

Safeguarding Young People and Vulnerable Adults

(Child Protection) Policy

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York College
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College of Further and Higher Education

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Safeguarding Young People and Vulnerable Adults

1. The Policy

1.1 Introduction

This policy and the accompanying guidelines refer only to those aspects of safeguarding which are directly related to issues of child protection, the referral process and the promotion of high standards of personal and professional practice across the College. Bullying, as a safeguarding issue and the procedures for dealing with it, is addressed in further detail in the College's Anti-Bullying Policy (see 1.8). The wider remit of safeguarding across the College is also addressed through additional relevant policies : Health, Safety & Welfare Policy; Equality & Diversity Policy ;CRB Policy.

This organisation recognises that all children have a right to protection from abuse and York College takes seriously its responsibility to protect and safeguard the welfare of all children, young people and vulnerable adults who come onto the College campus.

Hereafter, the term 'students(s)' will be used to include all those children/young people under 18 years of age and vulnerable adults and who are enrolled to College courses and to whom this Policy is specifically directed. Our duty of care for other children, young people and vulnerable adults is covered by other policies and procedures across the College.

We will:

- Respond swiftly and appropriately to all suspicions or allegations of abuse, and provide parents/ carers/ advocates and students with the opportunity to voice their concerns.
- Have a system for dealing with concerns about possible abuse and support those who may have been abused.
- Maintain good links with Local Safeguarding Children's Boards (LSCBs) and the appropriate child and vulnerable adult social services.

1.2

This organisation recognises that all students may be the victims of neglect and physical, sexual and emotional abuse. Accordingly York College has adopted the policy contained in this document (hereafter "the policy"). The policy sets out agreed guidelines relating to the response to allegations of abuse, including those made against staff and volunteers.

York College recognises the need to build constructive links with the LSCBs and the appropriate child and vulnerable adult social services.

- 1.2.1 Every individual within the College has a responsibility to inform the Designated Safeguarding Person (DSP) in respect of child protection or their deputy, of concerns relating to the safeguarding of students (or other children, young people or vulnerable adults).

The DSP must decide if the concerns should be communicated to the relevant social services department, LSCBs or the police.

- 1.2.2 All staff must fully acknowledge and appreciate that they have a professional responsibility to respond to any concern and that this will involve, following the procedures in this policy. Any investigation will require them to **pass on** information, respecting issues of confidentiality which should clearly be understood by all staff. The use of the term 'student' refers to individuals under the age of 18 years and vulnerable adults.* (* See 5. Glossary of terms page 20).
- 1.2.3 This policy is intended to make it clear to all what is required in relation to the protection of students in the College. It helps to create a safe and positive environment for students and to show that York College takes its duty of care seriously.
- 1.2.4 Staff who have reason to believe that a student may be at risk of bringing harm to themselves, either through self harm or potential suicide, should in the first instance, contact the College practitioners via the InfoZone.
- 1.2.5 This policy and the guidelines have been prepared in accordance with the York and North Yorkshire Area Child Protection Procedures, York and North Yorkshire Safeguarding Adults procedures and fully embrace the "Every Child Matters" agenda.

They will be kept under review and be supported by appropriate training.

The policy applies to all staff and volunteers who act on behalf of the College and who come directly into contact with students.

1.3 Concerns about Physical Injury, Emotional Abuse or Neglect

If the student has an injury which may be a non-accidental injury or symptoms of emotional abuse or neglect; or if there has been a disclosure of abuse, and a referral is to be made then:

- 1.3.1 The DSP should contact the relevant child or adult social services referral and assessment team. Where there are concerns about the student's safety or the safety of another person, the parents/ carers/ advocates of the student should not be contacted before first consulting with social services.
- 1.3.2 Where emergency medical attention is necessary it should be sought immediately. The DSP is informed of any injuries. Where injuries may have been self inflicted (as a result of self-harm or attempted suicide), contact the College practitioners via the InfoZone.
- 1.3.3 If a referral is being made without the parent's/ carer's/ advocate's knowledge and non urgent medical treatment is required, social services should be informed. Otherwise, the parent/carer/ advocate should be contacted and the suggestion made that medical attention be sought for the student.

- 1.3.4 If appropriate, the parent/carer should be encouraged to seek help from relevant social services department prior to a referral being made. If they fail to do so in situations of real concern, the DSP will contact the relevant social services referral and assessment team for advice.

1.4 Allegations of Sexual Abuse

In the event of allegations of sexual abuse the DSP will:

- 1.4.1 Contact the relevant child and vulnerable adult social services referral and assessment team or the Police Vulnerable Person's Unit directly. The DSP should not speak to the parents/ carers/ advocates.
- 1.4.2 Under no circumstances should the DSP, or any other member of the organisation, attempt to carry out an investigation into the allegations, disclosure or suspicions of sexual abuse. The role of the DSP is to collect the exact details of the allegations, disclosure or suspicion and to provide this information to the child or adult protection agencies that will investigate the matter under the Children Act 1989 or relevant protection of vulnerable groups legislation.

1.5 Prevention of abuse

York College will promote the highest standards in personal and professional practice in order to prevent incidents of abuse within the College and will take seriously and respond appropriately to any allegations made against staff or volunteers.

