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SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY AND PROCEDURES

1.0 INTRODUCTION

1.1 New City College recognises that it has a statutory duty to report disclosures of allegations of abuse/radicalisation. It also has a moral duty to promote and safeguard the welfare of its students who are under the age of 18 and vulnerable adults. This includes helping to protect them from situations in which they are abused.

1.2 The College is Safeguarding Against Abuse by:

- a) Establishing a safe learning environment in which all students can learn and develop
- b) Practising safe staff recruitment procedures built around Disclosure and Barring Service (DBS) checks
- c) Helping to equip students with information and awareness to keep themselves safe
- d) Maintaining clear procedures to identify and report suspected cases of abuse
- e) All staff will be made aware of these procedures and trained in their use
- f) Providing appropriate support to students who have been abused

Please refer to Appendix A for definitions of abuse and neglect

1.3 Safeguarding Against Radicalisation:

1.3.1 The college recognises its duty under the Prevent agenda and understands the positive contribution it can make towards protecting its students from radicalisation and/ or violent extremism.

1.3.2 The college will continue to:

- a) Empower its students to create communities that are resilient to extremism
- b) Protect the wellbeing of particular students who may be vulnerable to being drawn into violent extremism or crime.
- c) Continue to promote the development of spaces for free debate where shared values can be reinforced.
- d) Promote values of openness and tolerance which is characteristic of British values (British values is defined as “**democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs**”).

1.3.3 Allegations, suspicions or concerns of radicalisation will be tackled using the safeguarding policies and procedures in the college. Radicalisation is the process by which individuals come to support terrorism or violent extremism.

1.3.4 The college recognises that it has a duty to report suspicions or disclosures about radicalisation or involvement in extremism. These concerns will be reported internally using the Safeguarding Policy and procedures but also be reported externally to the Prevent Coordinator for the Borough.

1.4 The college recognises that it has a duty to report any concerns around Female Genital Mutilation (FGM) directly to the police. These concerns will be reported internally using the Safeguarding Policy and Procedure.

1.5 The college has a strategy to support its Looked After Children (LAC), Care Leavers (CL) and Key Stage 4 (KS4) students. Any feedback from this strategy will be provided to the Safeguarding Advisory Committee (SAC). Please refer to Appendix H for the LAC Strategy.

2.0 CONTEXT AND GENERAL PRINCIPLES

- 2.1 The college has a statutory duty under the Children Act 1989 and Section 175 of the Education Act 2002 to safeguard and promote the welfare of its students. In fulfilling this duty regard has been taken of the guidance in “What to do if you are worried a child is being abused” Department of Education (DfE) 2006, “Safeguarding Children and Safer Recruitment in Education” DfE 2007, “Working Together to Safeguard Children” DfE 2017 and “Keeping Children Safe in Education” DfE September 2016.
- 2.2 With regard to Prevent Section 21 of the Counter-Terrorism and Security Act 2015 (the Act) places a duty on certain bodies, including schools and colleges, listed in Schedule 3 of the Act, to have ‘due regard to the need to prevent people from being drawn into terrorism’.
- 2.3 For Safeguarding and Child Protection purposes, a child is classed as a person under the age of 18. The college has included vulnerable adults in the scope of this policy. Vulnerable adults are people aged over 18 who are affected by mental ill health, have a learning difficulty, disability, a physical disability or impairment.
- 2.4 All staff have been made aware that it is a criminal offence under the Sexual Offences Act 2003 for a person over the age of 18 in a position of trust to enter into a sexual relationship with any student under 18 years old, even if the relationship is consensual.
- 2.5 The college is clear that it is not the responsibility of any member of staff to investigate any suspected cases of abuse. All cases must be referred to a member of the Safeguarding Team.

3.0 PEOPLE WITH RESPONSIBILITY FOR SAFEGUARDING

NB: All members of the College community, including staff, Governors, students and contract staff, are responsible for safeguarding and promoting the welfare of children and vulnerable adults.

All staff:

All staff who come into contact with students in their everyday work have a duty to safeguard and promote their welfare. Staff will be trained to understand their responsibilities. Failure to comply with these responsibilities will be seen as a serious matter which may lead to disciplinary action. Staff are expected to:

- attend safeguarding training as required (refresher training for all members of staff every three years)
- familiarise themselves with the Safeguarding policy and associated policies
- safeguard and promote the welfare of children and vulnerable adults
- alert the Designated Safeguarding Officers if they have concerns about a student.

Lecturers, Tutors and Student Support Workers:

These staff are responsible for ensuring that their learners are aware of the services they can approach for support.

Designated Safeguarding Officers:

The Assistant Principal: Student Experience plus nine other members of staff at the Redbridge and Hackney campuses and ten at the Tower Hamlets campus are designated as the staff responsible for safeguarding students and dealing with safeguarding issues. They are known as Designated Safeguarding Officers.

Designated Safeguarding Officers act as the College's source of support, advice and expertise on safeguarding issues, and are responsible for dealing with allegations or

suspicions of abuse. They attend training as appropriate, liaise with the Principal and other College departments where necessary, and make referrals to external agencies.

Their role includes:

- utilising the Levels of Need Thresholds set by each borough in line-with the Pan London guidance (See Appendix A)
- obtaining information from staff, volunteers, children, parents or carers who have concerns relating to the protection of students, and to record this information
- assessing information quickly and carefully and asking for further information where appropriate
- consulting with a statutory child protection agency e.g. the local social services department, to clarify doubts or worries
- making referrals to statutory child protection agencies or the police without delay
- the reporting of Prevent concerns to the borough Prevent Officer and utilising the Channel process

Designated Safeguarding Officers have contact telephone numbers for the Local Area Safeguarding Children's Board and other statutory agencies.

