

SAFEGUARDING & PREVENT POLICY



Policy Review					
Author/Owner	Position	Approved by:	Approval Date	Review Cycle Review Date	Published on Website Y/N
Donna Short Tina Callow	Vice Principal Quality of Education Head of Student Services	 Peter Thomas, Chair, YC Corporation	10/7/25	Every 2 years June	Y

Document Control – Revision History					
Author/Owner	Summary of Changes	Date	Date last reviewed by SED	Recommend to SED Y/N	
Kate Hill	Minor amendments	13.04.16	-	Y	
Nikki Sendell	Minor amendments to reflect Safeguarding On-line Audit guidelines	11.11.16	13.05.16	N	
Michelle Dennett	Minor amendments to reflect staff changes and revised Prevent & Channel referral guide.	01.06.17	13.05.16	N	
Michelle Dennett	Minor amendments to reflect staff changes, revised KCSIE document and introduction of My Concern database.	18.06.18	13.05.16		
Michelle Dennett	Amendments to reflect contextualised safeguarding and documentation.	17.05.19	13.05.16	N	
Michelle Dennett	COVID amendments added in red on the above document	23.03.20	13.05.16	N	
Michelle Joy	Updated to reflect current themes and additional documentation links and updated Government documents, changes in staff structure and student self referral process	19/08/21			
Michelle Joy	Updated to reflect current themes and documents including search and confiscation guidance, and other relevant legislation. Including new policy and low level concerns, Allegations against adults policy	15.8.22			
Michelle Joy	Changes made as per OU request	22.06.23			
Donna Short and Sian Deasy	Minor amends made at the request of OU (Hyperlinks 3.6, 4.2/ 3.7 clarity around training, clarity that 2.6 and 5.1 apply to vulnerable adults, 2.2 Nursery in separate point), Clerk's email address updated	22.08.23	v1		
Donna Short/Tina Callow	Amended the policy to include Visible identification procedure alongside minor updates. Footnotes added and flowchart updated.	11/6/24	V2		
Donna Short/Tina Callow	Minor amendments to the Lanyard table, new paragraph relating to concerns about children, clarity around yellow lanyards and supervising of visitors,	16/6/25	V2.1		

	Contacting outside agencies when there is a wellbeing concern.			
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Initial Equality Impact Screening					
Has anyone else been consulted on this policy and/or procedure? SMT, Head of Student Support,					
What evidence has been used for this impact screening (e.g. related policies, publications)? KCIE, and working together to safeguard children and young people, working together to improve Attendance					
Declaration (please tick one statement and indicate any negative impacts)					
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 20px;"> <input checked="checked" style="font-size: 2em; margin-bottom: 10px;" type="checkbox"/> <input type="checkbox"/> </div> <div> <p>I am satisfied that an initial screening has been carried out on this Policy and/or Procedure and a full Equality Impact Assessment is not required. There are no specific negative impacts on any of the Protected Characteristics groups.</p> <p>I recommend that an Equality Impact Assessment is required by the Equality and Diversity group, as possible negative impacts have been identified for one or more of the Protected Characteristics groups as follows:</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Gender Reassignment <input type="checkbox"/> Race <input type="checkbox"/> Religion or belief <input type="checkbox"/> Sex <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Marriage & civil partnership <input type="checkbox"/> Pregnancy & maternity </div> </div> </div>					
Completed by:	Donna Short	Position:	VP Q of E	Date:	23/8/24
<div style="display: flex; justify-content: space-between;"> Reviewed by Equality & Diversity Group: YES/NO If Yes: Date: </div> <p>I confirm that any recommended amendments have been made</p>					
Summary of Comments including Recommendations from Equality & Diversity Group Review:					
Amended by Author:		Position:		Date:	

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1. SCOPE

- 1.1. Safeguarding is everyone's responsibility and applies to all staff, students, volunteers, visitors and contractors.

