



Child Protection and Safeguarding Policy and Procedure

Myerscough College is fully committed to the well-being of learners and staff and those who have direct links with the organisation. The College actively promotes the positive welfare of children, and expects all staff, volunteers and partners, including employers and work placement providers, to endorse and always practise this commitment.

The Principal, Corporation and all staff at Myerscough College regard each learner as a unique individual and therefore seek to support their development in ways which will foster security, confidence and independence. We recognise that high self-esteem, peer support, a safe and secure College and work placement environment together with clear lines of communication with trusted adults helps all learners, children and adults. These are regarded as central to the wellbeing of the individual and are therefore seen to be an intrinsic part of all aspects of the curriculum and ethos of the College.

The aim of the policy is to safeguard all College learners, particularly children and those with identified needs at all College centres, work placements and when taking part in a college activity. We have a duty to safeguard the College Corporation, all staff, volunteers and partners when carrying out their duties in teaching, supervising and supporting learners at all College centres, other external facilities, in the workplace or by distance learning.

The College has a duty to ensure that leaders and managers put in place arrangements to:

- Identify children and learners who may need help or are at risk of neglect, abuse, grooming or exploitation.
- Help prevent abuse by raising awareness among students or safeguarding risks and how and where to get help and support if they need it.
- Help those students who are at risk of abuse and need for early help or statutory social care involvement, keeping accurate records, making timely referrals where necessary and working with other agencies to ensure students get the help and support they need.
- Manage allegations about adults who may be a risk and check the suitability of staff who work with children, students and vulnerable adults.

This policy applies to:

- All learners, particularly children and those who have additional or high needs.
- All Corporation members, staff, volunteers, external support workers and partners and families living and working at all College centres, other external facilities, in the workplace or by distance learning.

The College will collect and use personal data to safeguard its staff, students and others as necessary.

Myerscough College
Addendum to Child Protection and Safeguarding Policy: COVID-19
April 2020

Context

From 20th March, schools and colleges were asked to keep students at home, wherever possible, and for schools and colleges to remain open for those children and young people of care workers critical to the Covid-19 response who absolutely needed to attend.

Schools and colleges were asked to provide care for other children and young people who are vulnerable and cannot be safely cared for at home.

The addendum to the Myerscough Child Protection and Safeguarding Policy contains details of our individual safeguarding arrangements in relation to:

- ◆ Context
- ◆ Vulnerable children and young people
- ◆ Attendance monitoring
- ◆ Designated Safeguarding Lead and designated deputies
- ◆ Safeguarding Reporting
- ◆ Safer recruitment (including volunteers)
- ◆ Safeguarding induction and training
- ◆ Allegations or concerns about members of staff
- ◆ Online Safety
- ◆ Support for students
- ◆ Work Experience and Work Based Learning
- ◆ Residential
- ◆ Peer on peer abuse
- ◆ Domestic Abuse

Vulnerable Children and Young People

The College has followed national guidance for the identification and support requirements for vulnerable students.

The Department for Education states the definition of vulnerable children. *'Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans. Those who have a social worker include children who have a child protection plan and those who are looked after by the local authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989'*

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>

The College has put in place specific arrangements:

- Students with an EHCP
- Students who have a social worker on a child protection plan or deemed as being in need or otherwise meet the definition in section 17 of the Children Act 1989
- Looked after children and care leavers

‘Those with an EHC plan should be risk-assessed by college in consultation with the local authority (LA) and parents, to decide whether they need to continue to be offered a college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many young people with EHC plans can safely remain at home’.

Extracts from: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>, accessed 06.04.20

The College will support other students who are vulnerable by continually assessing the level of need, identifying support strategies as appropriate.

Senior leaders and other managers, especially the Designated Safeguarding Lead and Head of Inclusive Learning and their teams know who our most vulnerable students are. They have the flexibility to discuss the support required for all students including those on the edge of receiving children and adults social care support.

More students may be added following discussions and contact with students, their families and carers, external support agencies and local authorities and college staff.

Eligibility for free college meals should not be the determining factor in assessing vulnerability.

Myerscough College will continue to work with and support children and adult’s social workers to help protect vulnerable students. This includes working with and supporting social workers and the local authorities virtual school heads/ teams for looked after and care leavers. The lead person for this will be Lisa Hartley who will work closely with the pastoral, safeguarding support and inclusive learning teams.

Each of these students has an individual plan with other agencies involved where involved in their care, including where appropriate their social worker and the Virtual School Head for Looked After Children.

Attendance Monitoring

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance. National guidance on attendance monitoring has been produced by the Department for Education. The data is intended to help build a national picture of educational provision so that focused support can be more effective, the impact of the virus can be monitored and ensure that students are safe. Daily attendance data, including nil returns are completed in line with national expectations. This will be completed and returned by the MIS team.

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

Designated Safeguarding Leads

Role	Name	Contact
Designated Safeguarding Lead	Lisa Hartley	lhartley@myerscough.ac.uk 07407304267
Deputy DSL	Rebekah Giles	rgiles@myerscough.ac.uk 07741324913
Deputy DSL	Carol Kirkham	ckirkham@myerscough.ac.uk 07818267807
Deputy DSL	Robert Kay	rkay@myerscough.ac.uk 07947769041
Deputy DSL (Croxteth)	Nikki Lamb	nlamb@myerscough.ac.uk 01995 642297
Safeguarding Governor	Jane Booker	c/o rmatthews@myerscough.ac.uk
Safeguarding referral	safeguarding@myerscough.ac.uk	

The College approach ensures that a DSL is always on duty and this will continue during this time with staff working from home, if not on site. If students are on site, a DSL will be on site, if possible but will always be on a duty rota and accessible by phone or video call.

In the unusual circumstances that a DSL is not contactable, any member of the Senior Leadership Team can be contacted. DSLs will be available via phone, email or video calls.

Key staff within the student support teams will also be working closely with the Safeguarding Leads. Contacts and liaison with external agencies including social workers and attendance at multi-agency meetings will continue as per local guidance, many being remote meetings.

Safeguarding Reporting

Reporting a safeguarding concern:

Staff will continue to follow the Child Protection and Safeguarding Policy and procedure and advise the safeguarding leads immediately about concerns they have about any student regardless of where they are studying (eg studying from home during closure, during college holiday periods). COVID-19 means a need for increased vigilance due to the pressures on services, families and young people, rather than a reduction in our standards.

Staff should continue to follow the college procedure and:

- report safeguarding concerns immediately and without delay to the designated safeguarding lead
- complete a safeguarding alert form, which can be found on staff intranet in the safeguarding section
- ensure that the safeguarding alert has been received
- emails should be sent to safeguarding@myerscough.ac.uk unless specifically directed by a safeguarding lead

If staff do not have remote access to the staff intranet they must still make the referral immediately by contacting a designated safeguarding lead by telephone.

You must not leave a voice mail or email without speaking to a safeguarding lead.

If you are unable to contact a member of the safeguarding team you may contact a member of the senior leadership team who will try to locate a DSL. If this is not possible, and the person is at risk of harm or in immediate danger then you must report this to the police on 101, 999 or contact the local children's or adult's social services.

The arrangements for contacting local authorities if you are worried somebody is being abused are:
children's services: <https://www.gov.uk/report-child-abuse-to-local-council>
adult's services: <https://www.gov.uk/report-abuse-of-older-person>

Children's services may be affected by the impact of the virus on staff and an increased demand for services. Where a person is at risk of significant harm there may be a need to be persistent in referring concerns to the local authority.

Should a person in the College's view be at risk of significant harm and local agencies are not able to respond, the college will immediately follow the safeguarding children partnership escalation procedure, details can be found on the local Safeguarding Assurance Partnerships websites (previously LSCB and LSABs).

Safer Recruitment

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, Myerscough College will continue to follow the relevant safer recruitment processes for our setting, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education, 2019.

In response to Covid-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

Myerscough College will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 Keeping Children Safe in Education 2019.

Whilst acknowledging the challenge of the current national emergency, it is essential from a safeguarding perspective that any college is aware, on any given day, which staff and volunteers will be in college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Myerscough College will continue to keep the single central record (SCR), up to date as outline in paragraphs 148 to 156 in KSCIE.

Staff Induction and Training

DSL training is unlikely to go ahead whilst Covid-19 measures are in place therefore during this time any DSL who has been trained will continue in their roles even if they miss their DSL refresher.

All existing staff have had safeguarding induction and regular safeguarding updates including Keeping Children Safe in Education (2019).

Where new staff are recruited, they will continue to be provided with a safeguarding induction.

If any staff are deployed from another organisation to our College, we will take DfE supplementary guidance during the Covid-19 measures and will accept portability as long as the current employer confirms that:

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no concerns about the individual's suitability to work with children and young people
- there is no ongoing disciplinary investigation relation to that individual
- the individual has received appropriate safeguarding training.

Allegations or Concerns about Members of Staff

If any member of college has concerns about the behaviour and or conduct of a member of staff, they should follow the college procedures and inform Human Resources or the Designated Safeguarding Lead immediately.

Online Safety

Myerscough College will continue to provide a safe environment, including online. This includes the use of an appropriate online filtering and monitoring system when using college internet.

When students and staff are working at home the risks of online safety will increase.

Students will be using the internet more during this period. The College will also use online approaches to deliver teaching, training and support. Staff will be aware of the signs and signals of online bullying and other risks online and apply the same safeguarding principles and practices as when the students study within the college campus environment. It is essential that all staff who are interacting with students, including online, continue to look out for signs a student may be at risk.

Any online concerns should be reported as a safeguarding concern immediately and will be dealt with in line with the College Child Protection and Safeguarding Policy and where appropriate referrals should still be made to social care and as required, the Police.

Online teaching and support should follow the guidance provided by the College in line with staff code of conduct and safe working practices.