4.0 SAFEGUARDING PROCEDURE FOR STAFF

- 4.1 If a student tells a member of staff that abuse is taking place they should be acknowledged, taken seriously and listened to.
- 4.2 As soon as it becomes clear that the student is talking about a situation of abuse, they should be gently stopped and informed that if they continue, the staff member has a **legal obligation** to pass information on to a member of the Safeguarding Team. **Staff cannot promise confidentiality to a student.**
- 4.3 It is important not to ask too many questions as it is **clear that staff must not under any circumstances investigate any accusations.** As soon as possible, staff should write down the factual details of what has been said and pass to a Safeguarding Officer. No other paper or electronic copies should be kept.
- 4.4 Staff must contact a member of the Safeguarding Team as soon as possible, but certainly the same day, to explain the situation and pass on the written notes. The Safeguarding Officer will outline the action that they will take so that this can be explained to the student. If a Safeguarding Officer is not available for instance in the evening, staff should contact the Duty Manager. The Duty Manager will contact the Designated Safeguarding Officer on their emergency phone number. If the Designated Safeguarding Officer cannot be contacted the Duty Manager will make contact with another member of the Safeguarding Team.
- 4.5 **Staff must not take any further action themselves.** This includes contacting parents or outside agencies.
- 4.6 As far as possible, the wishes and views of the student will be taken into account.
- 4.7 If a member of staff has suspicions that a student is suffering abuse they must discuss these concerns with a member of the Safeguarding Team and **not take any independent action.**
- 4.8 All contact with outside agencies regarding safeguarding issues of abuse must be conducted by a member of the Safeguarding Team.
- 4.9 Support will be offered to students through the college counsellor or external agency where appropriate.

- 4.10 If the student is on an under 16 link programme the Safeguarding Officer will make contact with the designated safeguarding person from the school or a senior member of the school staff.
- 4.11 If the student suffering abuse is over 18 but we are aware that there may be **other siblings under 18 who may be at risk** the Safeguarding Team must be informed.
- 4.12 The college will liaise with the police and support them with enquiries in relation to the safeguarding and well-being of students.
- 4.13 Please refer to Appendix C for the procedure to follow if allegations happen on an educational visit.
- 4.14 Please refer to Appendix D for the conduct of professional relationships between staff and students.
- 4.15 Please refer to Appendix E for Reporting eSafety incidents workflow.

5.0 ALLEGATIONS OF A STUDENT ABUSING ANOTHER STUDENT

If a student has been accused of being involved as an abuser within a child abuse allegation, a member of the Safeguarding Team must be contacted as soon as possible. The Safeguarding Officer will contact the Police immediately as this is a criminal act and a view needs to be taken as to if a prosecution will take place. In this instance both sets of parents will be informed and it is likely that the accused student will be suspended immediately. If they are not suspended a risk assessment will need to take place immediately so that a judgement can be made as to that individual's range of activity within the college, prior to the outcome of any investigation being known.

6.0 ALLEGATIONS OF ABUSE AGAINST A MEMBER OF STAFF

Any allegations of abuse made against a member of the college staff should be dealt with under guidelines contained in Appendix B. In relation to the student all previously outlined procedures will be followed, with the student being referred to a member of the Safeguarding Team.

7.0 SEX OFFENDERS

It has become clear that a small number of adults who are convicted sex offenders have tried to enrol at colleges across the country. Whilst New City College has always had a role in the rehabilitation of offenders, the safeguarding of our students must take a greater priority. If any member of staff or student has concerns that a sex offender may be accessing any college site, this information must be passed to a member of the Safeguarding Team immediately. The Safeguarding Officer will contact outside agencies to verify any accusation and decide with the Borough Principal on the action to be taken.

8.0 BULLYING & HARASSMENT

- 8.1 The college is committed to ensuring that students have an entitlement to receive education and training free from threat, oppression, or abuse. The student disciplinary process reinforces the view that bullying and harassment are unacceptable and inconsistent with college objectives.
- 8.2 All staff will set a good example to students and promote mutual co-operation and respect within the college community and make plain the college's attitude towards bullying and harassment.
- 8.3 The college will provide specialist advice and guidance on bullying and harassment during the college induction period and through its tutorial provision.
- 8.4 Any incidents of bullying will be reported to the relevant Head of Faculty who may seek advice from the Safeguarding Team. Staff will act, without delay and positively, when bullying or harassment of any kind are reported or observed. The college's student disciplinary procedure will be instigated as appropriate.
- 8.5 Victims of bullying or harassment, including that occurring outside the college, will be supported by the Safeguarding Team, college counsellor or referred to outside agencies with their consent, as appropriate.
- 8.6 The college will identify potentially isolated locations and key times, and act to monitor them, to prevent bullying or harassment taking place.
- 8.7 Staff will be made aware of the issues of bullying and harassment and where to obtain procedural advice.

9.0 CHILDREN MISSING IN EDUCATION – 14-16 YEAR OLDS INCLUDING VULNERABLE CHILDREN AND LACS

A child missing from education is a potential indicator of abuse or neglect and such children are at risk of being victims of harm, exploitation or radicalisation. A young person (14-16) joining the College must be placed on the admission register at the beginning of the first day of attendance. The register for any young person (14-16) on joining the College must be updated at the beginning of the first day of attendance. Should the young person not arrive at College a plan needs to be put into place and if necessary the local authority should be informed.

When a 14-16 year old young person leaves the College before the completion of the programme of study the Local Authority must be informed immediately. In addition, it may be appropriate to highlight any contextual information concerning a vulnerable young person who is missing education, especially in the case of safeguarding concerns which must be reported.

16-18 year old learners who leave a programme of study before its completion must also be reported and this is undertaken through a monthly return which reports to the Local Authority in which the learner resides.

10.0 FORCED MARRIAGE

Forced marriage is different from, and should not be confused with, an arranged marriage. To force a person to marry someone against their will is an abuse and a criminal offence. The government have established a Forced Marriage Unit (FMU) to offer support and guidance to agencies. If you suspect that one of your students is being placed in a potential forced marriage situation please refer to a member of the Safeguarding team immediately.

11.0 SAFE RECRUITMENT OF STAFF

New City College undertakes to ensure that its staff are fit to work in a College setting with students. It also reserves the right to refuse to employ staff whom it has a reasonable belief may pose a risk to its learners.

