



**Harrison College Ltd**

**Safeguarding and Student Protection Policy**

**This policy was updated on 1st September 2023 in line with KCSIE regulations.  
Published guidance can be found in full at the links below:**

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

**This guidance should be read alongside the Working Together to Safeguard Children (2018) statutory guidance which can be accessed here:**

[Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/working-together-to-safeguard-children)

All schools and colleges must pay regard to these policies, and it is essential that all staff understand their safeguarding responsibilities. At Harrison College, we update our safeguarding knowledge at least annually, through reading this documentation and receiving regular updates and training from our DSL and external partners. All staff are required to complete National On-line Safety certification in safeguarding during their induction period, and then annually renewing this certification within the first month back at college each new academic year. All staff, directors, leadership, and management have a duty to read at least part 1 of the guidance and know their duties.

Safeguarding and promoting the welfare of our students is every staff members responsibility at Harrison College. We all have a statutory duty to “safeguard and promote the welfare of students”. We fully embrace the KCSIE quotation ‘it could happen here’ and ‘thinking the unthinkable’.

In fulfilling our responsibilities, we work in partnership with our families, business employers and professional practitioners. If you have any concerns about the health, safety and welfare of a student at Harrison College, or feel that something may be troubling them, you should take prompt action and share this information with an appropriate member of college staff straight away.

Some issues e.g. a student’s appearance, hygiene, general behaviour, or personal issues can be shared with any teacher or member of support staff in this setting. Do not worry that you may be reporting small matters – we would rather that you tell us things which turn out to be small, than miss a worrying, more serious situation.

However, if you think the matter is more serious and may be related to a student protection concern, e.g. physical, sexual, emotional abuse or neglect, or is at risk of harm, then you must talk to one of the college people identified below immediately, as it’s their specialist role . If you are unable to contact them, you can ask the college office staff to find them and ask them to speak to you straight away about a confidential and urgent matter regarding safeguarding.

#### **Designated Safeguarding Lead (DSL)**

**Gail Stonier. Chief Operating Officer. 01302 540495. [gstonier@harrisoncollege.co.uk](mailto:gstonier@harrisoncollege.co.uk)  
Emergency Safeguarding contact: 07377183648**

#### **Deputy Designated Safeguarding Lead (DDSL)**

**Gemma Peebles. Principal. 07921 657028. [principal@harrisoncollege.co.uk](mailto:principal@harrisoncollege.co.uk)**

Any allegation or disclosure involving someone who works with students in a paid or voluntary capacity, must be reported directly to the Principal, unless it involves the Principal. If so, you must report this directly to the Board of Directors Chief Operating Officer. **01302 540495**

If it involves them, or both, it should go direct to the Local Authority Designated Officer (LADO).  
[LADO@doncaster.gov.uk](mailto:LADO@doncaster.gov.uk). LADO Milovan Orlandich 01302 736784 and Caroline Tanner 01302 737332.  
If in any doubt refer to the DSCB Policies and Procedures.

Version 7 October 2023

Governor Approval: November 2023

Review Date: October 2024

[Responding to Allegations Against Staff, Carers or Volunteers \(proceduresonline.com\)](https://proceduresonline.com)

[Local Authority Designated Officer - Doncaster Council](#)

Doncaster Council's School's Adviser for Safeguarding is Jo Howe

Contact Details: [Jo.howe@doncaster.gov.uk](mailto:Jo.howe@doncaster.gov.uk) Tel. 01302 736975/07816353019

## 1. Introduction

1.1 **Safeguarding Definitions:** Safeguarding and promoting the welfare of students is defined for the purposes of this policy as:

- Protecting students from maltreatment
- Preventing impairment of student's health or development
- Ensuring that students develop in circumstances consistent with the provision of safe and effective care, and
- Taking action to enable all students to have the best outcomes.  
(Working Together to Safeguard Children Aug 2018 HM Government)

1.2 Safeguarding is not just about protecting students from deliberate harm. It relates to aspects of college life including:

- Students' health and safety
- The use of reasonable force
- Meeting the needs of students with medical conditions
- Providing first aid
- Educational visits
- Intimate care
- Internet or e-safety
- Appropriate arrangements to ensure college security, considering the local context.
- Mental health and well-being
- Knowledge of trauma informed practice

1.3 It can involve a range of potential issues such as:

- Bullying, including cyber bullying (by text message, on social networking sites) and prejudice-based bullying.
- Racist, disability, and homophobic or transphobic abuse
- Radicalisation and extremist behaviour
- Student sexual and criminal exploitation
- Sexting, youth produced imagery, sexual violence and/or sexual harassment.
- Student on student Sexual Violence and Harassment
- Upskirting
- Substance misuse
- Issues that may be specific to local area or population, for example gang activity and youth violence
- Particular issues affecting students including domestic violence, sexual exploitation, female genital mutilation and forced marriage.
- Adverse child experiences and trauma

## 2. Aims & Scope of Policy

2.1 This policy has been developed in accordance with the principles established by the Children Act 1989 and 2004, The Education Act 2002 and Working Together to Safeguard

Children 2018. This policy reflects the statutory requirements within Keeping Children Safe in Education 2023 (KCSIE 2023).

- 2.2 In Doncaster this policy compliments and does not replace the agreed DSCP Multi Agency Child Protection Tri-x procedures. (South Yorkshire Student Protection Procedures). The DSCB local safeguarding/student protection procedures **must** be followed in all cases. See <http://doncasterscb.proceduresonline.com/>. Harrison College also pays due regard to the South Yorkshire Adult safeguarding partnership procedures and will refer to these in all incidences regarding a student who would be 19 or over.
- 2.3 This policy also shows our commitment to support the statutory guidance from the Department for Education on the application of the Childcare (Disqualification) Regulations 2009 and related obligations under the Childcare Act 2006 in colleges. Colleges and local authorities must have regard to it when carrying out their duties to safeguard and promote the welfare of children under section 175 of the Education Act 2002, paragraph 7(b) of Schedule 1 to the Education (Independent College Standards) Regulations 2014 and paragraph 3 of the Schedule to the Education (Non-Maintained Special Colleges) (England) Regulations 2011.
- 2.4 Harrison College recognises the responsibility it has under Section 175 of the Education and Inspections Act 2006, to have arrangements for safeguarding and promoting the welfare of students. This policy demonstrates the college's commitment and compliance with safeguarding legislation.
- 2.5 Harrison College recognises the responsibility it has to pay due regard to policies which also include students who are 19-25, as well as those who can be deemed vulnerable due to their SEN diagnosis and mental health need. The Children and Families Act 2014, part 3 specifically states how we work with the Local Authority for young people with disabilities and SEN. We are bound by the Mental Capacity Act (2005) and follow the recommended code of practice, which guides us in how we deal with students who cannot make decisions for themselves and how we can act on their behalf. The Care Act (2008) may also be referred to where applicable.
- 2.6 Through their day-to-day contact with students and direct work with families, staff at the college have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to The Doncaster Children's Trust Referral and Response Service. This also involves understanding serious case reviews and how to improve practice to prevent students from falling through the gaps.
- 2.7 The directors of the college fully recognise their responsibility with regards to safeguarding and promoting the welfare of students. They ensure all policies and procedures are in place and have a designated director nominated to liaise with staff, the leadership team and the LA and/or partner agencies where required. They receive and review reports and ensure finances are allocated to support the efficient and safe working practices of the college when undertaking their safeguarding duties. They are fully aware of data protection and GDPR protocols and how to refer any issues or concerns to the LADO or external partnerships. (Refer to section 43 for further detail)

### 3. Purpose

- 3.1 The purpose of the policy is to ensure that safeguarding is everyone's responsibility.
- 3.2 The welfare of the student is paramount.
- 3.3 All students regardless of age, gender, ability, culture, race, language, religion or sexual identity have equal rights to protection.
- 3.4 Everyone who works with students has a responsibility to keep them safe (Working Together 2018).
- 3.5 All staff have an equal responsibility to act on suspicion or disclosure that may suggest a student is at risk of harm, any professional with concerns about a student's welfare should make a referral to the Doncaster Children's Trust, and professionals should follow up their concerns if they are not satisfied with the response. (Working Together 2018).
- 3.6 Students and staff involved in Safeguarding issues receive appropriate support and training outlined in KCSIE September 2023 update. We also follow the DSCP workforce training and networks and attend mandatory training and updates at DSL level.
- 3.7 Staff adhere to a Code of Conduct and understand what to do if a student discloses any allegations against teaching staff, the principal or directors.
- 3.8 To develop and promote effective working relationships with other agencies, especially the police and social care.
- 3.9 To ensure all staff have been recruited safely and a single central record is kept, satisfactory DBS, prohibition and right to work checks are made in accordance with guidance. Safer recruitment principles are followed. Any gaps in personnel files are noted and reasonable steps are taken to rectify with on-going supervision.
- 3.10 All staff have been issued with Part 1 of the KCSIE 2023 update document.

We have a safe college with confident staff, confident parent/carers and confident students who know how to recognise and report safeguarding concerns. All staff understand the categories of abuse, can recognise indicators and know how and when to record, and whom to report all safeguarding concerns to.

### 4. Terminology

- 4.1 **Designated Safeguarding Lead (DSL)** previously known as designated safeguarding officer or designated safeguarding tutor. The named person for safeguarding in education establishments.
- 4.2 **LADO** – Local Authority Designated Officer – Deals with any allegation against any member of staff in a public setting.
- 4.3 **Safeguarding** and promoting the welfare of students refers to the process of protecting students from abuse or neglect, which prevents the improvement of health and development, ensuring that students grow up in circumstances consistent with the

provision of safe and effective care and undertaking that role to enable those students to have optimum life chances and to enter adulthood successfully.

- 4.4 **Student Protection** refers to the process undertaken to protect students who have been identified as suffering or being at risk of suffering significant harm.
- 4.5 **Staff** refers to all those working for or on behalf of the college in either a paid or voluntary capacity.
- 4.6 **Student** refers to all young people in our care.
- 4.7 **Parent** refers to birth parents and other adults who are in a parenting role – stepparents, foster parents, carers and adoptive parents.