Myerscough College will ensure any use of online learning tools and systems is in line with privacy and data protection / GDPR requirements.

Online safety practices, guidance will continue to be shared with both students and staff and made available on the website for parents.

Support for Students

Myerscough College is committed to ensuring the safety and wellbeing of all its students and staff. Support and safeguarding staff will continue to be on duty at all times during this time. At the time of writing, there are no students attending the College. If there is a decision to reopen for students, the College will continue to be a safe space for all students to attend.

The College will ensure that appropriate staff are on site and student ratio numbers are appropriate, to maximise safety.

Myerscough College will refer to Government guidance for education settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of Covid-19.

Identified students who would normally have received pastoral support, will have a communication plan in place. The communication plans can include remote contact, phone contact video calls (using college systems), authorised door-step visits. Details must be recorded on ProMonitor. We will continue to work closely with stakeholders to maximise the effectiveness of any communication, pastoral and safeguarding plans.

Pastoral and safeguarding plans must be reviewed regularly and where concerns arise, the safeguarding team should be informed and will consider any referrals, as appropriate. All records will be maintained on ProMonitor.

The College will share safeguarding messages on its website and social media pages. Myerscough College recognises that college is a protective factor for students, and the current circumstances can affect the mental health of students and their parents or carers. Tutors and all staff need to be aware of this in setting expectations of students when they are at home.

Myerscough College will ensure that where we care for children of critical workers and vulnerable students on site, we ensure appropriate support is in place for them. This will be bespoke to each student and recorded on ProMonitor.

Where College has concerns about the impact of staff absence, such as the College DSLs or first aider, these will be discussed immediately with the Principalship team.

Work Experience and Work Based Learning

Work experience is currently not taking place for any students this includes all work experience placements as part of study programmes and supported internships. Any re-introduction of work placements will be in line with national guidance and be led by the Work Placement Manager and Health and Safety Advisor with any actions and plans being included for approval as part of this policy review.

There are some students who work within family businesses. These students have been informed that this is not part of their work experience as part of their study programme.

The College continues to support apprentices in the workplace and have introduced a range of mechanisms to both monitor the learner's current status and to continue with teaching and learning:

- Learner statuses i.e. Self-isolating but learning, breaks in learning and apprentices that have been furloughed are monitored through the tutor and recorded on OneFile. Reports are pulled off twice per week and reported to SLT.
- Regular announcements go through OneFile linking to the College website to keep both learners and employers up-to-date.
- The Employer Services Team act as a conduit for key information so employers can support their apprentices.

- Face-to-face delivery has been replaced with on-line learning using a range of technologies including web conferencing and virtual learning environments.
- Virtual sign-ups are now in place so recruitment can continue.
- All tutors have dedicated action plans to support learners and managers carry out weekly video meetings.
- English and mathematics and additional learning support continues but in a virtual fashion to support learners.
- The college is working with the end-point assessment organisations and Ofqual to review options to continue to carry out end point assessment (EPA) activities.
- All activity and progress is effectively recorded on OneFile or Pro-monitor for those campus-based (block release) learners.
- Any pastoral or safeguarding concerns would be reported to the Core and safeguarding team in line with the College processes. Work based tutors have access to college systems, including referral processes. Records of safeguarding concerns and interventions will be recorded on ProMonitor and records to cross reference will also be on one-file.
- The vast majority of tutors are 'work-based' and all have a risk assessment in place.

Residential

The College will continue to assess our residential position whilst Covid-19 measure are in place. At the time of policy writing, there are no residential students in residency. If any decision is made to return students into residency all guidelines from Public Health England and the Health and Safety Advisor will be followed.

Peer on Peer Abuse

Myerscough College recognises that during the closure a review process may be required for managing any report of such abuse and victims. Where we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and of those outlined with Child Protection and Safeguarding Policy. The College will listen and work with all young people, parents / carers and any multiagency partner required to ensure the safety and security of all involved. Concerns and actions must be recorded in line with safeguarding referrals and recording processes.

Domestic Abuse

It is recognised and acknowledged that recent measures, such as the order to stay at home, can cause anxiety for those experiencing or feel at risk of domestic abuse. Domestic abuse is unacceptable in any situation, no matter what stresses people are under. All staff must be aware that domestic abuse is more than physical violence. It can also include, but is not limited to:

- Coercive control and 'gaslighting'
- Economic abuse
- Online abuse
- Verbal abuse
- Emotional abuse
- Sexual abuse

Support is available for both staff and students if they are worried about domestic abuse. Staff who have concerns about a student should report immediately to the safeguarding team and staff can talk to Human Resources for further guidance and support. All staff must prioritise the safety of all and not hesitate to contact the Police, if they are worried about the safety or wellbeing of any individual.

References:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-and-domestic-abuse/coronavirus-covid-19-support-for-victims-of-domestic-abuse>

<https://swgfl.org.uk/resources/safe-remote-learning/>

Policy developed by: Lisa Hartley, Designated Safeguarding Lead

Approved by SLT: 08.04.2020

Approved by Board: 15.04.20

Review: This policy will be updated as in line with current guidance by at least monthly during this period



Policy Statement

Child Protection and Safeguarding

The Corporation and College Management are committed to ensuring safeguarding and promoting the welfare of all learners by:

- Protecting all students (children, young people and adults) at our College from maltreatment;
- Preventing impairment of our students' health or development;
- Ensuring that students at our College grow up in circumstances consistent with the provision of safe and effective care;
- Undertaking that role and taking action so as to enable students at our College to have the best outcomes.

Safeguarding includes but is about much more than child, young people and adult protection. All staff are aware of our responsibility to act in order to protect all students from various potential sources and types of abuse and harm, some of which are explained further within this policy guidance.

All staff should be aware of early help, abuse and neglect, contextualised safeguarding and other safeguarding issues. All students benefit from early help but all staff should be particularly alert to the potential need for early help for a student who:

- Is disabled and has specific additional needs
- Has special educational needs (whether or not have an EHCP)
- Is a young carer
- Is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and associated with organised crime groups
- Is frequently missing / goes missing from care or from home
- Is at risk of modern slavery, trafficking or exploitation
- Is at risk of being radicalised or exploited
- Is in a family circumstance presenting challenges for the student, such as drug and alcohol misusing drugs or alcohol themselves
- Has returned home to their family from care
- Is a privately fostered child

Knowing what to look for is vital and staff need to be able to identify multiple indicators of:

- Abuse and neglect
- Bullying (including online and prejudice-based bullying)
- Criminal exploitation of children and vulnerable adults / County Lines
- Children and the court system
- Children with family members in prison
- Children missing education
- Children missing from home or care
- Child Sexual Exploitation (CSE)
- Contextualised Safeguarding
- Domestic Abuse
- Drugs/ substance misuse
- Fabricated or induced illness
- Faith based abuse

- Female genital mutilation
- Forced marriage
- Gangs and youth violence
- Gender based violence / violence against women and girls
- Hate
- Homelessness
- Honour based violence
- Mental health
- Missing children and adults
- Peer on peer abuse
- Poor parenting
- Private fostering
- Preventing radicalisation and / or extremist behaviour
- Racist, disability and homophobic or transphobic abuse
- Relationship / teenage relationship abuse
- Risks lined to using technology and social media
- Sexting (also known as youth produced sexual imagery)
- Trafficking and modern slavery
- Serious Violence
- Sexual violence and harassment, up skirting (including child on child and online)

This policy should be read in conjunction with associated policy and guidance in relation to the context of this document (both internal and external policy guidance). Guidance is under constant review and guidance will be sought, referenced from current guidance and will influence evidence based and guidance practice.

There is a different legislative and policy base for responding to adults' safeguarding needs. The Care Act 2014 provides a legal framework for how local authorities and other parts of the health and care system should protect adults at risk of abuse and neglect. However, most of the principles and procedures that apply are the same as those for safeguarding children and young people.

Counter Terrorism and the Prevent Duty

All Further Education and Higher Education providers in relation to the Counter Terrorism and Security Act 2015 have a duty to ensure all learners, staff and volunteers are advised on how to keep safe and within the law. The Prevent Duty Section 26 contained within this legislation does not prevent learners and staff from having political or religious views and concerns, but contains details on how they use these concerns or act on them in non-extremist ways. Prevent aims to stop people from being drawn into being involved in violence extremism, supporting or involved in terrorism in all its forms. Prevent works within the non- criminal space, using early engagement to encourage individuals and communities to challenges violent extremist ideologies and behaviours to prevent radicalisation. Prevent also includes work to rehabilitate and reintegrate those who have already engaged in terrorism.

The College will uphold the value of "Freedom of Speech" and will monitor external speakers. If there are any concerns they will be reported and actioned accordingly. The College will carry out ongoing risk management to ensure all statutory duties are discharged.

The Strategic Safeguarding group will monitor the risk management and report to Governors in the annual report. The DSL is the Single Point of Contact for Prevent. Prevent is one of the four elements of the Contest Strategy, those being Prevent, Protect, Prepare and Pursue.

The College will work in partnership to understand and risk manage identified risk (including localised and relevant data), refer cases the Channel programme where there is a radicalisation concern.

The government has defined extremism in the Prevent Duty as “vocal or active opposition to fundamental British values, including democracy, the rule of the law, individual liberty and mutual respect and tolerance of different faiths and beliefs”. This also includes calls for the death of members of the British armed forces.

College will ensure that risk assessment, working in partnership, staff training and IT policies are all included within Prevent risk management.

The aim of this policy is to ensure that:

- All of our students are safe and protected from harm.
- Safeguarding procedures are in place to help students to feel safe and learn to stay.
- Adults in the education setting and wider College community are aware of the expected behaviours and the legal responsibilities in relation to safeguarding and child protection.
- All agencies are providing appropriate support to children and young people through adoption of the early help framework.

