

SAFEGUARDING and PREVENT PROCEDURE



PURPOSE

Yeovil College has a statutory and moral duty to ensure that the College functions with a view to safeguarding and promoting the welfare of learners receiving education and training at the College.

SCOPE

The Governing Body is committed to ensuring that the College:

- Provides a safe environment for learners.
- Identifies learners who are suffering, or likely to suffer, significant harm or radicalisation.
- Takes appropriate action to see that such learners are kept safe, both at home and at the College.

In pursuit of these aims, the Governing Body will approve and annually review policies with the aim of:

- Raising awareness of issues relating to the welfare of learners and the promotion of a safe environment for the learner within the College.
- Aiding the identification of learners at risk of significant harm including any risks of radicalisation, and providing procedures for reporting concerns.
- Establishing procedures for reporting and dealing with allegations of abuse against members of staff.
- Recruitment of staff in compliance with safeguarding, legal and good practice procedures

In developing the policies and procedures, the Governing Body will consult with, and take account of, guidance issued by the Department of Education, and other relevant bodies and groups. The procedures have been developed in cooperation with the Somerset Safeguarding Children Board (SSCB).

The College will refer concerns that a learner might be at risk of significant harm to the appropriate agency.

The Governing Body has nominated Sam Best as Governor with special responsibility for safeguarding and Prevent issues. She will undertake appropriate training.

All staff working with learners will receive training adequate to familiarise them with safeguarding issues and responsibilities and the College procedures and policies, with refresher training at least every 2 years. There will be a member of the Senior Management Team with special responsibility for Safeguarding and Prevent issues. The Designated Safeguarding Officer (DSO) will report directly to this member of SMT on Safeguarding and Prevent issues.

The Governing Body will receive from the DSO an annual report using an audit tool from the SSCB which reviews how the duties have been discharged.

The Governing Body recognises the following as definitions of abuse:

Physical Abuse

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

Neglect

Neglect is the persistent or severe failure to meet a young person's/learner's basic physical and/or psychological needs likely to result in serious impairment of the young person's/learner's health or development.

Sexual Abuse

Sexual abuse involves forcing or enticing a child/learner to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may include penetrative or non-penetrative acts of physical contact. They may include non-contact activities, such as involving children looking at, or in the production of sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Emotional Abuse

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 in so far as they meet the needs of another person.

Financial Abuse

Financial abuse occurs when a person who receives or has their own income (this could be a state benefit, salary or savings) and another person misuses that money or has control over that money in such a way that causes disadvantage to the recipient of the money.

RESPONSIBILITY AND AUTHORITY

a. Designated Staff with Responsibility for Safeguarding and Prevent

The designated member of staff with lead responsibility for safeguarding and Prevent is Michelle Dennett Ext 5354. Duty Safeguarding Officers can be contacted on mobile 07973 898 849.

Designated Safeguarding officer (DSO) has a key duty to take lead responsibility for raising staff awareness of issues relating to the welfare of learner and the promotion of a safe environment for the learners within the college. This will include initial awareness and refresher training.

The DSO will receive training in safeguarding issues and inter-agency working, as required by the Somerset Safeguarding Children Board (SSCB), and will receive refresher training at least every 2 years. They should keep up to date with national and local developments related to safeguarding.

The DSO is responsible for:

- Overseeing the referral of cases of suspected abuse or allegations to social services or police.
- Providing advice and support to other staff on issues relating to safeguarding.
- Maintaining a proper record of any safeguarding referrals, complaints or concerns (even where that concern does not lead to a referral).
- Ensuring that parents/guardians/carers of learners within the College are aware of the College's Safeguarding Policy.

- Liaising with the Local Authority, SSCB and other appropriate agencies.
- Liaising with secondary schools which send pupils to the College to ensure that appropriate arrangements are made for the pupils. This will include provision for 14-16 aged learners.
- Liaising with employers and training organisations involved in work placements to ensure that appropriate safeguards are put in place.

The DSO will provide an annual report to the Governing Body of the College setting out how the College has discharged its duties. They are responsible for reporting deficiencies in procedure or policy identified by the SSCB (or others) to the Governing Body at the earliest opportunity.

Designated Staff Members

Other designated members of staff with responsibilities for safeguarding issues are:

Mark Bolton, Vice Principal Curriculum and Quality (Ext 5409)
 Kate Wills Director of Teaching, Learning and Assessment (Ext 5328)
 Jamie Shurmer (Ext 5355)
 Richard Sibbick Employer Engagement (Ext 5421)
 Michelle Dennett, (Head of Student Experience Ext 5354)
 Gayle Pogson (Employer Engagement Ext 5377)
 Khaline Banbury (Registry Ext 5529)
 Nicky Brown (SCS Ext 5444)
 Andy Bullock Employer Engagement
 Helen Nourse (HE Student Liaison Practitioner)
 Tom Artus (CSO Ext 5499)
 Tracey Hoysted (Student Support Officer Ext 5313)
 Leonie Grana (Student Support Officer Ext 5313)
 Leanne Crease (Ext 5432)
 Derrick Goddard (Head of Quality Assurance, Teaching, Learning and Assessment Ext 5483)
 April Cursons (Ext 5528)
 Hannah Morris (Ext 5527)
 Sandra Braddick (Ext 5303)
 Camilla Bell (Ext 5324)

Employer Engagement team are also trained and will now hold the safeguarding duty phone out of term time weeks for apprenticeship safeguarding concerns

These designated staff members:

- Liaise with the DSO.
- Will know how to make an appropriate referral.
- Will be available to provide advice and support to other staff on issues relating to safeguarding.
- Will receive training in safeguarding issues and inter-agency working, as required by the SSCB and will receive refresher training at least every 2 years.
- Will attend meetings of the College Safeguarding, Equality and Diversity Group.

b. Designated Governor

The designated member of the Governing Body with responsibility for Safeguarding and Prevent issues is Sam Best who can be contacted via Clerk to the Corporation Ext 5331.