- 1.5.1 The College will include the promotion of high standards in personal and professional practice across teams within the child protection training programme so that staff can identify particular actions and activities in their day to day work which will ensure that all students feel safe and that they become aware of actions and activities which make them vulnerable to allegations of abuse.
- 1.5.2 The College will raise awareness amongst the students about how they can protect themselves against abuse and what action they can take if they find themselves to be a victim of abuse.

1.6 Allegations against staff or volunteers

York College will follow the statutory procedures in line with the relevant LCSB or Safeguarding Adults Boards if any allegation is made against a member of staff.

All allegations against staff or volunteers should be referred to the Senior Management Officer (SMO) with designated responsibility for dealing with allegations against staff and volunteers. The SMO, who is the Principal, will be the first line of contact and will deal; with allegations appropriately.

If the allegation concerns behaviours or actions toward a student under the age of 18, the matter must be discussed with the Local Authority Designated Officer (LADO) within 1 working day of the allegation being made. The SMO, or any other person, must not undertake any investigation into the allegation or take any measures other than those aimed at securing immediate safety or evidence. The procedures for responding to allegations against staff or volunteers (where students are involved) are available on the relevant LSCB website. If allegations against a member of staff are substantiated, referral to the Independent Safeguarding Authority (ISA) will be considered by the LADO in consultation with the Principal/appropriate member of the Senior Management Team (SMT).

If the allegation concerns behaviours or actions against an adult, the process followed should be in line with procedures available from the relevant Adult Safeguarding Boards.

Allegations against the Principal or members of the Governing body will be referred to the Clerk to the Governors who should notify the Chair of Governors, the Child Protection Governor or another appropriate person. In such circumstances, it will be the responsibility of the Chair of Governors to follow the processes set out above.

1.7 Learners with Learning Difficulties, and/or Disabilities (LLDD)

1.7.1 Some learners with learning difficulties and/or disabilities may be especially vulnerable to abuse. Extra care should be taken to interpret correctly apparent signs of abuse and neglect. Any indication of abuse of these students should be reported in the same way as for other students, according to local established procedures. Where appropriate, the Learning Support team should be involved.

1.7.2 Where abuse is suspected, students adults who have difficulties in communicating should be given the chance to express themselves to a member of staff with appropriate communication skills and/or be provided with an advocate. Designated tutors should work with the Learning and Teaching Support Manager, Support Co-ordinator - LLDD to identify students with learning difficulties and/or disabilities and their common needs. York College should create an atmosphere in which students with learning difficulties and/or disabilities feel confident and able to discuss these matters.

1.8 The policy should be read in conjunction with other college policies which can be found on the college intranet:

<http://intranet.yorkcollege.ac.uk/yc/new/staff/quality/policies/index.html>

Where there are links to a specific policy, reference will be made in this the guidelines.

1.9 Date of policy review

Presented to the Board of Governors in December 2011

To be reviewed annually thereafter.

Safeguarding Young People and Vulnerable Adults (Child Protection)

Guidelines and Procedures

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Guidelines and Procedures

2. Introduction

2.1 York College expect staff to use the following information to ensure appropriate and sensitive responses to concerns, allegations or disclosures.

The categories of abuse outlined below, provide the legal framework to assist all those people working with students to acknowledge and apply the principles of good working practice to their roles and responsibilities.

All divisional areas and support teams within York College will need to understand :

1. the child protection referral process
2. how to implement the highest standards of personal and professional practice within their area in order to ensure that students feel safe and staff do not leave themselves open to allegations of abuse.

Legal definitions of abuse

2.1.2 Neglect

Neglect is the persistent failure to meet a student's basic physical and/or psychological needs, likely to result in the serious impairment of the student's health or development. It may involve a parent or carer failing to provide adequate food shelter and clothing, failing to protect from physical harm, or danger or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a student's basic emotional needs.

2.1.3 Physical Abuse

Somebody may abuse or neglect a student by inflicting harm, or by failing to act to prevent harm. Students may be abused in a family or in an institution or community setting; by those known to them, or more rarely by a stranger. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a student. Physical harm may also be caused when a parent/carer/ advocate feign the symptoms of, or deliberately causes ill health to a student whom they are looking after.

2.1.4 Sexual Abuse

Sexual abuse involves forcing or enticing a student to take part in sexual activities, whether or not the student is aware of what is happening. The activities may involve physical contact, including penetrative or non penetrative acts. They may include non contact activities, such as involving students in looking at, or in the

production of, pornographic material or watching sexual activities or encouraging students to behave in sexually inappropriate ways.

2.1.5 Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a student such as to cause severe and persistent adverse effects on the student's emotional development. It may involve conveying to the students that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing students frequently to feel frightened or in danger, other exploitation or corruption.

Some level of emotional abuse is involved in all types of ill treatment of a student, although it may occur alone.

2.1.6 The college recognises that there are other forms of abuse of potential significance to students

2.1.6.1 Bullying

York College recognises that bullying is deliberate, hurtful behaviour that can take many forms. It can be verbal, physical, psychological, social and technological, it does and can include actions such as physical assaults, sarcasm, taunts, threats, gestures, unwanted physical contact, inappropriate use of a cell phone or computer, graffiti, stealing or hiding personal items. Bullying in some forms can constitute a criminal act.

York College provides training and learning materials to assist both students and teaching staff to consider this unacceptable type of behaviour, and will take appropriate action if it is identified.

2.1.6.2 Harassment

Harassment is closely associated with aspects of bullying and occurs when an individual feels that they are subject to behaviour that is unacceptable. Such behaviour may include simple name-calling or an action that is designed to upset or worry another person. Harassment in some forms can constitute a criminal act.

