

Title: **Child Protection & the Protection of Vulnerable Adult Policy**

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Vice Principal Quality and Students
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Approved by: Senior Leadership Group
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Associated documents/policies: 'Umbrella' Safeguarding Policy
Bullying and Harassment Policy
Student Conduct and Disciplinary Policy
E-safety Policy
Control, Restraint and Search Policy
Staff Code of conduct
Recruitment and Selection Policy
Prevent Strategy
External documents:
Working Together to Safeguard Children 2015
Keeping Children Safe in Education Sept 2016
Children Act 1989 and 2004
Safeguarding Vulnerable Groups Act 2006
Safer Practice, Safer Learning, NIACE guide 2007
Whose Secret? 2007
Safeguarding young people on Work-Related Learning including Work Experience DCSF 2010
The Right to Choose - Multi Agency practice guidelines for handling cases of forced marriage (revised Jan 2013)
Munro Review of Child Protection
National Minimum Standards for Accommodation of Students under Eighteen by FE Colleges

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1 Objectives

This policy outlines the procedures to follow where it is suspected or disclosed that a student at the college or any child of whom the college has knowledge may be at risk of harm or abuse. It includes definitions and guidance to staff on responsibilities and procedures to follow if an allegation is made against a member of staff.

This policy should be read in conjunction with the college's Safeguarding Policy, which provides a broader description of our approach to promoting the safety and well-being of all learners. Reference should also be made to the other internal documents listed above.

2 Background/Scope

Bath College has clearly defined child protection responsibilities under the Children Act 1989 and 2004, for all students aged under 18. The College extends these responsibilities, within the scope of this policy, to adult students who are vulnerable, using the following definition:

"Someone of 18 or over who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation".

(No Secrets Guidance on developing and implementing multi-agency procedures to protect vulnerable adults from abuse 2000)

This policy is applicable to all students, staff, volunteers, governors, contractors and visitors to Bath College, employers hosting work placements and to children and young people who are in the care of students whilst on placements.

Staff may become aware of concerns about a student because they or someone else has disclosed to them, they have overheard discussions or have become concerned through their observations of physical injuries, or a change in the normal pattern of behaviour or appearance. Abuse, in the context of this policy, includes the threat of forced marriage.

3 Appendices

Appendix 1	Definitions of abuse and guidance re consent to refer
Appendix 2	Safeguarding Concern form
Appendix 3	Contact details for external agencies (for use by designated person only in most circumstances)

4 Procedure

The college will follow the procedures set out by the Local Safeguarding Children's Board for Bath and North East Somerset, which in turn are based on the national Working Together to Safeguard Children 2015 and Keeping Children Safe in Education 2016 guidance. For adults the college will follow the procedures set out by the Local Safeguarding Adults Board, which in turn are based on the national 'No Secrets' guidance.

4a) In particular, the College will:

- I. Name the Vice Principal of Quality and Students as the Senior Designated Child Protection and Safeguarding person.
- II. Ensure that an appropriately trained duty safeguarding lead is available to assume the responsibilities in the absence of the Senior Designated Child Protection and Safeguarding person.
- III. Make every member of staff aware of their individual responsibility for the protection of children and vulnerable adults in their care and ensure that everyone knows the name and the role of the senior designated safeguarding person.
- IV. Arrange Level 1, child protection training for all staff, that will include what to do if they are worried about a child or vulnerable adult, the definitions and possible symptoms of abuse and how to respond to a child or vulnerable adult who tells them about abuse.
- V. Arrange Level 2, multi-agency child protection training for the safeguarding leads and other key staff.
- VI. Set up an accurate record-keeping system to monitor all students about whom concerns have been expressed, whether or not these concerns lead to a child protection referral. These records will be:
 - paper-based initially transferring to electronic
 - kept securely by the Student Welfare Manager confidential to the Vice Principal Director of Quality and Students and the duty safeguarding lead in her absence
 - colour coded by the duty safeguarding lead as red (requiring urgent attention), yellow (on-going monitoring) or green/blue (can be considered closed)
 - categorised as to the type of concern e.g. bullying/mental health/disclosure of abuse
- VII. Ensure that all staff, volunteers, governors and contractors who are regularly and routinely on site when students are present undergo a Disclosure and Barring Service (DBS) check at the appropriate level and that this is updated every 3 years.
- VIII. Ensure that members of host families for international students have undergone DBS checks at the appropriate level if they are taking under 18s.
- IX. Ensure that all students who undertake work placements with children or vulnerable adults have undergone a DBS check.
- X. Develop effective links with other agencies, such as Social Services, Police, the Virtual School for Looked after Children and health services and contribute to interagency enquiries, child protection conferences, common assessments framework procedures

and meetings and other related groups as appropriate.

