 14-16 provision will be the designated member of staff who liaises, on behalf of the College, with a school's designated member of staff on child protection issues related to students under the age of 16 years.

**2.3** Other members of staff with particular responsibility for safeguarding issues are:-

- Central Admissions
- Guidance and Support Tutors
- Learner Support Personnel

- Work Placed staff
- Personnel

These staff members:-

- will know how to make an appropriate referral
- will be available to provide advice and support to other staff on issues relating to safeguarding and Prevent Duty
- have particular responsibility to be available to listen to children and young people studying at the College or on placement
- will deal with individual cases, including attending case conferences, Channel meetings and review meetings as appropriate
- have received training in safeguarding, Prevent and issues and inter-agency working, as required by the Children's and Adults Safeguarding Boards and will receive refresher training at least every 2 years.

**D Dealing with Disclosure of Abuse made by Children, Young People or a Vulnerable Adults and Procedure for Reporting Concerns**

**1.0** The procedure has been determined primarily by the Children's and Adult's Safeguarding Boards, which establishes the locally agreed inter-agency procedures and will indicate to which agency referrals should be made in the first instance.

**[i] If a young person or vulnerable adult tells a member of staff about possible abuse including radicalization/extremism:-**

- listen carefully and stay calm
- do not interview the young person or vulnerable adult, although if necessary you may seek to clarify, using open questions and without putting words into the person's mouth, in order to be sure that you understand what the young person or vulnerable adult is telling you
- reassure the young person or vulnerable adult that by telling you, they have done the right thing
- inform the young person or vulnerable adult that you must pass the information on, but that only those that need to know about it will be told. Inform them of to whom you will report the matter
- note the main points factually and carefully
- make a detailed note of the date, time, place, what the child, young person or vulnerable adult said, did and your questions etc.

**[ii]** If a staff member suspects a young person is at risk/being harmed, this should be initially raised with the GST who should then record and monitor concerns. Facts and opinions should be clearly identified. In the case of a vulnerable adult, the concern should be raised with their tutor.

Staff should not investigate concerns or allegations themselves, but should report them immediately to the Designated Person. The Designated Person will make a referral in accordance with Children's and Adult's Safeguarding Board guidelines and Channel. The Designated Person will then complete the appropriate safeguarding/Prevent forms.

Generally staff other than the Designated Person or Principal should not make referrals; however, anyone can make a referral to external agencies but they must make the Designated Safeguarding Person aware.

## **2.0 Recording and Monitoring**

The College will record:-

- Information about the person: name [aka], address, date of birth, those with parental responsibility, primary carers, emergency contacts, names of persons authorised to collect from school, any court orders, if the person is or has been subject to a Child Protection (CP) Plan [been on the CP Register]
- Key contacts in other agencies including GP details
- Any disclosures/accounts from the learner or others, including parents [and keep original notes]
- All concerns, discussions, decisions, actions taken [dated, timed and signed] and arrangements for monitoring/review.

All records should be objective and include-

- Statements, facts and observable things [what was seen/heard]
- Diagram indicating position, size and colour of any injuries [not photograph]
- Words the young person or vulnerable adult uses, [not translated into 'proper' words]
- Non-verbal behaviours.

All Child Protection documents will be retained in a 'Child Protection' file, separate from the learner's main file. This will be locked away and only accessible to the Principal and senior designated person. These records will be copied and transferred to any school or setting the learner moves to, clearly marked 'Safeguarding, Confidential, for attention of Designated Senior Person Safeguarding' adhering to Information Sharing guidance 2015.

This file will be managed in accordance with the Freedom of Information Act and the Data Protection Act.

If the child or young person goes missing from education or is removed from roll to be educated at home then any Child Protection file should be copied and the copy sent to the Principal Education Social Worker, County Hall, Northallerton, DL7 8AE.

We will retain all original copies of Child Protection files until the child's twenty-fifth birthday.

