



Itchen Sixth Form College

Safeguarding

Child and Vulnerable Adult Protection Policy, Procedure and Guidance

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The Policy

Our policies and statement are in line with the policies and procedures as provided on the HiPS procedures website <https://hipsprocedures.org.uk/page/contents>

Purpose

1. The purpose of this policy is to:
 - provide staff with the framework to promote and safeguard the wellbeing of children and young people, and in so doing ensure they meet their statutory responsibilities.
 - ensure that the safety and welfare of our students is embedded in all of the college's processes and procedures
 - ensure consistent good practice across the college.
 - demonstrate our commitment to protecting young people.
2. This policy sits alongside separate policies for Prevent and for Health and Safety within the college (see Overarching Safeguarding Statement for structure of the Safeguarding Portfolio).
3. This document is based on guidance from the 2024 Keeping Children Safe in Education legislation.
4. The policy will be reviewed regularly, with input from staff, governors and students.

Legal context

There are several acts of parliament and guidance that are pertinent to the Child Protection process, including the following.

- [Working together to safeguard children 2023](#)
- [Keeping children safe in education 2024](#)
- [Keeping children safe in education part 1 2024](#)
- [Disqualification under the childcare act 2006 \(2018\)](#)
- [Domestic Abuse Act 2021](#)
- [Modern Slavery and the National Referral Mechanism](#)
- [Hampshire, Isle of Wight, Portsmouth and Southampton \(HIPS\) safeguarding children procedures manual](#)
- [Children who run away or go missing from home or care \(2014\)](#)
- [The mental health of children and young people in England 2023](#)
- [Guidance for safer working practice for those working with children and young people in education settings \(addendum April 2020\)](#)

These state that teachers, education professionals, social workers, health professionals, police officers and members of the public have a statutory duty to report any concerns or suspicions that a child has been abused.

Scope

5. The policy relates to all staff, volunteers and governors of Itchen College, and provides them with the framework they need in order to keep children safe and secure in the college and to inform parents and guardians how we will safeguard their children whilst they are in our care. **Definitions**

6. Within this document a number of phrases are used:

- **Child Protection** is an aspect of safeguarding, but is focused on how we respond to children or young people who have been significantly harmed or are at risk of significant harm.
- The term **Staff** applies to all those working for or on behalf of the college, full time or part time, in either a paid or voluntary capacity. This also includes parents, governors and contractors.
- **Child** refers to all young people who have not yet reached their 18th birthday. However, our safeguarding procedures are not restricted to young people under the age of 18, and may be applied (with appropriate adaptations) to vulnerable adults. For students with an education, health and care (EHC) plan, this extends to the age of 25. The policy is not restricted to our own students, and will extend to visiting children and students from other establishments.
- **Parent** refers to birth parents and other adults in a parenting role; for example adoptive parents, step parents, guardians and foster carers.
- **Abuse** could mean neglect, physical, emotional or sexual abuse or any combination of these. Parents, carers and other people can harm children either by direct acts and / or failure to provide proper care. Explanations of these are given later in this document.
- **DSL** is the Designated Safeguarding Lead
- **MASH** is the Multi Agency Safeguarding Hub
- **Prevent** is about safeguarding people and communities from the threat of terrorism and radicalisation. It aims to stop people becoming terrorists or supporting terrorism (see Prevent policy).
- **Channel** provides support across the country to those who may be vulnerable to being drawn into terrorism (see Prevent policy). It is a multi-agency approach with a wide range of agencies and local partners working together to provide support for individuals.
- **CPOMS** is the **Child Protection Online Management System** that the college uses to report and monitor safeguarding, wellbeing and pastoral issues.

Principles and Values

7. Young people have a right to feel secure and cannot learn effectively unless they do so.
8. All young people have a right to be protected from harm, regardless of the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. .
9. All staff have a key role in the prevention of harm and an equal responsibility to act on any suspicion or disclosure that may indicate a young person is at risk of harm in

accordance with the guidance. The risk of harm may be in college or in the wider community, and a continuous key focus is *contextual safeguarding* which encourages staff to consider what life is like for a student outside of the college campus; within the home, within the family and within the community.

10. We acknowledge that working in partnership with other agencies protects young people and reduces risk, and we will therefore engage in partnership working throughout the child protection process to safeguard young people.
11. Whilst the college will work openly with parents as far as possible, we reserve the right to contact children's social care or the police, without notifying parents if this is in the young person's best interests.

Leadership and Management

12. We have established clear lines of accountability, training and advice to support the process of child protection and to support individual staff within that process.
13. Any individual can contact any Designated Safeguarding Lead (DSL) if they have concerns about a young person, but Debbie Finch is the Lead DSL (LDSL) and will act in an advisory capacity to support all staff on safeguarding matters.
14. All **Directors of Curriculum (DoCs)** are trained **DSLs**. The Student Support Manager (Adrian Waters), the Vice Principal – Growth and Engagement (Mike Jones) are also **DSLs** and will act as deputies to the Lead DSL, leading on cases in her absence. There is a dedicated DSL for the International School (Neil Buchanan), and a DSL for Adult and Community work (Jo Brooke) and our SENDCo is also a DSL (Lianne Wright). There is also a nominated governor with responsibility for Safeguarding, Sarah Hammett, who will receive reports of allegations against the Principal and act on the behalf of the governing body, in liaison with the Chair of Governors.

