



SIR JOHN DEANE'S SIXTH FORM COLLEGE

1557

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Safeguarding and Child Protection Policy

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SAFEGUARDING AND CHILD PROTECTION

The purpose of this Policy is to ensure that all members of the College community are aware of their responsibilities in relation to safeguarding and child protection, know the procedures that should be followed if they have a cause for concern and fully support the College's commitment to safeguarding and child protection.

It aims to ensure that students are effectively safeguarded from the potential risk of harm at Sir John Deane's Sixth Form College and that the safety and wellbeing of the students is of the highest priority in all aspects of the College's work.

In preparing the College Safeguarding and Child Protection Policy the Keeping Children Safe in Education 2020 and the Working Together to Safeguard Children Guidelines July 2019 have been considered

1 PRINCIPLES

- 1.1 Under Section 175 and 157 of the Education Act 2002 the College has a statutory duty to promote and safeguard the welfare of children (young people under 18), and have due regard to guidance issued by the Secretary of State at all times.
- 1.2 This College recognises its legal and moral duty to promote the well-being of students, and protect them from harm, and respond to abuse concerns when they arise.
- 1.3 Safeguarding and promoting the welfare of children means:
 - Protecting children from maltreatment
 - Preventing impairment of children's mental and physical health or development
 - Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
 - Taking action to enable all children to have the best outcomes.
- 1.4 For the purpose of this Policy
 - Any reference to the College shall incorporate the whole College Community including the Leisure Centre.
 - Any reference to students shall include all students of the College together with all students and/or vulnerable adults in our care or connected to the College through their use of the Leisure Centre.
- 1.5 We believe that every student and young person has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a student being physically or psychologically damaged.

- 1.6 We agree that we have a primary responsibility for the care, welfare and safety of the students in our charge, and we will carry out this duty through our teaching and learning, extracurricular activities, pastoral care and extended College activities. In order to achieve this, all members of staff (including volunteers and governors) in this College, in whatever capacity, will at all times, act proactively in student welfare matters especially where there is a possibility that a student and/or another child may be at risk of significant harm.
- 1.7 The College seeks to adopt an open and accepting attitude towards students as part of their responsibility for pastoral care. The College hopes that parents and students will feel free to talk about any concerns and will see the College as a safe place if there are any difficulties at home.
- 1.8 A student's worries and fears will be taken seriously if they seek help from a member of staff. However, staff must not promise secrecy if concerns are such that referral must be made to the appropriate agencies in order to safeguard a student's and/or another child's welfare.
- 1.9 In our College, if there are suspicions that a student and/or another child's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, appropriate action will be taken in accordance with the Child Protection procedures issued by Cheshire West and Chester Safeguarding Children Partnership (hereafter referred to as the Safeguarding Children Partnership).
- 1.10 As a consequence, we
- assert that teachers and other members of staff (including volunteers) in the College are an integral part of the student safeguarding process.
 - accept totally that safeguarding students is required and is an appropriate function for all members of staff in the College and wholly compatible with their primary educational responsibilities.
 - recognise that safeguarding students in this College is a responsibility for all staff, including volunteers and the Governing body.
 - will ensure through training and supervision that all staff and volunteers in the College are alert to the possibility that a student is at risk of suffering harm, and know how to report concerns or suspicions.
 - will designate a senior member of staff with knowledge and skills in recognising and acting on student protection concerns. He or she will act as a source of expertise and advice and is responsible for coordinating action within the College and liaising with other agencies (Designated Safeguarding Lead).
 - ensure (through the Designated Safeguarding Lead) that all staff with designated responsibility for student protection will receive appropriate training to the minimum standard set out by the Safeguarding Children Partnership.
 - will share our concerns with others who need to know and assist in any referral process.

- will ensure that all members of staff and volunteers who have a suspicion or concern that a student may be suffering, or may be at risk of suffering significant harm, refer such concerns to the Designated Safeguarding Lead, who will consider if a referral to the Integrated Access and Referral Team should take place in accordance with the procedures issued by the Safeguarding Children Partnership.
- safeguard the welfare of students whilst in the College, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs, cyber bullying or Internet technologies
- will ensure that all staff are aware of the Child Protection Procedures established by the Safeguarding Children Partnership and, where appropriate, the Local Authority and act on any guidance or advice given by them.
- will ensure through the recruitment and selection of volunteers and paid employees that all people who work in our College are suitable to work with children.
- will act swiftly and make appropriate referrals to the Local Authority Designated Officer where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children.

1.11 It is the responsibility of all colleagues, Governors and volunteers to report any and all concerns so that the appropriate enquiries can be made and necessary action taken.

2 DESIGNATED SAFEGUARDING LEAD IN COLLEGE

2.1 The Designated Safeguarding Lead for safeguarding and child protection in this College is the Assistant Principal Achievement & Student Support.