The Designated Governor is responsible for liaising with the Vice Principal Learning and Quality and DSO over matters regarding safeguarding, including:

- Ensuring that the College has procedures and policies which are consistent with the Department of Education, Local Authorities and funding bodies.

- Ensuring that the Governing Body considers the College policy on Safeguarding and Prevent each year.
- Ensuring that each year the Governing Body is informed of how the College and its staff have complied with the policy.

The Designated Governor is responsible for overseeing the liaison between the police and Children's Social Care in connection with allegations against the Principal or members of the Senior Management Team.

To assist in these duties, the Designated Governor shall receive appropriate training.

c. Dealing with Initial Safeguarding Concerns

If a member of staff has concerns about a learner they should discuss them with their line manager the DSO or the on duty safeguarding officer.

d. Dealing with Disclosure of Abuse and Procedure for Reporting Concerns

If a child/learner wishes to disclose abuse, the member of staff should follow these procedures:

- Listen carefully and remain calm.
- Take all allegations seriously.
- Try not to show shock or disbelief.
- Demonstrate sympathy and non-judgement.
- Ask just enough without asking leading questions.
- Reassure the learner by telling them, they have done the right thing.
- Inform the learner that they must pass the information on, but that only those that need to know about it will be told. Inform them to whom they will report the matter.

Note the main points carefully

Make a detailed note of the date, time, place, what the learner said, did and the member of staff's questions etc. Write only facts – ie what the member of staff heard or saw, not what is conjectured. Make a note of anyone else who was there at the time. Record what was said using the learner's own words. Sign report and keep a record for future reference.

Remember that the report may be required for any legal action or disciplinary proceedings.

Staff should not investigate concerns or allegations themselves, but should report them immediately to the DSO or Duty Safeguarding Officer.

The DSO or Duty Safeguarding Officer will decide whether:

- 1) To handle the concern internally, ie within the College.
- 2) To consult with Somerset Direct, Dorset Social Services and/or the police.
- 3) To make a referral to Children's Social Care using the EHA (Early Help Assessment) and effective support tools
<http://sscb.safeguardingsomerset.org.uk/effectivesupport-documents/>
- 4) All information is recorded on the systems provided accordingly

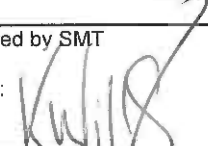
Confidentiality

Ensure that the learner is aware:

- Their welfare is the first consideration in all decisions made about information sharing.
- Professionals can only work together and support them if they share relevant information.
- Only sufficient information as is needed will be shared.
- They will be made aware of what information is to be shared and with whom.
- Consent form is signed by student and links with GDPR
- Information will only be shared without consent if there is a statutory or legal reason to do so eg child/safeguarding concerns.

RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

Safeguarding Policy

Policy Review				
Author	Position	Approved by SMT	Approval date	Review date
Michelle Dennett	Head of Student Experience	Signed: 	26.06.18	June 2019

Document Control – Revision History (Policies only)

Author/Owner	Summary of Changes	Date	Date last reviewed by SED	Recommend to SED Y/N
Michelle Dennett	Minor updates to include Prevent and reflect staff changes	01.06.17	24.02.16	No
Michelle Dennett	Minor updates to reflect staff changes and update to Effective guidance	18.06.18	24.02.16	No

Initial Equality Impact Screening			
Have you consulted on this procedure? No as it is an update to staff details Details:			
What evidence has been used for this assessment?			
Could a particular group be affected differently in either a negative or positive way? Indicate Y where applicable			
Group	Negative impact	Positive impact	Evidence
Age Disability Gender (incl. Transgender) Race (incl. Gypsy & Traveller) Religion or belief Sex Sexual orientation Marriage & civil partnership Pregnancy & maternity Other groups (see guidance)			
Please give details:			
If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? If yes, please detail below:			
Should the procedure proceed to a full Equality Impact Assessment? No If no, please give reasons: the procedure covers all students with no negative or positive impact on one particular group or protective characteristic.			
Declaration We are satisfied that an initial screening has been carried out on this procedure and a full Equality Impact Assessment is not required. We understand that the Equality Impact Assessment is required by the College and that we take responsibility for the completion and quality of this assessment			
Completed by Author: Michelle Dennett		Position: Head of Student Experience	Date: 05.02.16
Reviewed by Safeguarding, Equality & Diversity Group:			Date: 24.02.16
Comments from Safeguarding, Equality & Diversity Group Review:			