2. PURPOSE OF THE POLICY

- 2.1. Safeguarding is the action that is taken to promote the welfare of children and vulnerable adults/adults at risk and protect them from harm to ensure that college adheres to its legal obligation and social responsibilities in relation to safeguarding children, young people, and vulnerable adults. This is in accordance with legislation such as the Children Act 2004¹, Education Act 2011 and Guidance (September 2004)², Safeguarding Vulnerable Groups Act 2006³, Equality Act 2010⁴, Mental Capacity Act 2005⁵, Counter-Terrorism and Border Security Act 2019⁶, part 5 as applies to Prevent and Channel, and in practice and policy directed by the Government's publication, working together to Safeguard Children in Education 2018 and Keeping Children Safe in Education 2023⁷ (KCSIE). Gov.Uk Further Education Covid 19 operational guidance⁸, Special Educational Needs and Disability (SEND) code of practice 0-25 yrs. 2014⁹, Sexual Violence and sexual harassment between children in schools and colleges 2021¹⁰, Female Genital Mutilation Act 2003¹¹, Human Rights Act 1998¹² UNCRC (United Nations Convention on the Rights of the Child ratified in UK 1992)
- 2.2. The term learner refers to children, young people vulnerable adults, and any other student enrolled at college and or engaged in any activity on college premises **including distance learning/working from home**. Any student under the age of 18 is deemed to be a child in the eyes of the law. The term vulnerable adult refers to any person, over the age of 18, in need of community care or support services because of old age, mental health issues, physical disability, hearing, seeing and/or communication difficulties, learning disabilities or the inability to protect themselves from significant harm or being taken advantage of. The term staff refers to all those working for or on behalf of the College, on any contract including

¹ [Children Act 2004 \(legislation.gov.uk\)](#)

² [Education Act 2011 \(legislation.gov.uk\)](#)

³ [Safeguarding Vulnerable Groups Act 2006 \(legislation.gov.uk\)](#)

⁴ [Equality Act 2010 \(legislation.gov.uk\)](#)

⁵ [Mental Capacity Act 2005 \(legislation.gov.uk\)](#)

⁶ [Counter-Terrorism and Border Security Act 2019 \(legislation.gov.uk\)](#)

⁷ [Keeping children safe in education - GOV.UK \(www.gov.uk\)](#)

⁸ [\[Withdrawn\] Actions for FE colleges and providers during the coronavirus pandemic - GOV.UK \(www.gov.uk\)](#)

⁹ [SEND code of practice: 0 to 25 years - GOV.UK \(www.gov.uk\)](#)

¹⁰ [\[Withdrawn\] Sexual violence and sexual harassment between children in schools and colleges - GOV.UK \(www.gov.uk\)](#)

¹¹ [Female Genital Mutilation Act 2003 \(legislation.gov.uk\)](#)

¹² [Human Rights Act 1998 \(legislation.gov.uk\)](#)

temporary or permanent basis, in either a paid or voluntary role. The term parent refers to birth parents or other adults who have parental responsibility such as stepparent, foster carers, adoptive parents and in the absence of these the Local Authority named person.

- 2.3 Under this policy abuse and neglect are defined as forms of maltreatment to any child, young person or vulnerable adult, whether college students or otherwise. This may be by omission or commission i.e., inflicting harm or failing to prevent harm. We recognise a child or vulnerable adult/adult at risk can be abused in a family, institution or community setting by those known to them or, more rarely, by a stranger. Abuse may be by an adult(s) or another child(ren). The main categories of abuse are neglect, physical abuse, sexual abuse, emotional abuse, and financial abuse. Child Protection refers to the processes taken to protect those who are under 18 or under 25 with a Education, Health and Care plan/Special Educational Needs and Disabilities (EHCP/SEND) who have been identified as suffering or at risk of suffering significant harm.
- 2.4 The safeguarding of children and vulnerable adults also includes protection from harassment (including e-safety, sexual harassment/sexual violence), forced marriage or honour based violence, Female Genital Mutilation, breast binding, cuckooing, radicalisation and Child Sexual Exploitation (CSE) which includes sexting, harmful sexual behaviour, criminal exploitation (CE County Lines), modern slavery, trafficking, homophobic, transphobic, Islamophobic or antisemitic (in line with Equality Act 2010¹³ and International Holocaust Remembrance Alliance¹⁴ (IHRA definitions) and an awareness of contextual safeguarding/extrafamilial safeguarding It also includes safeguarding of children where there is a concern regarding the safety of a child in the care of an adult learner.
- 2.5 There is a separate policy and procedures to cover the Children's Centre (otherwise referred to as the Yeovil College Nursery) as there are different legal requirements for this type of provision.
- 2.6 Yeovil College is committed to improving and promoting best practice throughout the organisation and ensuring that the wellbeing of all learners is safeguarded and that they are protected from harm. This in turn will promote opportunities for them to thrive and benefit from their learning experience and fostering a culture where learners are valued and their right to be safe is respected. Safeguarding is everyone's responsibility.

¹³ [Equality Act 2010 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

¹⁴ [Home - IHRA \(holocaustremembrance.com\)](https://www.holocaustremembrance.com)

- 2.7 Identification must be worn and visible by every member of the College community including Staff, Learners including apprentices, visitors, contractors and associates of the College. Identification must be worn on the appropriate College Lanyard unless exceptional circumstances have been agreed.

