Name of Policy: SAFEGUARDING POLICY

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

Author / Job Title: Principal

Equality Assessment By Whom: Jonathan Disley  Date: July 2012

Version: 4  Date of next review (month & year): 01/2015

Approved by:

- Senior Manager  Date: 28 April 2014
- SMT  Date: 28 April 2014
- Corporation  Date: 8 July 2014 – minute 28/14 refers

Related policies or procedures or parent policy if applicable:
- Child & Adults at Risk Protection Policy and Procedures
- Work Related Learning Policy
- Health and Safety General Statement
- Risk Assessment documentation
- Safer Recruitment & Vetting Policy and Procedures
- Tutorial Scheme of Work
- Student Anti-Harassment and Bullying Policy
- Staff Disciplinary Procedures
- Student Disciplinary Procedures
- E-Safety Policy
- Social Media Policy
- 14-16 Safeguarding Statement
- Keeping Children Safe in Education (2014)
- Working together to Safeguard Children (2013)
- CESCB Procedures Manual

Groups/bodies consulted in the development of the policy: 

To be published on College website: Yes
SAFEGUARDING POLICY

Purpose
The Government has defined the term ‘safeguarding’ 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.’

The Corporation recognises it has a statutory and moral duty to ensure that Macclesfield College functions with a view to safeguarding and promoting the welfare of ALL students receiving education and training at the College. The College’s Safeguarding Policy is approved by the Corporation. There is a nominated Member of the Corporation who receives additional training in Safeguarding matters and who is a Member of the Safeguarding Strategy Committee.

Scope: All students, staff, governors and visitors to the site

Responsibility: The Corporation
Principal
Designated Safeguarding Lead (DSL)
Safeguarding Strategy Committee

Objectives
The objectives of Safeguarding are to help keep all students safe through:

1 The provision of a safe and healthy environment for students in which to learn
2 Delivering an appropriate safeguarding curriculum through tutorial and learning programmes
3 Ensuring Human Resources policies and procedures contain effective safeguarding measures
4 Appropriately meeting the needs of vulnerable students (those at risk of not achieving due to negative external factors or non-academic issues such as homelessness, cared for, care leavers or anyone that has required a risk assessment.)
5 Providing staff with safeguarding training consistent with their responsibilities.
6 Having appropriate measures in place to challenge and minimise the impact of bullying and harassment
7 Dealing effectively with concerns relating to the protection of children and adults at risk

POLICY
Safeguarding at a strategic level is led by the Principal with additional support from 7 Managers responsible for a specific area of safeguarding. The areas are:
• HR policies and practices – Head of Human Resources
• Every Learner Matters/Tutorial – Head of 14-19 Vocational Curriculum
• Protection of Children and Adults at Risk – Head of Student Services & Support
• Health and Safety – Health & Safety Officer
• Educational Visits/Work Placement – Vice Principal Curriculum and Quality
• E-Safety – Head of Information Technology, Learning Resources and E Learning
• Apprenticeship – Head of Business Development.

Please see Appendix 1 for the terms of reference for the Safeguarding Strategy Committee.

Confidentiality
The general rule is that staff should make clear that there are limits to confidentiality, at the beginning of the conversation. These limits relate to ensuring student’s safety and well-
being. The learner will be informed when a confidence has to be broken for this reason and will be encouraged to do this for themselves whenever this is possible.

The College will achieve the objectives of Safeguarding by ensuring:

HR policies and practices
- That robust Human Resources policies are adhered to and monitored through staff appraisals
- The practice of safe recruitment in checking the suitability of all staff, volunteers and service providers to work with all student groups, including identity checks and valid references is adhered to
- All governors, staff, volunteers and service providers have an up-to-date DBS check at the appropriate level compliant with the College’s agreed HR policies. This also applies to College nominated governors of the Academy
- 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
- All staff, volunteers and governors have appropriate safeguarding training for their level of responsibility

Every Learner Matters
- The Anti-Bullying and Harassment and the Disciplinary policies and procedures are adhered to and monitored
- All students will receive tutorial support appropriate to their age, stage and programme and tutorial programmes are designed to support students’ learning and development
- The establishment of a learning environment where students feel secure, are encouraged to talk and are listened to whilst they learn and develop
- That Parents/Carers are informed of the College’s Safeguarding policy and Child Protection policy and procedures in a timely manner

Child Protection and Adults at Risk
- Separate Child and Adult at Risk Protection Policy and Procedures are adhered to
- 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
- Students are informed of the support available if they are worried or have concerns

Health and Safety
- Appropriate training and guidance is provided to all staff and students to ensure they understand their responsibilities
- Appropriate systems of inspection, monitoring and review are maintained
- That staff, students and visitors follow safe working practices at all times
- Health and Safety Inductions for all students are comprehensive and monitored

Work Placement
- That a robust Work Placement policy and procedures are adhered to and monitored
- That staff and students are provided with the appropriate training and students are supervised throughout their placement
- That all school pupils are provided with the appropriate guidance and support whilst on site and that staff are aware of the particular requirements of this cohort
- That all employers are fully briefed on their obligations relating to the College’s Safeguarding Policy
E-Safety
• That a robust E-Safety policy and procedures are adhered to and monitored
• Students and staff are educated and supported in staying safe online which is the subject of a specific E-Safety Policy

Apprenticeship
• Apprentices are appropriately trained and risk assessed in the work place
• That all employers are fully briefed on their obligations relating to the College’s Safeguarding Policy

SAFEGUARDING TRAINING
In all cases Human Resources will work with the Designated Manager to ensure that all staff receive the appropriate training in a timely manner and that all training is reviewed annually.