- XI. Fulfil any special responsibilities or task required in the care of children on the child protection register.
- XII. Fulfil any special responsibilities or task required in the risk assessing and monitoring of learners or potential learners on the sex offenders register.
- XIII. Publish the College's responsibilities for protection of children and vulnerable adults in student handbooks, and in information to staff, from the pre-recruitment stage onwards.
- XIV. Inform employers hosting work placements and any other external partners about this policy and the 'umbrella' Safeguarding Policy and take all appropriate steps to ensure learner safety in such placements.
- XV. Inform all contractors and visitors of the college's responsibilities for child protection and the protection of vulnerable adults.

4b) The College recognises the importance of high self-esteem and self-confidence in keeping students safe. The College induction, tutorial arrangements and enrichment programme will include information and activities designed to promote the well-being and personal safety of students. The increased vulnerability of people with certain protected characteristics (as defined by the Equality Act 2010) and others such as care leavers is recognised. The College seeks to support those students who may be especially vulnerable to abuse through sensitive monitoring and by ensuring that all students have around them a network of people they can go to for help when necessary.

4c) What members of staff should do if a student discloses abuse or if abuse/harm/ high risk to well-being is suspected:

All complaints, allegations or suspicions of abuse or harm shall be taken seriously and should be discussed with the duty safeguarding lead. However, staff should not investigate suspected incidents since this may contaminate evidence in a future investigation by the Police or Social Services. Instead they should comply with the following:

- Do - listen uncritically, asking only open questions
- Do - reassure the 'disclosee' that s/he was right to tell you
- Do - discuss with the college's duty safeguarding person as soon as possible and tell the student that you will do so.

The evening duty manager can offer immediate advice if the concern arises in the evening and is of such urgency that it should not be left until the morning. They may consult the Social Services Emergency Duty Team or Police if they cannot contact the Vice Principal of Quality and Students.

- Do - Seek support if you are personally or emotionally affected by the experience
- Don't - interrupt a child or vulnerable adult who is freely recalling significant events
- Don't - assure confidentiality
- Don't - examine the student
- Don't - ask leading questions, speculate or accuse anyone

A full written report, together with any other relevant information, must be made to the College's duty safeguarding lead by the member of staff at the earliest opportunity (within 24hrs). This may be written with her support. This report should include:

- The day, the date, the time and the place where the alleged abuse/abuse/high risk to well-being happened or was disclosed or suspected
- The reporting staff member's/student's name and the names of other staff, students or others present or involved
- The name, date of birth and address of the vulnerable adult/child who has allegedly been abused
- The course they are studying in college
- The nature of the concern
- The description of any injury or distress observed
- The account which has been given by the discloser (try to use the exact words)

(See appendix 2 – Safeguarding Concern Form)

4d) Counsellors' discretion

The Counsellors of the student counselling service have a duty of confidentiality to students/clients of the counselling service (*British Association for Counselling and Psychotherapy - Ethical Framework for Good Practice in Counselling and Psychotherapy - Revised Edition February 2010: 11-24*)

Therefore, where the first person to become aware of a case of physical, sexual, emotional abuse or neglect is a Counsellor within the student counselling service, the Counsellor will exercise his or her professional judgement as to the appropriateness of reporting the abuse to the Student Welfare Manager. In all cases the Counsellor will discuss both the disclosure of abuse and the decision to report with their counselling supervisor.

4e) Allegations against a member of staff

The procedure set out in paragraph 4c will be followed for any allegations about a member of college staff.

On being notified of any such matter the Vice Principal of Quality and Student will notify the Principal who will decide, in consultation with the Director of HR, what additional action should be taken regarding the member of staff. There are certain circumstances where the Police would wish to investigate prior to any internal action. Where this is a possibility, contact should be made with the Local Safeguarding Children's Board (via the Local Authority Safeguarding Designated Officer) or with the



Police Child Abuse Investigation team. This contact should be made by the Vice Principal of Quality and Student who must keep the Principal and Director of HR informed of any decisions or actions.

Should the college Vice Principal of Quality and Student be the subject of an allegation or complaint under this procedure, the matter shall be reported to the Principal who will investigate using the procedures set out above.

Should the Principal be the subject of an allegation or complaint under this procedure the Vice Principal of Quality and Student will inform the Chair of the Corporation, (or Vice chair in his/her absence) and Safeguarding Link Governor, who will follow the actions set out above, with the assistance of the Vice Principal of Quality and Student and the Director of HR.

