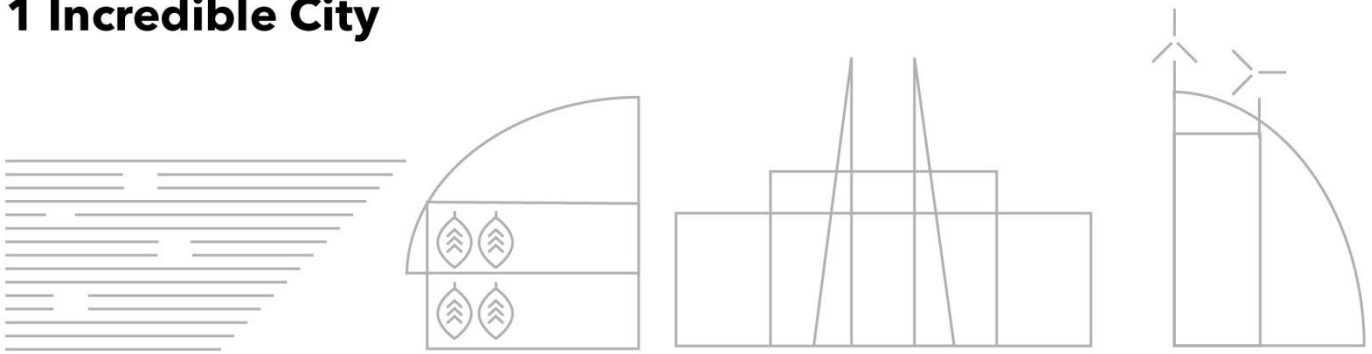


# Safeguarding Policy

**4 Excellent Campuses**  
**1000s of Opportunities**  
**1 Incredible City**



## Document Information:

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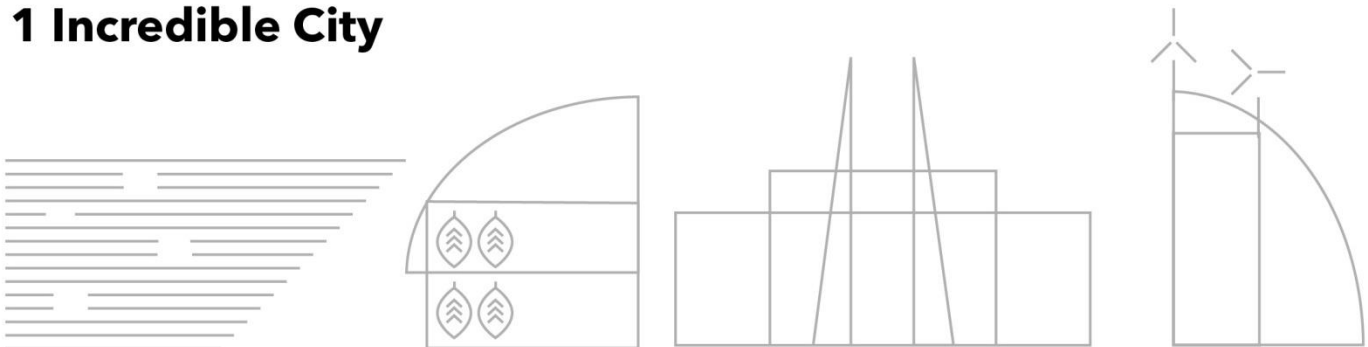
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### Safeguarding Policy

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<b>Endorsed By:</b>	The Sheffield College Policy & Performance Committee on behalf of the Governing Body			<b>Date:</b> 19 September 2016 Revised: November 2016 + January 2017
<b>Recognised By:</b>	The Sheffield College Student Union			<b>Date:</b> September 2016

## The Sheffield College Safeguarding Policy

### 1 Safeguarding Policy Statement

The Sheffield College is committed to safeguard and promote the welfare of young people and vulnerable adults. The governors and staff recognise that a safe and trustworthy environment combined with clear lines of communication and decisive action ensures the best outcomes for all students. The College expects all staff, volunteers and partners to endorse and practice this commitment at all times.