## **3.0 The College will Monitor:-**

Any cause for concern including where there could be serious child, young person or vulnerable adult welfare concerns:-

- injuries/marks
- attendance – students missing education
- changes eg mood/academic functioning
- relationships
- language
- behaviour



- demeanour and appearance
- statements, comments
- medicals
- stories, 'news', drawings
- response to Sport
- family circumstances
- parental behaviour / care of child, young person or vulnerable adult
- links to extremist groups and views
- concerns regarding a person being radicalised
- concerns regarding female genital mutilation
- concerns regarding child sexual exploitation

The Designated Safeguard Person will review all monitoring arrangements in the timescale and manner determined by circumstances recorded and clearly understood by all concerned.

#### **4.0 Supporting the Young Person Or Vulnerable Adult and Partnership with Parents/Carers**

- In the vast majority of cases, it is good practice to be open and honest at the outset with the parents/carers about concerns, the need for a referral, information sharing between agencies and the accompanying need for making an enquiry to the Central Children's Database or Safeguarding Board. This is in accordance with Keeping Children Safe in Education 2016, Working Together to Safeguard Children 2015 and Information Sharing 2015.
- All reasonable efforts should be made to inform parents/carers of the referral beforehand and to seek their consent where appropriate. However, an inability to inform parents/carers nor a lack of consent should not prevent a referral being made where concerns exist. Consideration should be given to not informing them when a child, young person or vulnerable adult expresses a wish that their parents/carers are not informed at this stage.
- There are cases where it would not usually be good practice to discuss concerns with parents/carers before referral. In these cases, who discusses the concerns with the parents/carers, when, and with whom, should be agreed in advance with Children and Adults Social Care, Channel and/or the police. Concerns must not usually be discussed with parents/carers before referral in the following circumstances:-
  - Where discussion would put a young person or vulnerable adult at risk of significant harm
  - Where discussion would impede a Police investigation or social work enquiry
  - Where sexual abuse, female genital mutilation or child sexual exploitation is suspected
  - Where organised or multiple abuse is suspected
  - Where the fabrication of an illness is suspected
  - Where to contact parents/carers would place you or others at risk
  - Where it is not possible to contact parents/carers without causing undue delay in making the referral.
- A reasoned judgement must be made in each case.

## **E Dealing with Disclosure of Abuse made by Vulnerable Adults and Procedure for Reporting Concerns**

The general principles detailed in section D above apply in situations where a safeguarding concern exists in relation to a vulnerable adult.

## **F Reporting and Dealing with Allegations of Abuse against Members of Staff**

- 1.1** This procedure has been created with support and guidance from the North Yorkshire Local Area Designated Officer (LADO) and their procedures.
- 1.2** This procedure applies to all staff, whether teaching, administrative, management or support, as well as to volunteers. The generic term “staff” is used for ease of description and refers to all the staff groups.
- 1.3** In rare instances, staff of education institutions have been found responsible for abuse. Because of their frequent contact with learners, staff may have allegations of abuse made against them. The College recognises that an allegation of abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay.
- 1.4** It is imperative that those dealing with an allegation maintain an open mind and that the investigation is thorough and not subject to delay. The College recognises that the Children Act 1989 states that the welfare of the child is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual’s reputation, confidence and career. Therefore, those dealing with such allegations within the College will do so with sensitivity and will act in a careful, measured way.
- 1.5** There may be three strands in consideration of the allegation:
  - A police investigation of a possible criminal offence.
  - Enquiries and assessment by Children and Adults Social Care or Channel about whether a child is in need of protection or in need of services.
  - Consideration by the college to investigate and if necessary take disciplinary action.

## **2 Enquiries and Investigations**

- 2.1** All allegations in the first instance must be reported to the Principal, Dawn Hardy - Director of Curriculum and Support, who is the Safeguarding and Prevent Lead for Selby College or Head of Personnel. They will obtain written details of the allegation from the person who received it, ensuring the details are signed and dated. Information regarding times, dates, locations and names of potential witnesses will also be recorded by the Safeguarding Lead. The written details should also be countersigned and dated by the Safeguarding Lead.
- 2.2** The Safeguarding Lead will then liaise with Personnel to make an initial assessment of the allegation and also call the North Yorkshire Local Area Designated Officer (LADO) or Channel in all cases for advice on how to proceed.
- 2.3** Where the allegation is considered to be either a potential criminal act or indicates that a learner has suffered, is suffering or is likely to suffer significant harm, the matter should be reported immediately to North Yorkshires Local Authority Designated Officer (LADO) or Channel without delay.