The College has systems in place to prevent unsuitable people from working with students and to promote safe practice. These systems apply to all new staff and require the following checks to be made on appointment:

- a minimum of two references, satisfactory to the College, one of which should be from a previous employer
- documentary evidence checks of identify, nationality, residency and “right to work” status
- standard or enhanced Disclosure and Barring Service Certificate
- a barred list check for child and/or vulnerable adults depending on role
- documentary evidence of qualifications
- satisfactory completion of the probationary period

11.1 Enhanced DBS Certificates

Contain details of an individual’s convictions, cautions, reprimands or warnings recorded on police central records and includes both 'spent' and 'unspent' convictions together with any information held locally by police forces that it is reasonably considered might be relevant to the post applied for. These are shown on a criminal records certificate.

11.2 Enhanced DBS & Barred List Check (child)

An enhanced check with information from the DBS's children's barred list is only available for those individuals engaged in regulated activity with children and a small number of posts as listed in the Police Act regulations.

11.3 Enhanced DBS & Barred List Check (adult)

An enhanced check with information from the DBS's adults barred list is only available for those individuals engaged in regulated activity with adults and a small number of posts as listed in the Police Act Regulations.

11.4 Enhanced DBS & Barred List Check (child and adult)

An enhanced check with information from the DBS's children and adults barred list is only available for those individuals engaged in regulated activity with both vulnerable groups including children and a small number of posts as listed in the Police Act Regulations.

All college staff will undertake a Level 2 check or Level 4 check, depending on their role. For example:

the College will endeavour to ensure that appropriate checks are carried out for individuals who have lived outside the UK. Although the DBS does not generally have access to overseas criminal records, the DBS can advise on how to obtain equivalent information from overseas authorities, where appropriate and available.

In accordance with the Regulations, records of all checks carried out are kept centrally in the Human Resources department.

11.5 Single Central Record (SCR) for all staff

The Single Central Register includes all governors, staff, agency staff and contractors. A section 128 check is carried out on people who have lived or worked outside of the UK. This includes recording checks for EEA teacher sanctions and restrictions as outlined in paragraph 114 of 'Keeping Safe in Education 2016'. This includes Prohibition in Practice Checks for staff teaching 14-16 year old students.

**See also: Disclosure and Barring Policy
Recruitment of Ex-Offenders policy**

12.0 TRAINING

12.1 The Safeguarding Team receive training in safeguarding to a Level 3 standard and inter-agency working and refresher training at 2 yearly intervals to keep knowledge up to date.

12.2 The Borough Principal, all other staff who work with young people and the members of the Corporation Board will be provided with awareness training to equip them to carry out their responsibilities for safeguarding effectively. Refresher training will be provided at 2 yearly intervals. This training is compulsory.

12.3 All staff receive Prevent WRAP training following induction. Prevent updates and Safeguarding training updates for all staff are delivered at 2 yearly intervals.

12.4 Temporary staff and volunteers will be made aware of the college's arrangements for safeguarding and their personal responsibilities. These staff will have to undergo DBS clearance – contact Human Resources for further information.

13.0 DATA PROTECTION AND RECORD KEEPING

- 13.1 Confidential records will be kept for all stages of alleged or suspected child abuse. Staff should report using the report it button on the staff intranet. No records of situations of alleged or suspected abuse must be kept in curriculum areas or elsewhere in the college; this includes e-mail communications which must be deleted. Any information about individuals will be kept confidential.
- 13.2 Any data that is filed, will comply with the college's Data Protection Policy.

14.0 INFORMATION FOR STUDENTS & PARENTS

Information on this policy will be provided to students through their handbook and through induction. Parents will be informed through the Parents Welcome Evening.

Students are made aware of who the Safeguarding Teams are, how they will support them and what their responsibilities to safeguarding within the college are, through the college induction programme and through posters displayed throughout the campuses.

15.0 RESIDENTIAL VISITS ABROAD

To ensure that considerations for safeguarding are given to residential visits abroad that staff undertake with students, the Safeguarding Team will be involved in risk harassment meetings that take place prior to overseas visits. The purpose is for the team to advise on any potential child protection issues that may arise. It is the role of the leader in charge of the visit to liaise with a Safeguarding Officer. For clarification of the procedure for dealing with an incident that arises during an educational visit please refer to Appendix C.

16.0 ANNUAL REVIEW BY THE CORPORATION BOARD

The Corporation Board will undertake an annual review of this policy. 'Safeguarding Update' is a standing agenda item at corporation meetings presented by the Borough Principal.

17.0 INFORMATION SHARING AND CONFIDENTIALITY

- 17.1 Information received in relation to safeguarding is often confidential and New City College complies with the relevant parts of:
- a) The Human Rights Act 1998
 - b) The Common Law Of Confidentiality
 - c) The Data Protection Act 1998
 - d) The Children Act 1989
- 17.2 The college acts appropriately with regard to confidentiality whilst still complying with our duties of cooperation and integrated working between ourselves and appropriate external agencies, including Social Services and the Police while acting in the best welfare interests of young people.
- 17.3 Confidential information will not be shared without prior consent except in specific circumstances where the college's legal duties prevent this. Information will be used only by the safeguarding team members in connection with their duties. At times this may include disclosure to other relevant professionals such as social services and the Police. This information will only be shared, on a "need to know" basis, after confirming the identity/authority of the person concerned, and with parent's prior consent, **except in circumstances where the disclosure is necessary for compliance with a legal or statutory obligation, or it is necessary in order to protect a child's welfare.** Any requests for information should be updated on the safeguarding log.

17.4 When receiving phone calls requesting information about students, the following protocols must be followed:

- a) If a student is over the age of 18, no information may be shared with any party
- b) If a student is under the age of 18 (or over the age of 18 and a vulnerable adult), the following information must be requested from the caller:
 - i. Name
 - ii. Date of birth of student
 - iii. Post code of students home address
 - iv. Contact number of the caller

Once this information is gained, the details of the query will be passed to the student directly and the student will choose if they wish to respond.

17.5 When a request for student information is made in person, the following protocols must be followed:

- a) If a student is over the age of 18, no information may be shared with any party
- b) If a student is under the age of 18 (or over the age of 18 and a vulnerable adult), the following information must be requested from the visitor:
 - i. Details of the visitor are to be taken and the administrator/ receptionist to contact the student
 - ii. Administrator/ receptionist to pass the visitors details to the student
 - iii. The student will then make the decision whether or not they will meet with the visitor

DEFINITIONS OF ABUSE AND NEGLECT

1.0 PHYSICAL ABUSE

May involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child.