2.2 In his/her absence, these matters will be dealt with by the Head of Personnel, the Head of Achievement and Support, the Progress Mentor Manager and/or the Learning Mentor Manager. During non-term time or any time when the Leisure Centre is operating but the College is closed, should these named people be absent any matter arising in the Leisure Centre will be referred to the Leisure Centre Manager.

2.3 The designated person is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. They will also act as a dedicated resource available for other staff, volunteers and governors when they may have child protection concerns to discuss.

2.4 The College recognises that:

- The Designated Safeguarding Lead need not be a teacher but must have the authority within the College management structure to carry out the duties of the post.
- All members of staff (including volunteers) must be made aware of who this person is and what their role is.
- The Designated Safeguarding Lead will act as a source of advice and coordinate action within the College over child protection cases.
- The Designated Safeguarding Lead will need to liaise with other agencies and build good working relationships with colleagues from these agencies.
- Appropriate training and support should be given.
- The Designated Safeguarding Lead is the first person to whom members of staff report concerns.
- The Designated Safeguarding Lead is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by the Safeguarding Children Partnership.
- The Designated Safeguarding Lead is not responsible for dealing with allegations made against members of staff, unless the Designated Safeguarding Lead is also the Principal.
- The Designated Safeguarding Lead will also ensure that the College is represented at Child Protection Conferences and that the required reports are written and available within the appropriate timescales as prescribed by the Safeguarding Children Partnership and discussed with families in advance of Conference.

2.5 To be effective the Designated Safeguarding Lead will:

- Act as a source of advice, support and expertise within the College and be responsible for coordinating action regarding a request for service by liaising with Children's Social Care and other relevant agencies over suspicions that a child may be suffering harm.
- Cascade safeguarding advice and guidance issued by the Safeguarding Children Partnership.
- Ensure each member of staff and volunteers at the College, and regular visitors (such as trainee teachers and supply teachers) are aware of and can access readily the Safeguarding and Child Protection Policy.
- Liaise with the Deputy Principal of Curriculum & Quality or another senior leader to inform him/her of any safeguarding issues and ongoing investigations and ensure there is always cover for the role.
- Ensure that this policy is updated and reviewed annually and work with the designated governor for child protection to ensure this takes place.
- Be able to keep detailed accurate secure written records of referrals/concerns and ensure that these are held in a secure place.
- Seek to make parents aware of the Safeguarding Policy in order to alert them to the fact that the College may need to make referrals of concerns to Children's Social Care. Raising parents' awareness may avoid later conflict if

the College does have to take appropriate action to safeguard a student and/or other child.

- Safeguarding incidents and/or behaviours can be associated with factors outside the College and can occur between young people out the College. The Designated Safeguarding Lead and the safeguarding team will consider the context within which such incidents and behaviours occur. This is known as Contextual safeguarding, which means giving consideration to wider environmental factors which may be a threat to safety and welfare.
- Where children leave the College roll, ensure any child protection file is transferred to the new college/school as soon as possible but certainly within the 15 day national requirement, separately from the main file, and addressed to the Designated Safeguarding Lead for child protection. Wherever possible, this should include a face to face discussion and handover of the records. Both establishments should sign a form to confirm the handover of the records, both establishments should retain a copy of the transfer form.
- Where a student with a Safeguarding File leaves and the destination is not known, ensure that the local authority is alerted so that the student's name can be included on the database for Children Missing Education. The Local Authority should also be informed if a parent is considering elective home education so the relevant checks can be completed. Referrals regarding Elective Home Education and Children Missing Education should be made to the Education Welfare Service.
- The Designated Safeguarding Lead is also the Designated Lead for Looked After Children and has responsibility for promoting the educational achievement of children who have left care through adoption, special guardianship or child arrangement orders or who were adopted from state care outside England and Wales.
- The College has a duty to promote the educational achievement of children who are looked after and to ensure that staff have the skills, knowledge and understanding necessary to keeping children looked after safe.

2.6 The Designated Safeguarding Lead also has an important role in ensuring all staff and volunteers receive appropriate training. The Designated Safeguarding Lead should:

- Attend training in how to identify abuse and know when it is appropriate to refer a case. Training is every two years.
- Have a working knowledge of how the Safeguarding Children Partnership operates and the conduct of a child protection case conference and be able to attend and contribute to these when required, to enhance the implementation of the Child Protection Plan.
- Attend any relevant training courses or workshops and then ensure that any new or key messages are passed to other staff, volunteers and governors.

- Establish processes whereby all staff, volunteers and governors including new starters and supply teachers have had training in child protection. This should be relevant to their needs to enable them to identify and report any concerns to the Designated Safeguarding Lead immediately.

