

# Safeguarding Policy, Guidelines and Procedure

<b>Owning Strategy:</b> Safeguarding Strategy	<b>Related Strategies:</b> Health & Safety Strategy
<b>Relevant to:</b> All Sheffield College Employees and Students	

*Office Use only:*

<b>Corporate Intranet Family:</b>	<b>Approval Board/ Committee/Group:</b> Safeguarding Board Governing Body  Executive Owner: Deputy CEO- Curriculum, Quality and Assessment	<b>Approval/ Re-approval Date:</b> September 2020	<b>Implementation Date:</b> September 2019	<b>Next Review Date:</b> July 2020
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## New Policy or Substantive Policy Review

Version	Date	Policy Development Agreed by	Policy Development Author	Draft Policy Verified by	Policy Approval
V3	September 2019	Deputy CEO – Curriculum, Quality and Assessment	Assistant Principal Student Experience	Safeguarding Board	Safeguarding Board

<b>Rationale for new or substantive policy review</b>	Revised Publication of Keeping Children Safe in Education 2018
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*Please make explicit if change/review relates to procedures, guidelines and associated documents only*

## Periodic Policy Review / Change History

Version	Date of Review / Revision	Description of Change	Reviewed By	Approved By
V2	September 2018	<ul style="list-style-type: none"> <li>Guidelines section (pg21) added in section on peer on peer abuse</li> <li>Procedures section (pg 27) inserted information regarding new ESFA requirement to report safeguarding concerns in relation to Apprenticeship provision</li> <li>Within Designated Safeguarding Lead responsibilities included about Care leavers and transferring of safeguarding files</li> <li>Procedures section (pg27) paragraph added for Host family responsibility</li> <li>Guideline section (pg31) section added for teachers responsibility on new reporting rules for FGM disclosures</li> <li>Guideline section (pg31) section added for the responsibility of the Head of Information, Technology &amp; Development</li> </ul>	Head of Safeguarding	Safeguarding Strategic Board
V3	September 2019	<ul style="list-style-type: none"> <li>Work Placement updated to Work Related Activity (pg 5)</li> <li>Sheffield Safeguarding Childrens Board amended to Sheffield Children’s Safeguarding Partnership</li> <li>Section added on multi-agency working to reflect new safeguarding partner arrangements in line with Keeping Children Safe in Education guidance (pg 14)</li> <li>Reference to upskirting added In line with Keeping Children Safe in Education guidance (pg 21)</li> <li>New paragraphs included on serious violence in line with Keeping Children Safe in Education guidance (pg 21)</li> <li>Section added on visible ID in college (pg 26)</li> <li>Inclusion of action to take in the event of a</li> </ul>		

		student death added under responsibilities for Assistant Principal Student Experience and Employees		
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Announcement on hub <input checked="" type="checkbox"/> College newsletter <input type="checkbox"/> SLT meeting <input type="checkbox"/> External website <input checked="" type="checkbox"/>	SLT email <input checked="" type="checkbox"/> All staff email <input type="checkbox"/> Cascade brief <input checked="" type="checkbox"/> Training needed (specify who) <input type="checkbox"/>
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## 1. POLICY STATEMENT

The Sheffield College places the highest importance on safeguarding, and the safety and well-being of students is paramount in all College activities. Furthermore, the College recognises that employees/volunteers and students have an important role to play in safeguarding, in particular the welfare of young people and vulnerable persons and preventing abuse and/or harm. Sheffield College also acknowledges that at any time any person could be classed as ‘vulnerable’.

The College has a statutory duty placed on it by Keeping Children Safe in Education (revised September 2018) and Working Together to Safeguard Children (revised July 2018) to have in place arrangements for carrying out its functions with a view to safeguarding and promoting the welfare of young people and vulnerable persons. This is further supported by the Education Act 2011 and the Children Act 1989 (Section 17 Child in Need (Provision of services for children in need, their families and others) and Section 47 Risk of Significant Harm (Local Authority’s duty to investigate). In order to comply with this duty of care, all employees/volunteers must be aware of the lines of communication and levels of responsibility, which exist to ensure that matters of safeguarding, can be dealt with adequately.

The Safeguarding Procedure sets out a framework for those arrangements.

The College is not an investigating agency. This function will normally be carried out by Social Care and Health, or other agencies with statutory powers, i.e. the Police, as set out in the Sheffield Children’s Safeguarding Partnership or Sheffield Safeguarding Adults Policy & Procedure.

## 2. DEFINITIONS

Safeguarding – the action we take to promote the welfare of young and vulnerable people and protect them from harm by:

- protecting them from maltreatment;
- preventing impairment of their health or development;
- ensuring that they grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all to have the best outcomes.

Regulated activity of children is any unsupervised activity (i.e. teach, train, instruct, care for or supervise, or advise on well-being, drive (only for children) which takes place in specified places (i.e. schools, childcare premises, and FE Colleges mainly educating children full-time). Regular means by the same person frequently (once a week or more often) or on more than three in a 30-day period (or in some cases, overnight).

Regulated activity for vulnerable groups is anyone undertaking personal care (i.e. assistance with washing and dressing, eating, drinking and toileting, or teaching someone to do one of these tasks). There is no requirement to undertake an activity a number of times before a person is in regulated activity.

Disqualified 'by association' is defined as a person who lives in the same household where another person who is disqualified lives or is employed (disqualification 'by association') as specified in Regulation 9 of the Childcare (Disqualification) Regulations 2009. It applies to anyone providing early years' childcare or later years' childcare to children who have not attained the age of eight, or anyone directly concerned in the management of that childcare.

### 3. PRINCIPLES

This Policy and Procedure are based upon the principle of having simple, easy to follow processes that empower people to make disclosures, which are dealt with in a structured, professional manner.

### 4. SCOPE AND LIMITATIONS

Young people under the age of 18.

Vulnerable adults (defined by Section 59, Safeguarding Vulnerable Groups Act 2006) as a person who has attained the age of 18 to whom one or more of the following applies:

- Living in residential care such as a care/nursing home or a residential special school
- Living in sheltered accommodation
- Receiving domiciliary care in their own home
- Receiving any form of health care
- Detained in custody or under the supervision of the probation services
- Receiving a specified welfare service, namely the provision of support, assistance or advice by any person, the purpose of which is to develop an individual's capacity to live independently in accommodation or support their capacity to do so
- Receiving a service or participating in an activity for people who have particular needs because of their age or who have any form of disability
- An expectant or nursing mother living in residential care
- Receiving direct payments from a local authority or health and social care trust in lieu of social care services, or
- Requiring assistance in the conduct of their affairs

Disqualification by association applies to any person working in early years' provision and those working in later years' provision for children who have not attained the age of eight including before school settings, such as breakfast clubs and after school provision. It also covers people who are directly concerned in the management of such early or later years provision.

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## 5. RESPONSIBILITIES

The Chief Executive and Principal (CEP) has overall accountability for safeguarding within the College.

The Deputy Chief Executive Curriculum, Quality and Assurance is the College's Executive Designated Safeguarding Lead.

The Assistant Principal Student Experience is the College's Designated Safeguarding Lead and is responsible for development and overseeing the implementation of the arrangements covered in this policy.

