

1. Policy Aim

- 1.1 Darlington College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, governors, volunteers and partners working in College to share this commitment.
- 1.2 This policy and associated procedures have been developed to ensure that the Governing Body complies with statutory duties under Section 175 of the Education Act 2002 and in response to Government statutory guidance, including Working Together to Safeguard Children 2019 and Keeping Children Safe in Education Statutory Guidance 2020, about the College's role in safeguarding and promoting the welfare of young people and vulnerable adults attending the College. This policy covers students on all types of provision including apprenticeships and HE where appropriate.
- 1.3 Keeping Children Safe in Education, Sept 2021 details the definition of Safeguarding to reflect the key focus of mental health:

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment;
 - preventing the impairment of children's mental and physical health or development;
 - ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
 - taking action to enable all children to have the best outcomes.
- Staff are well placed to identify behaviour that suggests children may be experiencing mental health problems or those at risk of developing one.
 - All staff should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.
 - **All staff must have awareness of where children have suffered abuse, neglect, trauma, child adverse experiences that these can have an impact of a child's mental health, attendance, behaviour and education attainment.**
 - Staff should have awareness of the long-lasting impact of abuse, neglect, trauma and child adverse experiences on mental health, behaviour and education.
 - Where a child has mental health issues and there are safeguarding concerns staff should implement child protection procedures.

Child Protection - Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

REV NO	0	1	2	3	4	5	6	7
DATE	03.03.05	22.02.06	01.03.06	26.04.06	23.05.07	09.06.08	16.03.10	20.08.10
REV NO	8	9	10	11	12	13	14	15
DATE	20.06.11	04.07.12	03.07.13	09.07.14	28.01.16	25.02.16	1.8.16	18.10.16
REV NO	16	17	18	19	20	21		
DATE	03.09.18	16.5.19	13.8.19	24.9.19	6.8.20	6.9.21		

No single professional can have a full picture of a child’s needs and circumstances. If children and families are to receive the right help at the right time, **everyone** who comes into contact with them as a role to play in identifying concerns, sharing information and taking prompt action.

Definitions for the purpose of this policy

1.4 A child is anyone who has not reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Children’s Act 1989. The Act gives every child the right to protection from all forms of abuse and exploitation and the right to have enquiries made to safeguard their welfare and wellbeing.

A ‘vulnerable adult’ is someone aged 18 and over who is, or may be, affected by a physical or mental impairment or learning difficulty.

1.6 This policy will apply to subcontracted partner organisations in so far as they do not have their own policy, which has been reviewed as being acceptable by the College.

2. Policy Statements

2.1 Safeguarding is the responsibility of all staff. The College will therefore:

- Provide and maintain a safe environment where students feel secure, are encouraged to talk and are listened to.
- Ensure students know that there are staff in the College whom they can approach if they do not feel safe or if they are worried.
- Take reasonable measures to ensure that risks of harm to children, young people and vulnerable adults are minimised and, where there are welfare concerns identified, take appropriate action to address them in partnership with other agencies.
- Include opportunities in the curriculum for students to develop the skills they need to recognise and stay safe from abuse, including learning how to stay safe online
- Ensure all staff undertake appropriate safeguarding induction and training.
- Have clear procedures for reporting and dealing with allegations of abuse against staff.
- Ensure the safe recruitment of staff.
- Have a whistle blowing procedure whereby staff can report concerns to the Principal and Chief Executive.

REV NO	0	1	2	3	4	5	6	7
DATE	03.03.05	22.02.06	01.03.06	26.04.06	23.05.07	09.06.08	16.03.10	20.08.10
REV NO	8	9	10	11	12	13	14	15
DATE	20.06.11	04.07.12	03.07.13	09.07.14	28.01.16	25.02.16	1.8.16	18.10.16
REV NO	16	17	18	19	20	21		
DATE	03.09.18	16.5.19	13.8.19	24.9.19	6.8.20	6.9.21		

- Ensure staff are aware of and vigilant to the threat of radicalisation of young people and have the confidence to report their concerns to the Safeguarding team
- Promote the ethos of the Prevent agenda by encouraging free and open debate but challenging extreme views.
- Not host or allow its premises to be used by extreme groups and will seek to prevent the distribution of extreme literature.
- Provide appropriate support through its own staff or by referral to external agencies for any student in danger of radicalisation.
- Carry out reasonable checks, (in regards to extremism and other risks) on all visitors who are intending to work with children or address groups of children.
- Ensure there is a written plan in place that has a clear and agreed procedure to protection a child for children under child protection, Child in need and Looked after children.
- Mandatory reporting of FGM
- Peer on Peer abuse
- Vulnerable groups, including children with Sen and disabilities
- Safer recruitment one panel member of interview panel would have attended safer recruitment training
- Support the Darlington Safeguarding Partnership and work with all agencies in order to safeguard our students.