3. RESPONSIBILITY AND AUTHORITY

- 3.1. The Corporation has ultimate responsibility for safeguarding and will ensure that the arrangements for protecting learners are effective, robust, and reviewed on a regular basis.
- 3.2. The Designated Safeguarding Lead (DSL) Deputy Safeguarding Lead (DDSL) or the Safeguarding Officers can be contacted on 07973 898 849 between the hours of 9am and 5pm Monday to Thursday and 9am – 4.30pm Friday during term time, a rota will also be in place out of term time during these hours except when the College is on efficiency closure. The Head of Student Services can be contacted on 01935 845 354. During any lockdown or Covid-19 restrictions the Safeguarding phone is held solely by the Head of Student Services as the DSL, and should illness occur this will pass to the Safeguarding Officers or Vice Principal Senior Safeguarding Lead as per the continuity plans in place.
- 3.3. In the event of an incident occurring outside of these hours or in the unusual event that no safeguarding officers are available contact Somerset Direct 0300 123 2224 out of hours Somerset 0300 123 2327 or for Dorset learners contact the Child Advice and Duty Service¹⁵ (ChAD) on 01305228558. If learners are based away from these 2 Counties, staff must contact the local safeguarding board for that area. All incidents reported this way will still need to be recorded on MyConcern for legal purposes by the member of staff and to inform the DSL.
- 3.4. A student who has Social Services or other agency involvement is recognised as being more vulnerable and will be monitored closely by the DSL and safeguarding team, this includes Children Looked After (CLA/LAC) and care leavers. Those with a disability, SEND, EHCP or additional needs are more vulnerable. Students missing in education, those who are young carers or have family members presenting with challenges including parent in prison, substance misuse or mental health.

¹⁵ [Children's Services – Children's Advice and Duty Service \(ChAD\) privacy notice - Dorset Council](#)

- 3.5. KCSIE (Keeping Children Safe in Education) 2023 says provisions should have at least two emergency contacts for every child in the college in case of emergencies or welfare concerns.
- 3.6. The role of the Designated Safeguarding Lead (DSL) is clearly defined in Keeping Children Safe in Education 2023 Annex C Keeping children safe in education - GOV.UK¹⁶
- 3.7. Recognition of actual or suspected abuse is the responsibility of all staff. All staff will receive training to support their understanding and awareness of safeguarding issues. This will be regularly updated, including mandatory annual safeguarding refresher training. All staff must electronically sign on MyConcern to say they have read and understood part 1 of Keeping Children Safe in Education as part of their training; HR will maintain the single central record for mandatory training.
- 3.8. Recognition of concerns with regards to radicalisation is the responsibility of all staff. This is to be reported to the DSO who will work with the local Police officer for Prevent and make relevant referrals through Channel. All staff will have completed the online training from the home office Prevent Awareness Online Training.
- 3.9. The Designated Safeguarding Governor, who has responsibility for safeguarding concerns, including Prevent, can be contacted via the Governance Professional on 01935 845 418 or via Gillian.Keogh@yeovil.ac.uk 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 the Safeguarding Officer with lead responsibility. This process will not involve undertaking any form of investigation but will ensure good communication between the parties and provision of recorded information to assist enquiries. KCSIE 2023¹⁷ places an expectation for Governors to have read the full DSL job description in Annex C and attend safeguarding training at the point of induction.

4. PROCEDURE FOR REPORTING SUSPECTED ABUSE, Radicalisation AND CONCERNS

- 4.1. Cause for concerns may include:
- 4.1.1. Signs of physical abuse e.g., bruising

¹⁶ Available at <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

¹⁷ Available at <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

- 4.1.2. Signs of sexual abuse or concerns with regards to CSE (Child Sex Exploitation) or CE (Criminal Exploitation) sexual harassment, sexual violence including child on child abuse
- 4.1.3. Signs of emotional abuse or concerns with regards to mental health/self-harm/suicidal thoughts
- 4.1.4. Suspicions of abuse or radicalisation due to changes in behaviour
- 4.1.5. Disclosure by learner where a member of staff believes the learner to be at risk of harm or radicalisation
- 4.1.6. Any obvious signs of neglect
- 4.1.7. Use of any language that's discriminates against one or more of the protected characteristics as defined equality act 2010
- 4.1.8. Possession of inappropriate literature including online access
- 4.1.9. Expression of extremist views or association with known extremists or seeking to recruit others to extremist ideology
- 4.1.10. Cuckooing or grooming
- 4.1.11. FGM (Female Genital Mutilation)
- 4.1.12. Fabricated Illness (FII)
- 4.1.13. Modern slavery/human trafficking
- 4.1.14. Homophobia, transphobia, Islamophobia, and antisemitism