3 DESIGNATED GOVERNOR

The College has a Designated Governor for Safeguarding.

- 3.1 Where appropriate, the Governors will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures.
- 3.2 The Governors will ensure that the designated member of staff for safeguarding is given sufficient time to carry out his or her duties, including accessing training.
- 3.3 The Governors will review safeguarding practices in the College on a regular basis, and no less than annually, to ensure that:
 - The College is carrying out its duties to safeguard the welfare of students at the College;
 - The designated governor holds a biannual monitoring meeting with the designated safeguarding lead with an agreed focus.
 - Members of staff and volunteers are aware of current child protection practices and that staff receive training where appropriate;
 - Child protection is integrated into the College induction procedures for all new members of staff and volunteers and supply staff.
 - The College follows the procedures agreed by the Safeguarding Children Partnership, and any supplementary guidance issued by the Local Authority
 - All staff, volunteers etc. will be vetted to ensure that only persons suitable to work with children shall work in the College.
 - Where safeguarding concerns about a member of staff are raised, appropriate action will be taken in line with the Safeguarding Children Partnership Allegations against Staff Procedures and the Safeguarding Children Partnership Disciplinary Procedures and DfE guidance Dealing with Allegations of Abuse against teachers and other staff. Guidance for Local Authorities, Head Teachers, School Staff, Governing Bodies and Proprietors of Independent Schools (October 2012).

4 RECRUITMENT

- 4.1 In order to ensure that students are protected whilst at this College, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.

- 4.2 We accept that it is our responsibility to follow the guidance set out in “Safeguarding Children and Safer Recruitment in Education”, in particular we will ensure that the following checks are satisfactorily completed before a person takes up a position in the College:
- Identity checks to establish that applicants are who they claim to be e.g.: having sight of an applicant’s birth certificate, passport and/or driving licence
 - Academic qualifications, to ensure that qualifications are genuine
 - Professional and character references prior to offering employment
 - Satisfy conditions as to health and physical capacity
 - Previous employment history will be examined and any gaps accounted for.
 - DBS Checks will also be completed.
 - We receive proof of eligibility to work in the United Kingdom.

5 VISITORS

- 5.1 We understand that some people otherwise unsuitable for working with children may use volunteering, work placements or work experience to gain access to children; for this reason, any volunteers in the College, in whatever capacity, will be managed in line with the College’s visitor guidelines.
- 5.2 Depending on the nature and length of the arrangement appropriate checks will be undertaken, including a Disclosure and Barring Service (DBS) check.

6 INDUCTION & TRAINING

- 6.1 Advice and guidance on the range of abuse and indicators of abuse can be found in Annex A of ‘Keeping Children Safe in Education 2020’. All staff are required to access Part 1 of this document and to read and understand it, all staff working directly with under 18s must also read and understand Annex A.
- 6.2 All new members of staff will receive induction training, which will give them an overview of the organisation and ensure they know its purpose, values, services and structure, as well as how to identify and report abuse and child protection concerns within the appropriate levels of confidentiality.
- 6.3 All new staff at the College (including volunteers) will be directed to the Safeguarding Policy on the College VLE on starting their work at the College.
- 6.4 All staff will be expected to attend training on safeguarding children and this will enable them to fulfil their responsibilities in respect of child protection effectively. The College will provide access to this training.
- 6.5 All Staff will attend refresher training every three years, and the Designated Safeguarding Lead every two years.
- 6.6 Staff visiting the College for short periods of time e.g. 1 day supply cover, will

receive information in relation to safeguarding children and the procedures they must follow.

- 6.7 The College will ensure that all staff have an effective understanding of the local context and all Safeguarding Training will acknowledge and reference the local context to ensure that all staff are adequately prepared to manage such issues that arise from this.

7 DEALING WITH CONCERNS

- 7.1 It is not the responsibility of any member of staff or volunteer to investigate any suspicion or concerns that a child/young person is at risk of or is suffering significant harm. It is however their responsibility to ensure that any and all suspicions or concerns are reported (see Appendix 1).
- 7.2 Concerns must be reported to the Assistant Principal Achievement and Student Support. In their absence concerns should be reported to either the Head of Achievement and Support, the Progress Mentor Manager, the Learning Mentor Manager or the Head of Personnel. All reported concerns will then be discussed with the Designated Safeguarding Lead at the first opportunity. The relevant member of the Safeguarding Team to whom the concern is reported will ensure that a record is made of the concerns.
- 7.3 A cause for concern is an action, observation or discussion that makes you feel anxious about the safety or wellbeing of a student and/or other child.
- 7.4 Depending on the circumstances the Designated Safeguarding Lead will decide on the appropriate action.
- 7.5 The Designated Safeguarding Lead will consider if the issue needs to be passed to the Integrated Access and Referral Team for further action via a telephone conversation.
- 7.6 Where appropriate a Vulnerable Student file will be created on the College's secure system CPOMS (Child Protection Online Monitoring and Safeguarding System) and will include:
- Record of concerns;
 - Contemporaneous notes of any disclosures and communications;
 - Chronology of action.
- 7.7 All discussions, telephone calls and meetings in relation to the student will be recorded on CPOMS.

