Title: Safeguarding Policy

Reviewed by: Jayne Davis
Interim Vice Principal Quality and Students
September 2016

Approved by: Strategic Leadership Group
September 2016

Date of next review: August 2017

Associated documents/policies:

Bath College documents/policies:
- Prevent Strategy
- Accommodation Strategy
- Child Protection & the Protection of Vulnerable Adult Policy
- Health and Safety Manual
- Bullying and Harassment Policy
- Student Conduct and Disciplinary policy
- Travel Procedures (student trips)
- Student Risk Assessment Policy
- Recruitment and Selection Policy
- Equality Policy
- E-safety Policy
- Whistle-blowing Policy
- Confidentiality Policy
- Staff Induction Policy
- Staff Code of Conduct
- Control, Restraint and Search Policy
- Engaging External People Policy

External documents/legislation:
- Human Rights Act 1998
- Children Act 1989 and 2004
- Working Together to Safeguard Children 2015
- Keeping Children Safe in Education Sept 2016
- Safeguarding Vulnerable Groups Act 2006
- Safer Practice, Safer Learning, NIACE guide 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)
- Provision of Therapy for Vulnerable or Intimidated Adult Witnesses Prior to a Criminal Trial 2001
1 Objectives

To define 'safeguarding' and outline the college's approach to both meeting its duties and our commitment to best practice.

This policy is an 'umbrella' policy summarising the college's generic approach to safeguarding. More detail and guidance is included for the different aspects of safeguarding within the policies listed above.

2 Background/Scope

Bath College is committed to promoting and ensuring the safeguarding of all children, young people and vulnerable adults from harm whatever, their age, gender, race, disability, language, religion/belief and/or sexual orientation.

The term ‘safeguarding children and young people’ embraces both child protection and a preventative approach to keeping young people safe.

Safeguarding is not just about protecting children, young people and vulnerable adults from deliberate harm. It includes issues for FE Colleges such as student health and safety; bullying; hate, racist or homophobic abuse; or any form of harassment and discrimination; meeting the needs of students with medical conditions and learning difficulties/disabilities; providing first aid; support / protection from drug and substance misuse; educational and
off site visits; intimate care; e-safety; issues which may be specific to a local area or population, for example gang activity, radicalisation for violent extremism and college security, and safer recruitment and employment practices. Safeguarding enables effective early help and support for children, young people and vulnerable adults. It should be considered in terms of safe people, safe places and safe practices and procedures. It should be considered in terms of safe people, safe places and safe practices and procedures.

Safeguarding can be summarised as measures to prevent a young person or vulnerable adult from experiencing harm or abuse of any kind.

Safeguarding at Bath College is how we help everyone to feel and be physically and emotionally safe. It’s also about how we respond to any incidents of bullying, harm or abuse, including the threat of forced marriage or female genital mutilation.

3 Appendices

Appendix 1 Safeguarding Concern Form
Appendix 2 Prevent Channel Referral
Appendix 3 Prevent and Channel - Process chart for reporting a concern of a vulnerable individual
Appendix 4 Prevent – Knowing when to refer
Appendix 5 Safeguarding Team Structure
Appendix 6 A quick guide for staff - ‘What to do if you have safeguarding concern’
Appendix 7 A guide for staff - ‘When should I consider something a safeguarding issue and make a safeguarding referral?’

The college staff portal has a dedicated safeguarding site with many useful documents and links: [https://staffportal.citybathcoll.ac.uk/PublicSites/SafeGuarding/SitePages/Home.aspx](https://staffportal.citybathcoll.ac.uk/PublicSites/SafeGuarding/SitePages/Home.aspx)

4 Procedure

4.1 Designated person (and other key persons) details and responsibilities

Every member of staff has a duty to promote safeguarding and take steps to safeguard learners, but in addition to those general responsibilities there are other specific responsibilities as follows:

Jayne Davis, the Interim Vice Principal Quality and Students is the college's Senior Designated Person for Safeguarding and Child Protection. The senior designated person leads on all internal and external communications, in partnership with the Director of Human Resources for staff recruitment and conduct. The senior designated person joint chairs the college’s Heath, Safety and Equality Panel and leads on the updating of all staff on safeguarding matters. Full senior designated person responsibilities are listed in the college’s Child Protection & the Protection of Vulnerable Adult Policy.
• The senior designated person is assisted at an operational level by Theresa Hallett, the Student Welfare Manager and Safeguarding Lead including Prevent and a team of Safeguarding Leads. All safeguarding leads are supported by regular group supervision chaired by the Student Welfare Manager and individual one to one supervision with a qualified clinical supervisor.