This will be achieved by:

- Raising awareness of issues relating to the welfare of all students and ensuring the promotion of a safe environment for all learners within the College, work placements and College related environments. This will be achieved by regularly promoting and embedding safeguarding, prevent and health and safety key messages into our teaching, learning and all areas of activity particularly student support.
- Raising the awareness of all teaching and non-teaching staff of the need to safeguard children and all learners of their responsibilities in identifying and reporting safeguarding and children protection concerns. Provide effective training and support for all staff to enable them to be able to respond appropriately and sensitively to safeguarding, child protection and preventing and intervening earlier to address support and social needs of all students through the early help framework. This will be achieved by close monitoring of staff continuous professional development (CPD) training records and following up rigorously any non-attendance on Safeguarding or Prevent training. We complete annual safeguarding updates for all staff along with regular updates shared with staff through a variety of college communication strategies. Wider training on specific training will also include, staff behaviour and conduct (guidance for safer working practice), KCSIE, Children Looked After / care leavers, Prevent, Online Safety, Contextual safeguarding issues, Allegations, Whistleblowing, mental health and Designated Safeguarding lead training.
- Emphasising the need for good levels of communication between all members of staff.
- Identifying children, adults including and in particular to those who have additional needs and/or at risk of significant harm, including “reported missing” and providing procedures for reporting concerns. College student record management systems are used to centrally record concerns and monitor actions put in place.
- Providing a systematic means of identifying and monitoring students known or thought to be at risk of harm and ensure we contribute to assessments of need and support packages for those students.
- Establishing clear procedures for reporting and dealing with allegations of abuse against members of staff and/or learners. This will include seeking timely advice from external safeguarding agencies when learners are potentially at risk of any harm.

- Ensuring that all staff working within our education setting, including any relevant partners (e.g. subcontractors), who have substantial access to children and young people have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS check and a central record is kept for audit through the maintenance of an accurate Single central register (SCR) and appropriate staff records. Safer recruitment policy and processes will be adopted by all involved in the recruitment processes including at least one member on every interview panel having completed safer recruitment training.
- Providing suitable systems to ensure the safety of visitors and all who visit a College centre. This will be achieved by joint work with the Health and Safety Advisor and ensuring all risks are adequately controlled and regularly reviewed, as necessary including the use of contractors. Centre risk assessments will be annually updated and promoted.
- Providing high quality, safe and stimulating environments where everyone feels valued, safe and respected where individuals feel confident, are able to enjoy, learn and grow in confidence. Have positive relationships with the adults caring for them; know how to approach adults if they are in difficulties, believing that their wishes, feelings and views will be taken into account and that they will be effectively listened to.
- Supporting students' development in ways that will foster security, confidence and independence.
- Ensuring anyone using our facilities follows appropriate policies, procedures and guidelines.
- Provide opportunities for our students to access a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development that prepares them for the opportunities, responsibilities and experience of life. A planned curriculum will provide opportunities for student to develop skills, concepts, attitudes, behaviours and knowledge that promote their safety and wellbeing, including developing self-esteem and communication skills, strategies for self-protection including online safety, developing a sense of boundaries between appropriate and inappropriate behaviour in adults and within peer relationships.
- Establishing effective, supportive and positive relationships working in partnership with parents, carers, students, statutory and other partners.

Additionally, the College acknowledges “abuse of position of trust”, which prohibits staff from engaging in or encouraging sexual activity with learners who are under the age of 18 or vulnerable as specified in the College Consensual Relations Policy and Safer Working Practice Guidance.

Scope

This policy applies to everyone in our College including all students, staff, including subcontractors and it should be read, understood and adhered to, alongside other related policies and procedures listed within this policy.

Statutory and Local Guidance

This policy has been written and will be implemented in line with the safeguarding and child protection procedures and in accordance with legislation and related guidance.

- Keeping Children Safe in Education 2019
- Inspecting Safeguarding in Early Years, Education and Skills Setting, (Ofsted 190014 from September 2019)
- National Minimum Standards (Ofsted Residential Standards)
- Counter Terrorism and Security Act (Prevent Legislation) 2015
- Education Act 1986, 2002
- What to do if you are worried a Child is being Abused (2015)
- Guidance for Safer Working Practice 2019
- Working Together to Safeguard Children 2018
- The Children Act 1989
- The Children Act 2004
- Care Act 2014
- Equality Act 2010
- Human Rights Act 1998
- Modern Slavery Act 2015
- Mental Capacity Act 2005
- Disqualification under the Childcare Act 2006 (2015)
- Safeguarding Children and Adults Board Safeguarding Procedures
- Managing Concerns around People in a Position of Trust (Lancashire, 2019)
- Information Sharing Advice for Practitioners providing Safeguarding Services to Children, Young People, Parents and Carers (2018)
- Individual Local Safeguarding Arrangements Guidance (previous LSCB/ LSAB) – guidance from the relevant Local Authority in each case, dependent on the locality of the safeguarding concern

Responsibility for Safeguarding and Child Protection

The Governing body and College Management have a joint responsibility to create a positive culture and ethos where safeguarding is an important part of everyday life in the setting, backed up by training at every level.

We ensure that the College has policies and procedures in place in respect of Safeguarding and Child Protection including Prevent.

The College is committed to providing the relevant personnel with clear and explicit roles and responsibilities to ensure accountability in safeguarding and child protection.

We therefore ensure that:

All adults, including volunteers, working in or on behalf of the College will:

- Demonstrate an understanding that safeguarding is everyone's responsibility.
- Maintain and demonstrate a mind set of "it could happen here".
- Do all they can within the capacity of their role, to keep ensure that students are protected from harm.
- Do all they can within the capacity of their role, to ensure that children and young people grow up in circumstances consistent with safe and effective care.

- Do all they can within the capacity of their role, to ensure that students have the best outcomes.
- Report cases of suspected abuse and all other safeguarding concerns to the DSL, DDSL/ Safeguarding team. This will be done as soon as possible using the College's agreed format.
- Monitor all students, particularly those that are deemed vulnerable.
- Report any concerns regarding adult conduct to HR, the DSL or Principal.
- All staff, if they have concerns, these should be acted on immediately and should always speak to the DSL or Deputy or safeguarding team, early information sharing being vital in keeping children and other students safe. In exceptional circumstances staff should consider speaking to a member of SLT or Children's Social Care to discuss safeguarding concerns if the DSL is not immediately available.
- All staff should be aware of the process for making referrals to children's social care and for statutory assessments under the Children Act 1989, especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer, significant harm) that may follow a referral, along with the role they might be expected to play in such assessments.

The Corporation will:

- Ensure that the policies, procedures and training in Myerscough College are effective and comply with the law at all times and that these include an understanding of specific safeguarding issues and safeguarding learners with SEND.
- Ensure that safeguarding policies and procedures are followed by all staff.
- Appoint a DSL and Deputies and ensure that they are provided with appropriate support, funding, resources and time to carry out their role.
- Ensure that the College follows all statutory and relevant local policy, procedures and guidance.
- Ensure that staff members undergo safeguarding induction and training and receive regular training and updates in compliance with Keeping Children Safe in Education 2019.
- Ensure that students are safe online by ensuring that appropriate filters and monitoring systems are in place.
- Prevent people who pose a risk of harm from working with children and all other learners.
- Ensure there are procedures in place to handle allegations against any members of staff.
- Ensure that all practice and procedures operate with the best interests of the child and all other students at their heart.
- Ensure there is a designated member of staff to promote the education of Children Looked After and Care Leavers with all staff aware of the safeguarding issues and vulnerabilities associated with CLA/ CL.
- Nominate a Designated Governor with special responsibility for Safeguarding, Child Protection and Prevent issues.

Designated Safeguarding Lead: Lisa Hartley, Director of Student Support and Welfare (SLT)

- The Director of Student Support & Welfare takes lead responsibility for safeguarding, child protection, online safety and Prevent reporting to the Principalship, on a monthly basis, chairs the Strategy and Operational Safeguarding Groups, the Admissions and Support Advisory Panel and the Student Experience Group and liaises with Curriculum Heads and Managers.

- The DSL provides an annual report to the Governing body of the College setting out how the College has discharged its duties. The DSL is responsible for reporting deficiencies and risks in procedure or policy to the Principalship and the Governing body at the earliest opportunity. She meets with the nominated governor on a regular basis.
- The DSL chairs the Strategic Safeguarding and Operational Safeguarding Groups that meet regularly to ensure effective leadership management of safeguarding across all College provision.

Key duties include:

- Lead responsibility for raising awareness with all staff of issues relating to the safeguarding and welfare of children and adults, and the promotion of a safe environment for all those learning and living within the College.
- The DSL will arrange cover of DSL throughout the year to ensure that there is a DSL available during college hours and cover for out of hours and term time.
- The DSL chairs the Admissions and support advisory panel which meets regularly to consider applications made by learners, where disclosures involving “high needs” or “criminal convictions” are discussed and recorded. This panel has appropriate senior staff representation and makes recommendations in relation to their overall “duty of care” for all learners, staff and visitors. For applications to study for further or higher education courses, this panel may take legal advice and indeed external advice from schools, social workers, the Police, Youth Offending Team and Higher Education institutions.

The DSL is supported by other trained DDSLs and the Student Support Team.