**There are 4 main elements to the Policy:**

- **Prevention** – through the curriculum and pastoral support offered to students and through the creation and maintenance of a whole college protective ethos.
- **Procedures** – for identifying and reporting cases, or suspected cases of abuse.
- **Support to Students** – who may have been abused, including early preventative work.
- **Preventing unsuitable people working with students** – by following the Department for Education (DfE) KCSIE 2023 statutory guidance – Part three: Safer Recruitment and The Education and Training (Welfare of Children) Act 2021 extended safeguarding provisions; We also follow local DSCP, LADO, DBS and HR procedures.

**5. Prevention**

**5.1 The College will establish an ethos where:**

- Students feel secure.
- Ensure students know that there are adults in the college who they can approach if worried or in difficulty.
- Include in the curriculum opportunities for PSHCE/SMSC/RSE to equip students with the skills needed to stay safe. This includes our PREVENT duty. [Protecting children from radicalisation: the prevent duty - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/protecting-children-from-radicalisation-the-prevent-duty)
- Include in the curriculum material which will help students develop realistic attitudes to their responsibilities in adult life.
- It will work in accordance with ‘Working Together to Safeguard Children 2018’ and will support the ‘Doncaster Early Help Offer’ [Early Help | Doncaster Safeguarding Children Partnership \(dscp.org.uk\)](https://www.dscp.org.uk/early-help) and new Localities ways of working [Local Solutions | Doncaster Safeguarding Children Partnership \(dscp.org.uk\)](https://www.dscp.org.uk/local-solutions) to ensure students receive the most appropriate referral and access provision.
- It will deliver the approved DSCP whole college safeguarding training and ensure all designated safeguarding officers, deputy safeguarding person and designated safeguarding director attend three out of four annual network meetings and/or attend refresher Designated Safeguarding Person (DSP) training on a two-yearly basis. We will ensure our DLS L3 holds their L3 certificate which is refreshed at least every 2 years.
- We will work collaboratively and with our early help co-ordinators to improve outcomes for students.
- We keep our safeguarding training up to date and access DSCP training events on a regular basis and understand the safeguarding requirements for Ofsted, DfE or other statutory bodies.

- Parents, carers and families, teachers, staff, students, and agencies know how to raise any safeguarding concerns and we have a named designated/deputy safeguarding lead on our senior leadership team.
- We have a clear complaints policy, and all staff are aware of whistleblowing procedures.

## 6. Procedures and Record Keeping

- 6.1 The College will follow safeguarding/student protection procedures as produced by the Doncaster Safeguarding Children's Board (DSCB)  
<http://doncasterscb.proceduresonline.com/>

<b>The Designated Senior Member of staff for Safeguarding (Student Protection) / (DSL) is:</b>	Gail Stonier
<b>The DDSL's are:</b>	Gemma Peebles, Rebecca Barber and Sean Glossop
<b>The Single Point of Contacts for Early Help / DSC Trust Referral and Response Service in our setting are:</b>	Gail Stonier Gemma Peebles Sean Glossop
<b>The Governor / Director responsible is:</b>	Gail Stonier

<b>The named PREVENT lead is:</b> <b>This includes 'Operation Encompass'</b>	Gemma Peebles
<b>The named CSE/FGM lead is:</b>	Gail Stonier
<b>The named SV/H lead is:</b>	Gail Stonier
<b>The named on-line protection officer is:</b>	Gail Stonier
<b>The named complaints handler is:</b>	Gail Stonier
<b>The named LAC officer is:</b>	Gail Stonier
<b>The named mental first aider is:</b>	Sean Glossop
<b>The named H&amp;S and DPO is:</b>	Gemma Peebles

<b>The College Principal is:</b>	Gemma Peebles
<b>The Local Authority Designated Officer (LADO) is:</b> <b>Contact Details:</b> 01302 737332. <a href="mailto:LADO@dcstrust.co.uk">LADO@dcstrust.co.uk</a>	Milovan Orlandich and Caroline Tanner

### 6.2 The College will:

- Ensure it has a senior designated safeguarding lead (DSL) who has undertaken appropriate Safeguarding (Student Protection) training (see above).
- Ensure that all staff know their individual responsibility to refer safeguarding and undergo training so that they know how to be vigilant and report and respond to any disclosures of significant harm (actual or likely).
- Ensure that designated staff will take advice from a Safeguarding (Student Protection) Specialist when managing complex cases.
- The College DSL will investigate any allegation involving actual or suspected abuse of a student within 24 hours of disclosure and follow up referral in writing. They will liaise with the LADO or CYPS safeguarding team as applicable, use relevant contact

pathways for the MASH and social care front door, and using Doncaster Children's Trust referral and response service forms.

- All College staff will pass any observations leading to suspicion of abuse, or information received about abuse, immediately to the designated safeguarding lead or deputy designated safeguarding lead.
- In the case of serious injury or allegation the DSL will contact The Doncaster Children's Trust Referral and Response Service (MASH) without delay.
- If the allegation of abuse is against the deputy or designated safeguarding person, the director will speak with the Local Authority Designated Officer (LADO) to discuss the next steps. If the allegation is against the principal, the directors should be contacted immediately and advice from the LADO sought within 24 hours. If the allegation is against both the principal and the director, the LADO will be contacted. No member of staff will conduct their own investigation or pass on information to the alleged perpetrator. In all allegations the LADO will advise on the action to take by calling 01302 737748. The emergency social services team should be contacted outside normal working hours on 01302 796000 and complete the DCS Trust secure referral form.
- CSE – All staff are aware via whole college training on the signs of Student Sexual Exploitation and seek advice without delay. (see section 5 and Annex B of KCSIE 2023 for more information)

### 6.3 CSE and child protection

- Please refer to the Harrison College Child protection policy for more detailed information.
- For more information follow the link to national guidance
- Criminal Exploitation of children and vulnerable adults: County Lines guidance (publishing.service.gov.uk) [Criminal Exploitation of children and vulnerable adults: County Lines guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/114144/criminal-exploitation-of-children-and-vulnerable-adults-county-lines-guidance.pdf)
- Child sexual exploitation (CSE) further information can be found [Department for Education \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/114144/criminal-exploitation-of-children-and-vulnerable-adults-county-lines-guidance.pdf) A referral to DCST is necessary for any student deemed to be at immediate danger
- Professionals, parents, carers and families can contact
  - the general MASH helpline for concerns, advice or guidance through to the general MASH contact 01302 737777.
  - The MASH front door social care referral form is <https://dscp.org.uk/report-concern>.
  - If out of hours the Emergency DCST team (EEST) can be contacted on 01302 796000.
  - Referral to Children's Services 01302 737200 [Policies and Procedures | Doncaster Safeguarding Children Partnership \(dscp.org.uk\)](https://dscp.org.uk/policies-and-procedures)
  - The designated child protection officers and exploitation team for Doncaster Council are Jayne Pezzulo 01302 862012 and Carmel Bartlett 01302 737200
  - For advice relating specifically to concerns around the mental health of a child/young person, advice can be provided by ringing the Mental Health Specialist Advice Line 01302 796191.
  - Targeted Youth Support Service (TYS) can be contacted through [Here to support young people. | DCST EPIC \(epicdoncaster.co.uk\)](https://dscp.org.uk/support-young-people)
- The DSL will keep all records on file in a secure locked filing cabinet or secure ICT system (CPOMs) and share concerns following information sharing protocols.



Individual files will be kept for at least the period during which the student attends the college and beyond that in line with data protection legislation. We adhere to HM Government Information Sharing Advice for Practitioners 2015. We are also members of the Information Commissioner's Office for Data Handling.

- In the event of an unexplained/sudden student death. DSCP DCOP procedures will be followed  
<https://doncasterchildcare.proceduresonline.com/chapters/pdeathserious.html>
- Following any serious untoward incidents (SUI) procedure where `near-miss` situations occur the DSL or principal will contact the LA Learning Provision service; [cypssafeguardingsupport@doncaster.gov.uk](mailto:cypssafeguardingsupport@doncaster.gov.uk). and Jo Howe, [jo.howe@doncaster.gov.uk](mailto:jo.howe@doncaster.gov.uk) This covers health and safety related incidents where safeguarding is compromised.
- The college will have an emergency plan in place to respond to unforeseen circumstances, e.g. staff / student unexpected death, site security threats, floods, storms and critical incident planning.
- The college will follow the NaCTSO guidance notes when responding to bomb threats. National Counter Terrorism Security Office Guidance notes  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/701910/170614\\_crowded-places-guidancev1a.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/701910/170614_crowded-places-guidancev1a.pdf)
- The college will follow the Doncaster Council emergency procedures and inform them of any security breaches, as well as for hoax emails/threats.
- Directors, senior leaders and the DSL will continually review all policies required by law <https://www.gov.uk/government/publications/statutory-policies-for-colleges>.

## 7. Roles and Responsibilities

7.1 The College will ensure that every member of staff and person working on behalf of the College:

- Understands part 1 of KCSIE 2023 update and Working Together to Safeguard Children 2018, including part 5 guidance and the mandatory reporting duty.
- Knows the name of the designated person and their role and responsibility.
- Have an individual responsibility to refer Safeguarding (Student Protection) concerns, especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer significant harm)
- If staff have any concerns about a child's welfare, they should act on them immediately. See page 22 (KCSIE 2023) for a flow chart setting out the process for staff when they have concerns about a child.
- Will have an awareness of safeguarding issues that can put children at risk of harm. (additional information can be found in Annex B of KCSIE 2023)
- Will follow statutory guidance and know how to respond to all signs, reports and concerns of child-on-child sexual violence and sexual harassment, including those that have happened outside of the school or college premises, and/or online (set out in Part 1 - all staff working with students are advised to maintain an attitude of 'it could happen here')
- Will receive training at the point of induction so that they know:
  - Their personal responsibility/code of conduct/teaching standards
  - Appropriate safeguarding and child protection processes (including online safety which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring – see para 141 for further information). The training should be regularly updated.
  - DSCB student protection procedures and know how to access them.

