

# SAFEGUARDING POLICY

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# East Norfolk Sixth Form College Safeguarding Policy

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## FOREWORD

EN's Safeguarding Policy contains a specific section on the Prevent Agenda. 'Keeping Children Safe in Education' (3 September 2018) –contains information on what EN should do and sets out the legal duties with which EN must comply. It should be read alongside Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children. Please note as East Norfolk Sixth Form College is now designated as a 16-19 Academy as part of East Norfolk Multi Academy Trust (ENMAT) for the purposes of Keeping Children Safe in Education (2018), the College must comply with all guidance listed for 'schools.'

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## 1. Scope of this Policy

East Norfolk Sixth Form College is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers<sup>1</sup> together with visitors and contractors to share this commitment. This policy applies in full or in part to anyone working at the College or helping at the College including students, staff, parents, volunteers, governors, contractors, subcontractors and visitors. **This policy seeks to ensure that young people at East Norfolk study in a safe environment.**

## 2. Purpose of this Policy

The purpose of this Safeguarding Policy is to take every reasonable step to ensure that every student at East Norfolk Sixth Form College is safe and protected from harm through:

- Complying with the regulations and guidance as set out in **'Keeping Children Safe in Education September 2018'** to ensure the safe recruitment of staff, including volunteers, and undertaking DBS and Prohibition Order checks on such staff
- screening of contractors
- ensuring staff and-Trustees/Members understand their responsibilities
- annual training, with updates as and when relevant, and training for all new staff
- carrying out risk assessments of job roles, activities, trips etc.
- embedding a culture of vigilance and **maintaining an attitude of it could happen here**
- working with external agencies such as Children's Services and the Police
- recording and monitoring all safeguarding concerns and referrals on ProMonitor
- regular updating by all staff in their safeguarding knowledge in addition to formal training
- providing or referring young people for support as soon as a problem starts to emerge for example to the College Nurse or statutory agencies
- following up young people who have gone missing from education

East Norfolk Sixth Form College has a commitment to the health and wellbeing of both students and staff and fully recognises the contribution it can make to protect and support its students. This Policy is linked to the College's Strategic Plan and should be read in conjunction with all other policies, procedures that relate to the welfare and safeguarding of students including:

Teachers' Standards

East Norfolk Support Staff Standards

Prevent Duty and EN Prevent Strategy

Equality and Diversity Policy

Bullying and Harassment Policy & Procedure (Students)

Guidance notes for staff responsible for contractors/volunteers

Information Systems Security Policy and Codes of Practice

Recruitment and selection policy

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<sup>1</sup> The term volunteer also includes individuals who request a work shadowing placement

The Safeguarding Policy will be reviewed annually by Trustees and the Committee Members.

### **3. Background**

The safeguarding framework is designed to keep children, young people and vulnerable adults safe from a wide range of potential types of harm. Safeguarding also delivers preventative action and seeks to consider at all times what is in the best interests of that young person. Safeguarding and promoting the welfare of young people includes protection from harm but also considers accidental and non-accidental injury, safe use of technology and online communication, student attendance concerns where education is being missed (including referrals to the local authority where necessary), gaps in service to individuals seeking employment, and especially students with high needs and disabilities. The Policy sets out the College's response to the legal framework including our duties as an employer and our referral processes.

### **4. Legal Framework**

This Policy will give clear direction to staff and volunteers, and information to Trustees, Members, the public, visitors and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of our students. There are several relevant Acts, but it is the *'Keeping Children Safe in Education'* (September 2018) which contains information on what Colleges should do and sets out the legal duties with which Colleges must comply. It should be read alongside *Working Together to Safeguard Children* (March 2018): *A guide to interagency working to safeguard and promote the welfare of children* and *Prevent duty guidance* (July 2015).

### **5. Duty to Report**

5.1 All staff and volunteers have a duty to report in strict confidence to the Designated Safeguarding Lead or Deputy Designated Safeguarding Leads if they have cause for concern and therefore, using their common sense and experience, reasonably believe that an individual (employed, volunteer, student, visitor or anyone else at the College) for whatever reason has:

- Harmed a young person or vulnerable adult or is in the process of harming a young person or vulnerable adult
- Caused a young person or vulnerable adult to be harmed
- Put a young person or vulnerable adult at risk of harm
- Attempted to harm a young person or vulnerable adult
- Incited another person to harm a young person or vulnerable adult

Please note that this includes any potential harm to a young person as a result of any online activity.

5.2 Further detailed advice on these complex matters is available from the College's Safeguarding Leads. The Safeguarding Officer (Staff) in consultation with the Principal will not act on vexatious claims against a member of staff (see Allegations about Members of

Staff). If the allegation is about the Principal, a referral will be made to the Trustee/Member with responsibility for safeguarding.

5.3 The College has a legal obligation to report to the Designated Officer (previously known as LADO) if alleged behaviour:

- has harmed a student, or may have
- is a possible criminal offence
- indicates that the member of staff may be unsuitable to work with young people as they could pose a risk of harm

5.4 The College has a legal obligation to report to the Disclosure and Barring Service (DBS) any member of staff, volunteer or visitor to the College who, following investigation by the Safeguarding Lead, is shown to have harmed, abused, neglected, harassed or bullied any young person or vulnerable adult. In the case of a teaching member of staff, referral has to be made to the Teaching Regulation Agency (TRA). This executive agency is sponsored by the DFE (Department for Education) and is responsible for ensuring that in cases of serious professional misconduct teachers are barred from teaching.

Where harm may have been committed by employed staff or volunteers, the College has a duty to report under the criminal law of England. When an incident takes place and after investigation a report is made using the correct DBS form, the College is protected in law from prosecution due to breach of confidence or any other claim for damages by that individual.

## **6. Aims of this Policy**

- To safeguard against harm, by protecting and ensuring the health, safety and welfare of young people and vulnerable adults coming to the College for whatever reason, including visitors.
- To establish and maintain an ethos where our students feel safe, are encouraged to talk and are listened to. The views of students will be taken into account.
- To ensure that staff and volunteers know how to recognise a disclosure from a student and know how to report this.
- To ensure that any decisions taken or referrals are carried out in the best interests of the student.
- To set out the method of reporting information about any inappropriate activities of staff and volunteers which may cause concern to the College's Safeguarding Officer (Staff).
- To set out the roles and responsibilities of the Safeguarding Officer (Staff).
- To set out the legal requirements placed on the College.

## **7. Roles and Responsibilities**

It is the responsibility of every member of staff, volunteer and regular visitor to the College to ensure that they carry out the requirements of the policy and work in a way that will safeguard and promote the welfare of student at this College.

## 7.1 The Principal

The Principal has the overall strategic responsibility for safeguarding at the College and will, with the Deputy Designated Safeguarding Leads and Safeguarding Team, provide assistance to:

- Take the responsibility for promoting positive safeguarding procedures and practice within the organisation, including making staff aware of changes made to the Policy and/or Procedures as and when they occur.
- Receive information from, and offer advice to, staff, volunteers, children and young people, vulnerable adults, parents and carers about concerns relating to vulnerable adult or child protection issues, and maintain secure records of this information. These concerns may relate to any of the following areas: Physical Abuse, Emotional Abuse, Sexual Abuse, Neglect, Domestic Violence, Risk to self and/or others, Financial or material abuse, Forced Marriages, Female Genital Mutilation (FGM), Honour-Based Abuse, Child Sexual Exploitation, Peer on Peer Abuse, Radicalisation and other forms of exploitation.
- Assess this information promptly and take appropriate action.
- Be familiar with national and local safeguarding legislation and guidance, with procedures for referral to the local authority's children's or adult's services and police procedures for investigating abuse of children and vulnerable adults.
- Know how to contact, and establish links with the Local Safeguarding Children Board and the relevant people within children's and adult services or police.
- Assess the safeguarding development needs of all staff and volunteers, co-ordinate the training and maintain records including training in online safety.
- Keep all staff and volunteers informed of good practice and new legislation and guidance including their responsibility for providing opportunities for young people to develop the skills that they need to stay safe and to identify risks.
- Ensure that staff have the opportunity to contribute to and shape safeguarding arrangements and policy.
- Monitor the number of safeguarding concerns. Any records kept will be destroyed after 10 years in line with College policy.