Early Help

‘All school and college staff should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child’s life, from the foundation years through to the teenage years. In the first instance staff should discuss early help requirements with the Safeguarding Team’.
 KCSiE, Sept 2021

2.2 Darlington College recognises that members of staff and students have a part to play in safeguarding and promoting the welfare of children, young people and vulnerable adults and preventing their abuse. All concerns, allegations or suspicions will be taken seriously and discussed with the College’s nominated members of staff, in line with the College’s Safeguarding Procedures. See SAF03P which details how the college will deal with all issues of safeguarding and protection of vulnerable adults.

2.3 The responsibility for investigating such cases lies with other agencies to whom concerns, allegations and suspicions will be referred.

REV NO	0	1	2	3	4	5	6	7
DATE	03.03.05	22.02.06	01.03.06	26.04.06	23.05.07	09.06.08	16.03.10	20.08.10
REV NO	8	9	10	11	12	13	14	15
DATE	20.06.11	04.07.12	03.07.13	09.07.14	28.01.16	25.02.16	1.8.16	18.10.16
REV NO	16	17	18	19	20	21		
DATE	03.09.18	16.5.19	13.8.19	24.9.19	6.8.20	6.9.21		

2.4 The College operates safer recruitment procedures in relation to the recruitment of staff and volunteers in accordance with Government Guidelines and will ensure that appropriate checks on new staff are completed (Recruitment and Selection Procedure: http://staff-intranet/Atlas_Schools/display.asp?which=4579).

2.5 The College has developed a clear safeguarding code of conduct that staff understand and agree to at induction. The code of conduct offers guidance to staff on the way they should behave when working with students. Poor and unsafe practice will be challenged.

The college has clear procedures in place for reporting concerns regarding staff /volunteers conduct or if there is a suspicion or allegation of abuse against a staff member and will liaise with the Designated Officer in the Local Authority where appropriate in line with government guidance and local safeguarding procedures.

2.6 Where the services or activities are provided separately by another body, using the College premises, the College will seek assurance that the body concerned has appropriate policies and procedures in place which are acceptable to the College. Relevant risk assessments will be completed by outside agencies wishing to use College premises.

3. Working with other Agencies

3.1 The College will contribute to effective partnership working between all those involved with providing services for young people and vulnerable adults.

3.2 Darlington Safeguarding Partnership is made up of representatives from key partners: Local Authority, Police and NHS. The College will have representation on this Partnership.

3.3 The College recognises the importance of multi-agency working and will ensure that staff are able to attend all relevant meetings including case conferences, core groups and strategy and Team around the Child meetings.

3.4 The College will work with partners to provide a coordinated offer of early help when additional needs of children are identified.

3.5 The College will work in liaison with local authority Channel panels in relation to any referrals of identified individuals vulnerable to being drawn into terrorism.

4. Linked Procedures

REV NO	0	1	2	3	4	5	6	7
DATE	03.03.05	22.02.06	01.03.06	26.04.06	23.05.07	09.06.08	16.03.10	20.08.10
REV NO	8	9	10	11	12	13	14	15
DATE	20.06.11	04.07.12	03.07.13	09.07.14	28.01.16	25.02.16	1.8.16	18.10.16
REV NO	16	17	18	19	20	21		
DATE	03.09.18	16.5.19	13.8.19	24.9.19	6.8.20	6.9.21		

4.1 Safeguarding Procedure

The College procedure provides definitions of ‘child’, ‘vulnerable adult’ and outlines categories of abuse and staff responsibilities in relation to the Early Help Assessment, safeguarding referrals and procedures for managing allegations against staff. **The Safeguarding Procedure details with all aspects of safeguarding and how the College deals with a variety of situations.**

