

**Name of Policy**

Safeguarding Policy

**Policy objectives**

To ensure the College adopts practices that will support the safeguarding of students within its care.

**Person Responsible for Policy**

Student Services Manager

**Dept**

Student  
Services

**Date Policy approved**

June 2010

**Date of next review  
(month & year)**

June 2011

**Approved by**

**Related policies or procedures  
or parent policy if applicable**

Protection of Children & Adults at Risk Reporting  
Procedures  
Work Related Learning Policy  
Health and Safety General Statement  
Risk Assessment documentation  
Staff Recruitment Policy and Procedures  
Tutorial Scheme of Work  
Student Anti-Harassment and Bullying Policy  
Staff Disciplinary Procedures  
Student Disciplinary Procedures  
Safeguarding Guidelines for Staff Conduct

## SAFEGUARDING POLICY

The Government has defined the term 'safeguarding children' as:

*'The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.'*

Macclesfield College/LZ6 recognises it has a statutory and moral duty to ensure that the College/LZ6 functions with a view to safeguarding and promoting the welfare of children and vulnerable adults receiving education and training at Macclesfield College/LZ6.

This policy has been written to ensure the College adheres to legislation outlined within the Children's Act of 1989 and 2004 along with the Safeguarding Vulnerable Groups Act 2006.

The Children's Act 1989 defines a child as a person under the age of 18. A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or exploitation. People who fall into the vulnerable adult category include those with learning disabilities, mental health problems and those for whom English is a second language.

Definitions of categories of abuse can be found in Appendix 1.

The objectives of Safeguarding are to help keep children and vulnerable adults safe by contributing to:

1. The provision of a safe environment for children and vulnerable adults to learn in
2. The identification of children and vulnerable adults who are suffering or likely to suffer significant harm
3. Taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting
4. Working in conjunction with other agencies and institutions to provide a comprehensive and effective safeguarding environment

The College/LZ6 will achieve the objectives of Safeguarding by ensuring:

- The practise of safe recruitment in checking the suitability of all staff, volunteers and service providers to work with vulnerable student groups. This will include identity and enhanced CRB checks alongside the take up of references (*Refer to Staff Recruitment Policy*)
- The establishment of an environment where students feel secure, are encouraged to talk and are listened to whilst they learn and develop
- Vulnerable students have their awareness of issues raised and are equipped with information to enable them to keep themselves safe
- Students know that there are staff whom they can approach if they are worried or have concerns
- Appropriate support is provided to students who have been abused
- The maintenance of an appropriate responsibility structure for child and vulnerable adult protection reporting purposes (Appendix 2)
- All staff, volunteers and governors have appropriate safeguarding training for their level of responsibility (Appendix 3)
- Procedures for identifying and reporting cases, or suspected cases of abuse are maintained (*Refer to Protection of Children & Vulnerable Adults reporting procedures*)
- Every member of staff, volunteer and governor know the name of the nominated manager for child and vulnerable adult protection issues, the deputies and their roles

- All staff and volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the nominated manager (*Refer to Protection of Children & Vulnerable Adults reporting procedures*)
- Parents/carers have an understanding of the responsibility placed on Macclesfield College/LZ6 and its staff for safeguarding through the Learner Entitlement
- Effective links with relevant agencies are developed to support enquiries regarding safeguarding matters. This will include attendance at case conferences as necessary
- Written records are kept about any concerns, even where there is no need to refer the matter immediately
- All records are kept securely, separate from the main student file, and in locked locations. Records will be kept indefinitely under “lifetime retention” after the student has left college
- Procedures for following in the event of an allegation being made against a member of staff or volunteer are maintained (*Refer to Protection of Children & Vulnerable Adults reporting procedures and Staff Disciplinary Procedures*)
- Work placements and apprenticeship placements are appropriately risk assessed (*Refer to Work Experience/Placement Policy & Risk Assessment documents*)
- All staff are aware of what constitutes inappropriate relationships with students and that it is a criminal offence under the Sexual Offences Act 2003 (abuse of position of trust) to enter into a sexual relationship with students under 18, even if that relationship is consensual (*Refer to Safeguarding Guidelines for Staff/Student Conduct*)
- Social Services are informed if there is an unexplained absence of more than two days of a student who is known to be a cared for child
- When a student who is known to be a cared for child leaves, their information is transferred to the new establishment and their social worker is informed
- Staff and volunteers are aware of how to proceed should they feel that a college decision not to report a concern is incorrect (*Refer to Protection of Children & Vulnerable Adults reporting procedures*)
- In relation to the 14-16 collaborative provision the College will operate in accordance with the Cheshire East Safeguarding protocols

