

STUDENT GUIDANCE POLICY SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

Key Contacts:

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Nominated Governor responsible for safeguarding issues: June Parker

A RATIONALE

Grantham College has a statutory and moral duty to ensure that the College functions with a view to safeguarding and promoting the welfare of children and vulnerable adults receiving education and training at the College. This policy is freely available to all staff, students and parents/carers, both current and prospective.

Schools and colleges and their staff form part of the wider safeguarding system for children. This system is described in statutory guidance 'Working together to safeguard children'. Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children.

This policy has been developed in accordance with the principles established by the Children Acts 1989 & 2004, the Education Act 2002; in line with government publications: 'Working Together to Safeguard Children' 2015 and the Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need and their Families' 2000. The guidance reflects, 'Keeping Children Safe in Education' 2016 and Children and the Families Act 2014; Safeguarding Vulnerable Groups Act 2005 and the Department of Health Statement of Government Policy on Adult Safeguarding 2013; Prevent Strategy 2011 and the Counter Terrorism and Security Act 2015.

B ENTITLEMENT

Throughout these policies and procedures, reference is made to "children and young people". This term is used to mean "those under the age of 18". The governing body recognise that some adults are also vulnerable to abuse, accordingly, the procedure is applied (with appropriate adaptations) to allegations of abuse and the protection of vulnerable adults. Vulnerable adults includes those over 18 with learning disabilities, mental health problems, physical disabilities who either temporarily or permanently may be in need of community care services and/or are unable to take of themselves or protect themselves against significant harm or exploitation.

C POLICY STATEMENT

The governing body is committed to ensuring that the College:

- Provides a safe environment for students
- Identifies children and vulnerable adults who are suffering, or likely to suffer, significant harm, and
- Takes appropriate action to see that such children and vulnerable adults are kept safe, both at home and at the College.

D IMPLEMENTATION

In pursuit of these aims, the governing body will approve and annually review policies and procedures with the aim of:

- Raising awareness of issues relating to the welfare of children and vulnerable adults and the promotion of a safe environment for the children and vulnerable adults learning within the College
- Aiding the identification of children and vulnerable adults at risk of significant harm, and providing procedures for reporting concerns
- Establishing procedures for reporting and dealing with allegations of abuse against members of staff
- The safe recruitment of staff
- Providing adequate training for all staff in safeguarding issues, both via staff inductions and regular refresher training.
- In developing the policies and procedures, the Corporation will consult with, and take account of, guidance issued by the Departments for Education and other relevant bodies and groups. The procedures have been developed in cooperation with Lincolnshire Safeguarding Children Board [LSCB] and with reference to Department of Health / CQC guidance with regards to vulnerable adults.

The College will refer concerns that a child or vulnerable adult might be at risk of significant harm to the relevant Children's/Adult Services, Local Police and/or LSCB.

The governing body has nominated an appropriately trained Governor with special responsibility for safeguarding issues.

The Chief Executive and all staff working with children will receive training to familiarise them with child protection issues and responsibilities and the College procedures and policies, which includes computer use policies, with refresher training at least every 3 years. There will be a member of the Senior Leadership Team with special responsibility for child protection issues (the Designated Safeguarding Lead) who will be assisted by other deputies, as part of the College Safeguarding Team.

The governing body will receive from the Designated Safeguarding Lead an annual report which reviews the prevalence and nature of safeguarding issues within the college and how the duties have been discharged.

E RECOGNISING AND DEFINING ABUSE

The governing body recognises the following as definitions of abuse, neglect or harm:

1. Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused in the family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adults or adults or another child or children.

2. Physical Abuse

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

3. Neglect and Acts of Omission

Neglect is the persistent or severe failure to meet a child or young person's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development, this may include 'ignoring medical or physical care need, failure to provide access to appropriate health care, social care or educational services, the withholding of the necessities of life, such as medication, adequate heating and nutrition'. It may also involve neglect of, or inadequate response to, a child's basic emotional needs.