4.2. Full definitions are found in Keeping Children Safe in Education (KCSIE)¹⁸

4.3. In the event that staff are concerned they must:

- 4.3.1. Record information received and observations made on MyConcern
- 4.3.2. Contact the Designated Safeguarding Lead or one of the designated deputies within the college on 07973898849 for further advice.
- 4.3.3. If out of college hours to contact the emergency services or relevant duty social work team.

5. DEALING WITH AN ALLEGATION

5.1. If a child or adult alleges that they are being abused in some way or they are at risk of harm to themselves or others the member of staff or volunteer should:

- 5.1.1. Listen to what is being said without displaying shock or disbelief

¹⁸ Available at <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> (particular reference to Annex B).

- 5.1.2. Accept what is being said
 - 5.1.3. Allow the individual to talk freely
 - 5.1.4. Reassure the individual but not make promises which might not be possible to keep
 - 5.1.5. Never promise to not tell anyone – as this may not be in the best interests of the individual
 - 5.1.6. Reassure them and that it is the right thing to tell
 - 5.1.7. Listen, and only ask questions if clarification is needed
 - 5.1.8. Explain what has to be done next and who has to be told
 - 5.1.9. Record it on MyConcern and if immediately urgent contact the safeguarding phone
 - 5.1.10. Inform the DSL (they will pick this up via MyConcern report/Safeguarding phone)
 - 5.1.11. Staff to seek support following a allegation as it can be very distressing
 - 5.1.12. If the disclosure is about a member of staff, see Allegations against staff below
- 5.2. Information will be recorded on a confidential password protected database MyConcern. Any learner related safeguarding information will be recorded within the 'my concern' software. This allows all staff involved in a specific case appropriate access to information relative to the level of concern for reporting; DSL's will have access to all details. For safeguarding purposes old databases will be for information only and archived appropriately to support both General Data Protection Regulations (GDPR) and safeguarding requirements.
- 5.3. Where there is a safeguarding concern, including for the well-being of a child connected to an adult learner, we may share relevant personal information with appropriate third parties. and dependant on the situation may make the decision not to inform the parent or guardian of our intention. This aligns with statutory guidance to ensure children are protected from harm and that practitioners have the information necessary to make informed decisions about a child's safety.
- 5.4. If we have reason to believe a vulnerable adult is at risk of significant harm, we may share relevant personal information with third parties, including emergency contacts, in order to safeguard their welfare. This will be done in accordance with data protection legislation and safeguarding responsibilities.

6. STUDENT SELF-REFERRAL

- 6.1. Students can share any concerns directly to any member of staff. Concerns will be triaged, acted on and will be recorded on MyConcern.
- 6.2. Students can self-refer for pastoral support using the self-referral form on the wellbeing page or via the QR displayed on the wellbeing posters displayed around the College.

- 6.3. Students have access to an App 24/7/365 service which will support at all levels of need and at point of crisis refer students to the relevant external agency including out of hours. A Safeguarding report is then sent to the college using the student email address. All students with a Yeovil College email address have access to this service.
- 6.4. All members of the college community are entitled to be safe and feel safe. Following guidance from procedures to carry out a search and considering obligations under the European Convention on Human Rights Article 8 under the Education Act 1996¹⁹ this can be carried out by the Designated Safeguarding lead DSL, Deputy Safeguarding Lead (DDL) Vice Principals, Assistant Principals, and Campus support responders (CSR) and other members of staff authorised by the Principal. Banned and prohibited items and the procedure for screening, searching and confiscation should be outlined in the Disciplinary policy.
- 6.5. Should there be further restrictions due to **Covid-19** all students identified as vulnerable as per the Government guidelines and local authority will be contacted by each curriculum area each week by a named member of staff. If there is no response from the student or parent/carer and there are concerns around welfare or work not being completed, then concerns will be raised immediately with the DSL who will act as the point of contact with the appropriate supporting agency.
- 6.6. All emotional support and learning would continue to take place online/remotely. Student support and counselling sessions would continue for those learners who may not be in the category identified by the Government as vulnerable but need to continue to access the emotional support during this time is carried out remotely using email, phone and Teams maintaining GDPR protocols.