- 2.4 If the Safeguarding Lead is advised by the LADO the case needs investigating by the Police and/or Children and Adults Social Care, the college will support the investigation, but will not conduct an internal investigation. To do otherwise may prejudice the investigation.
- 2.5 If the LADO is agreeable for the college to conduct the investigation, the Safeguarding Lead will then contact Personnel who will appoint an independent Investigating Officer. It is important that Personnel does not investigate the allegation, as they may be required to provide procedural advice.
- 2.6 The Investigating Officer will keep a detailed account of the investigation to include, interviews, telephone calls and any contact in relation to the case.
- 2.7 Subject to no objections from the police or other investigating agency, the Investigating Officer shall:
- Inform the young person or parent/carer making the allegation that the investigation is taking place and what the likely process will involve.
  - Ensure that the parents/carers of the young person or vulnerable adult making the allegation have been informed that the allegation has been made and what the likely process will involve.
  - Inform the member of staff against whom the allegation was made of the fact that the investigation is taking place and what the likely process will involve.
  - Inform the Principal who will inform the Chair of the Corporation and/or the designated governor of the allegation and the investigation.
  - Keep a written record of the action taken in connection with the allegation.
- 2.8 Other potential outcomes are:
- The allegation represents inappropriate behaviour or poor practice by the member of staff and is neither potentially a crime nor a cause of significant harm to the young person or vulnerable adult. The matter should be addressed in accordance with the College disciplinary procedures.
  - The allegation can be shown to be false because the facts alleged could not possibly be true.

### **3 Suspension of Staff**

- 3.1 In respect of staff other than the Principal, suspension can only be carried out by a senior manager. If the allegation is against the Principal, suspension can only be carried out by the Chair of the Corporation, or in their absence the Vice Chair.
- 3.2 Suspension may be considered at any stage of the investigation. It is a neutral, not a disciplinary act and shall be on full pay. Consideration should be given to alternatives: e.g. paid leave of absence; agreement to refrain from attending work; change of, or withdrawal from, specified duties.
- 3.3 Suspension should only occur for a good reason. For example:
- Where a young person or vulnerable adult is at risk.
  - Where the allegations are potentially sufficiently serious to justify dismissal on the grounds of gross misconduct.

- Where necessary for the good and efficient conduct of the investigation.
- 3.4 If suspension is being considered, the member of staff should be encouraged to seek advice, for example from a trade union.
- 3.5 If the senior manager considers that suspension is necessary, the member of staff shall be informed that they are suspended from duty. Written confirmation of the suspension, with reasons, shall be despatched as soon as possible and ideally within one working day. Personnel will be responsible for ensuring the suspension letter has been issued.
- 3.6 Where a member of staff is suspended, the senior manager should address the following issues:
- The Chair of the Corporation should be informed of the suspension.
  - The Governing Body should receive a report that a member of staff has been suspended pending investigation; the detail given to the governing body should be minimal.
- 3.7 Where the Principal has been suspended, the Chair or Vice Chair of the Corporation will need to take action to address the management of the College.
- 3.8 The parents/carers of the young person or vulnerable adult 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 young person or vulnerable adult making the allegation of the suspension.
- 3.9 The Principal shall consider carefully and review the decisions as to who is informed of the suspension and investigation. The Safeguarding Lead, LADO, Personnel and the Director of Marketing, who is responsible for publicity, should be consulted.
- 3.10 Depending on the nature of the allegation, the Principal should consider, with the nominated Governor, whether a statement to the students of the college and/or parents/carers should be made, taking due regard of the need to avoid unwelcome publicity.
- 3.11 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 of the case at regular intervals.
- 3.12 The suspension should remain under review in accordance with the college disciplinary procedure.

#### **4 The Disciplinary Investigation**

- 4.1 The disciplinary investigation should be conducted in accordance with the existing staff disciplinary procedure.
- 4.2 The member of staff should be informed of:
- The disciplinary charge against them.
  - Their entitlement to be accompanied or represented by a trade union representative or workplace colleague.