- Understand the definitions of abuse, physical abuse, emotional abuse, sexual abuse and neglect.
  - The need to be vigilant in identifying cases of abuse at the earliest opportunity.
  - How to support and respond to a student who discloses significant harm
  - How to implement the guidance (part 5) concerning Sexual Violence and/or harassment
  - And the further guidance contained in [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/719902/Sexual\\_violence\\_and\\_sexual\\_harassment\\_between\\_children\\_in\\_schools\\_and\\_colleges.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/719902/Sexual_violence_and_sexual_harassment_between_children_in_schools_and_colleges.pdf)
- Knows their duty concerning unsafe practices in regard to students by a colleague.
  - The designated person will disclose any information about a student to other members of staff on a 'need to know' basis.
  - The College will undertake appropriate discussions with parents prior to involvement with other agencies unless the circumstances preclude this.
  - The College will ensure that parents understand their obligations regarding Student Protection by using intervention as and when appropriate.
  - Understand Ofsted and DfE grade descriptors in relation to personal development, behaviour and welfare of students.
  - Monitor internet usage in accordance with PREVENT/KCSIE and knows how to recognise and respond to inappropriate internet use.
  - Understands the ICT policy and monitors that any inappropriate material access is blocked and reported accordingly.
  - Understands their roles in filtering and monitoring systems as part of online safety

#### 7.2 **Conversations with a student who discloses abuse should follow the basic principles:**

- listen rather than directly question, remain calm.
- where possible replies/narrative offered by student should be recorded verbatim
- obtain detail of first-person student disclosed to.
- never stop a student who is recalling significant events.
- make a record of discussion to include time, place, persons present and what was said (student language – do not substitute words).
- advise you will have to pass the information on and cannot promise confidentiality.
- avoid coaching/prompting.
- never take photographs or videos of any injury
- allow time and provide a safe haven/quiet area for future support meetings.
- share all concerns no matter how trivial they may seem to the DSL lead who will notify and follow up with the referral and response service (DCS Trust MASH/one front door) any significant concerns immediately, without delay (do not wait for 24 hours) in writing.
- For students with CP plans where new information is shared by the young person, the DSL will ensure information is shared with the social worker and not withheld until core/review meetings take place.

## 8. Record Keeping

- 8.1 The College follows the record keeping guidelines taken from Sections 1 (68-71) – Student Protection and Section 4 – Student Records. The DSL is aware the Local Authority's records are kept for 75 years from date of closure. Any information that is held within the College that came from the LA could be destroyed once the student has left the College. However, any records created by the college could apply the above retention period(s) to their documents, so the whole student file could go to

the secondary (transition) college whilst the College should keep a copy of the student protection element for the prescribed timescale.

## 8.2 Records and Monitoring

- 8.2.1 Any concerns about a student will be recorded in writing within 24 hours. All records will provide a factual and evidence-based account and there will be accurate recording of any actions. Records will be signed, dated and, where appropriate, witnessed.
- 8.2.2 Any verbal conversations with the DSL/DDSL will then be recorded on CPOMs.
- 8.2.3 CPOMs will be used as the college's secure recording system.
- 8.2.4 At no time should an individual teacher/member of staff or college be asked to or consider taking photographic evidence of any injuries or marks to a student's person, this type of behaviour could lead to the staff member being taken into managing allegations procedures.
- 8.2.5 A chronology will be kept in the main college file prior to the commencement of a concern file. (see section 18.2 for further details) Staff, particularly pastoral staff, will record any minor concerns on the chronology and will take responsibility for alerting the designated person should the number of concerns rise or, in their professional judgement, become significant.
- 8.2.6 At the point at which a concern file (see below) is commenced then the chronology can be transferred to the concern file. The appropriate referral forms and documents will be maintained and used to support the DCS Trust MASH and Mosaic systems.
- 8.2.7 Safeguarding, student protection and welfare concerns will be recorded and kept in a separate, secure 'concern' file. (See section 18) This student protection file will be securely stored and away from the main student file. The main student file should have a red C code to denote a separate file exists (or a similar and consistent coding).
- 8.2.8 Any students or parents choosing to home educate (EHE) will have their records sent to the appropriate LA.
- 8.2.9 Files will be available for external scrutiny for example by a regulatory agency or because of a serious case review or audit.

## 8.3 Why recording is important

- 8.3.1 The DSL will share **all** safeguarding information with any transfer/receiving college without delay, and within 15 days as is set out as a legal requirement set out under regulation 9 (3) of 'The Education (pupil information – England) Regulations 2005
- 8.3.2 Student's records will be transferred securely, preferably by hand and signed for by the receiving school or college as proof of receipt.
- 8.3.3 Confidential and student protection files will be forwarded onto the named DSL, preferably face to face and signed for. Special delivery will be used if sent by post and a delivery note recorded by Royal Mail.
- 8.3.4 CPOM's will use secure file transfers for student information and confidential safeguarding documentation.
- 8.3.5 A note of all student records and transfer information will be recorded and used for audit purposes or serious case review.
- 8.3.6 Our staff will be encouraged to understand why it is important that recording is comprehensive and accurate and what the messages from serious case reviews are in terms of recording and sharing information.

- 8.3.7 All new DSL/DDSL's will receive a face-to-face handover of files, and exchange of information from the outgoing postholder or principal.

## 9. In-College procedures for protecting students

### 9.1 All staff will:

- Be alert to signs and indicators of possible abuse.
- Be involved in on-going monitoring and recording to support the implementation of individual education programmes and interagency student protection and student support plans.
- Be prepared to identify students who may benefit from Early Help.
- Be subject to Safer Recruitment processes and checks whether they are new staff, supply staff, contractors, directors, volunteers etc.
- Safer recruitment checks will include informing shortlisted candidates that online searches will be made.
- Will be expected to behave in accordance with Guidance for Safer Working Practice for those Working with Children and Young People in Education settings.

### 9.2 Responsibilities of the Designated Safeguarding Lead/Officer (see also KCSIE Job description for the DSL)

- Our named DSL from our senior leadership team with lead responsibility and management oversight/accountability for student protection is Gail Stonier. This is also our SPOC.
- The DSL must ensure that all staff involved in direct case work of vulnerable students, where there are student protection concerns/issues; have access to regular safeguarding supervision.
- Where the College has concerns about a student, the DSL will act as a source of support, advice and expertise to staff on matters of safety and safeguarding, and when deciding whether to make a referral by liaising with relevant agencies.
- The DSL is responsible for referring all cases of suspected abuse to the one front Door Doncaster Children Services Trust Referral and Response Team. KCSiE (DfE 2018) states that anyone in the College setting can make a referral. If this is the case the DSL should be informed as soon as possible, that a referral has been made. Wherever possible referrals to R&R should be done by appropriately trained designated safeguarding staff.
- The DSL will liaise with the Chair of Directors to inform them of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Student Protection information will be dealt with in a confidential manner. A written record will be made of what information has been shared with who and when. Staff will be informed of relevant details only when the DSL feels their having knowledge of a situation will improve their ability to meet the needs of an individual student and /or family.
- Once a student protection cause for concern form has been passed to the DSL, they should start a separate student protection file for the student where the form is stored.
- A separate student protection file must be created regardless of whether formal student protection procedures have been initiated. For some students, this single record will be the only concern held for them over their time in the establishment. For others, further information may well be accumulated, often from a variety of sources, over time.

- Designated staff must keep detailed, accurate, secure written records of concerns and referrals, which clearly reflect the wishes and feelings of the student.
- If concerns relate to more than one student from the same family at the establishment, a separate file for each student should be created and cross-referenced to the files of other family members. Common records, e.g. student protection conference notes, should be duplicated for each file.
- Student Protection records will be stored securely in a central place separate from academic records. Individual files will be kept for each student; College will not keep family files. Original files will be kept for at least the period during which the student is attending the College, and beyond that in line with current data legislation.
- Access to these files by staff other than the designated staff will be restricted, and a written record will be kept of who has had access to them and when.
- Designated staff must understand the assessment process for providing Early Help and Intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- Designated staff must have a working knowledge of how local authorities conduct a student protection case conference and a student protection review conference and be able to attend and contribute to these effectively when required to do so.
- Designated staff must ensure all adults (as appropriate) including each member of staff, trainee and volunteer has access to and understands the College's student protection policy and procedures, including new and part time staff.
- Designated staff must be alert to the specific needs of students in need, those with special educational needs and young carers.
- Designated staff must obtain access to resources and attend any relevant or refresher training courses.
- Designated staff must encourage a culture of listening to students amongst all staff.
- Designated staff must highlight the importance of demonstrating student's wishes and feelings to all staff and that these are clearly evidenced.

### 9.3 Raising Awareness

- The DSL should ensure the college policies are known and used appropriately.
- The college should create the right culture, so staff feel comfortable discussing safeguarding matters in and outside of work – includes online (paragraph 343)
- Ensure the College's student protection policy is reviewed annually, and the procedures and their implementation are updated and reviewed regularly, and work with the board of directors regarding this.
- Ensure the student protection policy is on the College's website, available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the College in this.
- Link with the local authority and DSCB/DSAB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Student protection records should be held securely, with access being restricted to the DSL or Principal. The following information must be kept securely with restricted access, whether paper or electronic:
  - Chronology
  - All completed student protection cause for concern forms.
  - Any student protection information received from the student's previous educational establishment.
  - Records of discussions, telephone calls and meetings with colleagues and other agencies or services
  - Professional consultations

- Letters sent and received relating to student protection matters.
- Referral forms sent to CSWS other external agencies or education- based services.
- Minutes or notes of meetings, e.g. student protection conferences, core group meetings, etc., copied to the file of each student in the family, as appropriate
- Formal plans for or linked to the student, e.g. student protection plans, Early Help (previously known as CAF's), risk assessments etc.
- A copy of the support plan for the young person
- Each student protection file should contain a chronological summary of significant events and the actions and involvement of the College.
- Where students leave, the college will ensure that the student protection file is transferred securely and separately from the main student file to the receiving college/educational establishment (where this is known), within 15 college days. This is a legal requirement set out under regulation 9 (3) of 'The Education (Student Information – England) Regulations 2005. A copy of the chronology must be retained for audit purposes.
- The College does keep copies of the student protection file and the chronology summary. The College sends the originals and requests a receipt of handover.
- Where the student has not attended the nominated college (the original file should be retained by the College).
- If there is any on-going legal action (the original file should be retained by the College and a copy sent).
- Student records should be transferred in a secure manner, for example, by hand. When hand-delivering student records, a list of the names of those students whose records are being transferred and the name of the college they are being transferred to must be made and a signature obtained from the receiving college as proof of receipt.
- If a student moves from our college, student protection records will be forwarded onto the named DSL at the new college, with due regard to their confidential nature. Good practice suggests that this should always be done with a face to face handover and a signed receipt of file transfer obtained for audit purposes by the delivering college.
- If sending by post, student records should be sent, "Special Delivery". A note of the special delivery number should also be made to enable the records to be tracked and traced via Royal Mail.
- For audit purposes a note of all student records transferred or received should be kept in either paper or electronic format. This will include the student's name, date of birth, where and to whom the records have been sent, and the date sent and/or received. A copy of the student protection chronology sheet will also be retained for audit purposes.
- If a student is permanently excluded and moves to an alternative or specialist provision, student protection records will be forwarded onto the relevant organisation in accordance with the 'The Education (Student Information – England) Regulations 2005, following the above procedure for delivery of the records.
- If a parent chooses to electively home educate (EHE) their student, the student protection record must be forwarded to the appropriate LA person, following the above procedure for delivery of the records.
- When a DSL member of staff resigns their post or no longer has student protection responsibility, there should be a full face to face handover/exchange of information with the new post holder.
- In exceptional circumstances when a face-to-face handover is unfeasible, it is the responsibility of the head teacher to ensure that the new post holder is fully

conversant with all procedures and case files.