7. MENTAL HEALTH

- 7.1. Additional support specifically aimed for during such times is on the student wellbeing page and marketing provide links and support as part of their social media presence. Safeguarding officers access Applied Suicide Intervention training (Asist) and Mental Health First Aid training.

¹⁹ [Article 8: Respect for your private and family life | EHRC \(equalityhumanrights.com\)](https://www.equalityhumanrights.com/en/our-work/article-8-respect-for-your-private-and-family-life)

8. NEW STARTER TRAINING

- 8.1. All staff complete Safeguarding training, and online Prevent, FGM, Transgender modules and record having read KCSIE 2023 with HR. Regular updates and current themes are shared by the DSL and DDSL (Deputy Designated Safeguarding Lead) and delivered through CPD, emails. Team meetings and the Safeguarding Steering Group headed by the Vice Principal of Quality of Education.

9. MEETINGS

- 9.1. All meetings during any Covid restrictions where appropriate continue using online modes of communication to include PEPs for Children looked after, Child protection conferences and child looked after reviews.

10. COMMITTEES

- 10.1. Safeguarding issues should be raised at Governance, Senior Management Team, College Management Team and Health and Safety Committee meetings. Safeguarding will be monitored regularly at the Safeguarding Group Meetings. There is a legal requirement that the Governing Body reviews an annual report on Safeguarding produced by the Designated Safeguarding Officer. A Section 175²⁰ audit date is set by the Local Safeguarding Children Partnership. This audit is completed by the DS/L in conjunction with the Vice Principal Quality of Education (Senior Safeguarding Lead) and the Governor for Safeguarding and Prevent.
- 10.2. The College recognises through these committees the positive contribution it can make towards safeguarding learners from radicalisation and violent extremism and exploitation. As part of these committees and through training for all staff and learners, the College will empower students to create communities that are resilient to extremism and exploitation. It aims to protect those most vulnerable to being drawn into violent extremism or crime.
- 10.3. The College recognises that there is no place for sexual harassment, sexual violence or Child on Child abuse including online and has a zero tolerance for such situations.

²⁰ [Education Act 2002 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

11. OUTCOMES

- 11.1 The Designated Safeguarding Lead (DSL) will refer information to or seek advice from other relevant organisations as appropriate e.g., Children's Social Care, Police, Somerset Direct, Dorset Children's Services or Somerset/Dorset Local Safeguarding Children Partnerships. There is an expectation that concerns should be shared with parents/carers unless by doing so the learner might be placed at greater risk of harm. Early Help Assessments will be completed or other referral processes to external agencies will be made when needed.
- 11.2 In the event of the concerns not being appropriate for referral at that stage then the learner will be monitored through an appropriate member of staff in liaison with the Safeguarding team.
- 11.3 Staff will receive support as required, when supporting learners with safeguarding needs.

12. ALLEGATIONS MADE AGAINST STAFF, Volunteers OR GOVERNORS OF THE CORPORATION – Whistleblowing

- 12.1 All staff and volunteers (including Governors) are recruited in accordance with the College Safer Recruitment Policy and within the DBS/Vetting and Safeguarding guidelines.
- 12.2 Staff receive training on allegations against adults' policy, which incorporates expectations related to staff conduct from the Business code of conduct policy.
- 12.3 In an educational establishment learners need to be protected from grooming, forming inappropriate relationships, exploitation (particularly through the internet), physical abuse, violence, bullying, harassment, sexual harassment, sexual violence, victimisation, recruiting or being enticed into extremist organisations/activities etc. They also need to be protected against homophobic, transphobic, Islamophobic and antisemitic behaviours. This protection covers all full-time, part-time, HE and work-based learners in all settings.
- 12.4 If an allegation is made against a member of staff (including the Principal) or a volunteer (including a Governor) it should be reported immediately to the Vice Principal Quality of Education. After initial investigations, the Vice Principal with responsibility for safeguarding will inform the Local Authority Designated Officer (LADO) 0300 123 2224 if it is found that the allegation requires escalation. Any investigation should be carried out by a member of staff who has undertaken at least the "Working together" Somerset Safeguarding Children

Board advanced interagency training.