Procedure

Training

15. All staff in the college are expected to be aware of the signs and symptoms of safeguarding concerns and must be able to respond appropriately. Training is provided every year for all staff, with separate training to all new staff on appointment. All staff will read at least Part 1 of the 'Keeping Children Safe in Education' document, which is statutory guidance for schools and colleges. We also encourage our staff to read Annex B.
16. All staff will sign a document annually to acknowledge they have read and understood the Part 1 document and that they have either attended the annual safeguarding training, or have completed the online training (if they were unable to attend the annual training). The DSLs will attend bi-annual external updating training to enable them to fulfil their role (Lead DSL attends annually).
17. Any update in national or local guidance will be shared with all staff in briefings and newsletters. This policy will be updated as necessary to reflect any changes brought about by new guidance.

Referral

18. Following any concerns raised by staff regarding child protection or radicalisation, the DSL alerted will assess the information and consider if significant harm has happened or if there is a risk that it may happen. If the evidence suggests the threshold of significant harm, or risk of significant harm has been reached; or they are not clear if the threshold is met, then the DSL will contact the **LDSL**, or in her absence, the Student Support Manager or the Assistant Principal (Growth and Engagement).
19. If the LDSL or one of the deputies is not available or there are immediate concerns, the staff member will refer to any Director of Curriculum or the safeguarding lead for the International school, all of whom have been DSL trained. For serious issues occurring outside of college hours requiring prompt attention, please contact the police directly.
20. Generally the **LDSL** or **DSL** will inform the parents prior to making a referral, but there are situations where this may not be possible or appropriate.
21. Where possible, staff are encouraged to pass any concerns on to the LDSL or any appropriate DSL, so that an appropriate course of action can be agreed. However, any member of staff can make a referral to children's social care if the situation necessitates this. ***In particular, there is a mandatory requirement for teaching staff to report any cases of Female Genital Mutilation carried out on a girl under the age of 18 directly to the police. Teaching staff must do this, but should also use the usual college procedures to refer, in addition to the police contact.***

Confidentiality

22. We maintain that all matters relating to child and vulnerable adult protection are to be treated sensitively and only shared as per [working together to safeguard children 2023](#) guidance.
23. Information will be shared only with agencies who we have a statutory duty to share with and individuals within the college who 'need to know'.
24. All staff are aware that they cannot promise to keep a disclosure confidential.

Dealing with allegations against staff

25. If a concern is raised about the practice or behaviour of a member of staff, this information will be recorded and passed to the Principal. The Local Authority Designated Officer (LADO) will be contacted and the relevant guidance will be followed.
26. **The [Local Authority's Designated Officer details are:](#)**
Phone: 023 8091 5535 / 07500 952037
E-mail: LADO@Southampton.gov.uk
27. If the allegation is against the Principal, the person receiving the allegation will contact the Chair of Governors, through the Clerk, who will then contact the LADO

Dealing with allegations against students

28. If a concern is raised that there is an allegation of a student abusing another student within the college (Child on Child abuse), the 'dealing with allegations against

students' guidance will be followed. The college must maintain a zero tolerance approach to sexual violence and sexual harassment. All incidents of sexual violence and sexual harassment must be taken seriously, and not dismissed as 'banter' or as an inevitable part of growing up. On college devices, Securus will be used to capture incriminating screenshots when investigating allegations of Child on Child abuse, including sexual harassment.

Roles and Responsibilities

Staff responsibilities

29. All staff (including volunteers and host families) have a key role to play in identifying concerns early and in providing help for young people. To achieve this, they will:
- Establish and maintain an environment where young people feel safe, are encouraged to talk and are listened to.
 - Ensure students know that there are staff in the college whom they can approach if they are worried or have problems.
 - Plan opportunities within the curriculum and the tutorial programme for young people to develop the skills they need to assess and manage risk appropriately and keep themselves safe.
 - Attend training in order to be aware of and alert to the signs of abuse.
 - Maintain an attitude of "it could happen here" with regards to safeguarding or Prevent.
 - Record their concerns if they are worried that a young person is being abused, and report these to the relevant person as soon as practical that day.
 - Be prepared to refer directly to MASH, and the police if appropriate, if there is a risk of significant harm, and a DSL is not available.
 - If the disclosure is an allegation against a member of staff they will follow the relevant procedures.
 - Follow the procedures set out in this document and take account of guidance issued in part 1 of [keeping children safe in education 2024](#)
 - Ensure they know who the Designated Safeguarding Leads (DSLs) and Lead Designated Safeguarding Leads (LDL) are, and know how to contact them.
 - Treat information with confidentiality but never promise to "keep a secret".
 - Liaise with other agencies that support young people (through Student Support) and provide early help.
 - Social Media can be extremely helpful for college business (sport, transport, marketing etc) but staff should avoid contacting students by Social Media for personal reasons.