- 4.3 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.
- 4.4 The young person or vulnerable adult making the allegation and/or their parents should be informed of the outcome of the investigation and the proceedings. This should occur prior to the return to college of the member of staff (if suspended).
- 4.5 Child protection and vulnerable adult protection enquiries by Children and Adults Social Care 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 young person and vulnerable adult protection agencies, including the police, have no power to direct the College to act in a particular way; however, the College should assist the agencies with their enquiries.
- 4.6 The College shall hold in abeyance its own internal enquiries while the formal police or Children and Adults Social Care investigations proceed; to do otherwise may prejudice the investigation. Any internal enquiries shall conform with the existing staff disciplinary procedures.
- 4.7 If there is an investigation by an external agency, for example the police, the Safeguarding and Prevent Lead and Personnel should normally be involved in, and contribute to, the inter-agency strategy discussions. The Safeguarding and Prevent Lead is responsible for ensuring that the College gives every assistance with the agency's 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 is made.

## **5 Allegations without Foundation**

- 5.1 False allegations may be indicative of problems of abuse elsewhere. A record should be kept and consideration given to a referral to the LADO in order that other agencies may act upon the information.
- 5.2 The Safeguarding and Prevent Lead or the Investigating Officer shall:
  - Inform the member of staff against whom the allegation is made verbally and in writing that no further disciplinary or safeguarding/child protection action will be taken. Consideration should be given to offering counselling/support.
  - Inform the parents/carers of the alleged victim that the allegation has been made and of the outcome.
  - Where the allegation was made by a young person other than the alleged victim, consider informing the parents/carers of that child.
  - Prepare a report outlining the allegation and giving reasons for the conclusion that it had no foundation and confirming that the above action had been taken.

## **6 Records**

- 6.1 It is important that documents relating to an investigation are retained in a secure place, together with a written record of the outcome and, if disciplinary action is taken, details retained on the member of staff's personal and confidential file.

- 6.2 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 Disclosure and Barring Service.

## 7 Monitoring Effectiveness

- 7.1 When an allegation has been made against a member of staff, the nominated Governor, together with the senior staff member with lead responsibility should, at the conclusion of the investigation, consider whether there are any matters arising from it such as:

- An improvement of the college's procedures and/or policies which should be drawn to the attention of the LADO
- Training needs
- Mentoring
- Risk Analysis
- Good Practice
- Procedural anomalies

## G Recruitment and Selection Procedures

- 1.1 The College has recruitment and selection procedures, previously approved by the Corporation.
- 1.2 At least one interview panel member will have undertaken Safer Recruitment training. However, all recruitment managers will now undertake an online Safer Recruitment refresher course.
- 1.3 All staff undertake a general online Basic Awareness in Child Protection and Channel course, during their induction:

<http://selby.learnupon.com>

<http://www.safeguardingchildren.co.uk>

[http://course.ncalt.com/Channel\\_General\\_Awareness](http://course.ncalt.com/Channel_General_Awareness)

- 1.4 In all recruitment campaigns for positions at Selby College the following will apply:
- A clear job description (what tasks the applicant will do) and a person specification (what skills the person will be expected to have) will be created and available for the candidate to read. Application forms to assess the candidate's suitability for the role will only be accepted, CV's will not. This makes it easier to compare the experience of candidates and identify any gaps in employment, which will, where applicable, be explored at interview.
  - Vacancies are advertised widely in order to ensure a diversity of applicants
  - The college's commitment to safeguarding, Prevent Duty and protecting young people and vulnerable adults, will be included in every job description as follows:

***'The College is committed to safeguarding and promoting the welfare of all learners and expects all staff and volunteers to share this commitment.'***

1.5 Additionally, all advertisements will state:

***'All work in the College involves some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the role.' A DBS check will be completed for this role.***

- A face-to-face interview with pre-planned and clear questions will occur. At least one interview panel member will have undertaken Safer Recruitment training.
- All candidates at interview will be asked questions about whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children.