Any concerns regarding the safety of a child or vulnerable adult need to be balanced appropriately against the needs of the staff member to be treated fairly. For an innocent person to be subject to a period of suspension and investigation, coupled with the threat of possible arrest, is a serious ordeal which can result in long-term damage to a person's health and career. Staff members should seek advice and support from the HR department and/or their trade Union.

Appendix 1

Definitions of abuse and guidance re consent to refer

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child. (*Keeping Children Safe in Education 2016*)

Emotional abuse: Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as over protection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or

corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. (*Keeping Children Safe in Education 2016*)

Neglect: Is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. 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, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. (*Keeping Children Safe in Education 2016*)

Sexual abuse: Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape, or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing, They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. (*Keeping Children Safe in Education 2016*).

Prevent

The Prevent Statutory guidance issued under section 29 of the Counter-Terrorism and Security Act 2015. 'Prevention' means reducing or eliminating the risk of individuals becoming involved in terrorism. Prevent includes the identification and referral of those at risk of being drawn into terrorism into appropriate interventions to ensure that they are given appropriate advice and support. These interventions aim to divert vulnerable people from radicalisation. '**Radicalisation**' refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

If you recognise someone who is at risk from radicalisation, please contact the Student Welfare Manager & Prevent Lead who can help them get support by referring them to the Channel process;

- Email: channelsw@avonandsomerset.pnn.police.uk
- Discuss with Regional Channel Coordinator on (0117) 945 5539
- Discuss with Salam Katbi on 07824083307 or Email: salam.katbi@avonandsomerset.pnn.police.uk
- Call the Anti-terrorist Hotline on 0800 789 321.

Child Sexual Exploitation (CSE)

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyber-bullying and grooming. However, it also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse. (*Keeping Children Safe in Education 2016*)

Identifying cases of female genital mutilation (FGM) and Forced Marriage

There are many different types of abuse but there are some that staff may be initially less aware of. Female genital mutilation (FGM) and Forced Marriage fall into this category. The College does have measures in place to safeguard against this type of abuse. Any indications that FGM or Forced Marriage are imminent, or have already taken place, will be dealt with under the child protection procedures outlined in this policy. In support of this provision, the College will do everything that it can to ensure that:

- We are an 'open environment', where learners feel able to discuss issues that they may be facing;
- the Designated Child Protection Person (or Deputies) are aware of the issues surrounding FGM and Forced Marriage;
- advice and signposts are available for accessing additional help, e.g. the NSPCC's helpline, ChildLine Services, Forced Marriage Unit
- awareness raising about FGM is incorporated in the College's safeguarding training

If there is a disclosure of abuse of this kind, or staff are concerned for any other reason, they are advised:

- to alert the College's Designated Safeguarding Person to their concerns. This member of staff will then refer concerns to social care, who will inform the police if they need assistance. If a learner has disclosed that they are at risk in this way, the case will still be referred to social care even if it is against the learner's wishes.
- **not** to consult or discuss with the pupil's parents or family, or others within the community;

Other specific safeguarding issues

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. For example NSPCC offers information for schools and colleges on the TES website and also on its own website www.nspcc.org.uk. Access to broad government guidance on the issues below can be found via the GOV.UK website:

- Bullying including cyber-bullying
- Domestic violence including controlling relations
- Drugs/Alcohol
- Fabricated or induced illness
- Faith abuse
- Forced marriage
- Gangs and youth violence
- Gender-based violence / violence against women and girls
- Mental health
- Private fostering
- Sexting
- Teenage relationship abuse
- Trafficking
- Missing from Education

Missing Children from Education

In the event of a young person missing from education the College ie the Student Welfare manager or Duty Safeguarding Lead will contact the parents/carers, Police, Virtual School, link School, and any other necessary external agency to raise the concern.

Examples of staff behaviour that may be defined as non-abusive (depending on context, frequency and degree)

- Applying restraint consistent with national guidance and the college's established practise for managing behaviour.
- Using reasonable force as outlined in AoC/DfES document 'The Use of Reasonable Force in Further Education', published 2013.
- Removing, with reasonable force, potentially dangerous items from a child or vulnerable person from a given location.
- Shepherding children or vulnerable adults (hand on back/shoulder).
- Securing attention (tap on arm/shoulder/back).
- Comforting (hand on arm/shoulder/back).