HR policies and practices
Human Resources will provide
• All full time and part time staff with basic awareness training for Safeguarding at induction and additional training as appropriate
• All staff responsible for recruitment with training on safer recruitment procedures
• Temporary (hourly paid) staff and volunteers with information on the College’s arrangements for Safeguarding and their personal responsibilities

Every Learner Matters
The Head of Student Services & Support will provide
• Training for all staff on the Anti-Bullying and Harassment policy and procedures
• Training for all staff on the Disciplinary policy and procedures
• Guidance and materials for all appropriate staff on safeguarding topics for inclusion in tutorial.

Protection of Children and Adults at Risk
The DSL will ensure
• The Principal, nominated governor, nominated deputies and themselves attend the required multi agency Child Protection training and thereafter refresher training at 2 yearly intervals
• All other staff are trained appropriately to enable them to carry out their responsibilities for child protection effectively, and refresher training at 3 yearly intervals.

Health & Safety
The Health & Safety Officer will
• Provide all appropriate staff with training on the correct procedures for educational visits – i.e. risk assessments, emergency procedures etc
• Work with the Learning Support Co-ordinator to ensure timely completion of Personal Emergency Evacuation Plans
• Provide training for staff to ensure effective Health and Safety inductions
• Provide training for staff in the completion of Risk Assessments for vulnerable students

Work Placement/Educational Visits
The Vice Principal for Curriculum and Quality will ensure
• Training to enable staff to undertake appropriate work placement/educational visits risk assessments takes place
• Training for staff on protocols relating to 14-16 year olds on site
**E-Safety**
The Head of Information Technology, Learning Resources and E Learning will provide:

- All appropriate staff with training on the correct use of technology, identifying hazards, how to deal with them and in particular safe working practices for social network sites.
- All students educated via Moodle on E-safety

**Apprentices**
The Head of Business Development will ensure

- Training to enable staff to undertake appropriate risk assessments relating to apprenticeships takes place, this will include advising both the employer and apprentice of the College’s Safeguarding Policy

**REVIEW & REPORTING**

Strategic issues regarding Child Protection and Anti-Bullying and Harassment issues will be discussed by the Safeguarding Strategy Committee half termly.

Child Protection and Anti-Bullying and Harassment issues will be reported to the SMT monthly.

A termly report on how the College is achieving the objectives of the Safeguarding Policy will be presented to the Safeguarding Strategy Committee, Teaching & Learning Standards Committee and the Corporation.

This policy and related activity will be subject to an annual review by the Safeguarding Strategy Committee, which will make any appropriate recommendations to the Teaching and Learning Standards Committee and to the Corporation.

**RECORD KEEPING**

All records pertaining to Safeguarding including those relating to Child Protection referrals will be kept in line with the College Data Protection Policy ie end of registered student relationship with the College plus 6 years.

Anti-Bullying and Harassment records will be held centrally by the Head of Student Services & Support and copies will be available on the student’s file. In both cases records will be sealed and archived on site.
Appendix 1  SAFEGUARDING STRATEGY COMMITTEE

TERMS OF REFERENCE

1. To review half termly and assess the effectiveness and appropriateness of:
   - any activity related to the Safeguarding Policy
   - training undertaken by staff, volunteers and governors in relation to Safeguarding
   - the content of the Safeguarding Policy
   - the Safeguarding Action Plan

2. To agree the termly report on the above with recommendations for developments. The report to be received and the recommendations considered by the Safeguarding Strategy Committee and forwarded to Macclesfield College Corporation via the Teaching and Learning Standards Committee.

Proposed Membership

Principal (Senior Staff Member with Lead Responsibility) (Chair)
Governor with responsibility for Safeguarding
Vice Principal for Curriculum and Quality
Vice Principal for Finance and Resources
Head of Human Resources
Head of Technology, Learning Resources and E-Learning
Head of Student Services and Support
Head of Quality & Professional Development
Head of 14-19 Vocational Curriculum
Head of Business Development
Curriculum Manager
Health and Safety Officer
Appendix 2  ABUSE DEFINITIONS OF CHILDREN AND ADULTS AT RISK

The following criteria are taken from ‘Working together to safeguard children’, DOH 1999, and are also included in full in the local Cheshire Child Protection Committee procedures manual.

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.
- Child sexual exploitation (CSE): is a form of sexual abuse that involves the manipulation and/or coercion of young people under the age of 18 into sexual activity in exchange for things such as money, gifts, accommodation, affection or status

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.

Domestic Abuse
Domestic abuse is defined as any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between individuals aged 16 years and over who are or have been intimate partners or family members regardless of gender or sexuality.
Additional forms of abuse relevant to Adults at Risk

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

Discriminatory Abuse
This includes discrimination on the basis of race, culture, language, religion, gender, age, sexuality or disability and includes hate crime incidents

Unlawful deprivation of liberty
Restrictions or restraint can take away a person's freedom and so deprive them of their liberty. This may happen if restraint is used frequently or for extended periods, or a number of different restrictions are in place. There is no clear definition of when the use of restrictions and restraint crosses the line to depriving a person of their liberty.

Institutional
Institutional abuse occurs when the systems, processes and/or management of these is failing to safeguard a number of adults leaving them at risk of, or causing them, harm.