• The Principal and governing body of the college have the responsibility to ensure that the policies, management and implementation of safeguarding meet the requirements of legislation, the Independent Safeguarding Authority and the protocols within the South West Safeguarding and Child Protection Group.

• The link governor for Safeguarding and Prevent is Jane Shaw.

• The Student Counselling Service working in partnership with Off the Record offers group or individual, confidential counselling for all enrolled students and is an integral part of the college’s safeguarding provision. Limits to confidentiality are clearly explained and agreed at the initial appointment, before counselling begins.

• The Student Mentors offer group or individual, practical support and information on a range of student life matters e.g. emotional health and wellbeing support including safeguarding, study skills, time management, budgeting and finance, accommodation and funding, and helping students to access internal and external services. This service is an integral part to the college’s welfare provision.

• The College Nurses offer advice and guidance on a range of services e.g. health and wellbeing, contraception and sexual health, diet and exercise, stopping smoking, STI screening, alcohol and drug misuse, and physical health concerns.

4.2 The Health, Safety and Equality Panel

The remit of the panel is to ensure that the college is effectively implementing its policy on the Child Protection & the Protection of Vulnerable Adults, is complying with the South West Multi-agency guidelines and is following best practice as determined by the DCSF, Ofsted, and the Disclosure and Barring Service (DBS). The panel meets, as a minimum, 4 times per academic year.

Membership will comprise representatives from the following teams:

• SLG Chairs
• Estates
• Human Resources
• Student Participation
• Students’ Union
• Safeguarding link Governor
• Services to Business
• Student Welfare
• Foundation Learning
• Marketing
• Unions

A report from the Health, Safety and Equality Panel is made to the Corporation.
4.3 The Single Central Record and Staff training

At interview stage, all regulated activity applicants are list 99 checked, professional qualifications are checked and their right to work in the UK is confirmed, along with their identity. References are sought for new staff to verify their suitability for positions. Where any applicants are required to have work permits, then the appropriate checks and procedures are followed. Copies of documents confirming these pre-employment checks are held on personal HR files and data is held on the Single Central Record held by HR.

All new staff in regulated activity (including casual workers, bank workers and volunteers) are list 99 checked (new combined list held by the DBS) before commencing work and a risk assessment is completed pending the return of a DBS check. Agency staff are checked via the agency. Staff engaged in ‘regulated activity’ are required to have an enhanced DBS disclosure with a barred list check. External persons engaged in activity that includes regular contact with young people are also subject to DBS checks and must comply with the Engaging External People Policy.

All staff permanently employed at the college will be trained to Level 1 in safeguarding, through group sessions or Education and Training Foundation online training. Certain key staff will be trained to Level 2, including members of the Senior Leadership Group, the designated person, and the safeguarding leads. Training in safeguarding, or a commitment to undertake it on appointment, will be a contractual condition of employment. The staff induction programme will include initial safeguarding information and the designated person will provide annual updating to all staff.

4.4 Communicating with students

Safeguarding, and the college’s commitment to it, will be promoted to students through social media, TV screens, posters, handbooks, Moodle (You Matter site), awareness raising events and in tutorials. It will also be embedded in all teaching and learning across the college.

A secondary college brand of Feel Safe has been created and promoted in the college by posters, banner stands and the student intranet. Feel Safe postcards are sent to work based apprentices.

The campaign has its own logo and dedicated e-mail address:

safe@BathCollege.ac.uk
4.5 Safeguarding work based learners and those undertaking work experience

All learners, regardless of their study pattern, will receive guidance about how to keep themselves safe and what to do if they feel unsafe. The college will ensure that where it is responsible for young people and vulnerable adults on placement with employers, an appropriate risk assessment has been carried out. DBS checks may be required, for example where any one person would have substantial unsupervised access to a young person or vulnerable adult.

The college will discuss safeguarding specifically when risk assessing placements with employers and provide guidance about our policies and procedures.

4.6 Communicating with visitors

As visitors sign in to the college they will be provided with a small card containing safeguarding information ‘Safe Students – Safe College – Safe Staff’.