## Review

This policy and related activity will be subject to an annual review by the Safeguarding Committee of Macclesfield College/LZ6 (Appendix 4). An annual report approved by this committee will be presented to Macclesfield College/LZ6 Senior Management Team and the Corporation. This will include:

- Review of policy
- Training undertaken by staff, volunteers and governors
- An update on the Safeguarding Action Plan

Approved by the Corporation 6 July 2010  
Minute 36/10 refers

## **Appendix 1 DEFINITION OF CHILD AND VULNERABLE ADULT ABUSE**

*The following 4 criteria are taken from 'Working together to safeguard children', DOH 1999.*

### **Neglect**

The persistent failure to meet a child's physical and psychological needs, likely to result in the serious impairment of their health or development. It may involve:

- Failing to provide adequate food, shelter and clothing
- Failing to protect a child from physical harm or danger
- Failure to ensure access to appropriate medical care or treatment
- Neglect of a child's basic emotional needs
- Failure to ensure satisfactory education

### **Physical Abuse**

May involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm. It may be done deliberately or recklessly, or be the result of deliberate failure to prevent injury occurring. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child. This situation is commonly described using terms such as factitious illness or Munchausen's syndrome by proxy.

### **Sexual Abuse**

Forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve:

- Physical contact including penetrative or non-penetrative acts
- Non-contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities
- Encouraging children to behave in sexually inappropriate ways, including involvement in prostitution

### **Emotional Abuse**

The persistent emotional ill-treatment of a child so as to cause severe and persistent adverse effects on their emotional development. It may involve:

- Conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person
- Age or developmentally inappropriate expectations being imposed on children
- Causing children frequently to feel frightened or in danger
- The exploitation or corruption of children

Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

### **Additional forms of abuse relevant to vulnerable adults**

#### **Financial Abuse**

Including theft, fraud, exploitation, the misuse of possessions or benefits and pressure applied in relation to financial transactions.

#### **Discriminatory Abuse**

Based on a person's disability, including harassment.

## **Appendix 2 RESPONSIBILITIES IN RELATION TO SAFEGUARDING**

Detailed guidance on responsibilities can be found in the DfES document 'Safeguarding Children in Education' (September 2004), but in summary the following should be noted:

- The Police and Social Services have the primary responsibility in the field of child protection
- The Children Act 1989 places a duty on local authorities to take steps to protect children in particular circumstances and gives certain powers to the Police so that they may take action to protect children
- Macclesfield College/LZ6 has a responsibility for reporting concerns in respect of Child and Vulnerable Adult abuse but should not investigate them, this being the responsibility of Social Services and Police departments

Therefore, all members of college staff and volunteers have responsibility for staying alert to and responding to suspicions or allegations of child or vulnerable adult abuse and reporting it as described in 1.3 of the reporting procedures.

### **Senior Staff Member with Lead Responsibility**

The designated senior member of staff with lead responsibility for Safeguarding is the Director of Customer Services and HR.

The designated senior member of staff oversees:

- The referral of cases of suspected abuse or allegations to the relevant agencies as agreed with Local Safeguarding Children Board
- The provision of advice and support to other staff on issues relating to child protection.
- The maintenance of a proper record of any child protection referral, complaint or concern (even where it does not lead to a referral)
- Ensuring that parents of children and vulnerable adults within Macclesfield College/LZ6 are aware of Macclesfield College/LZ6's Safeguarding policy
- Liaison with the Local Authority and Local Safeguarding Children Board and other appropriate agencies
- Ensuring that staff receive basic training in safeguarding issues and are aware of Macclesfield College/LZ6 reporting procedures
- The provision of an annual report to the governing body of Macclesfield College/LZ6 setting out how Macclesfield College/LZ6 has discharged its duties

This designated senior member of staff will have received training in child protection issues and inter-agency working as required by the Local Safeguarding Children Board, and will receive refresher training at least every two years.

### **Designated Child Protection Officer**

The designated Child Protection Officer with responsibility for Safeguarding is the Student Services Manager.