4. Sexual Abuse

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

5. Psychological/Emotional Abuse

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

6. Child Sexual Exploitation (CSE)

Child Sexual Exploitation is the term used for contact or non-contact child sexual abuse when there is any actual or attempted abuse of a child's vulnerability or trust and an opportunity for the abused to enhance their social standing or receive payment from third parties. Non-contact abuse includes online grooming and sexual exploitation.

7. Female Genital Mutilation (FGM)

Female genital mutilation is any procedure that's designed to alter or injure a girl's (or woman's) genital organs for non-medical reasons. It is sometimes known as 'female circumcision' or 'female genital cutting.' It is mostly carried out on young girls.

8. Extremism and Radicalisation

Extremism is defined by the Crown Prosecution Service (CPS) as: "The demonstration of unacceptable behaviour by using any means or medium to express views, which:

- Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
- Seek to provoke others to terrorist acts;
- Encourage other serious criminal activity or seek to provoke others to serious criminal acts;
- Foster hatred which might lead to inter-community violence in the UK."

9. Financial or Material Abuse

This may include theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misappropriation of property, possessions or benefits.

10. E-Safety

Includes cyber bullying, exposure to unsuitable images or websites and grooming via social networks

11. Domestic Violence

Can be physical, emotional, sexual or neglect, and can also cover 'forced' marriages as well as gender based violence.

12. Discriminatory Abuse

This may include abuse, bullying and harassment based on the individual's age, sex, disability, religion, race or ethnicity or sexual orientation.

13. Risk to Self and/or Others

This may include, but is not exclusive to self-harm, suicidal tendencies or potential risk of harming others which may, or may not, include children. It may also include fabricated or induced illness.

14. Peer on Peer Abuse

Most likely to include, but is not exclusive to, bullying (including cyber bullying), gender based violence, sexual assaults and sexting.

Additionally, the governing body notes and draws to the attention of the college staff the criminal offences that may be committed in connection with the welfare of children, in particular those involving abuse of trust and those which prohibit staff from engaging in or encouraging sexual activity with students who are under the age of 18 or vulnerable.

F DESIGNATED STAFF WITH RESPONSIBILITY FOR SAFEGUARDING

Designated Safeguarding Lead

The designated senior member of staff with lead responsibility for safeguarding issues is Drew Richardson-Walsh – Assistant Principal: HR & Student Services (01476) 400200 ext. 262.

This person is a member of the Senior Leadership Team. They have a key duty to take lead responsibility for raising awareness within the staff team and wider organisation of issues relating to the welfare of children and vulnerable adults, the promotion of a safe environment for children and vulnerable adults and the awareness raising of both counter-extremism and radicalisation legislation.

They have received training in safeguarding, child protection issues and inter-agency working as required by the Lincolnshire Safeguarding Children Board (LSCB). They will receive 2 day refresher training at least every 5 years, as recommended by the LSCB, and commit to keeping up to date with developments in safeguarding and issues by completing the LSCB 5 year training pathway. This includes e-learning and webinars.

The Designated Safeguarding Lead is responsible for:-

- Overseeing the referral of cases of suspected abuse or allegations to the relevant investigating agencies as agreed with the Children's and Adults Safeguarding Boards.
- Providing advice and support to other staff on issues relating to safeguarding
- Maintaining a proper record of any child protection referral, complaint or concern or vulnerable adult safeguarding concern (even where that concern does not lead to a referral).

- Ensuring that parents of children and young people within the College are aware of the College's Safeguarding policy.
- Liaising with the Local Education Authority, and Children's and Adults Safeguarding Boards and other appropriate agencies.
- Liaising with the relevant Curriculum Managers and staff in the College to ensure that appropriate arrangements are made for the pupils under 16 years of age whilst on college premises and appropriate safeguards are put in place with employers and training organisations that receive children or young people from college on long-term placements.
- Ensuring that staff receive basic safeguarding training are aware of the College Safeguarding procedures.

The Designated Safeguarding Lead will provide an annual report to the College Corporation setting out how the College has discharged its duties. They are responsible for reporting deficiencies in procedure or policy identified by the Children's and Adults Safeguarding Boards [or others] to the Corporation at the earliest opportunity

Designated Deputy Safeguarding Leads

Other designated members of staff with responsibility for safeguarding issues are Lucy Foster, Student Life Manager, Sarah Szulczewski, Student Experience Manager, Lorna Hollands, Mental Health & Wellbeing Advisor, Jo Bowman, Student Finance & Accommodation Co-ordinator, David Ferguson, Student Mentor and Lisa Smith, Curriculum Manager, Learning Development.