#### 1.1 Definition of safeguarding

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. 'Working together to safeguard children 2015' [Working Together to Safeguard Children](#).

#### 1.2 Definition of Young People and Vulnerable Adults

- A child is defined as under the age of 18 years; for the purpose of this policy, in the context of a post 16 environment, children are referred to as young people
- Vulnerable Adult is defined as someone 18 years of age or over who is or may be unable to protect him or herself against significant harm or exploitation.

### 2 Scope of the Policy

This policy applies to:

- All students;
- All College or College related activity;
- All staff, governors, volunteers and partners carrying out activity on behalf of the College or related to the College.

### 3 Aim of the Safeguarding Policy

The College ensures all students are safeguarded by:

#### 3.1 Prevention and Promotion

- Robust staff recruitment;
- Policies and procedures that support safeguarding and the promotion of Fundamental British Values;
- Close working relationships with partners who share a common purpose with regard to safeguarding; Social Care; Police; Local Authority Safeguarding team; schools; health services;
- Staff awareness – how to promote welfare and safety of young people and vulnerable adults;
- Implementation of the E-Safety Policy;
- Implementation of the College's Prevent Strategy.

### **3.2 Protection and Support**

- The College will identify young people and adults who are suffering or likely to suffer significant harm, including those at risk of radicalisation. The College will ensure all staff understand their role in identifying those at risk. Definition of abuse and signs of abuse can be found in Appendix A;
- The College carries out risk assessments of students who declare a prior criminal conviction as outlined in the Criminal Conviction Policy;
- Where a young person or vulnerable adult is suffering significant harm, immediate action will be taken in accordance with the Children Act 1989; [The Children Act 1989](#)
- Action will also be taken to promote the welfare of students where it is recognised that additional support is needed, even if the student is not at immediate risk of harm. The actions are detailed in Appendix B.

### **3.3 Allegations of abuse against members of staff**

- The College will act in accordance with the DfE guidelines 'Dealing with allegations of abuse against Teachers and other Staff, 2011, published March 2012. [DfE Dealing with allegations of abuse against teachers and other staff](#)
- Every member of staff at the College is required to safeguard young and vulnerable people, reporting any suspected abuse. If a member of staff has any concerns about how a student is being treated by staff they must raise this directly with the Lead Safeguarding Manager or Human Resources. No matter how hard this may seem, it is staffs responsibility to keep students safe.
- Further details can be found in Appendix C.

## **4 Responsibility for Safeguarding**

The Governing Body and College leadership have responsibility for the College's safeguarding arrangements.

The Governing Body ensures the College complies with the law, as well as ensuring that effective policies, procedures and training are in place to safeguard the needs of learners and their well-being.

The Chief Executive ensures the Safeguarding Policy and Procedures, as adopted by the Governing Body, are complied with by all staff.

The Chief Executive receives and approves the annual report to the Sheffield Safeguarding Children Board.

The Chief Executive delegates areas of responsibility to the designated Lead Safeguarding and Prevent Manager.

The Governing Body and College leadership ensure the College works closely with the Sheffield Safeguarding Children Board and other agencies in line with statutory guidance 'Working together to safeguard children 2015' [Working Together to Safeguard Children](#). The details of how the College contributes to interagency working can be found in Appendix D.

The Governing Body and College leadership monitors the effectiveness of the policies.

The College leadership, management and staff determine how to promote the welfare of students so they understand and respond to risk effectively including knowing where to get support.

All staff and volunteers actively promote a culture of mutual respect and tolerance and are vigilant for signs of abuse.