This designated member of staff is responsible for:

- Reporting to the senior member of staff with lead responsibility
- Liaising with the Local Authority and Local Safeguarding Children Board and other appropriate agencies
- Liaising with secondary schools which send pupils to Macclesfield College/LZ6 to ensure that appropriate arrangements are made for the pupils
- Liaising with employers and training organisations that receive College students (16-18 and vulnerable adults) on long term placements to ensure that appropriate safeguards are put in place via Student Work Placement officers

- Making appropriate referrals to relevant agencies
- Providing advice and support to other staff on issues relating to safeguarding
- Maintaining a proper record of any child protection referral, complaint or concern (even where that does not lead to a referral)
- Being available to listen to young people studying at Macclesfield College/LZ6
- Dealing with individual cases, including attending case conferences and review meetings as appropriate
- Ensuring that staff receive basic training in safeguarding issues and are aware of Macclesfield College/LZ6 reporting procedures
- The provision of an annual report to the governing body of Macclesfield College/LZ6 setting out how Macclesfield College/LZ6 has discharged its duties

Deputies to support the nominated member of staff have been identified as the Senior Personal Tutor, Personal Tutor for 14-16 year olds and the Learning Support Co-ordinator.

They will have received training in child protection issues and inter-agency working as required by the Local Safeguarding Children Board, and will receive refresher training at least every two years.

**Macclesfield College/LZ6 Corporation** has responsibility for ensuring that appropriate and effective Safeguarding measures are in place and that reporting procedures are being followed.

#### **Designated Governor**

The College has a designated member of the governing body with responsibility for Safeguarding.

The designated governor is responsible for liaising with the Principal and Staff members with responsibility over matters regarding child protection, including:

- Ensuring that Macclesfield College/LZ6 has procedures and policies which are consistent with the Local Safeguarding Children Board procedures
- Ensuring that the governing body considers Macclesfield College/LZ6 policy on safeguarding each year
- Ensuring that each year the governing body is informed of how Macclesfield College/LZ6 and its staff have complied with the policy, including but not limited to a report on the training that staff have undertaken

The designated governor is responsible for overseeing the liaison between agencies as defined by Local Safeguarding Children Board in connection with allegations against the Principal or the Senior Staff Member with Lead Responsibility. This will not inform undertaking any form of investigation, but will ensure good communication between the parties and provide information to assist enquiries.

To assist in these duties the designated governor shall receive appropriate training (as directed by the Local Safeguarding Children Board).

**Macclesfield College/LZ6 Principal** has responsibility for ensuring that the Safeguarding Policies and Reporting Procedures adopted by the Governing Body are fully implemented and for creating a positive culture for safeguarding children and vulnerable adults.

**Macclesfield College/LZ6 Safeguarding Committee** will oversee and review Child and Vulnerable Adults reporting procedure arrangements. The Terms of Reference and Membership are given at appendix 4.

### **Appendix 3 SAFEGUARDING TRAINING**

- The Director of Customer Services and HR and the Student Services Manager (together with nominated deputies) will receive training in Safeguarding and inter-agency working that is provided by, or to standards agreed by the Local Safeguarding Children Board, and refresher training at 2 yearly intervals to keep their knowledge up to date.
- The Principal and all other staff, and the nominated Governor will be provided with training to equip them to carry out their responsibilities for Safeguarding effectively, and refresher training at 3 yearly intervals.
- All full time and part time staff will receive basic awareness training for Safeguarding at induction and additional training as appropriate. Refresher training will be provided at 3 yearly intervals or earlier if changes in legislation.
- Temporary (hourly paid) staff and volunteers will be made aware of Macclesfield College/LZ6's arrangements for Safeguarding and their personal responsibilities.

## **Appendix 4 SAFEGUARDING COMMITTEE**

### **TERMS OF REFERENCE**

1. To review termly and assess the effectiveness and appropriateness of:
  - Any activity related to the Safeguarding Policy and Reporting Procedure
  - Training undertaken by staff, volunteers and governors in relation to Safeguarding
  - The content of the Safeguarding Policy and Reporting Procedure
  - The Safeguarding Action Plan
2. To agree the content of an annual report on the above with recommendations for developments. The report to be received and the recommendations considered by the Senior Management Team and forwarded to Macclesfield College Corporation via the Teaching and Learning Standards Committee.

### **Proposed Membership**

Director of Customer Services and HR (Senior Staff Member with Lead Responsibility)  
Student Services Manager (Chair)  
Governor with responsibility for Safeguarding  
College Counsellor  
A Head of School  
Inclusive Learning Co-ordinator  
Connexions Advisor  
A Personal Tutor to full-time students  
Estates Manager  
Human Resources Manager  
Tutor responsible for Adult Entry Level Provision  
A representative from the IT department  
Apprenticeship Co-ordinator