The Principal will be supported in this role by the Deputy Principal and other designated staff. Designated staff will receive allegations of abuse and deal with the appropriate authorities particularly Children's Services, the LCSB (Local Children's Safeguarding Board) and the Police. Designated staff will receive the report of an allegation, suspicion or complaint from a student only where it does **not** involve a member of the College's staff.

Any information recorded with regard to an allegation of harm/abuse which does not involve an employee of the College will be stored electronically in the confidential area of ProMonitor. The information will only be shared within the College on a need to know basis and for the protection of the student. The student's confidential safeguarding notes will contain all safeguarding information.

## 7.2 Operation Encompass

At EN we are working in partnership with Norfolk Constabulary and Norfolk Children's Services to identify and provide appropriate support to students who have experienced domestic violence in their household; this scheme is called Operation Encompass. In order to achieve this, Norfolk Multi-Agency Safeguarding Hub will share police information of all domestic incidents, where one of our students has been present, with the Designated Safeguarding Lead(s). On receipt of any information, the DSL will decide on the appropriate support for the young person. All information sharing and resulting actions will be undertaken in accordance with the '*Norfolk Joint Agency Protocol for Domestic Abuse – Notifications to Schools*'. We will record this information and store this information in accordance with the record keeping procedures outlined in this policy.

## 7.3 Board of Trustees and Committee Members

The Trustees and Committee Members of East Norfolk Multi-Academy Trust are accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Trustees take collective responsibility to safeguard and promote the welfare of our students, we also have a named Trustee who champions safeguarding within the College.

The Board of Trustees will ensure that:

- The safeguarding policy is in place and is reviewed annually, is available publicly via the College website and has been written in line with Local Authority guidance and the requirements of the Norfolk Safeguarding Children Board policies and procedures;
- The College contributes to inter-agency working in line with *Working Together to Safeguard Children (2018)*;
- A member of staff from the Senior Management Team is designated to take the lead responsibility for safeguarding and child protection and that there is a deputy DSL(s) who is appropriately trained to deal with any issues in the absence of the Designated Safeguarding Lead (DSL), ensuring that there will always be cover for this role;
- All staff receive a safeguarding induction and are provided with a copy of this Policy and the staff Code of Conduct and will carry out their duties in accordance with this advice;
- All staff undertake appropriate child protection training that is updated annually and on-line safety training;
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;
- Safer recruitment practices are followed in accordance with the requirements of '[Keeping Children Safe in Education](#)' DfE (2018);
- They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

The Safeguarding Committee will receive regular safeguarding reports that will record the training that has taken place, the number of staff attending and any outstanding training requirements for the College. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or inductions given. It will not identify individual students.

7.4 Any cases which involve an allegation against a member of staff (including temporary staff, volunteers or contractors) or concerns or reports involving a member of staff should be reported to the Designated Safeguarding Lead (Principal).

7.5 The HR Department is responsible for recording that DBS and Prohibition Order checks have been carried out for staff and volunteers, and that clearance is received prior to employment. HR maintain a single central record of all staff, Trustees, volunteers and contractors marked to show all relevant information which will be available upon request for inspection by Ofsted Inspectors.

Line managers are responsible for notifying HR of any volunteers or contractors they are proposing to bring on to the College premises and for completing the relevant risk assessment where required including where volunteers attend trips or other visits. (see also 8.5)

Line managers using as and when/bank workers (e.g. invigilators) are responsible for ensuring that they do not bring onto site any as and when worker whose DBS clearance has expired. This information can be checked with HR administration.

7.6 The HR Department supports the Principal in all staff appointments, adheres to the requirements of the law and ensures that safe recruitment practices are followed.

## **8. Safer Recruitment and Selection**

8.1 The College pays full regard to the statutory guidance set out '*Keeping Children Safe in Education September 2018*'.

8.2 The College's recruitment policy and procedures ensure that all appropriate measures are applied in relation to everyone who works in the College, staff and volunteers, and staff employed by external partners / contractors, including:

- Verifying identity and academic, professional or vocational qualifications required for the role
- Obtaining two written references satisfactory to the College and checking previous employment history
- Obtaining a DBS Enhanced Disclosure with Barred List check for all new appointments to the College's workforce
- Obtaining a check of any prohibition through the Employer Access Online Service
- Keeping a single central record detailing the range of pre-employment checks carried out on staff
- In the case of contractors operating on College premises, requiring them to agree to and abide by safeguarding conditions set out by the College

- All newly appointed staff/volunteers will receive training on the Safeguarding Policy as part of their induction process. As and when workers will receive training within 3 months of being added to the register and before working with young people.

As the work at EN is in scope of regulated activity this means that:

- A barred person cannot be employed at EN
- It will be unlawful for a barred person to apply for a job
- EN will be required to obtain an Enhanced DBS Disclosure for the successful candidate that includes a check of the Children's Barred List or the Adult's Barred List as appropriate to the job applied for
- The DBS Disclosure will confirm whether or not the individual is barred from working in regulated activity with children or vulnerable adults, as appropriate to the job applied for

8.2 Safer Recruitment Training. At least one member of a recruitment panel must undertake safer recruitment training and training must be refreshed at least every 5 years in line with Norfolk County Council guidelines.

8.3 The College must give express permission for all volunteers (ref College Policy on Work Shadow Placements/Volunteers), trainee teachers, contractors, as and when workers and adults accompanying College educational visits. Staff must consult with HR or the Designated Safeguarding Lead in the first instance and failure to do so is likely to result in disciplinary action. Individuals in these categories cannot commence activity until a DBS check is produced, if required, and checked for suitability.

Staff are specifically NOT to invite any person of any age to the College to take part in College activities which might be considered to involve work tasks, without obtaining clearance. Visitors are not included in this as they are visiting not working but they must report to reception and wear a visitor's badge.

8.4 The College has a partnership arrangement with Norwich Community Sports Foundation (NCSF) and as part of this arrangement carries out DBS checks for suitability for all staff who will be working regularly on the premises and have contact with young people. If staff have any concerns about the conduct of any members of the NCSF Team then these should be referred to the Safeguarding Officer (Staff) who will follow the procedure in Appendix D and refer the matter to the Designated Safeguarding Officer at NCSF, Lacie Gibson [lacie.gibson@canaries.co.uk](mailto:lacie.gibson@canaries.co.uk) (01603 761122) who will agree who should refer to the LADO and next steps.

8.5 Managers with responsibility for site services should check with either the Designated Safeguarding Lead or the Safeguarding Officer (Staff) when planning maintenance, repairs or building development contracts. The new guidance states that arrangements should be in place to ensure that the contractor has obtained a barred list check and an enhanced DBS check for any of his/her staff who are working **regularly** in the premises with the opportunity for contact with young people. For contractors' staff who do not work regularly at the College, but may have contact, professional judgment can be used to decide whether to request a criminal records check and how far to supervise these workers. Contractors

who have not been checked by their employers will be supervised, where possible. Where advised that it is necessary to do so, the line manager is responsible for completing the relevant Safeguarding Risk Assessment located on SharePoint.