The DSL/ DDSL will:

- Leading and chairing various College groups and ensuring that there are policies procedures and systems in place to safeguard and promote the welfare of all children and anyone with additional needs.
- Ensuring that identified safeguarding procedures are reviewed annually, followed and actions are agreed, monitored and achieved on relevant plans and that the safeguarding portfolio of guidance is maintained and updated regularly.
- Managing and supporting DDSLs and identified safeguarding support team staff trained staff across all centres.
- Ensure that parents, carers are aware of the College’s responsibility regarding safeguarding and child protection.
- Attend DSL training every 2 years.
- Undertake Prevent awareness training.
- Update their skills and knowledge on a regular basis, but at least annually.
- Work alongside HR in ensuring that allegations are referred to the Local Authority Designated Officer for Allegations in accordance with KCSIE and other national and local Procedures. Ensuring they are completed within the required timeframe.
- Liaise with the three safeguarding partners and work with other agencies in line with Working Together to Safeguard Children (and other related guidance) to ensure Local Safeguarding Partner arrangements are embedded into College practice.
- Overseeing the referral of cases of abuse, suspected abuse to Children’s and Adults’ Social Care, Police and other agencies.

- Providing advice and support to staff and volunteers on issues relating to safeguarding, child protection and prevent and those missing from education.
- Maintaining a proper record of any referral, complaint or concern in respect of abuse or safeguarding (even where that concern does not lead to a referral).
- Maintain accurate safeguarding records that are stored securely.
- The regular monitoring of concerns that are recorded on the student ILP records systems.
- Know how to make an appropriate referral and will be available to provide advice and support to staff and volunteers on issues relating to safeguarding, child protection and Prevent.
- Have particular responsibility to be available to listen to children and anyone with additional needs studying at the College or on placement and ensure they, their families and those involved are updated of any developments on a frequent basis.
- Will support individual cases, including attending Strategy discussions, Initial/Review Child Protection Case Conference, Core Groups, Strategy meetings, Child in Need meetings and Multi Agency Risk Management (MARMS), Early Help meeting, CLA reviews, PEPs as appropriate.
- Liaising with Schools / Transition Co-ordinator in relation to safeguarding, child protection issues to ensure that appropriate arrangements are made for the students attending College.
- Liaising with employers and training organisations (including work placements for students and anyone with additional needs at College) in relation to safeguarding and child protection issues to ensure that appropriate safeguards are put in place.
- Ensuring that all staff, volunteers and external support workers receive appropriate training in safeguarding, child protection and Prevent issues and are aware of the related policy and procedures.
- Ensuring that evidence is provided by employers of external support staff and staff working for organisations providing services at the College centres that their staff have been adequately checked, vetted and trained in safeguarding.
- Be provided with appropriate support and supervision in order to carry out the role safely and effectively.
- DSLs must take a holistic view to ensure wider environmental factors are considered which may be a threat to safety and welfare of students (contextual safeguarding).
- The DSL will consider when a student is transitioning, if it would be appropriate to share information in advance of the move.
- The DSL should have details and liaise with the Local authority allocated social workers for CLA and personnel advisors for any care leavers.
- Ensure effective robust links and working relationships between residential, health and safety, student support are maintained.

Safeguarding Structure and Governance



Strategic Safeguarding Group

Director of Student Support, DSL
Vice Principal, Deputy Chief Executive
Deputy Principal Resources
Assistant Principal Higher Education
Assistant Principal Liverpool and Partnerships
Assistant Principal Apprenticeships and Skills
Assistant Principal Further Education
Assistant Principal General and Commercial Services
Director of IT and MIS
Director of Human Resources
Director of Quality
Student Safeguarding and Support Co-ordinator, DDSL
Health and Safety Coordinator, DDSL
Residential Support Manager, DDSL
Assistant Head of Inclusive Learning, Liverpool, DDSL
Head of Inclusive Learning
Head of Foundation Learning

Operational Safeguarding Group

Director of Student Support, DSL
Student Safeguarding and Support Coordinator, DDSL
Health and Safety Advisor, DDSL
Residential Support Manager, DDSL
Assistant Head of Inclusive Learning, Croxteth, DDSL
Inclusive Learning, EHCP/ HNF Manager
Inclusive Learning Coordinator, Witton and Warrington
Student safeguarding and support officer - Preston
Student safeguarding and support officer - Preston
Student safeguarding and support officer- Croxteth
Residential Support officer – Co-opted
IT – Co-opted

Induction, Training and Updates

Myerscough College is committed to providing staff and volunteer with the skills and knowledge need to safeguard students. We therefore ensure that:

- All staff and volunteer receive appropriate levels of safeguarding training on induction, which includes KCSIE, Guidance for Safer Working Practice (including whistleblowing) and What to do if a Child is being abused.
- All staff receive the Safeguarding and Child protection policy on application and on appointment. All staff completing online training prior to commencement of employment.
- Induction includes College policy, staff behaviour (guidance for safer working practice), roles and responsibilities, child protection and safeguarding including contextual and other safeguarding matters.
- All staff receive at least annual updates with regular updates through a variety of college communication methods, such as manager and team meetings, emails, staff intranet, newsletters, leaflets, posters and sharing of other key documents. These updates cover additional contextual and other safeguarding matters such as violent crime, child sexual and criminal exploitation (including county lines), radicalisation and extremism and Prevent, Peer on peer abuse, modern slavery, bullying including online and prejudice, abuse regarding race, disability, homophobic/ transphobic, risks associated using technology, HBV, FGM, FII, domestic abuse, sexual violence and harassment and online safety. This list is not exhaustive however reflects the breadth of topics that are covered in staff training and updates. Any local or national issues arising from Serious case reviews are included into staff training.
- DSL and DDSLs attend DSL training every two years and update their knowledge, skills and understanding of relevant safeguarding issues including Prevent on a regular basis.
- Any staff member will discuss any specific training requirements or gaps in knowledge or understanding with the DSL/ DDSLs.

Child Protection, Child in Need and Early Help

Myerscough College is committed to preventing abuse, protecting children from abuse and supporting those involved in abuse. We therefore ensure that:

- ALL staff and volunteers understand the importance of teaching children and other students how to keep themselves safe from all types of abuse.
- ALL staff and volunteers seek out opportunities that are relevant to their role, to teach students the skills to keep themselves safe.
- ALL staff and volunteers make and maintain positive and supportive relationships with students, which enable children to feel safe and valued.
- Safeguarding has a high status throughout College by being on the agenda at staff meetings/briefings, information being readily available on notice boards, regular updates.
- ALL staff feel confident in approaching DSLs to raise concerns.
- ALL staff and volunteers have an understanding of the four categories of abuse: neglect, emotional abuse, sexual abuse, physical abuse. Financial and discriminatory abuse must also be considered.
- ALL staff and volunteers understand that there are other ways in which children can be abused such as; Online, Child Sexual and Criminal Exploitation, Female Genital Mutilation, Honour Based Violence, Radicalisation, Trafficking, Slavery, Peer Abuse, Forced Marriage and others as mentioned in the body of this policy, KCSIE and other guidance.

- ALL staff and volunteers have the knowledge, skills and expertise to recognise the signs and symptoms of all types of abuse and neglect.
- All staff, if they have concerns, these should be acted on immediately: early information sharing being vital in keeping children safe. In exceptional circumstances staff should consider speaking to a member of SLT or Children's or Adult's Social Care to discuss safeguarding concerns if the DSL is not immediately available.
- DSLs update staff and volunteers' knowledge and understanding of such issues in order for them to be able to identify children and vulnerable adults who are at risk of such specific safeguarding issues.
- ALL staff and volunteers will maintain and demonstrate an attitude of "it can happen here".
- ALL staff and volunteers are child and student-centred in their practice and act in the best interests of the child at all times.
- ALL staff recognise and understand that behaviour can be a child's way of communicating distress and changes to behaviour may be an indicator of abuse.
- ALL staff and volunteers have the skills to respond appropriately and sensitively to disclosures or allegations of abuse.
- ALL staff and volunteers report cases of suspected abuse to the DSL. This will be done as soon as possible using the College's agreed format.
- Where a child or any student is at risk of immediate harm, ALL staff understand that they must refer to the Police or Children or Adult Social Care.
- ALL staff and visitors know how to refer to Children's and Adult's Social Care.
- DSLs will make a Section 47 referral to Children's Social Care where a child is in need of protection, has been significantly harmed or is at risk of significant harm, using local need, risk, threshold and referral guidance.
- This referral will be done by telephone and followed with a social care referral form as soon as possible (relent local authority referral form dependent on locality of concern).
- Consent from parents/carers and child (if age appropriate) will be sought prior to this referral, except where this will cause delay or place anyone at risk.
- Where consent is not given, parents and carers are informed that a referral will still be made, except where this will cause delay or place anyone at risk.
- DSLs adhere to policy, procedures and guidance from the Local Safeguarding Arrangements with regard to sharing information.
- DSLs contribute to Strategy Discussions, Strategy Meetings, Initial and Review Child Protection Conferences, Core Group Meetings and other CP meetings.
- DSLs or another appropriate member of staff (delegated by DSL / DDSL), will attend CP meetings, produce and present reports, liaise with staff, work with parents, work with other agencies and ensure the voice of the child is evidenced throughout these processes.
- DSLs meet regularly to ensure that decisions made about children who are subjects of CP Plans are agreed and a clear rationale for the decision is documented.
- A copy of the child's CP Plan is included in the student's individual safeguarding file.
- ALL staff and volunteers will support victims of abuse in a capacity that is relevant to their role. This will be determined by the DSL.
- DSLs will determine what information staff members need to know in order to safeguard and support children. This may be different information for different staff.
- Staff are offered appropriate support and/or supervision that is relevant to their role or involvement in particular cases.

- Communication and work with parents and carers will always be undertaken in a supportive manner and in the best interests of the child or adult.
- ALL staff understand that children who perpetrate abuse or display harmful behaviour should be treated as victims first and foremost and supported in the same way a victim of abuse would be supported.
- Specific programmes of work and support are offered to children and families who are vulnerable.
- Risk Assessments will be undertaken where a student's behaviour poses a risk to others, themselves or the environment.