4.7 Staff Induction and Training

All new staff undertake College induction training which includes a dedicated Safeguarding and Child Protection training session led by Vice Principal of Quality and Students or the Student Welfare Manager. In addition, prior to commencing employment all staff are required to undertake online Level 1 Safeguarding training including Prevent. The induction training includes an introduction to the college Child Protection & the Protection of Vulnerable Adult Policy and Bath College Values and Code of Conduct and gives an outline of the responsibility of all staff with regard safeguarding and child protection. The Safeguarding Team structure is explained, including contact details and locations (Appendix 2). An introduction to the internal process of making a safeguarding referral is also clearly outlined and supported with documents (What to do if you have a safeguarding concern – A Quick Guide for Staff – Appendix 3 and ‘When should I consider something a safeguarding issue and make a safeguarding referral?’ – Appendix 4).

During employment ongoing Safeguarding and Child Protection training including Prevent takes place during the mandatory cross college Staff Development days and at other times as new legislation and guidelines are released. For example, in July 2015 the Student Welfare Manager undertook Safeguarding Briefings including Prevent for staff across both campuses to further embed the robust safeguarding practices and procedures.

4.8 Making Referrals

Where a young person is registered at College, consultation must take place with a member of the Safeguarding Lead Team as soon as possible after a concern comes to light. The safeguarding lead team will then be able to advise as they are best placed to initiate any referral to an external agency. A written record of any concern should be made using the College’s internal Safeguarding Concern Form (Appendix 1). A verbal referral to the Safeguarding Team can be made immediately following the concern but
must be followed up with the written referral. This document should be completed within 24hrs of a concern being raised and given to the Safeguarding Lead to whom the concern was referred. The Safeguarding Lead will then make the decision if a referral is needed to an external agency. If it is not possible to speak to any member of the Safeguarding Lead Team then the member of staff should contact the Vice Principal of Quality and Students or a member from SLG to discuss concerns, they will then initiate a referral to external agencies as appropriate. The Student Welfare Manager must be informed about the referral as soon as possible.

4.9 Confidentiality and talking to young people

Confidentiality is an issue that needs to be understood by all those working with young people, particularly in the context of child protection. You can never guarantee confidentiality to a young person as some kinds of information may need to be shared with others. Professionals can only work together to safeguard children and young people if there is an exchange of relevant information between them.

Talking to and listening to young people

If a learner chooses to disclose, you SHOULD:

- be accessible and receptive;
- listen carefully and uncritically at their pace;
- take what is said seriously;
- reassure them that they are right to tell;
- tell them that you must pass this information on;
- make a careful record of what was said.

You should NEVER:

- take photographs of injuries;
- examine marks/ injuries solely to assess whether they may have been caused by abuse (there may be a need to give appropriate first aid);
- investigate or probe, aiming to prove or disprove possible abuse – never ask leading questions;
- make promises to children about confidentiality or keeping ‘secrets’;
- assume that someone else will take the necessary action;
- jump to conclusions or react with shock, anger or horror;
- speculate or accuse anybody;
- confront another person (adult or child) allegedly involved;
- offer opinions about what is being said or about the persons allegedly involved;
- forget to record what you have been told;
- fail to pass the information on to the correct person;
- ask them to sign a written copy of the disclosure or a ‘statement’.
For learners with communication difficulties or who use alternative/augmented communication systems, you may need to take extra care to ensure that signs of abuse and neglect are identified and interpreted correctly, but concerns should be reported in exactly the same manner as for other learners.

4.10 Record keeping

Well-kept records are essential in situations where it is suspected or believed that a young person may be at risk from harm.

Records should:
• state who was present, time, date and place;
• use the child’s words wherever possible;
• be factual/state exactly what was said;
• differentiate clearly between fact, opinion, interpretation, observation and/or allegation;
• be signed (electronic or hand written) and dated by the recorder;

Records about child protection or pertaining to welfare concerns or issues, including CAF paperwork, will be retained securely and separately to the curriculum records of the young person. If the young person moves to another education setting, these records will be sent in a timely and secure manner to the Designated Child Protection person of the receiving establishment.

4.11 Attendance at Child Protection Conferences

Members of the Safeguarding Lead Team will be expected to attend the initial Child Protection Conference and Reviews, and provide a written report. The Safeguarding Lead with take responsibility for an individual case then attend the subsequent core group meetings.

