

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS PROTECTION POLICY

1. Introduction

- 1.1 East Surrey College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and to ensuring that action is taken to support them if abuse is suspected.
- 1.2 The College expects all staff, governors, volunteers and those contracted to provide services to share this commitment.
- 1.3 The College has statutory duties in relation to children, young people and vulnerable adults under the Children Acts (1989 and 2004), the Education Act 2002, The Further Education (Providers of Education) (England) Regulations (2006), the Safeguarding and Vulnerable Groups Act (2006) and The Counter-Terrorism and Securities Act (2015) and it is the intention of the procedures within this Policy to ensure that the appropriate action is taken to discharge these duties
- 1.4 Further reference sources used in producing this Policy statement include the DfE publications: 'Working Together to Safeguard Children' (2018); 'Safeguarding Children and Safer Recruitment in Education' (2007); 'Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (September 2019). 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings' Children, schools and families March 2009
- 1.5 In order to ensure a co-ordinated approach to safeguarding, child protection and vulnerable adults, the College will liaise closely with the Surrey Safeguarding Board via Children's Single Point of Access or the persons nearest local authority.
- 1.6 Throughout this Policy, reference is made to "children and vulnerable adults". The terms 'young people' and 'students' are used here in recognition that the minimum age of study at the College is 14 with most aged 16-18. The College is also required to recognise the risks to vulnerable adults and will integrate support and protection to such students within the College's protection procedures.
- 1.7 The categories of abuse recognised for the purposes of child protection and protection of vulnerable adults are given in Appendix 1 in the Safeguarding Procedure.

2. Scope of Policy

2.1 There are four main elements to our Policy:

- (i) Providing a safe environment for students through the risk assessment, teaching and pastoral support offered
- (ii) Ensuring we practise effective procedures:
 - for safe recruitment, in checking the suitability of staff and volunteers to work with children and vulnerable adults;
 - for identifying and reporting cases, or suspected cases, of abuse.
- (iii) Supporting students who may have been abused or neglected or are at risk
- (iv) Ensure we work in partnership with the Prevent team and Channel Panel to meet our legal obligation to reduce the risk of vulnerable people being drawn into terrorism-related activity.

- 2.2 This Policy applies to all staff, governors, volunteers, cleaners and contractors working for East Surrey College in all locations where education and training is delivered to children and vulnerable adults.

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2.3 This Policy applies also to those situations where students are in a workplace setting undertaking vocational training for work experience on Apprenticeships or studying for vocational qualifications.

2.4 This Policy includes collaborative provision and staff employed directly by sub- contractors supplying services on behalf of the College.

3 Providing a Safe Environment

3.1 The College recognises:

- that high self-esteem, confidence, supportive relationships and good lines of communication with a trusted adult help prevent abuse and reduce the risk of vulnerable people being drawn into terrorism-related activity.
- that because of their regular contact with students, College staff are well placed to observe the outward signs of abuse or neglect and vulnerability to influence from others.

3.2 The College will therefore:

- establish and maintain an ethos and environment appropriate for learning where students feel secure, are encouraged to talk and are listened to; inviting regular feedback to ensure this is maintained.
- ensure that students know who they can contact in the College if they are worried or in difficulty or if they suspect that someone else is suffering any form of abuse or are vulnerable to influence from others including engagement with a group, cause or ideology.
- include opportunities in the curriculum for young people and vulnerable adults to develop the skills they need to recognise and stay safe from abuse or undue influence from others and which help them to develop realistic attitudes to the responsibilities of adult life.
- inform students about other relevant sources of information, advice and support.
- ensure that all staff are fully aware of their responsibilities with regard to safeguarding and Prevent strategies including the Channel process through the provision of regular CPD to keep staff up to date with developments and dangers for example, those posed by the internet.

4. Monitoring

This Policy will be reviewed annually and monitored in accordance with College monitoring procedures.

5. Access to Policy

This Policy is available on the College Intranet and Website.

6. Training and Guidance

Questions about this Policy and/or Procedure, and requests for training, guidance or information on this Policy and/or Procedure, should be directed to the Executive Director of Human Resources and Professional Development.

7. Mechanisms for Feedback

Constructive comment on the continued improvement of this Policy is welcomed and should be forwarded to the Executive Director of Human Resources and Professional Development.