Online Safety

Myerscough College is committed to keeping students safe online. We therefore ensure that:

- ALL staff and volunteers understand that students (in particular children and students with additional needs) can be harmed online via hurtful and abusive messages, enticing them to engage in age inappropriate conversations, sharing and production of indecent images or encouraging risk taking behaviour.
- Online bullying by students, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our Myerscough Code and Disciplinary processes.
- Department for Education advice and College search and search and screening policy is followed where there is a need to search a student for a mobile device.
- When College becomes aware of an online safety issue that has occurred outside of school, it is managed in accordance with the College ICT policies.
- Opportunities to teach online safety are embedded into curriculum and enrichment as part of a broad and balanced curriculum.
- Online Safety Group carries out self-assessment and monitors practice against best practice and legislative guidance and reports into both the Strategic and Operational Safeguarding Group.
- The College has appropriate filters and monitoring systems in place regarding use of internet whilst on College sites.

The use of technology has become a significant component of many safeguarding issues. Child sexual exploitation, radicalisation, sexual predation: technology often provides the platform that facilitates harm.

The College approach to online safety empowers the Colleges to protect and educate the whole college community in our use of technology and establishes mechanisms to identify, intervene and escalate any incident where appropriate. Online Safety is managed within the Safeguarding structure.

Record Keeping

Keeping detailed and comprehensive records is fundamental to good safeguarding practice. The law does not prevent information about children being shared with specific authorities if it is for the purposes of safeguarding.

GDPR does not prevent, or limit, the sharing of information for the purposes of keeping children safe. Information can be shared without consent if to gain consent would place a child at risk. Myerscough College is committed to recording all matters relating to the welfare of students in a relevant format. We therefore ensure that:

- The DSL uses current recording keeping guidance to assist them in creating and maintaining accurate safeguarding records.
- There is an agreed format for reporting all matters referring student well-being, from an early help, pastoral need to a disclosure of abuse for all students.
- All staff use the agreed format for passing on concerns and this is included in staff induction and training.
- Concerns should be factual and evidence based.
- If concerns are written, they should be in ink, signed, name of recorder and dated.
- Safeguarding concerns should be reported to the safeguarding team where the DSL/ DDSL will assess the level of intervention required.
- The College will make every effort to request any safeguarding records for under 18s from their previous educational establishment in line with KCSIE guidance.
- When a student under 18 leaves College, the student's safeguarding file will be transferred, in its entirety, to the educational establishment where the student moves to, unless there is an ongoing legal action. Any electronic records will be printed and all records will be hand delivered if possible (with the completion of transfer of records evidenced), or sent by recorded delivery if this is not possible. The transfer document will be evidence of receipt of the receiving educational setting and the records will then be the responsibility of the receiving educational setting.

Myerscough College is committed to recording all matters relating to the welfare of children in a relevant format. We therefore ensure that:

- DSLs will refer to record keeping in education guidance to assist them in creating and maintaining accurate safeguarding records.
- There is an agreed format for reporting all matters relating to student wellbeing, from an early help requirement to a disclosure of abuse.
- ALL staff use the agreed format for passing on concerns.
- Concerns should be factual and evidence based.
- Written safeguarding concerns and alerts should be written in ink, signed and dated (if handwritten).
- Typed safeguarding concerns and alerts may be printed or sent via email but must not be saved by staff and must be deleted from computer and email on acknowledgment of receipt.
- If electronic copies are completed and sent via email to safeguarding@myerscough.ac.uk a follow up conversation must be made to ensure the referral has been received.
- The Safeguarding Alert form (SA1 form) should be used for all safeguarding concerns.
- Concerns recorded on student electronic ILPs should be recorded timely, be factual and be in accordance with ILP completion and confidentiality processes.
- Concerns should be passed directly to the DSL or Safeguarding team.
- ALL concern logs will be kept either in whole school safeguarding files or in an individual student safeguarding file (including ProMonitor student record system).
- A student will have an individual safeguarding file when there has been a number of concerns, an offer of Early Help or the family is, or has been at Level 2 or above on the Continuum of Need.
- All pastoral and safeguarding concerns should be logged using the electronic student ILP (individual learning plan) in line with college procedures, maintaining appropriate levels of confidentiality.

- Student records will include any assessment decisions, discussions and rationale for decision and also any evidence of student's wishes, professional challenge, offers of help and multi-agency working.
- DSLs will record all discussions, decisions and rationale behind decisions and sharing of information in the student's records.
- DSLs will record evidence of student's wishes, professional challenge, offers of early help and multi-agency working.
- When individual students are discussed during staff meetings, such as supervision, staff updates or risk assessments etc. student information should be anonymised or stored in a secure manner.
- All safeguarding records will be stored securely in a locked cabinet and with restricted access for electronic records.
- Only DSLs and other named staff will have access to safeguarding records.
- A student's safeguarding file will be transferred, in its entirety, to the educational establishment where the student moves to, unless there is ongoing legal action in line with Keeping Children Safe in Education guidance.
- The safeguarding file will be hand delivered to the DSL at the receiving school. If this is not possible, the safeguarding file will be sent by recorded delivery.
- A receipt will be obtained at time of transfer and the responsibility for the safeguarding records will pass to the receiving educational establishment.
- Records will be stored in line with the College GDPR data management procedures. These will take into consideration safeguarding records of all students, not just under 18-year-old students involved with child protection or safeguarding.
- Advice will be sought from legal services and/or Schools Safeguarding Officer if any staff are unclear about any aspects of safeguarding record keeping.

Safer Recruitment

Myerscough College is committed to keeping students safe by ensuring that adults who work or volunteer across the whole College are safe to do so. The term staff, applies to all staff, whether teaching, administrative, support, paid and unpaid (e.g. volunteers, subcontractors and external agencies).

We therefore ensure that:

- The College recruitment process is adhered to, to ensure that there is a strong reference and commitment to safeguarding during advertisement, selection and recruitment of new staff.
- At least one person on each selection panel has attended safer recruitment training.
- All staff will monitor the conduct of all adults who come into contact with students at the College and report any concerns to the DSL or the Director of Human Resources, Principal or Nominated Safeguarding Governor.
- Relevant, proportionate and lawful checks are undertaken on all adults who regularly work at, or visit the College, or who deliver services or education on behalf of the College, in line with safer recruitment guidance.
- A Single Central Record is kept of checks that are undertaken on all adults who regularly work at, or visit the College including any subcontractors, contractors and appropriate partner agencies. Keeping Children Safe in Education (2019) provides additional guidance regarding who and what should be included on the SCR.

- The Single Central Register is stored securely and can only be accessed by designated staff and Governors.
- The DSL and Director of HR should evidence regular oversight and scrutiny of the SCR.
- Evidence of staff members; identity, required qualifications and the right to work in the UK will be kept in individual personnel files.
- Covering letters will be obtained from agencies and other employers that provide staff that work in the College.
- Individual identity checks will be undertaken on those staff detailed above to ensure they are employees of the named agency / employer.
- Any agencies or organisations that use College facilities will follow the procedures in line the hire of facilities terms and conditions.
- In accordance with legislation and guidance, the College has a comprehensive Safer Recruitment Policy and Procedure together with separate policies and procedures in respect of recruitment of ex-offenders and the Disclosure and Barring Service (DBS).

Dealing with Disclosure of Abuse and Procedure for Reporting Concerns

Myerscough College understands that when an allegation is made against a member of staff and volunteers, set procedures must be followed. We therefore ensure that:

- All staff and volunteers are aware of the requirement to, and process of referring allegations against staff to Human Resources, DSL or Senior Post holder.
- All staff and volunteers are aware of the requirement to, and process of referring allegations and concerns against the Principal to the Nominated Governor.
- All staff and volunteers remember that the welfare of the child and others students is paramount and that they have a duty to inform the DSL if an adult's conduct gives cause for concern.
- All concerns of poor practice or possible child or adult abuse by staff and volunteers should be reported to Human Resources as soon as it has been identified.
- Complaints about the Principal should be reported to the nominated Governor.
- Local Safeguarding Partner Arrangements and procedures for dealing with allegations against staff will be followed.
- Further guidance should be considered from Part Four, Keeping Children Safe in Education (2019): Allegations of abuse made against teachers and other staff.
- All staff are aware of the College's Whistleblowing policy which enables staff to raise concerns or allegations in confidence and for a sensitive enquire to take place.
- Local Safeguarding partnership (previously LSCB/ LSAB) procedures for dealing with allegations against staff will be followed.

https://panlancashirescb.proceduresonline.com/chapters/p_allegations.html?zoom_highlight=allegations

Visitors

Myerscough College is committed to keeping students and staff safe by ensuring that visitors do not pose a risk to staff, students and visitors to our College.

We therefore ensure that:

- Visitors should follow the visitor policy and procedure by signing in and out and wear identification.
- All staff (and students where appropriate) will challenge visitors to College who are not wearing correct identification.
- Students should encourage any visitors not displaying identification to report to any College member of staff.
- Visitors are accompanied during their visit, when children (and other students and staff) are present, unless they have undergone relevant checks and these are accepted and verified by Health and safety coordinator, HR, DSL and other identified staff members.
- Visitors will not initiate contact or conversations with students unless this is relevant and appropriate to the reason for their visit.
- When visitors are undertaking activities with students, such as guest lecturers, awareness, masterclasses, the content of the activity will be agreed by the member of staff and authorised by their Head of Area and the Health and Safety Coordinator. Other checks should also be carried out on the individual and / or organisation in line with Prevent Duty guidance.
- The Visitor Procedure is updated and shared with staff in line with the College policy schedule.

Children Looked After, Care Leavers and Previously Adopted

- The DSL, Lisa Hartley is the Designated Teacher and is responsible for promoting the educational achievement of children and young people for this group of students.
- This involves working alongside and coordinating the support and educational programme, external agencies, families and guardians.