7.8 The Designated Safeguarding Lead and other appropriate professionals will hold regular meetings to discuss and review all live and dormant records. The Designated Safeguarding Lead will then be able to:

- monitor that the agreed actions have taken place
- assess the impact of the actions and the progress being made
- agree the next steps
- quality assure the written records
- collate a report for the Governing body outlining the level of child protection concerns and work being undertaken
- ensure that clear actions are followed up where there is a Child Protection Plan in place and the outcomes are monitored.
- Ensure College is represented at Core Groups and Conferences

7.9 The documentation for each student will be stored in a secure place.

8 SAFEGUARDING IN COLLEGE

8.1 As well as ensuring that child protection concerns are addressed, we will also ensure that students who attend the College are kept safe from harm whilst they are in our charge.

8.2 To this end, this policy must be seen in conjunction with the College's policies on:

- Equality and diversity
- Code of Conduct
- Staff use of Social Media
- Staff Recruitment
- Whistle blowing
- Harassment
- Prevent
- Preventing drug use

9 WEARING OF IDENTITY CARDS

9.1 In order to ensure that anyone accessing the College site is provided with a safe environment, it is a requirement that all staff, students and visitors visibly wear a College identification card in a College Lanyard or temporary College identification label at all times when on the College site.

9.2 College services maybe unavailable to or maybe withdrawn from any person not wearing the required identification.

10 POLICE INVOLVEMENT

- 10.1 Where the Designated Safeguarding Lead has reason to believe that a criminal offence may have been committed, he/she may take the decision to refer the matter to the police.
- 10.2 The Designated Safeguarding Lead may take advice from LADO prior to making a referral but the final decision as to whether such a referral is appropriate will be made by him/her.
- 10.3 Following a referral to the police the parents of the student will be informed of the referral in line with recommendations from the police.

11 PHOTOGRAPHING STUDENTS

- 11.1 We understand that parents like to take photos of or video record their children in their College activities.
- 11.2 However, if there are Health and Safety issues associated with this - i.e. the use of a flash when taking photos could distract or dazzle the students and cause them to have an accident, we will encourage parents to use film or settings on their camera that do not require flash.
- 11.3 We will not give approval to others to photograph or film students during a College activity where the permission of the parent has been refused.
- 11.4 We will not allow images of students to be used on College websites, publicity, or press releases, where the permission of the parent has been refused.
- 11.5 The College cannot however be held accountable for photographs or video footage taken by parents or members of the public at College functions.
- 11.6 At the enrolment of a student consent to the taking and use of photographs and videos will be recorded for each student.
- 11.7 The allowing of photographs and videos will be at the discretion of the Principal.

12 CONFIDENTIALITY and INFORMATION

- 12.1 The College, and all members of staff at the College, will ensure that all data about students is handled in accordance with the requirements of the law, and any national and local guidance in line with the 'Working Together to Safeguard Children 2019'.
- 12.2 Any member of staff who has access to sensitive information about a student or the student's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

- 12.3 Regardless of the duty of confidentiality, if any member of staff has reason to believe that a student and/or another child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the Designated Safeguarding Lead.
- 12.4 The College should be proactive in its consultations and involvement with individual parents and carers where their child is subject to child protection concerns unless this would be prejudicial to the safety and wellbeing of the child/young person.

13 CONDUCT OF STAFF

- 13.1 The College has a duty to ensure that high standards of professional behaviour exist between staff and students, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries.
- 13.2 At all times, members of staff are required to work in a professional way with students. All staff should be aware of the dangers inherent in:
- working alone with a student
 - physical interventions
 - cultural and gender stereotyping
 - dealing with sensitive information
 - giving to and receiving gifts from students and parents
 - contacting students through private telephones (including texting), e-mail, social media, or social networking websites.
 - disclosing personal details inappropriately
 - meeting students and families outside College hours or College duties
- 13.3 If any member of staff has reasonable suspicion that a student is or is at risk of suffering harm, and fails to act in accordance with this policy and the Safeguarding Children Partnership procedures, we will view this as a disciplinary matter, and take appropriate action which may include summary dismissal in accordance with the Foundation's Disciplinary Procedure.
- 13.4 The Staff Code of Conduct, including safeguarding, has been agreed and adopted by all adults working with students at Sir John Deane's Sixth Form College. Any member of staff who does not adhere to the policy will be subject to disciplinary procedures.
- 13.5 The College has a Whistle Blowing policy in order to support the College ethos where students and staff can talk freely about concerns knowing they will be listened to and appropriate action taken.