Further Guidance: [What to do if you're worried a child is being abused \(2015\)](#)

Senior leadership team responsibilities:

- Contribute to inter-agency working in line with guidance ([working together to safeguard children 2023](#))

- Provide a co-ordinated offer of early help when additional needs of students are identified
- Carry out tasks delegated by the governing body such as training of staff and safer recruitment
- Provide support and advice on all matters pertaining to safeguarding and child protection to all staff regardless of their position within the college
- Treat any information shared by staff or students with respect and follow procedures outlined in this document
- Ensure that allegations or concerns against staff are dealt with in accordance with the safeguarding policy
- Ensure that there is a DSL on the Senior Leadership Team.
- Carry out tasks delegated by the governing body, such as training of staff, safer recruitment and maintaining a single central register.

Governing body responsibilities

- Ensure that the college has effective safeguarding policies and procedures including a Code of Conduct for College staff
- Ensure that recruitment, selection and induction follows safer recruitment practice.
- Ensure that allegations against staff are dealt with by the Principal, working in liaison with the LADO.
- Ensure that a member of the senior staff team is named as a Designated Safeguarding Lead (DSL) and has this recorded in their job description.
- Ensure that staff have been trained appropriately and that training is updated in line with guidance
- Ensure that any safeguarding deficiencies or weaknesses are remedied without delay
- Ensure that a nominated governor has been identified for allegations against the Principal.

DSL responsibilities

30. In addition to the roles of all staff and the senior management team, the DSLs will

- Assist the governing body in fulfilling its safeguarding responsibilities
- Attend initial training for the role and refresh this every year by demonstrating evidence of continuing professional development thereafter with regular updates.
- Ensure every member of staff knows who the DSLs and LDSL are and is aware of the DSL role
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the DSL
- Ensure that whole college training occurs annually so that staff and volunteers can fulfil their responsibilities and are familiar with CPOMS.
- Ensure any members of staff joining the college outside of this training schedule receive induction prior to commencement of their duties

- Keep written records of child protection concerns securely and separately from the main student file on ProMonitor and use these records to assess the likelihood of risk
- Ensure that copies of safeguarding records are transferred accordingly (separate from student files) when a student transfers college
- Ensure that where a student transfers college and is on a Child Protection Plan, is a Looked After Child or a Care Leaver, the information is passed to the new college immediately and that the student's social worker is informed
- Ensure that the Hampshire, Isle of Wight, Portsmouth and Southampton Safeguarding Partnership (HIPS) is informed annually about the discharge of duties via the safeguarding audit.
- Link with the HIPS Safeguarding Partnership and SCC to make sure staff are aware of training opportunities and the latest local policies on safeguarding

- Develop, implement and review procedures in the college that enable the identification and reporting of all cases, or suspected cases, of abuse
- Follow procedures set out in the [HIPS safeguarding children procedures manual](#)
- Meet any other expectations set out for DSLs in [keeping children safe in education 2024](#)

Overview

31. The following procedures apply to all staff working in the college and will be covered by training to enable staff to understand their roles and responsibilities.
32. The aim of our procedures is to provide a robust framework which enables staff to take appropriate action when they are worried a young person is being abused, or is at risk of harm.
33. The prime concern at all stages must be the interests and safeguarding of the student. Where there is a conflict of interest between the young person and an adult, the interests of the young person must be paramount.

If a member of staff suspects abuse or they have a disclosure of abuse made to them they must:

34. Report it to the LDSL / DSL immediately (or refer externally directly if the situation necessitates this). The Lead DSL can help with the CPOMS recording at this stage if necessary.
35. Inform key staff of any relevant contextual information needed for ongoing safeguarding reasons.

Following a report of concerns from a member of staff, the LDSL/DSL must:

36. Decide whether or not there are sufficient grounds for suspecting significant harm in which case a referral must be made to Children's Social Care, and to the police, if appropriate.
37. Normally the college should try to discuss any concerns about a young person's welfare with the family and where possible to seek their agreement before making a referral to Children's Social Care. However, in accordance with DfE guidance, this should only be done when it will not place the young person at increased risk or could impact a police investigation. The young person's views should also be taken into account.
38. If there are grounds to suspect a young person is suffering, or is likely to suffer, significant harm they must contact the Multi Agency Safeguarding Hub (MASH) and make a clear statement of:
 - a. the known facts
 - b. any suspicions or allegations
 - c. whether or not there has been any contact with the young person's family.
39. If the DSL feels unsure about whether a referral is necessary they can phone the MASH to discuss concerns.
40. If there is not a risk of significant harm, then the DSL will either actively monitor the situation or consider the early help process.