2.1.6.3 Grooming

Grooming is the process by which an offender prepares a young person or vulnerable adult for sexual activities. This method can be used by any offender. This process is usually carefully planned, stage managed, premeditated and can take weeks and even months to establish, and can include the following:

1. Build the trust of the student.
2. Show favouritism.
3. Gain the trust of the student's carers.
4. Isolate the student from friends/ family.
5. Foster intimidation and secrecy. Offenders usually put a great deal of effort into ensuring that a student remains silent.

Apart from promises, threats and bribes, offenders usually take advantage of a powerless student by presenting a distorted view of what is happening.

6. Boundary violations. This may begin with innocent touching. Then the offender asks him/herself the question;

Q "Is it safe to proceed to more intimate acts?"

A "Yes, because X (the student) showed interest and no fear. X also promised to keep the whole thing a secret."

Evaluation: This cycle of events means that the student has been groomed to become an adult lover.

The student feels very confused as to what is acceptable behaviour and often takes on self blame- they have a distorted view of life and do not realise that other adults do not behave in the same way.

This is not an exhaustive list of forms of abuse.

2.2 What you should do if you suspect abuse

2.2.1 The College has a duty of care to all students and members of staff. The member of staff dealing with a suspicion, concern or a student's disclosure will need to make a judgment about the seriousness of the allegation and to whom they should report. For guidance, this may be as follows :

- 2.2.1.1 Where allegations are less serious or urgent and involve a student, the member of staff should initially contact the student's Progress Tutor.
- 2.2.1.2 Where allegations are of a (more) serious nature, the member of staff should report direct to a DSP .
- 2.2.1.3 Where allegations involve a member of staff or DSP, this should be reported directly to the SMO (the Principal).
- 2.2.1.4 Where allegations involve the SMO the member of staff should report to the Nominated Governor for Safeguarding.

All reports of cases outlined above should be forwarded to the Head of Entitlement for central, confidential recording.

2.2.2 If any individual feels that the organisation has not responded appropriately to concerns they can contact the relevant child or adult social services referral and assessment team or the police directly for advice which may result in recourse to other College procedures.

2.2.3 Suspicions, disclosures or concerns should not be discussed with anyone, other than those named above.

2.2.4 It is recommended that all staff should use the referral procedures outlined in these guidelines and procedures. However, the right of any individual to make direct referrals to child protection agencies is acknowledged.

All suspicions, disclosures or concerns must be reported as soon as possible

2.3 What the College will do when abuse is reported to a DSP or a disclosure is made

The DSP(s) will follow up all referrals and disclosures made directly by students or via staff in accordance with this policy, the guidelines and procedures and as appropriate to the specific circumstances of the referral.

- 2.3.1 The DSP will not make any decisions alone but will discuss actions with another appropriate DSP before taking action.
- 2.3.2 As appropriate, the DSP will seek further advice from the relevant child or adult social services referral and assessment team (according to the location of the student's residence) or make a direct referral.
- 2.3.3 The College will co-operate with the requirements of the relevant child or adult social services referral and assessment team, LSCB or Police in helping them to further investigate the referral e.g. provide confidential interviewing facilities for the student.
- 2.3.4 The DSP will follow up, as appropriate, the involvement of any other staff or students in the referral or disclosure.
 - 2.3.4.1 This may require the signposting of appropriate support for that individual e.g. it may be appropriate for staff to make anyone affected by the reporting of abuse aware of the Counselling service at the College as a means of support and, with their agreement, to make an appointment for them.
 - 2.3.4.2 Support may also be required for the student who made the initial disclosure; any ongoing counselling requirements may be undertaken by College Counsellors/practitioners who will assess the situation and make a referral to an outside agency if appropriate. However, the Counsellor's priority will be to comply with the College's requirements with regard to referral rather than those of their own ethical code.
 - 2.3.4.3 Where appropriate disciplinary action will be implemented in accordance with the Staff or Student Disciplinary Policies e.g. in cases where abuse has been as a result of bullying by another student.
 - 2.3.4.4 Any referral may also involve following through the College's Complaints Procedures
- 2.3.5 Any outcomes from a referral or disclosure will be reviewed and the next steps taken as appropriate and in accordance with the relevant College policies and procedures.

3. What to do if a young person, vulnerable adult or member of staff has talked to you about abuse or asks you to listen

Remember – it is not your responsibility to solve the problem but it is your responsibility to act and pass on the information

3.1 Form CP1 (see Appendix 4) is available for you to use in order to record information provided to you by the student. If this form is not with you at the time you should use an appropriate alternative. In some cases what is written may have to be used as evidence.

3.2 Procedure

1. Reassure the student that you will **listen** to what they have to tell you.
2. Tell the student that you may need to share the information with someone else who needs to know (in accordance with the College's Learning Agreement).
3. Make sure that the location of where you are is both safe and not isolated (it is appropriate to consider your own safety and reputation).
4. If possible, tell another member of staff where you are and why.
5. Listen but do not make promises you cannot keep.
6. If possible, go over what has been said.
7. Ask the student what they want to happen next; in some cases the student has the right just to be listened to and may not wish the matter to be taken any further.
8. If the student is in danger, escort them to main reception or a staff workroom or nearest, appropriate location (this location should offer security, confidentiality and opportunity for sensitivity e.g., SMT offices, 3F102, Infozone interview rooms) to take immediate action.
9. Tell the student what you intend to do with the information and with whom you would like to share it.
10. Tell the student what you intend to do with the information and with whom you would like to share it.
11. As soon as possible, record what was said, using the student's own words, sign and date. If the information is later recorded electronically, keep the initial notes securely (See 4.3)

4. Prevention of abuse

4.1

York College will ensure that, wherever possible, every effort is made to implement its vision and values in order to ensure that students feel secure, that they are encouraged to talk and will be listened to.