- All DSL's receiving current (live) files or closed files must keep all contents enclosed and not remove any material.
- When thinking about information security and access management, we should consider meeting the [cyber security standards for schools and colleges](#) (paragraph 144)

#### 9.4 Archiving

9.4.1 Responsibility for the student record once the student leaves the College:

- The College that the student attended until statutory college leaving age (or the College where the student completed sixth form studies) is responsible for retaining the student protection record. The recommended retention period is 35 years from closure when there has been a referral to DCST. If no referral has been made to DCST, the student protection record should be retained until the student's 25th birthday. The decision of how and where to store these files must be made by the College via the Board of Directors. Due to sensitivity of the information, the records should continue to be held in a secure area with limited access e.g. designated officer or Principal.

#### 9.5 Student's and parents' access to student protection files

9.5.1 Under the UK GDPR and the Data Protection Act 2018, a student or their nominated representative has the legal right to request access to information relating to them. This is known as a subject access request. Therefore, it is important to remember that all information should be accurately recorded, objective in nature and expressed in a professional manner.

9.5.2 Any student who has a student protection file has a right to request access to it. In addition, the Education (Student Information) (England) Regulations 2005 give parents the right to see their student's college records. However, neither the student nor the parent has an automatic right to see all the information held in student protection records. Information can be withheld if disclosure:

- could cause serious harm or is likely to cause serious harm to the physical or mental health or condition of the student or another person; or
- could reveal that the student or another person has been a subject of or may be at risk of student abuse, and the disclosure is not in the best interests of the student; or
- is likely to prejudice an on-going criminal investigation; or
- The information about the student also relates to another person who could be identified from it or the information has been given by another person who could be identified as the source, unless the person has consented to the disclosure or the person providing the information is an employee of the establishment or the Local Authority.
- Where domestic violence is an identified issue or may be a contributory factor right of access to information must be suspended until the investigation is completed and the risk of further harm posed to the student or young person is established.

Domestic Violence concerns can be addressed by contacting the Doncaster Domestic Abuse Team on: **0800 4701 505**

**Information and help can be found at:**

<https://www.doncasterdomesticabuse.co.uk/>

- 9.5.3 It is best practice to make reports available to the student or their parents unless the exceptions described above apply. If an application is made to see the whole record, advice should be sought .
  - 9.5.4 The establishment's report to the student protection conference should be shared with the student, if old enough and parent at least two days before the conference.
- 9.6 Safe Destruction of the student record**
- 9.6.1 Where records have been identified for destruction, they should be disposed of securely at the end of the academic year (or as soon as practical before that time). Records which have been identified for destruction should be confidentially destroyed. This is because they will either contain personal or sensitive information, which is subject to the requirements of the Data Protection Act 2018, or they will contain information which is confidential to college or the Local Education Authority. Information should be shredded prior to disposal or confidential disposal can be arranged through private contractors. For audit purposes the college should maintain a list of records which have been destroyed and who authorised their destruction. This can be kept securely in either paper or an electronic format.

## **10. Information sharing**

- 10.1 When there is a concern that a student is at risk of significant harm, all information held by the establishment must be shared with Social Care, police and health professionals. Section 47 of the Children Act 1989 and sections 10 and 11 of the Children Act 2004 empower all agencies to share information in these circumstances. Harrison college will pay due regard to the Children and Families Act 2014 and the Mental Capacity Act 2008 when dealing with such cases and applicable multi-disciplinary teams. If DSL's are in doubt, they should consult the DSCT MASH front door team on 01302 737033 – see also Section 8.
- 10.2 On occasions when safeguarding concerns exist for a student in the context of a family situation and siblings attend other educational establishments or the students are known to other agencies, it may be appropriate for the designated safeguarding staff to consult with, on a confidential basis, their counterpart from other establishments or other agencies to share and jointly consider concerns. If in any doubt about the appropriateness of this process, advice can be sought from the MASH Team Professionals Line on 01302 737033.
- 10.3 In accordance with section 29 of the Data Protection Act (2018), the police are allowed access to college records in certain circumstances such as criminal investigations. If you have any queries regarding police access to any college records, please contact the Safeguarding Team for advice.
- 10.4 It is good practice to seek consent from the student or their parent before sharing information. Children over the age of 12 years are considered to have the capacity to give or withhold consent to share their information, unless there is evidence to the contrary; therefore, it is good practice to seek their views. If the young person is over 16, they should be involved in decision-making about information sharing, unless they do not have the capacity to give consent. Harrison College will pay due regard to the Mental Capacity Act (2008) The Care Act (2008), and vulnerable students who fall into this category of consideration.
- 10.5 However, consent is not always a condition for sharing and sometimes we do not inform the student or family that their information will be shared, if doing so would:



- place a person (the student, family, or another person) at risk of significant harm, if a student, or serious harm, if an adult; or
  - prejudice the prevention, detection, or prosecution of a crime; or
  - lead to unjustified delay in making enquiries about allegations of significant harm to a student or serious harm to an adult.
  - Consent should not be sought if the establishment is required to share information through a statutory duty, e.g. section 47 of the Children Act 1989 as discussed above, or court order.
- 10.6 Working with parents and other agencies to protect students.
- 10.6.1 In general, we will discuss concerns with parents/carers before approaching other agencies and will seek consent/to inform parents/carers when making a referral to another agency. Appropriate staff will approach parents/carers after consultation with the DSL. The exception to this rule will be in situations where a member of staff has reasonable cause to believe that informing parents/carers of a referral to another agency may increase the risk of significant harm to the student.
- 10.6.2 Parents/carers are informed about our student protection policy through: College prospectus, website, newsletters etc. A safeguarding/student protection A4 statement is available to all students, parents, carers and staff.

## 11. Early Help Enquiry ‘One Front Door’

- 11.1 The Early Help enquiry through the One Front Door (EHOFD) has been established to improve communication, information sharing; and to support more effective delivery of services where there is a need for multi-agency response.
- 11.2 MAAP Early Help Hub is a multi-disciplinary team with two main functions: Providing information, advice and guidance to professionals who have queries about children who made need a coordinated early help response, and screening all early help enquires forms to ensure an appropriate level of response for the child and family. The team is available from 8.30am to 5.00pm, Monday to Friday, and telephone messages will be responded to within one working day. IAG Telephone: 01302 734110 Email: [earlyhelphub@doncaster.gov.uk](mailto:earlyhelphub@doncaster.gov.uk)
- 11.3 If you believe that an early help assessment (EHA) or single agency support is needed, contact the EHOFD to discuss your concerns. After discussing your concerns, if it is agreed this is a case for early help, you will be asked to complete an on-line enquiry form and email a consent form which you have agreed with the family.
- 11.4 The EHOFD does not replace the existing ‘front door’ arrangements for student social care in Doncaster. If at any stage you have any concerns that a student is at risk of harm you must follow your agency’s safeguarding procedure and make a referral to Social Care Referral and Response Service on:  
**Telephone:** 01302 737777 (available 8:30am – 5pm Monday to Friday)  
**Telephone:** 01302 796000 (outside office hours)  
**Central:** Emma McDonagh Tel: 01302 862682 or [emma.mcdonagh@doncaster.gov.uk](mailto:emma.mcdonagh@doncaster.gov.uk)  
<https://www.doncasterchildrenstrust.co.uk/worried-about-a-student>

## 12. Multi-agency work

- 12.1 We work in partnership with other agencies in the best interests of students. Therefore, college will, where necessary, liaise with the college nurse and doctor, and Referral & Response. Requests for service to R&R should (wherever possible) be made, by the Safeguarding Designated Staff, to the R&R advice and duty team 01302 737777. Where a student already has a student protection social worker, the College will immediately contact the social worker involved or in their absence, the team manager of

- the student protection social worker.
- 12.2 We will co-operate with R&R in accordance with the requirements of the Children Act and allow access to student and student protection records for them to conduct section 17 or section 47 assessments.
  - 12.3 The College will ensure representation at appropriate inter-agency meetings such as Initial and Review Student Protection Conferences, and Planning and Core Group meetings, as well as Family Support Meetings.
  - 12.4 We will provide reports as required for these meetings. If College is unable to attend, a written report will be sent. The report will, wherever possible, be shared with parents / carers at least 24 hours prior to the meeting.
  - 12.5 Where a student in college is subject to an inter-agency student protection plan or any multi-agency risk management plan college will contribute to the preparation, implementation and review of the plan as appropriate.
  - 12.6 **Local Solutions (New September 2021)**  
Four Local Solutions groups have been established across the borough to support families who may need additional support. The Local Solutions Group is made up of a broad range of organisations who work together, know the community and provide services to Doncaster residents that include; Health, Primary Care Trust, Family Hubs, Parent Engagement, Communities, Parenting and Family Support (PAFS), Adult Social Care, Public Health, Early Intervention, Housing, Police, Voluntary Organisations and many more. The group meet regularly to discuss local requests for support, which could be for an individual or family or a place-based concern. They act swiftly to prevent escalation looking at local solutions for local problems for local people and place. The groups are based in each of Doncaster's locality areas, Central, North, South and East  
Central: [LocalSolutionCentral@doncaster.gov.uk](mailto:LocalSolutionCentral@doncaster.gov.uk)

### 13. The Curriculum

- 13.1 Relevant issues will be addressed through the curriculum, including self-esteem, emotional literacy, assertiveness, power, sex and relationship education, online safety, online bullying, sexting, sexual violence and/ or sexual harassment, up skirting, student sexual exploitation (CSE), female genital mutilation (FGM), preventing radicalisation, peer on peer abuse and anti-bullying. [Part five: Child on Child Sexual Violence and Sexual Harassment \(keepingchildrensafeineducation.co.uk\)](https://www.keepingchildrensafeineducation.co.uk)
- 13.2 Relevant issues will be addressed through other areas of the curriculum.