13.6 There are a range of mechanisms in place to ensure that students feel comfortable to express their concerns to adults for example:

- To the College's Progress Mentors
- To the College's Learning Mentors
- Through encouragement to discuss issues at tutorial sessions
- To the College's counselling service
- An open approach to discussing issues with staff

14 ALLEGATIONS AGAINST MEMBERS OF STAFF

14.1 All colleagues, Governors and volunteers have a responsibility to ensure that if they have any knowledge, concerns or suspicions regarding a member of staff that they report these concerns to the Designated Safeguarding Lead. This is not a matter of individual choice.

14.2 Where an allegation is made that any member of staff (including any volunteer or Governor) may have:

- Possibly committed an offence against or related to a student and /or other child
- Behaved in a way that has harmed or may have harmed a student and /or other child
- Behaved towards a student in a way which indicates s/he would pose a risk of harm if they worked regularly or directly with children.

The allegation will be dealt with in accordance with national guidance and agreements, as implemented locally by the Safeguarding Children Partnership.

14.3 Whilst in the first instance any such concerns should be reported to the Designated Safeguarding Lead, the Principal rather than the Designated Safeguarding Lead will handle such allegations. Where the allegation is against the Principal, the Chair of Governors will handle the College's response.

14.4 The Principal will nominate an individual, usually the Head of Personnel to collate basic information about the allegation, and report these without delay to the Local Authority Designated Officer (LADO). The LADO will discuss the concerns and offer advice and guidance on how the situation will be managed and if a strategy meeting will be required.

14.5 The Principal should not investigate the concerns or discuss with the alleged perpetrator without receiving advice from the LADO.

14.6 Colleagues should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure and Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the Teaching Regulation Agency.

15 CONTRACTED SERVICES

15.1 Where the College contracts its services to outside providers, the providers must have appropriate safeguarding and child protection policies and procedures, and there are arrangements in place to link with the College on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider.

16 PROVISION TO HELP STUDENTS STAY SAFE

16.1 We recognise that children who are abused or who witness violence may find it difficult to develop a positive sense of self-worth; they may feel anger, distress, fear, helplessness, humiliation and some sense of blame. Life experiences may impact on the mental health of a student including experiencing serious trauma.

16.2 The College supports students by maintaining a College ethos which promotes a positive, supportive and secure environment and which gives students a sense of being valued.

16.3 Safeguarding permeates through all aspects of the wider College curriculum. The following examples are not exhaustive but give a flavour for how safeguarding is promoted at Sir John Deane's Sixth Form College.

Through the tutorial programme and through easily accessible displays students are supported to recognise when they are at risk and how to get help when they need it. Students will be informed of:

- Their right to freedom from any form of bullying or harassment;
- Their obligation to treat others sensitively and considerately;
- The risks to their health and well-being;
- The availability of mental health and well being support throughout the College including the support of a counselling service.
- The right to freedom from radicalisation and extremism.

17 IMPLEMENTATION, MONITORING, EVALUATION AND REVIEW

17.1 All adults in College will be directed to the Safeguarding and Child Protection Policy on the College VLE. It will be discussed at least annually during professional development. Safeguarding and Child Protection will be a regular agenda item at Senior Leadership Meetings.

17.2 The effectiveness of the policy will be reviewed and evaluated by the Governing Body annually in light of any specific incidents or changes to local/national guidance.

17.3 The designated governor for safeguarding will monitor one aspect of the College's child protection work biannually and report back to the full governing body.

17.4 The Principal will report on safeguarding matters through the termly report and safeguarding will be a standing item on the agenda at each full governing body meeting.

18 **COVID 19**

The arrangements for Safeguarding at the College in relation to the COVID 19 pandemic are set out in Appendix 3.

Safeguarding Children: Raising a cause for concern

Staff must acknowledge their individual responsibility to bring matters of concern to the attention of the Designated Safeguarding Lead. This is particularly important where the welfare of children may be at risk. Remember it is often the most vulnerable children or young people who are targeted. These children need someone like you to safeguard their welfare.