4.12 Child Protection

S47 of the Children Act 1989 says the Local Authority has a statutory duty to investigate when there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm due to the actions or inactions of others. College staff do not investigate whether a young person has been abused. This is the duty of Social workers from the Safeguarding team and the police. College staff refer reasonable concerns which indicate that a young person may be at risk of significant harm. It is the ‘significant harm’ threshold that justifies statutory intervention into family life. A professional making a child protection referral under S.47 must therefore provide information which clearly outlines that a young person is suffering or likely to suffer significant harm. It is not possible to rely on one absolute criterion when judging what constitutes significant harm. Consideration of the severity of ill-treatment may include the extent of the harm suffered, the context within which it occurred and its duration. Significant harm may also arise from a combination of significant events which are both
acute and long standing and which may impair the young person’s physical, psychological and social development.

In order to both understand and evidence ‘significant harm’, it is necessary to consider the family context, together with the young person’s development within their wider social and cultural environment. It is also necessary to consider any special needs, e.g. medical condition, communication difficulties or disability that may affect the young person’s development and care within the family. The nature of harm, in terms of ill-treatment or failure to provide adequate care also needs consideration alongside the impact on the young person’s health and development and the adequacy of care provided.

If staff have significant concerns about any young person, they should make them known to the Safeguarding Lead without delay in accordance with the college’s reporting and recording procedures. These concerns may include reports of or observed evidence/suspicion of:
- Physical, Emotional, Sexual, Verbal abuse
- Bullying, Harassment, Discrimination
- Hate, racist, disability or homophobic or transphobic abuse
- Neglect including Financial Neglect
- Self-harm/ Mental Health Concerns
- Prevent – Radicalisation/Extremism
- Gender based violence - Female Genital Mutilation
- Child Sexual Exploitation/Grooming
- Domestic Violence including controlling behaviour
- Sexual behaviour including accessing pornography
- Substance misuse
- Gang activity and youth violence
- Faith abuse
- Children missing in education, home or care
- Fabricated illness

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 (also see Appendix 2-4 for referral process flowchart and information).
Missing Children from Education
In the event of a young person missing from education the College i.e. the Student Welfare Manager or Safeguarding Lead will contact the parents/carers, Police, Virtual School, link School, and any other necessary external agency to raise the concern.

4.13 External partners in Safeguarding

The college is committed to working in partnership to ensure the safeguarding of all learners, and particularly children and vulnerable adults. Examples of key partners include:

- B&NES Children’s Services and their Designated Lead Officer for Safeguarding
- Avon and Somerset Police
- Neighboring local authorities as above
- Local Safeguarding Childrens Board (Bath College is an associate member)
- B&NES Safeguarding Adults Coordinator
- The Virtual Head for Looked After Children
- PREVENT Board
- All secondary schools from whom the college has pre-16 learners
- Any schools or other providers with whom the college shares collaborative delivery or franchises provision for post-16 learners
- Southside Family Project
- Youth Connect
- Sirona Care and Health
- Parents and Carers

4.14 Student Counselling Service

Prior to a criminal trial two broad categories of therapeutic work with vulnerable adults may be provided by the Student Counseling Service:

Counselling will address a number of issues, including:

- The impact of the incident(s) on the vulnerable adult
- Improving the self-esteem and confidence of the vulnerable adult
- Providing the vulnerable adult with information regarding access to confidential client records by the police, the Crown Prosecution Service and the Court.

Psychotherapy will address a number of issues, including:

- Treatment of emotional and behavioral disturbance, e.g. post-traumatic stress disorder
- Treatment of a vulnerable adult who has been highly traumatised and shows symptoms which give rise to concern for his/her mental well-being

4.15 Access to Confidential Client Records
If, at any time during counseling, a student discloses **historic sexual abuse** the counselor will:

- Explain to the student that confidentiality cannot be guaranteed
- Advise on the potential consequences of giving consent for access to client records to external agencies, including the police and Crown Prosecution Service
- Maintain an objective Client Record of all counseling sessions.