2.0 SEXUAL ABUSE

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

- a) Physical contact including penetrative or non-penetrative acts
- b) Non-contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities
- c) Encouraging children to behave in sexually inappropriate ways, including involvement in prostitution
- d) Sexting, this is when someone shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexually explicit messages.

3.0 EMOTIONAL ABUSE

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

- a) Conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person
- b) Age or developmentally inappropriate expectations being imposed on children
- c) Causing children frequently to feel frightened or in danger
- d) Child Sexual Exploitation (CSE) or corruption

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

4.0 NEGLECT

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

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

5.0 FINANCIAL ABUSE

This includes theft, fraud, exploitation, the misuse of possessions and pressure applied in relation to financial transactions.

6.0 DISCRIMINATORY ABUSE

This is based on a person's disability and includes making hurtful comments and harassing them.

7.0 Female Genital Mutilation (FGM)

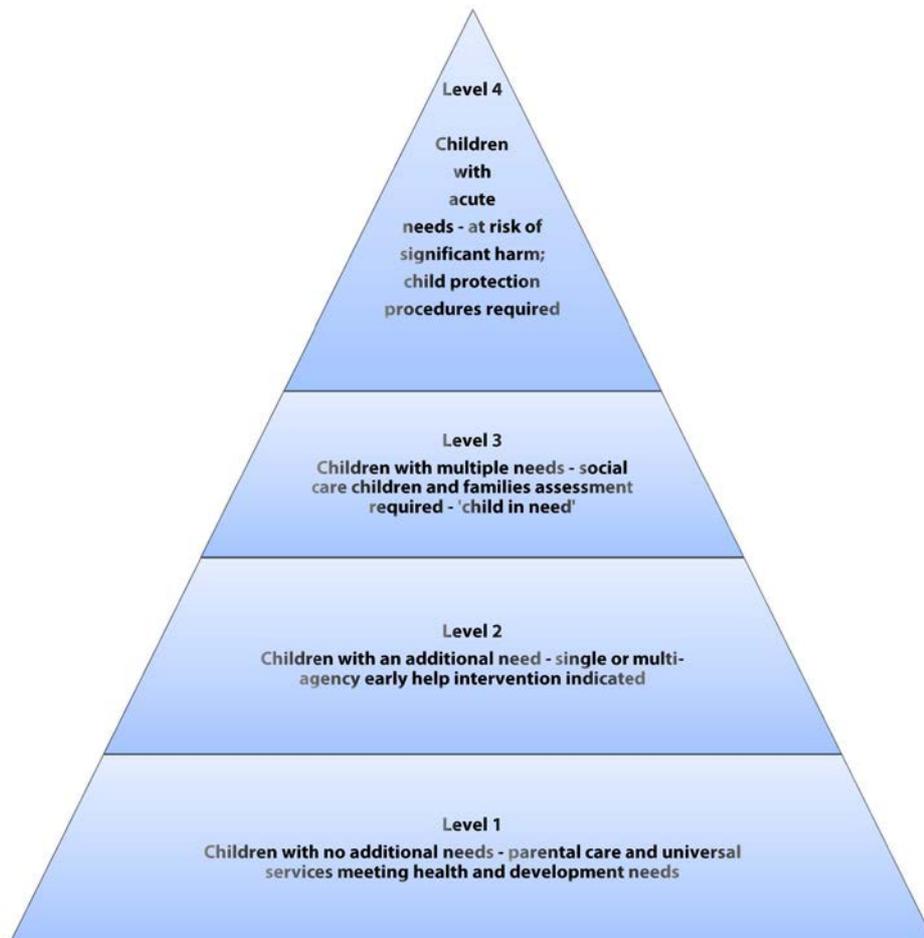
The college acknowledges the duty to report disclosures and suspicions of FGM directly to the police.

8.0 Specific safeguarding issues

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. For example NSPCC offers information for schools and colleges on the [TES website](#) and also on its own website www.nspcc.org.uk. Schools and colleges can also access broad government guidance on the issues listed below via the GOV.UK website:

- [child sexual exploitation \(CSE\)](#)
- [bullying including cyberbullying](#)
- [domestic violence](#)
- [drugs](#)
- [fabricated or induced illness](#)
- [faith abuse](#)
- [female genital mutilation \(FGM\)](#)
- [forced marriage](#)
- [gangs and youth violence](#)
- [gender-based violence/violence against women and girls \(VAWG\)](#)
- [mental health](#)
- [private fostering](#)
- [radicalisation](#)
- [sexting](#)
- [teenage relationship abuse](#)
- [trafficking](#)
- [Child Exploitation and Online Protection Centre \(CEOP\)](#) – Child Sex Exploitation and Radicalisation

9.0 Levels of Need Diagram (Based on the London Borough of Redbridge model but in line with Hackney and Tower Hamlets March 2018 thresholds.



**PROCEDURE FOR DEALING WITH ALLEGATIONS MADE
AGAINST A MEMBER OF STAFF**

1.0 ENQUIRIES AND INVESTIGATIONS

- 1.1 Safeguarding enquiries by Social Services or the Police are not to be confused with internal disciplinary enquiries by the college. The college may be able to use the outcome of external agency enquiries as part of its own procedures.
- 1.2 The college will hold in abeyance its own enquiries while the formal police or Social Services investigations proceed.
- 1.3 The Police may act independently of the college particularly where the allegation is unconnected to the member of staff's professional life. The Police may wish to interview other members of staff to enable them to gather the evidence.
- 1.4 Any internal enquiries will conform to the college Staff Disciplinary Procedure.
- 1.5 Parents or carers of the child/ren involved should be informed as soon as possible, but this should not happen until relevant external agencies have agreed what information can be disclosed.

2.0 SUSPENSION OF STAFF

The HR staff disciplinary process will be effected.