- 12.5 The only exception to this is if an allegation is made against the Vice Principal Quality of Education in which case it should be reported immediately to the Principal who will inform the Local Authority Designated Officer, 0300 123 2224.
- 12.6 Any resulting investigation should be carried out by a member of staff who has undertaken at least the “Working together” Somerset Safeguarding Children Board advanced interagency training.
- 12.7 In addition, allegations against:
- 12.7.1 A member of the Senior Management Team (including the Principal).
 - 12.7.2 Any Governor (other than the Designated Governor) should be reported to the Designated Governor via the Clerk to the Corporation.
 - 12.7.3 Allegations against the Designated Governor should be reported to the Chair of the Corporation via the Clerk to the Corporation.
 - 12.7.4 Allegations against the Clerk to the Corporation should be reported to the Designated Governor via the Vice Principal Quality of Education.
- 12.8 Low level concerns as identified with KCSIE²¹ are dealt with in accordance with Allegations Against Adults policy and procedure and Yeovil College recognises that an open and transparent culture is integral to the ‘it could happen here’ consideration. If any of the low-level concern allegations reach threshold as identified in paragraph 3 of Allegations Against Adults policy and procedure this will be reported to the LADO.

13. ALLEGATIONS MADE AGAINST ANOTHER STUDENT

- 13.1. If an allegation is made by a student against another member of the student body, this must be reported immediately to the Safeguarding team for students using the reporting tools available, MyConcern or calling the safeguarding phone if an urgent risk. The Safeguarding team will refer information to or seek advice from other relevant organisations as appropriate e.g. Children’s Social Care, Police, Somerset Direct or Somerset/Dorset Local Safeguarding Children Partnerships. All concerns are reviewed and the decision to contact parents will always reflect the best interests of the learner.

13.2 College Identification

²¹ [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/keeping-children-safe-in-education)

- 13.2.1 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. By ascertaining the use of an ID card, the College promotes the safety of everyone within the College community.
- 13.2.2 Yeovil College lanyards/College identification must be worn and visible by every member of the College community including staff, learners including apprentices, visitors, contractors and associates of the College. Identification must be worn on the appropriate college lanyard unless exceptional circumstances have been agreed.
- 13.2.3 Monitoring the visible identification is the responsibility of all college staff whilst on the college campus (including the classroom, corridors and common areas) and to challenge/report as appropriate to a Campus support responder duty manager or DSL anyone not wearing a visible Identification card.
- 13.2.4 Lecturers must check learners are wearing their ID card and lanyard at the start of each lesson and ensure they are wearing it visibly when they leave.
- 13.2.5 Staff identified as not appropriately challenging learners about ID or seen not to be supporting expectations regarding the wearing of ID will face disciplinary action.
- 13.2.6 Members of student support will carry out planned checks at each building entrances throughout the academic year.
- 13.2.7 An incident must be reported via the staff portal if a person is not able to provide a Yeovil College visible ID and does not proceed immediately to the College main Reception to obtain a visitor ID or a temporary learner ID whilst on College premises when challenged to do so when challenged to do so by a member of staff, The DSL will be informed when a Safeguarding risk is Identified.

14. LEARNERS

- 14.1 All learners will be issued with an ID card on enrolment at the College.
- 14.2 ID cards must be worn at all times other than in practical, vocational classes, where they would be a Health and safety risk.

- 14.3 ID cards must be visible and worn on a lanyard (or clip) in acceptable circumstances) outside of clothing
- 14.4 ID cards are the property of Yeovil College and must not be defaced
- 14.5 Individuals must not wear an ID card belonging to another individual.
- 14.6 Any Learner that shares their ID card with another individual or obtains a duplicate card to share with other individuals for the purposes of allowing access on site will be disciplined under Gross misconduct.
- 14.7 **Persistent Failure to Properly Wear a Visible ID Card**

14.7.1 Students who forgot to bring their ID to college must report to main reception to obtain a temporary ID for that day only. Learner details will be checked, and a Cause for Concern will be logged on the ILP.

14.7.2 Temporary ID cards must be returned to Izone at Reception at the end of their timetabled day.

14.7.3 Persistent failure to wear properly wear an ID card will result in disciplinary action in accordance with the learner disciplinary procedure (Misconduct) initiating Stage One of the Learner Disciplinary Procedure.

14.7.4 The below table shows lanyard colours:

All visitors must wear a yellow lanyard and be accompanied by a member of staff at all times, with the following exceptions

The Police, including Police Community Support Officers,
Employees of Somerset Council (Children's Social Care, Family Intervention Service, Virtual School and other Youth Workers linked to Somerset Council, who have enhanced DBS clearance in place .

