



Harrison College Ltd

Safeguarding and Student Protection Policy

This policy was updated September 2025 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 (2023) 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 KCSIE guidance and know their duties. It applies to **all** adults, including volunteers, working in or on behalf of the college, visiting our college or working with our students on internships, trips, visits or activities out of college.

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 is their specialist role. If you are unable to contact them, you can ask the college administrative 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

Emergency Safeguarding contact: 07377183648

Deputy Designated Safeguarding Lead (DDSL)

Gemma Peebles. Principal. 07921 657028. principal@harrisoncollege.co.uk

Deputy Designated Safeguarding Lead (DDSL)

Rebecca Barber. Assistant Principal. 01302 540495. r.barber@harrisoncollege.co.uk

Deputy Designated Safeguarding Lead (DDSL)

Sean Glossop. SENDCo. 01302 540495. s.glossop@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). The Local Authority Designated Officer (LADO) is responsible for managing and overseeing concerns, allegations or offences relating to staff and volunteers in any organisation across a local authority area. All safeguarding allegations about people who work with children, in statutory or voluntary organisations, must be referred to the LADO. For further advice, information and referrals please email LADO@doncaster.gov.uk. For urgent enquiries telephone [01302 737332](tel:01302737332).

LADO can be accessed at Doncaster Children's services at the Civic Centre. Milovan Orlandich 01302 736784. If in any doubt refer to the DSCB Policies and Procedures. [Local Authority Designated Officer - Doncaster Council](#)

[Allegations against adults working with children referral form \(LADO\) - City of Doncaster Council](#)

If staff have a safeguarding concern or an allegation about another member of staff (including supply staff, volunteers or contractors) that does not meet the safeguarding harm threshold, then this should be shared in accordance with the college low-level concerns policy.

Doncaster Council's School's Adviser for Safeguarding is Jo Howe
Contact Details: Jo.howe@doncaster.gov.uk Tel. 01302 736975/07816353019

To gain more advice on how to report a children's concern, go to: [Report a Concern | Doncaster Safeguarding Children Partnership \(dscp.org.uk\)](#) [Report a Concern - Doncaster Safeguarding Children Partnership](#). Reporting a concern has moved over to telephone referrals only
For any urgent child protection concerns about a child's safety please access Children's Services: Referral and Response Team. Office hours: [01302 737777](tel:01302737777). Out of hours: [01302 796000](tel:01302796000)

To report an Adult concern (over 18 and or has needs for care and support). Emergency out of hours number: 01302 796000. For general information, advice and guidance about safeguarding adults call the safeguarding adults unit on: 01302 737063 or email: SAH@doncaster.gov.uk
[Safeguarding Adults - City of Doncaster Council](#)

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 mental or physical 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 2023 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
- 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 duty under S.175/157 and Working Together to Safeguard Children 2023. This policy reflects the statutory requirements within Keeping Children Safe in Education 2025 (KCSIE).
- 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 [Welcome to the Doncaster Safeguarding Children...](#) 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 18 or over.
- 2.3 Doncaster Safeguarding Children Partnership is a statutory body consisting of senior representatives of all partner agencies and organisations working together to safeguard children and young people in Doncaster. The Children Act 2004 requires each local authority to establish a Local Safeguarding Children Board (LSCB). Following changes made by the Children and Social Work Act 2017, Doncaster's LSCB has now become Doncaster Safeguarding Children Partnership (DSCP). They can be contacted here dcsp@doncaster.gov.uk
- 2.4 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.

- 2.5 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.
- 2.6 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.
- 2.7 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 DCSB. This also involves understanding serious case reviews and how to improve practice to prevent students from falling through the gaps.
- 2.8 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 UKGDPR protocols and how to refer any issues or concerns to the LADO or external partnerships. (Refer to section 26 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 2023). [Working together to safeguard children 2023: statutory guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/115222/working-together-to-safeguard-children-2023-statutory-guidance.pdf)
- 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 Safeguarding Children's Board, and professionals should follow up their concerns if they are not satisfied with the response. (Working Together 2023).
- 3.6 Students and staff involved in Safeguarding issues receive appropriate support and training outlined in KCSIE September 2025. We also follow the Doncaster's Safeguarding Children's

- Partnership (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 2025 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.

The Designated Senior Member of staff for Safeguarding (Student Protection) / (DSL) is:	Gail Stonier
The DDSL's are:	Gemma Peebles, Rebecca Barber and Sean Glossop
The Single Point of Contacts for Early Help / CYPF is	Gail Stonier Gemma Peebles Sean Glossop
The Governor / Director responsible is:	Gail Stonier

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

The College Principal is:	Gemma Peebles
The Local Authority Designated Officer (LADO) is:	Milovan Orlandich
Contact Details:	01302 737332. LADO@doncaster.gov.uk .

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 2025 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 \(www.gov.uk\)](#)
- 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 2023’ and will support the ‘Doncaster Early Help Offer’ [Early Help | Doncaster Safeguarding Children Partnership \(dscp.org.uk\)](#) and new Localities ways of working [Local Solutions | Doncaster Safeguarding Children Partnership \(dscp.org.uk\)](#) to ensure students receive the most appropriate referral and access provision.

- It will deliver the approved DSCB 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 DSL 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 named designated/deputy safeguarding leads 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 and student protection procedures as produced by the Doncaster Safeguarding Children's Board (DSCB) [Welcome to the Doncaster Safeguarding Children...](#)

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, DCSB/P or CYPS safeguarding team as applicable, use relevant contact pathways for the MASH and social care front door, and using Doncaster Children's Young Peoples 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 without delay The Multi Agency Safeguarding Hub (MASH) on 01302 737777. If you are reporting urgent safeguarding concerns and our offices are closed, please contact 01302 796000 or complete an online referral [Access to Children's Support Services - City of Doncaster Council](#). If you are requesting Early Help support for a family, contact the Early Help Hub on 01302 734110
- 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. See Appendix A for further LADO guidance)

- 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 2025 for more information)

6.3 CSE, CCE and Child Protection

- **Child Criminal exploitation(CCE)** We know that different forms of harm often overlap, and that perpetrators may subject children and young people to multiple forms of abuse, such as criminal exploitation (including county lines) and sexual exploitation. The exploitation or abuse will be in exchange for something the victim needs or wants (for example, money, gifts or affection), and/or will be to the financial benefit or other advantage, such as increased status, of the perpetrator or facilitator.
- Children can be exploited by adult males or females, as individuals or groups. They may also be exploited by other children who themselves may be experiencing exploitation. Some of the following can be indicators of both child criminal and sexual exploitation where children:
 - appear with unexplained gifts, money or new possessions
 - associate with other children involved in exploitation
 - suffer from changes in emotional well-being
 - misuse alcohol and other drugs
 - go missing for periods of time or regularly come home late, and
 - regularly miss school or education or do not take part in education.
- **Child Sexual Exploitation (CSE)** can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Some additional specific indicators that may be present in CSE are children who:
 - have older boyfriends or girlfriends; and
 - suffer from sexually transmitted infections, display sexual behaviours beyond expected sexual development or become pregnant.
- Further information on signs of a child's involvement in sexual exploitation is available in Home Office guidance: Child sexual exploitation: guide for practitioners <https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners>
- CCE - 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/guidance/CRIMINAL-EXPLOITATION-OF-CHILDREN-AND-VULNERABLE-ADULTS-COUNTY-LINES-GUIDANCE)
- Child sexual exploitation (CSE) further information can be found [Department for Education \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guidance/CHILD-SEXUAL-EXPLOITATION-DEFINITION-AND-GUIDE-FOR-PRACTITIONERS) A referral is necessary for any student deemed to be at immediate danger
- **Child Protection:**
- Please refer to the Harrison College Child protection policy for more detailed information. [Statutory Information - Harrison College](#)
- An incident is deemed a Child Protection issue whenever inappropriate contact or relationship between a child and either an adult or another child places them at risk emotionally, physically or sexually, or when a child is suspected of intending self-harm
- Staff are trained and properly aware of the role they play and in recognising the risks to our students and to be able to prevent, or at least detect, report and process, any such occurrence in the correct manner
- It is part of the induction training of all new staff and whole staff training days. Indicators of abuse are varied and there is not an exhaustive list.