Additionally, all candidates will be asked *'Can you tell me what is your understanding of the phrase 'safeguarding' and what is your understanding of the Prevent Duty?'*

1.6 The interview panel will also explore:

- The candidate's attitude towards young people and vulnerable adults
- Their ability to support the College's agenda for safeguarding and promoting the welfare of all learners – including adherence to the Prevent Duty
- Gaps in the candidate's employment history
- Their concerns or discrepancies arising from the information provided by the candidate and/or a referee.

When offered a post Personnel will check:

- The candidate's identity will be checked by asking them to bring original photographic ID. Where this is not possible, sufficient original evidence of their identity will be obtained for example birth certificate, NI number, driving license
- The candidate's original qualifications will be seen to verify their achievements
- All roles will have an Enhanced Disclosure and Barring Service (DBS) check performed and must be deemed satisfactory for an offer of employment to be made
- Where the post must be filled as an urgent requirement, a DBS Risk Assessment will be completed
- Two satisfactory references will be obtained and must be deemed satisfactory for an offer of employment to be made. The reference will specifically enquire about an individual's suitability to work with young people and vulnerable adults
- A copy of the colleges Recruitment of Ex-offenders Policy, Professional Code of Conduct Policy (i.e. what is and is not acceptable behaviour in relation to children) and Safeguarding Procedure is available on the colleges recruitment website. **(This will occur as soon as all documents are agreed/finalised)**
- All new staff will undertake at induction an online Basic Awareness in Child Protection and Channel course (<http://selby.safeguardingchildren.co.uk>) and Channel

[http://course.ncalt.com/Channel\\_General\\_Awareness](http://course.ncalt.com/Channel_General_Awareness)

- The appointed candidate will be placed onto the Single Central Record (SCR).

## **H Referral Process**

If the designated member of staff believes there are concerns that a child, young person or vulnerable adult is suffering or is likely to suffer significant harm then a referral should be made immediately. Urgent referrals should be made to social care by telephone on 01609 780780 and ask for the Duty Officer or

e-mail: [social.care@northyorks.gov.uk](mailto:social.care@northyorks.gov.uk)

A written referral is still required [see below] and should be completed and submitted within 48 hours.

Professional staff should contact Children & Adult Social Care through Customer Relations Unit or the emergency Duty Team. The referrer should:

If the concern is of a radical or extremist nature a referral will be made to Channel. Please refer to the British Values, Radicalisation, Extremism and Terrorism Policy for further guidance.

### **1.0 Referral Information**

Wherever possible referrers should supply the following information when making a referral to Social Care:-

- Full names, surnames, other names known by, date of birth and gender of the learner
- Details of any siblings, family members and their current whereabouts
- Family address and (where relevant) school/nursery, day care etc attended
- Identity of those with parental responsibility or carers
- Names and dates of birth of all household members
- Ethnicity, first language and religion of young people or vulnerable adults and parents/carers
- Any special needs of young people or vulnerable adult/s
- Any significant/important recent or historical events/incidents in relation to the child, young person or vulnerable adult or the family's/carer's life
- Nature of the concerns, how and why they have arisen including details of any allegations, their sources, timing and location and what appears to be the needs of the child and family
- Young person or vulnerable adult's current location and emotional and physical condition
- Whether the young person or vulnerable adult needs immediate protection
- Details of alleged perpetrator, if relevant
- Referrer's relationship and knowledge of young person or vulnerable adult and parents/carers
- Known involvement of other agencies/professionals, eg GP
- Information regarding parental/carer's knowledge of, and agreement to, the referral.

Follow the referral up in writing.



The referrer is entitled to:-

- Receive an understanding from the Social Care representative of what will happen next
- Be given the name of a contact person within Social Care who will be dealing with the referral
- Receive information on the outcome of the referral within seven days.

## **2.0 Customer Service Centre**

Young People and vulnerable adults  
in North Yorkshire contact 01609 780780

[social.care@northyorks.gov.uk](mailto:social.care@northyorks.gov.uk) E-mail

Channel Carolyn.Hardman@northyorkshire.pnn.police.uk

## **3.0 Enquiries to the Central Children's Database**

The designated person/user can make an enquiry to the Central Children's Database (01609 774298) in order to establish whether either the Database or the Information Index knows a young person or family. Enquiries can be either made in person, by telephone or in writing. For security reasons, telephone enquiries will only be answered on a 'phone back' basis.