### 14. Other areas of work

- 14.1 All our policies which address issues of power and potential harm, e.g. Anti- Bullying, Equal opportunities, Handling, Positive Behaviour, will be linked, to ensure a whole college approach.
- 14.2 Our student protection policy cannot be separated from the general ethos of the college, which should ensure that students are treated with respect and dignity, feel safe, and are listened to.

### 15. Our role in supporting students.

- 15.1 We will offer appropriate support to individual students who have experienced abuse or who have abused others.
- 15.2 In cases where students have experienced abuse/abused others, an individual pastoral support plan will be devised, implemented and reviewed regularly should the student require additional pastoral support/intervention. This plan will detail areas of support, who will be involved (i.e. learning mentor, key worker) and the student's wishes and feelings. A written outline of the individual support plan will be kept in the student's protection record.

## **16. Students with additional needs (including LAC)**

- 16.1 When the College is considering excluding, either fixed term or permanently, a vulnerable student and/or a student who is either subject to a S47 Student Protection plan or there are/have previously been student protection concerns, we will call a multi-agency risk-assessment meeting prior to making the decision to exclude. In the event of a one-off serious incident resulting in an immediate decision to exclude, the risk assessment must be completed prior to convening a meeting of the Board of Directors.
- 16.2 Harrison College will pay due regard to the SEND code of Practice (2015), the Children and Families Act (2014) The Care Act (2008), and the Mental capacity Act (2008) to ensure that all cases are dealt with in a bespoke and fair way with reasonable adjustments and advocacy available where appropriate.

## **17. Part time provision / timetables**

- 17.1 The Local Authority has issued guidance to all colleges on student entitlement to a full-time education. For safeguarding reasons, we expect all students to be in receipt of a full-time education. There are rare and exceptional circumstances where it may be necessary for a student to be placed on a part-time timetable for a limited period. The statutory guidance says:

"In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a student's individual need. For example, where a medical condition prevents a student from attending full-time education and a part time package is considered as part of a reintegration package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time-limit by which point the student is expected to attend full-time or be provided with alternative provision. (p14, College Attendance, DfE)"

- 17.2 Part-time timetables may be used in circumstances such as:

- Where a student has a short-term medical condition that prevents full-time attendance for a time limited period
- As part of a staged reintegration following an extended period of absence.
- When there are behavioural difficulties, and the college is trying a part-time timetable as an intervention to avoid permanent exclusion.
- Transition arrangements to ensure a climate of trust, routine and familiarity are established.

We expect that when any part-time arrangement is made that the College informs the local authority using the reporting form which is included in the guidance.

## **18. Liaison with Other Agencies**

- 18.1 **The College will:**

- Work to develop effective links with relevant agencies in relation to Safeguarding (Student Protection).
- Send representatives to case conferences, core groups and Student Protection review meetings.
- Notify any allocated Social Worker if:
  - A student subject to a Child Protection Plan (CPP) is excluded (fixed term or permanent);
  - if there is an unexplained absence of a student on a CPP of more than 2 days or 1 day following a weekend, or as agreed as part of a CPP.
- Follow the LA policy and statutory guidance on Children Missing Education (CME).

## 19. Supporting Students at Risk

19.1 The College will ensure it pays due regard to relevant policies and statutory guidance on dealing with students who are especially vulnerable. This will include but will not be limited to, The Care Act (2008), The Children and Families Act (2014), SEND code of practice (2015) and the Mental Capacity Act (2008)

19.2 The college/setting will endeavour to support vulnerable students through:

- Its ethos which promotes a positive, supportive, and secure environment and gives students a sense of being valued.
- Its behaviour policy aimed at supporting vulnerable students in college/setting. All staff will agree a consistent approach which focuses on the behaviour, or the offence committed by the Student.
- Liaison with other appropriate agencies which support the student.
- Developing supportive relationships.
- Recognition that students living in difficult home environments are vulnerable and in need of support and protection.
- Monitoring student welfare, keeping accurate records and notifying appropriate agencies as and when necessary.
- Allowing designated staff opportunities to attend face to face DSCB multi-agency training, (sexual exploitation, domestic violence, drugs/alcohol substance misuse etc.).
- When a student on the Student Protection register transfers to another college/setting, information will be transferred safely and securely to the new college/setting immediately.
- Recognising, reporting and responding any behaviours consistent with radicalisation/extremist behaviours.
- Recognising, reporting and responding to any suspected FGM practice.
- The College acknowledges serious case review findings and shares lessons learned with all staff to ensure no student falls through the gap.
- The College knows how to identify and respond to the four main categories of abuse. All staff understand the main categories of abuse from the whole college training. Physical, Emotional, Sexual and Neglect.
- The designated safeguarding lead will cascade information to all staff in relation to specific safeguarding concerns listed in KCSIE – page 12.
- College/setting staff are aware of the DSCB Neglect policy and toolkit available from DSCB to help identify and recognise any student subject to neglect.

## 20. Early Help Enquiry ‘One Front Door’

20.1 **Early Hub contacts are:**

**Central:** [emma.mcdonagh@doncaster.gov.uk](mailto:emma.mcdonagh@doncaster.gov.uk)

**North:** [natasha.abbott@doncaster.gov.uk](mailto:natasha.abbott@doncaster.gov.uk)

**East:** [christian.brownless@doncaster.gov.uk](mailto:christian.brownless@doncaster.gov.uk)

**South:** [lindsey.swain@doncaster.gov.uk](mailto:lindsey.swain@doncaster.gov.uk)

23.2 In addition to the Early Help Enquiry 'One Front Door' DSLs will also liaise with Early Help Coordinators to ensure early help assessments are supported, implemented and reviewed. The Early Help Coordinators will support TAF and Lead Professional roles.

## **21. Children Missing Education**

- 21.1 A student going missing from education is a potential indicator of abuse or neglect. College and college staff members must follow the Doncaster safeguarding Children Board and LA procedures for children missing education and notify the APSW team in accordance with LA procedures.  
We will comply with our statutory duty to inform the local authority of any pupil who falls within the reporting notification requirements outlined in Children Missing Education – Statutory guidance for local authorities 2016  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)
- 21.2 The College will have contacts that are checked on a regular basis (several contacts are advised)
- 21.3 Students who are absent, abscond or go missing during the College day are vulnerable and at potential risk of abuse or neglect. College and College staff members should follow the College's procedures for dealing with students who are absent/ go missing, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual abuse or exploitation and to help prevent the risks of their going missing in future.
- 21.4 We will comply with our statutory duty to inform the local authority of any student who falls within the reporting notification requirements outlined in Children Missing Education – Statutory guidance for local authorities (DfE September 2016).
- 21.5 Where student sexual exploitation, or the risk of it, is suspected, frontline practitioners should complete a cause for concern form and pass onto the designated member of staff for student protection or contact the Education CSE team contacts Carmel Bartlett / Jayne Pezzulo.
- 21.6 The DSL should complete the CSE checklist tool for partners and refer to the table at the end of the tool to help decide how to proceed a copy of the completed tool must be kept in the student's protection records for future reference.
- 21.7 If the student already has an allocated social worker, the DSL must contact them (or their team manager) to discuss any concerns about sexual exploitation.
- 21.8 A copy of the CSE checklist tool for partners can be obtained from:  
<http://www.dscb.co.uk/sexual-exploitation>
- 21.9 We will ensure the college works in partnership with parents / carers and other agencies as appropriate. This includes facilitating return to home interviews as requested.

## **22. Children requiring mental health support.**

- 22.1 The college has an important role to play in supporting the mental health and wellbeing of our students. Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.
- 22.2 Through our qualified senior Mental Health lead (Sean Glossop) we have clear systems and processes in place for identifying possible mental health problems, including routes to escalate and clear referral and accountability systems.
- 22.3 The [Promoting and supporting mental health and wellbeing in schools and colleges guidance](#) sets out how colleges can help prevent mental health problems by promoting resilience as part of an integrated, whole school/college approach to social and emotional wellbeing, which is tailored to the needs of our students.

### 23. Physical Intervention

- 23.1 There are circumstances when it is appropriate for staff in schools and colleges to use 'reasonable force' to safeguard children. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a child needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may involve either passive physical contact, such as standing between students or blocking a student's path, or active physical contact such as leading a student by the arm out of the classroom
- 23.2 We acknowledge that staff must only ever use physical intervention as a last resort, when a student is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.
- 23.3 We understand that physical intervention of a nature which causes injury or distress to a student may be considered under student protection or disciplinary procedures.
- 23.4 The College understands how to report any injuries to staff to the health and safety team.
- 23.5 All staff are aware of the role of LADO and what constitutes a referral to LADO following any allegation of using force or restraint.
- 23.6 HM Government guidance [Reducing the need for restraint and restrictive intervention](#) sets out how to support children and young people with learning disabilities, autistic spectrum conditions and mental health difficulties who are at risk of restrictive intervention in special education settings.