4.16 Preparation for Court

If **historic or current sexual abuse** has been reported to the police, the counselor will:

- Explain to the student that it is not in his/her best interests to discuss any details of the abuse during counseling, prior to the Court Hearing.
- Provide supportive therapeutic work as described in 4.14 above
- Gain written consent from the student before releasing the Client Record to the police or Crown Prosecution Service
- Advise the college’s senior designated person for Safeguarding

Useful Contacts

**The Senior Designated Person for Safeguarding and Child Protection is:**
Jayne Davis  
Interim Vice Principal of Quality and Students  
Email: [Jayne.Davis@BathCollege.ac.uk](mailto:Jayne.Davis@BathCollege.ac.uk)  
Phone: 01225 328783  
Location: Herschel Building, City Centre & Wellow Building Somer Valley

**Student Welfare and Safeguarding Administrator**
Danielle Steward  
Email: Danielle.Steward@BathCollege.ac.uk  
Phone: 01225 328486  
Location: Macaulay Building, City Centre & Wellow Building Somer Valley

**Safeguarding Lead is:**
Theresa Hallett  
Student Welfare Manager  
Email: [Theresa.Hallett@BathCollege.ac.uk](mailto:Theresa.Hallett@BathCollege.ac.uk)  
Phone: 01225 328569  
Location: Macaulay Building, City Centre or Wellow Building, Somer Valley

**Safeguarding Lead is:**
Sally Eaton  
Head of Foundation Learning  
Email: [Sally.Eaton@BathCollege.ac.uk](mailto:Sally.Eaton@BathCollege.ac.uk)  
Phone: 01225 328563
Safeguarding Lead is:
Julie Tonks
Step Up Co-ordinator and Lecturer
Email: Julie.Tonks@BathCollege.ac.uk
Phone: 01225 328764
Location: Room ML01 City Centre

Safeguarding Lead is:
Katherine Freeman
Student Welfare Officer
Email: Katherine.Freeman@BathCollege.ac.uk
Phone: 01225 328541
Location: Room ML16 City Centre

Safeguarding Lead is:
Ivanna Harvey
Student Welfare Officer
Email: Ivanna.Harvey@BathCollege.ac.uk
Phone: 01761 433161
Location: Wellow Building, Somer Valley

The Link Governor for Safeguarding is:
Jane Shaw
Email via: Caroline.Hulbert@BathCollege.ac.uk
Ext: 01225 328734
Location: Room H102
Appendix 1

**Safeguarding Concern 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 Safeguarding Lead immediately after completion.

### The Child / Vulnerable Person’s details:

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<th>Name:</th>
<th>Course:</th>
<th>Level:</th>
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<tbody>
<tr>
<td>Address:</td>
<td>Date of Birth:</td>
<td>Age:</td>
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<tr>
<td>Tel:</td>
<td>Tutor:</td>
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<tr>
<td>GP Details:</td>
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### Outline the nature of the safeguarding concern:


### Date the safeguarding concern was raised:

Date: 
Time: 

### 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. Fit to Study, Risk Assessment or Code of Conduct)


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


### Person referring the concern:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Job Title:</th>
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<td>Signature:</td>
<td>Date:</td>
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To be completed by the safeguarding lead:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Assigned Safeguarding Lead</th>
<th>Comments and actions to address</th>
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Appendix 2 – Prevent Channel Referral

Please see below telephone numbers to discuss potential Channel

1. If you recognise someone who is at risk from radicalisation, you can help them get support by referring them to the Channel process;
2. Email: channelsw@avonandsomerset.pnn.police.uk
3. Discuss with Regional Channel Coordinator on (0117) 945 5539
4. Discuss with Salam Katbi on 07824083307 or Email: salam.katbi@avonandsomerset.pnn.police.uk
5. Call the Anti-terrorist Hotline on 0800 789 321.

Salam Katbi, Prevent Regional HE/FE Lead – South West
Department for Business, Innovations and Skills
Telephone: 0117 9455533
Mobile Number: 07824 083307
Appendix 3 – Prevent and Channel
Process chart for reporting a concern of a vulnerable individual

It is important for you as a member of staff to know where to go if you have a concern that someone may be on the route to radicalisation. Below is a flow chart which aims to show the process which you can follow:

Member of staff identifies concern.

Concern reported to College Safeguarding Lead

Safeguarding Lead gathers more information where possible and identifies what further action is required.

If there is no immediate risk:

1. Speak to your HE/FE Prevent Coordinator – Salam Katbi on 07824083307

2. Call 101 and ask for Local Policing Team.

3. Contact your Regional Police Prevent & Channel Lead (DI Mandy Pilling 07585307109 or DI Sam Norman 07881268432)

4. Email: channelsw@avonandsomerset.pnn.police.uk

5. Call the Anti-Terrorist Hotline on 0800 789 321.
Once a referral has been made and enters the Channel process, the below process map illustrates what happens next…

Further information gathering with your institution and other key agencies that the individual is involved with. Are there shared concerns between partners? Is there a vulnerability to radicalisation?