**4.1 The designated Lead Safeguarding and Prevent Manager, broad areas of responsibility are:**

- Prevent;
- The Safeguarding Policy and Procedures;
- Ensure the College's policies are known and used appropriately;
- Monitoring effectiveness of the policies and actions taken, reporting annually to the Governing Body and Executive Team;
- Oversee the referrals of cases of abuse to SCSB;
- Support designated Senior Safeguarding Managers;
- Inter-agency working with Sheffield Safeguarding Children Board (SSCB), Social Care, police; schools;
- Referral to and working with Local Authority Designated Officer (LADO) where allegations against staff have been made;
- Referral to police where a crime has been committed;
- Ensure training and development for safeguarding complies with the statutory guidance; [DfE Keeping Children Safe in Education September 2016.pdf](#)
- Ensure the publication of the Safeguarding Policy and Procedures on the College web;
- Ensure the Vulnerable Young Persons and At Risk Policy and the Criminal Convictions Policy are effective in protecting young people;
- Inform the designated Executive Director and Chief Executive of issues/police involvement;
- Act as a source of support, advice and expertise to staff on matters of safeguarding.

**4.2 The designated Deputy Safeguarding and Prevent Manager, broad areas of responsibility are:**

- To deputise for the Lead Safeguarding and Prevent Manager, as above;
- Except where there are allegations against members of staff, in which case these will be referred to the HR Director.

**4.3 The designated Senior Safeguarding Managers and Well-being & Safeguarding Officers, broad areas of responsibility are:**

- Receive referrals and take appropriate actions, using the Sheffield Safeguarding Children Board 'Thresholds of need guidance' - Identifying needs and analysing risk when working to support children and families in Sheffield [Sheffield Safeguarding Children Board - Thresholds of need guidance](#)
- Act as a point of referral for prevent issues; reporting to the Prevent Lead in College – the Lead Safeguarding Manager;
- Risk assess the disclosure of criminal convictions, in accordance with the Criminal Convictions Policy;
- Support the designated Lead Safeguarding Manager on the review of policies and procedures, plus the annual monitoring report to the Governing Body;

- Advise local leadership team of safeguarding issues;
- Act as a source of support, advice and expertise to staff on matters of safeguarding.
- Raise awareness of staff and students locally;
- Liaise with police, Social Care, SSCB regarding individual case investigations.

#### **4.4 Other staff with safeguarding responsibilities**

A number of additional staff are identified to support individuals who may be at risk of harm and to promote the welfare of individual students. These staff will act as first point of call for students or parents/carers; for bullying and other issues related to safeguarding, for example: mental health.

Local safeguarding staff will receive regular training on safeguarding and maintain strong links with external and internal supportive organisations. They will refer to designated Senior Safeguarding Managers for all cases where significant harm has been disclosed and/or where the potential for significant harm is likely to escalate.

#### **4.5 All College staff**

Safeguarding is 'Everyone's Responsibility' - All staff are provided with training at induction and receive regular updates. See Appendix E for more detail.

#### **4.6 Roles and Responsibility for Safeguarding**

An easy guide flowchart can be found in Appendix G outlining roles and responsibilities.

## **5 Safer Recruitment**

### **5.1 Staff and Volunteers**

The College adopts recruitment, selection and pre-employment vetting procedures in line with legislation and best practice available.

The majority of the College's activity is 'regulated activity', the full legal definition of which is set out in: [Schedule 4 Safeguarding Vulnerable Groups Act 2006 - Amended by Protection of Freedoms Act 2012](#). In addition, HM Government have produced a summary factsheet on Regulated Activity in relation to children: [DBS Summary factsheet Regulated activity children](#)

Most employees require an enhanced criminal records check through the Disclosure and Barring Service (DBS). Anyone appointed to carry out teaching work requires an additional check, the barred list check, to ensure they are not prohibited from teaching. This adds checks of the DBS Children's Barred List to the enhanced check. More information is available on the [DBS Website](#) and in [DfE Keeping Children Safe in Education September 2016.pdf](#)

Whilst not a legal duty, the College does require supervised volunteers that are undertaking frequent supervised activity in College to provide an enhanced DBS certificate. The College will not require a barred list check. See Appendix F.

The College holds a single central register for all staff and volunteers which lists the checks that have been carried out and the date they were completed.