The Head of Safeguarding and EDI is the College's Deputy Designated Safeguarding Lead and working alongside the Safeguarding Officers is responsible for the delivery of the safeguarding procedures.

Students who take part in offsite activities will have a health and safety check performed in advance to ensure students safety. The accountability for this is as below

Apprenticeship Placement – Joint accountability H&S Manager and the Head of Apprenticeships within Faculty or Faculty Apprenticeship Lead in the absence of a Head of Apprenticeships

Work Related Activity – Joint accountability H&S Manager and Head of Student Experience within Faculty

Industry Placement – Joint accountability H&S Manager and Head of Student Experience within Faculty

## 6. IMPLEMENTATION ARRANGEMENTS

The roles and responsibilities of employees in implementing the policy and procedures are set out clearly in the guidelines.

All new employees are made aware of the policy and procedures during the formal employee induction process. Updated and amended procedures are disseminated and reinforced in training sessions, team meetings and via email communications. Employees and students have access to this policy on the College intranet.

## 7. MONITORING AND REVIEW

The Safeguarding Strategy Board will monitor the effectiveness of safeguarding policies and procedures implemented within the College, in order to ensure legal compliance. To facilitate this, Assistant Principals are responsible for on-going monitoring in their faculty/academies.

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The Safeguarding Policy and Procedures are subject to an annual review, unless there are changes in legislation or management arrangements. This review will take into account the views of employees and students and relevant local and national documents. The College reserves the right to make whatever changes it deems appropriate. An updated copy of the policy and procedures is available on the College intranet or from the Safeguarding Team.

## 8. SUPPORTING/RELATED DOCUMENTS

This policy does not stand-alone and should be used in conjunction with other College policies and procedures. (The following list is not exhaustive.)

- Admissions Policy
- Nursery Safeguarding Policy
- Health, Safety & Welfare at Work Policy
- Health & Safety Risk Assessment Policy
- Health & Safety Vetting for WBL & Work Experience (including Projects) Policy
- Employee Disciplinary Policy
- Employee Harassment Policy
- Employee Code of Conduct
- Whistleblowing Policy
- Safer Recruitment Policy
- Disclosure to Parents/Carers (16 to 18 and vulnerable adult students) Policy
- Educational Visits Policy
- Student Positive Engagement and Behaviour Policy
- [CC Information\TSC Criminal conviction procedures.docx](#)
- [External events and visiting speakers risk assessment](#)
- [Prevent Risk Assessment 2018 - 2020](#)
- [Keeping Children Safe in Education](#)
- [Children Act 1989](#)
- [Education Act 2011](#)

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## GUIDELINES

### ORGANISATIONAL RESPONSIBILITIES FOR SAFEGUARDING

#### Chief Executive and Principal

The Chief Executive and Principal has overall responsibility for all matters, including those involving safeguarding. This responsibility includes ensuring that safeguarding is addressed through comprehensive policies and procedures that are effectively implemented and appropriately resourced within the overall financial position of the College.

The Chief Executive and Principal is assisted by the Deputy CE- Curriculum, Quality and Assessment who is the College's Executive nominated Designated Safeguarding Lead.

The Assistant Principal Student Experience is the Designated Safeguarding Lead and has responsibility for ensuring that the aims and objectives of the College's Safeguarding Strategy and Policy are implemented.

In addition, each member of the Governing Body has an individual role in providing leadership, and ensuring that all decisions reflect the intentions outlined in the Safeguarding Policy.

#### Chair of the Safeguarding Strategy Board

The Deputy CE – Curriculum, Quality and Assessment will chair The Sheffield College Safeguarding Strategy Board in order to oversee the implementation of this Policy.

The Chair will:

- Ensure that the College has a policy and procedures on Safeguarding, which are in accordance with statutory requirements and local authority guidance
- Ensure that communication systems are in place to enable the policy and procedures to be brought to the attention of all employees/volunteers
- Ensure that the objectives of the Policy are fully understood, implemented and supported by the Leadership Team and College Executive Team
- Ensure that rigorous monitoring procedures are in place at all levels of the organisation to facilitate the effective implementation of the Policy
- Ensure that the Policy is reviewed regularly by the Safeguarding Board or approval by the Executive Team and Governing Body
- Ensure that an Annual Report and Action Plan of priorities are drawn-up by the College - Safeguarding Board for approval by the Executive Team and Governing Body
- In the absence of the Deputy CE, Chair will be delegated to the Assistant Principal Student Experience

## Faculty Leadership Team

Each member of the Faculty Leadership Team is responsible for ensuring that the College Safeguarding Policy is implemented. They will also:

- Have responsibility for all matters of safeguarding within their areas of responsibility.
- Be individually responsible for ensuring the introduction of agreed College initiatives, which will facilitate the implementation of the College Safeguarding Policy and Procedure in full.

## Assistant Principal Student Experience (Designated Safeguarding Lead)

The Assistant principal Student Experience is the Designated Safeguarding Lead for The Sheffield College and has lead responsibility for:

- Dealing with child protection and vulnerable person issues
- Providing advice and support on all matters relating to safeguarding
- Overseeing the successful implementation of the Policy and Procedures
- Liaising with external agencies, where appropriate, on any disclosures received
- Ensuring that there is a robust network of Safeguarding Officers across the College who are appropriately trained
- Taking a lead role in liaising and working with Local Safeguarding Children Boards, Safeguarding Adults Boards and other agencies as required
- Ensuring that the College operates safer recruitment practices in accordance with statutory requirements and in conjunction with the Executive Director of Human Resource, and Operational Development
- Attending training commensurate with the role, including updated child protection training every two years
- Attending, when necessary, case strategy meetings with the designated officer from the relevant local authority in respect of safeguarding issues, and in liaison with the Executive Designated Safeguarding Lead
- Ensuring an Annual Report is produced and presented to the Governing Body.
- Ensuring that the College has appropriate resources available for safeguarding,
- In liaison with the Executive Director of Human Resource and Operational Development ensure that Risk Assessments are undertaken following any employee's disclosures in relation to Disqualification by Association
- Ensuring that the ESFA have been contacted if the College or one of its subcontractors is subject to investigation by the local authority or the police
- Ensuring that systems are in place for the safe and secure transfer and receipt of confidential safeguarding files, in accordance with relevant local authority requirements
- Ensuring college protocols are followed following the death of a student

They are also the nominated College Prevent lead and are responsible for:

- Updating the College Safeguarding Board on progress on Prevent and any other relevant areas
- Attending The Sheffield Prevent Steering Group and reporting into the College in order for action to be taken as appropriate
- Leading on the College Prevent Action Plan liaison with external agencies as appropriate

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## Head of Safeguarding and EDI

The Head of Safeguarding and EDI is the College's nominated deputy in the absence of the Designated Safeguarding Lead and will attend training commensurate with this role. The Head of Safeguarding will:

- Co-ordinate and monitor the arrangements for safeguarding throughout the College, including access to and the provision of Safeguarding Officers across the College
- Undertake training to provide them with the knowledge and skills required to carry out the role, which should be updated at least every two years
- Develop and deliver training, including new starter induction and Safeguarding Officer training
- Use appropriate media to circulate information to all relevant employees/volunteers/students of the College on matters relating to safeguarding
- Produce an Annual Report to present to the College Safeguarding Board
- Attend sub-committees, working groups both internally and externally, where appropriate
- Contribute to the development and production of policies and procedures, in accordance with current Legislation, Regional and National Policy, etc.
- In conjunction with Academy Heads, be responsible for the monitoring of safeguarding issues throughout the College, ensuring that effective strategies and monitoring regimes are introduced where necessary
- Be responsible for the production of risk assessments, taking on board the needs of vulnerable people, with the aim of developing a positive safety culture within the College
- Ensure that systems are in place for the recording and monitoring of safeguarding disclosures in order to undertake statistical analysis, to inform the safeguarding training strategy for the College.
- Receive and review Student 'Disqualification by Association' Declaration forms and, where necessary, consult with relevant parties in order for a risk assessment to be undertaken and be responsible for communicating any outcomes made to the student
- Act as the Designated Person for Looked After Children and ensure that systems are in place for recording and supporting these young people
- Act as the College's Child Sexual Exploitation (CSE) Champion

## Faculty Assistant Principals

Individual members of the College's Faculty Management Team are responsible for the welfare of employees and students whom they supervise and manage, and all users of those workplaces, which they control. They must maintain close liaison with their employees in safeguarding matters and they are responsible, in particular, for the following:

- Ensuring the implementation of any safeguarding policies or procedures approved by the College within their own area and that they are brought to the attention of, and made available to, employees, volunteers, students, contractors and visitors within the area
- Ensuring that there is a system in place for ensuring employees' attendance at mandatory training
- Ensuring that suitably and sufficiently trained persons are identified and available within their areas of responsibility to support the application of safeguarding legislation and College policies/procedures

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- Ensuring that individual Job Descriptions and Person Specifications clearly define the role, the tasks and skills needed in order to reflect the level of responsibility in relation to safeguarding
- Ensuring that Safer Recruitment practices are applied when recruiting to posts
- Ensuring that the services within their control provide a healthy and safe environment, whilst taking on board different cultural aspects of the College and local community
- Ensuring that contractors/subcontractors working on College premises comply with the safeguarding regulations, which will be made available and clear to them when they tender for work. They must conform to the College's safeguarding standards, which will include the employment of competently trained personnel and ensuring that they meet their statutory obligations
- Ensuring that there are processes in place in their areas of responsibility for the checking of DBS Certificates (in line with College requirements) in respect of external agencies supporting students whilst on College premises or undertaking off-site College activities
- Ensuring that an External events and visiting speakers' risk assessment is completed for all events in a timely fashion in order that they can be approved prior to the event taking place. (It is the responsibility of the Academy Heads with responsibility for the area in which the event is taking place to approve the event.) (All completed risk assessments should be forwarded to the Head of Safeguarding for inputting onto the College's database)

## Academy Heads

Academy Heads are responsible for:

- Implementing an induction for all new employees/students/contractors/volunteers emphasising the safeguarding aspect of their duties
- Implementing, departmental policies, procedures and assessments in line with overall College policies and procedures
- Implementing safeguarding training (including refresher training) for employees identified within the Appraisal process
- Monitoring employees' attendance at agreed training sessions
- Ensuring that risk assessments are undertaken for all vulnerable persons within their area, and that employees conducting these risk assessments are suitably trained in the process, and are able to use action plans that result from risk assessments. Appropriate documentation of such risk assessments should be kept.
- Implementing effective communications on safeguarding
- Approve any external speakers and events taking place within their areas of responsibility in a timely fashion, carry out a risk assessment and forwarding the completed documentation to the Head of Safeguarding for inputting onto the College's database
- Implement, co-ordinate and maintain the vetting of all employer premises for all Industry and Work placements in line with College Policy and Procedures in order to ensure that a safe and secure environment is established in all aspects of the work placement
- Co-ordinate work placement information, for Industry and Work placements, into a central College database, which is maintained as a record for all Employer Health, Safety and Environment workplace assessments

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## Heads of Apprenticeships

As well as the above Heads of Apprenticeships will be responsible for:

- Implement, co-ordinate and maintain the vetting of all employer premises for all work-based learning in line with College Policy and Procedures in order to ensure that a safe and secure environment is established in all aspects of the apprenticeship work placement
- Co-ordinate work placement information, relating to apprenticeships, into a central College database, which is maintained as a record for all Employer Health, Safety and Environment workplace assessments
- Liaise with relevant areas to ensure appropriate vetting visits are completed.
- Prepare operational reports as requested

## Safeguarding Officers

Safeguarding Officers are responsible for:

- Receiving, recording and passing onto external agencies, where appropriate and following consultation with the Deputy Designated Safeguarding Lead, disclosures in accordance with College procedures
- Liaising with the Deputy Safeguarding Lead as appropriate
- Providing advice and support to other employees/volunteers on issues related to young people and vulnerable persons
- Informing parents/carers, where appropriate, and following consultation with the College's Deputy Safeguarding Lead, in line with the College's Disclosure to Parents/Carers Policy
- Attending training commensurate with the role
- Keeping themselves up-to-date with any changes in College policy/procedures or legislative changes
- Attending College meetings commensurate with the role

## Executive Director of Human Resource, and Operational Development.

The Executive Director of Human Resource and Operational Development is responsible for:

- Ensuring that the employment of people within the College fulfils the requirements of Safer Recruitment
- Ensuring that there is a system in place for maintaining and monitoring the College's Single Central Record
- Ensuring that risk assessments are undertaken following any DBS Certificate disclosures
- In liaison with the Executive Designated Safeguarding Lead or their nominee, ensure that Risk Assessments are undertaken following any employee disclosures in relation to Disqualification by Association and provide employees with information on how to apply to waive disqualification where necessary

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## **Estates Management Team**

The Estates Management Team are responsible for:

- Ensure that all contractors satisfy safeguarding requirements under their statutory obligations and provide information to contractor employees
- Liaise with the Executive Designated Safeguarding Lead or nominated Deputy on all issues related to safeguarding the welfare of young persons and vulnerable persons

## **Senior Procurement Officer**

The Procurement Officer is responsible for:

- Ensuring that all procurement documents detail the requirements for safeguarding
- Ensuring that all contractors on the College's Approved Contractor List fulfil their contractual obligations in so far as they relate to safeguarding

## **Learner Recruitment Manager**

The Learner Recruitment Manager or their nominated deputies will ensure that:

- There are systems in place for providing relevant students with the opportunity to complete the Childcare 'Disqualification by Association' Student Declaration Form, working with Heads of Faculty Student Experience as appropriate
- Student DBS Certificate numbers are logged on Promonitor
- They liaise with the Head of Faculty – Student Experience in order for risk assessments to be undertaken in line with any disclosures received
- They inform anyone who has made a 'Disqualification by Association' disclosure about their right to seek a waiver from Ofsted
- They send the 'Disqualification by Association' data to the Head of Safeguarding

## **Teachers**

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers along with regulated health and social care professionals in England and Wales, to report to the Head of Student Experience and the police where they discover (either through disclosure by the victim or visual evidence) that FGN appears to have been carried out on a girl under 18. (see further guidance under Female Genital Mutilation)

## **Head of Information Technology and Development**

The Head of Information Technology and Development is responsible for:

- Ensuring that appropriate systems are in place to monitor IT login domains
- Monitor and report attempts to access controlled websites in line with the Prevent Agenda
- Being the college link for external agencies if any IT data is requested

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## Workers and Volunteers

All workers and volunteers have a responsibility to co-operate fully with the College's Policies and Procedures to ensure that the College, as their employer, can carry out its responsibilities.