Examples of staff behaviour that may be defined as non-abusive but are ill advised and should not be carried out without consulting and informing the line manager and/or the college's designated child protection co-ordinator



- Taking, storing or displaying photographs or videos of children or vulnerable adults without parental/carer consent.
- E-mailing students under the age of 18 to an email address other than at the college or their school. In any case all correspondence should be related entirely to course work and progress.
- Communicating or sharing information with students on social networking sites in anything other than a professional capacity
- Making direct telephone or text messaging contact with pre-16 learners other than through the college's pre-16 team or the school.
- Inviting students to a staff member's home.
- Offering students lifts.
- Seeing students socially.



Appendix 2

Safeguarding Referral Form

This document is confidential to the Safeguarding Lead, you and, if you consider it appropriate, the student. Please complete the form fully and e-mail or hand it to the Duty Safeguarding Lead immediately after completion.

The Child / Vulnerable Person's details:

Name:	Course:	Level:
Address:	Date of Birth:	
Phone:	Age:	
GP Details:		

Outline the nature of the safeguarding concern:

Date the safeguarding concern was raised:	Time:
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Description of any injury or distress to the student observed by the staff member:

What action was taken and by whom:

Other useful information (cross-reference with another file i.e. Conduct, Risk Assessment)

Names and job titles of any other staff members/ external people involved in concern:

Staff Details

Name:	Job Title:
Signature:	Date:

To be completed by the Duty Safeguarding Lead

For safeguarding person's use only (please tick category)
Suspected or disclosed family/partner abuse
Domestic Violence
CSE
Prevent
FGM
Mental Health Concern
Potential risk to other staff/students
General Health and Well-being Concerns
Subject alleged to have bullied or at risk of bullying
Drugs/Alcohol Misuse
Allegation against staff member
Forced Marriage
E-safety – Cyber-Bullying
Sexting and inappropriate use of pornography
Missing from Education
Hate Crime
Faith Abuse
Other

Date	Safeguarding Lead	Comments and Actions

Appendix 3

Contact details for external agencies

For use by the Vice Principal of Quality and Students, the Student Welfare Manager and Duty Safeguarding Leads in most all circumstances)

BANES Council

Bath Family Team (for children who live in the central Bath area) 01225 396312

North East Somerset Family Team (for children who live outside central Bath) 01225 396313

If outside of office hours please call the BANES Emergency Duty Team on 01454 615165

Police non-emergency contact number: **101**

Avon and Somerset Police Child Abuse Investigation Team can be contacted on 01225 842786 / 842734.

If the concern is about a **vulnerable adult call 01225 396000** and ask for the Access Team

Bristol Council

North Bristol, Social Work Assessment team: **0117 903 8700**

East/Central Bristol, Social Work Assessment team: **0117 903 6500**

South Bristol, Symes House (Near Hartcliffe), Social Work Assessment team: **0117 353 2200**

South Bristol, Broadwalk, (Near Knowle), Social Work Assessment team: **0117 903 1414**

Bristol Emergency Duty Team: **01454 615 165**



Gloucestershire Council

Gloucestershire Children and Young Person's Referral team: 01452 426565

Gloucestershire Children's Services Emergency/out of hours: 01452 614194

Gloucestershire Local Safeguarding Board Business Manager, Judith Williams: **01452 583629**

Gloucestershire Local Authority Designated Officer, Jane Bee: **01452 426994**

South Gloucestershire Council

South Gloucestershire Children's Services, Advice Assessment Service, North: **01454 868700**

South Gloucestershire Children's Services, Advice Assessment Service, South: **01454 868541**

South Gloucestershire Children's Services Emergency/out of hours: **01454 615165**

South Gloucestershire Local Safeguarding Board Business Manager, Janet Fraser: **01454 868924**

Local Authority Designated Officer, Janet Fraser: **01454 868924**

North Somerset Council

North Somerset Children's Services, Advice and Assessment Service: **01275 888266**

North Somerset Out of Hours Service: **01454 615165**

Service Leader - Quality Assurance and Safeguarding - Mike Reay: **01275 888244**

Local Authority Designated Officer, Mike Reay: **01275 888244**

Local Police, central referral unit: **101**

Steve Robinson, Detective Sergeant, Child Abuse Investigation Team: **01934 638169**



Wiltshire Council

Wiltshire Referral and Assessment Team: **01380 733 567**

Wiltshire Out of Hours Emergency Duty Service: **0845 607 0888**

Local Safeguarding Board Development Manager: **Rachel Hull, 01225 713304**

Local Safeguarding Board Business Manager: **Angie Hael, 01225 718093**

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