3.0 THE DISCIPLINARY INVESTIGATION

- 3.1 The disciplinary investigation will be conducted in accordance with the existing staff disciplinary procedures. If the outcome of the investigation results in formal disciplinary action being taken, this too will be conducted in accordance with the college disciplinary procedure.
- 3.2 Where a member of staff has been suspended and no disciplinary action is to be taken, the suspension should be lifted immediately and arrangements made for the member of staff to return to work.
- 3.3 The young person(s) making the allegation and/or their parents should be informed of the outcome of the investigation and proceedings. This should occur prior to the return to college of the member of staff (if suspended).
- 3.4 The SPH should give consideration to what information should be made available to the general population of the college.
- 3.5 The college will provide informal counselling (other than in the case of dismissal). The college would also consider the appropriateness of additional support, guidance and reassurance and help, where necessary, to rebuild the member of staffs confidence. If required the college would provide sympathetic consideration to other employment options.
- 3.6 The following definitions should be used when determining the outcome of an investigation: Substantiated, Malicious, False, and Unsubstantiated.

- 3.7 It is expected that 80% of cases should be resolved within 1 month, 90% within 3 months and all but exceptional cases within 12 months.
- 3.8 Cases where it is immediately clear that the allegation is unsubstantiated should be resolved within 1 week.
- 3.9 If an allegation is invented or malicious the Chief Executive Officer should decide whether disciplinary action against the person making allegations (student or staff) should be pursued.
- 3.10 Any substantiated cases will be reviewed by the Local Authority Designated Officer (LADO) and the case manager to identify any improvements required to college procedures. This review should include a conversation about the need to refer to the DBS.

4.0 ALLEGATIONS WITHOUT FOUNDATION

- 4.1 False allegations may be indicative of problems of abuse elsewhere. A record should be kept and consideration given to a referral to the Local Safeguarding Children Board (LSCB) in order that other agencies may act upon the information.
- 4.2 In consultation with the Designated Safeguarding Officer and /or the designated Governor the Director of Human Resources shall:
 - a) Inform the member of staff against whom the allegation is made, orally and in writing, that no further disciplinary or safeguarding action will be taken
 - b) Inform the parents/carers of the alleged victim that the allegation has been made and of the outcome reached
 - c) Where the allegation was made by a child, other than the alleged victim, consideration to be given, to informing the parents/carers of that child
 - d) Prepare a report outlining the allegation and giving reasons for the conclusion that it had no foundation and confirming that the above action had been taken

5.0 RECORDS

- 5.1 For safeguarding matters relating to staff members only, it is important that documents relating to an investigation are retained in the Human Resources Department, in a secure place, together with a written record of the outcome. If disciplinary action is taken, details will be retained on the member of staff's personal file, in accordance with the college disciplinary procedure.
- 5.2 If a member of staff is dismissed or resigns or otherwise ceases to provide his or her services before the disciplinary process is completed, they should be informed that the college may make a referral to the DBS for consideration of inclusion on the barred list (formally list 99).
- 5.3 There is a legal duty to refer the dismissal/ removal of a member of staff for safeguarding reasons to the Disclosure and Barring Service (DBS).
- 5.4 If an accused person resigns or ceases to provide services, this should not prevent an allegation being pursued. A settlement/ compromise agreement must not prevent referral to DBS.
- 5.5 Details of allegations found to be have been malicious should be removed from personnel records. However, for all allegations, detailed records should be confidentially stored (until retirement or a period of 10 years) and provided to the accused.
- 5.6 Cases in which an allegation was found to be false, unsubstantiated or malicious should not be included in employer references.

**PROCEDURE FOR DEALING WITH AN ALLEGATION
THAT ARISES DURING AN EDUCATIONAL VISIT**

- 1.0 When the alleged abuser and person abused are both members of the education visit away from the college site, the primary consideration is the initial protection of the child or vulnerable adult. Action to ensure this should be taken by the member of staff in charge of the visit. Once there is no immediate risk of further abuse then a more considered approach can be taken.
- 1.1 It is also important to note that all offences against children up to the age of 18 years need to be reported. If an offence is thought to have been committed staff should contact local Police in the first instance, especially when the alleged abuser is a member of the local population.
- 1.2 Careful consideration should be given to how best to inform the student's parents/ carer and whether any or all of the students should be returned home. This will depend on the seriousness of the incident, the effect on the students and the risk present. A member of the Safeguarding Team should be consulted for advice.
- 1.3 When the allegation disclosed on the educational visit away from the college relates to abuse of the student at their home, the standard procedure should be followed. Staff should discuss the situation with a member of the Safeguarding Team at the earliest opportunity.

CONDUCT OF PROFESSIONAL RELATIONSHIPS BETWEEN STAFF AND STUDENTS

1.0 INTRODUCTION

1.1 As an equal opportunities employer, the college recognises the importance of promoting and preserving the integrity of professional relationships between staff and students. Professional relationships are essential in assisting the college to conduct its activities in a spirit of openness, fairness, consistency of treatment, mutual trust and respect. These guidelines apply to all employees at New City College working under a permanent, temporary, or variable hours contract of employment. Relationships covered by these guidelines include:

- a) Contractual
- b) Sexual / romantic
- c) Financial
- d) Social
- e) Family
- f) Business / commercial

This list is not exhaustive.

1.2 The guidelines cover any issues where such relationships raise concerns about safety, conflict of interest, trust and/ or confidentiality. Potential areas of concern include:

- a) Access to confidential information
- b) Accommodation
- c) Assignment work
- d) Evaluation
- e) Marking
- f) Research
- g) Tutoring
- h) Discipline
- i) Academic Guidance
- j) Assessment
- k) Counselling
- l) Learning
- m) Supervision
- n) Teaching

This list is not exhaustive.

2.0 RELATIONSHIP BETWEEN STAFF AND STUDENTS

2.1 Staff have a professional and ethical responsibility to protect the interests of students, to respect the trust involved in the staff/student relationship and to accept the constraints and obligations inherent in that responsibility. The development of staff / student relationships should be governed by professional ethics.

2.2 New City College will not tolerate staff entering into any personal relationship with a student. Any relationship formed between a member of staff and student, within the college setting or context, develops from a position of unequal power. Such a relationship is likely to create problems in maintaining the boundaries of professional and personal life. A relationship of this kind can also disrupt the teaching and learning environment for other students and colleagues. Staff must discourage the development of inappropriate patterns of behaviour with students by the maintenance of an appropriate distance.