### 24. Anti-bullying/ Internet Safety/ Social Media

- 24.1 We adhere to DfE Statutory Guidance
- 24.2 Our college policy on anti-bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under student protection procedures. This includes all forms e.g. cyber, racist, homophobic, trans and gender related bullying.
- 24.3 We record all incidents of cyber bullying in accordance with DfE Statutory Guidance. Students with particular skill and interest in computing and technology may inadvertently or deliberately stray into cyber-dependent crime
- 24.4 Cybercrime is criminal activity committed using computers and/or the internet. Further advice and guidance can be found at: Cyber Choices, 'NPCC- When to call the Police' and National Cyber Security Centre - NCSC.GOV.UK
- 24.5 [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/623895/Preventing\\_and\\_tackling\\_bullying\\_advice.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/623895/Preventing_and_tackling_bullying_advice.pdf)  
We keep a record of known bullying incidents. All staff are aware that students with SEND and/or differences/perceived differences are more susceptible to being bullied/victims of student and on-line grooming abuse.  
For further support on students with special educational needs, schools can use The Special Educational Needs and Disabilities Information and Support Services (SENDIASS) (paragraph 202)
- 24.6 Internet Safety/E-Safety – The college has an e-safety policy in place.
- 24.7 The conduct of staff/students/ parents/carers using social media are outlined in a separate social media policy (Acceptable use of ICT)
- 24.8 Sexting – we include reporting of any sexual images within our policy.

### 25. Racist Incidents/Homophobic/ Trans-Phobic Language/Equality Act 2010 Protected Characteristics

Version 7 October 2023

Governor Approval: November 2023

Review Date: October 2024

- 25.1 Our policy on Equality, Inclusion and Diversity includes racist incidents and is set out separately. It acknowledges that repeated racist incidents or a single serious incident may lead to consideration under student protection procedures. We keep a record of racist incidents and incidents reportable under the Equality Act 2010.
- 25.2 The DSL understands how to report Hate Crime.
- 25.3 The DSL understands how to support young people and families to access LGBTQ support through family and Youth Hubs. Young people requiring additional support may access CAMHS provision or College Nursing services.
- 25.4 The College curriculum reflects opportunity to explore difference and celebrate diversity and has resources listed on our website.

## **26. Trans Young People**

- 31.1 The DSL will liaise with the CAMHS named nurse to support, where needed any young person identifying as trans-gender and ensure the College acknowledges the voice of the student and ensures smooth and effective transition. The College follows National guidance and seeks professional advice.  
<http://genderedintelligence.co.uk/>  
A trans-gender inclusive toolkit is available to support colleges/academies.

## **27. Preventing Radicalisation**

- 33.1 Gemma Peebles is the named contact for Harrison College. Please refer to our PREVENT policy for more detail.
- 33.2 Harrison College knows how to recognise and respond to any behaviour that could link to radicalisation/extremism. Students are susceptible to extremist ideology and radicalisation, especially those with an SEN need.
- 33.3 The Local Authority Children and Young Persons Police Officer – CYPO is the first point of contact for any staff or student’s behaviour that may point to radicalisation/extremism and must be discussed with the CYPO immediately. If CYPO is unavailable call 101. If travel abroad is suspected / immediate threat, staff are aware to call 999, one front door R&R service, and they also have access to the confidential anti-terrorist hotline on 0800789321.

## **28. Radicalisation, extremism and terrorism**

- 28.1 Radicalisation is defined as the process by which people come to support terrorism and violent extremism and, in some cases, to then participate in terrorist groups. The process of radicalisation is different for every individual and is a process, not a one-off event; it can take place over an extended period or within a very short time frame. It is important that staff can recognise possible signs and indicators of radicalisation.
- 28.2 Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces. As defined in the Government’s Counter Extremism Strategy <https://www.gov.uk/government/publications/counter-extremism-strategy>.
- 28.3 Students may be susceptible to exposure or involvement with groups or individuals who advocate violence to a political or ideological end.
- 28.4 Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause. As defined in the Terrorism Act 2000 (TACT 2000) <http://www.legislation.gov.uk/ukpga/2000/11/contents>.



- 28.5 Students can be drawn into violence, or they can be exposed to the messages of extremist groups by many means. These can include family members or friends, direct contact with members, groups and organisations or, increasingly, through the internet, including through social media sites. This can put students at risk of being drawn into criminal activity and has the potential to cause significant harm.
- 28.6 Examples of extremist causes that have used violence to achieve their ends include animal rights, the far right (UK) and international terrorist organisations such as Al Qaeda and the Islamic State.

**Potential indicators identified include:**

- Use of inappropriate language
- Possession of violent extremist literature
- Changes in behaviour, language, clothing or appearance
- The expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology

**29. Prevent**

- 29.1 PREVENT is part of the UK's counter terrorism strategy. It focusses on supporting and protecting susceptible individuals who may be at risk of being exploited by radicalisers and subsequently drawn into terrorist related activity. PREVENT is not about race, religion or ethnicity, the programme is to prevent the exploitation of susceptible people.
- 29.2 **Responding to concerns** - If staff are concerned about a change in the behaviour of an individual or see something that concerns them (this could be a colleague) they should seek advice appropriately with the DSL who should contact the Local Authority Prevent Lead – Rachael Long on 01302 73469 for further advice
- 29.3 Colleges are expected to assess the risk of students being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting students in the area and a specific understanding of how to identify individual students who may be at risk of radicalisation and what to do to support them. The CYPOs and LA Prevent leads can advise and identify local referral pathways and Doncaster Channel Panel/Process.
- 29.4 Effective early help relies on all staff to be vigilant and aware of the nature of the risk for students, and what support may be available. Our college will ensure as a minimum that the Designated Safeguarding Lead and the Principal undertakes Prevent awareness training and is able to provide advice and support to other members of staff on protecting students from the risk of radicalisation.
- 29.5 How to report on-line extremist material is available and visible in our college.  
<https://www.gov.uk/report-terrorism>
- 29.6 All staff are aware of emergency plans and undertake PREVENT training, updates and complete NOS on-line certification annually.
- 29.7 Staff are aware of the PREVENT agenda and understand the Doncaster Channel Process.  
[http://www.proceduresonline.com/southyorks/sab/pdfs/doncaster\\_channel\\_process.pdf](http://www.proceduresonline.com/southyorks/sab/pdfs/doncaster_channel_process.pdf)
- 29.8 Channel is a voluntary, confidential support programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. Consent must be given before support can be offered. The DSL will consider if this form of Early Help referral is appropriate.
- 29.9 The PREVENT agenda should be seen as the wider safeguarding responsibilities of all staff at Harrison College. Designated safeguarding leads and other senior leaders in colleges should be familiar with the Prevent duty guidance: for further education institutions in England and Wales. As defined in the Revised Prevent Duty Guidance for England and



Wales. <https://www.gov.uk/government/publications/prevent-duty-guidance/revise-prevent-duty-guidance-for-england-and-wales>.

- 29.10 The College curriculum explores shared values and beliefs.
- 29.11 The College includes Educate Against Hate <http://www.educateagainsthate.com/>
- 29.12 The designated safeguarding lead will access Home Office approved WRAP training – workshop to raise awareness of prevent.
- 29.13 The DMBC local area Police Officer is PC 3393 Cheryl Haigh

### **30. FGM (Female Genital Mutilation)**

- 30.1 Our trained FGM Lead is Gail Stonier
- 30.2 FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.
- 30.3 Female Genital Mutilation: The Mandatory Reporting Duty  
Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers, along with social workers and healthcare professionals, to report to the police where they discover FGM appears to have been carried out on a girl under 18.
- 35.2 It will be rare for teachers to see visual evidence, and they should not be examining students, but the same definition of what is meant by “to discover that an act of FGM appears to have been carried out” is used for all professionals to whom this mandatory reporting duty applies.
- 35.3 Under the mandatory reporting requirements teachers must personally report to the police cases where they discover that an act of FGM appears to have been carried out (either through disclosure by the victim or visual evidence) on a girl under 18. Those failing to report such cases will face disciplinary sanctions. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the college’s designated safeguarding lead and involve social care as appropriate (KCSiE, September 2023). Information on when and how to make a report can be found at: Mandatory reporting of female genital mutilation procedural information.
- 35.4 The College recognises the areas where FGM is prevalent and works in partnership with agencies to safeguard any student at risk of FGM. The designated safeguarding lead understands this is classed as student abuse in the UK and will report any risk to 101 immediately. The College have access to DSCB training on FGM and the designated safeguarding lead includes FGM in whole-college safeguarding training. Any student attending/starting college from one of the most prevalent areas where this is practiced will seek advice from the referral and response service. A Department for Health risk assessment is available on engage Doncaster website.
- 35.5 All staff have read and understand the mandatory reporting included in ‘Keeping Children Safe in Education’ Sept 2023– Part 1.
- 35.6 Designated safeguarding leads understand local DSCB procedures for reporting suspected FGM. [http://doncasterscb.proceduresonline.com/chapters/p\\_female\\_gen\\_mutilat.html](http://doncasterscb.proceduresonline.com/chapters/p_female_gen_mutilat.html)
- 35.8 Online training is available for all staff <https://www.fgmelearning.co.uk/>

### **31. Honour Based Violence**

- 36.1 The police definition of Honour Based Violence is:  
‘A crime or incident which has or may have been committed to protect or defend the honour of the family and or community’. So-called ‘honour’-based abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. DSL’s are aware of breast

ironing/flattening practiced in some societies and will make appropriate referrals to safeguard students.

- 36.2 Honour Based Violence is where a person is being punished by their family or community for actually, or allegedly undermining what they believe to be the correct code of behaviour. By not conforming it may be perceived that the person may have brought shame or dishonour on the family.
- 36.3 This type of violence can be distinguished from other forms of violence, as it is often committed with some degree of approval and/or collusion from the family and/or community.
- 36.4 All forms of HBA are forms of abuse and should be treated as so.
- 36.5 Staff are fully aware of risks and how to report concerns to the DSL lead.
- 36.7 The designated safeguarding lead (or deputy) will activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.