These Deputy Safeguarding Leads:

- Report to the Designated Safeguarding Lead.
- Will know how to make an appropriate referral.
- Will be available to provide advice and support to other staff on issues relating to safeguarding.
- Have particular responsibility to be available to listen to children and vulnerable adults studying at the College.
- Will deal with individual cases, including attending case conferences and review meetings as appropriate.
- Have received training in safeguarding, child protection issues and inter-agency working, as required by the LSCB, and will receive refresher training at least every 2 years whilst committing to the 5 year training pathway.

Designated Governor

The Designated Governor is responsible for liaising with the Chief Executive and Designated Safeguarding Lead about safeguarding matters including:

- Ensuring that the College has procedures and policies which are consistent with the local Children and Adult Safeguarding Board procedures.
- Ensuring that the corporation reviews and approves the College policy on Safeguarding on an annual basis.
- Ensuring that the Corporation is informed of how the College and its staff have complied with the Policy, including, but not limited to, an annual report on the training that staff have undertaken.
- The Designated Governor is also responsible for overseeing the liaison between agencies in connection with allegations against the Chief Executive or the Designated Safeguarding Lead. This will not involve undertaking any form of investigation, but will ensure good communication between the parties and provide information to assist enquiries.

G DEALING WITH DISCLOSURE OF ABUSE AND PROCEDURE FOR REPORTING CONCERNS

The procedure has been determined primarily by the Lincolnshire Safeguarding Children Board (LSCB), which establishes the locally agreed inter-agency procedures.

If a child or vulnerable adult tells a member of staff about possible abuse:

- Listen carefully and stay calm.
- Do not interview the individual, but question normally and without pressure, in order to be sure that you understand what the individual is telling you.
- Do not put words into the individual's mouth.
- Reassure the individual that by telling you, they have done the right thing.
- Do not promise confidentiality but ensure that any information is shared only with those that need to know.
- Inform the individual that you must pass the information on and to whom you will report the matter.
- Note the main points carefully.
- Make a detailed note of the date, time, place, what the individual said, did and your questions etc.

If a staff member suspects a child/young person is at risk/being harmed, this should be initially raised with a Designated Safeguarding Lead or Deputy who should then record and monitor concerns. Facts and opinions should be clearly identified.

In the first instance, staff should not investigate concerns or allegations themselves, but should report them immediately to a Designated Safeguarding Lead or Deputy. The Designated Safeguarding Lead or Deputy will make a referral in accordance with Children's and Adult's Safeguarding Board guidelines. The Designated Safeguarding Lead or Deputy will then complete the appropriate pro forma. Should a Designated Safeguarding Lead or Deputy be immediately unavailable, and action is required, then any staff member may report a concern to the Police or Children's Services.

1. Recording and Monitoring

The College will record:

- Information about the child: name (aka), address, date of birth, those with parental responsibility, primary carers, emergency contacts, names of persons authorised to collect from school, any court orders, if a child is or has been subject to a Child Protection (CP) Plan (been on the CP Register).
- Key contacts in other agencies.
- Any disclosures/accounts from the learner or others, including parents.
- All concerns, discussions, decisions, actions taken and arrangements for monitoring/review.

All records should be objective and include:

- Statements, facts and observable things (what was seen/heard).
- Diagram indicating position, size and colour of any injuries (not photograph).
- Words child uses (not translated into 'proper' words).
- Non-verbal behaviours.

All Child Protection documents will be retained in a 'Child Protection' file, separate from the student's main file. This will be an electronic folder which is only accessible to the Chief Executive, the Designated Safeguarding Lead and College Safeguarding Team. The CCSS Manager will have access rights to the electronic folder for the purposes of computer security management and access.

This file will be managed in accordance with the Freedom of Information Act and the Data Protection Act.