## 9. College Commitment and Training

9.1 The College recognizes that for young people, high self-esteem, confidence, supportive friends and clear lines of communication with trusted adults can help to prevent abuse. The College will therefore:

- Bring to the attention of College staff that there are **recognised formal procedures** to be followed when they become aware of an issue of concern relating to Safeguarding. All new staff will be provided with a copy of the Safeguarding Policy, Code of Professional Conduct and Part One and Annex A of *'Keeping Children Safe in Education'* (September 2018)
- Provide **clear operational guidelines** for College staff which state what action should be taken where there is a concern
  - Ensure that Safeguarding concerns and referrals are **handled sensitively**, professionally and in a way that serves the best interests of the young person
  - Ensure that there is always a Safeguarding Officer available on site or, in exceptional circumstances, by telephone

The care and wellbeing of all young people in College is of paramount importance. The College also takes seriously its legal responsibility with regard to issues of safeguarding.

9.2 The College recognises the positive contribution it can make towards protecting its students from radicalisation to violent extremism. The College will continue to empower its students to create communities that are resilient to extremism and will protect the wellbeing of particular students who may be vulnerable to being drawn into violent extremism or crime.

9.3 The College has a commitment to the ongoing training of all staff and in doing so will ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part one of *'Keeping Children Safe in Education'*. In order to achieve this we will ensure that:

- all members of staff will undertake appropriate safeguarding training on an annual basis in accordance with Norfolk Safeguarding Children Board advice and we will evaluate the impact of this training;
- all staff members receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance, Annex A of *'Keeping Children Safe in Education'* (2018) provides links to guidance on specific safeguarding issues such as Child Sexual Exploitation and Female Genital Mutilation. In addition, local guidance can be accessed via Norfolk

Safeguarding Children Board at [www.norfolkscb.org](http://www.norfolkscb.org) and within the Safeguarding Section of the Norfolk Schools website:

<http://www.schools.norfolk.gov.uk/safeguarding>.

9.4 The College recognises that our safeguarding responsibilities are linked to our responsibility to monitor student attendance and flag up any persistent absenteeism. Progress Mentors will regularly liaise with the Assistant Directors and the Designated Safeguarding Lead (or alternatives) to discuss any risks of abuse, neglect or sexual exploitation in relation to those students who are persistently absent, and action will be taken accordingly.

9.5 The College also recognises that there are certain times when students may be particularly vulnerable, and as such, need extra support. These include but are not limited to: students with family members in prison; students who are themselves involved in court proceedings; students with insecure housing or those who have been made homeless, and those who have been caught up in County Lines activity. In addition, Looked After Children (LAC) and those returning home following a period in care will need extra support.

## **10. College Policy on Confidentiality**

College staff cannot offer absolute confidentiality to students. There are clear situations when it is essential that staff share information with their colleagues and, in the case of abuse or concerns about radicalisation, with the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead for students. Such situations are:

- Where in your judgement there is or could be a risk of harm to the student or to others, or
- Where there is a clear breach of College rules, or
- Where there is information or evidence that a student under the age of 18 is being abused, or
- Where it is simply outside the scope of your experience to deal with the situation.

In situations which do not fit neatly into the above categories and when staff find themselves uneasy and confused about what action, if any, to take, they should discuss the situation with the Principal or Student Welfare and Safeguarding Lead who will help them to decide on a course of action.

## **11. Guidelines for all College Staff in Dealing with Disclosure of Abuse**

### **11.1 What is abuse?**

Child abuse is a term which describes all the ways in which a child's health and development are damaged by the actions or inactions of others.

## 11.2 Categories of abuse

The following categories of abuse are recognised for the purpose of the child protection register and concerns around any of these subjects must be referred to a Safeguarding Officer:

### **Emotional/Psychological Abuse - Action or inaction by others that causes mental anguish**

Emotional harm is the emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, 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. It may involve children witnessing aggressive, violent or harmful behaviour such as domestic violence. Some level of emotional harm is involved in all types of ill-treatment of a child, though it may occur alone. Grooming, harassment and inappropriate emotional involvement are all examples.

### **Physical Abuse - Any intentional physical contact that results in discomfort, pain or injury**

Physical harm may involve assaults including hitting, shaking, throwing, poisoning, burning or scalding, attempted drowning, attempted suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy. This may also include supplying drugs to children and inappropriate or unauthorised methods of restraint.

### **Sexual Abuse/Sexual Exploitation - Any form of sexual activity with a child under 18 years of age**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include 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. Downloading child pornography, taking indecent photographs of children and sexualised texting all fall into this category. Students within the Art department must not use life models under the age of 18, even with the full consent of the student and/or their parents/carers, as this could be considered child pornography.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. Grooming (preparing a child for future sexual activity through attention, gifts etc.) also constitutes sexual exploitation, even where no sexual activity has taken place. Staff who become aware of or suspect that a student is being sexually exploited should immediately report this to one of the College's Safeguarding Team.

### **Neglect - Failure to identify and/or meet care needs**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Domestic Violence – The witnessing of violence in the home**

Domestic Violence is 'any incident or pattern of controlling, coercive or threatening behaviour, violence or abuse between those who have been intimate partners, regardless of gender or sexuality.' Even though the young person may not be physically harmed themselves, witnessing the ill treatment of another can have a significant impact on their welfare. Up to 75% of Child Protection cases involve an element of domestic violence.

### **Peer on Peer Abuse**

Young people are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. This is most likely to include, but not limited to: bullying (including cyberbullying), gender-based violence, sexual assault and so-called 'initiation ceremonies'. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, and such abuse must always be taken seriously. Please see Appendix G for the procedure for dealing with bullying, harassment and abuse between peers. Please also see the East Norfolk Behaviour Policy (Students).

**Female Genital Mutilation (FGM)** – mutilation of the female genitalia as a 'rite of passage' FGM, also known as female circumcision, is when parts or all of the external female genitalia are removed or injured for no medical reason. Practiced widely across Africa, parts of the Middle East, South East Asia, Europe, and America, this process is believed to curb a woman's sexual urges to allow her to remain pure for her husband, amongst other reasons. Section 5B of the Genital Mutilation Act 2003 places a statutory duty upon teachers in England and Wales to report to the police where they discover that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. Further guidance and reporting procedures can be found at <https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information>

The above categories apply to all young people under the age of 18 and to adults who fall into the following regulated activity:

- The provision of relevant personal care in any setting to a person who needs the care because of age, illness or disability and includes physical care such as eating, drinking, toileting, washing and dressing

In addition, the following category applies to the above adults:

### **Financial Abuse - Usually associated with the misuse of money, valuables or property**

Unauthorised withdrawals from student's account, theft, fraud, exploitation, pressure in connection with wills or inheritance are all examples of financial abuse.

We recognise that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges; there may be an assumption that any mood change or injury relates to the disability, and the idea of abuse is dismissed too readily. Young people with SEN are also much more likely to suffer social exclusion, and tend to show a disproportionate response to bullying. Additionally, those with communication difficulties may not be able to express themselves well enough to explain any distress. Any concerns about potential abuse or suicidality must be taken very seriously.

The following categories apply to students of any age, and any concerns must be passed to a Safeguarding Officer. These categories will be included in any safeguarding induction or update:

#### **Forced Marriage – Forcing an individual to marry against their will**

A forced marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. The pressure put on people to marry against their will can be physical (including threats, actual physical violence and sexual violence) or emotional (for example, when someone is made to feel like they're bringing shame on their family).

#### **Honour-Based Abuse (or Violence)**

Physical or verbal abuse directed at a (usually female) member of the family or community who has been judged to have brought shame upon the other members. This can be in relation to the above categories; where an individual has refused to participate in a marriage or 'cutting' ceremony, but can also be punishment for perceived transgressions such as neglecting religious duties or conforming too much to Western standards.