## **5.2 Work placement providers**

All young students at the College are expected to experience the world of work as part of their study programme. Work placement providers and employers are risk assessed on an individual basis to ensure students are safe. The College ensures that employers are aware of College safeguarding procedures. The College does not require DBS checks from work placement supervisors.

## **5.3 Student Recruitment**

Safer recruitment extends to students as well. The College requests all prospective students to disclose whether they have a criminal conviction. Following disclosure, the designated Senior Safeguarding Managers assess the risk to others and identify any support for the individual.

Some courses, such as those which lead to a career involving working with children, also requires a DBS check. See Appendix F.

## **6 Safe by Design**

The College recognises that students and staff want to feel safe in their learning and working environment. New buildings are designed to comply with Health & Safety regulations with controlled electronic access. Where the College uses existing older buildings, access is controlled where practicable to do so. Thorough risk assessments are carried out on all premises. Further details are available in College Health & Safety Policies and Procedures. [The Sheffield College Health & Safety Policy](#)

The College requires all students and staff to carry an identity card with them at all times when on College activity. The College employs security staff to assist with the security of our environments. Duty managers are deployed when College is open; these managers receive regular updating regarding safeguarding.

## **7 E-Safety**

The Sheffield College is committed to fully exploiting the internet in teaching and learning and in all aspects of its college business.

However the internet and the expanded prevalence of new technologies have also brought newly emerging risks associated with privacy invasion, cybercrime, cyber bullying, educational misconduct and radicalisation. Further details are available in the E-Safety Policy.

## **8 Staff Training**

All new employees are required, as part of on-boarding, to complete an on-line safeguarding awareness course. Established staff receive regular updating either by designated Senior Safeguarding Managers or from training provided by SSCB.



Staff with designated safeguarding responsibility are required to update their training every two years and update their knowledge on specific issues annually. They are also required to organise and/or deliver sessions to raise awareness of emergent issues.

The College employs 15 staff who have been trained to deliver the Home Office Prevent Training: these staff are required to cascade the training to other college staff. In addition, the College uses a variety of on-line training packages, approved by the Sheffield Safeguarding Children Board, to provide regular updates to staff.

## 9 Information Sharing and Record Keeping

Information Sharing is vital to safeguard young people and vulnerable adults. There can be significant and occasionally life threatening consequences to **not** sharing information. Therefore, where there has been significant harm or there is potential for significant harm staff are required to share information.

Safeguarding staff use professional judgement regarding the potential for significant harm, keeping the needs of the individual young person paramount.

Consent to share information will be sought, however, there are occasions where information is shared without consent. For further details read the Information Sharing Protocols.

Safeguarding records (paper and electronic) are kept securely by Lead and Senior Safeguarding Managers and, in accordance with guidelines issued by the Sheffield Safeguarding Children Board.

## 10 Monitoring and Evaluation

Safeguarding incidents, actions taken and staff training are monitored regularly through:

- Annual report to Governors and the Executive Team;
- Bi-annual focus groups
- Annual report to Sheffield Safeguarding Children Board.

The effectiveness of the policy is evaluated through:

- Ofsted inspection;
- Student feedback;
- Regular safeguarding officer meetings;
- Review of the safeguarding action plan;
- Serious Case Reviews, CYOD reviews, Domestic Homicide Reviews.

## 11 List of linked College Policies and Procedures

- Student Anti-Bullying Policy [TSC Student Anti-bullying-Policy](#)
- Vulnerable Students and At Risk Policy [TSC Vulnerable Students and At Risk Policy](#)
- E-Safety Policy
- Criminal Conviction Policy [TSC Criminal Convictions Policy](#)
- International Guidelines for Homestay Providers [The Sheffield College International Programmes](#)
- Information Sharing Protocols [The Sheffield College Information Sharing Protocols](#)

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- Health & Safety Policies and procedures [The Sheffield College Health & Safety Policy](#)
- Prevent Strategy [TSC Prevent Strategy](#)

## 12 Agreement Signatures

Chief Executive:

Paul Corcoran

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Governor with responsibility for Safeguarding:

Chair of Governors: Richard Wright

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Lead Director:

Heather Smith

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Senior Member of staff with Responsibility for Safeguarding:

Caroline Morrison

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Policy originally approved by Directors and The Governing Body:

November 2014

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Policy Amended:

August 2015; September 2015

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Amended Policy approved by Directors and endorsed by the Governing Body:

September 2016

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Next Review date:

August 2017

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## Working with the Sheffield Safeguarding Children Board

Sheffield College works in close partnership with the City Council's Children and Young People Services and also, the Safeguarding Children Board.