However, certain aspects are outlined below:

- **Peer-on-peer abuse** – All aspects of peer-on-peer abuse are treated seriously by the College and the procedures for dealing with this are outlined in the Safeguarding Procedure this includes how the college deals with sexual harassment and violence
- **Child protection procedures and record keeping** – The procedures are all outlined in the safeguarding procedure. Records are kept confidentially by the safeguarding team on CPOMs
- **Multi-agency safeguarding arrangements** – The College works with the Darlington Safeguarding Partnership and the Local Authorities in order to support multi-agency working
- **Serious violence and CE and CSE** – This is outlined in the Safeguarding Procedure
- **Low level staff concerns – report arrangements** – Concerns around staff are reported to the HR department and to the Deputy Principal and College procedures are followed
- **EHE** – students who have been home educated are welcomed into the college and supported to reach their full potential. Pre16 EHE students are infilled into programmes or onto specific pre16 programmes and all safeguarding measures are followed and information shared with the Local Authority.

Other relevant procedures – Student Harassment and Bullying, Drug and Substance Misuse and Health and Safety Policy and Complaint procedure; Prevent Strategy and Action Plan.

5. Roles and Responsibilities

5.1 All staff working with or on behalf of children, young people or vulnerable adults have a responsibility to protect them. All staff at induction are required to read Keeping Children Safe in Education: Information for all School and College Staff and attend mandatory training with a refresher every three years. In addition to this all staff will receive safeguarding and child protection updates such as e-bulletins and staff meetings as required but at least annually to provide them with relevant skills and knowledge to safeguarding children effectively. Staff are also required to follow the Safeguarding Code of Conduct.

REV NO	0	1	2	3	4	5	6	7
DATE	03.03.05	22.02.06	01.03.06	26.04.06	23.05.07	09.06.08	16.03.10	20.08.10
REV NO	8	9	10	11	12	13	14	15
DATE	20.06.11	04.07.12	03.07.13	09.07.14	28.01.16	25.02.16	1.8.16	18.10.16
REV NO	16	17	18	19	20	21		
DATE	03.09.18	16.5.19	13.8.19	24.9.19	6.8.20	6.9.21		

All staff to read Part 1 KCSIE and understand updates to KCSiE and role regarding safeguarding responsibilities, including online safety, mental health, CSE and CCE.

There are however, key people within the College and the local authority who have specific responsibilities under safeguarding procedures namely the Deputy Principal and Designated Safeguarding Lead, Safeguarding Manger and Safeguarding and Transitions Officer.

5.2 The Corporation Board will nominate one Corporation Board member to oversee the governance of safeguarding within the College.

The role of the nominated governor for safeguarding is to ensure that the college has an effective policy that locally agreed procedures are in place, and that the policy and structures supporting safeguarding students are reviewed annually. Governors must not be given details relating to individual safeguarding cases or situations to ensure confidentiality is not breached.

5.3 The college will designate a member of the Executive to have specific responsibility for safeguarding, together with a number of designated deputies who will have responsibility for the implementation of the safeguarding policy and procedures.

It is the role of the designated staff to ensure that the safeguarding procedures are followed and to make appropriate, timely referrals to children’s social care in accordance with the locally agreed procedure. Additionally, it is the role of the designated safeguarding staff to ensure all staff employed, including temporary staff and volunteers, within the College are aware of the College’s internal procedures, to advise staff and to offer support to those requiring this.

5.4 Outside of normal College hours the Duty Manager will take responsibility for safeguarding.

5.5 Appropriate induction, training and support will be arranged for the designated member of the Executive, designated deputies and duty manager. The Safeguarding Team will complete the Designated Safeguarding Lead training every 2 years and update annually.

5.6 The designated member of the Executive will provide mid-year and annual reports to the Governing Body detailing any changes to the policy and procedures; training undertaken by all staff and governors, providing an overview of safeguarding matters and any other relevant issues.