All worker and volunteers have a legal duty of care to others. Regardless of the position held within the College, they must:

- Inform the Deputy Designated Safeguarding Lead of any student that has disclosed to them that they are being supported by an external agency (ies), e.g. Child & Adolescent Mental Health Services (CAMHS)
- Ensure personal safeguarding training needs are identified within the Appraisal process.
- Take responsibility for attending agreed training sessions
- Report any safeguarding concerns in accordance with College procedures
- Participate in training sessions about safeguarding as requested
- Be aware of and participate in the risk assessment process
- If requested, supervise an individual who does not have relevant DBS/safeguarding requirements in place
- Disclose to HR any change in circumstances which impacts on their ability to work with children and/or vulnerable persons in the course of their employment and in line with their Contract of Employment
- Where appropriate, provide updated information by completing the Annual Disqualification by Association form
- Immediately inform the DSL/DDSL in the event of a student death

## Nursery

The Senior Nursery Manager is the Nominated Person for the Nursery and has day-to-day responsibility for child protection issues within the Nursery, which is subject to a separate policy and procedures. The Nominated Person will liaise with the nominated Deputy's as appropriate.

## Multi-agency working

Schools and colleges have a pivotal role to play in multi-agency safeguarding arrangements. Governing bodies and proprietors should ensure that the school or college contributes to multi-agency working in line with statutory guidance. It is especially important that schools and colleges understand their role in the new safeguarding partner arrangements.

New Safeguarding partners and child death review partner arrangements are to be in place by September 2019. Locally, the three safeguarding partners (the local authority; a clinical commissioning group for an area within the local authority; and the chief officer of police for a police area in the local authority area) will make arrangements to work together with appropriate relevant agencies to safeguard and promote the welfare of local children

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## ORGANISATIONAL ARRANGEMENT STRUCTURE TO FACILITATE SAFEGUARDING

### Governing Body

Whilst the Chief Executive and Principal carries and accepts overall responsibility, the Governing Body is responsible for the endorsement, approval and implementation of the College's safeguarding policies.

### College – Safeguarding Strategy Board

The key function of the board is to establish and maintain a safe learning environment, by developing, approving and monitoring College safeguarding policies and procedures, and working to an annual action plan.

The board aims to promote a culture of understanding and co-operation across the College to ensure the safety and welfare of all employees, volunteers, students, contractors, subcontractors and visitors.

Working Groups may be convened in response to specific issues, with key aims and objectives being set. These Groups will report directly to the Safeguarding Board.

The committee is chaired by the Deputy CE - Curriculum, Quality and Assessment, Terms of Reference for the College Safeguarding Board are established.

### Safeguarding Executive Group

The Safeguarding Executive Group is responsible for responding quickly and appropriately to allegations of abuse made against employees/volunteers in line with this procedure.

The Safeguarding Executive Group will comprise of:

- Chief Executive and Principal
- Executive Designated Safeguarding Lead
- Designated Safeguarding Lead
- Deputy Designated Safeguarding Lead
- Executive Director of Human Resources and Organisational Development

The Chief Executive and Principal will consider and, where appropriate, include the Safeguarding Champion from the Governing Body.

### Training and Information

The training of Governors, all employees, volunteers and students is an essential element of having successful safeguarding arrangements in place.

The information, instruction and training of all persons is seen as a fundamental part of providing a safe learning environment. Training for employees/volunteers should be provided at the start of employment (induction) and then on a regular basis throughout employment.

This continual training programme is to ensure high standards are maintained for the benefit of employees, volunteers, students and the general public.

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Further training will be delivered to individuals commensurate with their roles and responsibilities with the College.

All training provided should be recorded and evidence kept that training has taken place.

## **Safer Recruitment and Selection**

The Executive Director of Human Resource and Organisational Development is responsible for ensuring that the College has systems in place which pay full regard to the guidance set out in 'Keeping children safe in education' and 'Working together to safeguard children'.

The College's Recruitment & Selection Policy and supporting procedures ensure that all appropriate measures are applied in relation to everyone who works at the College, including Governors, employees, volunteers, and persons employed by external contractors/partners, including:

- Verifying identity and academic or vocational qualifications (where appropriate)
- Obtaining professional and character references and checking previous employment histories
- Obtaining relevant Disclosure & Barring disclosures for employees in line with their role and responsibilities in the College and in accordance with Government guidance
- Undertaking risk assessments, as appropriate, following information received from DBS
- Applying additional checks to all new employees who are non-European Economic Area (EEA) nationals
- Keeping a single central record detailing the range of checks carried out on employees
- In the case of temporary/agency employees operating on College premises, requiring them to agree to and abide by safeguarding conditions set out by the College
- Ensuring information is sought from relevant employees in relation to the Disqualification by Association criteria

## **Disclosure and Barring Service – Statement on the Secure Storage Handling, Use, Retention and Disposal of Disclosures and Disclosure Information**

### **General Principles**

As an organisation using the Disclosure & Barring Service (DBS) to help assess the suitability of applicants for positions of trust, the College complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information. It also complies fully with its obligations under the General Data Protection Regulations and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

### **Storage and Access**

Disclosure information should be kept securely in lockable, non-portable storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

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## Handling

In accordance with Section 124 of the Police Act disclosure information is only passed to those who are authorised to receive it in the course of their duties. The College maintain a record of all those to whom disclosures or disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

## Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

## Retention and Disposal

Once a recruitment (or other relevant) decision has been made, the College do not keep disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

If, in very exceptional circumstances, it is considered necessary to keep disclosure information for longer than six months the College will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Once the retention period has elapsed, the College will ensure that any disclosure information is immediately destroyed by secure means, e.g. by shredding, pulping or burning. While awaiting destruction disclosure information will not be kept in any insecure receptacle, e.g. waste bin or confidential waste sack. The College will not keep any photocopy or other image of the disclosure or any copy of representation of the contents of a disclosure. However, notwithstanding the above, the College may keep a record of the date of issue of a disclosure, the name of the subject, the type of disclosure requested, and the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

## EVENTS AND EXTERNAL SPEAKERS (PREVENT DUTY)

In order to comply with the Counter Terrorism and Security Act 2015 which imposes a duty on Further Education Colleges to have due regard to the need to prevent people from being drawn into terrorism, the College makes an assessment of risk for all external events and visiting speakers. A risk assessment is completed by any employee who is responsible for organising external events. This includes events organised outside of normal College hours. When deciding whether to host a particular speaker or event, the College will consider carefully whether the views being expressed or likely to be expressed constitute extremist views that risk drawing someone into terrorism or are shared by a terrorist group. In these circumstances, the event will not be allowed to proceed except where the College is entirely convinced that such risk can be fully mitigated without cancellation of the event.