In doing so, we link closely with the Safeguarding Training team and the generic safeguarding policies and procedures, which Ofsted have confirmed, that any Sheffield education setting, including FE Colleges can adopt these shared on this website: [Sheffield City Council Safeguarding Children-Policies and Procedures.html](http://Sheffield City Council Safeguarding Children-Policies and Procedures.html). The Local Authority is responsible for ensuring they are accurate and updated annually.

The policies and procedure applicable to, and adopted by Sheffield College are enclosed in the attached linked documents. These are in addition to other related policies we hold in College.

Safeguarding Children Board – Policies and procedures: Part 1, A-M – September 2016



Safeguarding  
Children Board - Polic

Safeguarding Children Board – Policies and procedures: Part 2, N-Z – September 2016



Sheffield  
Safeguarding Childrer

The Local Authority policies and procedures not entirely appropriate or not applicable to the College/FE sector are:

- Alternative Provision
- Children Missing in Education
- Private Fostering
- Showers & Changing Rooms
- Uncollected Children
- Under 5's in Schools
- Visiting Professionals

## Interagency working

The College works with external partners and agencies to protect young people and vulnerable adults from harm. Key partnerships and examples of how we work with them include:

### Schools:

- Designated college staff link with schools and arrange to visit them to review the list of students who have applied for courses. Issues relating to safeguarding and any vulnerabilities are hi-lighted ahead of students starting their course.
- This information is collated centrally and is RAG rated to draw attention to Senior Safeguarding Managers of those new students and likely support needs.
- Link staff then return to the school once students are established on their course (after 2 weeks) to collect safeguarding files to further inform support.
- Designated link remains a point of contact for any other issues or concerns that school may want to raise.

### Sheffield Safeguarding Children Board (SSCB):

- Direct referral by College Senior or Lead Safeguarding Manager if a young person is considered likely to suffer significant harm.
- Representation on the Training and Improvement Group.
- Participation in multi-agency meetings instigated by the SSCB, for example: serious case reviews.
- Acting on advise provided by the SSCB.
- Providing annual update to the SSCB of our safeguarding policies and procedures and, where required the impact of our policies.
- Participating in development programmes provided by the SSCB.
- Consult with Local Authority Designated Officer in cases of allegations of abuse against staff.

### Sheffield Sexual Exploitation Services (SSES):

- A formal agreement around information sharing is under development whereby in the context of informed consent, College is made aware of the names of those students the service is working with.
- This information is then used to ensure appropriate support is in place.
- Ongoing work is undertaken as appropriate between workers at SSES and College supporting individuals which can include college staff attending meetings.

### Sheffield Youth Justice Service (SYJS):

- A formal information-sharing agreement is in place whereby SYJS supply the College with a list of those in role at any college site at three points each academic year.
- The College asks for basic detail to be provided, specifically; the name, date of birth, offence type, outcome (in terms of sentence) and a tick if this has been deemed a 'serious case'.
- Individual contact is then made with SYJS workers to inform a risk assessment for the student.

### Social Care:

- Direct referral by College Senior or Lead Safeguarding Manager if a young person is considered in need of social care support.

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- Direct communication with social workers and support workers linked to college students as appropriate and inclusion of them at relevant meetings held in college.
- Regular sharing of basic information relating to looked after and care leaver student population between Permanence and Through Care and the College.
- Where necessary college staff can lead / contribute towards production of a Family Common Assessment Framework (FCAF) document.
- Attend meetings related to FCAF as requested.
- Wherever possible ensure attendance or college input at statutory review meetings / personal education plan meetings for looked after children / as requested.
- Working with social care to make arrangements around 1:1 support where this is needed for a student with high level support.