The above categories apply to all young people under the age of 18 and to adults who fall into the following regulated activity.

- The provision of relevant personal care in any setting to a person who needs the care because of age, illness or disability and includes physical care such as eating, drinking, toileting, washing and dressing.

**11.3** If any member of staff or volunteer sees or hears something which could indicate that a student may be at risk of having been abused they must report it.

Staff have a professional responsibility to share information regarding **abuse** with the College's Designated Safeguarding Lead for Students or the Deputy Designated Safeguarding Lead.

**If a member of staff thinks that a student might be about to disclose abuse they must gently point out to the student that they are willing to listen but that they will have to inform someone else.**

Sometimes a student may 'blurt' out details of abuse, before you have a chance to explain your responsibility. Tell the student immediately that this information **must** be disclosed, but **only** to the Designated Safeguarding Lead or Deputy Lead at this stage.

## **DO**

**Listen** without interrupting. Do not lead or probe with questions. Remain calm and demonstrate interest and concern. Only ask questions if you are unclear what the student is saying (who, where, when, what, how, why).

- **Reassure** them that they have done the right thing in reporting their concerns and that confidences will be shared only with those who **HAVE** to know and that all guidance, advice and support possible will be given. This might include referring the student to a specialist agency (agencies) outside the College, where appropriate.
- **Explain** that you will have to record the conversation and that you have an obligation to report to one of the College's Safeguarding Team.
- **Record** as much detail as you can using the student's own words and using quotation marks. It should be factual. (Any observations of your own should be factual – e.g. Mary was crying).
- **Record** where and when the conversation took place and who was present. Staff with access to ProMonitor should record this in the Confidential Comments section; those who don't can record it by email, in a Word document or handwritten on paper, making sure they sign and date the document.
- **Reports** entered on ProMonitor are automatically sent to the College's Safeguarding Team; in the event of staff absence or the account being written in another format, contact one of the Team as soon as possible.

## **DO NOT**

Agree to keep the conversation secret

- Allow your shock or distaste to show
- Express any opinion
- Probe/ask for more information
- Make any negative comments about the abuser
- Make promises you cannot keep
- Go back and amend your notes, as they could be needed in the event of legal proceedings

## **REMEMBER**

The Safeguarding Team/Lead, having gathered and examined all relevant testimony and information, will decide whether to make a referral to Children's Services/Police. However, it is important to note that any staff member can refer their concerns to Children's Services directly. The College would expect that, should this happen, the member of staff will inform

the Designated Safeguarding Lead. No-one other than the Designated Safeguarding Lead or their Deputy should mount an investigation. An investigation may include questioning colleagues, students, carers, parents, volunteers and the complainant.

#### **11.4 Recording Incidents of Abuse**

The Designated Safeguarding Lead or Deputy Lead will use the Report form to record in detail the allegation of abuse being made by the complainant (refer to appendix B). This information will be used in consultation with Children's Services or the Police. The record will be kept in a confidential file in the Student Welfare office. Those involved in the disclosure will be asked to submit a written statement. The original concern should have been recorded in the confidential area of ProMonitor.

**Please do not discuss the details of the allegations with any staff who do not already know and who do not need to know.**

In the event of an incident occurring on College premises, the Designated Safeguarding Lead, Deputy or a Safeguarding Officer will contact the parents/carers of the student involved, unless this is not appropriate.

All records will be stored and destroyed in accordance with the College Data Protection Policy.

#### **REMEMBER**

If in doubt, the Designated Safeguarding Lead will advise. The new guidance has emphasized in Part One that

'If, at any point, there is a risk of immediate serious harm to a student a referral should be made to Children's Services immediately. Anybody can make a referral by contacting the relevant Local Authority. If the student's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point.'

### **12. Causes of concern other than abuse**

#### **12.1 Radicalisation - The 'Prevent' Agenda**

*Prevent* is one of four elements of CONTEST, the Government's Counter-Terrorism Strategy, which aims to stop people becoming terrorists or supporting terrorism. The *Prevent* duty guidance is also aimed at reducing the risk of \*radicalisation of vulnerable people by other groups, including some Animal Rights Groups and Far Right groups. Radicalisation is the process by which individuals come to support terrorism or violent extremism.

Young people and vulnerable groups are particularly targeted by groups who may promote violent extremist activity. College staff should be aware of signs of radicalisation and have the confidence to report their concerns to one of the College's Safeguarding Team.

The College will also promote the ethos of the 'Prevent' agenda by encouraging free and open debate but challenging extreme views. It will encourage, through its classroom

practice, themed events and induction activities, a respect for British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. The College will not host or allow its premises to be used by extreme groups and will seek to prevent the distribution of extreme literature.

The College has a legal responsibility to forbid the promotion of partisan political views in the teaching of any subject in the College and must take such steps as are reasonably practicable to secure that, where political issues are brought to the attention of students, they are offered a balanced presentation of opposing views. Promotion of any organisations linked to violent extremism is contrary to the values of the College and could constitute misconduct.

Whilst radicalisation is not usually considered a form of abuse, it sits firmly under safeguarding policies and procedures at East Norfolk. There is no typical profile for a person likely to become involved in extremism, or when they move to adopt violence in support of their particular ideology. Any concerns that a student is becoming radicalised and involved in an organisation which could ultimately harm the student and the community should be recorded on ProMonitor under Safeguarding in the confidential area. The Designated Safeguarding Lead, who is the point of contact for Prevent (or their alternate), will assess the concerns and decide if a referral to the CADS team is appropriate, consulting with the regional Prevent Co-ordinator as necessary. Contact details and referral pathways can be found in Appendix E. In some cases, the CADS Team may refer the case on to the Channel panel; this is a multi-agency approach to identify and provide support to individuals who are at risk of being drawn into terrorism.

The College will provide appropriate support through its own staff or by referral to external agencies, for any student who, through changes in behaviour and language, is showing signs of radicalisation or violent extremism.

\* radicalisation is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that (1) reject or undermine the status quo or (2) reject and/or undermine contemporary ideas and expressions of freedom of choice.

### **13. Allegations about members of Staff**

Allegations about members of staff will be considered as part of this policy and with reference to the guidance for Keeping Children Safe in Education (2018) pages 50-61.

#### **13.1 Reporting**

Any member of staff receiving an allegation of abuse or any another inappropriate activity that might suggest that another member of staff, volunteer, subcontractor, contractor or volunteer is not suitable to work with children or young people by another member of staff **must** report it immediately to the Safeguarding Officer (Staff) or the Principal, unless the Principal is the person against whom the allegation is made, in which case the report should be made to the Safeguarding Officer (Staff) who will report it to the Chair of Trustees. The member of staff reporting the allegation of abuse must complete the confidential Safeguarding Concern Form - Incident involving Member of Staff (Appendix C). Any member of staff who does not feel comfortable to raise their concerns with the Principal,

Safeguarding Officer for Staff or the Chair of Trustees should contact the Designated Officer (previously LADO) on the appropriate number. The NSPCC Helpline is also available for staff who do not feel able to raise child protection concerns internally. Details of the NSPCC Helpline and contact details for the LADO can be found in Appendix E.

The Designated Safeguarding Lead should make an initial assessment of the allegation, consulting with the Safeguarding Officer (Staff). Where it is alleged that the staff member has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

The matter should be reported immediately to the Designated Officer (LADO) who will advise accordingly. The Designated Officer (LADO) can be contacted on 01603 223473.

It is important that the Designated Safeguarding Lead or their alternate does not investigate the allegation. The initial assessment with the Designated Officer (LADO) should be on the basis of the information received and is a decision whether or not the allegation warrants further investigation.

