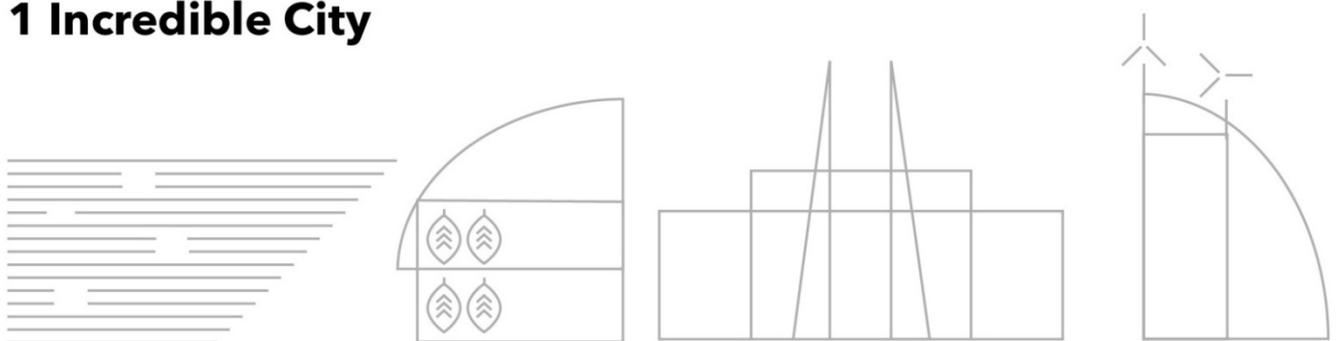# Safeguarding Policy

4 Excellent Campuses
1000s of Opportunities
1 Incredible City

Document Information:
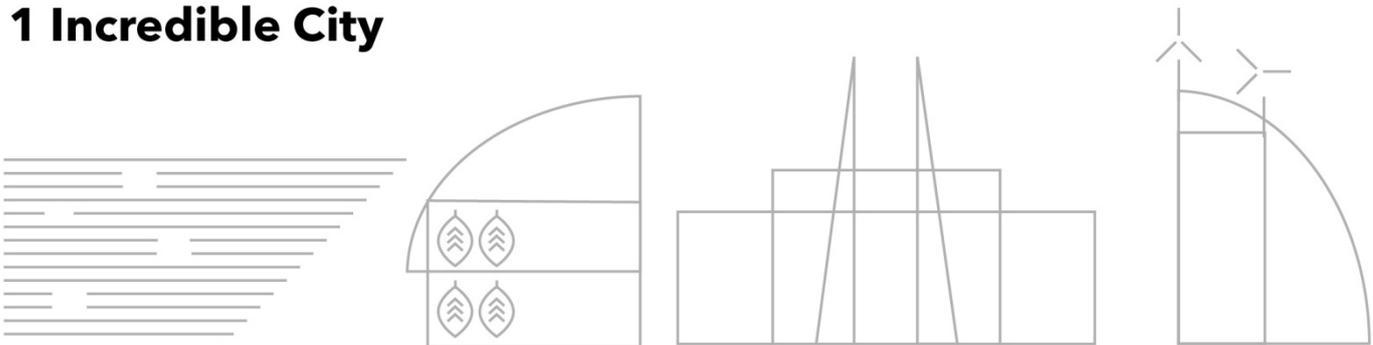
_____

Author: Caroline Morrison

Date Issued: September 2016

Date Approved and endorsed: September 2016
Revised January 2017; August 2017

Filename: TSC Safeguarding Policy 2017-18

File Location: G: Student Services & Support/Safeguarding

4 Excellent Campuses
1000s of Opportunities
1 Incredible City

Safeguarding Policy

The Sheffield College Safeguarding Policy

1   Safeguarding Policy Statement

The Sheffield College is committed to safeguard and promote the welfare of all its students, staff, volunteers, contractors and partners. 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 as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. Keeping Children Safe: DfE 2016 provides the latest guidance for schools and colleges.