41. The DSL must confirm any referrals in writing to the MASH, within 24 hours, including the actions that have been taken. The written referral should be made using the MASH referral form which will provide Children's Social Care with the supplementary information required about the young person and family's circumstances.
42. If a young person is in immediate danger and urgent protective action is required, the police should be called. The DSL should also notify Children's Social Care of the occurrence and what action has been taken.
43. When a student is in need of *urgent* medical attention the LDSL or DSL should contact the College Nurse to assess the situation. The DSL should seek advice about what action Children's Social Care will take and about informing the parents, remembering that parents should normally be informed that their child requires urgent hospital attention.
44. For Prevent referrals, please refer to the prevent policy.

Management

48. In the case of non-compliance, or if any member of staff fails to meet their responsibilities in terms of safeguarding procedures, appropriate disciplinary measures will be taken by Senior Leadership Team.

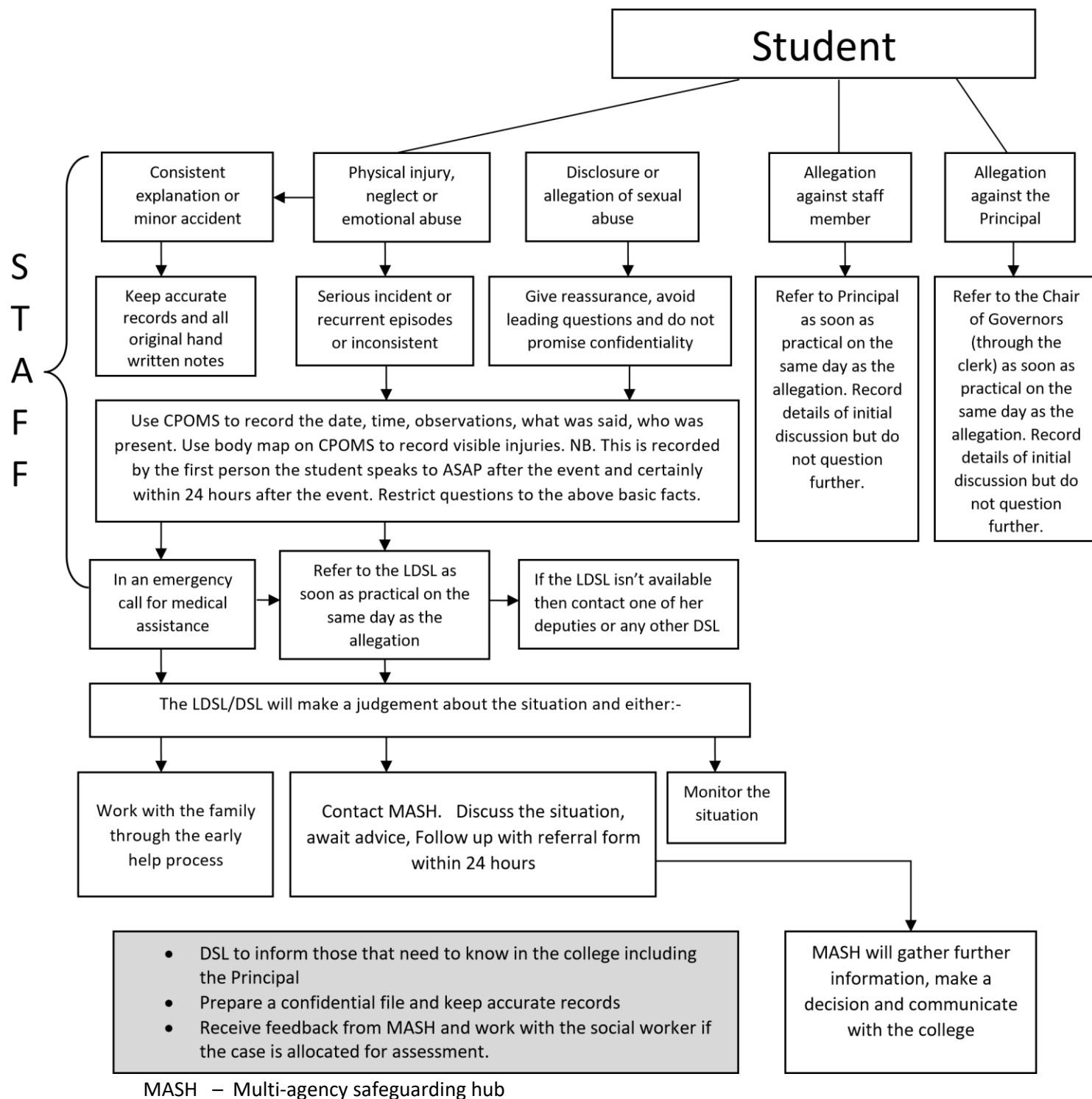
Governance

49. This policy will be reviewed at least annually in line with Department of Education, LSCP and SCC and other relevant statutory guidance.

Annex 1: Flowchart for child protection procedures

CP – Child Protection

DSL – Designated safeguarding lead



Annex 2: Dealing with disclosures

All staff should:

A member of staff who is approached by a student should listen positively and try to reassure them. They cannot promise complete confidentiality and should explain that

they may need to pass information to other professionals to help keep the student or other students safe. The degree of confidentiality should always be governed by the need to protect the student.