Potential outcomes of allegation investigations are:

- **Substantiated:** there is sufficient evidence to prove the allegation;
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
- **False:** there is sufficient evidence to disprove the allegation;
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

In some cases 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 child. The matter should be addressed in accordance with the College disciplinary procedures.

### **13.2 Enquiries and Investigations**

Safeguarding enquiries by Children's Services 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 child 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.

The College shall hold in abeyance its own internal enquiries while the formal police or social services investigations proceed; to do otherwise may prejudice the investigation. Any internal enquiries shall conform to the existing staff disciplinary procedures.

In line with Safeguarding Children in Education (2018 page 43) if the College has concerns about an existing staff member's suitability to work with children, the College will carry out all relevant checks as if the person were a new member of staff.

If there is an investigation by an external agency, for example the police, the Designated Safeguarding Lead should normally be involved in, and contribute to, the inter-agency strategy discussions. The Designated Safeguarding 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. The Designated Safeguarding Lead, working with the HR Adviser, shall advise the member of staff that he/she should consult with a representative, for example, a trade union or other professional association and will advise them of the support available to them. Confidential support will also be offered to any staff who are involved in the case and may be called as witnesses.

Subject to objections from the police or other investigating agency, the Designated Safeguarding Lead 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 making the allegation have been informed that the allegation has been made and what the likely process will involve. N.B. even if a student is over 18 and refuses to give permission to contact the parent/carer the College may decide that they have a duty of care to overrule the student's wishes.
- 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 Chair of Trustees of the allegation and the investigation.

The Designated Safeguarding Lead shall keep a written record of the action taken in connection with the allegation.

In addition to referral to external agencies, the College will follow its internal disciplinary procedures (refer to the Disciplinary Policy and Procedure).

### **13.3. Suspension from work**

Suspension is not automatic. If the Principal, Deputy Principal and/or the HR Adviser make a decision to suspend a staff member or volunteer from entering the College premises or taking part in any College activity, while an investigation is taking place, then the following principles will apply.

Depending on the circumstances of the allegation it may be possible to temporarily redeploy the individual to another role or to work from home whilst the investigation is being conducted. However, this may not be practicable and in such a case suspension must be considered.

Suspension should only occur for a good reason. For example:

- Where a young person 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 e.g. to preserve evidence, to protect witnesses/victims

Suspension will be in accordance with the ACAS Code of Practice. It should only be imposed after careful consideration and should be kept under review to ensure it is not unnecessarily protracted. It must be made clear to the member of staff that suspension is not an assumption of guilt and is not considered a disciplinary sanction. Suspension will be with pay.

Prior to making the decision to suspend, the Designated Safeguarding Lead (or Chair of Trustees) should interview the member of staff. This should occur with the approval of the appropriate agency. In particular, if the police are engaged in an investigation the officer in charge of the case should be consulted in advance.

The member of staff should be advised to seek the advice and/or assistance of his/her trade union and should be informed that they have the right to be accompanied by a workplace colleague if they are not a member of a trade union. It should be established that the member of staff is aware of the nature of the allegation and that consideration is being given to suspension. It should be made clear that the interview is not a formal disciplinary hearing, but for the purpose of raising a serious matter which requires further investigation and may lead to suspension and disciplinary procedures.

During the suspension interview, the member of staff should be given as much information as possible, in particular the reasons for any proposed suspension, provided that doing so would not interfere with the investigation into the allegation. The interview is not intended to establish the member of staff's innocence or guilt. The member of staff should be given the opportunity to consider any information given to him/her at the suspension meeting and prepare a response for a future meeting.

If the Designated Safeguarding Lead (or Chair of Trustees if the allegation is about the Principal) 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, shall be despatched as soon as possible, and ideally within one working day.

Where a member of staff is suspended, the Principal (or Chair of Trustees if the allegation is about the Principal) should address the following issues:

- The Chair of Trustees and the Trustee for Safeguarding should be informed of the suspension as soon as possible.
- Where the Principal has been suspended, the Chair or Vice Chair of Trustees will need to take action to address the management of the College.

- 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 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.
- The suspended member of staff should be offered appropriate welfare support during the period of suspension. He/she should also be provided with information on progress and developments in the case at regular intervals as well as on current work-related issues.
- The suspension should remain under review in accordance with the College's procedures.

#### **13.4 The Disciplinary Investigation**

The investigation should be conducted in accordance with the existing staff disciplinary procedures.

The member of staff should have been informed of:

- The allegation against him/her at the suspension meeting and
- his/her entitlement to be accompanied or represented by a trade union representative or workplace colleague.

Where the member of staff has been suspended and it is subsequently decided that 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.

The student(s) making the allegation and/or their parents/carers should be informed of the outcome of the investigation and proceedings. This should occur prior to the return to College of the member of staff (if suspended).

The Principal should give consideration to what information should be made available to the general population of the College, maintaining confidentiality as far as practicable.

#### **13.5 Allegations without Foundation**

False allegations may be indicative of problems of abuse elsewhere. A record should be kept and consultation should occur with the Local Children's Safeguarding Board in order that other agencies may act upon the information. Malicious allegations made by a student could lead to disciplinary procedures against the student.

In consultation with the Designated Safeguarding Officer for Staff and/or the Designated Governor, the Principal/Designated Safeguarding Lead shall:

- Inform the member of staff against whom the allegation is 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 that the allegation has been made and of the outcome.
- Where the allegation was made by a student other than the alleged victim, consideration to be given to informing the parents/carers of that student.
- 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.

Where a malicious/unfounded allegation is made by a member of staff against another member of staff this is likely to be the subject of formal disciplinary action.

### **13.6 Records**

It is important that documents relating to an investigation are retained in a secure place, together with a written record of the outcome. If disciplinary action is taken, details are retained on the member of staff's personal and confidential file for the period in which the disciplinary penalty remains "live".

If a member of staff resigns before the final disciplinary process is completed, he/she should be informed about the College's statutory duty to inform the Disclosure and Barring Service under the referral procedures. Resignation will not prevent a prompt and detailed report being made to the Disclosure and Barring Service in appropriate circumstances.

### **13.7 Monitoring Effectiveness**

Where an allegation has been made against a member of staff, the Designated Safeguarding Lead 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 the College's procedures and/or policies and/or which should be drawn to the attention of the LCSB. Consideration should also be given to the training needs identified as a result of the process.

## **14. Guidance for Staff**

Relevant conduct is any conduct that:

- endangers a child or vulnerable adult, or is likely to endanger a child or vulnerable adult;
- If repeated against or in relation to a child or vulnerable adult, would endanger them or would be likely to endanger them;
- That involves sexual material relating to children (including possession of such material);
- That involves sexually explicit images depicting violence against human beings (including possession of such images), if it appears to the DBS that the conduct is inappropriate; or
- Of a sexual nature involving a child or vulnerable adult, if it appears to the DBS that the conduct is inappropriate.

All staff must follow the College's Code of Professional Conduct and Social Media Policy in order to avoid inadvertently entering into a vulnerable situation that could be open to misinterpretation. New staff are provided with a copy of the Code of Professional Conduct, and this is also covered in the Safeguarding induction for new staff.