Any other exceptions must be approved in advance by the Vice Principal for Quality of Education and the Designated Safeguarding Lead

Dark Blue	Staff
Orange	Staff associate
Mint Green	Student full-time, Part-time, Apprenticeship, 14-19 schools
Yellow	Visitors
Red	University Students
Green arm band	Contractors with an enhanced DBS
Pink arm band	Contractors without <u>a</u> enhanced DBS

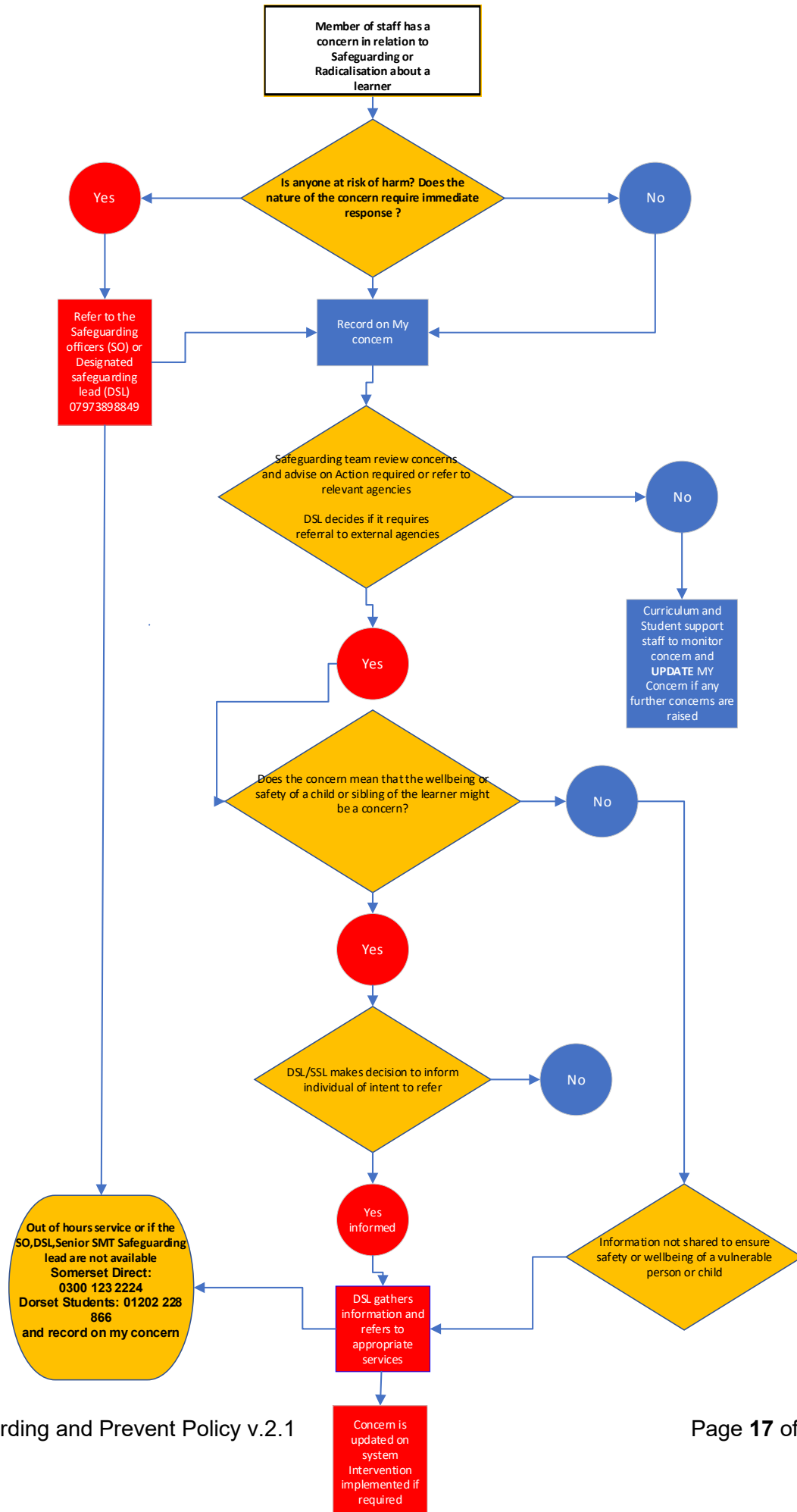
15. RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