This includes ensuring that, where an event is being allowed to proceed, speakers with extremist views that could draw people into terrorism are challenged and opposing views as part of that same event, rather than in a separate forum. Where there is any doubt that the risk cannot be mitigated the event will not be able to proceed.

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## RECRUITMENT OF EX-OFFENDERS

The Rehabilitation of Offenders Act enables criminal convictions to become ‘spent’ or ignored after a ‘rehabilitation period’.

Under the Criminal Justice and Court Service Act, however, it remains an offence, punishable by imprisonment for anyone either convicted of or cautioned for a Schedule Four offence to apply to work with children, young people or vulnerable persons. It is also an offence for anyone knowingly to employ such a person in such a capacity either on a paid or voluntary basis.

It is a requirement of the DBS’s Code of Practice that all Registered Bodies must treat disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed.

It also obliges Registered Bodies to have a written policy on the recruitment of ex-offenders. (A copy of which can be given to disclosure applicants at the outset of the recruitment process.)

### Recruitment of Ex-offenders Procedure

The following has been developed to help the College meet the requirements of the DBS’s Code of Practice.

- As an organization using the Disclosure & Barring Service to assess applicants’ suitability for positions where employees or potential employees will care for, train, supervise or are in sole charge of children, young or vulnerable persons. The College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure based on a conviction or other information revealed.
- The College is committed to the fair treatment of its employees, potential employees or users of its services, regardless of gender, race, nationality, ethnic or national origins, marital status, sexual orientation, political or religious beliefs and activities, family responsibilities, class, physical, sensory, mental or other forms of disability or medical condition.
- The College actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. The College selects all candidates for interview based on their skills, qualifications and experience.
- For those positions where a disclosure is required, job adverts and recruitment briefs will contain a statement that a disclosure will be requested in the event of the individual being offered a position.
- Where a disclosure is to form part of the recruitment process and in line with legislative requirements, the College encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. The College will request that this information is given in person to a designated person in the HR Department of Sheffield College and the College guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

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- The College ensures that all those in the College who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The College also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex- offenders, e.g. the Rehabilitation of Offenders Act.
- The College make every subject of a DBS disclosure aware of the existence of their Code of Practice and make a copy available on request.
- At interview, or in a separate discussion, the College ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant. In certain circumstances it may be appropriate to conduct a confidential risk assessment with an individual where a disclosure reveals previous criminal convictions and/or Cautions. Where this takes place, the counter-signatory will make a record of the risk assessment and get the individual to sign it, or confirm its accuracy by email. This is then forwarded to the Lead Counter-signatory for their approval.
- This will then be kept on the employee's personal file in a sealed envelope. **Having a criminal record will not necessarily bar someone from working for The Sheffield College.** This will depend on the nature of the position and the circumstances and background of disclosed offences.
- Should an applicant wish to complain about information disclosed a Complaints Procedure is available directly from the DBS.
- The College will co-operate with requests from the DBS to undertake assurance checks as to the proper use and safe keeping of disclosure information
- The College will also report to the DBS any suspected malpractice in relation to the Code of Practice or any suspected offences in relation to the misuse of disclosures.
- As a Registered Body of the DBS, the Lead Signatory has provided appropriate training for all counter-signatories. This document will be under continual review in light of changing legislation and guidelines from the DBS.

## CATEGORIES OF ABUSE

If you have concerns about a child or young person, you should refer them to a Safeguarding Officer for advice, support and external referral if required.

### Young People

#### Physical Abuse

This may involve hitting, shaking, throwing, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a young person. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately includes illness in a young person.

#### Emotional Abuse

This is the persistent emotional ill-treatment of a young person such as to cause severe and persistent effects on the young person's emotional development. It may involve conveying to young people that they are worthless or unloved, inadequate, or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectation being imposed on young people.

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These may include interactions, which are beyond the young person's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the young person from participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve bullying and causing young people to feel frightened or in danger, or the exploitation or corruption of young people.

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

## **Sexual Abuse**

This involves forcing or enticing a young person to take part in sexual activities, including prostitution, exploitation whether or not the young person is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape) or non-penetrative acts. They may include non-contact activities, such as involving young people in looking at, or in the production of pornographic materials or watching sexual activities, or encouraging young people to behave in sexually inappropriate ways.

## **Neglect**

This is the persistent failure to meet the young person's basic physical and/or psychological needs, likely to result in the serious impairment of the young person's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter (including exclusion from home or abandonment), failure to protect a young person from physical and emotional harm or danger, failure to ensure adequate supervision, including the use of inadequate caretakers or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a young person's basic emotional needs.

## **Vulnerable Persons**

### **Physical Abuse**

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

### **Sexual Abuse**

This includes rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent to, or was pressured into consenting to. Sexual abuse can occur between people of the same sex and it can occur within a marriage or any long-term relationship. A relationship of trust and a duty of care should exist between an employee or a volunteer and the person for whom they are caring. It would be seen as a betrayal of trust and, therefore, abusive for that employee or volunteer to have a sexual relationship with the person they are caring for.

## **Psychological Abuse**

This includes emotional abuse, bullying and threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

## **Financial or Material Abuse**

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

## **Neglect and Acts of Omission**

This includes ignoring or withholding medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, clothing and heating.

## **Discriminatory Abuse**

This includes racist, sexist or other forms of abuse that are based on a person's disability and other forms of harassment or similar treatment.

## **Other forms of abuse**

### **Peer on Peer Abuse**

Children and young people may be harmful to one another in a number of ways which would be classified as peer on peer abuse. There are many forms of peer on peer abuse, which should never be tolerated, passed off as 'banter' or 'part of growing up'.

Examples of such abuse include;

- Sexual violence and sexual harassment
- Psychological abuse
- Sexting
- Initiation / Hazing type violence and rituals
- Upskirting - typically involves taking a picture under a person's clothing without their knowledge (this is now classed as a criminal offence)

## **Serious Violence**

All staff should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

## Domestic Violence

Domestic violence is the abuse of one partner within an intimate or family relationship. It is the repeated, random and habitual use of intimidation to control a partner. The abuse can be physical, emotional, psychological, financial or sexual.

It can force a person to alter their behavior, because they are frightened of their partner's reaction, and this is a form of abuse.

There is no single cause of domestic violence. It comes from a combination of factors, including society's attitudes, community responses, and the individual psychology experiences of the abuser and the abused. Domestic violence is the result of an abuser's desire for power and control.

If you have concerns about a child or young person, you should refer them to a Safeguarding Officer for advice, support and external referral if required.

## Exploitation

Child sexual exploitation is when children and young people receive something (such as food, accommodation, drugs, alcohol, cigarettes, affection, gifts, or money) as a result of performing, and/or others performing on them, sexual activities. Child sexual exploitation can occur through the use of the internet or on mobile phones. In all cases, those exploiting the child or young person have power over them because of their age, gender, intellect, physical strength and/or resources. For victims, the pain of their ordeal and fear that they will not be believed means they are too often scared to come forward.

If you have concerns about a child or young person, you should refer them to a Safeguarding Officer for advice, support and external referral if required.