**South Yorkshire Police (SYP):**

- College maintains regular contact with named link SYP workers (currently two sergeants, Prevent Community Engagement Officers), regularly consulting over both individual cases and wider agendas impacting on our students.
- College complies with information requests from SYP and also makes requests for information to the SYP through use of relevant paperwork.
- College is considered a 'policing partner' and as such receives updates relevant to our students such as information from the National Community Tension team, the Prevent Strategy and National Counter Terrorism with a focus upon keeping students safe.

**South Yorkshire Probation Trust:**

- A formal agreement around information sharing is to be imminently finalised whereby in the context of informed consent specific information relating to adults on programmes at the college can be shared.
- This information is then used to assess appropriate support and inform risk assessment procedures.
- Individual contact is then made with Probation workers to inform risk assessments as appropriate.

**Substance Abuse:**

- College refers students to The Corner for support in cases of drugs / alcohol issues.
- The Corner staff have delivered training for college staff relating to awareness of drug misuse and also topical issues e.g. such as Legal Highs.
- Older students can be referred to Arundel Street Project which is an open access project for adults 18+ offering a wide range of associated support.

**Youth Services / Multi-Agency Support:**

- College has developed a partnership with staff delivering the Youth Contract, called Youth Contract Mentors (YCM), whereby extra support is targeted towards vulnerable students. College supports the signing up of eligible students for this support ahead of starting their course.
- Youth Contract Mentors are based in the college and work closely with college staff to pick up on students who need support accessing external services such as housing / emergency accommodation.
- Where students leave their courses the YCMs can make sure they are followed up, offered information, advice and guidance (IAG) and referred directly to the relevant Community Youth Team. This is a multi-agency team based in the locality who can help with prevention of involvement of young people in criminal activity and actively engage them into Education, Employment or Training.
- All other students leaving mid-course are routinely referred to Sheffield Futures for IAG.

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- Some students are already working with a local Multi Agency Support Teams (MAST). MAST teams are part of the city's early intervention and support strategy. College staff can attend meetings called by MAST and refer students into the service for support.

## Dealing with allegations of abuse

All staff are provided with training at induction and receive regular updates. Staff should be familiar with the signs of abuse.

Safeguarding is 'Everyone's Responsibility' – all staff have been issued with a card which they are required to carry on their person when on College premises or activity.

If staff have any concerns that a young person or vulnerable adult is at risk of, or is being abused, they **MUST** report this.

**Don't think... "What if I'm wrong?" THINK..."What if I'm right?"**

This also applies if staff have concerns or have witnessed someone being bullied. The Sheffield College is committed to students' right to learn in an environment that is safe and free from discrimination and bullying. Bullying is totally unacceptable. The College will challenge bullying in all its forms and take quick clear and decisive action to protect students, in accordance with its Student Anti-Bullying Policy [The Sheffield College - Student Anti-Bullying Policy](#)

If a student tells you (the member of staff) about possible abuse:

### DO

- Stay calm and reassuring
- Listen, let the student speak unprompted and take what the student says seriously
- Explain you will need to involve other people and why
- Make a written record
- Inform any designated safeguarding staff at the earliest opportunity, or in an emergency, if there is a risk of immediate, serious harm, anyone can make a referral to Social Care Services.
- Get support for yourself should you need it.

### DO NOT

- Promise confidentiality
- Make promises or reassurances you cannot keep
- Investigate
- Press for details
- Keep the information to yourself
- Record sensitive information on Pro Monitor

If the allegation of abuse is against a member of staff, inform the designated Lead Safeguarding and Prevent Manager: Caroline Morrison or the Director of HR: Darren Tidmarsh.

If an allegation of abuse is made about a senior member of staff and you are uncomfortable with referring the allegation internally, you can contact the Local Authority Designated Officer or the SSCB.