Don't think what if I'm wrong - think what if I'm right

Reasons for raising a cause for concern

Each individual has a responsibility for raising concerns about unacceptable practice or behaviour in order to:

- prevent the problem worsening or widening
- protect or reduce risks to others
- prevent becoming implicated yourself

How to raise a concern

- Colleagues should voice their concerns, suspicions or uneasiness as soon as they can. The earlier a concern is expressed the easier and sooner action can be taken.
- They should try to pinpoint exactly what practice is concerning them and why and report this to the Designated Safeguarding Lead.
- If the concern is about the Designated Safeguarding Lead, colleagues should approach the Principal or the Head of Personnel.
- Ideally colleagues should put their concerns in writing, outlining the background and history, giving names, dates and places where possible.
- Colleagues are not expected to prove the truth of an allegation but will need to demonstrate sufficient grounds for the concern.

Self reporting

There may be occasions where a member of staff has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their professional competence. Staff have a responsibility to discuss such a situation with their line manager so professional and personal support can be offered. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children

Definitions and Symptoms of Abuse

Sir John Deane's Sixth Form College looks to protect everyone from:

- groups and individuals presenting violent extreme ideologies
- abuse or inappropriate relationships;
- contextualised abuse;
- grooming (in person, online, by phone, etc.);
- inappropriate supervision (by parents or staff, e.g. too much);
- bullying, cyber-bullying;
- unsafe Online activity, including when students are online at home;
- self-harm, risky behaviour;
- unsafe activities and environments;
- crime;
- fear of crime;
- exploitation including financial, sexual and criminal exploitation (County Lines);
- immigration issues;
- unsafe environments e.g. parks, sports grounds;
- homelessness and unsuitable housing;
- victimisation and prejudice due to race, sexuality, faith, gender, disability etc.;
- alcohol and drug misuse;
- eating disorders;
- peer-on-peer abuse;
- So-called honour-based violence (which can include FGM);
- Not understanding the additional safeguarding vulnerabilities of learners with SEN and disabilities, and how those barriers can be overcome.
- Sexual violence and sexual harassment between children
- "Upskirting" under The Voyeurism (Offences) Act;
- Issues arising from children with family members in prison
- Domestic abuse
- Issues arising from children being in the Court System
- Children missing from education
- anything which causes the College to be concerned that any student or member of staff might be at risk of significant harm as a result of one or more of the above.

There are four main categories of abuse – physical injury, neglect, sexual abuse and emotional abuse. The list of symptoms given is not exhaustive or comprehensive but consists of frequently observed symptoms. It is important to remember that most abuse involves more than one main type, for example, sexual and emotional abuse may be recognised together. These symptoms, for example cuts and grazes, may also be accidental and not a sign of abuse.

Further advice and guidance on the range of abuse and indicators of abuse can be found in Annex A of 'Keeping Children safe in Education 2020.

Physical Abuse

Actual or risk of physical injury to a child or failure to prevent physical injury (or suffering) to a child, including deliberate poisoning, suffocation and factitious illness by proxy. This includes excessive punishment.

Symptoms:

Behaviour changes/wet bed/withdrawal/regression	Finger marks
Frequent unexplained injuries	Broken bones
Afraid of physical contact	Cuts and grazes
Violent behaviour during role play	Cigarette burns
Unwillingness to change clothes	Cowering
Aggressive language and use of threats	
Bruising in unusual areas	
Changing explanation of injuries	
Not wanting to go home with parent or carer	

Neglect

Actual or risk of persistent or severe neglect of a child or the failure to protect a child from exposure to any kind of danger, including cold or starvation. Extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including failure to thrive.

Symptoms:

Lack of appropriate clothing	Dirty
Cold – complaining of	Body sores
Hunger – complaining of	Urine smells
Unkempt hair	No parental interest
Not wanting to communicate	Behaviour problems
Attention seeking	Lack of respect
Often in trouble – police	Bullying
Use of bad language	Always out at all hours
Lack of confidence – low self-esteem	Stealing
Jealousy	Significantly underweight

Emotional Abuse

Actual or risk of severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment or rejection. It is important to remember that all abuse involves some emotional ill-treatment.

Symptoms:

Crying	Rocking
Withdrawn	Not wanting to socialise
Cringing	Bad behaviour
Aggression	Behaviour changes
Bribery by parent	Self infliction
Lack of confidence	Attention seeking
Isolation from peers – unable to communicate	Clingy
Afraid of authoritative figures	
Treating others as you have been treated	
Picking up points through conversation with children	

Sexual Abuse

Actual or risk of sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature. The involvement of dependent, immature children and adolescents in activities to which they are unable to give informed consent or that violate the social taboos of family roles.

Symptoms:

Inappropriate behaviour – language	Withdrawn
Change of behaviour	Role play
Rejecting physical contact or demanding attention	Rocking
Physical evidence – marks, bruising	Knowledge
Pain going to toilet, strong urine	Stained underwear
Bruising/marks near genital area	
Drawing – inappropriate knowledge	
Relationships with other adults or children for example, being forward	

Appendix 3

There have been significant changes within our setting and within the UK in response to the outbreak of COVID 19 and this has implications for our current Safeguarding Policy and arrangements. This appendix sets out some of the adjustments the College is or may make in line with the advice from the Government and from local agencies.