## Extremism and Radicalisation

A statutory duty has been placed on Further Educational establishments to have due regard to the need to prevent people from being drawn into terrorism, and to ensure that they are given appropriate advice and support. If you have any concerns about a student, hear, or see anything that concerns you, please contact a Safeguarding Officer.

## Female Genital Mutilation

Within the United Kingdom this practice is prohibited and, therefore, a criminal offence if carried out in the UK. Any disclosures of this type should automatically be referred to the Designated Safeguarding Lead or their nominated deputy; however, the member of staff who discovers this is required to report it directly to the police.

## **Forced Marriage**

A forced marriage is a marriage that is performed under duress and without the full and informed consent or free will of both parties, and is a criminal offence in the UK.

Victims of forced marriage may be the subject of physical violence, rape, abduction, false imprisonment, enslavement, emotional abuse, and murder.

It is important not to confuse 'forced' marriage with 'arranged' marriage. In the instance of an 'arranged' marriage both parties freely consent.

Any disclosures of this type should automatically be referred to the Designated Safeguarding Lead or their nominated deputy for external referral.

## **Honour based violence**

'Honour' based violence (HBV) is a form of domestic abuse which is perpetrated in the name of so called 'Honour'. The honour code which it refers to is set at the discretion of male relatives and women who do not abide by the 'rules' are then punished for bringing shame on the family.

Infringements may include a woman having a boyfriend; rejecting a forced marriage; pregnancy outside of marriage; interfaith relationships; seeking divorce, inappropriate dress or make-up and even kissing in a public place.

HBV can exist in any culture or community where males are in position to establish and enforce women's conduct, examples include: Turkish; Kurdish; Afghani; South Asian; African; Middle Eastern; South and Eastern European; Gypsy and the travelling community (this is not an exhaustive list).

Males can also be victims, sometimes as a consequence of a relationship which is deemed to be inappropriate, if they are gay, have a disability or if they have assisted a victim.

This is not a crime, which is perpetrated by men only, sometimes female relatives will support, incite or assist. It is also not unusual for younger relatives to be selected to undertake the abuse as a way to protect senior members of the family. Sometimes contract killers and bounty hunters will also be employed.

Any disclosures of this type should automatically be referred to the Designated Safeguarding Lead or their nominated deputy for external referral.

## **Mental Well-being**

Positive mental health and emotional well-being describes how we think, feel and relate to others and ourselves and how we interpret the world around us. Having good mental health affects our capacity to manage, communicate, and form and sustain relationships. It also affects our ability to cope with change and major life events.

If a person has poor mental health this will affect how they interact with others, their ability to apply themselves to learning, attendance, behavior, etc. The College owes a duty of care to young people and employees need to take appropriate action if they have concerns by referring them to, for example for Counselling.

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## **Self-Neglect/Harm**

This is not a direct form of abuse, but employees need to be aware of it in the general context of risk assessment and risk management, and to be aware that they may owe a duty of care to young people who place themselves at risk in this way.

## **Other safeguarding issues**

Other safeguarding issues can include (this list is not exhaustive):

- Bullying, including cyberbullying
- Children missing from home or care
- Drugs
- Fabricated or induced illness
- Faith and gender-based abuse/violence
- Gangs and youth violence
- Hate crime
- Private fostering
- Sexting
- Trafficking
- Modern Slavery

If a College employee has concerns in relation to any of the above, please contact a College Safeguarding Officer for further advice and support.

## **EARLY HELP PROCESS**

The Early Help Assessment (EHA) is a standard shared assessment that can be used by all Sheffield City services working with children and young people and their families. The assessment is particularly useful for use in early intervention work, where the College works with families as soon as we realise that a child or young person may have emerging needs.

If a College employee, feels that a student that they are working with would benefit from an EHA they should contact a Safeguarding Officer in the first instance, who will implement the appropriate interventions.

The EHA should be used to help identify low level or emerging

needs. The Early Help Assessment consists of:

- An EHA pre-assessment checklist and request for support form (previously known as the CAF pre-assessment checklist) to identify and document low-level needs or help decide if an EHA may be needed.
- A process to enable practitioners to undertake an Early Help Assessment using a standard document and, where appropriate, form a Team Around the Family (TAF), action plan and review.

## PROCEDURE

### DEALING WITH A DISCLOSURE OR A CONCERN

All complaints, allegations or suspicions of abuse must be taken seriously.

Absolute promises of confidentiality should not be given as the matter may develop in such a way that these promises might not be able to be honored, as third parties may need to be involved/informed or consulted.

If the complaint/allegation comes directly from the young person or vulnerable person, questions should be kept to the minimum necessary to understand what is being alleged. Leading questions must always be avoided, i.e. "Can I have a look at your injury please".

It is recognised that any employee/volunteer may come into contact with students who make a safeguarding disclosure or who exhibit a safeguarding 'cause for concern'. No employee/volunteer should take any independent action themselves (i.e. a non-member of the Safeguarding Team calling Social Care) but must observe the protocol set out below, unless the individual is in crisis, in which case action should be taken to stabilise the situation, in consultation with relevant managers.

Any suspicion, allegation or incident of abuse must be reported to a Safeguarding Officer, or if one is unavailable the Designated Safeguarding Lead (or nominated Deputy) within two hours of disclosure.

If the suspicion or allegation of abuse is against an employee it must be reported to the Designated Safeguarding Lead (or nominated Deputy) as soon as possible.

A full record of any disclosure conversations must be made immediately after any conversations with the young person or vulnerable person by submitting an e-mail to the safeguarding mailbox, this is a secure site and monitored constantly by member of the Safeguarding and Wellbeing officers. The details should be sent by the person to whom the disclosure was made. It must include, if known:

- The date and time of the alleged abuse
- The place where the alleged abuse happened
- The young person/vulnerable person's name
- The name of the person making the disclosure
- The nature of the alleged abuse
- A description of any injuries observed (NB: Do not ask to see them)
- The account, which has been given of the allegation. (If disclosed directly by the young person or vulnerable person, the account should be in their words.)
- The age of the young person/vulnerable person
- The address of the young person/vulnerable person
- Contact details of the young person/vulnerable person
- The date and time of the observation/disclosure
- Safeguarding Officer name and the name(s) of any other person(s) present



The record should be, as far as possible, verbatim rather than summarised and it should be factual in terms of what the young person/vulnerable person or person making the disclosure (where not a direct disclosure) has reported and should not be based on opinion or assumptions.

Young people or vulnerable people with learning difficulties and/or disabilities may need additional support when making a disclosure. This may take the form of the young person/vulnerable person's nominated support being present at any interview to act as a facilitator or in an advocacy role. It should never be assumed that a young person/vulnerable person with learning difficulties and/or disabilities is not capable of providing credible evidence.

The Safeguarding and Wellbeing Officers should record details of the suspected/alleged abuse on to the My Concern database and, if appropriate should refer the matter to an external agency where they feel that the young person may be in need and/or may be at risk of suffering significant harm.

My Concern will record the time of the referral and the name of the person (and agency)

The advice received from the referral agency on what action, if any, is to be taken should be noted and kept on file.