The Database Administrator will provide only basic information [eg if the child is known to the Central Children's Database] and will direct the inquirer to the relevant Social Care Children's Services Team or individual worker involved.

If the child is currently subject to a Child Protection Plan, the Database Administrator will follow up the enquiry by contacting the key worker or relevant Service Manager to ensure they become aware of the enquiry.

Out of office hours enquiries can be made by telephone to the Emergency Duty Team [Telephone number 01609 780780 - 24 hour availability] which holds an index listing basic details of all children currently subject to a Child Protection Plan.

## **4.0 Assessment of Need**

On receipt of a referral suggesting that a young person or vulnerable adult may be suffering from, or is at risk of significant harm in the future, the relevant Social Care team or Channel will need to take the following steps:-

- Clarify with the referrer [including family or concerned members of the public] the nature of the concerns, i.e. do they amount to concerns about abuse or neglect; how and why they have arisen; and what appear to be the needs of the child and family

- Speak to the young person or vulnerable adult concerned within 24 hours of the allegation being made. If this timescale is not met, the reason for the failure must be recorded in the case file
- Make a judgment about the immediate safety of the young person or vulnerable adult or children at the earliest opportunity.
- Make a decision about the next course of action within 24 hours. This decision would be taken following a discussion with the referring agency, looking at existing records, and involving other professionals and agencies [including the police]. This decision is taken by the Service Manager of that team or, if they are not available, the Duty Manager.

The outcomes at this stage can be:-

### **Child Protection Procedures**

- **No Further Action** - Inform the referrer, if the decision is to take no further action, of the reason why it has been made and inform the family that an enquiry has taken place and of its outcome. This should be done in writing. In exceptional circumstances this may not be appropriate. If this is the case, reason for not informing the family should be clearly recorded.
- **Initial Assessment** – Initiate an initial assessment under Section 17 of the Children Act if the judgment is that there are no child protection issues, but that the family may be in need of services.
- **Child Protection Procedures** – Initiate Child Protection Procedures.

Whatever the decision taken, it should be agreed by the Service Manager and recorded in writing, with the reasons for them. The referrer, if a professional, should be informed of the decision.

- Formal Channel multi-agency meeting.

### **I Outcomes – Vulnerable Adults**

**No further action** – Inform the referrer, if the decision is to take no further action, of the reason why it has been made and inform the family that an enquiry has taken place and of its outcome. This should be done in writing. In exceptional circumstances this may not be appropriate. If this is the case, reason for not informing the family should be clearly recorded.

**Investigation** – following a multi-agency discussion/meeting, a person will be identified to investigate concerns raised. It may be there are no safeguarding issues, but that the family may be in need of services, such as adult services and/or health.

**Case Conference and Protection Plan** – Whatever the decision taken, it should be agreed by the Services Manager.

## J References

### Websites

#### **Safeguarding Children and Young People**

Internet Safety	<a href="http://www.ceop.gov.uk">www.ceop.gov.uk</a>
Cyberbullying	<a href="http://www.digizen.org">www.digizen.org</a>
Domestic Violence	<a href="http://www.thehideout.co.uk">www.thehideout.co.uk</a>
Internet Safety/CEOP	<a href="http://www.ceop.org.uk/thinkuknow">www.ceop.org.uk/thinkuknow</a>

North Yorkshire Safeguarding Children's Board:

[www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk)

[CP Procedures and Training]

Children Missing from Education:

CAPE [Child Protection in Education]

Bullying and Child Abuse:

[cmecoordinator@northyorks.gov.uk](mailto:cmecoordinator@northyorks.gov.uk)

[www.cape.org.uk](http://www.cape.org.uk)

[www.anti-bullyingalliance.org](http://www.anti-bullyingalliance.org)

[www.kidscape.org.uk](http://www.kidscape.org.uk)

[www.childline.org.uk](http://www.childline.org.uk)

[www.nspcc.org.uk](http://www.nspcc.org.uk)