- The 4 main categories of abuse fall under sexual, physical, emotional and neglect, with financial being an important consideration. Further areas include CSE, CCE, FGM, Honour Based Violence, Radicalisation, Peer on Peer, modern slavery, exploitation and Domestic violence
- After being made aware of the issue, the staff member should refer this to the DSL immediately and should not seek to further investigate such a matter in any way whatsoever, nor should they discuss the matter with any person other than the DSL.
- The DSL will consider the options available based on the evidence presented and the risk of harm, whether they are in need, or if they are likely to suffer harm. Options may include 1) managing any support for the child internally via the college's own pastoral support processes; 2) undertaking an early help assessment; or 3) making a referral to statutory services.
- If at any time the DSL is unsure, then they will seek advice immediately from CYPS Children's Services, Early Help, Referral & Response team, MASH, DCST or the Local Authority nominated Child Protection officer.
- In cases where there is an allegation of the perpetrator being a student at the college then they will also be supported as a potential victim and a further investigation may need to be instigated. Students at Harrison college may be more vulnerable due to their SEN need; cognitive ability, learning difficulties, communication ability and SEMH concerns.
 - Harrison College will look at each case individually and apply any reasonable adjustments as set out in their EHCP or SEN plan.
- For more information follow the link to national guidance
- Staff refer to KCSIE and CSE guide for practitioners [Child sexual exploitation: definition and guide for practitioners - GOV.UK](#)
- 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 team can be contacted on 01302 796000.
 - Referral to Children's Services 01302 737200 [Policies and Procedures | Doncaster Safeguarding Children Partnership \(dscp.org.uk\) Report a Concern - Doncaster Safeguarding Children Partnership](#)
 - 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.
- The DSL will keep all records on file in a secure locked filing cabinet or secure ICT system (CPOMs or Staff Safe) 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.
- The college will consider their responsibilities for sharing information with regard to the Data Protection Act 2018 (DPA) and UK General Data Protection Regulation (UK GDPR). We adhere to HM Government Information Sharing Advice for Practitioners 2015 (updated 2023). We are also members of the Information Commissioner's Office for Data Handling.
 - DPA and UK GDPR do not prevent the sharing of information for the purposes of keeping children safe and promoting their welfare

- In the event of an unexplained/sudden student death. DSCP DCDOP procedures will be followed
- 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. and Jo Howe, 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. [Bomb threats | ProtectUK](#). National Counter Terrorism Security Office Guidance notes can be accessed through Protectuk website. [ProtectUK | Home](#)
- 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. Although not governed under the same regulations as maintained schools, we will follow all statutory guidance on publishing policies and those specifically required by SPI's; [Maintained schools governance guide - Statutory policies for maintained schools - Guidance - GOV.UK \(www.gov.uk\)](#)

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 2025 update and Working Together to Safeguard Children 2023, including part 5 guidance and the mandatory reporting duty. [Working together to safeguard children 2023: statutory guidance \(publishing.service.gov.uk\)](#)
- 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 24 (KCSIE 2025) 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 2025)
- Will receive training (Pt 2 123-127) 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 140-147 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 how to work together as summarised in Part 2 of KCSIE 2025. 106-126) (453-491 KCSIE 2025)
 - Further guidance contained in [Keeping children safe in education 2025](#)

- 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.
- 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
 - [Statutory Information - Harrison College](#)

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 (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 – 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**

- 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.
- Any verbal conversations with the DSL/DDSL will then be recorded on CPOMs.
- CPOMs will be used as the college's secure recording system.
- 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.

- A chronology will be kept in the main college file prior to the commencement of a concern file. (see section 18 for further details on concerns file) Staff, particularly the PDWB Leads and nominated 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.
- 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 MASH, Mosaic and DSCB processes & systems.
- 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(confidential) code to denote a separate file exists (or a similar and consistent coding).
- Any students or parents choosing to home educate (EHE) will have their records sent to the appropriate LA.
- 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

- 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
- Student's records will be transferred securely, preferably by hand and signed for by the receiving school or college as proof of receipt.
- 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.
- CPOM's will use secure file transfers for student information and confidential safeguarding documentation.
- A note of all student records and transfer information will be recorded and used for audit purposes or serious case review.
- 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.
- 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.
- Use the college's identified recording systems for any signs or indicators of abuse or harm and report all incidences to the DSL
- 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 and know the role of different services within the Doncaster (or locality area)
- 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.
- Will complete safeguarding training on a regular and on-going basis and will have read Part 1 of KCSIE annually.

9.2 **Responsibilities of the Designated Safeguarding Lead/Officer (see also KCSIE Job description for the DSL Annex C in 2025)**

- 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 Single Point Of Contact (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 and training.
- The DSL will provide advice, support and guidance to all staff on child welfare, safeguarding and child protection matters, as well as providing DDSL's with the same level of training as a DSL.
- 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 the management of and referring all cases of suspected abuse to the one front Door DSCB MASH Referral Teams. KCSiE (DfE 2025) 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 should be done by appropriately trained designated safeguarding staff.
 - The DSL will ensure that the DDSL's or any of the PDWB team acting on behalf of Harrison College will be appropriately trained, knowledgeable and supported through any referral processes.
 - The DSL will liaise with the LADO as appropriate (Part 4).
- The DSL will liaise with the Directors to inform them of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- The DSL will manage and refer into the Channel Programme, the Disclosure and Barring Service and to the Police where crimes have been committed.
- 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 concerns file – see section 18)
- 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 (Usually DDSL's, SENDCo(s), PDWB team and therapists) 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 and on CPOM's where applicable. 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.
- DSL will liaise with the SENDCO(s) and the Senior Mental Health lead where applicable and ensure that they and the DDSL's promote supportive engagement with parents and families and know the procedures for contacting external support agencies.
 - 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.
 - PDWB staff will be appropriately trained on these referral mechanisms and systems such as Mosaic.
 - PDWB staff may be appointed as Early Help Leads for student concern cases.
- Designated staff (PDWB / SENDCo(s)) 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, business employers, trainee and volunteer has access to and understands the College's student protection policy and procedures, including new and part time staff. [Statutory Information - Harrison College](#)
- 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 via the college's SharePoint folders and Local Authority tool kit links and attend any relevant or refresher training courses.
- Designated staff must encourage a culture of listening to students amongst all staff and believe that 'it could happen here'.
- Designated staff must highlight the importance of demonstrating student's wishes and feelings to all staff and that these are clearly evidenced and recorded.