Additional consideration needs to be given to students with communication difficulties and for those whose preferred language is not English. It is important to communicate with them in a way that is appropriate to their age, understanding and preference.

Staff dealing with a disclosure should record all information accurately and fully on CPOMS as soon as possible.

All staff should know who the LDSL is and who to approach if the LDSL is unavailable. Ultimately, all staff have the right to make a referral to the police or social care directly and should do this if, for whatever reason, there are difficulties following the agreed protocol, e.g. they are the only adult on the college premises at the time and have concerns about sending a student home.

Guiding principles, the seven Rs:

Receive

- Listen to what is being said, without displaying shock or disbelief
- Accept what is said and take it seriously
- Make a note of what has been said as soon as practicable

Reassure

- Reassure the student, but only so far as is honest and reliable
- Don't make promises you may not be able to keep e.g. 'I'll stay with you' or 'everything will be alright now' or 'I'll keep this confidential'
- Do reassure e.g. you could say: 'I believe you', 'I am glad you came to me', 'I am sorry this has happened', 'We are going to do something together to get help'

Respond

- Respond to the student only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate for full details
- Do not ask 'leading' questions i.e. 'did he touch your private parts?' or 'did she hurt you?' Such questions may invalidate your evidence (and the student's) in any later prosecution in court
- Do not criticise the alleged perpetrator; the student may care about him/her, and reconciliation may be possible
- Do not ask the student to repeat it all for another member of staff. Explain what you have to do next and whom you have to talk to. Reassure the student that it will be an experienced member of staff

Report

- Share concerns with the LDSL / DSL as soon as possible

- If you are not able to contact a Designated Safeguarding Lead, and the student is at risk of immediate harm, contact the Children's Services Department directly
- If you are dissatisfied with the level of response you receive following your concerns, you should press for re-consideration.

Record

- If possible make some very brief notes at the time (possibly using the initial recording form in Annex 2 and the body map in annex 3), and record all information on CPOMS as soon as possible, using CPOMS to inform all relevant staff
- Keep your original notes on file
- Record the date, time, place, person's present and noticeable nonverbal behaviour, and the words used by the student. If the student uses sexual 'pet' words, record the actual words used, rather than translating them into 'proper' words
- Complete the body map on CPOMS to indicate the position of any noticeable bruising
- Record facts and observable things, rather than your 'interpretations' or 'assumptions'

Remember

- Support the student: listen, reassure, and be available
- Complete confidentiality is essential. Share your knowledge only with appropriate professional colleagues
- Try to get some support for yourself if you need it

Review (led by LDSL/DSL)

- Has the action taken provided good outcomes for the student?
- Did the procedure work?
- Were any deficiencies or weaknesses identified in the procedure? Have these been remedied?
- Is further training required?

What happens next?

It is important that concerns are followed up and it is everyone's responsibility to ensure that they are. The member of staff should be informed by the LDSL/DSL what has happened following the report being made. If they do not receive this information they should be proactive in seeking it out.

If they have concerns that the disclosure has not been acted upon appropriately they might inform the safeguarding governor of the college and/or may ultimately contact the Children's Services Department.

Receiving a disclosure can be upsetting for the member of staff and the college will support them after the disclosure. This might include reassurance that they have followed procedure correctly and that their swift actions will enable the allegations to be handled appropriately.

In some cases additional counselling might be needed and they should be encouraged to recognise that disclosures can have an impact on their own emotions.

Students may become subject to Child in Need plans or Child Protection plans. This will always involve multiagency working around the student / family. All agencies are required to provide written reports for each meeting. The college may also send a representative to the meeting to share this report and hear the wider picture.

Annex 3: Allegations against staff

Procedure

This procedure should be used in all cases in which it is alleged a member of staff, Governor or volunteer in the college has:

- **behaved in a way that has harmed a student, or may have harmed a student;**
- **possibly committed a criminal offence against or related to a student; or**
- **behaved towards a student or students in a way that indicates he or she would pose a risk of harm to young people**

In dealing with allegations or concerns against an adult in the college, staff must:

- Report any concerns about the conduct of any member of staff or volunteer to the Principal as soon as possible
- If an allegation is made against the Principal, the concerns need to be raised with the Chair of Governors as soon as possible
- Once an allegation has been received by the Principal or Chair of Governors they will contact the Local Authority Designated Officer (LADO) on 02380 915535 as soon as possible and before carrying out any investigation into the allegation other than preliminary enquiries ☐ Inform the parents of the allegation unless there is a good reason not to.

In liaison with the LADO, the college will determine how to proceed and if necessary the LADO will refer the matter to Children's Social Care and/or the police.

- If the matter is investigated internally, the LADO will advise the college to seek guidance from the HR department in following procedures set out in [Keeping children safe in education 2023](#)

Low-level concerns

A low-level concern is any concern – no matter how small – that may cause a sense of unease or a 'nagging doubt' that an adult working in or on behalf of the college may have acted in a way that:

- Is inconsistent with the staff code of professional conduct, including inappropriate conduct outside of work, and
- Is not considered serious enough to make a referral to the LADO.

