Safeguarding and Promoting the Welfare of Children and Vulnerable Adults

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Values

Passion
We are passionate about education & enabling our Students to reach their potential.

Innovation, Creativity and Entrepreneurialism
We foster an entrepreneurial climate which encourages innovation and creativity.

Respect, Social Justice and Fairness
We believe that every individual should be treated with courtesy and fairness and we respect the rights and beliefs of each other, regardless of gender, marital status, age, disability, race, religion, sexual orientation or position within the organisation.

High Standards and Quality
We have aspirational targets and standards

Professionalism
We never compromise our standards and values, and care passionately about our Students, our community, our colleagues and our success.

Friendliness and Commitment
We believe that our staff and Students should work in an environment of friendliness, with a clear sense of purpose to achieve our mission and realise our vision.

Flexibility, Responsiveness and Ability to Change
We value new ideas and approaches and seek new opportunities and solutions to meeting the needs and demands of our Students, employers and the local community whilst supporting national and regional education and economic strategies.

Accountability
We are all accountable for ensuring our plan is delivered

Risk-Taking
We encourage and celebrate creativity and risk-taking, learning from all that we do.

Behaviours

We will:

❖ Foster excellence
❖ Work together
❖ Role model the Values
❖ Deliver results for Learners, Employers, Our People

Vision

To be a truly great college
passionate about success

Mission

To innovate, to inspire and transform lives through high quality and responsive training for work that leads to economic independence and prosperity

Our Strategic Objectives:

- Achieve excellence through transformational, inclusive and entrepreneurial teaching, learning and assessment for *students*

- Transform our *services*, operations and delivery models for our students, customers and key stakeholders harnessing the benefits of advanced technologies

- Create modern *sites* and facilities with the latest education and training solutions that reflect industry standards

- Strengthen strategic alliances and secure commercial partnerships to create a *sustainable* future

- Enhance our reputation and brand as the provider of first choice for both students and employers by delivering the *skills* priorities of East London region and London

- Enable empowered, motivated and entrepreneurial *staff* operating in an open and competitive market to lead innovation and growth

PART ONE: Safeguarding Policy

1 Context

At Barking and Dagenham College we regard the welfare of our students as our highest priority, and are committed to protecting children and vulnerable adults from harm.

This policy acknowledges our legal safeguarding duties in respect of:

- Working with other agencies to safeguard and promote the welfare of children [The Children Act (1989) and (2004)]
- Ensuring that we have effective procedures in place for reporting and managing safeguarding concerns
  [Education Act (2002)]
- Ensuring that staff understand their special legal position in relation to students under the age of 18 [Sexual Offences Act (2003)], and their mandatory reporting duty in relation to FGM [Serious Crime Act (2015), Working together to safeguard children (2018)]
- Working with other agencies to report allegations against staff and promote safer recruitment, [Safeguarding Vulnerable Groups Act (2006)], [Working together to safeguard children (2018)]
- Protecting students from radicalisation and violent extremism [Counter-Terrorism and Security Act (2015) and CONTEST (2018)]
- Compliance with data protection law [Data Protection Act (1998), General Data Protection Regulation (GDPR) (2016)]

This policy has been developed with reference to the statutory guidance document *Keeping Children Safe in Education* (2019)

2 Principles

2.1 Safeguarding and promoting the welfare of children is everyone's responsibility.

- All staff should be familiar with this policy and with the procedures by which we report and manage safeguarding concerns.
- All staff should be receptive to any disclosures from students, and alert to possible signs of abuse or self-harm.
- All staff should be familiar with the Staff Code of Conduct and demonstrate high standards in their professional behaviours.
- All staff should complete mandatory safeguarding training, and complete updates and attend additional safeguarding related training as required.

2.2   The college will allocate sufficient resources to promote the welfare and safety of its students.

- The college will appoint a Designated Safeguarding Lead (DSL) and specially trained Safeguarding Officer (SGOs) to ensure that our safeguarding processes are applied swiftly and effectively.