9.3 Raising Awareness

- The DSL should ensure the college policies are known and used appropriately which includes online KCSIE guidance.
- The college should create the right culture, so staff feel comfortable discussing safeguarding matters which could impact our students in and outside of college times.
- The college should create the right culture where student voice is heard, and they feel listened to and supported by building positive relationships built on trust.

- 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 know 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 DSL or Principal can nominate another appropriate person to have access such as the SENDCo, therapist or PDWB leads. The following information must be kept securely with restricted access, whether paper or electronic:
 - Chronology
 - All completed student protection causes 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 Principal 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 digital and technology standards in schools and colleges - Cyber security standards for schools and colleges - Guidance - GOV.UK \(www.gov.uk\)](#)
 - [cyber security standards for schools and colleges](#) (paragraph 134 – 137 KCSIE 2025)

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. If no referral has been made to DSCB, 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.
 - If you would like to speak to a domestic abuse worker in the Domestic Abuse Hub telephone **01302 737080**, email dahub@doncaster.gov.uk or complete the online self-referral form <https://www.doncaster.gov.uk/services/crime-anti-social-behaviour-nuisance/domestic-abuse-support>.
 - Call the Samaritans for free on 116123 or email jo@samaritans.org
- 9.5.3 It is best practice to make reports available to the student or their parents within 15 college days (not including holidays) schools 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 DSCB MASH front door team on 01302 737777 – see also Section 8 above.
- 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 737777.

- 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.**
- 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.
 - 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’ has been established to improve communication and information sharing; and to support more effective delivery of services where there is a need for multi-agency response. More information on early help is set out in Part one of KCSIE 2025 (56) with full details of the early help process in Working Together to Safeguard Children 2023.
- 11.2 Multi Agency Safeguarding Hub (MASH) 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 796191 Email: earlyhelphub@doncaster.gov.uk

- 11.3 If you believe that an early help assessment (EHA) or single agency support is needed, contact the Early Help Hub staff 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.
<https://dscp.org.uk/report-concern>
- 11.4 Early help is a collaborative approach between services with families that provides support as soon as a need is identified. Working Together 2023 tells us “Effective early help relies upon local organisation and agencies working together to:
- Identify children and families who would benefit from early help
 - Undertake an assessment of the need for early help
 - Provide targeted early help services to address the assessed needs of a child and their family, which focuses on activity to improve the outcomes for the child”.
- 11.5 Contacting the EH staff 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 our 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

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 other referral and response agencies. Requests for referrals should (wherever possible) be made, by the Safeguarding Designated Staff, to the 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 referrals 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 / Early Help / Early Help Enquiry ‘Your Place Your Family’ teams.**
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

- 12.7 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. Harrison College is coordinated through the Central team who can be contacted via their duty line: 01302 736250 or earlyhco@doncaster.gov.uk and LocalSolutionCentral@doncaster.gov.uk
- 12.8 Early Hub contacts are:
 Central: emma.mcdonagh@doncaster.gov.uk
 North: natasha.abbott@doncaster.gov.uk
 East: christian.brownless@doncaster.gov.uk
 South: lindsey.swain@doncaster.gov.uk
- 12.9 Harrison college's EH Coordinator contact is Emma McDonagh. Phone 01302 862682 Mobile 07768865107. Address: Floor 3, Civic Office, Waterdale, Doncaster, DN1 3BU Duty Phone: 01302 734214. Duty Email LocalSolutionCentral@doncaster.gov.uk
- Website. www.doncaster.gov.uk and <https://www.dscp.org.uk/professionals/early-help/your-place-your-family-teams>

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.
- 13.2 Sexual violence and harassment are defined under the Sexual Offences Act 2003. For further guidance see KCSIE 2025 (450-562) [Part five: Child on Child Sexual Violence and Sexual Harassment \(keepingchildrensafeineducation.co.uk\)](https://www.doncaster.gov.uk/keepingchildrensafeineducation.co.uk)
- 13.3 Online safety is taught through specific IT and digital sessions as well as advice on keeping safe online through PSD. Resources and advice are available on our website for students and parents to access. All related policies are available through accessing our website.
- 13.4 The college has an e-safety policy in place as well as AI and online safety statement and policy. Further relevant policy information can be accessed on our website. [Statutory Information - Harrison College](#)
- 13.5 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.

It is important to note that Harrison College does not need to follow the statutory guidance in regard to part time provision, however, we will inform the Local Authority officer for students in their care.

18. The Concerns File

- 18.1 The establishment of a 'concerns' file, which is separate from the student's main College file, is an important principle in terms of storing and collating information about students which relates to either a student protection or safeguarding concern or an accumulation of concerns about a student's welfare which are outside of the usual range of concerns which relate to ordinary life events. It needs to be borne in mind that what constitutes a 'concern' for one student may not be a 'concern' for another and the student's circumstances and needs will differ. A student subject to a student protection plan, looked after student or a CIN may be looked at differently to a student recently bereaved, parental health issue etc. Professional judgement by the DSL will therefore be a crucial factor when making this decision.
- 18.2 Electronic systems are better (see CPOM's), and in all cases, EHA is recommended, and all DSLs need to maintain, share and update any concerns. This must be updated and monitored to ensure any new risk identified is followed up immediately, especially when risks have been previously identified.
- The College will keep written records of concern about students even where there is no need to refer the matter to MASH / EHA or safeguarding referrals (or similar) immediately but these records will be kept within the separate concerns file.
 - Records will be kept up to date and reviewed regularly by the Senior Designated Person to evidence and support actions taken by staff in discharging their safeguarding arrangements. Original notes will be retained (but clearly identified as such) as this is a contemporaneous account; they may be important in any criminal proceedings arising from current or historical allegations of abuse or neglect.
 - The concern file can be active or non-active in terms of monitoring i.e. a student is no longer LAC, subject to a student protection plan or EHA and this level of activity can be recorded on the front sheet as a start and end date. If future concerns then arise it can be re-activated and indicated as such on the front sheet and on the chronology as additional information arises.
 - If the student moves to another college, the concern file will be sent or taken, as part of the admission/transition arrangements, to the Senior Designated Person at the new establishment/college. There will be a timely liaison between each college Senior Designated Person for Safeguarding to ensure a smooth and safe transition for the student.

19. Recording Practice

- 19.1 Timely and accurate recording will take place when there are any issues regarding a student. A recording of each episode/incident/concern/activity regarding that student, including telephone calls to other professionals, needs to be recorded on the chronology kept within the confidential file for that student. This will include any contact from other agencies who may wish to discuss concerns relating to a student. Actions will be agreed, and roles and responsibility of each agency will be clarified, and outcomes recorded. The chronology will be brief and log activity; the full recording will be on the record of concern. All recording takes place on CPOMs.
- 19.2 More detailed recording on the record of concern will be signed and dated and include an analysis, taking account of the holistic needs of the student, and any historical information held on the student's file. Support and advice will be sought from social care, or early help whenever necessary. In this way a picture can emerge, and this will assist in promoting an evidence-based assessment and determining any action(s) that need to be taken. This may include no further action, whether an early help co-ordinator advice should be sought or whether a referral should be made to MASH or other Referral and Response Service in line with the early help model.