2.3 The existence of a relationship with a student's family member or with friends or associates who subsequently become students will always give rise to similar professional and ethical issues.

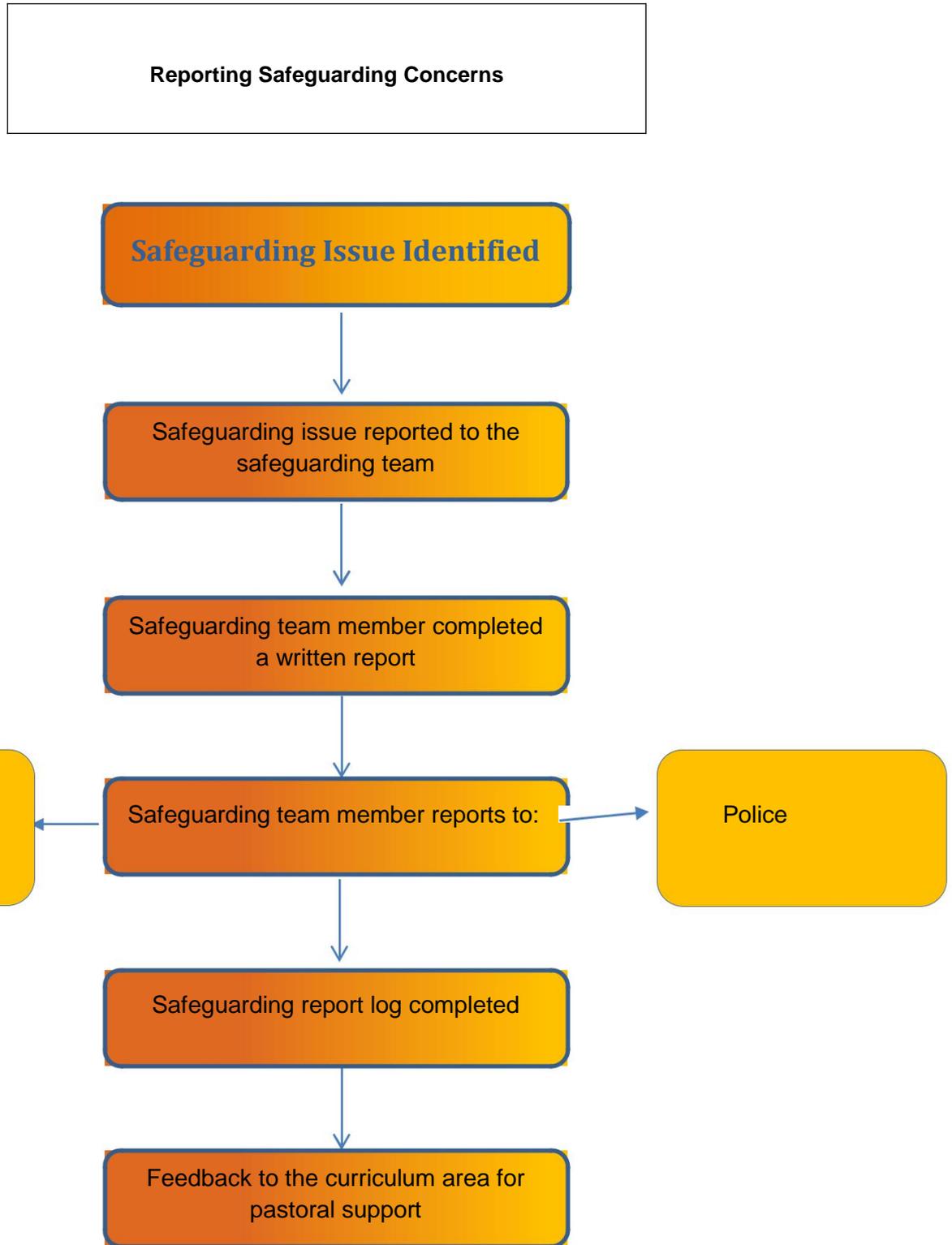
3.0 PROCEDURE

3.1 Should any personal relationship begin to develop, or if a member of staff has concerns about how a student perceives their relationship with them, the staff member must discuss this with their line manager or another relevant member of college staff in the first instance. The staff member may also wish to consider discussing this with their professional association and/or Trade union.

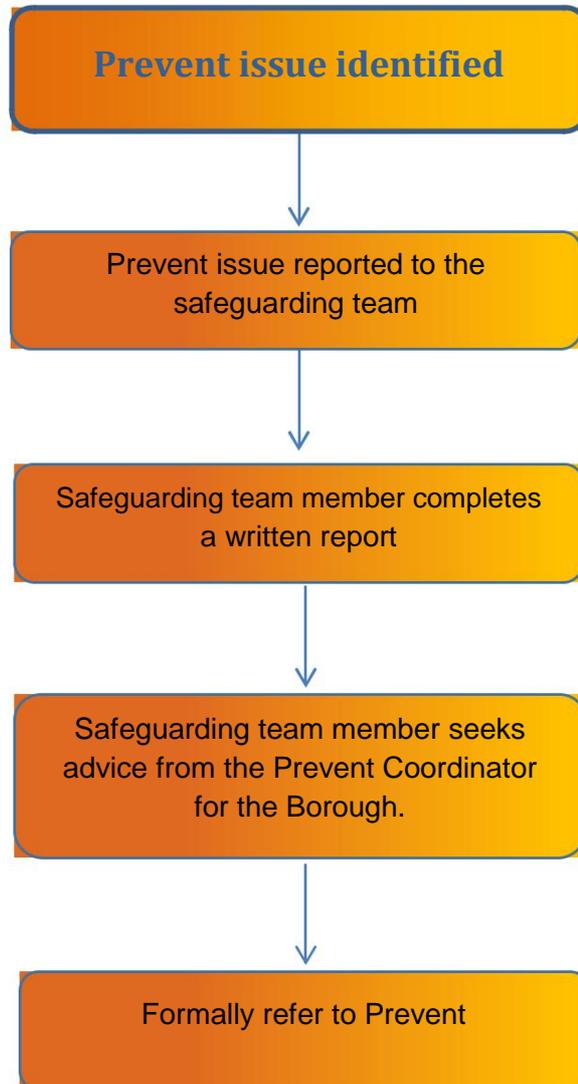
3.2 All staff have a responsibility to formally and confidentially raise concerns about the inappropriate behaviour of other members of staff with their line manager and where appropriate the relevant Senior Post Holder/GCD.