2.3   The college will take all reasonable steps to prevent its students from being drawn into terrorism.

- The college recognises the positive contribution it can make towards protecting its students from radicalisation and violent extremism. The college will continue to empower its students to create communities that are resilient to extremism and protecting the wellbeing of particular students who may be vulnerable to being drawn into violent extremism or crime. It will also continue to promote the development of spaces for free debate where shared values can be reinforced.
- The college will seek to ensure that all its staff and students have a clear understanding of the government's Prevent strategy, and how it affects them.
- The college will share information to facilitate multi-agency intervention if this is deemed necessary to protect students from radicalisation and violent extremism.

2.4   The college will comply with all current data protection legislation.

- The college will ensure that all student data in relation to safeguarding is processed in a lawful manner.
- The college will seek to maintain student confidentiality wherever possible, but will always prioritise the sharing of information when this is deemed necessary to keep students safe.

3 Definition of Safeguarding

3.1 Within the context of our educational setting, 'Safeguarding' can be defined as the work we do to promote the welfare of children and vulnerable adults and protect them from harm, where:

- **Children** are students under the age of 18, and
- **Vulnerable adults** will normally refer to students above the age of 18 and up to 25 years, who are in receipt of an EHC (Education, Health and Care) plan for a disability or specific learning difficulty.

3.2 Cases taken forward as safeguarding issues are likely to be issues where multi-agency work is required in order to protect children or vulnerable adults who are suffering or likely to suffer significant harm (whether on or off college premises). Cases are unlikely to be taken forward as safeguarding where they relate to student behavioural issues which can be addressed internally via the Student Behaviour Policy and Student Anti-Bullying and Harassment Policy.

3.3 It is acknowledged that children or vulnerable adults may be the perpetrators, as well as the victims, of abuse.

4 How we manage and monitor our safeguarding processes

4.1 It is the responsibility of the governors to:
- Ensure that the college meets its statutory duties to promote and safeguard the welfare of its students
- Review and approve any amendments to safeguarding policies and procedures
- Periodically monitor the data and reporting in relation to safeguarding

4.2 It is the responsibility of the Designated Safeguarding Lead (DSL) to:
- Ensure the college policy and procedure are up to date and reflect current legislation and statutory guidance
- Co-ordinate the team of Safeguarding Officers to ensure that procedures are followed, cases are correctly reported and followed up, and specialist staff are always available during term times to deal with safeguarding incidents.
- Act as the gatekeeper for student information requests from external agencies
- Produce an annual self-assessment review of safeguarding practice and accompanying action plan.
- Work with staff across the college to support the promotion of safeguarding and Prevent in the curriculum.
- Act as the representative of the College at local Safeguarding Children Partners meetings.
- Liaise with the Chief Transformation Officer and HR team in the event that an allegation is made against a member of staff
- Ensure that safeguarding records are kept for the period specified in this policy.

4.3 It is the responsibility of the Safeguarding Officers to:
- Provide professional advice, support and guidance to staff in relation to safeguarding or Prevent.
- Ensure that all concerns and safeguarding cases which are referred to them are correctly reported, and followed up promptly.
- Make referrals to external agencies as required.

- Continue to monitor cases after referral to ensure that appropriate steps are taken to keep students safe.
- Ensure that records of safeguarding cases are stored securely.
- Issue a privacy notice to students who are subject to our safeguarding procedures.
- Liaise with the DSL regarding any concerns about radicalisation or any allegations made against staff.

4.4   It is the responsibility of the Chief Transformation Officer to:

- Ensure that all staff appointments are made subject to DBS checks.
- Ensure that staff DBS checks are periodically renewed.
- Ensure that all staff complete mandatory training in relation to safeguarding.
- Ensure that correct procedures are adhered to if an allegation is made against a member of staff, and inform the Designated Officer for LBBD, the Education & Skills Funding Agency, and Disclosure and Barring Service where appropriate.

5 Record Keeping

5.1 All safeguarding records will be stored securely, and will only be accessible to the Safeguarding Team.

5.2 Students who access our services will be supplied with a privacy notice which outlines how we will process their data and what their rights are in relation to this data.

5.3 In accordance with good practice guidelines, and to ensure that notes and records continue to be available to support the safeguarding of children and vulnerable adults for the entire duration of their time at the college, we will keep safeguarding records for 7 years.   After 7 years, safeguarding records will be securely destroyed.