### **15. Work Experience**

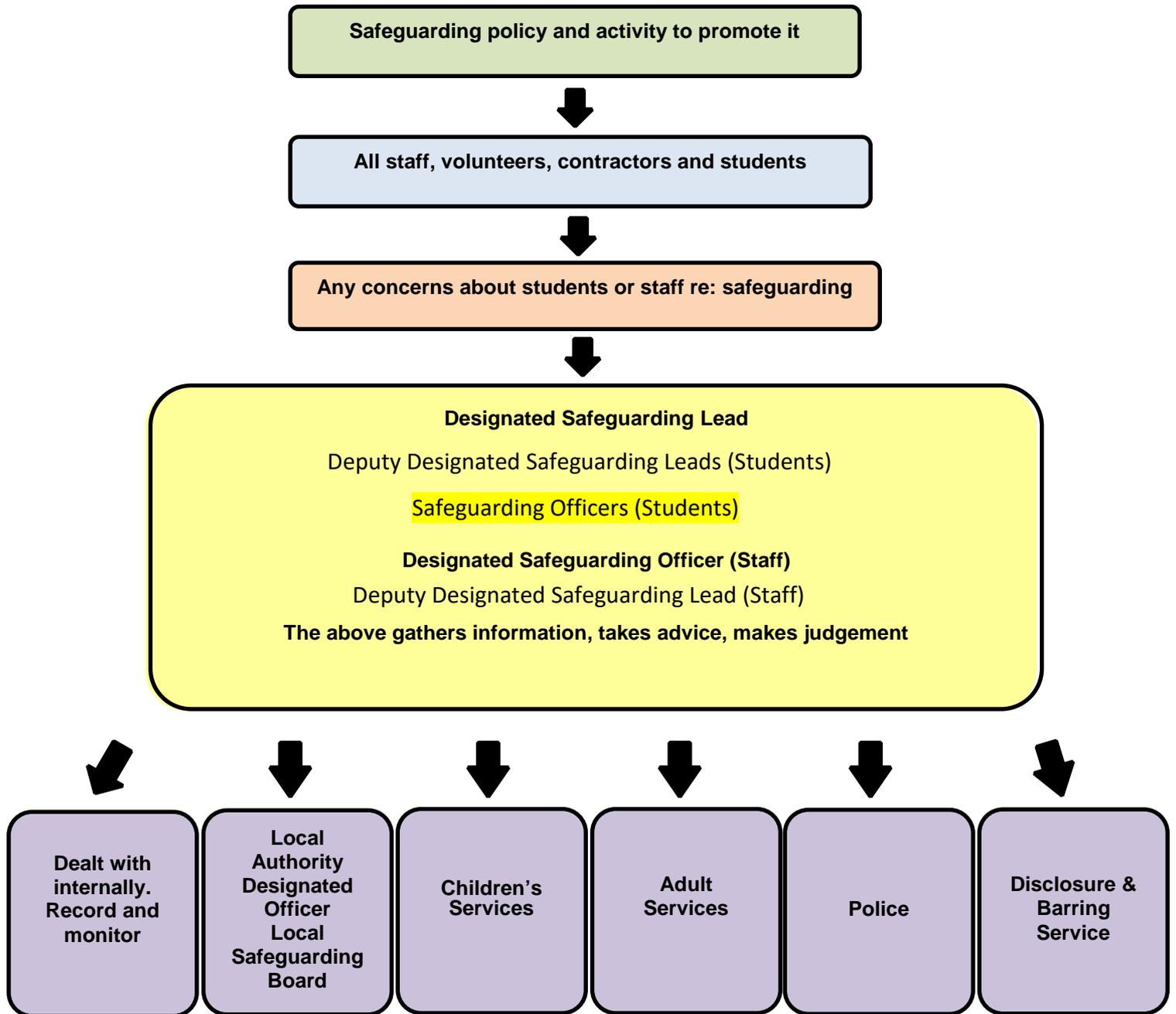
College students who are engaged in regulated activity, organised as part of their studies, will be required to undergo a full enhanced DBS check. Courses falling into this category include: Sports Coaching Awards and Health and Social Care in the context of work experience. However, there will be other students who, due to the requirement of certain university degree courses, request a work placement that necessitates a DBS check.

### **16. Statutory Framework**

This policy has been devised in accordance with the following legislation and guidance:

- [‘Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children’](#), DfE (2018)
- [‘Keeping Children Safe in Education’](#), DfE (2018)
- [Norfolk Safeguarding Children Board](#) procedures
- [Norfolk Safeguarding Children Board Protocol : Allegations Against Persons who Work with Children](#)
- [Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings](#) (October 2015).
- [‘What to do if you're worried a child is being abused’](#), DfE (March 2015)
- [‘Information Sharing: Advice for practitioners’](#), DfE (March 2015)
- [‘The Prevent duty: Departmental advice for schools and childcare providers’](#), DfE (2015)
- [‘Mandatory Reporting of Female Genital Mutilation - procedural information’](#), Home Office (October 2015)

## Designated Person Flowchart



<b>Report Form for Safeguarding Concerns</b>		
<p>The contents of this form and the discussions leading to its completion must remain confidential and should not be discussed with any members of staff, students or personal acquaintances other than the Safeguarding Officers.</p> <p>Immediately after completion, it should be passed to a Safeguarding Officer.</p>		
<b>Full Name of Student</b>	<b>Date of Birth</b>	<b>Your Name and Position</b>
<p><b>Nature of Concern/Disclosure (to be completed by referring staff member):</b>                      Please give as much detail as possible, using the student’s own words where relevant (please continue on another sheet and attach to this form if necessary).</p>		
<p>Is the student aware of this referral?    Yes / No</p>		
<p><b>Signed:</b></p> <p><b>Print Name:</b> <span style="float: right;"><b>Date:</b></span></p>		
<p><b>Name of Safeguarding Officer receiving report:</b></p>		

**Confidential**

**Safeguarding Concern Form – Incident Involving Member of Staff**

Is this referral concerning a 16-18 year old student?  Yes  No

Is this referral concerning a Vulnerable Adult (18 years or over)?  Yes  No

**1. Staff Details – HR complete shaded areas**

Name of Member of Staff		Female <input type="checkbox"/>	Male <input type="checkbox"/>	DOB	
Staff Number		Start date at the college			
Staff Address					

**2. Student(s) Details**

Name of Student		Female <input type="checkbox"/>	Male <input type="checkbox"/>	DOB	
Course Studied		Tutor Group			
Student Address					

Name of Student		Female <input type="checkbox"/>	Male <input type="checkbox"/>	DOB	
Course Studied		Tutor Group			
Student Address					

**3. Disclosure Details**

Name of staff completing the form		Name of any other staff involved	
Day and date of disclosure	Time of disclosure	Place of disclosure	

**Please describe the nature of the Incident/concern including relevant background in as much detail as possible. Please try to record student’s words (or what you have observed) as accurately as possible.**

*Please continue if necessary on a separate sheet and attach*

Signature of Member of Staff completing the form By signing this form you are agreeing that this is a true record of events	
--	--

**4. Please describe the action you have taken:**

Referred to Designated Safeguarding Lead (this must happen within 24hrs, or 6 hours if you believe there to be a serious risk)

Designated Safeguarding Lead action:

<input type="checkbox"/>	Referred to Designated Officer (LADO)
<input type="checkbox"/>	Referred to Police
<input type="checkbox"/>	Referred to Channel
<input type="checkbox"/>	Referred to Children's Services

**5. If under 18 or Vulnerable Adult**

Date referred to Designated Officer (LADO - Local Authority Designated Officer)	
Referred by:	
Principal notified	<input type="checkbox"/> Yes <input type="checkbox"/> No
Designated Officer discussion/advice/outcome	