### **32. Forced Marriage**

- 32.1 Forced Marriage is defined as 'a marriage conducted without the valid consent of one or both parties, where duress is a factor'.
- 32.2 Duress involves emotional pressure as well as criminal actions such as an assault or abduction.
- 32.3 Forced marriage is domestic and/or student abuse. It may include physical or sexual violence, upskirting, threatening behaviour, stalking/harassment, imprisonment, abduction, financial control any other form of demeaning or humiliating behaviour or control.
- 32.4 Since February 2023, it's been a crime to carry out any conduct whose purpose is to cause a child to marry before their 18th birthday, even if violence, threats or another form of coercion are not used. This applies to non-binding, unofficial 'marriages' as well as legal marriages (pages 155 and 156)
- 32.5 A link to the Home Office's new [forced marriage resource pack](#) has been added to the 'Additional advice and support' section. In the same section, there has also been a new link added to the [Multi-agency practice principles for responding to child exploitation and extra-familial harm](#) which have been developed to support agencies to work together to tackle child exploitation
- 32.6 A Forced Marriage is distinct from an Arranged Marriage, which is arranged by families, but the choice remains with the individuals who give full and free consent.
- 32.7 Other provisions include making the use of a deception to entice someone abroad so that they can be married against their will an offence and giving protection to those lacking mental capacity to make an informed decision about whether to marry or not.
- 32.8 Staff will report any concerns immediately to the DSL lead.
- 32.9 Multi-agency statutory guidance for dealing with forced marriage, can be found at <https://www.gov.uk/guidance/forced-marriage>. Harrison College staff can contact the Forced Marriage Unit if they need advice or information: Contact: 020 7008 0151 or email [fm@fcd.gov.uk](mailto:fm@fcd.gov.uk).

### **33. Child-on-child sexual violence and sexual harassment (Part 5)**

- 33.1 The college will respond to all signs, reports and concerns of child-on-child sexual violence and sexual harassment, including those that have happened outside of the school or college premises, and/or online.
- 33.2 The college has a zero-tolerance approach to sexual violence and sexual harassment. It is never acceptable, and it will not be tolerated. It should never be passed off as "banter", "just having a laugh", "a part of growing up" or "boys being boys".

- 33.3 It is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe.
- 33.4 Immediate consideration should be given as to how best to support and protect the victim and the alleged perpetrator(s) and any other children involved/impacted.
- 33.5 Our training and curriculum will cover Consent - Consent is about having the freedom and capacity to choose.
  - 33.5.1 a child under the age of 13 can never consent to any sexual activity.
  - 33.5.2 The age of consent is 16.
  - 33.5.3 sexual intercourse without consent is rape.
- 33.6 When there has been a report of sexual violence, the designated safeguarding lead (or deputy) should make an immediate risk and needs assessment. Where there has been a report of sexual harassment, the need for a risk assessment should be considered on a case-by-case basis.
- 33.7 The designated safeguarding lead (or deputy) should ensure they are engaging with local authority children's social care and specialist services as required. Where there has been a report of sexual violence, it is likely that professional risk assessments by social workers and or sexual violence specialists will be required.
- 33.8 Sexual harassment creates a culture that, if not challenged, can normalise inappropriate behaviours and provide an environment that may lead to sexual violence.
- 33.9 Sexual harassment is 'unwanted conduct of a sexual nature' that can occur online and offline and both inside and outside of college.
- 33.10 Sexual harassment can include.
  - 33.10.1 displaying pictures, photos or drawings of a sexual nature
  - 33.10.2 sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names.
  - 33.10.3 sexual "jokes" or taunting
  - 33.10.4 physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes.
  - 33.10.5 upskirting (this is a criminal offence),
  - 33.10.6 online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:
    - 33.10.6.1 consensual and non-consensual sharing of nude and semi-nude images and/or videos
    - 33.10.6.2 Taking and sharing nude photographs of those aged under 18 is a criminal offence.
    - 33.10.6.3 UKCIS Sharing nudes and semi-nudes: sharing of unwanted explicit content.
    - 33.10.6.4 sexualised online bullying.
    - 33.10.6.5 unwanted sexual comments and messages, including, on social media.
    - 33.10.6.6 sexual exploitation; coercion and threats, and coercing others into sharing images of themselves or performing acts they're not comfortable with online.

#### **34. Harmful Sexual Behaviours (HSB) Part 5**

- 34.1 The designated safeguarding lead (and their deputies) have a good understanding of HSB and forms part of their safeguarding training.
- 34.2 Training aids in planning preventative education, implementing preventative measures, and implementing our effective child protection policy.
- 34.3 Addressing inappropriate behaviour and incorporating the approach to sexual violence and sexual harassment into the whole school or college approach to safeguarding

#### **35. Child on child abuse**

- 35.1 All staff should be aware that children can abuse other children at any age (often referred to as child-on-child abuse). And that it can happen both inside and outside of school or college and online.

- 35.2 It is important that all staff recognise the indicators and signs of abuse and know how to identify it and respond to reports.
- 35.3 All staff should be clear as to the school or college's policy and procedures with regards to child-on-child abuse.
- 35.4 If staff have any concerns they should report these immediately to the DSL.
- 35.5 Child-on-child abuse is most likely to include, but may not be limited to:
  - 35.5.1 bullying (including cyberbullying, prejudice-based and discriminatory bullying)
  - 35.5.2 abuse in intimate personal relationships between children (sometimes known as 'teenage relationship abuse')
  - 35.5.3 physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm.
  - 35.5.4 sexual violence, such as rape, assault by penetration and sexual assault
  - 35.5.5 sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment

### **36. Domestic Violence and Abuse**

- 36.1 The Domestic Abuse Act 2021 captures a range of different abusive behaviours, including physical, emotional and economic abuse and coercive and controlling behaviour. Both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be "personally connected" (as defined in section 2 of the 2021 Act).
- 36.2 Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child/adolescent to parent violence and abuse. Anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socioeconomic status, sexuality or background and domestic abuse can take place inside or outside of the home.  
Staff recognise signs of domestic abuse and know how to refer concerns to the DSL lead [http://doncasterscb.proceduresonline.com/chapters/p\\_dom\\_viol\\_abuse.html](http://doncasterscb.proceduresonline.com/chapters/p_dom_viol_abuse.html)
- 36.3 All students have access to pastoral care when they need to talk.

### **37. Substance Misuse**

- 37.1 College substances misuse policy incorporates the possession and or use of such drugs in college, during the College day or while travelling to/from College as inappropriate. The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto college premises during the College day, or while students are on College visits. Individual exceptions may be made for students who require prescription medicines where appropriate. This policy should sets out the College's approach to NPS and volatile substances. Both students and staff should be aware of how these products are regarded and treated by the College.
- 37.2 Colleges should include evidenced based and quality marked drugs, alcohol and tobacco education as part of the PSHE curriculum, such as the Mentor ADEPIS resources and/or those quality assured by Doncaster Public Health and the PSHE association. Visit: [mentor-adepis.org/](http://mentor-adepis.org/) | [pshe-association.org.uk/](http://pshe-association.org.uk/)
- 37.3 For support on the above issues CONTACT PUBLIC HEALTH: [publichealthenquiries@doncaster.gov.uk](mailto:publichealthenquiries@doncaster.gov.uk) | Tel: 01302 734581

### **38. Procedure for Managing Allegations Against Staff, Carers and Volunteers (Principal)**

- 38.1 The College follows the agreed DSCB local procedures for Procedure for Allegations Against Staff, Carers and Volunteers  
[http://doncasterscb.proceduresonline.com/chapters/p\\_alleg\\_staff\\_vols.html](http://doncasterscb.proceduresonline.com/chapters/p_alleg_staff_vols.html)
- 38.2 Procedures in the event of an allegation against a member of staff or person in

- college. Please also refer to the [DCSB LADO page](#)
- 38.3 These procedures must be followed in any case in which it is alleged that a member of staff, director, visiting professional or volunteer has:-
- behaved in a way that has harmed a student or may have harmed a student
  - possibly committed a criminal offence against or related to a student
  - behaved in a way that indicates s/he is unsuitable to work with students
- 38.4 Inappropriate behaviour by staff/volunteers could take the following forms:
- Physical includes, for example, intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects or rough physical handling.
  - Emotional includes, for example, intimidation, belittling, scapegoating, sarcasm, lack of respect for student's rights, and attitudes which discriminate on the grounds of race, gender, disability or sexuality.
  - Sexual includes, for example, sexualised behaviour towards students, sexual harassment, sexual assault and rape.
  - Neglect: may include failing to act to protect a student, failing to seek medical attention or failure to carry out appropriate/proper risk assessment etc.
- 38.5 A safeguarding complaint that meets the above criteria must be reported to the Principal immediately. If the complaint involves the Principal, then the next most senior member of staff must be informed and the Chair of Directors. The Principal should carry out an urgent initial consideration to establish whether there is substance to the allegation. The Principal **should not** carry out the investigation or interview students. As part of this initial consideration, the Principal should consult with their College's HR Advisor/provider/contact who will then contact the Local Authority Designated Officer (LADO), **within one working day**.
- 38.6 A multi-agency strategy meeting may be arranged to look at the complaint in its widest context. The Principal /a senior member of College staff / Chair of Directors (where appropriate) must attend this meeting, which will be arranged by the LADO. All issues must be recorded, and the outcome reached must be noted to ensure closure.
- 38.7 In many cases it may be appropriate to provide further training and support to staff/volunteers and ensure that they are clear about the expectations for their conduct.
- 38.8 In more serious cases, allegations may be investigated under the formal disciplinary procedures and, where allegations are upheld, formal warnings issued as well as specific training and support. In cases where students may be at further risk and/or evidence/witnesses may be compromised and/or the allegations are so serious that they may, if upheld, constitute gross misconduct, suspension of the member of staff/volunteer may be appropriate and should be considered in line with the College's Disciplinary Policy.
- 38.9 Any staff/volunteers who are dismissed by the College for gross misconduct or cumulative misconduct relating to safeguarding of students will be referred to the DBS for consideration of barring. Similarly, where the College has a reasonable belief that the member of staff/volunteer would have been dismissed by the College had they been employed at the time of the conclusion of investigations will be referred to the DBS. The College will keep written records of all the above.
- 38.10 Where a staff member feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, staff can contact any of the professionals named below, in addition to other whistleblowing channels which may be open to them.
- LADO Contact:** [LADO@dcstrust.co.uk](mailto:LADO@dcstrust.co.uk) LADO Milovan Orlandich and Caroline Tanner  
01302 737332.