Any action to be taken by the College, including that agreed with the referral agency should be noted and the Safeguarding Officer/Designated Safeguarding Lead (or nominated Deputy) needs to confirm that this action is being/has been taken.

## **14 – 16 YEAR OLD STUDENTS**

Where a suspicion/allegation of abuse is made in respect of a 14-16 year old student, who is enrolled at a school or with another sponsor, employees should contact the 14-19 Schools Liaison Co-ordinator or nominated deputy. The 14-19 Schools Liaison Co-ordinator (or nominated Deputy) will liaise with the Child Protection Officer from the student's school or sponsor, ensuring that the student is informed of this process.

## **MANAGING STUDENT BEHAVIOUR**

If through the investigation of disclosures, it is identified that College rules have been broken the matter should be referred to the faculty Head for Student Experience for appropriate action to be taken.

## **VISIBLE IDENTIFICATION**

The Sheffield College operate a visible ID policy for all staff, volunteers, students and visitors to the college. This enables the college to ensure that only authorized persons are admitted to the buildings to maintain a safe and secure environment.

- The wearing and displaying of lanyards and ID on College premises must be enforced by all staff at all times
- Staff should wear their lanyard and ID at all times, except for periods when engaged in practical activity where entanglement or other risks have been identified
- Students must adhere to health and safety regulations and always remove their lanyards when undertaking practical tasks where entanglement or other risks have been identified by the tutor. Lanyards must be put on again before leaving the teaching space

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## THE USE OF “REASONABLE FORCE” IN COLLEGE

There are circumstances when it is appropriate for staff in college to use reasonable force to safeguard children and young people. The term “reasonable force” covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury. “Reasonable” in these circumstances means, “using no more force than is needed”. The use of force may involve either passive physical contact such as standing between pupils or blocking a pupil’s path or active physical contact such as leading a pupil by the arm out of the classroom.

## WORK PLACEMENTS

Employers and training organisations will be required to co-operate with the College in putting in place and subscribing to appropriate safeguards. Failure to do this will result in the College not using them as a Placement Provider.

Refer to the College’s Health & Safety Vetting Procedures for Work-based Learning & Work Experience for further advice and guidance.

## SUBCONTRACT PROVISION

Employers and training providers will be required to co-operate with the College in demonstrating they have robust record keeping procedures in respect of health, safety and safeguarding. These will be monitored and managed by the Partnership and Subcontract Manager and in consultation with the Designated Safeguarding Lead, (or nominated Deputy) and/or HR when required. Failure to do so will constitute a Serious Breach.

Where the Contractor or one of its subcontractors refer:

- A safeguarding concern related to sexual violence to local authority, children’s social care/adult social care and or the police, or
- An allegation of abuse made against a teacher or other member of staff to the designated officer(s)

The contractor must, as soon as practicable, inform the ESFA via e mail to Enquiries.EFA@education.gov.uk Such notifications must include the name of the institution, a high level summary of the nature of the incident, (without sharing personal information about victims or alleged perpetrators) and confirmation of whether it is, or is scheduled to be, investigated by the Local Authority and or the police.

## HOST FAMILIES

Where the College arrange for a visiting child to be provided with care and accommodation in the United Kingdom in the home of a family to which the child is not related the responsible adults will be engaging in regulated activity for the period of the stay. In circumstances such as this, the college will carry out relevant DBS checks on all persons over the age of 16 who permanently reside in the host residence.

## SHARING OF INFORMATION

There are instances where confidential information can be lawfully shared, i.e. if it can be justified in the public interest. This would include:

- To protect a young person from harm or protect vulnerable persons from serious harm;
- To promote the welfare of children
- To prevent crime and disorder

Wherever possible consent should be sought to share information. When seeking consent be open and honest with the individual (and/or their family where appropriate) about why, how and with whom the information will, or could be shared, with. However, there will be some circumstances where consent to share information should not be sought from either the individual or their family, or information given that the information is to be shared. This would include:

- If by doing so places a person (the individual, family member, or a third party) at increased risk of significant harm if a young person, or serious harm if a vulnerable person; or
- Prejudicing the prevention, detection or prosecution of a serious crime; or
- Leading to an unjustified delay in making enquiries about allegations of significant harm to a young person or serious harm to a vulnerable person.
- 

A record should be kept of any decision made in regards to information sharing, whether it is to share information or not. If the decision is made to, share information the record should include what has been shared, with whom and for what purpose.

If there is, any doubt about information sharing advice should be sought from the Designated Safeguarding Lead or their nominated Deputy.

## ALLEGATIONS ABOUT AN EMPLOYEE OR VOLUNTEER

Employees must avoid placing themselves in a potentially compromising position, which could lead to an accusation of malpractice and/or a breach of safeguarding policy. This would include a situation where an employee had physical contact with a student or another employee unless it was to prevent harm.

Any suspicion, allegation or actual abuse of a young person or vulnerable person by an employee or volunteer must be reported to the Designated Safeguarding Lead (or nominated Deputy) within two hours of the initial concern arising. If the Designated Safeguarding Lead (or nominated Deputy) cannot be contacted the Executive Designated Safeguarding Lead should be contacted.

The Designated Safeguarding Lead (or nominated Deputy) will take such steps, as they consider necessary to ensure the immediate safety of the young person /vulnerable person in question and any other person who is considered at risk.

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The Designated Safeguarding Lead (or nominated Deputy) will immediately notify the Executive Safeguarding Lead in order to convene the Safeguarding Executive Group, who will rapidly consider the nature of the allegation and the evidence presented, and decide on the next appropriate course of action, e.g. suspension. (NB: Suspension should not be an automatic response when an allegation is reported; all options to avoid suspension should be considered prior to taking that step.)

Where it is, clear to the Safeguarding Executive Group that a young person or vulnerable person appears to have been harmed or is at risk of significant harm or a criminal act appears to have been committed:

- An immediate referral will be made by Designated Safeguarding Lead (or their nominated deputy) to Social Care or the Police for investigation.
- The Designated Safeguarding Lead (or nominated Deputy) will inform the designated officer(s) from the relevant local authority within one working day of receiving the report of an allegation and ensure that a report has been completed.
- The Designated Safeguarding Lead (or their nominated deputy) will inform the alleged offender or person about whom there is a concern of the allegation or concern as soon as possible. The designated officer from the relevant local authority will only be contacted in line with guidance issued by them.
- The Designated Safeguarding Lead (or their nominated deputy) will inform the alleged offender/person against whom the concern has been raised how enquiries will be conducted and possible outcomes, e.g. suspension without prejudice on full pay, disciplinary action, dismissal, and inform them of sources of support, e.g. professional organisations, Trade Unions and the role of the College Human Resource function in providing support.

The Designated Safeguarding Lead and Executive Director of Human Resource and Organisational Development (or their nominated Deputies) will ensure that the College operates within its Employee Disciplinary Policy & Procedure and notifies all relevant parties, i.e. designated officer from the relevant local authority, DBS, Department for Education.

The College will not take any action that might undermine any future action or disciplinary procedure, or Police investigation e.g. interviewing the alleged victim, alleged offender or possible witnesses before discussing this with the designated officer from the relevant local authority, when necessary. If appropriate, a multi-agency strategy group will be convened by the designated officer which will include representation from the College.