[www.kidsmart.org.uk](http://www.kidsmart.org.uk)

KS2/3

The National Council of Faiths and Beliefs in FE

[www.fbfe.org.uk](http://www.fbfe.org.uk)

National Prevent Strategy

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/97976/prevent-strategy-review.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97976/prevent-strategy-review.pdf)

#### **Safeguarding Adults**

Safeguarding Adult's Board – Safeguarding Team

[enquiries@northyorks.gov.uk](mailto:enquiries@northyorks.gov.uk)

Department of Health:

[www.gov.uk](http://www.gov.uk)

Safeguarding Adults

[www.northyorks.gov.uk/safeguarding](http://www.northyorks.gov.uk/safeguarding)

### Telephone Numbers

#### **North Yorkshire (all areas)**

**Tel.** 01609 780780

For young people and vulnerable adults

**e-mail** [social.care@northyorks.gov.uk](mailto:social.care@northyorks.gov.uk)

North Yorkshire LADO – 01609 532 477

#### **East Riding (all areas)**

**Tel:** 01482 395500

Open Mon 0 Fri 8.30am to 5.00pm

Emergency Duty Team (all other hours)

**Tel:** 01377 241273

**e-mail:** [children.socialcare@eastriding.gcsx.gov.uk](mailto:children.socialcare@eastriding.gcsx.gov.uk)

East Riding LADO – 01482 396 559

Samaritans	08457 90 90 90
Victim Support Helpline	0845 30 30 900
Women's Aid	0808 2000 247
Police	999
North Yorkshire Police(non-emergency)	101
Nuisance Call Advice	0800 661 441

### **Documents**

- DfE: [www.education.gov.uk](http://www.education.gov.uk)
- Working Together to Safeguard Children 2015
- Statement of Government Policy on Adult Safeguarding 2013
- Safeguarding Children and Safer Recruitment in Education
- Extended Work Experience and Child Protection - Supplementary Guidance
- Guidance for safer working practice for those working with children & young people in education settings – Safer Recruitment Consortium
- Keeping Children Safe in Education 2016
- Children & Families Act 2014
- <http://www.education.gov.uk>
- Strategy & Working Practice
- Information sharing – Guidance for Practitioners and Managers 2015  
[www.education.gov.uk](http://www.education.gov.uk)
- Multi-agency statutory guidance on female genital mutilation
- Counter Terrorism and Security Act 2015

**School Documents:** [www.n-yorks.net/protection](http://www.n-yorks.net/protection)

Guidance for Safe Working Practice for the Protection of Children and Staff in Education Setting

Guidance for Staff facing an Allegation of Abuse

Definitions and Thresholds for Managing Allegations against School Staff

Managing the Aftermath of Unfounded and Unsubstantiated Allegations

### **Training Materials**

Online Basic Awareness Training: [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk)

Whole School CP Training Materials: [www.n-yorks.net/protection](http://www.n-yorks.net/protection)  
[Valerie.hutchinson@northyorks](mailto:Valerie.hutchinson@northyorks).

## **8.0 Equality and Diversity Statement**

Selby College welcomes and celebrates equality and diversity. We believe that everyone should be treated equally and fairly regardless of their age, disability, gender, gender identity, race, religion or belief, sexual orientation and socio-economic background. We seek to ensure that no member of the College community receives less favourable treatment on any of these grounds which cannot be shown to be justified.

This document is written with the above commitment, to ensure equality and diversity is at the centre of working life at Selby College.

## **9.0 Fraud, Bribery & Corruption**

Selby College follows good business practice and has robust controls in place to prevent fraud, corruption and bribery. Due consideration has been given to the Fraud Act 2006 and the Bribery Act 2010 in the development/review of this policy document and no specific risks were identified.

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**Designated Staff Members**

**Senior Staff Member with Lead Responsibility for Safeguarding Issues**

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E-mail: hardyd@selby.ac.uk

**Operational**

Lorraine Stockdale, Schools Co-ordinator & IAG  
Tel: 01757 211113

E-mail: stockdalel@selby.ac.uk

**Senior Staff Member with Responsibility for 14-16 Provision**

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**Operational**

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