- 19.3 Such robust practice across student protection and in safeguarding and promoting the welfare of students will assist the college in the early identification of any concerns which may prevent future harm.
- 19.4 The Senior Designated Person will have a systematic means of monitoring students known or thought to be at risk of harm and will ensure that we contribute to assessments of need and support multi-agency plans for those students.
- 19.5 Any concerns are shared and where CP Plans are in place the social worker is informed of any new information immediately. All referrals are followed up in writing within 24 hours. The DSL has an equal responsibility to follow up referrals and keep in touch with social care teams on the support/outcomes from any S17/47 referral.

20. The Designated Safeguarding Lead

20.1 Responsible for:

- Referring a student if there are concerns about possible abuse and acting as a focal point for staff to discuss concerns.
 - Referrals should be made in writing using the on-line system, following a telephone call to the Doncaster safeguarding board duty officer. Advice will be taken depending on the nature of the referral.
- Keeping written records of concerns about a student even if there is no need to make an immediate referral.
- Having a clear job description (Annex B KCSIE) and time to attend statutory meetings and regular training / network meetings in line with KCSIE 2025
- Ensuring that all such records are kept confidentially and securely and are **separate** from student records, until the student's 25th birthday, and are copied on to the student's next college.
- Ensuring that an indication of the existence of the additional file is marked on the student records.
- Liaising with other agencies and professionals/accessing local networks.
- Ensuring that either they or the staff member attend case conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report which has been shared with parents/carers.
- Ensuring that any student with a student protection plan who is absent in the educational setting without explanation is referred to their key worker's Social Care Team.
- Organising student protection / safeguarding induction for all new staff and updating whole college training annually (and on a more regular basis via staff meetings and INSET).
 - All DSLs attend Doncaster training every 2 years or attend the designated safeguarding network meetings on a regular basis.
- Providing, with the Principal, an annual report for the Board of Directors, detailing any changes to policy and procedures; training undertaken by the DSL, and by all staff and directors; number and type of incidents/cases, and number of students on the student protection register (anonymised).
- Understand students in need / students on protection plans and support all looked after student PEPs.
- Providing information and audits to the DSCB when required.
- Attending local DSCB / early help trust meetings to discuss any cases/share knowledge and access any support in relation to safe practice.

21. Liaison with Other Agencies

21.1 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).

22. Supporting Students at Risk

22.1 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)

22.2 Specifically, Harrison College will carry out its statutory duties and ensure that staff have the skills, knowledge and understanding to keep vulnerable students safe and have named designated leads and provisions in place for

22.2..1 Looked after children and previously looked after children –

22.2..2 A child who is looked after by a local authority (referred to as a looked-after-child) as defined in section 22 Children Act 1989, means a child who is subject to a care order (interim or full care order) or who is voluntarily accommodated by the local authority.

22.2..3 A child who has left care through adoption, special guardianship or child arrangement orders (Previously looked after) sections 4 to 6 of the Children and Social Work Act 2017

22.2..4 Care leavers – having an appointed person (DSL) who works alongside the Local Authority and their appointed Personal Advisor

22.2..5 Children with special educational needs or disabilities (SEND) or certain medical or physical health conditions may have additional barriers that exist and staff will be aware of these and be suitably trained in how to recognise these barriers.

22.2..6 Abuse involving children with SEND will therefore require close liaison with the designated safeguarding lead (or a deputy) and the special educational needs coordinator (SENCO) in the college.

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

22.3 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 personal development and behaviour policy aimed at supporting vulnerable students in college/setting. All staff will agree a consistent approach which focuses on positive behaviour, and the required interventions and support offer agreed.
- Liaison with other appropriate agencies which support the student.
- Developing supportive and positive relationships with both the student and the families.
- 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 or come under the PREVENT agenda.
- 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 and included in the mandatory Part 1 training session
- College is aware of the DSCB Neglect policy and toolkit available from DSCB to help identify and recognise any student subject to neglect. [Neglect-Training-Presentation.pptx](#)

23. Children Missing Education

- 23.1 A student going missing from education is a potential indicator of abuse or neglect. This can indicate a vital warning sign of a range of safeguarding possibilities.
- 23.2 College and college staff members will follow the LA procedures for children missing education [Missing-Children-Protocol-2024-Doncaster-Council.pdf](#) and comply with our statutory duty to inform the local authority and notify the team in accordance by emailing childrenmissingeducation@doncaster.gov.uk
- 23.3 Students who are absent, abscond or go missing during the College day are vulnerable and at potential risk of abuse or neglect.
- 23.4 College staff will alert the relevant senior leader and follow up this absence with a phone call home to establish the reasons behind the absence and to ensure they are safe from harm.
- 23.5 College and College staff members should follow the College's fuller 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.
- 23.6 Where student sexual exploitation, or the risk of it, is suspected, Harrison College should complete a cause for concern form and pass onto the designated member of staff for student protection in the students local Authority or contact the Education CSE team contacts Carmel Bartlett / Jayne Pezzulo at Doncaster LA.
- 23.7 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.
- 23.8 We will ensure the college works in partnership with parents / carers and other agencies as appropriate.

24. Physical Intervention (Reasonable force and power to search)

- 24.1 We acknowledge that by law (2013 Use of Reasonable Force DfE guidance [Use of reasonable force in schools - GOV.UK](#)), there are circumstances when it is appropriate for staff in college to use 'reasonable force' to safeguard our students and staff to prevent

- violence or injury and to keep everyone safe. An updated version of the advice is found from April 2026 [Use of reasonable force and other restrictive interventions guidance](#)
- 24.2 Further information about the use of reasonable force can be found at paragraphs 163-165 in Part Two of KCSIE.
- 24.3 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.
- 24.4 There are occasions when physical contact is generally appropriate, and these do not constitute the use of reasonable force, these include, and are not limited to:
- to give first aid
 - to guide or escort students, such as holding the hand of the student at the when walking outside near roads, when walking together up and down stairs or outside terrain, or when helping a student to a space they have chosen to access to self-regulate
 - to comfort a distressed student
 - to congratulate or praise a student for example a pat on the back or a handshake
 - to demonstrate how to use a musical instrument, exercises or techniques during fitness sessions or mindfulness techniques
- 24.5 The decision on whether or not to use 'reasonable force' to control or restrain a child is down to the professional judgement of the staff concerned within the context of the law and should always depend on individual circumstances. These should include, is it necessary, proportionate and has considered the welfare of the student
- 24.6 The use of reasonable force at Harrison College will acknowledge our legal duty to make reasonable adjustments for children and young people with special educational needs (SEN)
- 24.7 Some young people with SEND may react to distressing or confusing situations by displaying behaviours which may be harmful to themselves and others. Triggers may include pain, sensory overload, unfamiliar situations or environments or feelings of fear and anxiety. In particular, students who are non-verbal or find verbal communication challenging may express their needs, discomfort or confusion through actions. This can lead to pupils with SEND being disproportionately subject to the use of reasonable force or physical guidance.
- 24.8 Where appropriate, college staff will work with pupils with SEND and their parents in the co-production of any necessary safety and behaviour support plans. These should detail circumstances where it may be appropriate for staff to have increased physical contact.
- 24.9 Staff must only ever use physical intervention as a last resort, when a student is endangering themselves or others, or when damaging property or causing disorder, and that at all times it must be the minimal force necessary to prevent injury to another person.
- 24.10 Staff will communicate calmly and clearly with students and other staff when intending to use and using reasonable force or contact with students
- 24.11 The use of force is reasonable if it is proportionate to the consequences it is intended to prevent. This means the degree of force used should be no more than is needed to achieve the desired result (page 9 [Use of reasonable force in schools - GOV.UK](#))
- 24.12 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.
- 24.13 Our policy on the use of reasonable force acknowledges our legal duty to make reasonable adjustments for disabled children and children with special educational needs (SEN)
- 24.14 The College understands how to report any injuries to staff to the appropriate bodies within and outside of the college environment. Incidents must be recorded as soon as practicable after the event. It should be recorded by the staff member(s) involved and