Children Missing from Education

- The College has a responsibility to ensure that all staff are aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of and follow the college unauthorised absence and children missing from education procedures.
- In addition, the college has a responsibility to work collaboratively with local schools, partner organisations and the Local Authority to safeguard students.
- On occasions, where 14 to 16 year old students are on a programme of study or individualised programme at the College, the College has a responsibility to inform named schools or home education team when the attendance or absence of a 14 to 16 year old students becomes a cause for concern so that the school can implement their own attendance or missing in education procedures or to inform the local authority in the case of home educated students.



Abuse and Neglect and Specific Safeguarding Concerns

It is important to remember that lists such as the one below are neither completely definitive nor exhaustive. The information in such lists must be used in the context of the child / student's whole situation and in combination with a range of other information related to the child and his/her circumstances. It is acknowledged that Children missing from education or home may have Safeguarding concerns. Our Safeguarding procedures include reporting missing students and working with appropriate external agencies.

Attendance at class is regularly monitored and concerns recorded, and it is crucial that college processes for following up non-attendance is followed.

There can be an overlap between all the different forms of child abuse and all or several can co-exist.

PHYSICAL ABUSE

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly or be the result of a deliberate failure to prevent injury occurring. It can also occur when a parent or carer fabricates the symptoms of or deliberately causes ill health to a child whom they are looking after.

Signs of possible physical abuse:

- Unexplained injuries or burns, particularly if they are recurrent
- Parental refusal to discuss or inconsistent explanations offered, or improbable excuses given to explain injuries
- Refusal to discuss injuries
- Untreated injuries, or delay in reporting them
- Excessive physical punishment
- Arms and legs kept covered in hot weather
- Fear of returning home or of parents being contacted
- Aggression towards others
- Running away

When considering the possibility of non-accidental injury, it is important to remember that the injuries may have occurred for other reasons, e.g. genuine accidents or medical disorders.

NEGLECT

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

Signs of possible physical neglect:

- Constant hunger / tiredness
- Poor personal hygiene
- Poor state of clothing
- Frequent lateness and/or unexplained non-attendance at College
- Exclusion from home or abandonment
- Inadequate supervision
- Inadequate use of care givers
- Untreated medical problems or failing to ensure access to appropriate medical care or treatment
- Low self-esteem
- Poor peer relationships
- Stealing
- Non-organic failure to thrive

EMOTIONAL ABUSE /DISCRIMINATORY ABUSE

Emotional abuse occurs where there is persistent emotional ill treatment or rejection such as to cause serious and adverse effects on the child's or young person's behaviour and emotional development, resulting in low self-worth. It may involve conveying to children that they are worthless or unloved, or valued only insofar as they meet the needs of another person. It may involve ridiculing them or making fun of the way they speak. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is present in all forms of abuse.

Signs of possible emotional/discriminating abuse:

- Low self-esteem
- Continual self-deprecation
- Sudden speech disorder
- Significant decline in concentration
- Socio-emotional immaturity
- 'Neurotic' behaviour (e.g. rocking, head banging)
- Self-mutilation
- Drug and alcohol use
- Eating problems
- Compulsive stealing
- Extremes of passivity or aggression
- Indiscriminate friendliness
- Running away

SEXUAL ABUSE

Sexual abuse involves a child or young person being forced or coerced into participating in or watching sexual activity, not necessarily involving a high level of violence. It is not necessary for the child or young person to be aware that the activity is sexual and the apparent consent of the child is irrelevant. The acts may involve physical contact including penetrative or non-penetrative acts, masturbation, kissing, rubbing, and touching under or over clothes. They may involve non-contact activities such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse.

Sexual abuse is not solely perpetrated by adult males: women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education (paragraph 27, KCSIE).

Signs of the sexually abused child:

Not all children are able to tell parents that they have been assaulted. Changes in behaviour may be a signal that something has happened.

These are general indicators that a child may be troubled though not necessarily about a sexual assault. The child may have some of these problems or none. It is the combination, frequency and duration of signs that will alert you to a problem. Try to notice all changes in usual behaviour.

It is important to remember that in sexual assault there may well be no physical or behavioural signs.

Signs of possible sexual abuse:

Behavioural

- Lack of trust in adults or over-familiarity with adults
- Withdrawal from friends / peers over familiarity with adults
- Fear of a particular individual
- Social isolation – withdrawal or introversion
- Sleep disturbance (nightmares, irrational fears)
- Running away from home
- Girls taking over the mothering role
- Reluctance or refusal to participate in physical activity or to change clothes for physical activities
- Low self-esteem
- Drug, alcohol or solvent abuse
- Display of sexual knowledge beyond the child's years
- Unusual interest in the genitals of adults or children or animals
- Expressing affection in inappropriate ways, e.g. 'French kissing'
- Fear of bathrooms, showers, closed doors
- Abnormal sexualised drawing
- Fear of medical examinations
- Developmental regression
- Poor peer relations
- Over-sexualised behaviour
- Compulsive obsessive behaviours
- Stealing
- Psychosomatic factors, e.g. recurrent abdominal pain or headache
- Sexual promiscuity

Physical / Medical

- Sleeplessness, nightmares, fear of the dark
- Bruises, scratches, bite marks on top of the thighs or genital areas
- Itch, soreness, discharge, unexplained bleeding from the rectum
- Pain on passing urine or recurrent urinary infection
- Stained underwear
- Unusual genital odour

- Anxiety/depression
- Eating disorder, e.g. anorexia nervosa or bulimia
- Discomfort/difficulty in walking or sitting
- Pregnancy – particularly when reluctant to name father
- Sexually transmitted infections
- Soiling or wetting in children who have been trained
- Self-harming behaviours
- Emotional and mental health concerns
- Drug or alcohol abuse

CHILD CRIMINAL EXPLOITATION: COUNTY LINES

Criminal exploitation is a geographically widespread form of harm that is a typical feature of county lines criminal activity; drugs networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. County lines, like other forms of abuse and exploitation, can:

- can affect any child or young person (male or female) under the age of 18 years;
- can affect any vulnerable adult over the age of 18 years;
- can still be exploitation even if the activity appears consensual;
- can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;
- can be perpetrated by individuals or groups, males or females, and young people or adults; and
- is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources

<https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines>

CHILD SEXUAL EXPLOITATION

CSE involves exploitative situations, contexts and relationships where young people or vulnerable adults may receive something as a result of engaging in harmful activities, such as sexual activities. This may be food, accommodation, drugs, alcohol, gifts or simply affection).

The following list of indicators is not exhaustive or definitive but it does highlight common signs which can assist practitioners in identifying children who may be victims of sexual exploitation.

Possible signs of a sexually exploited young person:

- Underage sexual activity
- Inappropriate sexual or sexualised behaviour
- Sexually risky behaviour, 'swapping' sex
- Repeat sexually transmitted infections
- In girls, repeat pregnancy, abortions, miscarriage
- Receiving unexplained gifts or gifts from unknown sources
- Having multiple mobile phones and worrying about losing contact via mobile

- Having unaffordable new things (clothes, mobile) or expensive habits (alcohol, drugs)
- Changes in the way they dress
- Going to hotels or other unusual locations to meet friends
- Seen at known places of concern
- Moving around the country, appearing in new towns or cities, not knowing where they are
- Getting in/out of different cars driven by unknown adults
- Having older boyfriends or girlfriends
- Contact with known perpetrators
- Involved in abusive relationships, intimidated and fearful of certain people or situations
- Hanging out with groups of older people, or anti-social groups, or with other vulnerable peers
- Associating with other children involved in sexual exploitation
- Recruiting other children to exploitative situations
- Truancy, exclusion, disengagement with school, opting out of education altogether
- Unexplained changes in behaviour or personality (chaotic, aggressive, sexual)
- Mood swings, volatile behaviour, emotional distress
- Self-harming, suicidal thoughts, suicide attempts, overdosing, eating disorders
- Drug or alcohol misuse
- Getting involved in crime
- Police involvement, police records
- Involved in gangs, gang fights, gang membership
- Injuries from physical assault, physical restraint, sexual assault

<https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners>

HONOUR BASED VIOLENCE

'A crime or incident, which has or may have been committed, to protect or defend the honour of the family and/or community. All staff and volunteers will have a general understanding of how to identify a child who may be at risk of Honour Based Violence. **This is an immediate safeguarding concern and must be reported to the Safeguarding team immediately.** If you are concerned and a DSL is not available, this must be reported to the police and social care.

FORCED MARRIAGE (FM)

Honour based violence is one whereby one or both parties do not consent to marriage but are forced to do so through violence, threats or any form of coercion. Schools and Colleges play an important role in safeguarding children from being forced to marry.

This is an entirely separate issue from arranged marriage. It is human rights abuse and falls within the Crown Prosecution Service definition of domestic violence as well as a child protection and safeguarding concern. This can affect both men and women. Indicators may be detected by changes in adolescent behaviours, reports of concern from others including family members or friends, request to travel in term time. **Never attempt to intervene** directly as a college or through a third party. This is an immediate safeguarding concern and must be reported to the Safeguarding team immediately. If you are concerned and a DSL is not available, this must be reported to the police and social care.

<https://www.gov.uk/guidance/forced-marriage>

FEMALE GENITAL MUTILATION (FGM)

It is essential that staff are aware of FGM practices and the need to look for signs, symptoms and other indicators of FGM. It is illegal in the UK and many other countries.

It involves procedures that intentionally alter/injure the female genital organs for non-medical reasons. There are four types of procedure.