8. References

Attendance and Punctuality Procedure
College Charter
Continuing Professional Development Policy
Data Protection Policy
Disclosure and Barring Service Check Policy
Drugs and Alcohol Policy
Equality Scheme and Objectives
Educational Visits and Off Site Activities Procedure and Flow Chart
Health and Safety Policy
Staff Disciplinary Policy and Procedure
Wellbeing and Resilience at Work Policy
Student Disciplinary Policy and Procedure

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Student Voice Policy
Student and Staff Codes of Conduct – including IT Codes of Conduct
Work Experience Toolkit and Flowchart
The Channel Process within FE Colleges
Prevent Strategy
Public Interest Disclosure Policy

9. Further information

None

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| 11 | Approved by: Directorate | Date: 18 November 2019 |
| 12. | Approved by Committee: Learning and Quality Committee | Date: 21 November 2019 |
| 13. | Approved by: Corporation Board | Date: 12 December 2019 |
| 14. | Review by: November 2020 | |
| 15. | Policy Code: ESC01 | |

Child protection and safeguarding: COVID-19 addendum

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL) at ESC	Gwen Hurrion	07825 521744 ghurrion@esc.ac.uk
Designated safeguarding lead (DSL) at JRC	Tracy Andrews	07866 763028 Tracy.andrews@johnruskin.ac.uk
Other contactable DSL(s) and/or deputy DSL(s):	Maisie Coutet	07525 909364 mcoutet@esc.ac.uk
	James Gottshalk	07834 338 033 jgottshalk@esc.ac.uk
	Frances Harris	07889 804451 fharris@esc.ac.uk
	Rebecca Taylor	07921 688063 rtaylor@esc.ac.uk
Designated member of senior leadership team if DSL	Kevin Standish	07867 467486 Kevin.standish@johnruskin.ac.uk kstandish@esc.ac.uk
Local authority designated officer (LADO)		
Safeguarding governor	Liz Rushton	

1. Scope and definitions

This addendum applies during the period of College closure due to COVID-19, and reflects updated advice from our local authority (LA) Surrey CC and Croydon Council.

It sets out changes to our normal safeguarding policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

Unless covered here, our normal child protection policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- Have a social worker, including children:
- With a child protection plan
- Assessed as being in need
- Looked after by the local authority
- Have an education, health and care (EHC) plan#

2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a student immediately. It is still vitally important to do this, both for children still attending school and those at home. As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL available wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL (or deputy) can't be in College, they can be contacted using their mobile number or email address

We will keep all school staff and volunteers informed by email as to who will be the DSL (or deputy) on any given day, and how to contact them.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our Colleges are.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the senior leader) can:

- Identify the most vulnerable students in College
- Update and manage access to safeguarding files, where necessary

- Liaise with social workers where they need access to children in need (CIN) and/or to carry out statutory assessments

5. Working with other agencies

We will continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

Local authorities about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need.

6. Monitoring attendance

As most students will not be attending College during this period of College closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

The exception to this is where any child we expect to attend school during the closure doesn't attend, or stops attending. In these cases, we will:

- Follow up on their absence with their parents or carers,
- Notify their social worker, where they have one

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible.

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately – about both children attending school and those at home.

8. Concerns about a staff member or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/volunteers working on site or remotely.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

9. Support for children who aren't 'vulnerable' but where we have concerns

We have the option to offer places in College to students who don't meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to do this. If these students will not be attending College, we will put a contact plan in place, as explained in section 10 below.

10. Contact plans

We have contact plans for students with a social worker and students who we have safeguarding concerns about, for circumstances where:

- They won't be attending College (for example where the College, parent/carer and social worker, if relevant, have decided together that this wouldn't be in the child's best interests); or
- They would usually attend but have to self-isolate

Each student has an individual plan which sets out:

- How often the College will make contact – this will be at least once a week
- Which staff member(s) will make contact – as far as possible, this will be staff who know the family well
- How staff will make contact – this will be over the phone, doorstep visits, or a combination of both

If we can't make contact, we will contact children's social care or the police.

11. Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all students at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on students' mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures set out in section 3 above.

For children at home, they will look out for signs like:

- Not completing assigned work or logging on to College systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

Students are likely to be spending more time online during this period – see section 12 below for our approach to online safety both in and outside College.

See section 13 below for information on how we will support pupils' mental health.

12. Online safety

12.1 In College

We will continue to have appropriate filtering and monitoring systems in place in College.

12.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing IT code of conduct

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We will make sure children know how to report any concerns they have back to our College and signpost them to other sources of support too.

13.3 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our College is asking students to do online
- Know where else they can go for support to keep their children safe online

13. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all students. We will also signpost all students, parents and staff to other resources to support good mental health at this time.

When setting expectations for students learning remotely and not attending college, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

14. Staff recruitment, training and induction

14.1 Recruiting new staff and volunteers

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff must still present the original documents when they first attend work at our College.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.

14.2 Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive:

- A safeguarding induction
- A copy of our children protection policy (and this addendum)
- Keeping Children Safe in Education part 1

14.3 Keeping records of who's on site

We will keep a record of which staff and volunteers are on site each day, and that appropriate checks have been carried out for them.

We will continue to keep our single central record up to date.

15. Monitoring arrangements

This policy will be reviewed as guidance from the LA or DfE is updated.

16. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Staff behaviour policy
- IT acceptable use policy
- Health and safety policy
- Online safety policy

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