- they should endeavour to do this no later than the same day. See Harrison College H&S policy.
- 24.15 It is good practice for us to speak to parents about serious incidents involving the use of force and to consider how best to communicate and record such serious incidents. Any incidents will be reported to parents, as soon as is practicably possible and recorded on our CPOM's systems. 'parent' includes not only carers and persons with parental responsibility but also a local authority who are providing accommodation for the child under section 20 of the Children Act 1989. Exemptions to this are for students over 20yrs of age.
- 24.16 We recognise that touch is appropriate in the context of working with students, and all staff have been given 'Safe Practice' guidance to ensure they are clear about their professional boundary, and a clear Code of Conduct is in place for all staff.
- 24.17 Any complaints regarding the use of restrictive interventions should be dealt with in accordance with the college's complaints procedure. If an allegation regarding inappropriate use of force and/or other restrictive interventions is made against a member of staff, the procedures in Keeping Children Safe in Education should be followed.
- 24.18 All staff are aware of the role of LADO and what constitutes a referral to LADO following any allegation of using force or restraint.
- 24.19 Principals and authorised staff can use such force as is reasonable given the circumstances to conduct a search for "prohibited items" (see below) but not for items in the College's banned list of items.
- knives and weapons
 - alcohol
 - illegal drugs
 - stolen items
 - tobacco, vapes, e-cigarettes and cigarette papers
 - fireworks
 - pornographic images and, any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property

25. Whistleblowing

- 25.1 Please refer to Harrison College whistleblowing policy. Available on our website or by contacting the college.
- 25.2 We recognise that students cannot be expected to raise concerns in an environment where staff fail to do so.
- 25.3 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.
- 25.4 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 Harrison College website. These can also be given by contacting the college.
- 25.5 Ofsted also may wish the LA to investigate any whistleblowing concerns and the college will work with the LA should this arise
- 25.6 KCSIE 2025 signposts details of 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.
- 25.7 <https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/>

26. Executive Board Responsibilities

26.1

A safer College culture - Directors have agreed and ratified the following procedures which must be read in conjunction with this overall policy, Safer Recruitment policy, and guidance on selection and pre-employment vetting.

The College pays full regard and commitment to following the safer recruitment, selection and pre-employment vetting procedures and the legal reporting duties as outlined in part three of KCSIE (2025) and The Education and Training (Welfare of Children) Act 2021 extended safeguarding provisions for providers of post 16 Education: Special Post-16 institutions.

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 verification, qualifications, prohibition order and right to work in the UK. Directors check the SCR against personnel files on a regular basis.

All recruitment materials will include reference to the College's commitment to safeguarding and promoting the wellbeing of students.

The College will ensure that the Chair of recruitment panels has undertaken safer recruitment training as recommended and those involved with the recruitment of staff are aware of Part three of the KCSIE guidance.

The College will ensure that a person who is prohibited from teaching will not be appointed to work as a teacher in the College.

The College will ensure that where relevant employed individuals are not disqualified under the Childcare (Disqualification) Regulations 2009.

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.

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 2025 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. This is the DSL.
- 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 2025 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 2025.
- The Board of Directors has ensured all staff have read at least part 1 of the new KCSIE 2025 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, business mentors, 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"

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.

The nominated Safeguarding Director will support the designated safeguarding lead and DDSL's 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.

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.

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.

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.

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.

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.

26 Training and Support

- 26.2** 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.
- 26.3** We recognise the stressful and traumatic nature of student protection work. Staff may access union support and health and well-being advice.
- 26.4** 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.
- 26.5** 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 and access to NOS CPD modules), 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.
- 26.6** The Principal will attend appropriate safeguarding training at least 2 years (if designated) or annually attend the recommended training sessions / network meetings.
- 26.7** 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.
- 26.8** A printout of the College's training history can be obtained from the College. This training and any external CPD training is recorded by the College on a separate database and held on secure Staff safe systems.

27 Health & Safety

- 27.2** 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.
- 27.3** We recognise our duty under the Health and Safety at Work etc. Act 1974 and related legislation, including responsibilities under the Management of Health and Safety at Work Regulations 1999, particularly in meeting the needs of children and young people and vulnerable adults with additional and complex needs.
- 27.4** The accountable person for Health and Safety is the Principal, who will delegate responsibility to nominated competent individuals and ensure health and safety training is provided to all staff.
- 27.5** In accordance with the Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance, there is a first aid policy in place which considers and assesses the associated risks.
- 27.6** Designated staff know how to access the Emergency Care Practitioner Service in Doncaster, including Park Hill Hospital, The Flying Scotsman health centre and DRI (01302 366666).
 - 27.6.1** Emergency procedures are known and how to contact 999, NHS 111 and when to contact parents/carers.

27.6.2 Doncaster and Bassetlaw hospitals minor injuries clinic at Montagu Hospital can be contacted on 01709 649157.

27.6.3 Doncaster EHCP services can be found on [emergency care practitioner service doncaster - Search](#)

27.7 In line with HSE guidance for colleges on first aid and RIDDOR, staff understand when to complete AIR1 Forms and how to report serious notifiable injuries.

28 Managing Medicines

28.2 Managing Long Term Illness / Managing Medicines - The procedures are outlined in the Managing Medicines in College policy and the First Aid policy available on our website.

28.3 All students with an identified illness have a detailed healthcare plan in line with the DfE requirements.

28.4 It is the responsibility of parents and carers to inform the college of chronic illness and specific diagnoses.

29 Monitoring & Evaluation

29.2 Safeguarding 'Keeping Children Safe in Education 2025' 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.
- First aid procedures and health care plans

29.3 This safeguarding policy also links to our policies and guidance documents 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

Appendix A: Allegations against staff and LADO guidance

30 Principal / DSL Procedure for Managing Allegations Against Staff, Carers and Volunteers

- 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
- Please also refer to the [DSCB LADO page](#)
- 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
- 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.
- A safeguarding complaint that meets the above criteria must be reported to the Principal immediately. The DSL may be the reporting person in charge. If the complaint involves the Principal, then the DSL or next most senior member of staff must be informed as well as 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 DSL or HR Advisor contact who will then contact the Local Authority Designated Officer (LADO), within one working day.