Examples of such low-level concerns could include, but are not limited to:

- using inappropriate sexualised, intimidating or offensive language □ socialising with a student outside of college □ engaging with a student in a secluded area. The term 'low-level concern' does not mean that it is insignificant; it means that the behaviour towards a student does not (yet) meet the threshold of harm.

The college's policy on low-level concerns is to:

- address unprofessional behaviour and support the individual to correct it at an early stage
- provide a responsive, sensitive and proportionate handling of such concerns when they are raised by ensuring that staff are clear about what expected and appropriate behaviour is.

Annex 4: Allegations against other students:

Procedure

DfE guidance [Keeping children safe in education 2024](#) says that 'governing bodies should ensure that there are procedures in place to handle allegations against other children'. The guidance also states the importance of minimising the risks of child-on-child abuse. In most instances, the conduct of students towards each other will be covered by the college's Code of Conduct. Some allegations may be of such a serious nature that they may raise safeguarding concerns. These allegations are most likely to include physical abuse, emotional abuse, sexual abuse and sexual exploitation. It is also likely that incidents dealt with under this policy will involve older students and their behaviour towards younger students or those who are vulnerable.

The safeguarding implications of sexual activity between young people

The intervention of child protection agencies in situations involving sexual activity between young people can require difficult professional judgments. Some situations are statutorily clear – for example, a child under the age of 13 cannot consent to sexual activity. But it will not necessarily be appropriate to initiate safeguarding procedures where sexual activity involving children and young people below the age of legal consent (16 years) comes to notice. In our society generally the age at which children become sexually active has steadily dropped. It is important to distinguish between consensual sexual activity between children of a similar age (where at least one is below the age of consent), and sexual activity involving a power imbalance, or some form of coercion or exploitation. It may also be difficult to be sure that what has or has been alleged to have taken place definitely does have a sexual component.

As usual, important decisions should be made on a case by case basis, on the basis of an assessment of the student's best interests. Referral under safeguarding arrangements may

be necessary, guided by an assessment of the extent to which a young person is suffering, or is likely to suffer, significant harm. Key specific considerations will include:

- The age, maturity and understanding of the young people. If one young person is over 16 and the other is under 16, then this constitutes rape;
- Any disability or special needs of the young people;
- Their social and family circumstance;
- Any evidence in the behaviour or presentation of the young people that might suggest they have been harmed;
- Any evidence of pressure to engage in sexual activity;
- Any indication of sexual exploitation;

There are also contextual factors. Gender, sexuality, race and levels of sexual knowledge can all be used to exert power. A sexual predator may sometimes be a woman or girl and the victim a boy.

At Itchen we believe that all students have a right to attend college and learn in a safe environment. Students should be free from harm by adults in the college and by other students.

We recognise that some students will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the college's support process.

Prevention

As a college we will minimise the risk of allegations against other students by:-

- Providing a tutorial programme which develops students' understanding of acceptable behaviour and keeping themselves safe, referring to contextualised applications of British Values wherever possible
- Having systems in place for any student to raise concerns with staff, knowing that they will be listened to, believed and valued
- Developing robust risk assessments and providing guidance and support for students identified as being a potential risk to other pupils, or as being at risk.

Allegations against other students which are safeguarding issues

Occasionally, allegations may be made against students by others in the college, which are of a safeguarding nature. Safeguarding issues raised in this way may include physical abuse, emotional abuse, sexual abuse and sexual exploitation. It is likely that, to be considered a safeguarding allegation against a student, some of the following features will be found.

If the allegation:-

- Is of a serious nature, possibly including a criminal offence
- Raises risk factors for other students in the college
- Indicates that other students may have been affected by this student
- Indicates that young people outside the college may be affected by this student

Examples of safeguarding issues against a student could include:

Physical Abuse

- Violence, particularly pre-planned
- Forcing others to use drugs or alcohol

Emotional Abuse

- Blackmail or extortion
- Threats and intimidation

Sexual Abuse

- Indecent exposure, indecent touching or serious sexual assaults
- Forcing others to watch pornography or take part in the sharing of nude and seminude Images.

All staff should be aware that technology is a significant component in many safeguarding and wellbeing issues. Students find it easier to abuse their peers online than offline; this can take the form of abusive, harassing and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography, to those who do not want to receive such content. Even when image sharing is consensual, it is still illegal.