2. Supporting the Child, Young Person or Vulnerable Adult and Partnership with Parents/Carers

In the vast majority of cases, it is good practice to be open and honest at the outset with the parents/carers about concerns, the need for a referral, information sharing between agencies and the accompanying need for making an enquiry to the Central Children's Database or Safeguarding Board.

All reasonable efforts should be made to inform parents/carers of the referral beforehand and to seek their consent where appropriate. However, an inability to inform parents/carers nor a lack of consent should not prevent a referral being made where concerns exist. Consideration should be given to not informing them when a child, young person or vulnerable adult expresses a wish that their parents/carers are not informed at this stage.

There are cases where it would not usually be good practice to discuss concerns with parents/carers before a referral. In these cases, who discusses the concerns with the parents/carers, when, and with whom, should be agreed in advance with Social Services and/or the police. Concerns must not usually be discussed with parents/carers before referral in the following circumstances:

- Where discussion would put a child, young person or vulnerable adult at risk of significant harm
- Where discussion would impede a Police investigation or social work enquiry
- Where sexual abuse is suspected
- Where organised or multiple abuse is suspected
- Where the fabrication of an illness is suspected
- Where to contact parents/carers would place you or others at risk
- Where it is not possible to contact parents/carers without causing undue delay in making the referral.

A reasoned judgement must be made in each case.

3. Dealing with Disclosure of Abuse made by Vulnerable Adults and Procedure for Reporting Concerns

The general principles detailed in the section above apply in situations where a safeguarding concern exists in relation to a vulnerable adult.

H REPORTING AND DEALING WITH ALLEGATIONS OF ABUSE AGAINST MEMBERS OF STAFF

This procedure has been created from information made available by the Lincolnshire Safeguarding Children Board (LSCB) in relation to the role of the Lincolnshire Local Area Designated Officer (LADO).

This procedure applies to all staff, whether teaching, administrative, management or support, as well as to volunteers. The generic term “staff” is used for ease of description and refers to all of the staff groups.

In rare instances, staff members of education institutions have been found responsible for abuse. Because of their frequent contact with students, staff may have allegations of abuse made against them. The College recognises that an allegation of abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and investigations are thorough and not subject to delay.

It is imperative that those dealing with an allegation maintain an open mind and that investigation is thorough and not subject to delay. The College recognises that the Children Act 1989 states that the welfare of the child is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual’s reputation, confidence and career. Therefore, those dealing with such allegations within the College will do so with sensitivity and will act in a careful, measured way.

There may be three strands in consideration of the allegation:

- A police investigation of a possible criminal offence.
- Enquiries and assessment by Children’s Social Care about whether a child is in need of protection or in need of services.
- Consideration by the college to investigate and if necessary take disciplinary action.

1. Enquiries and Investigations

All allegations in the first instance must be reported to the Chief Executive or the Principal. They will obtain written details of the allegation from the person who received it, ensuring the details are signed and dated.

The Chief Executive will then contact the Assistant Principal – HR & Student Services to make an initial assessment of the allegation and also call the Local Area Designated Officer (LADO) in all cases for advice on how to proceed.

Where the allegation is considered to be either a potential criminal act or indicates that a student has suffered, is suffering or is likely to suffer significant harm, the matter should be reported immediately to Local Authority Designated Officer (LADO) without delay.

If the Chief Executive is advised by the LADO that the case needs investigating by the Police and/or Social Care, the college will support the investigation, but will not conduct an internal investigation. To do otherwise may prejudice the investigation.

If the LADO is agreeable for the college to conduct the investigation, the Chief Executive will then contact the Assistant Principal - HR & Student Services who will appoint an Investigating Officer. The Investigating Officer will usually be the Designated Safeguarding Lead, though the responsibility may fall to another member of the Senior Leadership Team. It is important that the Assistant Principal - HR & Student Services does not investigate the allegation, as they may be required to provide procedural advice.

The Investigating Officer will keep a detailed account of the investigation to include, interviews, telephone calls and any contact in relation to the case.