It will aim to do this by respecting:

4.2 Confidentiality

It is important that staff should clearly understand issues of confidentiality when working with students particularly in the context of child protection.

The key points to consider are:

- 4.2.1 Child protection legislation overrides data protection rules where the safety of the student is judged to be at risk. It is the responsibility of the DSP to make this judgement.
- 4.2.2 Students need to be aware that staff cannot guarantee confidentiality and must be clearly told that any information that they might give may need to be shared with others who need to know. Consent here may not be possible but is always desirable and will be in accordance with the student's Learning Agreement.
- 4.2.3 Confidentiality should never be broken without informing the student.
- 4.2.4 In line with the policy, liaison with other agencies will only be conducted with consent from the DSP or deputy DSP.

By keeping:

4. Records

- 4.3.1 It is important that records related to child protection are kept securely with the Head of Entitlement.
- 4.3.2 Staff must not hold on to information and no copies should be kept - it is very important to keep all original records in a locked secure place, within a sealed and correctly labelled envelope. **This information must not leave college.**
- 4.3.3 All staff divisions/teams within the college are expected to pass on records to the correct person and ensure they are secure at all times.
- 4.3.4 The College will pass on records if and when it is appropriate do so to appropriate organisations.

- 4.3.5 All records will be kept for 6 years after the student has left the college and then destroyed.
- 4.3.6 Risk assessment procedures will continue to be an expected requirement both where students come into contact with adults and where they attend “offsite” activities (cross reference to the site policy).

By the provision of:

4.4 Training

- 4.4.1 York College has responded to government legislation to ensure that all staff will be trained and supported to understand how to implement child protection procedures.

This training is updated at necessary intervals, 2 yearly for DSPs, 3 yearly for all other staff.

The College, where possible, will use the staff expertise within the college to enhance its training programmes.

- 4.4.2 The College will provide curriculum activities, opportunities and skills to equip students to stay safe from abuse and which will embrace the “Every Child Matters” agenda.
- 4.4.3 Staff should update their basic awareness training via www.safeguardingchildren.co.uk prior to attending bespoke additional training workshops to further explore opportunities to demonstrate good practice.

Full use is made of specialist staff to deliver distinct topics recognising the value of the “Every Child Matters” agenda, e.g. finance, health, drugs, pregnancy, alcohol, bullying, cyberbullying, harassment.

4.5 Additional Information regarding the prevention of abuse

At York College, other factors are taken into consideration to prevent the abuse of students :

4.5.1 Recruitment of Students

Child protection issues arise with regard to the recruitment of students because:

1. a potential student may have a history which means they pose a threat to other students in the College or,
2. a potential student may be studying a course where they may be working with other young people or vulnerable adults, notably for careers in

Child Studies, Sport and PE, Health & Social Care, and for which they must undergo CRB checks.

4.5.1.1 **Interviews**

An interview must be a strict prerequisite for entry on to any full time course.

The interview must be conducted by York College tutors who are experienced in interviewing.

The interview should not be regarded as a formality and offers made will be dependent upon facts and information revealed by the interviewee and references.

Where students reveal a background which may put other students at risk, a risk assessment must be completed and the student's acceptance onto the course carefully considered.

Further information can be obtained in the Admissions Policy. For staff interview procedures refer to the HR policy.

4.5.1.2 **References – students**

All students applying onto courses or future employment where they will have access to young people and vulnerable adults, notably for careers in Child Studies, Sport and PE, Health & Social Care, will need:

- At least one closed reference prior to enrolment that meets specific course requirements which has been obtained directly by York College.

The referee will be told the type of course/activity that the student has applied to and be asked to state whether there are any known reasons to doubt the student's suitability for having access to others.

The closed reference should be from the student's last educational establishment. In the case of applications from mature students, a personal referee who is not a relative may be more appropriate.

Places will only be offered subject to satisfactory references and CRB checks

4.5.2 Recruitment of staff

- 4.5.2.1 Human Resources (HR) will continue to ensure that safe recruitment practices are upheld for all staff and that current legislation is adhered to.

In terms of recruitment (whether an employee, volunteer, self employed contractor etc) Where the individual's role will involve them in regularly caring for, training, supervising or being in sole charge of children or young people aged under 18, or vulnerable adults, HR will ensure that the provisions in "Safeguarding Children and Safer Recruitment in Education" are strictly adhered to.

Any staff giving cause for concern will be investigated and, if necessary, will be referred to the ISA (with effect from 12th October 2009)

Human Resources will continue to provide appropriate training and professional development in order to allow all staff to carry out their job effectively and implement the highest standards of personal and professional practice.

- 4.5.2.2 **Contracted staff**

Where York College contracts staff from external agencies or has a franchising arrangement with an external body, it will ensure that the agency or body has appropriate policies in place and agrees to comply with College policy.