Sexual Exploitation

- Encouraging other young people to engage in inappropriate sexual behaviour (for example - having an older boyfriend/girlfriend, associating with unknown adults or other sexually exploited children, staying out overnight)
- Photographing or videoing other children performing indecent acts

Procedure:-

- When an allegation is made by a student against another student, members of staff should consider whether the complaint raises a safeguarding concern. If there is a safeguarding concern the designated safeguarding lead (DSL) should be informed
- A factual record should be made of the allegation, but no attempt at this stage should be made to investigate the circumstances
- The DSL should contact the multi-agency safeguarding hub to discuss the case
- The DSL will follow through the outcomes of the discussion and make a referral where appropriate
- If the allegation indicates that a potential criminal offence has taken place, once referred to the multi-agency agency safeguarding hub, the police will become involved
- Parents, of both the student being complained about and the alleged victim, should be informed and kept updated on the progress of the referral

- The DSL will make a record of the concern, the discussion and any outcome and keep a copy for both students, recording appropriately on IRIS
- It may be appropriate to suspend the student being complained about for a period of time according to the college's support process
- Where neither social services nor the police accept the complaint, a thorough college investigation should take place into the matter using the college's usual disciplinary procedures
- In situations where the college considers a safeguarding risk is present, a risk assessment should be prepared along with a preventative, supervision plan
- The plan should be monitored and a date set for a follow-up evaluation with everyone concerned.

Annex 5: process for supporting looked-after children (CLA) and care leavers.

Definition of CLA

A child/young person placed in either care or in foster care.

Definition of a Care Leaver

A child/young person who has been a CLA, but who is now living independently.

1. CLA or Care Leaver identified before enrolment onto courses

When an identified CLA or Care Leaver enrolls at Itchen College they will receive the following support:

- At initial interview, or before commencing on a course, the Lead DSL will meet with the student and Social Worker/Support Worker. This will enable the college to identify any personal/learning issues that the young person has and as a result, put in place support required. It will also help the student to make a more positive transition to college.

The Admissions Team will need to ensure that they include the LDSL in any offer interviews. If the CLA has an EHCP (Education, Health and Care Plan) then the SENDCO/SfL Manager should also be invited to attend the interview. Where there are Safeguarding issues, or the student is felt to be particularly vulnerable, then the Student Support Manager should also be present.

Once the CLA has commenced on their course:

- The DOC/CM will notify the LDSL of any personal/learning issues that the student is experiencing. Given that national statistics suggest that this group of students are generally less successful than other students, progress monitoring will be particularly rigorous to ensure that early intervention and academic support is put in place if necessary. The Study Mentor will work with the student where necessary, to provide additional support.
- The LDSL will be responsible for notifying the Social Worker/Support Worker of any issues being experienced by the student and will arrange a meeting with relevant college staff if required.
- The LDSL will be responsible for representing the college at any Looked After Children Reviews or Planning Meetings. Information from these Reviews/Meetings will be fed back to the relevant college staff.

- The LDSL will provide ongoing IAG to any identified CLA or Care Leaver.

2. When a CLA or Care Leaver is not identified before enrolment

All points in section 1 apply for an identified CLA or Care Leaver.

When a CLA or Care Leaver is not identified until after commencing their course:

- The DOC/CM will notify the LDSL of any additional CLAs or Care Leavers that are identified throughout the academic year.
- The DOC, CM and Student Support Manager will all have the responsibility for monitoring attendance.

Unaccompanied asylum seekers under the age of 19 will also be classed as CLAs.

Annex 6: Briefing sheet for staff (including temporary and supply staff and contractors)

While working in Itchen College, you have a duty of care towards the students here. This means that at all times you should act in a way that is consistent with their safety and welfare.

In addition, if at any time you have a concern about a young person, particularly if you think they may be at risk of abuse or neglect, it is your responsibility to share that concern with the college's Lead Designated Safeguarding Lead (LDSL). If the LDSL is not available, staff in Student Services will be able to direct you to another DSL.

This is not an exhaustive list but you may have become concerned as a result of:

- observing a physical injury, which you think may have been non-accidental
- observing something in the appearance of a young person which suggests they are not being sufficiently well cared for
- observing behaviour that leads you to be concerned about a young person
- a young person telling you that they have been subjected to some form of abuse.

In any of the circumstances listed here, you must write down what you saw or heard, date and sign your account, and give it to the LDSL/DSL. This may be the beginning of a legal process – it is important to understand that legal action against a perpetrator can be seriously damaged by any suggestion that the child has been led in any way.

If a child talks to you about abuse, you should follow these guidelines:

- Rather than directly questioning the young person, just listen and be supportive

- Never stop a young person who is freely recalling significant events, but don't push the young person to tell you more than they wish
- Make it clear that you may need to pass on information to staff in other agencies who may be able to help – do not promise confidentiality. You are obliged to share any information relating to abuse or neglect
- Write an account of the conversation immediately, as close to verbatim as possible. Put the date and timings on it and mention anyone else who was present. Then sign it, and give your record to the LDSL/DSL, who should contact Children's Social Care if appropriate

The college has a policy on safeguarding young people which you can find, together with the local procedures to be followed by all staff, in the shared Google Drive (Staff-Policies).

Remember, if you have a concern, discuss it with a DSL.