- Low level concerns should not be referred to the LADO. The LADO can give advice on which information and behaviours meet the 'harm threshold'
- Each local authority must appoint a designated officer - Local Authority Designated Officer (LADO) to oversee the investigation of all allegations and to maintain detailed records of their conduct and the outcomes. The LADO is responsible for this work and can be contacted to answer general enquiries about these procedures and their implementation.
 - 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.
 - The LADO will provide advice and guidance when considering allegations against adults working with children. The role of the LADO is not to investigate the allegation, but to ensure that an appropriate investigation is carried out, whether that is by the police, local authority children's social care, college, or a combination of these. In straightforward cases, the investigation should normally be undertaken by a senior member of the college's staff.
 - They should take advice from the LADO, the police and local authority children's social care in regard to reporting and sharing of information
 - In deciding what information is disclosed, careful consideration should be given to the provisions of the Data Protection Act 2018, the law of confidence and, where relevant, the Human Rights Act 1998
 - 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.
 - In more serious cases, allegations may be investigated under 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.
 - 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.
 - 'Settlement agreements' (sometimes referred to as compromise agreements), by which a person agrees to resign if the college agrees not to pursue disciplinary action and both parties agree a form of words to be used in any future reference, will not be used, where there are allegations that indicate the person is a risk or poses a risk of harm to children or deemed not suitable to work with children
 - If the allegation is substantiated then consideration of referral to the Teacher Regulation Agency (TRA) and the Disclosure and Barring Service (DBS) are legally required.
 - The College will keep written records of all the above, for a period of 10 years or until they have reached pensionable age, except for those investigations that are

- found to have been malicious or false.
 - 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 are open to them and available on the college website and by following the Harrison College Whistleblowing policy
 - **LADO Contact:** Tel: [01302 737332](tel:01302737332). Email: LADO@doncaster.gov.uk
 - Doncaster Safeguarding Children Board (DSCB) Procedure for Allegations Against Staff, Carers and Volunteers can be found at: https://doncasterscb.proceduresonline.com/p_alleg_against_staff.html
- The aim of Harrison College’s General Procedure for Allegations Against Staff, Carers and Volunteers is to:
 - Ensure that allegations are dealt with expeditiously and in a fair manner;
 - Ensure that where staff are not suitable to work with students, that they are prevented from doing so by notification to relevant bodies.
 - The College will operate safe recruitment practices including appropriate
 - Disclosure and Barring Service (DBS) and reference checks according to DBS and DfE procedures.
 - Keep appropriate and up to date records on our single central record (SCR) which meets Ofsted recommended practice contained within the KCSIE guidance.
 - The named person to manage all allegations is the Principal (unless the allegation is against the Principal) then LADO advise is sought.
 - The College will ensure any disciplinary proceedings against staff related to Student Protection matters are concluded in full in accordance with Government guidance “Working Together to Safeguard Children 2023” and “Keeping Children Safe in Education 2025”. We follow DSCB, LADO and HR Policy and Procedures.
 - The College will ensure that staff adhere to our published codes of conduct and other professional standards at all times. Staff are aware of social media and on-line conduct.
 - The College will ensure that all staff and other adults on site, or working with our internship students are aware of the need for maintaining appropriate and professional boundaries in their relationship with students and parents.
 - Adequate risk assessments are in place for extended college activities, internships, residential and volunteer activities.
 - Staff are confident to report any misconduct.
 - All staff are aware of their Duty of Care and know how to respond to medical/first aid needs.
 -

Appendix B:

Modern slavery / Human Trafficking

1. KCSIE 2025 and Working Together to Safeguard Children 2023 refers to modern slavery and human trafficking and ensures that college are aware of their responsibilities under these protocols and laws such as The UK Borders Act (2007) and the Sexual Offences Act (2003). Harrison college will follow the 4 stage National Referral Mechanism wherever a student is a victim of trafficking.
 - a. [Modern slavery: how to identify and support victims - GOV.UK](#)
2. Staff are aware of potential signs, especially and will immediately report any concerns to the DSL lead. This may involve contacting 101, the Police, the NRM or the Local Authority CSE team for advice.

- a. <http://doncasterscb.proceduresonline.com/>
3. The Trafficking Protocol defines human trafficking as:
 - a. the recruitment, transportation, transfer, harbouring or receipt of persons, by means of threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal, manipulation or implantation of organs;
4. "Child" shall mean any person under eighteen years of age.

Preventing Radicalisation, extremism and terrorism

1. Gemma Peebles is the named contact for Harrison College. Please refer to our PREVENT policy for more detail. [Statutory Information - Harrison College](#)
2. Harrison College knows how to recognise and respond to any behaviour that could link to radicalisation/extremism. [Managing risk of radicalisation in your education setting - GOV.UK](#)
3. Students are susceptible to extremist ideology and radicalisation, especially those with an SEN need.
 1. DfE's training and support materials are provided on the following website [Advice and training Archives - Educate Against Hate](#)
4. 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.
 1. is the process of a person legitimising support for, or use of, terrorist violence (KCSIE)
 2. 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
 3. [Get help for radicalisation concerns - GOV.UK](#)
5. 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.
 1. is the vocal or active opposition to our fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs (KCSIE)
 2. Balancing our existing duties and freedom of speech duties under Education (No.2) Act 1986 guidance given [Political impartiality in schools - GOV.UK](#)
 3. 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>.
6. 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) [Terrorism Act 2000](#)
 1. [Counter-Terrorism and Security Act - GOV.UK](#)
7. 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 or 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 service, and they also have access to the confidential anti-terrorist hotline on 0800789321.

Prevent

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.
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
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5. Colleges will refer to CYPOs and LA Prevent leads who can advise and identify local referral pathways and Doncaster Channel Panel/Process.
 1. [Prevent duty guidance: Guidance for specified authorities in England and Wales \(print-ready PDF\)](#)
 2. [Making a referral to Prevent - GOV.UK](#)
6. 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.
7. How to report on-line extremist material is available and visible in our college.
<https://www.gov.uk/report-terrorism>
8. All staff are aware of emergency plans and undertake PREVENT training, updates and complete NOS on-line certification annually. The Home Office has developed e-learning modules that can be accessed [Prevent duty training: Learn how to support people susceptible to radicalisation | Prevent duty training](#)
9. Staff are aware of the PREVENT agenda and understand the Doncaster Channel Process.
http://www.proceduresonline.com/southyorks/sab/pdfs/doncaster_channel_process.pdf
 1. [Channel and Prevent Multi-Agency Panel \(PMAP\) guidance - GOV.UK](#)
10. 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.
 1. [What is Channel? – Counter Terrorism Policing](#)
11. 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/revised-prevent-duty-guidance-for-england-and-wales>.

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

County lines

1. County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs using dedicated mobile phone lines or other form of “deal line”. Children are also increasingly being targeted and recruited online using social media.
2. Children are also increasingly being targeted and recruited online using social media. Children can easily become trapped by this type of exploitation as county lines gangs can manufacture drug debts which need to be worked off or threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.
3. A number of the indicators for CCE and CSE may be applicable to where children are involved in county lines.
4. Some additional specific indicators that may be present where a child is criminally exploited through involvement in county lines are children who:
 - a. go missing (from school or home) and are subsequently found in areas away from their home
 - b. have been the victim, perpetrator or alleged perpetrator of serious violence (e.g. knife crime)
 - c. are involved in receiving requests for drugs via a phone line, moving drugs, handing over and collecting money for drugs
 - d. are exposed to techniques such as ‘plugging’, where drugs are concealed internally to avoid detection
 - e. are found in accommodation that they have no connection with, often called a ‘trap house or cuckooing’ or hotel room where there is drug activity
 - f. owe a ‘debt bond’ to their exploiters
 - g. have their bank accounts used to facilitate drug dealing.
5. Further information on the signs of a child’s involvement in county lines is available in guidance published by the Home Office and The Children’s Society County Lines Toolkit For Professionals. [County Lines Toolkit For Professionals | The Children's Society](#)

FGM (Female Genital Mutilation)

1. Our trained FGM Lead is Gail Stonier
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 since 1985 and a form of child abuse with long-lasting harmful consequences.
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 (staff), 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.
4. [Mandatory reporting of female genital mutilation: procedural information - GOV.UK](#)
5. Belief or discover can include either through disclosure by the victim or visual evidence – staff must not examine the student in any cases.