COVID-19 arrangements for Safeguarding at Sir John Deane's Sixth Form College

Response to COVID-19

The College's Safeguarding Policy remains fundamentally the same: the welfare of children and young people always comes first, staff should respond robustly to safeguarding concerns and referrals should continue to be made in line with our established safeguarding procedure.

This appendix sets out some of the adjustments that may be made in line with any new arrangements at the College and following advice from the Government, the Department of Education and local agencies.

Reporting arrangements

The College's reporting arrangements continue in line with our Safeguarding Policy.

The Designated Safeguarding Lead (DSL) is:

Stephanie Dean, Assistant Principal Achievement and Support dean_s@sjd.ac.uk

The Deputy DSLs are:

Laura Lawson, Head of Personnel lawson_l@sjd.ac.uk

Louise Long, Head of Achievement and Support Long_l@sjd.ac.uk

Amy Scott, Progress Mentor Manager scott_a@sjd.ac.uk

Stacey Keegan, Learning Support Manager keegan_s@sjd.ac.uk

We will be operating during normal College hours, 8.30 am – 4.30 pm Monday to Friday. The College will ensure that the DSL or a Deputy DSL is available at all times when the College be opened to students and or other children. In the unusual circumstance that this is not possible a member of the Senior Leadership Team will email all staff by 9.00 am to advise they are acting in an on-site safeguarding role together with contact details for the DSL or Deputy DSL.

Staff will continue to follow the processes outlined in the Safeguarding Policy and advise the DSL or a Deputy DSL immediately about concerns they have about any student and / or child, whether in College or not. COVID-19 means a need for increased vigilance due to the pressures on services, families and young people, rather than a reduction in our standards. The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Normal safeguarding procedures apply for referrals to childrens' services. This contact will go through a member of the safeguarding team, as detailed above, who will follow appropriate measures in seeking the appropriate and necessary support. Childrens' services may be affected by the impact of the virus on staff and an increased demand for services. Where a student and / or child is at risk of significant harm there may be a need to be persistent in referring concerns to the local authority. The arrangements for contacting children's services are:

Cheshire West and Cheshire Safeguarding Children Partnership at:

<https://www.cheshirewestscp.co.uk/>

Identifying vulnerability

In the event of a period of College Closure the following clauses will take effect.
A scoping exercise will be undertaken to identify the most vulnerable children.

Specific arrangements will be in place in respect of the following groups:

- Looked After Children
- Previously Looked After Children
- Children subject to a child protection plan
- Children who have, or have previously had, a social worker. There is an expectation that children with a social worker must attend College (or the County High School, Leftwich by arrangement), unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child.
- Children with an EHCP
- Children on the edge of social care involvement or pending allocation of a social worker. Where required these children will be offered a place at College (or the County High School, Leftwich by arrangement).
- Other children the College considers vulnerable. More children may be added to this group in response to concerns raised with the DSL.

Each of these children will have an individual plan which has been shared with other agencies involved in their care, including where appropriate their social worker and the Virtual School Head for Looked After and previously Looked After Children.

In addition, the following groups will have specific arrangements around contact and support from the College.

- Children of key workers who may attend College (or the County High School, Leftwich by arrangement)
- Children working at home

The plans in respect of each child in these groups will be reviewed on a weekly basis.

Attendance

The College will follow the [attendance guidance issued by Government](#). Where a child is expected to attend the College (or the County High School, Leftwich) as part of the specific provision of child care outlined above and does not attend, we will follow our attendance procedure and make contact with the family.

Where a child is not responding to communications sent by members of the College we will follow attendance procedures.

If contact is not possible the DSL must be informed. The DSL will attempt a range of methods to contact the parent (Skype, FaceTime, through a relative etc.) but if necessary arrange a home visit by the College or another appropriate agency. A risk assessment will be undertaken to consider and manage the implications of COVID-19 alongside other risks perceived to the child.

The risk of COVID-19 **does not override** the duty on the College to ensure children and young people are safe.

The College will also follow normal attendance procedures if contact proves impossible with a child at home.

Staff will be aware of increased risk

The pressures on children and their families at this time are significant. There will be heightened awareness of family pressures through being contained in a small area, [poverty](#), and financial or health anxiety. These areas should be considered in the setting of any work for children to undertake at home (including recognising the impact of online learning – see below). Staff will be aware of the mental health of both [children](#) and their [parents and carers](#), informing the DSL about any concerns.