PART 2: Safeguarding Procedures and Practice Notes

Contents:

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2	Reporting a concern – all staff
3	Following up a concern – SGOs
4	Allegations against a member of staff
5	Information requests
6	Ex-offender risk management
7	Related policies and procedures

1) Current Safeguarding Officers and Contact Details

Designated Safeguarding Leads

- **Amy de Campos**   **x7172**
- **Diana Blofeld**   **x7172**

Contact information

Diana Blofeld	020 3667 0172 Or x 7172 Or mobile via reception	Safeguarding Office, Advice Street, Rush Green
Amy DeCampos	020 3667 0172 Or x 7172 Or mobile via reception	Safeguarding Office, Advice Street, Rush Green
Andrew Keegan	x7133 or work mobile 07940479061	ELIOT building, Rush Green
Gill Yates	X 7051	B115
Karlene Sutherland	x 7281	Rush Green
Claire Cockburn	x 7100	Library/Gallery, Rush Green
Carmel Lynch	X 7488	B117
Penny Spicer	020 8724 5694	Barking Learning Centre
Theresa Crossley	020 8724 5694	Barking Learning Centre
Gill Mills	x 7501	Room 101, TSA, Barking

Link to the rota of daytime availability of SGOs at Rush Green:
https://docs.google.com/document/d/17c_KNLauDcT2SCEfIECmbcxQRDWNWYD57hWQZBy059k/edit?usp=sharing

Safeguarding concerns at TSA, Broadway Theatre or Barking Learning Centre should be taken to Gill Mills, Penny Spicer or Theresa Crossley.
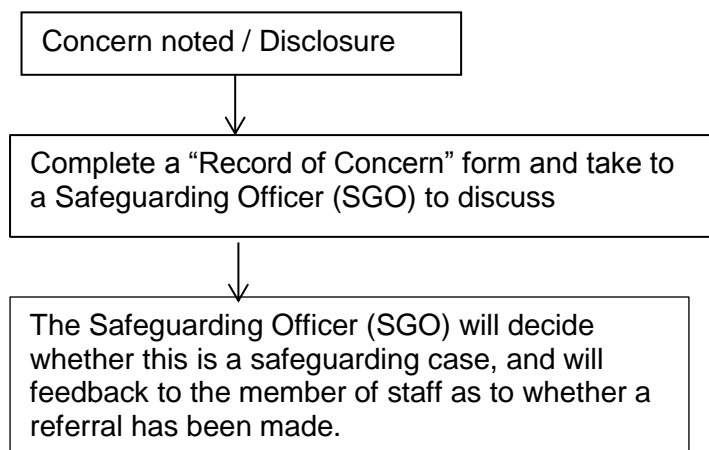
2) Reporting a concern – all staff

All staff will complete mandatory safeguarding training when they first join the college and have regular update training. They will be alert to the different types of harm that our students might potentially be exposed to:

- o Neglect (eg Child is put in danger, or not supported to attend school or college, or left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care)
- o Emotional abuse (eg deliberately trying to scare or humiliate a child or isolating or ignoring them)
- o Physical Abuse (eg, non-accidental injuries such as bruises, broken bones, burns or cuts, Female Genital Mutilation (FGM), Fabricated or Induced illness (FII)
- o Sexual abuse (eg Contact or non-contact abuse, Child Sexual Exploitation (CSE), grooming, online abuse)
- o Self-injury
- o Forced Marriage
- o Radicalisation
- o Self-harm (eg cutting, burning, bruising, scratching, hair-pulling, poisoning and overdosing)

A concern may come to the attention of a member of staff via a disclosure from the student. In such cases, the member of staff should:

- Listen carefully to the student and maintain a neutral demeanour.
- Reassure the student that they've done the right thing in deciding to speak to someone.
- Explain what will happen next, and never promise to keep the disclosure a secret.
- Report the incident to a SGO as soon as possible so that details are easily recalled and action can be taken quickly.

Concerns should be reported via the following process:

Concern noted / Disclosure

Complete a "Record of Concern" form and take to a Safeguarding Officer (SGO) to discuss

The Safeguarding Officer (SGO) will decide whether this is a safeguarding case, and will feedback to the member of staff as to whether a referral has been made.

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A concern may also be brought to the notice of an SGO or other staff member by an external agency, a parent or member of the public.