REV NO	0	1	2	3	4	5	6	7
DATE	03.03.05	22.02.06	01.03.06	26.04.06	23.05.07	09.06.08	16.03.10	20.08.10
REV NO	8	9	10	11	12	13	14	15
DATE	20.06.11	04.07.12	03.07.13	09.07.14	28.01.16	25.02.16	1.8.16	18.10.16
REV NO	16	17	18	19	20	21		
DATE	03.09.18	16.5.19	13.8.19	24.9.19	6.8.20	6.9.21		

- 5.7 All staff with concerns about a safeguarding issue will report to a designated member of staff.
- 5.8 The Corporation Board of Darlington College actively supports and promotes equality and diversity in all matters relating to education and employment. Consequently the Corporation Board aims to identify and eliminate attitudes, practices and procedures which discriminate against people on grounds of age, gender, race, sexual orientation, disability, religion/belief, gender re-assignment, pregnancy and maternity, social background, marital status, civil partnership, nationality/citizenship or any personal characteristic of the individual(s) and where the actions or comments of another person(s) are viewed as demeaning and unacceptable to the recipient.
- 5.9 The Deputy Principal responsible for monitoring this policy will provide reports and recommendations to the Executive and Corporation Board as appropriate.

6. Approval

The College Safeguarding policy and procedure will be submitted annually to the Darlington Safeguarding Partnership for approval.

7 Retention of Records (NSPPCC Guidance, April 2019)

Child Protection files should be passed to any new school a child attends (Information and Records Management Society (IRMS), 206; Department of Education, 2016; Department for Education (DfE), 2018).

The file should be kept until the child is 25 (this is 7 years after they reach the school leaving age).

If concerns have been raised about an adult’s behaviour around children, the general rule is that you should keep the records until they reach the age of 65 or for 10 years – whichever is the longer. This applies to volunteers and paid staff. Records should be kept for the same amount of time regardless of whether the allegations were unfounded. However, if you find that allegations are malicious we are required to destroy the record immediately.

Key Documents:

Link to new document can be found here <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

REV NO	0	1	2	3	4	5	6	7
DATE	03.03.05	22.02.06	01.03.06	26.04.06	23.05.07	09.06.08	16.03.10	20.08.10
REV NO	8	9	10	11	12	13	14	15
DATE	20.06.11	04.07.12	03.07.13	09.07.14	28.01.16	25.02.16	1.8.16	18.10.16
REV NO	16	17	18	19	20	21		
DATE	03.09.18	16.5.19	13.8.19	24.9.19	6.8.20	6.9.21		

[Link to guidance Covid-19safeguarding-in-schools-colleges-and-other-providers](#)

New Guidance referenced within document

- [National Police Chief’s Council guidance when to call the Police](#)
- [Covid-19safeguarding-in-schools-colleges-and-other-providers](#)
- [Mental-health-and-behaviour-in-schools—2](#)
- [Preventing and tackling bullying advice.pdf](#)
- <https://www.gov.uk/government/publications/data-protection-toolkit-for-schools>
- [Review-of-children-in-need/review-of-children-in-need](#)
- <https://campaignresources.phe.gov.uk/schools/topics/rise-above/overview>
- **Annex A** – Safeguarding Information for School and College Staff
- **Annex C** – Role of the Designated Safeguarding Lead
- **Annex G** – Guide to the changes in the 2021 version of KCSiE

Approved by the College Executive Board

Signed: 

Kate Roe
(Principal/Chief Executive)

Date: 8.9.21

Endorsed by the College Corporation

REV NO	0	1	2	3	4	5	6	7
DATE	03.03.05	22.02.06	01.03.06	26.04.06	23.05.07	09.06.08	16.03.10	20.08.10
REV NO	8	9	10	11	12	13	14	15
DATE	20.06.11	04.07.12	03.07.13	09.07.14	28.01.16	25.02.16	1.8.16	18.10.16
REV NO	16	17	18	19	20	21		
DATE	03.09.18	16.5.19	13.8.19	24.9.19	6.8.20	6.9.21		

Signed:



Mr Pat Howarth
 (Chairman)

Date: 03/02/16

REV NO	0	1	2	3	4	5	6	7
DATE	03.03.05	22.02.06	01.03.06	26.04.06	23.05.07	09.06.08	16.03.10	20.08.10
REV NO	8	9	10	11	12	13	14	15
DATE	20.06.11	04.07.12	03.07.13	09.07.14	28.01.16	25.02.16	1.8.16	18.10.16
REV NO	16	17	18	19	20	21		
DATE	03.09.18	16.5.19	13.8.19	24.9.19	6.8.20	6.9.21		