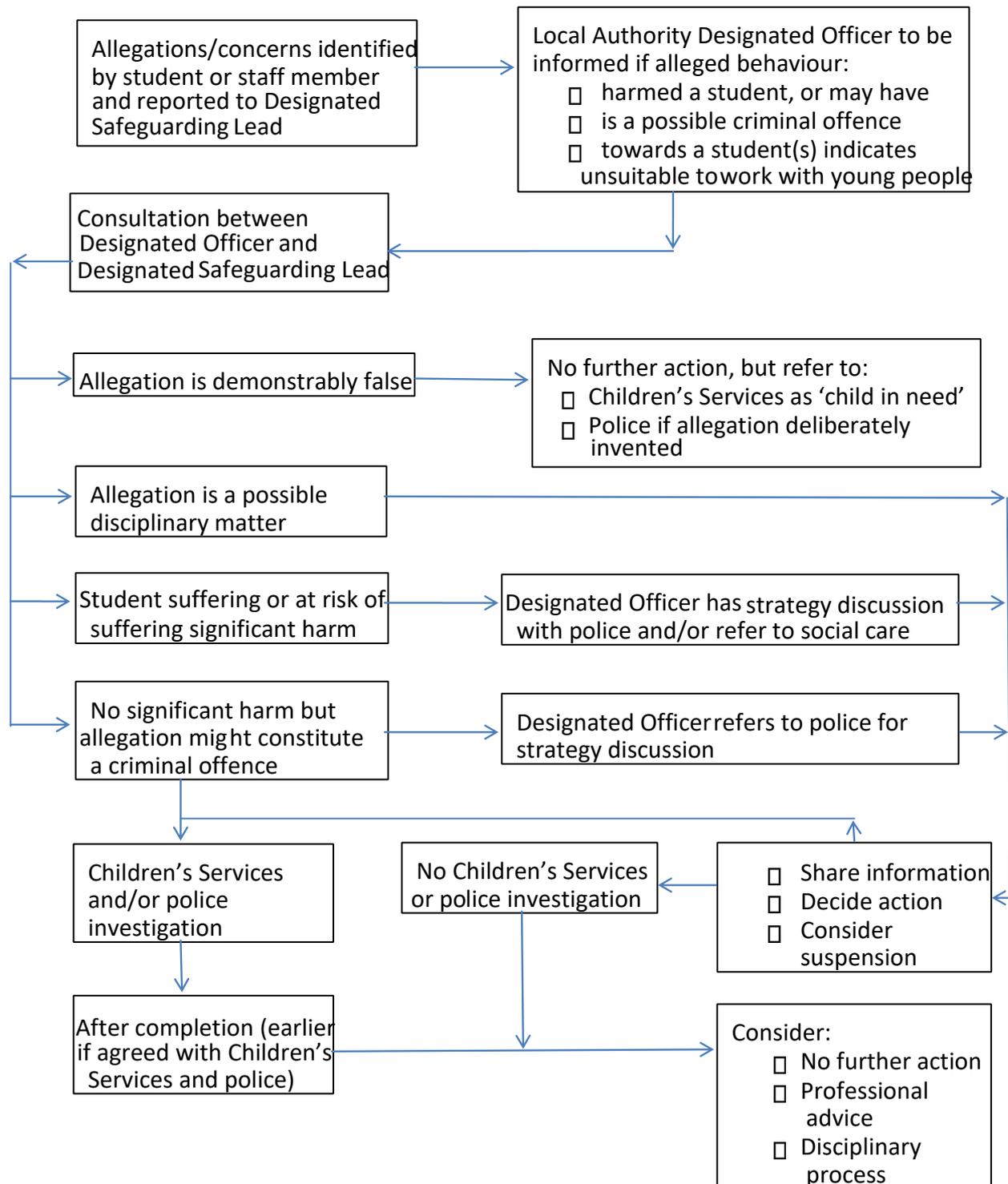
**6. For Admin use only**

Signature of Designated Safeguarding Lead or Case Manager: By signing this form you are agreeing that this is a true record of events	
Date:	
Review Date and update on concern	

## Appendix D

### Allegation against a member of staff

Guidance on what to do if an allegation is made against a member of staff or if a staff member observes something of concern relating to a colleague and student(s)





### Children's Advice and Duty Service (CADS) – what to do if you need to make a call

If you are a professional concerned about a child in Norfolk and want to speak to someone, you can call the Children's Advice and Duty Service, on our direct line 0344 800 8021. If you are a member of the public you can do this through our Customer Service Centre on 0344 800 8020. You may wish to refer to the FAQ's to help you prepare for the conversation.

For any call raising concerns about a child, CADS will ask:

- all of the details known to you/your agency about the child;
- their family composition including siblings, and where possible extended family members and anyone important in the child's life;
- the nature of the concern and how immediate it is;
- Any and what kind of work/support you have provided to the child or family to date.

They will also need to know where the child is now and whether you have informed parents/carers of your concern.

Notice to callers:

- Preparing for the conversation: please see the tools developed by the CADS to support communication. This includes, FAQs and a flow chart. Please remember to record your concerns for your internal audit trail.
- Consent: It is good practice and the expectation that you seek consent from parents. We acknowledge that there are occasions when to do so could put a child at risk or undermine the investigation into a serious crime. In these instances, we would accept a call without consent from the parents. Reasons for not seeking consent should be clearly stated when speaking with CADS and recorded on internal systems for your records.

For more information see the Norfolk Threshold Guide

**Children's Advice and Duty Service (CADS)**

**Call: 0344 800 8021**  
**8am-8pm (Mon-Fri)**

**Out of hours: 0344 800 8020**  
**In an emergency call 999**

Navigation icons: up arrow, down arrow, 1 of 1, search, refresh, and another search icon.

[NSPCC whistleblowing helpline](#) is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

**Appendix F**

**Operation Encompass Notification Form**

**Record of notification form**

<b>Police reference number:</b>		<b>Date:</b>	
<b>Name of child/ren &amp; Date of birth:</b>			
<b>Date and time of incident:</b>			
<b>Circumstances of incident:</b>			
<b>Addition school information:</b>			
<b>Actions taken by the school:</b>			
<b>Voice of the child:</b>			
<b>Name:</b>			
<b>Signature:</b>			

## Safeguarding Reporting Procedures: Norfolk

### **Childrens Advice and Duty Service (CADS)**

The number below can be used for referrals and professional consultations and further videos and information notes and forms are also available through the link below

**Telephone:** 0344 800 8021 (8am – 8pm Mon-Fri)

**Out of Hours** 0344 800 8020 – in an emergency call 999

For further guidance about making referrals, please see The Norfolk Threshold Guide: A Framework for Making Decisions <http://www.norfolkscb.org/people-working-with-children/threshold-guide/>

### **Designated Officer (Previously Local Area Designated Officer)**

Referral or consultation forms can be found here

<http://www.norfolkscb.org/people-working-with-children/nscb-forms/>

Completed forms should be sent to [LADO@norfolk.gov.uk](mailto:LADO@norfolk.gov.uk)

The telephone number for the LADO Team is 01603 223473.