3) Following up a Concern – SGOs

1. Referrals to external agencies

   On receiving a completed "Record of Concern" form or any disclosure reporting alleged abuse, the Safeguarding Officer will discuss the report with the referring person and decide if it is necessary complete the Multi Agency referral Form (MARF) to refer the matter to the Local Authority Children's Services and/or the Police. Usually, for students who are able to make sensible choices and decisions, information will not be passed on to external authorities unless the student agrees or **unless there is a serious risk of harm to self or others**. In the case of abuse situations, there is usually such a risk, so the student's agreement is not required.

   When deciding whether a referral is necessary, the Safeguarding Officer should not hesitate to take advice from Social Services who are best equipped to assess the situation. It is advisable in the first instance to call the MASH Team / Triage Team of the Local Borough where the student is resident (contact numbers can be found on the Local Authority's website). If the Duty Social Worker recommends referral, a completed MARF should be submitted as soon as possible.

   If a child or vulnerable adult is at risk of serious harm, prompt action is absolutely essential, and the SGO should make the referral to external services on the same day of receiving the concern.

   Where, after consideration, a case is considered as a non-safeguarding issue, the SGO should record this on the on-line "Record of Non-Safeguarding Cases" form.

2. Students aged under 18

   The student's parent or carer should be informed immediately of safeguarding issues, unless there is reason to believe that this would put the student at further risk of harm. The Safeguarding Officer should discuss with the Social Services Department or the Police what further action will be taken to involve the parents/guardian/carer of the student. A note of that conversation should be made in the secure on-line log, together with confirmation of any steps the college has agreed to take regarding interviews or retaining control until the appropriate person arrives.

3. Students aged 14-16

   The SGO will inform the school or local authority under whose admissions register the student is enrolled immediately (advice can be sought from the Head of Young College).

4. Looked After Children

    The SGO should ensure that the student's Social Worker is informed of the issue, as well as the immediate carer or key-worker.

5. Records

    The SGO should complete a record in the secure on-line log and files any notes or correspondence in their folder in the Safeguarding Officers' secure area on G Drive. The SGO should also record of the date and time of the actions and communications in the on-line log, and keep electronic copies of any referral paperwork in the SGO's secure area.

6. Follow up

    Social Services or the Police will decide if and how to take the matter further. However the referring Safeguarding Officer should find out what has been done if no feedback is given within 2 days.

    The SGO should provide feedback to the reporting member of staff on what has happened. This does not need to be detailed, but should inform the member of staff whether the issue has been logged as safeguarding or non-safeguarding, and if the matter has been referred to external agencies or curriculum management.

7. Peer on Peer abuse

    If the alleged abuser is a student of the college, the Safeguarding Officer will inform the relevant Curriculum Manager so that the college Student Disciplinary policy can be used. Disciplinary investigation may proceed while Police investigations are still ongoing, except where Police advise against this. Suspension of the alleged abuser will be usual to protect both parties while an investigation is conducted.

8. Counselling

    The Safeguarding Officer may inform any students that the college provides a counselling service. If the student seeks counselling, the counsellor will meet with the student to determine the appropriate level of support for that particular individual.

9. Privacy and Data Protection

    The Safeguarding Officer should provide the student with a copy of the Safeguarding Privacy Notice, to ensure that the student is clear about how their data will be used, and their rights in relation to data protection law.

4) Allegations against a member of staff

1. Staff need to be prudent about their own conduct and vigilant about the conduct of others, so that their relationships with children and adults at risk remain, and are seen to remain, entirely proper and professional. All staff should follow the guidelines about professional conduct in the Staff Code of Conduct and Staff Induction Handbook.

2. Staff need to be aware that they are in a 'position of trust' in relation to students under 18 years old, and that sexual relationships with students under 18 are therefore prohibited by the Sexual Offences Act (2003).

3. Any allegation or suspicion of abuse by a member of staff must be reported to the DSL and Chief Transformation Officer or Principal and CEO as soon as possible by the Safeguarding Officer and within 2 hours of receiving any written record of concern.

4. If the allegation meets any of the criteria set out in paragraph 5.1 of 'Safeguarding Children & Safer Recruitment in Education' (2013), the Chief Transformation Officer shall ensure that it is reported to the Local Authority and Education & Skills Funding Agency, on the same day.