15.1 This policy is supported by:

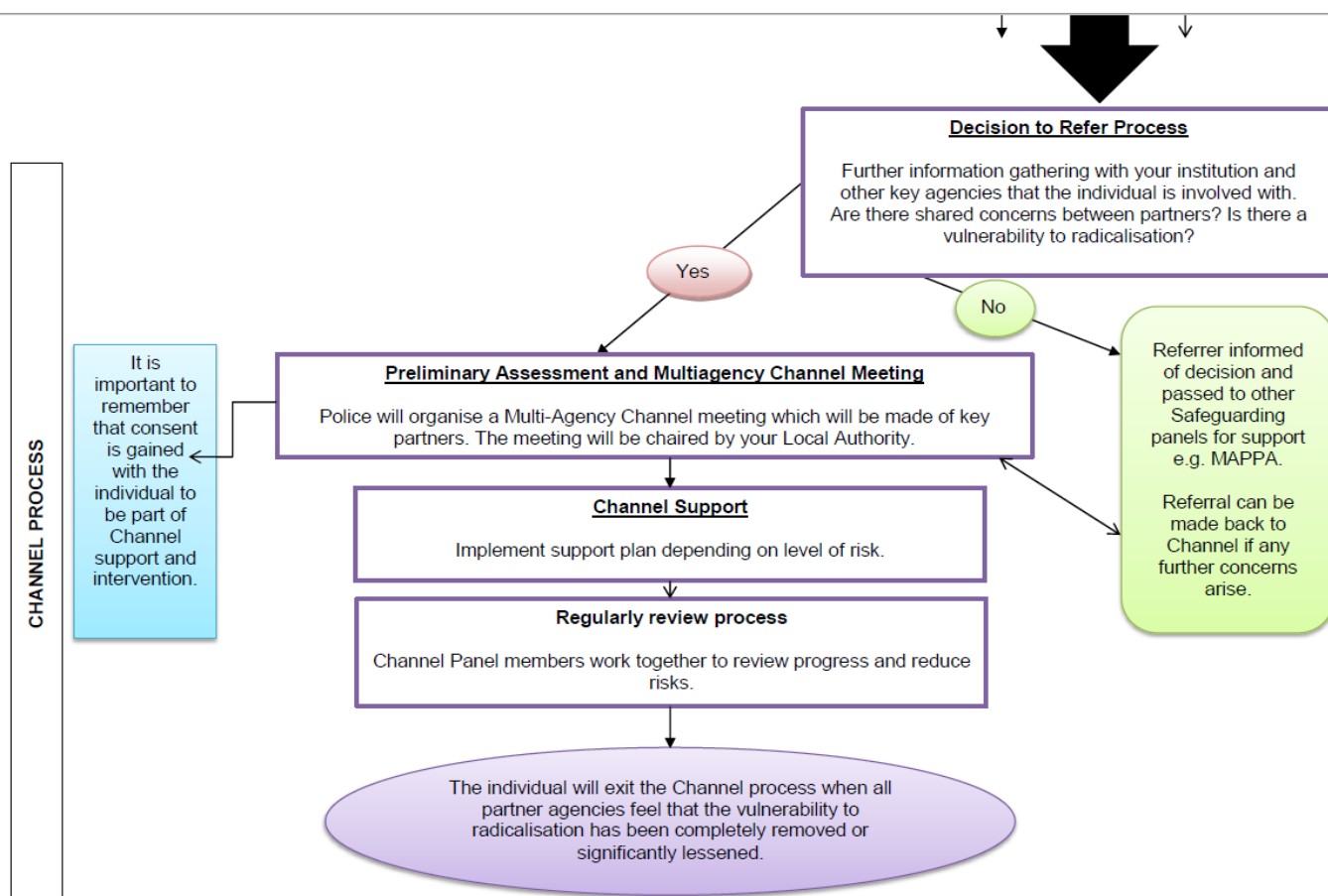
- a. Appendix 1 - Safeguarding Flowchart
- b. Appendix 2 – Prevent & Channel Referral Guide
- c. Safeguarding & Prevent Procedure
- d. Drugs, Alcohol and Substance Misuse Policy
- e. Acceptable use of IT policy
- f. Customer Feedback Policy & Procedure (including Complaints)
- g. Recruitment Policy & Procedure
- h. Respect at Work Policy and Procedure
- i. Disclosure and Barring Service (Handling) Policy
- j. Student Support Services Referral Procedure
- k. Equality, Diversity and Inclusion Policy and Procedure
- l. Nursery Child Protection & Safeguarding Children Policy
- m. Student Code of Conduct (Student Guide)
- n. Maternity Policy for Students
- o. Sexual Misconduct & Harassment Policy
- p. Allegations Against Adults Policy & Procedure
- q. Whistleblowing Policy and Procedure

APPENDIX 1 – SAFEGUARDING FLOWCHART

Safeguarding or Prevent concerns about learners



APPENDIX 2 – DECISION TO REFER PROCESS



Prevent and Channel Referral guide For reporting a concern of a vulnerable individual