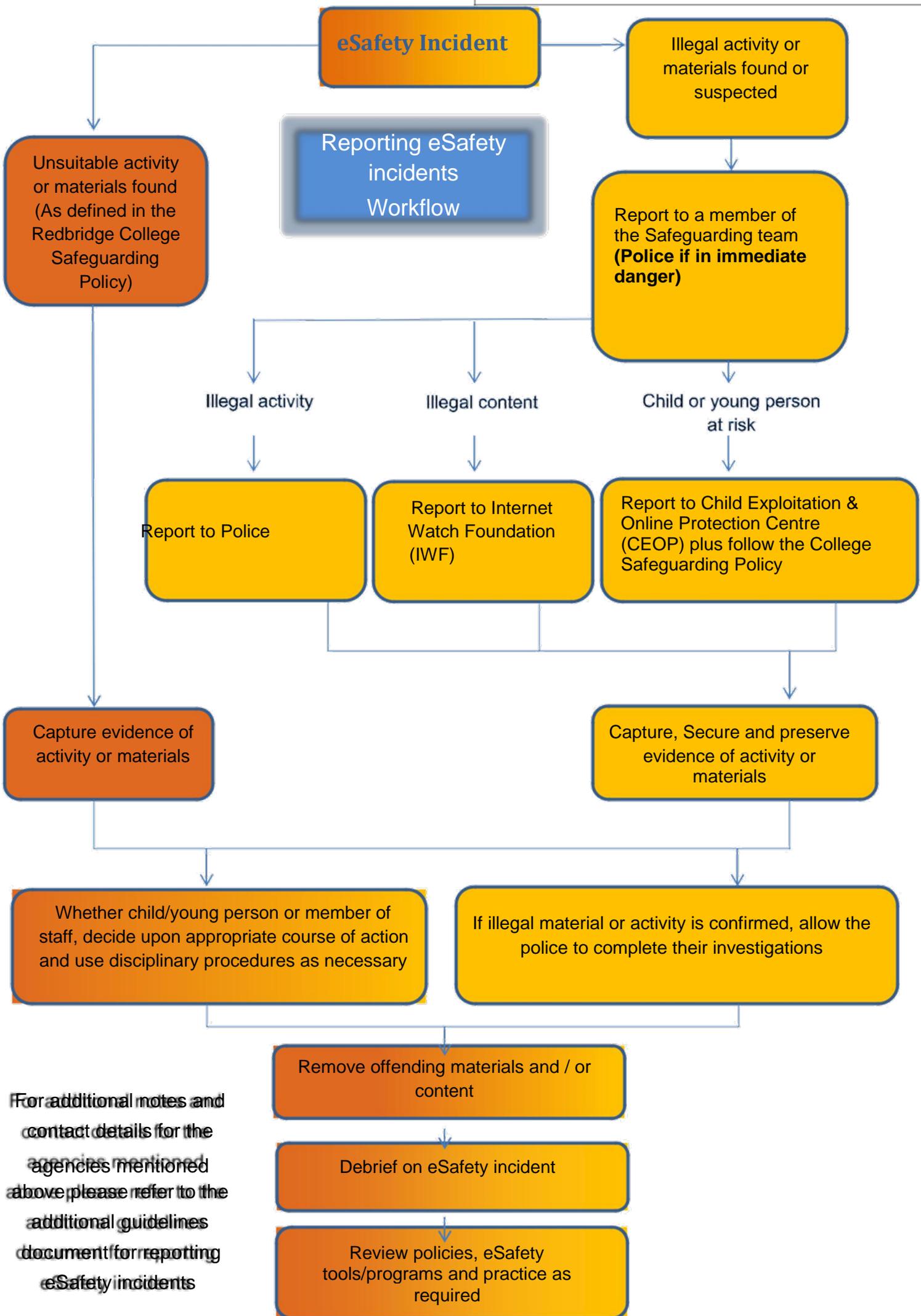
3.3 To avoid any misconception about relationships, false allegations and to deter inappropriate situations from developing, staff are strongly discouraged from socialising outside of college with students, particularly on a one to one basis.

3.4 Where there is evidence that a relationship may not be truly consensual, a complaint will be handled under the appropriate policy/procedure e.g. Discipline, Grievance.



Reporting Prevent Concerns





Responding to eSafety incident - Additional Guidelines

eSafety incident

An eSafety incident is one where the misuse of technology has had a negative impact on the safety, security or wellbeing of children, young students or staff members.

Capture evidence of activity or materials

This can be completed on a computer by taking a 'screenshot' with LAN school. Alternatively press the 'print screen' button on the computer where the offending material is visible on the monitor. Open a second program (e.g. word or PowerPoint) and 'paste' the image. In most programs this can be done by right-clicking anywhere on the page, then click 'paste'. Type the computer number, the username and the name of the person taking the screenshot under the image before saving this file in a safe location (e.g. a password protected mobile device).

Illegal activity or materials found or suspected

Laws that may be contravened include The Computer Misuse Act 1990, The Protection from Harassment Act 1997, The Malicious Communications Act 1988 and Section 127 of the Communications Act 2003.

Report to police

Phone telephone number 999 and ask for the police if urgent, otherwise contact your schools officer (Redbridge and Tower) or the Hackney Safer Neighbourhood Team.

Report to IWF

Internet Watch foundation – www.IWF.org.uk, and click 'report criminal content'.
Child Exploitation and Online Protection
www.ceop.gov.uk/reportabuse/, and click 'report' on the home page.

Report to Safeguarding Person

Use the 'screenshot' method listed above but in the presence of a witness to demonstrate you have not tampered with the evidence. Sign a print out of the evidence file and have the witness countersign it. Then remove the computers involved from the network and store them securely.