Annex 7: Work Experience Placements

Employers and training organisations will be asked to cooperate with the College in putting in place and subscribing to appropriate safeguards consistent with those in place within the College. The Work Experience Coordinator will ensure that the placement provider has policies and procedures in place to protect students from harm. Training organisations will be asked to make a commitment to safeguarding learners' welfare by endorsing an agreed statement of principles. The College has produced a guide for employers and work placement providers outlining their responsibilities in relation to the safeguarding of young people and to demonstrating a commitment to principles of fairness and equality. The issuing of the guide forms part of the College's risk assessment process for arranging work placements.

The Wex coordinator will also be responsible for vetting and ensuring DBS checks are in place for any person whose normal duties will include regular caring for, training, looking after or supervising a child in the workplace, where that person has been specifically designated to have responsibility for such activities.

Further guidance

Annex 8: Safer Working Practices for Staff

Interviewing Students

All staff should be aware of the potential risks (i.e. false allegations against staff) of interviewing a young person alone, particularly if the young person has an experience of sexual/emotional abuse.

Interviewing individual students is an integral part of our work and therefore staff should exercise their own professional judgement and a degree of caution in these situations. All staff should try to ensure that they do not place themselves in any compromising situations where allegations could potentially be made against them. Suggested protective measures to consider:

- ask another person (teacher/tutor or young person's friend – as appropriate to the content) to sit in on the interview
- sit in a room where it is possible to be observed through a window or glass-panelled door
- do not close the door of the room if you are not clearly visible from outside the room.

Transporting Students

Situations sometimes arise which require a member of staff to take a young person home. Staff should be aware of the risks involved in this; it is advisable to obtain parental permission and insist that the student(s) sits in the back seat of the car and not in the front passenger seat. In any instance staff should be wary of the possibility of false allegations being made, and as a general rule, staff transporting students is not recommended. If a lift is given in emergency, a teacher should use their professional judgement and weigh up risks to the student if the lift is not offered. If possible, a senior manager/colleague should be informed before lifts are given. Staff should ensure that they have business insurance cover.

There may be exceptional occasions when students need to travel to college or from college in a taxi. Where possible, students should travel in the back of the taxi, and should be accompanied.

If a taxi is used on a casual basis, and not as part of a contractual arrangement, a note should be made of all the details from the badge of the taxi driver. This should include the name of the firm and the registration number of the vehicle.

Use of Technology

All staff in the College will use technology to support and promote the learning and welfare of young people. However certain safeguards should be remembered:

- Telephone – staff are strongly advised NOT to give any young person their personal telephone numbers (mobile or home) and are strongly advised not to contact the young person on the young person's mobile phone either by voicemail or by texting.

- There are exceptions to this in specific cases (e.g. when a student may be stranded on public transport and panic). However, the parent needs to be the first contact. If a number is given, it should only be used for short, designated periods and with the strict stipulation that it is for emergency situations only.
- Communication by technology should only take place using the College e-mail and mass texting systems (eg ProMonitor). Communication of a personal nature must not be conducted with young people.
- Use of Internet: Staff will NOT access or expose young people to unsuitable material on the internet. Staff will ensure that they follow the College's Acceptable Use Policy about access to and use of the internet.
- Professional boundaries: Staff at the College may support and advocate for young people but they are not their friends. They are in a potentially difficult position if professional boundaries are crossed. Further detail on professional boundaries can be found in the Staff Code of Conduct.
- **The College strongly advises against staff allowing or requesting students to be 'friends' on social networking sites, and/or 'following' students on social media sites, as this could significantly and detrimentally impact on the professional relationship between staff and students.**

Social Networking Sites

A member of staff should be aware that where potentially compromising information is posted on social networking sites, there is a danger that it may be accessed by colleagues and/or young people, and as a result seriously impact upon that colleague's professional standing. For example, if a member of staff posted information about an aspect of their private life relating to areas of sexual behaviour, alcohol, drug misuse, violence or anything that was illegal this would be considered inappropriate conduct. Further guidance: [Staff Professional Code of Conduct](#)

Annex 9: Useful contacts

Key Personnel	Name (s)	Location in College
Lead DSL (LDSL)	Debbie Finch	Student Support E27
Deputies to LDSL	Adrian Waters Mike Jones	Student Support E28 S5
Other DSLs	Glenn Colmer Mel Lockheart Maria Sparks James Bailey Steph Cooke Kate Matthews Neil Buchanan Jo Brookes Lianne Wright	G50 E6 W29 W27a S2 W29 N250/International Office Adult Education Office E29
College's named "Prevent" lead	Debbie Finch	Student Services W29
Nominated governor	Sarah Hammett	Via Fiona McIntyre
Clerk to the Governors	Fiona McIntyre	fm McIntyre@itchen.ac.uk

DSL link person on SLT	Mike Jones	S5
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The Children Resource Service (office hours)		02380 833004
Southampton MASH (out of office hours)		02380 233344
Hampshire MASH		Office hours 0300 555 1384 Out of office hours 0300 555 1373
Southampton Local Authority Designated Officer(LADO)	Gemma Swann	02380 915535 LADO@Southampton.gov.uk
Police		101 or in emergencies 999