Peer on peer abuse

We recognise the potential for abuse to go on between young people, especially in the context of a school or college closure or partial closure. Our staff will remain vigilant to the [signs of peer-on-peer abuse](#), including those between young people who are not currently attending our provision. Extra care should be taken where groups have mixed age, developmental stages or are attending other schools as an interim measure. When making contact with these families our staff will ask about relationships between learners.

Risk online

Young people will be using the internet more during this period. The College may also use online approaches to deliver training or support. Staff will be aware of the signs and signals of cyberbullying and other risks online and apply the same child-centred safeguarding practices as when students are learning at the College. The College continues to ensure appropriate filters and monitors are in place.

The College has taken on board guidance from the [UK Safer Internet Centre](#) on safe remote learning and guidance for [safer working practice](#) from the Safer Recruitment Consortium. It is extremely important that professional boundaries do not slip during this exceptional period and advice has been given to all staff and all staff have been reminded of the College's code of conduct and importance of using College systems to communicate with children and their families.

Staff can access further guidance here:

<https://www.tes.com/news/coronavirus-10-safeguarding-rules-teachers-home>
<https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely/>

Students

Students accessing remote learning will receive guidance on keeping safe online and know how to raise concerns with the College, [Childline](#), the [UK Safer Internet Centre](#) and [CEOP](#). Students can access further guidance here:

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/internet-connected-devices/>

Parents and Carers

Parents and carers will receive information about keeping children safe online with peers, the College, other education offers they may access and the wider internet community. We have set out the College's approach, including the sites students will be asked to access and set out whom from the College (if anyone) their child is going to be interacting with online. Parents have been offered the following links:

[Internet matters](#) - for support for parents and carers to keep their children safe online
[Parent info](#) - for support for parents and carers to keep their children safe online

[Thinkuknow](#) - for advice from the National Crime Agency to stay safe online

[UK Safer Internet Centre](#) - advice for parents and carers

Mental Health

Restrictions to movement and contact with other people means students are more likely to be at risk of mental health problems. Members of the College support team may make students and their families aware of where further support can be found should they consider this to be appropriate.

The Department for Education have produced guidance to support parents:

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>

The following organisations can also provide support:

www.kooth.com – Free online emotional wellbeing and counselling with self-help articles

<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing>

<https://www.mind.org.uk/information-support/helping-someone-else/>

<https://calmharm.co.uk/> - Calm Harm App – A phone app providing help for those who use self-harm as a coping strategy

<https://annafreud.org/> - National Centre for Children and Families

Allegations or concerns about staff

With such different arrangements young people could be at greater risk of abuse from staff or volunteers. We remind all staff to maintain the view that ‘it could happen here’ and to immediately report any concern, no matter how small, to the safeguarding team.

Any staff or volunteers from outside our setting will complete an induction to ensure they are aware of the risks and know how to take action if they are concerned.

We have confirmed the arrangements to contact the LADO at the Local Authority remain unchanged.

If necessary, the College will continue to follow the duty to refer to DBS any adult who has harmed or poses a risk of harm to a child or vulnerable adult, and to the Teacher Regulation Agency in line with paragraph 166 of Keeping Children Safe in Education 2019

New staff or volunteers

Where new staff are recruited, or new volunteers join the College they will be provided with a safeguarding induction before starting or on their first morning by the DSL or a Deputy DSL. The DSL or Deputy DSL will ensure new starters know who to contact if worried about a child and ensure the new starters are familiar with the College's safeguarding procedures.

If staff or volunteers are transferring in from other registered education or childcare settings for a temporary period to support the care of children, we will seek evidence from their setting that:

- The member of staff has completed relevant safeguarding training in line with other similar staff or volunteers
- They have read Part I and Annex A of Keeping Children Safe in Education, and
- Where the role involves regulated activity and the appropriate DBS check has been undertaken by that setting we will undertake a risk assessment to determine whether a new DBS would need to be undertaken. It may be in these exceptional times we can rely on the DBS undertaken by their setting

Our Safeguarding procedures remain the same:

- Volunteers may not be left unsupervised with students and / or children until suitable checks have been undertaken. People supervising volunteers must be themselves in regulated activity, able to provide regular, day-to-day supervision, considered reasonable in all circumstances to protect the children.
- The College will undertake a written risk assessment on the specific role of each volunteer to decide whether to obtain an enhanced DBS check (with barred list information) for all staff and volunteers new to working in regulated activity in line with [DBS guidance](#).
- When undertaking ID checks on documents for the DBS it is reasonable to [initially check these documents online](#) through a live video link and to accept scanned images of documents for the purpose of applying for the check. The actual documents will then be checked against the scanned images when the employee or volunteer arrives for their first day.
- The College will update the Single Central Record of all staff and volunteers working in the College, including those from other settings. This will include the risk assessment around the DBS. A record will be kept by personnel of who is working in the College each day.