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.

1.3   Radicalisation and Acts of Terrorism

The Counter-Terrorism and Security Act 2015 imposes a duty on colleges to have due regard to the need prevent people from being drawn into terrorism. This is known as the Prevent Duty. In order to comply with the duty colleges are expected to work in close partnership with agencies such as the police and local authority; have procedures in place with regard to external speakers; take a risk assessed approach to Prevent with action plans in place to manage risk; have procedures in place with regard to the use of IT facilities and access to the web; and provide staff training and development to enable teachers and those supporting the curriculum to utilise learning opportunities to educate and challenge extremism and for all staff to exemplify British values. The College's full Prevent Strategy can be found on the College's Safeguarding Hub or by request from info@sheffcol.ac.uk.

2   Scope of the Policy

This policy applies to:
- All students;
- All College 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 Online Safety Policy;
- Implementation of the College's Prevent Strategy;
- Raising the awareness of safeguarding amongst students through induction, student information and promotional materials.

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 on DFE What to do if you are worried a child is being abused;
- 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 (there are outstanding changes pending by the legislation.gov.uk editorial team) The Children Act 1989.;
- Action will also be taken to protect 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 development of skills to enable students to keep themselves safe, through teaching and learning opportunities as part of the broad curriculum and through tutorials.

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

A quick guide to dealing with allegation or concerns for staff is available in Appendix A. Policies and Procedures adopted by the College are available in Appendix B. These can be found on the College's Safeguarding Hub or by request from info@sheffcol.ac.uk.

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 students and promote their well-being. The Governing Body and College Leadership monitors the effectiveness of the policies.

Governors receive and endorse the annual update to the Safeguarding Policy and receive regular reports. The designated safeguarding governor is a member of the College Safeguarding Board.

The Chief Executive ensures the Safeguarding Policy and Procedures, as endorsed 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 and delegates areas of responsibility to the Designated Safeguarding and Prevent Lead.

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' (last updated in February 2017 and from October 2017, pending further updates upon completion of a consultation process). Working Together to Safeguard Children - February 2017. The details of how the College contributes to interagency working can be found in Appendix C. This can be found on the College's Safeguarding Hub or by request from info@sheffcol.ac.uk.

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 Safeguarding and Prevent Lead, broad areas of responsibility are:

- Implementation of the Prevent duty;
- The Safeguarding Policy and Procedures;
- Ensure the College's policies are disseminated and implemented consistently;
- Monitoring effectiveness of the policies and actions taken, reporting at least 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 South Yorkshire 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 Criminal Convictions Policy are effective in protecting young people;
- Inform the Principal and Chief Executive of key issues/police involvement;
- Act as a source of support, advice and expertise to staff on matters of safeguarding.
- Provide face to face training to staff and governors

4.2   The designated Deputy Safeguarding and Prevent Lead, 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;
- ▪ Inform staff working with individual students of known potential risk to the individual, other students or staff (the consent of the individual student will be sort in all cases, although there may be occasion where information may be shared without the consent of the individual, in which case the student will be told what information is to be shared).
- ▪ Act as a point of referral for Prevent issues; reporting to the Prevent Lead in College.
- ▪ 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 the leadership team of key 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.
- ▪ Liaise with schools to receive information about individual students and ensure appropriate arrangements are in place to safeguard those students.
- ▪ Maintain appropriate, confidential, and accurate records of safeguarding referrals, actions and concerns using the confidential sections of ProMonitor and the College confidential safeguarding electronic and paper records.

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 receive an induction and regular updates.

A safeguarding organisation chart is provided in Appendix D. This can be found on the College's Safeguarding Hub or by request from info@sheffcol.ac.uk.

5 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. The seven golden rules for information sharing for safeguarding purposes are found in Appendix E. This can be found on the College's Safeguarding Hub or by request from info@sheffcol.ac.uk.