If it carried out in the belief that:

- FGM brings status/respect to the girl – social acceptance for marriage
- Preserves a girl's virginity
- Part of being a woman/rite of passage
- Uphold family honour
- Cleanses and purifies the girl
- Gives a sense of belonging to the community
- Fulfils a religious requirement
- Perpetuates a custom/tradition
- Helps girls be clean/hygienic
- Is cosmetically desirable
- Mistakenly believed to make childbirth easier

Circumstances and occurrences that may point to FGM happening:

- Young person talking about getting ready for a special ceremony
- Family taking a long trip abroad
- Young person's family being from one of the 'at risk' communities for FGM (Kenya, Somalia, Sudan, Sierra Leon, Egypt, Nigeria, Eritrea as well as non-African communities including Yemeni, Afghani, Kurdistan, Indonesia and Pakistan)
- Knowledge that the young person's sibling has undergone FGM
- Young person talks about going abroad to be 'cut' or to prepare for marriage

Signs that may indicate a Young Person has undergone FGM:

- Prolonged absence from College and other activities
- Behaviour change on return from a holiday abroad, such as being withdrawn and appearing subdued
- Bladder or menstrual problems
- Finding it difficult to sit still and looking uncomfortable
- Complaining about pain between the legs
- Mentioning something somebody did to them that they are not allowed to talk about
- Secretive behaviour, including isolating themselves from the group
- Reluctance to take part in physical activity
- Repeated urinal tract infection
- Disclosure

The 'One Chance' rule:

As with Forced Marriage, there is the 'One Change' rule. It is essential that College take action **without delay**.

This is now a mandatory reportable abuse concern, any evidence of issues in this category must be reported to the Designated Safeguarding Lead and authorities, including the police immediately.

<https://www.gov.uk/government/collections/female-genital-mutilation>

RADICALISATION

Forces that may contribute to vulnerability:

- Rejected by peer, faith or social group/family
- Pressure from persons linked to extremism
- Victim or witness to race or religious hate crime
- Conflict with family over religious beliefs/lifestyle/politics
- Identify confusion
- Recent religious conversion
- Change in behaviour or appearance due to new influences
- Under-achievement
- May possess literature related to extreme views
- Experience of poverty, disadvantage or social exclusion
- Extremist influences
- A series of traumatic events – global, national or personal

<https://www.gov.uk/government/publications/prevent-duty-guidance>

SEXUAL HARRASSMENT AND VIOLENCE

It is important that College staff are aware of sexual violence and the fact that children can, and sometimes do, abuse their peers in this way. Sexual violence is described within the Sexual Offences Act 2003 and includes rape, assault by penetration and sexual assault. Upskirting is now a criminal offence; this typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.

<https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges>

SPIRITUAL/FAITH ABUSE

Within certain faith communities, harm can be caused by the inappropriate use of religious belief or certain practices. This can include the misuse of the authority of leadership, penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries, which may result in children or those with additional needs experiencing harm. This may include attempts to direct or coheres individuals what to believe and deny them choice.

DOMESTIC ABUSE/FINANCIAL ABUSE

Domestic abuse is the use of forms of control and/or maltreatments within an intimate or domestic relationship. Types of domestic abuse can involve any of the sub categories already listed.

Financial abuse is the wilful use or manipulation of an individual's property, assets or monies without their informed consent or authorisation. This can include theft or fraud of monies or possessions, exploitation etc.

<https://www.gov.uk/guidance/domestic-abuse-how-to-get-help>

MODERN SLAVERY

The Modern Slavery Act 2015 places a new statutory duty on public authorities, including schools, to notify the National Crime Agency (NCA) (section 52 of the Act) on observing signs or receiving intelligence relating to modern slavery. The public authority (including schools) bears this obligation where it has 'reasonable grounds to believe that a person may be a victim of slavery or human trafficking'.

Staff must be aware of the above and contact the DSL should they suspect or receive information that either parents or their children may be victims of modern slavery including any concerns raised by an employer or raised by work based learning and work experience teams when working with employers. The DSL should then contact the NCA.

<https://www.gov.uk/government/collections/modern-slavery>

PEER ON PEER ABUSE

Peer on peer abuse occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age; everyone directly involved in peer on peer abuse is under the age of 18.

This is most likely to include, but may not be limited to:

- bullying (including cyberbullying)
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;

ALL staff and volunteers understand that children can abuse other children.

ALL staff and volunteers will inform the DSL of suspected peer abuse and record in line with schools recording policy.

Peer on peer abuse will be taken as seriously as any other form of abuse.

All staff understand that abuse is abuse and should never be tolerated or passed off as "banter", "just having a laugh" or "part of growing up"

All staff will understand that students with SEND are more prone to peer group isolation and school will have extra pastoral support to address this.

Physical abuse between peers will be managed under the Myerscough Code and disciplinary procedures.

Emotional abuse between peers will be managed under the Myerscough Code.

Harmful sexual behaviour will be identified and managed using the [Brook Traffic Light Tool](#) and with support and guidance from LCC Schools Safeguarding Officer.

Sexting will be managed on a case by case basis using national and local guidance.

In cases of suspected or actual peer on peer abuse, a risk assessment will be undertaken and appropriate and proportionate control measures put in place to manage and reduce risk. Seek advice from Local authority Schools Safeguarding Officer.

Referrals to Children's Social Care, Police and/or other appropriate agencies will be made where thresholds are met.

DSLs understand that regarding peer on peer abuse, the victim and the perpetrator are likely to have unmet needs and require support and assessment to determine these.

The DSL will assess on a case-by-case basis, supported by children's social care and the police if required to ensure the most appropriate response for the children / young people involved.

The DSL will consider:

- the wishes of the victim in terms of how they want to proceed
- the nature of the alleged incident
- the ages of the children involved
- the development stages of the children involved
- any power imbalance between the children
- is the incident a one-off or a sustained pattern of abuse
- are there ongoing risks to the victim, other children, school or College staff
- contextual safeguarding issues

Following a report of sexual violence, the designated safeguarding lead (or deputy) will make an immediate risk and needs assessment, considering:

- the victim
- the alleged perpetrator
- all other children (and if appropriate adult students and staff).

Risk assessments will be recorded and kept under review as a minimum termly.

CHILDREN MISSING FROM EDUCATION

ALL staff and volunteers follow College procedures when a child misses education particularly on repeat occasions to help identify the risk of abuse and neglect.

Children missing from education can be a potential sign of abuse or neglect including violence crime, County lines involvement, sexual or criminal exploitation, undergoing female genital mutilation, forced marriage or travelling to conflict zone or be taking on additional responsibilities or caring duties within the family home.

A child, young person or individual with additional needs going missing either from education, residential accommodation, home or care home particularly if repeated, would be of concern. All academic staff are asked to complete registers and follow up unauthorised absences following the relevant policy and procedure. Where there are immediate concerns for a missing person DSP including Health and Safety Advisor are contacted. They will take control and liaise with all involved including external agencies if necessary.

- The College Attendance Policy is up to date, reviewed annually and includes reference to CME
- There is an admissions policy and an attendance register
- **Where reasonably possible** College should hold more than one emergency contact number for their students
- All staff will be aware that children going missing from education can be a warning sign of safeguarding considerations and act on these in line with the policies.

Other Vulnerable Categories:

All staff will have read Annex A of Keeping Children Safe in Education and be aware of specific forms of abuse and safeguarding issues and vulnerable groups of children including:

- Children in the Court System
- Children with Family Members in Prison
- Homelessness
- Mental Health





Dealing with a Disclosure of Abuse and Procedure for Reporting Concerns

All staff have a responsibility to know how to deal with a disclosure, be able to recognise signs or reports of concern and know how to manage that situation and report suspected cases of abuse or concern timely to the Safeguarding team, without delay using the agreed College format. All reports must be reported immediately, to enable a DSL or appointed Deputy to assess the situation and make a decision as to how to safeguard the students.

All staff should be aware of the process for making referrals to children's and adult's social care in cases of emergency when unable to contact a safeguarding lead.

If a child, young person or any person is in immediate danger of being harmed call the police on 999.

If a learner, young person or adult tells a member of staff about possible abuse:

DO:

- Stay calm and reassuring
- Listen to and take what the learner says seriously
- Tell the learner that she/he is right to tell someone and they are not to blame
- Let him/her know that you understand how difficult it is to talk about such experiences
- Arrange a place and time where you can talk privately and uninterrupted as soon as possible
- Explain that you will need to involve other people and why
- Be supportive
- Give realistic encouragement and allow the learner to speak
- Make written record of what is said by the learner – unprompted it needs to be made clear to staff that they can ask open questions but only when necessary in order to clarify or gather further information
- Follow the College's internal channels of communication in relation to safeguarding, child protection and Prevent. Contact details and referral documentation (Safeguarding and Alert Form, SA1) can be found on staff intranet and from Student support teams.

DO NOT:

- Promise confidentiality
- Make promises or reassurances you cannot keep
- Press for details or ask leading questions which may invalidate court proceedings or impede an investigation
- Ask the learner to repeat the details unnecessarily
- React emotionally
- Interrupt or stop a learner during a disclosure
- Underestimate your role as a trusted adult
- Keep this information to yourself or discuss with other colleagues outside of the safeguarding team.
- Forget to make time and seek support for yourself

ALL STAFF MUST REFER ALL CONCERNS TO THE SAFEGUARDING TEAM, BE RECORDED AND REPORTED ACCURATELY AND TIMELY

- ✓ **Staff are required to use the Safeguarding and Alert Form. This is available on the Staff Intranet or from the Student Support Services / Safeguarding team (SA1 Form)**
- ✓ **This should be forwarded to a DSL or appointed Deputy within 24 hours.**
- ✓ **This should ideally be reported before the student goes home and immediately following disclosure.**

If the student is at immediate risk of harm, staff must contact the safeguarding team or DSL as a matter of urgency and complete the referral form following a verbal conversation to pass on the concerns. The safety and welfare of the student is paramount and timely referral and reporting is crucial.

Staff should not investigate concerns or allegations themselves, but should report them immediately. The DSLs will make appropriate referrals in accordance with national and local arrangements.