Yes

Police will organise a Multi-Agency Channel meeting which will be made of key partners. The meeting will be chaired by your Local Authority.

No

If it is deemed there is low risk – further action within normal support. Key agency progresses with further monitoring.

Implement support plan depending on level of risk.

Regularly review process – Channel Panel members work together to review progress and reduce risks.

The individual will exit the Channel process when all partner agencies feel that the vulnerability to radicalisation has been completely removed or significantly lessened.

Once a referral has exited the process, it will be reviewed at 6 and 12 months. If concerns remain, the individual can be re-referred.

It is important to remember that consent is gained with the individual to be part of Channel support and intervention.
Appendix 4 – Prevent – Knowing when to refer

What behaviours might alert you to someone being at risk of radicalisation?

<table>
<thead>
<tr>
<th>Behaviours</th>
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<tbody>
<tr>
<td>• Quick to anger</td>
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<td>• Intolerant</td>
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<td>• Closed-mindedness</td>
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<td>• Attitude to women</td>
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<tr>
<td>• Verbose</td>
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<tr>
<td>• Isolated</td>
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<tr>
<td>• Physical change – clothing, tattoos</td>
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<tr>
<td>• Spreading messages</td>
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<tr>
<td>• Overt new religious practices</td>
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<tr>
<td>• Change in attitude</td>
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<tr>
<td>• Non-attendance</td>
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<tr>
<td>• Fall in standard of work – disengagement</td>
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<tr>
<td>• Asking questions around certain topics</td>
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</table>
We **ALL** have a part to play in safeguarding & child protection across College. Other people in college who will also be able to support you are: Tutors, Link Tutors, Learner Support Staff, Student Mentors, Student Counsellors, College Nurses, Chaplain, Security Officers and the First Aid team.

Internal Safeguarding phone -  **#444 at CCC or #445 at SVC**
E-mail - safe@bathcollege.ac.uk
What to do if you have a safeguarding concern
A quick guide for staff

A student wishes to disclose something to you or you have a safeguarding concern

- Listen to the student uncritically – asking only open questions, don’t ask leading questions, make accusations or speculate.
- Take all disclosures seriously and take notes of exactly what they say, reassure them that they have done the right thing by talking to you.
- Don’t promise confidentiality – explain that you may need to share this information with a member of the duty safeguarding lead team.

The disclosure is of concern to you and you wish to report it but the young person is not at immediate risk of harm or in any immediate danger

- Complete a safeguarding concern form within 24 hrs, giving as much information as you can and e-mail it to the duty safeguarding lead for that day – name posted on the front page of the portal. They will then get in touch with you to give you advice and to support you and the student and will follow it up as appropriate.

The disclosure is of concern to you and you feel the young person could be at immediate risk of harm or is in danger

- Contact the duty safeguarding lead for that day on #444 at City Centre or #445 at Somer Valley who will take on the referral immediately and be able to give you advice, direct you to support within the college or seek support from an external agency as appropriate.
- Complete a safeguarding concern form within 24 hrs, giving as much information as you can and e-mail it to the duty safeguarding lead for that day.

Keep the duty safeguarding lead up to date with any further developments or if any further concerns are raised regarding this student.
Tutor Matter

- Relationship issues with girlfriend, boyfriend, parents etc. which do not include reports of abuse
- Issues with lateness or attendance that are not as a result of abuse
- Disruptive behaviour in the classroom
- Friendship issues within the college which do not involve elements of abuse
- Issues around money, travel, accommodation which do not involve any element of abuse
- Issues to do with appropriateness of course or programme
- Issues for students with learning difficulties or disabilities that would be picked up by the Additional Learning Support

Duty Safeguarding Lead

Reports of or observed evidence/suspicion of abuse:

- Neglect, physical abuse, sexual abuse, emotional abuse
- Bullying, including online bullying and prejudice-based bullying
- Hate, racist, disability and homophobic or transphobic abuse
- Gender-based violence/violence against women and girls
- Radicalisation and/or extremist behaviour
- Child sexual exploitation and trafficking
- The impact of new technologies on sexual behavior, for example ‘sexting’ and accessing pornography
- Mental health
- Substance misuse
- Gang activity and youth violence
- Domestic violence
- Female genital mutilation, forced marriage
- Fabricated or induced illness
- Faith abuse
- Children missing in education, home or care

Other issues not listed here but that pose a risk to children, young people and vulnerable adults.