4.5.3 Hire of College premises to external bodies

Where York College allows an external agency to use College premises it will ensure that the agency has appropriate policies and procedures in place that includes the vetting of staff posts that involve working with students through the CRB process and agrees to comply with college policy.

4.5.4 Working with other agencies

Staff will liaise where necessary with the LSCB and attend conferences and training if required, in accordance with LSCB procedures.

Where possible staff will continue to develop close links with feeder schools to share information and support young people at risk.

4.5.5 Work experience, Work Placements and Apprenticeships.

Employers will work with students who wish to complete a period of work experience. This should be organised via the work placement officers or the course tutor, who will ensure that an appropriate risk assessment and all health and safety procedures are completed before the work experience starts.

We have a duty of care to all our students and no less than to those employed as Apprentices and who attend on a part-time basis. The education of both apprentices and employers on child protection issues is essential. The employer manual for apprentices must include a guidance note on child protection and how to recognise the signs in their employees.

4.5.6 Photography

The following information is provided as a guide to minimise the risk of photographic images being used in an inappropriate way.

- 4.5.6.1 The Data Protection Act is unlikely to apply in many situations where photographs are taken within an educational institution.
- 4.5.6.2 The Act does apply when photographs of students are taken for official use by the College such as for issuing identification passes.
- 4.5.6.3 In the other small number of instances where the Act does apply, if the photographer obtains permission from the parent/carer/ advocate and student to take a photograph then this will usually be enough to ensure compliance. A form is available from Marketing for this purpose.
- 4.5.6.4 The Act does not apply to personal use.
- 4.5.6.5 For official use the Act will apply in the form of electronic storage. The taking of pictures in class is classed as personal data as long as the parent/carer/ advocate is aware and in the context it will be used.
- 4.5.6.6 Where the media/press are involved, the students and parent/carers must agree to the use of the photographs and be aware that they may appear/be used in the media.

In order to minimise the risk of student images being used in an inappropriate way, visiting photographers must wear official ID and be supervised at all times.

4.5.7 College Customers

The College is open and accessible to adults and attracts customers from outside the College who wish to use our commercial facilities e.g. Salons, Ashfields Restaurant. The College is aware of the associated risks and staff are trained to be alert to this. When working with adults our students are always supervised. The college works closely with other authorities to ensure that students are not put at risk.

4.5.8 Home Stay Providers

York College relies on the hospitality of landlords and other individuals to provide accommodation for some students, particularly our International Students.

“York College listed home stay providers and landlords who are accommodating learners under the age of 18 years are required to be checked against List 99. This will include anyone permanently or temporarily residing in the property on a regular basis who is over the age of 18 years.”

4.5.9 Contractors

Involves all contracts and/or one off requirements for the provision of works at York College, where a member of a provider’s personnel may come into contact with a student(s), or sensitive personal information in relation to them, will require those providers’ personnel to hold CRB clearance.

In order to offer protection to its students, York College expects that relevant providers personnel engaged in the provision of these contracts will have the same level of CRB clearance, monitoring and verification as York College would expect of its directly employed staff. Therefore, it is crucial for staff to ensure that where appropriate, the relevant level of CRB disclosure is sought and confirmed in writing. This is vitally important in not only protecting students, but those staff involved in the procurement of goods/services.

The procurement instructions require that all tenders and quotes for contracts (and indeed, one-off requirements) to consider whether the contract requires CRB provision.

The decision as to whether a contract requires CRB provision will depend on the nature of the works, goods or services or utilities to be provided, and completion of a risk assessment.

4.5.10 Volunteers (extract from CRB Policy: Section 7 - Volunteers)

Some volunteers will require a CRB Disclosure because of the frequency of their volunteering activity and the contact they have with students. Others may not. The college is not required to check existing volunteers continuing with their old duties, unless the college considers that there is cause for concern. For new volunteers however, the college will obtain an enhanced CRB Disclosure where the activity involves regular and/or prolonged contact with students. Similarly, an enhanced CRB disclosure will be necessary for those existing volunteers changing duties to ones that will bring them into increased contact with students.

The co-ordination and processing of CRB checks of volunteers will be the responsibility of the HR Manager. In order that all new volunteers are identified, line managers are accountable for notifying HR about any new volunteers who they bring into the college to help in classrooms, field trips etc. The line manager will complete a CRB Risk Assessment (Appendix 2) and Disclosure/List 99 protocol (Appendix 3) and forward it to HR, BEFORE, the volunteer commences work. HR will then determine – from the information contained in the forms, whether a CRB Disclosure is necessary. If it is, the Principal will consider the Risk Assessment and determine whether there are adequate supervisory

arrangements that will enable the volunteer to begin work pending receipt of a satisfactory CRB check.

In coming to a decision on the Risk Assessment, the college will consider:

- the duration, frequency and nature of contact with students, and then
- what the college knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers
- whether the volunteer is well known to others in the college community who are likely to be aware of behaviour that could give cause for concern
- Receipt of a reference from the volunteer's current employer, or from other voluntary activities where referees would advise on suitability; and
- any other relevant information about the volunteer or the work they are likely to do.

Under no circumstances will a volunteer for whom a CRB Disclosure is necessary be left unsupervised with students.

It is the decision of the College's Governing Body that all York College Governors and co-opted members should be subject to CRB checks and procedures.