Generally, staff other than the DSPs or Principal should not make referrals, however in an emergency or if after discussion with a DSL a member of staff believes that a referral should be made but the DSL does not, then in this case, the referral may be made by telephone to the Children's Social Care. If this occurs, the DSL must be informed in order to keep records and oversee any ongoing work.

If a member of staff cannot contact a DSL, a referral to children's or adult social care should be made to the local authority where the student lives or in emergency or risk of significant harm the police on 101 or 999.

<https://www.gov.uk/report-child-abuse>

Confidentiality

Any young person or adult who wishes to disclose must be informed that the member of staff has a professional responsibility to share the relevant information about the protection of the learner with other professionals.

If a young person or adult confides in a member of staff and asks for the information to be kept secret, the member of staff has a responsibility and duty of care to share the information with a DSL.

This needs to be done with care and sensitivity and the young person or adult needs to be reassured that the matter will only be discussed with other professionals who need to know.

It would never be discussed/or disclosed to any person, including family members/carers who is thought to be a threat or could cause harm to the student.

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>



Definitions

Definition of a Child

A child is classified as someone who has not yet reached their 18th birthday. This may be amended if an individual is recognised as having “additional needs”

Definition of an Adult

An adult in this context means a person aged 18 years or over. Safeguarding Adults Principles as defined by the Care Act 2014 are as follows:

- Empowerment – presumption of person led decisions and informed consent
- Prevention – It is better to take action before harm occurs
- Proportionality – Proportionate and least intrusive response appropriate to the risk presented
- Protection – Support and representation for those in greatest need
- Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- Accountability – Accountability and transparency in delivering safeguarding

The Care Act 2014 sets out new guidance regarding adult safeguarding definitions and criteria as follows. The safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

They may include for example, people with:

- a mental health problem or mental disorder including dementia, or people on the autistic spectrum
- a physical disability
- a sensory impairment
- a learning disability
- who are frail and who are experiencing a temporary illness

Individuals with Additional Needs

In accordance with the Vetting and Barring Scheme, the term vulnerable adults is no longer used in safeguarding and safer recruitment terms. These are based on individual roles within a setting, e.g. in education teaching, training, supervising children or providing information, advice or guidance is classed as regulated activity and as such Enhanced Disclosure with a check against the Barred list is required in all cases.

Regulated activity working with adults with particular needs is determined by the level of need and risk assessment. Examples of regulated activity linked to services provided include:

- Providing health care by a health care professional
- Providing personal care where an individual requires basic needs
- Providing social work meaning a Social Worker
- Transporting adults with additional needs to health care appointments

There is a greater focus on individual roles and further guidance is available from the Vetting and Barring Scheme.





Related Policies and Guidance

- Safer Recruitment Policy and Procedure (Staff and Volunteers)
- Recruitment of-Ex Offenders Policy and Procedure
- Vetting and Barring and the Disclosure and Barring Service for the Recruitment of Staff and Volunteers Policy and Procedure
- Employee and Volunteer Professional Code of Conduct
- Probationary Monitoring of Staff Policy and Procedure
- Staying Safe Online and Use of Mobile Technology Policy and Procedure
- External Support Staff Policy and Procedure
- External Service Providers on Campus Policy and Procedure
- Visitors Procedure
- Management of Contractors Procedure
- Data Protection Policy and Procedure
- Myerscough Code of Conduct
- Student Admissions Policy and Procedure
- Student Acceptable Use of IT Resources Policy and Procedure
- Anti-Bullying and Harassment Policy and Procedure
- Social Media Policy and Procedure
- Equality, Diversity and Inclusion Policy
- Allocation of Residential Accommodation Policy and Procedure
- Whistleblowing Policy and Procedure
- Consensual Relations Policy and Procedure
- Hospitality, Gifts and Gratuities Policy and Procedure
- Physical Restraint of Students Policy and Procedure
- Administering of Medicines Policy and Procedure
- First Aid and Hospitalisation Procedure
- Work Experience (Students) Policy and Procedure
- Organising Off Campus Activities Procedure
- Health and Safety Policy and Procedure
- Health, Safety and Welfare Work Placement Details and Assessment Record
- Safeguarding/IAG/Single Equality Aide Memoire for Work Based Learners
- Sub-Contractors Monitoring Checklist
- Disciplinary Policies and Procedures (Staff and Students)
- Behaviour Management Guidelines
- Working Together to Safeguard Children 2018
- PEEPs (Personal Emergency Evacuation Plan)
- Equality, Diversion and Inclusion Policy and Procedure

For our Higher Education students and staff – all related UCLan policies, procedures and documentation can be found on the University's website:

https://www.uclan.ac.uk/study_here/student-contract.php



Key Personnel and Useful Contacts

Key Personnel	Name and Role	Contact Details
Designated Safeguarding Lead, DSL Designated Lead for Children Looked After and Care Leavers	Lisa Hartley Director of Student Support & Welfare Based at the Preston Campus	01995 642222 / 2345 / 2205 07407 304267 lhartley@myerscough.ac.uk
Deputy Designated Safeguarding Lead, DDSL	Carol Kirkham Health and Safety Advisor	Tel: 01995 642190 Email: ckirkham@myerscough.ac.uk
Deputy Designated Safeguarding Lead, DDSL	Robert Kay Residential Support Manager	Tel: 01995 642302 Email: rkay@myerscough.ac.uk
Deputy Designated Safeguarding Lead, DDSL	Rebekah Giles Student Support Coordinator	Tel: 01995 642348 Email: rgiles@myerscough.ac.uk
Liverpool Campus Deputy Designated Safeguarding Lead, DDSL	Nikki Lamb Assistant Head of Inclusive Learning / SEND	Tel: 0151 2282441 01995 642222 Ext 2297 Email: nlamb@myerscough.ac.uk
Safeguarding Governor	Jane Booker	c/o Myerscough College St Michael's Road Bilsborrow Preston PR3 0RY Email: rmatthews@myerscough.ac.uk
Lancashire Contacts	Name and Role	Contact Details
LCC Schools Safeguarding Officer	Tammy Tywang School Safeguarding Officer	Tel: 01772 531196 Email: tammy.tywang@lancashire.gov.uk , CYPsafeeduc@lancashire.gov.uk
Local Authority Designated Officer (LADO)	Tim Booth / Shane Penn / Donna Green	Tel: 01772 5366994 Email: LADO.admin@lancashire.gov.uk

LADO Contacts	Name and Role	Contact Details
<p>See each Local Authority details for referral pathways</p>	<p>Local Authority Designated Officers</p> <p>LADO Contact Details on GM SCB Procedures</p> <p>Bolton: Paula Williams Telephone: 01204 337 474 Email: boltonsafeguardingchildren@bolton.gov.uk</p> <p>Bury: Mark Gay Telephone: 0161 253 5582 or 0161 253 5342 Email: m.gay@bury.gov.uk</p> <p>Manchester: Majella O’Hagan Telephone: 0161 234 1214. Email: majella.ohagan@manchester.gov.uk</p> <p>Oldham: Colette Morris Telephone: 0161 770 8870 Email: colette.morris@oldham.gov.uk</p> <p>Rochdale: Gill Parnell-Jackson Telephone: 0300 3030 350 Email: lado@rochdale.gov.uk</p> <p>Salford: Roisin Rafferty and Patsy Molloy Telephone: 0161 603 4350 or 0161 603 4445. Email roisin.rafferty@salford.gov.uk or patsy.molloy@salford.gov.uk</p> <p>Stockport: Ged Sweeney Telephone: 0161 474 5657. Email: ged.sweeney@stockport.gov.uk</p> <p>Tameside: Tania Brown Telephone: 0161 342 4398. Email: tania.brown@tameside.gov.uk</p> <p>Trafford: Anita Hopkins Telephone: 0161 912 5024. Email: anita.hopkins@trafford.gov.uk</p> <p>Wigan: Steve Westhead Telephone: 01942 486 034. Email: lado@wigan.gcsx.gov.uk</p>	
<p>Local Authorities</p>		
<p>Liverpool</p>	<p>https://liverpool.gov.uk/ https://liverpoolscb.proceduresonline.com/chapters/p_alleg_adults_ch.html https://liverpoolscb.org.uk/lscb</p>	
<p>Manchester</p>	<p>https://www.manchester.gov.uk/socialservices https://www.manchestersafeguardingpartnership.co.uk/</p>	
<p>Salford</p>	<p>https://www.salford.gov.uk/ https://safeguardingchildren.salford.gov.uk/</p>	

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Review Date:	September 2020	To be reviewed annually and as required in line with legislative and local arrangements guidance	
Publication:	Staff Intranet College Website HR Application Pack		
Quality Assurance			
This Policy and Procedure maps to the following external quality assurance frameworks			
Framework		Framework Section Reference(s)	
Education Inspection Framework MATRIX			
QAA		QAA UK Quality Code for Higher Education	
QIA			
ESFA			
Key Changes to Document:			

All Myerscough College Policies are subject to screening for Equality Impact Assessment

Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, marriage or civil partnership, sex or sexual orientation

Myerscough College not only fulfils its legal position in relation to current and future equality legislation, but additionally goes beyond compliance in providing and promoting “Opportunities for all to succeed”, free from any aspect of discrimination, harassment or victimisation.

All staff have a duty of care to look after the interests of and support their colleagues. *This policy takes account of* our commitment to eliminating discrimination, identifying and removing barriers and providing equal opportunities for our learners, staff and visitors to ensure that no one feels excluded or disadvantaged.

Safeguarding and Child Protection

All staff have a responsibility to support and promote the College’s commitment to providing a safe environment for students, staff and visitors. Additionally, all staff have a responsibility to report any safeguarding or Prevent issues to the Designated Senior Lead for Safeguarding and Prevent.