5. It is not necessary to make a referral to Social Services where an allegation can be shown beyond doubt to be demonstrably false. It is also not necessary to make a referral to Social Services where the allegation is judged to be of a trivial nature.

6. The Principal and CEO, in consultation with The Chief Transformation Officer, must ensure that such steps that s/he considers necessary are taken to ensure the safety of the student who has made the allegation and any other vulnerable adult or child or student who might be at risk. These steps may include suspending the accused member of staff. The Chief Transformation Officer will inform the Designated Officer at LBBD, the Education & Skills Funding Agency, the DBS and the police as appropriate.

7. Staff Suspension is deemed a neutral act - safeguarding both the child/vulnerable adult making the allegation and the member of staff. Suspension is recommended in the following circumstances:
   • A person would be at risk
   • The allegation is so serious that summary dismissal for gross misconduct is possible
   • It is necessary to allow unimpeded investigation.

   If suspension is to take place, this should be in line with college Staff Disciplinary Policy.

8. At an early stage, staff subject to an allegation should seek advice and support from their professional association or trade union. The matter should remain confidential and information should be disclosed on a need to know basis only. Members of staff may seek guidance from Human Resources, if required.

9. Managing the aftermath of unfounded and unsubstantiated allegations:

- Where it is subsequently found that an allegation was made with malice and aforethought, the college will determine an appropriate course of action. This may include disciplinary action against the accuser, acceptance of a written apology subject to agreement about future behaviour or other such sanctions the college may deem appropriate.
- Despite the distress caused, children/adults at risk who make false allegations may still be entitled to continue to receive full access to the curriculum. The circumstances of each case will be reviewed on an individual basis.
- Where remaining in the same organisation as the falsely accused member of staff would be prejudicial either to that member of staff or the vulnerable child/adult consideration should be given to the child/vulnerable adult studying elsewhere. Permanent exclusion should be considered only as a last resort.
- Staff who have been subject to false or unsubstantiated allegations will require either personal or professional support or both.
- If investigations have revealed any competency issues then, following disciplinary or capability procedures, support mechanisms or other professional support may be offered e.g. training.
- Support and reassurance may also be necessary for other staff and students. If needed, this will be arranged via the Chief Transformation Officer and/or the DSL.

10. If there is a concern about the behaviour of the DSL or Chief Transformation Officer, this should be referred to the Principal and CEO.

11. If there is a concern about the behaviour of the Principal and CEO, this should be referred to the Chair of the Corporation.

5) Information Requests

The College is fully committed to working together with external agencies to safeguard the wellbeing of our students, and will comply with all legitimate requests for information.

- External agencies who require information about a student or students should complete the BDC Information Request form, including known student details, the purpose of the request, whether the request can be shared with the subject, and agreement to process the data in accordance with data protection law and GDPR principles.
- The DSL will consider all requests for information, and make decisions on a case by case basis.
- If the request is granted, the DSL will provide the information to the external agency and may request information from curriculum teams.

- Unless there is a compelling reason not to (eg prevention of a crime or putting the student at risk), the DSL will inform the subject that a data request has been made in respect to them.
- Records of information requests will be stored in the SGOs secure area on the G Drive.

6) Ex-Offender Risk Management

- Applications to study at the college from ex-offenders are welcomed and disclosure will be made at the point of application or during the Admission interview.
- A rigorous risk assessment will be conducted by the senior leader with responsibility for Student Support Services, with appropriate assistance from and Health and Safety Manager and in liaison with external agencies (Probation Services, Social Services and Police) to assess, without prejudice, the applicant's suitability to attend college. This is to ensure that we protect all our students and staff, as well as the applicant.
- Recommendations are made to the senior leader with responsibility for Student Support Services who has the authority to accept or decline the application based on the findings of the risk assessment.
- Ex-offenders who are staff will disclose on their DBS at the application stage and in will undertake a Risk Assessment interview with the Chief Transformation Officer.

7) Related Policies and Procedures

Staff Code of Conduct
Student Code of Conduct
DBS Checks Policy
Recruitment and Selection Policy
Data Protection Policy
Public Interest Whistleblowing Policy
Student Behaviour Policy
Disciplinary Procedure (staff)
Risk Assessment Policy
Anti-Bullying and Anti-Harassment Policy
Searching, Screening and Confiscation Policy
Guest Speaker Policy
Work Experience Policy