4.5.11 Forced Marriages

Forced marriage is a marriage conducted without the full consent of both parties and where duress is a factor. It is an entirely separate issue from an arranged marriage which is freely entered into and the two should not be confused. Acts such as forced marriage and so-called "honour crimes" come under the definition of "domestic violence" Any disclosure of a forced marriage by a student must be referred to a DSP and the procedures carried as outlined in the flow chart in Appendix 2.

5. Glossary of Terms

Adult

People aged 18 years or over who are not defined as vulnerable (see vulnerable adults).

Adult authorities (See 1.1)

Include any local social services organisations which provide support for adults, including all students over the age of 18.

Allegation

When someone reports specific unacceptable behaviour where abuse/harm may have occurred.

Child

A person under the age of 18 years. A child becomes an adult on the date of their 18th birthday.

Concern

Inappropriate or unacceptable behaviour or communication; e.g. favouritism, negligence.

CRB

Criminal Record Bureau

DSP

Designated Safeguarding Person.

Disclosure

Is when a person tells someone they are being harmed or abused in some way.

ISA

Independent Safeguarding Authority

LADO

Local Authority Designated Officer

LSAB

Local Safeguarding Adult Board

LSCB

Local Safeguarding Children Board.

List 99

List 99 contains the names, dates of birth and teacher reference numbers of people whose employment has been barred or restricted, either on grounds of misconduct or on medical grounds.

Practitioners Support Team

Expert professionals based in Student Services at York College who can give advice and support on a number of issues including, Mental Ill Health, Anger Management, Physical and Sexual Health, Homelessness, Substance Misuse and provide a Counselling service.

SMO

Senior Management Officer – the Principal

SMT

Senior Management Team – the Principal, Vice Principals and Assistant Principals

Staff

Those individuals employed by York College.

Student

For the purpose of this policy this term covers any children or young people under the age of 18 and any vulnerable adults who are studying at York College.

Volunteers

Those individuals who work at the college in an unpaid capacity and help out in the classroom and/or assist with offsite activities.

Vulnerable adults

Persons aged 18 years or over with:

1. a learning or physical disability
2. a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs
3. a reduction in physical or mental capacity.

Young Person

A term used to define 'children' of college age who are under the age of 18.

Appendix 1

Contact details for College DSPs and external organisations

Designated Safeguarding Person – Senior Management Officer

Dr Alison Birkinshaw Principal York College **01904 770215**

Other Designated Safeguarding Personnel (trained):

Deputy Principals

Trevor Armer **01904 770206**
Graeme Murdoch **01904 770210**
Anne Tyrrell **01904 770225**

Assistant Principals

Glyn Jones **01904 770207**
Louise Lawence-Crockford **01904 770860**
Bob Saynor **01904 770862**
Clare Wareing **01904 770338**

Heads of Study

Hayley Anderson (A Level courses) **01904 770868**
Andy Leach (Vocational courses) **01904 770861**
Mike Saunders (HE and Life-long Learning) **01904 770476**

Assistant Heads of Study

Yannick Berland (A Level courses) **01904 770139/347**
David Gamble (Vocational courses) **01904 770463**
Alex Godfrey (Vocational courses) **01904 770249**
Martin Halliday (Vocational courses) **01904 770312**
Keran Pincombe (Vocational Courses) **01904 770811**

Nominated Governor

Kevin Deadman Head Teacher Canon Lee School **01904 560000**

Cross College

Debra Fowler Head of Entitlement **01904 700430**
Glenn Miller Student Services Manager **01904 770441**
Lidia Nowicki-Wilson 14 – 16 Coordinator **01904 770202**
Pat Rose Learning Support Manager **01904 770428**
Alison Pearce Deputy DSP for Learning Support **01904 770472**

College Nursery

Liz Radford Childcare Development Manager **01904 770344**
Jill Corrigan Deputy DSP for College Nursery **01904 770344**

Well informed sign-posters

Sarah Douglas Lead Counsellor **01904 770333**
Jill Dance Counsellor **01904 770333**
Rebecca van der Arend Connexions PA **01904 770436**
Julie Murgatroyd Connexions PA **01904 770436**
Mike Burdett Tutor, Osbaldwick **01904 770452**
Paul Manuel Tutor, Osbaldwick **01904 770451**
Angi Haw Rail Academy Coordinator **01904 770780**

In an emergency, and the DSPs cannot be contacted, then the relevant child or adult social services, LSCB, LSAB or the police should be contacted at the numbers given below:

City of York Council :

Advice Assessment and Early Intervention Service (New Front Door)

Tel. 01904 551900

e-mail childrensfrontdoor@york.gov.uk

Adult's Social Care – Referral & Assessment Team

Tel. 01904 555111

Fax. 01904 554055

e-mail adult.socialsupport@york.gov.uk

LSCB <http://www.saferchildrenyork.org.uk>

LSAB <http://www.safeguardingadultsyork.org.uk>

North Yorkshire (all areas)

Tel. 0845 034 9410

Open Monday to Friday 8.30am to 6.00pm; Saturday 9.00am to 12.00pm.