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6. If you believe that a victim or potential victim of FGM is in immediate danger, always dial 999
7. The NSPCC has a 24 hour helpline to provide advice and support to victims of FGM, or to anyone who may be concerned a child is at risk – call the helpline on [0800 028 3550](tel:0800 028 3550) or email fgmhelp@nspcc.org.uk
8. [New duty for health and social care professionals and teachers to report female genital mutilation \(FGM\) to the police](#)
9. 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.
10. The College have access to DSCB training on FGM and the designated safeguarding lead includes FGM in whole-college safeguarding training. All college staff complete the Home Office certification training on FGM during the first INSET days of each academic year.
11. All staff have read and understand the mandatory reporting included in ‘Keeping Children Safe in Education’ Sept 2024– Part 1.
12. Designated safeguarding leads understand local DSCB procedures for reporting suspected FGM. http://doncasterscb.proceduresonline.com/chapters/p_female_gen_mutilat.html
13. Online training and updates are available for all staff on the NOS platform and <https://www.fgmelearning.co.uk/>

Honour Based Abuse (HBA)

1. The police definition of Honour Based Violence is:
 - a. ‘A crime or incident which has or may have been committed to protect or defend the honour of the family and or community’.
2. 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.
3. Staff are fully aware of risks and how to report concerns to the DSL lead.
4. If staff have a concern regarding a child who might be at risk of HBA or who has suffered from HBA, they should speak to the designated safeguarding lead (or a deputy). As appropriate, the designated safeguarding lead (or a deputy) will activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with the police and local authority children’s social care
 - a. DSL’s are aware of breast ironing/flattening practiced in some societies and will make appropriate referrals to safeguard students.
5. 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.
6. 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.
7. All forms of HBA and HBV are forms of abuse and should be treated as so.

Forced Marriage

1. Forced Marriage is defined as ‘a marriage conducted without the valid consent of one or both parties, where duress is a factor’.
2. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage.

- a. Threats can be physical or emotional and psychological.
 - b. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some perpetrators use perceived cultural practices to coerce a person into marriage
 - c. Duress involves emotional pressure as well as criminal actions such as an assault or abduction.
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.
 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)
 5. The Forced Marriage Unit (FMU) has created: Multi-agency practice guidelines: handling cases of forced marriage (chapter 8 provides guidance on the role of schools and colleges) and, Multi-agency statutory guidance for dealing with forced marriage, which can both be found at [The right to choose: government guidance on forced marriage - GOV.UK](https://www.gov.uk/government/guidance/the-right-to-choose-government-guidance-on-forced-marriage) (www.gov.uk)
 - a. college staff can contact the Forced Marriage Unit if they need advice or information: Contact: 020 7008 0151 or email fmu@fcdo.gov.uk.
 6. A link to the Home Office's new [Forced marriage resource pack - GOV.UK](https://www.gov.uk/government/guidance/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](https://www.gov.uk/government/guidance/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
 7. 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.
 8. 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.
 9. Staff will report any concerns immediately to the DSL lead.

Domestic Violence and Abuse

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).
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.
3. Staff recognise signs of domestic abuse and know how to refer concerns to the DSL lead
4. http://doncasterscb.proceduresonline.com/chapters/p_dom_viol_abuse.html
5. All students have access to pastoral care when they need to talk.
 - a. [Domestic abuse: specialist sources of support - GOV.UK](https://www.gov.uk/government/guidance/domestic-abuse-specialist-sources-of-support)
 - b. [The Children's Society | UK children's charity](https://www.childrensociety.org.uk/)
 - c. [Report child abuse | NSPCC](https://www.nspcc.org.uk/what-we-do/child-abuse/)
 - d. [Children and young people - Victim Support](https://www.victimsupport.org.uk/)
6. Refuge runs the National Domestic Abuse Helpline, which can be called free of charge and in confidence, 24 hours a day on 0808 2000 247. Its website provides guidance and support for potential victims, as well as those who are worried about friends and loved ones.

Substance Misuse

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.
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/ | pshe-association.org.uk/
3. For support on the above issues CONTACT PUBLIC HEALTH: publichealthenquiries@doncaster.gov.uk | Tel: 01302 734581
4. The Government's 'Hidden Harm' reports (ACMD 2003, 2007) revealed the large numbers of children across the UK living with parents who misuse drugs – an estimated 200,000.
5. For some of these vulnerable students, attendance at College provides a respite from difficult home circumstances. For others, the consequences of family substance misuse include poor attendance, lack of progress with their education and failure to develop the necessary social and behavioural skills. This can be particularly difficult for students if they are also taking on a carer role for parents or siblings. Students can "act out", through challenging behaviour, or "act in", through withdrawal or self-harming behaviours, the distress that they are experiencing due to difficulties at home.
6. The DSL will refer any concerns to the Early Help Hub and referral and response service and work with partner agencies and Project 3 so students in these circumstances can be responded to appropriately.
7. Families where parents/carers drink problematically, use illicit drugs or misuse prescribed medication can still provide a safe, secure and supportive family environment for students. However, for some families, drug and/or alcohol misuse can become the central focus of the adults' lives, feelings and social behaviour, and has the potential to impact on a student at every age from conception to adulthood. It is therefore essential that the implications for each student in the family are carefully assessed, see http://doncasterscb.proceduresonline.com/chapters/p_work_substance_misuse_parent.html

Child on Child sexual violence and sexual harassment

1. Staff 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
2. Sexual violence and sexual harassment can occur between two children of any age and sex from primary to secondary stage and into colleges. It can also occur online. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children
 - all staff are advised to maintain an attitude of 'it could happen here',
 - Harrison College culture will make clear that there is a zero-tolerance approach to sexual violence and sexual harassment, that 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"

- Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face to-face (both physically and verbally) and are never acceptable
 - It is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe.
3. **Sexual violence** - when referring to sexual violence in this advice, we do so in the context of child-on-child sexual violence. When referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003 as described below:
- **Rape:** A person (A) commits an offence of rape if: he intentionally penetrates the vagina, anus or mouth of another person (B) with his penis, B does not consent to the penetration and A does not reasonably believe that B consents.
 - **Assault by penetration:** A person (A) commits an offence if: s/he intentionally penetrates the vagina or anus of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration and A does not reasonably believe that B consents.
 - **Sexual assault:** A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching and A does not reasonably believe that B consents.
 - Staff are aware that sexual assault covers a very wide range of behaviour so a single act of kissing someone without consent or touching someone's bottom/breasts/genitalia without consent, can still constitute sexual assault.
 - **Causing someone to engage in sexual activity without consent:** A person (A) commits an offence if: s/he intentionally causes another person (B) to engage in an activity, the activity is sexual, B does not consent to engaging in the activity, and A does not reasonably believe that B consents.
 - This could include forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.
4. **Consent** is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another, e.g. to vaginal but not anal sex or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone consents to vaginal, anal or oral penetration only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice.
- a child under the age of 13 can never consent to any sexual activity
 - the age of consent is 16
 - sexual intercourse without consent is rape
5. Sexual harassment - 'unwanted conduct of a sexual nature' that can occur online and offline and both inside and outside of school or college
6. Whilst not intended to be an exhaustive list, sexual harassment can include:
- sexual comments, such as telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names
 - sexual "jokes" or taunting
 - physical behaviour, such as deliberately brushing against someone, interfering with someone's clothes.
 - displaying pictures, photos or drawings of a sexual nature
 - upskirting (this is a criminal offence)
 - online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:

- o consensual and non-consensual sharing of nude and semi-nude images and/or videos. Taking and sharing nude photographs of those aged under 18 is a criminal offence. UKCIS Sharing nudes and semi-nudes: advice for education settings working with children and young people provides detailed advice for schools and colleges
- o sharing of unwanted explicit content
- o sexualised online bullying
- o unwanted sexual comments and messages, including, on social media
- o sexual exploitation; coercion and threats, and o coercing others into sharing images of themselves or performing acts they're not comfortable with online

Harmful sexual behaviour (HSB) and violence (HSV)

1. Children's sexual behaviour exists on a wide continuum, ranging from normal and developmentally expected to inappropriate, problematic, abusive and violent. Problematic, abusive and violent sexual behaviour is developmentally inappropriate and may cause developmental damage.
2. HSB can occur online and/or face-to-face and can also occur simultaneously between the two. HSB should be considered in a child protection context.
3. The DSL and DDSL's have a good understanding of HSB and have received training in this area.
4. They will aid in planning preventative education, implementing preventative measures, drafting and implementing an effective child protection policy and incorporating the approach to sexual violence and sexual harassment into the whole college approach to safeguarding
5. The designated safeguarding lead (and their deputies) are confident as to what local specialist support is available to support all young people involved (including victims and alleged perpetrators) in sexual violence and sexual harassment and are confident as to how to access this support when required

Gambling & Social Gaming

1. Young people need to be 18 years and over to legally gamble in casinos, high street bookmakers and in most cases on-line. However, there are certain categories of slot machines (such as those found in arcades, predominantly at Seaside resort towns) which have no age restriction. Similarly, young people wanting to buy National Lottery Scratch Cards or Lottery Tickets can do so at the age of 16 years. All these types of activities are classed as gambling and with the explosion of advertising and the presence of high street bookmakers, gaming is more prevalent in society today.
2. In addition to the above traditional forms of gambling; social gaming is hugely popular among young people. Social gaming has no age restriction and is predominantly accessed by young people via mobile phones or tablets in the form of a downloadable app (such as Candy Crush or Game of Thrones). These apps are free to download and play, but have countless opportunities for players to purchase (often with real cash) tools or tips to advance levels in such games. Though many young people do not experience harm, for some young people such games can be highly addictive and lead to (i) isolation and time lost to playing and (ii) financial pressure due to consistently purchasing tools to advance. If you notice or suspect students may be experiencing harm, here are some of the warning signs:
 - a. Be male and aged 13 – 18 years.
 - b. Use gambling to cultivate status among peers.
 - c. Fallen out with family, truant from college or college.
 - d. Low self-esteem, but irrational behaviour.

- e. Preoccupied on mobile, restless or irritable.
 - f. Lies to family members, friends and college staff to conceal behaviour.
 - g. Never has no money.
3. Advice or help can be accessed via:
- a. National Problem Gambling Helpline (0808 8020 133).
 - b. Gamble Aware website (www.gambleaware.co.uk) – generic website offering advice.
 - c. Inviting the Young Gamblers Education Trust (YGAM) in to college to talk to students or deliver workshops on gambling & social gaming as part of PSHE or college enrichment days.
 - d. All the materials used by YGAM are PSHE quality assured and accredited by ASDAN.

Anti-bullying/ Internet Safety/ Cyber crime / Social Media

1. We adhere to DfE Statutory Guidance and that in KCSIE 2025 and WTSG 2023.
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.
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
4. Cybercrime is criminal activity committed using computers and/or the internet. It is broadly categorised as either 'cyber-enabled' (crimes that can happen off-line but are enabled at scale and at speed on-line) or 'cyber dependent' (crimes that can be committed only by using a computer). Cyber-dependent crimes include; unauthorised access to computers (illegal 'hacking'), for example accessing the College's computer network to look for test paper answers or change grades awarded; making, supplying or obtaining malware (malicious software) such as viruses, spyware, ransomware, botnets and Remote Access Trojans with the intent to commit further offence.
5. If there are concerns about a student in this area, the designated safeguarding lead (or a deputy), should consider referring into the Cyber Choices programme.
6. Further advice and guidance can be found at:
 - a. Cyber Choices, 'NPCC- When to call the Police' and National Cyber Security Centre - NCSC.GOV.UK [Cyber Choices - National Crime Agency](#)
 - b. [Preventing and tackling bullying](#)
 - c. [Cyber bullying: advice for headteachers and school staff](#)
7. 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.
8. Internet Safety/E-Safety/online safety – The college has an e-safety policy in place as well as online safety statement. Further relevant policy information can be accessed on our website. [Statutory Information - Harrison College](#)
9. The conduct of staff/students/ parents/carers using social media are outlined in a separate social media policy and code of conduct.
10. Sexting – we include reporting of any sexual images within our policy.

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

1. Our policy on Equality, Inclusion and Diversity includes racist incidents and is set out separately. It acknowledges that repeated incidents or a single serious incident may lead to

consideration under student protection procedures. We keep a record of incidents and incidents reportable under the Equality Act 2010.

2. The DSL understands how to report Hate Crime.
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. Any young person or families identifying as LGBTQ+ requiring additional support, or access to a youth group may contact: LGBTQenquiries@doncaster.gov.uk. Other resources are available by accessing the following link: <https://www.doncaster.gov.uk/services/schools/lgbtq>
4. The College curriculum reflects the opportunity to explore difference and celebrate diversity and has resources listed on the Stonewall website.

Trans Young People

- a. The DSL will be cognisant of the DfE guidance on transitioning students which came out in December 2023. Harrison college must consider whether there is a safeguarding or welfare reason to make an exception to the approach outlined in the guidance.
- b. The guiding principles around safeguarding are that parents have a right to know, as these decisions can have significant effects on a student's life for years. Staff should discuss the students request with their parents or guardian and consider their views, except in exceptional circumstances where this risks significant harm to the child.
- c. The government sets out the principle that biological sex is fundamentally important when it comes to protecting the safety of students. Using preferred pronouns is not mandatory and staff referring to the students in their original sex should not have sanctions against them. Preferred names can be informally used in agreement with the parent and staff will be informed of this.
- d. Management information systems (SIMS) and admissions processes should always record the biological sex.
- e. Where safety is a consideration – for example in physical sport or single-sex spaces – the guidance is categoric that it must never be compromised by allowing a student of the opposite sex to participate in those activities or use those facilities such as toilets, changing rooms and shower areas. Colleges cannot allow a student to use a space solely designated for use by the opposite sex.
- f. Whilst in residential accommodation – sleeping arrangements like dormitories, tents and shared rooms should be sex separated. In the event that a student questioning their gender requests alternative arrangements, these should be considered but should not compromise the safety, comfort, privacy or dignity of the student, or other students.
- g. In relation to uniform, all students should be held to the same expectations and dress code as other Harrison College students (see uniform policy)