Subject to no objections from the police or other investigating agency, the Investigating Officer shall:

- Inform the young person or child/children or parent/carer making the allegation that the investigation is taking place and what the likely process will involve.
 - Ensure that the parents/carers of the child, young person or vulnerable adult making the allegation have been informed that the allegation has been made and what the likely process will involve.
 - Inform the member of staff against whom the allegation was made of the fact that the investigation is taking place and what the likely process will involve.
 - Inform the Chair of the Corporation and/or the designated governor of the allegation and the investigation.
 - Keep a written record of the action taken in connection with the allegation.
- Other potential outcomes are:
- The allegation represents inappropriate behaviour or poor practice by the member of staff and is neither potentially a crime nor a cause of significant harm to the child, young person or vulnerable adult. The matter should be addressed in accordance with the College disciplinary procedures.
 - The allegation can be shown to be false because the facts alleged could not possibly be true.

2. Suspension of Staff

Suspension should not be automatic. In respect of staff other than the Chief Executive and/or Principal, suspension can only be carried out by the Chief Executive and/or Principal. If the allegation is against the Chief Executive and/or the Principal, suspension can only be carried out by the Chair of the Corporation, or in their absence the Vice Chair.

Suspension may be considered at any stage of the investigation. It is a neutral, not a disciplinary act and shall be on full pay. Consideration should be given to alternatives: e.g. paid leave of absence; agreement to refrain from attending work; change of, or withdrawal from, specified duties.

Suspension should only occur for a good reason. For example:

- Where a child or vulnerable adult is at risk.
- Where the allegations are potentially sufficiently serious to justify dismissal on the grounds of gross misconduct.
- Where necessary for the good and efficient conduct of the investigation.

If suspension is being considered, the member of staff should be encouraged to seek advice, for example from a trade union.

If the Chief Executive or Principal considers that suspension is necessary, the member of staff shall be informed that they are suspended from duty. Written confirmation of the suspension, with reasons, shall be despatched as soon as possible and ideally within one working day. The Assistant Principal - HR & Student Services will be responsible for ensuring the suspension letter has been issued.

Where a member of staff is suspended, the Chief Executive or Principal should address the following issues:

- The Chair of the Corporation should be informed of the suspension.
- The Governing Body should receive a report that a member of staff has been suspended pending investigation; the detail given to the governing body should be minimal.

- Where the Chief Executive and/or the Principal has been suspended, the Chair or Vice Chair of the Corporation will need to take action to address the management of the College.

The Chief Executive or Principal shall consider carefully and review the decisions as to who is informed of the suspension and investigation.

Depending on the nature of the allegation, the Chief Executive or Principal should consider, with the nominated Governor, whether a statement to the students of the college and/or parents/carers should be made, taking due regard of the need to avoid unwelcome publicity.

The suspended member of staff should be given appropriate support during the period of suspension. They should also be provided with information on progress and developments of the case at regular intervals.

The suspension should remain under review in accordance with the college disciplinary procedure.

3. The Disciplinary Investigation

The disciplinary investigation should be conducted in accordance with the existing staff disciplinary procedure.

The member of staff should be informed of:

- The disciplinary charge against them.
- Their entitlement to be accompanied or represented by a trade union representative or workplace colleague

Where the 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. It may be appropriate to offer counselling.

The young person, child or children making the allegation and/or their parents should be informed of the outcome of the investigation and the proceedings. This should occur prior to the return to college of the member of staff (if suspended).

Child protection and vulnerable adult protection 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. The child and vulnerable adult protection agencies, including the police, have no power to direct the College to act in a particular way; however, the College should assist the agencies with their enquiries.

The College shall hold its own internal enquiries while the formal police or social services investigations proceed; to do otherwise may prejudice the investigation. Any internal enquiries shall conform with the existing staff disciplinary procedures.

If there is an investigation by an external agency, for example the police, the Chief Executive and Designated Safeguarding Lead should normally be involved in, and contribute to, the inter-agency strategy discussions. The Chief Executive is responsible for ensuring that the College gives every assistance with the agency's enquiries. They will ensure that appropriate confidentiality is maintained in connection with the enquiries, in the interests of the member of staff about whom the allegation is made.

4. Allegations without Foundation

False allegations may be indicative of problems of abuse elsewhere. A record should be kept and consideration given to a referral to the LADO in order that other agencies may act upon the information.