Emergency Duty Team (all other hours)

Tel. 0845 034 9417

e-mail cru.customer.services@northyorks.gov.uk

LSCB <http://www.safeguardingchildren.co.uk>

LSAB safeguardingadultsteam.enquiries@northyorks.gov.uk

East Riding of Yorkshire

Emergency Duty Team

Tel. 01482 880826

Early Help and Advice Team

Tel. 01482 395500

LSCB <http://www.erscb.org.uk>

LSAB <http://www.adultprotectionhullandeastriding.com>

Leeds

Children and Young People's Social care

Tel. 0113 222 4403

Emergency Duty Team

Tel. 0113 240 9536

LSCB <http://www.leedslscb.org.uk>

LSAB <http://www.leedssafeguardingadults.org.uk>

Fulford Police Station

Tel. 0845 6060247

Family Protection Unit

Tel. 01904 669354

Advice Lines:

Childline

Tel. 0800111111

NSPCC

Tel. 0808 800 5000

Child Exploitation and On-line Protection Centre

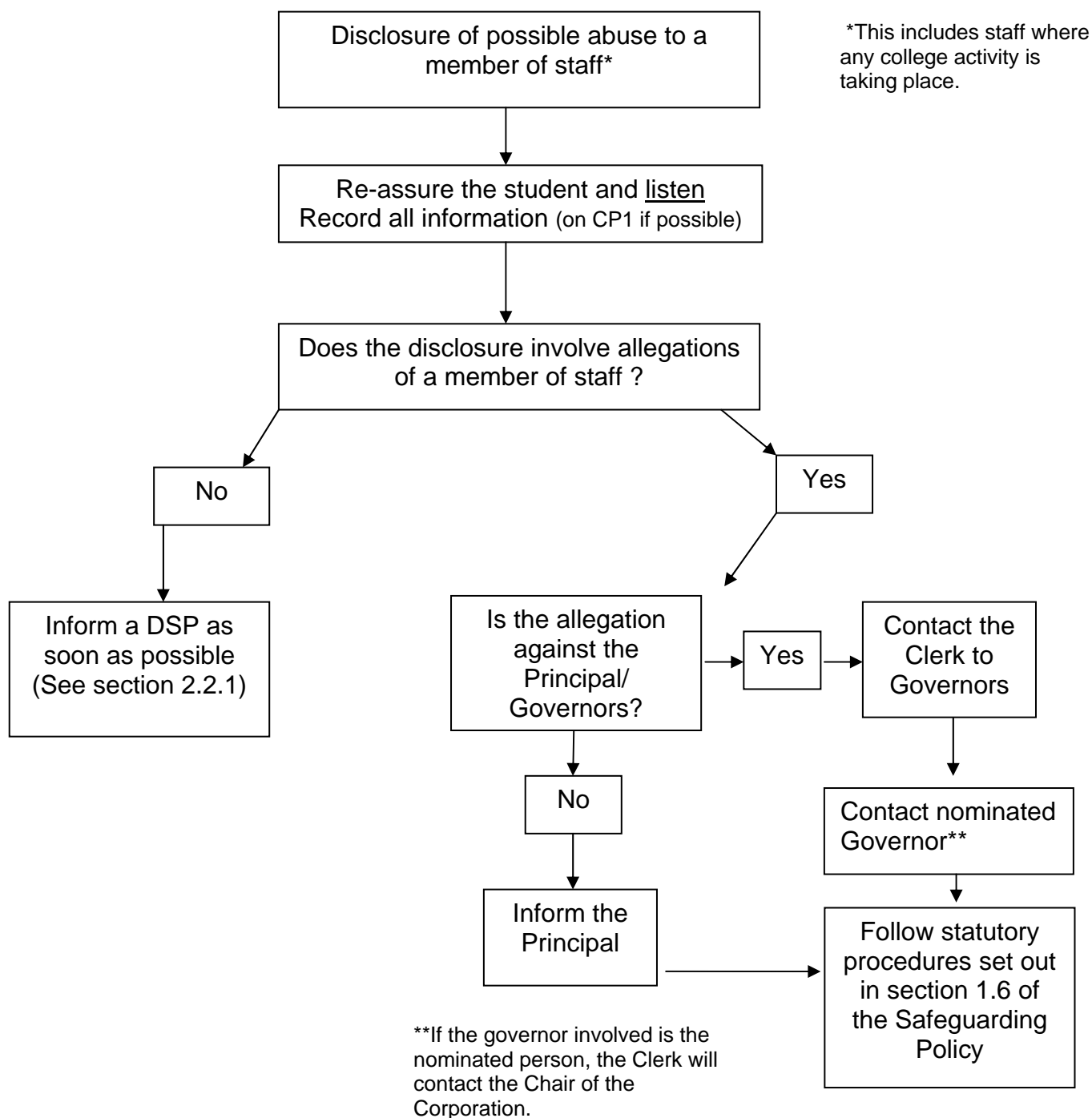
<http://www.thinkuknow.co.uk>

Childnet International

<http://Childnet-int.org>

Appendix 2

Safeguarding procedures for dealing with concerns or disclosures



If you suspect that any physical abuse may have been self inflicted (i.e. self harm or a suicide attempt), you should contact the practitioners in Student Services.
The Info Zone: x397 will help you to identify the appropriate personnel.
Please also consider whether or not you need to contact x444 for a First Aider.

Once the information has been passed on to the relevant personnel, the student will be given appropriate support, a referral will be made to the relevant child or adult social services where appropriate and those involved will be informed of the outcomes (within the rules of confidentiality).