Report to CEOP

If the evidence is on a mobile device (e.g. mobile phone) ask the young person not to use the device until the police have confirmed whether they would like to see it. If the young person needs to continue using it ask to take photos of the screen with a witness present and ask the student to not delete any evidence. The phone may be confiscated if necessary.

Capture, secure and preserve evidence of activity or materials

The person who published the offending information is most able to remove it. If this is not viable contact a member of the Group Director of I.T.

The Safeguarding Advisory Committee develops appropriate Policies, an effective infrastructure and a strong programme of Education.

Remove offending materials and/or content where possible

Review policies, eSafety tools and practice as required

STRATEGY FOR LOOKED AFTER CHILDREN (LAC), CARE LEAVERS (CL) & KEY STAGE 4 (KS4)

1.0 BACKGROUND

- 1.1 New City College commits, 'To inspire, develop and provide the opportunity for all New City College students and staff to succeed'. New City College recognises that the students covered by this strategy have previous experience of education that may not have been positive or inclusive for them for various reasons.
- 1.2 This strategy will aim to support potential and existing students who are in care, leaving care or KS4 students to achieve their learning goals and to identify and access opportunities for progressing into further education or employment. It will measure the success of this cohort of students and will set targets which will 'narrow the gap' between these students and other students at the college.
- 1.3 This strategy is based on the Buttle Award (now not a requirement but still seen as good practice) and will provide the vehicle by which the college can ensure a robustness of systems and processes, which are aimed at supporting the engagement, admission, support and progression, whilst developing a consistent approach across all college campuses and the local borough council. It is hoped that this focussed approach will provide these students with an excellent learning experience whilst studying at the college, as well as providing them with the confidence and motivation to succeed in their lifelong learning and wider life experiences.
- 1.4 This Strategy relates specifically to students who are looked after children (LAC), care leavers (CL) and Key Stage 4 students who are year 10 & 11 students that have been disassociated with some or all of their GCSE school based learning.

2.0 SCOPE OF THE STRATEGY

- 2.1 This Strategy applies to all identified LAC/CL/KS4s, studying on any college course including full-time, part-time further/higher education and work based learning, as well as the managers, teaching staff and support workers that contribute directly to the educational and wider experiences of these students.
- 2.2 This strategy will aim to support potential and existing LAC/CL/KS4s to achieve their learning goals and to identify and access opportunities for progressing into further education or employment. It will measure the success of this cohort of students and will set targets which will 'narrow the gap' between LAC/CL/KS4s and other students at the college.
- 2.3 The college recognises that many of the activities already exist but are not always accessed by these students. The college will focus on how to engage these students with the activities. There are four key areas in the development and implementation of this strategy:

3.0 PRE – ENTRY INFORMATION ADVICE AND GUIDANCE

The college will:

- a) Provide clear financial information to all considering applying for a college based course.
- b) Provide impartial Information, Advice and Guidance (IAG) in line with MATRIX standards, including any initial assessments identified as appropriate.
- c) Provide clear information for LAC/CL/KS4s through appropriate media.

- d) Develop and maintain effective links with Local Authorities and other providers of education and training to ensure that relevant IAG is available to all LAC/CL/KS4s.

4.0 SUPPORT DURING THE APPLICATION AND ENROLMENT PROCESS

The college will:

- a) Provide access to nominated staff for support with the application and enrolment process.
- b) Ensure that Local Authorities are aware of the support available to LAC/ CL and KS4's.
- c) Provide access to designated staff for personal support with assessing and applying for support with financially related issues and other support needs.

5.0 ON COURSE SUPPORT

The college will:

- a) Provide a nominated member of staff to provide on course support outside of the classroom.
- b) Work with the LAC/ CL/ KS4's to agree an appropriate level of financial and other support.
- c) Work with the student and their carer(s) to contribute to the Personal Education Plan and to develop and agree the student's Individual Learning Plan (ILP).
- d) Develop staff awareness of the issues affecting LAC/ CL/ KS4's across the college.
- e) Identify clearly yet discreetly all LAC/ CL/ KS4's and ensure staff are aware of their needs and the support available.
- f) Regularly monitor the performance (including behaviour, attendance and progress) of each LAC/ CL / KS4's. This is an addition to the report and monitoring processes already in place for all students.

6.0 MONITORING AND EVALUATION

The college will:

- a) Identify a senior member of staff to ensure the implementation and monitoring of this strategy.
- b) Set realist agreed targets with students for measuring their on course progress and success for sharing with Local Authorities (anonymised).
- c) Collect feedback to advise changes to the support provided and to improve quality of provision of LAC/ CL/ KS4's.
- d) Work with Local Authorities and others to share best practice and to improve communication and information sharing for the benefit of LAC/ CL/ KS4's.
- e) Keep the young person informed about all processes ensuring specifically that they are aware of and agree to the sharing of information.
- f) Identify the most relevant member of the staff to attend appropriate meetings e.g. Tutor for Personal Education Plan (PEP) meetings, Personal Development and Behaviour Manager for Child in Need (CIN) or Child Protection Conference meetings.

7.0 TO SUPPORT STUDENTS IN ACCESSING THESE SUPPORT STRUCTURES THERE WILL BE:

- a) Leaflets/ cards identifying the nominated person with contact details at enrolment and as soon as LAC/ CL/ KS4's have been identified.
- b) Timetabled 1:1 sessions.
- c) Designated additional group tutorials/ support sessions.
- d) Access to the college counsellor.

8.0 TUTORIAL FRAMEWORK

8.1 LAC/CL/KS4s students will follow the cross college tutorial programme (see diagram below). This covers a wide range of activities that are designed to ease their transition into college life and make sure that they are able to access appropriate and timely support and ensure that they are able to achieve their aspirational goals. These topics can be seen in the two detached segments of the diagram and will take place during the cross college induction period. Pastoral related topics cover the remainder of the year. In addition to this there will be a number of discreet special invite tutorial designed specifically for the LAC/CL/KS4s cohort. Details of the sessions can be seen below the diagram.

8.2 LAC/ CL/ KS4's will also have access to additional discreet tutorials: Aspirations, Behaviour Expectations, Finance, Progression, Celebrations.

9.0 FEEDBACK

Information and data relating to feedback and impact of the strategy will be provided to the Safeguarding Advisory Committee (SAC).