### 39. Executive Board Responsibilities

Version 7 October 2023

Governor Approval: November 2023

Review Date: October 2024

- 43.1 **A safer College culture** - Directors have agreed and ratified the following policy which must be read in conjunction with this policy, Safer Recruitment, selection and pre-employment vetting.
- 43.2 The College pays full regard and commitment to following the safer recruitment, selection and pre-employment vetting procedures as outlined in part three of KCSiE (2023).
- 43.3 The College will maintain a single central record which demonstrates the relevant vetting checks required including: a barred list check, DBS check at the correct level, identity, qualifications, prohibition order and right to work in the UK. Directors check the SCR against personnel files on a regular basis.
- 43.4 All recruitment materials will include reference to the College's commitment to safeguarding and promoting the wellbeing of students.
- 43.5 The College will ensure that the Chair of recruitment panels has undertaken safer recruitment training as recommended by the Local Authority
- 43.6 The College will ensure that a person who is prohibited from teaching will not be appointed to work as a teacher in the College.
- 43.7 The College will ensure that where relevant employed individuals are not disqualified under the Childcare (Disqualification) Regulations 2009.
- 43.8 The College will ensure that appropriate DBS risk assessments will be undertaken as required. Advice and support for carrying out risk assessments can be accessed through the College's HR Advisor.
- 43.9 The Board fully recognises its responsibilities with regard to Safeguarding and promoting the welfare of students and has ensured at least part 1 of DfE Keeping Children Safe in Education 2023 has been implemented and understood by all staff.
- This states that the Board should ensure that:
- The College has Student Protection procedures in place.
  - The College operates safe recruitment procedures and appropriate checks, including online searches are carried out on new staff and adults working on the college site.
  - The College has procedures for dealing with allegations of abuse against any member of staff or adult on site.
  - The College has a member of the Leadership Team who is designated to take lead responsibility for dealing with Student Protection issues with a job description and time allocated to attend meetings and training.
  - The Board of Directors should remedy any deficiencies or weaknesses with regard to Student Protection arrangements.
  - The Board of Directors has nominated a member responsible for liaising with the LA and/or partner agencies in the event of allegations of abuse against the Principal which should be the COO.
  - The Board of Directors reviews its Safeguarding policy and procedures annually.
  - The Board of Directors approves the LA/DSCB annual Safeguarding Audit.
  - It undertakes a review of behaviour and safety (safeguarding) as part of the Board of Directors self-evaluation on a regular basis.
  - All directors understand and fulfil their responsibilities and discharge KCSiE 2023 requirements. They support the role of the designated safeguarding lead in managing referrals, training and raising awareness.
  - The Board of Directors ensure the College is compliant with Part 2: The Management of Safeguarding KCSiE 2023.
  - The Board of Directors has ensured all staff have read at least part 1 of the new KCSiE 2023 statutory guidance and this is now included in all staff induction and whole college training.

- The Board of Directors should be doing all that they reasonably can to limit children’s exposure to risks from the school’s or college’s IT system and should ensure their school or college has appropriate filtering and monitoring systems in place and regularly review their effectiveness.
  - They should ensure that the leadership team and relevant staff have an awareness and understanding of the provisions in place and manage them effectively and know how to escalate concerns when identified
  - The procedures contained in this policy apply to all staff, volunteers, sessional workers, agency staff, contractors or anyone working on behalf of the College. They are consistent with South Yorkshire Student Protection procedures/Doncaster Safeguarding Children’s Board (DSCB) student protection procedures.
  - We fully embrace the KCSIE quotation “It could happen here” and “thinking the unthinkable”
- 43.10 The Board of Directors are responsible for liaising with the Principal / Designated Staff over all matters regarding student protection issues. The role is strategic rather than operational – they will not be involved in concerns about individual students.
- 43.11 The nominated Safeguarding Director will support the designated safeguarding lead in their role from the perspective of ensuring the allocation of funding and resource is sufficient to meet the current safeguarding and student protection activity.
- 43.12 The DSL and named safeguarding Director are responsible for providing an annual report to the Board of Directors of student protection activity. The local authority annual review monitoring return for safeguarding should be sufficient as an annual report for directors.
- 43.13 The DSL must ensure that the annual review student protection monitoring submission is completed and returned in a timely manner to the local authority/LSCB. The return must be signed by the Chair of Director’s to confirm that it is an accurate reflection of the safeguarding arrangements of the College.
- 43.14 The Board of Directors should have student protection training every three years, on their strategic responsibilities in order to provide appropriate challenge and support for any action to progress areas of weakness or development in the College’s safeguarding arrangements.
- 43.15 The chair is nominated to liaise with the local authority and/or partner agencies on issues of student protection and in the event of allegations of abuse made against the principal or a member of the Board of Directors.
- 43.16 In the event of allegations of abuse being made against the Principal and/or where the Principal is also the sole proprietor of an independent college, allegations should be reported directly to the LADO without delay and within one working day.
- 43.17 Under no circumstances should the establishment’s directors or trustees be given details of individual cases. Directors may, however, be provided with a report at the end of the academic year, outlining the number of cases dealt with and other statistics which do not identify individual students.
- 43.18 Directors will ensure that appropriate internet filters and appropriate web- use monitoring systems are in place. Students should not be able to access harmful or inappropriate material from the College or College’s IT system.

#### **40. Training and Support**

- 40.1 All staff members should be aware of systems within our College that support safeguarding, and these will be explained to them as part of our staff induction. This includes: The College’s student protection policy; the College’s safer working practice document, the College’s whistleblowing procedures and the DSL and their cover or nominated deputy.



- 40.2 We recognise the stressful and traumatic nature of student protection work. Staff may access union support and health and well-being advice.
- 40.3 Designated Safeguarding staff must have attended the mandatory DSCB modules and 8 hours learning over 2 years. They will attend DSL network meetings to ensure they meet the KCSIE `regular refresh` requirement. Buy Doncaster contains all training for colleges. The DSL has undertaken Prevent Awareness Training to enable him to provide advice and support to other members of staff on protecting students from the risk of radicalisation.
- 40.4 The College will ensure all staff including temporary and volunteers receive induction and updated INSET appropriate to their roles and responsibilities, especially staff new to the college. All staff will access refresher training at least every three years and regular safeguarding and student protection updates (for example, via email, e-bulletins, staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard students effectively. Access to training can be via the DSCB Training page or Buy Doncaster.
- 40.5 The Principal will attend appropriate safeguarding training at least 2 years (if designated) or annually attend the recommended training sessions / network meetings.
- 40.6 Directors, including the nominated Director will attend specific training for their role based on the DSCB pick and mix to ensure all training needs are identified and supported.
- 40.7 A printout of the College's training history can be obtained from the College.
- 40.8 Any training accessed through third party/independent providers must reflect the LSCB protocols and the LSCB minimum standards checklist. This training should be recorded by the College on a separate database.

#### **41. Health & Safety**

- 41.1 Our Health & Safety Policy, set out in a separate document, reflects the consideration we give to the protection of our students both physically within the College environment, and for example in relation to internet use, and when away from the College when undertaking college trips and visits. There is an adequate first aid risk assessment in place. This includes how to access the Emergency Care Practitioner Service or 999 and when to contact parents/carers.
- 41.2 The ECP contact number is 08448 706800 (minor injuries)
- 41.3 In line with HSE guidance for colleges on first aid and RIDDOR, staff understand when to complete AIR1 Forms and will contact [simon.wade@doncaster.gov.uk](mailto:simon.wade@doncaster.gov.uk) or [lyn.ellis@doncaster.gov.uk](mailto:lyn.ellis@doncaster.gov.uk) if in doubt, or to report serious notifiable injuries.

#### **42. Managing Medicines**

- 42.1 Managing Long Term Illness / Managing Medicines - The procedures are outlined in the Managing Medicines in College policy.
- 42.2 All students with an identified illness have a detailed healthcare plan in line with the DfE requirements.

#### **43. Whistleblowing**

- 43.1 Please refer to Harrison College whistleblowing policy.
- 43.2 We recognise that students cannot be expected to raise concerns in an environment where staff fail to do so.
- 43.3 All staff should be aware of their duty to raise concerns, where they exist, about the management of student protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the college, they should speak in the first instance, to the Lead Advisory Officer for Education Safeguarding or LADO following the Whistleblowing Policy.



- 43.4 Whistleblowing concerns regarding the Principal should be made to the Board of Directors whose contact details are readily available to staff within this document and on the web site. These can also be given by contacting the college.
- 43.5 Ofsted also may wish the LA to investigate any whistleblowing concerns and the college will work with the LA should this arise.
- 43.6 KCSIE details Ofsted and NSPCC as additional whistleblowing options. Staff can call 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).
- 43.7 <https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/>

#### **44. Monitoring & Evaluation**

44.1 Safeguarding 'Keeping Children Safe in Education 2023' procedures will be monitored and evaluated by, but not limited to:

- Local Authority Quality Assurance annual review audits
- Action Plan/Directors toolkit linked to personal development, behaviour and safeguarding
- Prevent risk assessment
- Training and development (section 3 s175)
- Complaints linked to safeguarding concerns
- CP case file auditing
- Ofsted 'quantifiable complaints' Ofsted parental complaints received via the LA
- Using the new Ofsted Inspection Handbook to review what constitutes outstanding in safeguarding
- Board of Directors' visits to the college
- Safeguarding audit tools
- Anti-Bullying audit tools (ABA website)
- SLT 'drop ins' and discussions with students and staff
- Student surveys and questionnaires
- Scrutiny of Attendance data
- Scrutiny of range of risk assessments
- Scrutiny of Board of Directors minutes
- Logs of bullying (including homophobic)/racist/behaviour incidents for SLT and Board of Directors to monitor
- Review of parental concerns and parent questionnaires.
- Review of the use of After College activities.
- Reviewing risk assessments for club activities run on college sites.
- First aid procedures and health care plans

44.2 **This safeguarding policy also links to our policies on:**

- Complaints policy
- Staff Recruitment and retention – safer recruitment
- Managing long term medical conditions/medical conditions
- Behaviour
- Staff Behaviour/Code of Conduct
- Social Media
- E-Safety Policy
- Attendance Policy

- Whistleblowing
- Anti-bullying
- Health & Safety
- Allegations against staff
- Parental concerns/
- SMSC – Including Fundamental British Values
- Teaching and Learning
- Administration of medicines
- Drug/alcohol/substance misuse
- Hidden Harm
- Relationships and Sex Education
- Physical intervention
- Social Media Policy
- Risk Assessment
- Recruitment and Selection
- Student Sexual Exploitation
- Part time Timetables
- Inclusion
- Emergency Plans