Appendix 3

References and further reading.

| | | |
|---|---|-----------|
| City of York Council 'YorOK' Children's Trust | "Integrated Working" | |
| DCSF | The Independent Safeguarding Activity Authority | |
| DfES | "Every Child Matters: Change for Children" (Series) "Safeguarding Children and Safer Recruitment in Education" "What to do if you're worried a child is being abused" "Working Together to Safeguard Children" | HMSO 2006 |
| DoH | "No Secrets" (The Protection of Vulnerable Adults) | HMSO 2000 |
| DfES/NIACE | "Safer Practice, Safer Learning" (Vulnerable Adults) | HMSO 2007 |
| Ofsted | "Handbook for Inspecting Colleges" 2009 | |
| Ofsted | "Best practice in safeguarding colleges" April 2011 | |
| Multi-agency practice guidelines: | | |
| | Handling cases of Forced Marriage June 2009 | FCO |
| Disability Discrimination Act 2005 | | HMSO |
| Mental Capacity Act 2005 | | HMSO |
| Children Act 1989 | | HMSO |
| Children Act 2004 | | TSO |
| Safeguarding Vulnerable Groups Act 2006 | | TSO |

Websites:

www.direct.gov.uk follow links

www.everychildmatters.gov.uk/safeguarding

www.legislation.hms.gov.uk and follow links to the Police Act 1997. Definition for Vulnerable Adult.

www.nspcc.org.uk (National Society for the Prevention of Cruelty to Children).

www.safeguardingchildren.co.uk (North Yorkshire Safeguarding Children Board)

www.teachernet.gov.uk/childprotection

| |
|---|
| Visit the York College Intranet page 'Staying Safe' and follow the links for more information on Safeguarding at York College |
|---|

Appendix 4

Child Protection: Recording a concern/disclosure CP1

Student Name: _____ Ref no. _____

Course: _____

Student Contact Number: _____

Address: _____

Date: _____ Time: _____ Location: _____

Name/s of person/ issue they are discussing

Names of any previous or current social worker, Connexions support:

Account of the issue. (In the student's own words. Nature of alleged abuse, description of injuries)

This is an accurate account of the issue.

I acknowledge that this information will need to be shared with others who need to know. (Please refer student to their Learning Agreement re confidentiality statements).

Student signature: _____

Staff name: _____ Staff signature: _____

Staff contact number: _____

Now pass this form to the Head of Entitlement c/o TLAS team in room 2F125.

Deliver by hand in a sealed envelope and do not store any copies.
Please remember that you are reporting and not investigating this incident.

Appendix 5

One to One Meetings – Guidance for Staff

All staff should be aware of their responsibilities under Child Protection legislation when working and meeting with students. Staff should also be aware of their potential vulnerability when meeting a student on a one to one basis e.g. during individual tutorials.

The following points should be of help to staff:

- Where possible, ensure that there is evidence of arrangements for the meeting e.g. letter, rota for one to one tutorials. This information should state the date, time, venue and purpose of the meeting
- Try to ensure that the venue for the meeting is suitable and that you:
 - are visible
 - in a room with a door with a visibility panel or left open/ajar. All rooms in College now have visibility panels – please do not cover them up as they are there for a purpose
 - allow the student to sit with easy access to the door
 - are close to other staff (rooms) where you can access help
- Record the content of discussion at the meeting on the appropriate documentation
- Do not make any promises about not telling anyone else about the content of the discussion; under Child Protection legislation, you have a responsibility to refer information which suggests a student is in danger.
- If you have any concerns about meeting a student
 - i) inform your line manager
 - ii) conduct the meeting with another member of staff present. (This may be desirable on occasions if you are dealing with a sensitive issue)
- Unexpected meetings with students where they are upset or where a sensitive matter may be raised, always materialise when we are least prepared. Stay calm and try not to feel under pressure; you still need to address the points listed above. Under no circumstances should you physically comfort the student. Verbally reassure him/her and state what you are going to do next. Refer the matter on where necessary.
- Do not hold one to one interviews/meetings with a student off site when on an approved College trip or at an approved venue.

Appendix 6

YORK COLLEGE

Role Summary: Designated Safeguarding Person (DSP)

Purpose of this Role

- To promote positive safeguarding procedures and practices so that all our students feel safe
- To provide a level of support to staff which ensures consistency in the implementation of the College's safeguarding procedures (as specified in the Safeguarding Young People and Vulnerable Adults (Child Protection) Policy)

Specific Duties

- To have a thorough understanding of the Safeguarding Young People and Vulnerable Adults (Child Protection) Policy
- To act as a key point of referral for students and staff so that the College can respond swiftly and appropriately to all suspicions or allegations of abuse
- To follow up all referrals and disclosures made directly by students or via staff in accordance with the policy, the guidelines and procedures and, as appropriate, to the specific circumstances of the referral. This will involve :
 - receiving information from, and offering advice to, staff, volunteers, children and young people, vulnerable adults, parents and carers about concerns relating to vulnerable adult or child protection issues,
 - assessing this information promptly and taking appropriate action,
 - maintaining secure records of this information,
 - ensuring that the information is forwarded to the Head of Entitlement so that it can be held centrally in the College's safeguarding file.
- To be familiar with:
 - local and national safeguarding legislation and guidance,
 - procedures for referral to the local authority's children's or adults services,
 - police procedures for investigating abuse of children and vulnerable adults.
- To know how to contact, and establish links, with our Local Safeguarding Children Boards and the relevant people within children's and adult services or police so that referrals can be made
- To maintain appropriate levels of training
- To maintain confidentiality regarding safeguarding cases at all times