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. The College uses the confidential sections of ProMonitor to store safeguarding information as well as a secure spreadsheet and paper records, which are in locked cabinets, in locked rooms with controlled access.

The College receives safeguarding information from schools, and the statutory safeguarding agencies. The College has data sharing arrangements with South Yorkshire Police, Youth Justice Service and Sheffield Futures.

6 Safer Recruitment

6.1 Staff

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' as set out in: Guide to eligibility for Disclosure and Barring service (DBS) checks

The College has a robust process of risk assessment for positive DBS's or where staff should need to commence employment prior to their DBS being received back. The College is committed to rechecking individuals DBS's every 5 years (3 for specific areas, e.g. Nursery and Designated Safeguarding staff).

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.

The full Safer Recruitment Policy can be found in: Human Resources: Policies and Procedures. This can be found on the College's Hub or by request from info@sheffcol.ac.uk.

6.2 Volunteers

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.

6.3 Work placement providers and employers

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 nor are they required from employers in non-regulated activity.

6.4 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 require a DBS check.

7 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: TSC Health & Safety Policy. This can be found on the College's Hub or by request from info@sheffcol.ac.uk.

The College requires all students and staff to wear an identity card when on College activity. Students and staff who have forgotten their cards are given temporary passes to access the College once they have been identified on our system.

The College employs security staff to assist with the security of our environments.

8 Online 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 Online Safety Policy. This can be found on the College's Safeguarding Hub or by request from info@sheffcol.ac.uk.

9 Staff Training

All staff must familiarise themselves with: Keeping Children Safe in Education, Part 1

All new employees are required, as part of on-boarding, to complete an on-line safeguarding course, and an on-line Prevent awareness course; the exception being if alternative face to face training is provided. Established staff receive regular updating; through on-line generic refreshers or issues based training; face to face training delivered by designated Senior Safeguarding Managers; regular bulletins; external training including from Sheffield Safeguarding Children Service (SSCS).

Staff with designated safeguarding responsibility are required to complete the SSCS Initial Advanced Training and annual Advanced Refresher training. They are also required to update their issues led knowledge. Designated staff are expected to organise and/or deliver sessions to raise awareness of emergent issues.

The College employs ten staff who are certified to deliver the Home Office Prevent Training: these staff are required to cascade the training to other college staff.

10   The Development of Awareness and Skills of Students

The College has a duty to develop students' abilities to keep themselves safe and to recognise when others are at risk, as well as to know how to report concerns and access support. All students agree to the College Charter, which clearly identifies the College values and the commitment we expect of students: **be** **ready** **be** **respectful** **and be** **safe**. The College raises the students' awareness of safeguarding at induction, through information given to them and through the use of promotional materials and campaigns. Safeguarding is an important aspect in the delivery of the curriculum and there are further opportunities to advance skills through the tutorial programme.

The College uses a wide range of resources to deliver safeguarding, approved by the designated leads, and teaching staff are expected to use opportunities as they arise to develop the students' understanding.

The College also uses external providers to deliver some aspects of safeguarding development for students, such as South Yorkshire Police.

11   Monitoring and Evaluation

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

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

The effectiveness of the policy is evaluated through:

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

12   List of linked College Policies and Procedures;

Most links are available through The Sheffield College Safeguarding Hub: https://staff.sheffcol.ac.uk/safeguarding/

Other useful resources and information can be found on TSC Hub** and on the external website*.

- Online Safety Policy:**
- Criminal Conviction Procedures: The Sheffield College Safe Learning for All*

- International Guidelines for Homestay Providers: [The Sheffield College International Programmes](#)*
- Positive Engagement and Disciplinary Process: [TSC Positive Engagement & Disciplinary Process Booklet](#)*
- Student Charter: [TSC Student Charter Booklet](#)*
- Health & Safety Policies and procedures: [The Sheffield College Health & Safety Policy](#)**
- Sheffield College Prevent Strategy: [TSC Prevent Strategy](#)*