If any member of staff has concerns they don't feel able to raise with the College's DSL or alternate Safeguarding Officers, they may contact the NSPCC

**NSPCC Helpline:** 0800 028 0285 **Email:** [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### **Prevent**

Prevent referrals need to be made on a VTR (Personal Vulnerable to Radicalisation) Form:

[www.norfolkscb.org/wp-content/uploads/2016/.../NORFOLK-VTR-Apr-20161.docx](http://www.norfolkscb.org/wp-content/uploads/2016/.../NORFOLK-VTR-Apr-20161.docx)

If you are unsure if something warrants a referral, you can discuss it informally with:

**PC 444 Donna Flannagan**

Prevent Officer

Eastern Region Special Operations Unit (Norfolk)

07779434626

[flannagand@norfolk.pnn.police.uk](mailto:flannagand@norfolk.pnn.police.uk) or [prevent@norfolk.pnn.police.uk](mailto:prevent@norfolk.pnn.police.uk)

## Safeguarding Reporting Procedures: Suffolk

### **Suffolk MASH (Multi-Agency Safeguarding Hub)**

For a professional consultation, phone **0345 6061499**

If you have an immediate safeguarding concern you should contact Customer First on: **0808 800 4005**  
(24 hours)

MARF (Multi-Agency Referral Form) and Guidance Notes can be found at:

<http://suffolkscb.org.uk/procedures/forms/>

Completed forms can be returned by:

**Email:** [customer.first@suffolk.gov.uk](mailto:customer.first@suffolk.gov.uk)

**Post:** Customer First, PO Box 771, Needham Market, IP6 8WB

For further guidance about making referrals, please see <http://suffolkscb.org.uk/procedures/referring-concerns-to-social-care/>

### **Designated Officer (Previously Local Area Designated Officer)**

Referral forms can be found here

<http://suffolkscb.org.uk/assets/files/2016/2015-08-17-LADO-Referral-form.doc>

Completed forms should be sent to [LADOCentral@suffolk.gcsx.gov.uk](mailto:LADOCentral@suffolk.gcsx.gov.uk)

The telephone number for the LADO Team is 0300 123 2044

If any member of staff has concerns they don't feel able to raise with the College's DSL or alternate Safeguarding Officers, they may contact the NSPCC

**NSPCC Helpline:** 0800 028 0285 **Email:** [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### **Prevent**

Prevent referrals need to be made on a VTR (Personal Vulnerable to Radicalisation) Form. Forms and Guidance Notes can be found here (scroll down to 'Prevent'):

<http://suffolkscb.org.uk/procedures/lscb-policies-guidance-and-protocols/>

Completed referrals should be emailed to the MASH Team at: [MASH@suffolk.pnn.police.uk](mailto:MASH@suffolk.pnn.police.uk)

If you are unsure if something warrants a referral, you can discuss it informally with:

#### **PC 1580 Faruk Ullah**

Prevent Officer

Eastern Region Special Operations Unit (Suffolk)

01473 613888 extension 5490

07816 286978

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#### **Appendix G**

## **Bullying and Harassment Procedure (Students)**

### **1. Aims**

All complaints about bullying and harassment are taken seriously and will be dealt with quickly and with respect for all involved. Students who report these incidents should be assured that they will be supported. We recognise that teaching staff and those responsible for supervising or dealing with students may need training in order to address behaviour that arises from ignorance and will provide anti-bullying/harassment training and awareness raising for all new staff and refreshers at least every three years.

### **2. Requirements for Implementation**

A variety of methods will be used to promote the anti-bullying message to College students and to give them the confidence to know that they should report any incidents to a member of staff. These methods may include:

- Student induction talks and bullying awareness tutorials embedded in the tutorial programme
- Anti-Bullying Week promoted across college every year
- Equality and Diversity promoted throughout the college
- Posters, Student Handbooks and materials on Moodle
- Safe and varied ways for students and staff to report bullying
- Internet safeguarding protection such as Smoothwall

### **3. The College's commitment regarding bullying or harassment of students**

Bullying or harassment of any kind is unacceptable. East Norfolk Sixth Form College is committed to providing a friendly, supportive and safe environment for all of our students to promote successful learning. While the College is not directly responsible for dealing with bullying or harassment which is perpetrated by people not associated with the college, members of staff will endeavour to provide appropriate support to victims and help them to make referrals to relevant outside agencies.

### **4. What is Bullying and Harassment?**

**Bullying** - the College defines bullying as the misuse of power or position through on-going and persistent behaviour intended to harm an individual physically or mentally or emotionally.

**Harassment** - the College defines harassment as a situation in which, on any grounds (e.g. race, class, gender, age, sexual orientation, appearance or beliefs) a person engages in conduct which is unwanted, unreasonable and offensive to the recipient. This could be persistent behaviour over a period of time or a single incident.

Action will be taken against all forms of bullying (there may be other examples which are not included in the following list):

**Physical:** Pushing, punching, kicking, tripping, spitting, hitting, sexual assault or any use of violence.

**Emotional:** excluding, tormenting (e.g. hiding books, threatening gestures)

**Verbal:** Humiliating a person through name calling and using insulting names or comments, mockery, making offensive remarks, threatening.

**Indirect:** Spreading rumours whether true or not, graffiti, defacing property, display of inappropriate material, negative eye contact.

**Cyber:** Any form of bullying using a mobile phone or internet chat rooms, social networking sites, instant messaging, e-mail or other websites or misuse of associated technology e.g. camera and video facilities.

**Sexual:** Unwanted physical contact or sexually abusive comments.

**Homophobic:** Because of, or focusing on the issue of sexuality

**Harassment:** Harassment covers a wide range of offensive behaviour. It is commonly understood as behaviour intended to disturb or upset. In the legal sense, it is behaviour which *is* found threatening or disturbing. It is also commonly related to discriminatory behaviour linked to: age, disability, gender reassignment, race, religion or belief, sex, sexual orientation.

Other acts that could be seen as bullying (particularly as part of an on-going pattern of behaviour against a victim):

Making threats against someone

- Damaging or taking someone's belongings deliberately
- Trying to force someone to do something they don't want to do (including acts of a sexual nature)

## 5. Signs and Symptoms

A student may indicate by signs or behaviour that they are being bullied. Staff should be aware of these possible signs and should investigate if a student:

- is frightened of walking to or from college
- doesn't want to go on the college/public bus
- changes their usual routine
- is unwilling to come to college
- begins missing lessons
- becomes withdrawn, anxious or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- feels ill in the morning
- has possessions go "missing"
- asks for money or starts stealing (to pay bully)
- has lunch or other monies continually "lost"
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is bullying other students
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above

## 6. Responsibility for Anti-Bullying

Every member of the College community, including visitors and contractors has the responsibility to behave in ways which prevent bullying. The College recognises bullying as when a person (or persons), including suppliers, contractors and visitors, intentionally hurts, persecutes or intimidates an individual or group. Assault and sexual assault come within this definition.

## **7. Procedure for Dealing with Bullying and Harassment**

Complaints of bullying and harassment need to be handled in a sensitive manner. The procedure, therefore, seeks to ensure minimal stress for the complainant, timely resolution of complaints and a degree of flexibility appropriate to individual circumstance.

### **7.1 Bullying and Harassment by another student or students.**

If a student reports being bullied or harassed by another student or students to a member of staff:

- the member of staff should listen carefully, write down the incident as fully as possible, and refer it immediately to the student's Personal Tutor or Progress Mentor.
- The relevant person (this may be the Progress Mentor or Assistant Director) will then interview the alleged victim, and with their consent, the alleged perpetrator, and any witnesses to the incident/s, and will make a decision about appropriate action, taking into consideration the views of the victim.

Parents/carers of both parties will be involved as appropriate.

#### **Support for the Victim**

It is very important that the victim, who may have taken a very brave step in coming forward, is appropriately supported through all the stages of the investigation. College counsellors, other pastoral staff and outside agencies may be used as appropriate.

#### **Support for the Perpetrator**

It is important that where an allegation is found to be true the perpetrator is, given the chance to change their behaviour. The College recognises that bullies have often been victims themselves in the past or in other contexts and therefore may also need support. They may be referred to college counsellors or outside agencies as appropriate. It may be appropriate to attach conditions about, for example, working with their Progress Mentor or seeing a counsellor to their continuance at college.

The College recognises that bullying can have a profound effect on individuals and will seek to find an appropriate resolution to any potentially harmful situations. In cases of ongoing bullying, we will endeavour to keep the victim and perpetrator apart wherever possible. This may take the form of swapping classes or tutor groups, allocating certain parts of the College to each individual or making small adjustments to timetables.

This procedure will be reviewed annually as part of the review of the Safeguarding Policy through committees and the Governing Body and ENMAT Trustees