The College will seek advice from the designated officer from the relevant local authority about how, when and by who parents or carers should be informed unless there is an emergency situation, such as when a young person or vulnerable person has been injured and needs medical attention.

Any investigation conducted by the College will follow the College's procedures for investigations. Once the outcome is determined, the College will take a view on how to proceed in line with its disciplinary procedure. Any investigation should not undermine any Police investigation. However, the outcome of the College's disciplinary investigation and any subsequent action will not always be dependent on the conclusion and outcome of any Police investigation.

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Where an employee or volunteer is dismissed from the College's employment or internally disciplined because of abusive conduct relating to a young person or vulnerable person, or they leave while under investigation for allegedly causing harm or posing a risk of harm, the College will notify the DBS, as appropriate.

Where it is subsequently found that an allegation has been made maliciously the College may refer the matter to be dealt with in line with its disciplinary procedures for employees and students.

Where the allegations concern the Executive Designated Safeguarding Lead, the Chief Executive and Principal will be involved and the Executive Designated Safeguarding Lead will play no role.

Where the allegations concern the Chief Executive and Principal, the Executive Designated Safeguarding Lead will notify and involve the Chair of the Board of Governors (or the Deputy Chair if the Chair is not available).

If the employee is unhappy with the process under which they have been submitted they have the right to make representation through the Employee Disciplinary Policy and this should be made within five working days of the decision.

## **ALLEGATIONS ABOUT THE ORGANISATION**

The Sheffield College complies with the Education and Skills Funding Agency (ESFA) funding agreements and contracts requirements. The ESFA has included new safeguarding clauses in the funding agreements and contracts for 2017 to 2018, which requires the ESFA to be made aware when an institution is itself the subject of an investigation by the local authority or the police. The ESFA do not require details of all the safeguarding incidents an institution reports to the local authority or to the police, only where the institution itself, or one of its subcontractors, is subject to investigation. In such circumstances, the Chief Executive and Principal or the Executive Designated Safeguarding Lead is required to email [Enquiries.EFA@education.gov.uk](mailto:Enquiries.EFA@education.gov.uk).

The ESFA will need to know the name of the institution, the nature of the incident and confirmation that it is, or is scheduled to be investigated by the local authority and/or the police.

The main issues/referrals ESFA want to be notified about, where any funded students are concerned, are those that result in police investigations. ESFA needs to be sighted on these cases and satisfied the right action is in hand by responsible bodies.

The ESFA does not require institutions to routinely inform them about Prevent referrals to Channel panels. In line with the position on safeguarding more generally, the ESFA will only require institutions to inform them when an institution is itself, or one of its subcontractors, is the subject of an investigation by the local authority or the police in connection with a Prevent issue. In such circumstances, the Chief Executive and Principal or the Executive Designated Safeguarding Lead is required to email [Enquiries.EFA@education.gov.uk](mailto:Enquiries.EFA@education.gov.uk).

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## ALLEGATIONS WITHOUT FOUNDATION

The College recognises that false allegations may be indicative of problems of abuse elsewhere in the life of the accuser.

If after investigation the allegations were not substantiated, i.e. a malicious attempt to undermine an employee/volunteer a record should be kept, and consideration given by the Safeguarding Executive Group to a referral to the designated officer from the relevant local authority in order that other agencies may act upon the information.

The Safeguarding Executive Group will:

- Ensure the employee/volunteer against whom the allegation is made are informed by HR orally and in writing that no further action will be taken. (Consideration should also be given to offering counselling/support)
- Inform the parents/carers of the alleged victim (where appropriate) that the allegation has been made and of the outcome
- Where the allegation was made by a person other than the alleged victim, consideration should be given to informing the parents/carers (where appropriate) of that individual
- Prepare a report outlining the allegation and give reasons for the conclusion reached and confirm that the above action(s) have been taken

## SUPPORT

The College recognises that employees/volunteers who have been involved with a young person or vulnerable person who has suffered harm or appears to be likely to suffer harm may require support. Employees/volunteers can obtain support either via their line manager, Human Resources, Trade Unions, self-referral to Occupational Health.

## RECORD KEEPING

The Designated Safeguarding Lead (or their nominated deputy) shall ensure that arrangements are in place for retaining a copy of:

- The referral on My Concern (and report where appropriate)
- Any notes or other correspondence dealing with the matter
- Any other relevant materials

Copies of reports and other documentation should be kept securely locked at all times and kept for a minimum period of seven years.

Details of allegations that are found to be malicious will be removed from personnel records. For all other allegations a clear comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached will be kept on the confidential personnel file and a copy provided to the employee.

Copies of reports regarding allegations made against employees should be kept securely by Human Resources until the accused has reached normal retirement age or for a period of ten years from the date of the allegation if that is longer.

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## **CONFIDENTIALITY**

All suspicions, allegations and investigations must be kept confidential and shared only with those who need to know.

## **COMMUNICATION**

The College will ensure that suitable and relevant information relating to safeguarding is disseminated to employees and College users. Consultation and communication over safeguarding issues will be encouraged at all levels within the College. Communication will, so far as is reasonably practicable, be produced in a format that takes on board the needs of employees and College users.

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## Flowchart for action following disclosure/suspicion of a protection/safeguarding issue

Student makes a disclosure to a College employee/volunteer of a protection/safeguarding nature or if College employee/volunteer has concerns of a protection/safeguarding nature -

- Do take the disclosure/concern seriously
- The student should not be questioned over the validity of the claim nor should you attempt to investigate, question or probe further
- Do not promise to keep it a secret
- Do treat as highly confidential
- Remember you must inform the relevant Safeguarding Officer, or if one is unavailable the Designated Safeguarding Lead (or nominated Deputy) within one hour of disclosure If the suspicion or allegations of abuse is against an employee/volunteer it must be reported to the Designated Safeguarding Lead (or nominated Deputy) within two hours of disclosure
- If there any injuries that require medical attention contact a First Aider for advice on the appropriate medical treatment



Contact the relevant Safeguarding Officer (as outlined above) outlining the concern(s) and name of student (If pre-16 contact the 14 – 19 Schools Liaison Co-ordinator)

Complete a detailed analysis of the safeguarding concern and forward to the Safeguarding e-mail address (or if pre-16 to the 14 – 19 Schools Liaison Co-ordinator)  
**This must be on the same working day**



Safeguarding and Wellbeing Officer to follow up disclosure and take appropriate action, with referral to the appropriate external agency where they feel that the young person/vulnerable person may be in need and/or may be at risk of suffering significant harm and complete and record any action taken onto My Concern



**Refer to the Head for Student Experience if there are concerns with regards to student behavior in order for appropriate action to be taken**

Safeguarding and Wellbeing officers to ensure that any completed paperwork is filed away in safe and secure storage

Any referrals are highly confidential and all details of the event must be treated on a “need to know” basis only

If you are needed to assist in any further investigation you will be contacted by the relevant Safeguarding Officer/Designated Safeguarding Lead (or nominated Deputy)

If follow-up legal action is required a lapse of confidentiality or any inappropriate actions may seriously jeopardise any proceedings