The Chief Executive or Principal shall:

- Inform the member of staff against whom the allegation is made verbally and in writing that no further disciplinary or safeguarding/child protection action will be taken. Consideration should be given to offering counselling/support.
- Inform the parents/carers of the alleged victim that the allegation has been made and of the outcome.
- Where the allegation was made by a child other than the alleged victim, consider informing the parents/carers of that child.
- 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. Records

It is important that documents relating to an investigation are retained in a secure place, together with a written record of the outcome and, if disciplinary action is taken, details retained on the member of staff's personal and confidential file.

If a member of staff is dismissed or resigns before the disciplinary process is completed, they should be informed about the college's statutory duty to inform the Disclosure and Barring Service.

6. Monitoring Effectiveness

When an allegation has been made against a member of staff, the nominated Governor, together with the senior staff member with lead responsibility should, at the conclusion of the investigation, consider whether there are any matters arising from it such as:

- Training needs
- Mentoring
- Risk Analysis
- Good Practice
- Procedural anomalies

7. Whistleblowing

Where staff members feel unable to report a concern inside of the organisation, or feel that concerns raised are not being addressed, they are encouraged to contact the NSPCC Whistleblowing Helpline on 0800 028 0285. The line is open between 08:00am and 08:00pm between Monday and Friday. Staff can email help@nspcc.org.uk

I RECRUITMENT AND SELECTION PROCEDURES

In conjunction with current recruitment policies, Grantham College should ensure robust procedures are used, avoiding any risk to students. Actions will include:

- They should apply to staff, governors and volunteers who may work with children/vulnerable adults.
- The post or role should be clearly defined.
- The key selection criteria for the post or role should be identified.
- Vacancies should be advertised widely in order to ensure a diversity of applicants.
- Require documentary evidence of academic/vocational qualifications.
- Obtain professional and character references.
- Verify previous employment history.
- Enhanced DBS check (we will maintain sensitive and confidential use of the applicant's disclosure).

- Use a variety of selection techniques (eg qualifications, previous experience, interview, reference checks).
- Conform with legislation under the 'Safeguarding Vulnerable Groups Act 2006' which includes checks using the Disclosure and Barring Service and the 'Protection of Freedoms Act 2012' which specifies when individuals are subject to a check.
- Safer recruitment training for interviewing staff.
- Risk assessing of new starters if DBS check/references not all available on start date.
- Maintenance of a Single Central Record.

All staff are aware of the Staff Code of Conduct.

J REFERRAL PROCESSES

1. Early Help Assessment (EHA)

Lincolnshire County Council and the Lincolnshire Safeguarding Children Board provide agencies and organisations working with children and vulnerable adults with a wide range of information relating to Early Help Assessments. Early Help should be instigated where a Designated Safeguarding Lead or Deputy feels that, whilst there is no immediate danger to the young person or vulnerable adult, there is need to engage other services to prevent harm coming to them in the future.

Early Help is the term used to describe arrangements and services that identify the need for help for children and families as soon as the problems start to emerge, or when there is a strong likelihood that problems will emerge in the future.

Working Together to Safeguard Children (2015) identifies the critical features of effective Early Help as:

- A multi-disciplinary approach that brings a range of professional skills and expertise to bear through a Team Around the Child (TAC) approach.
- A relationship with a trusted lead professional who can engage with the child and their family, and coordinate the support needed from other agencies.
- Practice that empowers families and helps them to develop the capacity to resolve their own problems.
- A holistic approach that addresses the children's needs in the wider family context
- Simple, streamlined referral and assessment process.
- Early Help in Lincolnshire includes both the Team Around the Child (TAC) and Early Support Care Coordination (ESCO) process.

An Early Help Assessment form can be downloaded at [http://microsites.lincolnshire.gov.uk/children/practitioners/team-around-the-child-\(tac\)/forms-and-documents/53681.article](http://microsites.lincolnshire.gov.uk/children/practitioners/team-around-the-child-(tac)/forms-and-documents/53681.article) though a blank copy will be stored in the confidential Child Protection folder on the College's server.

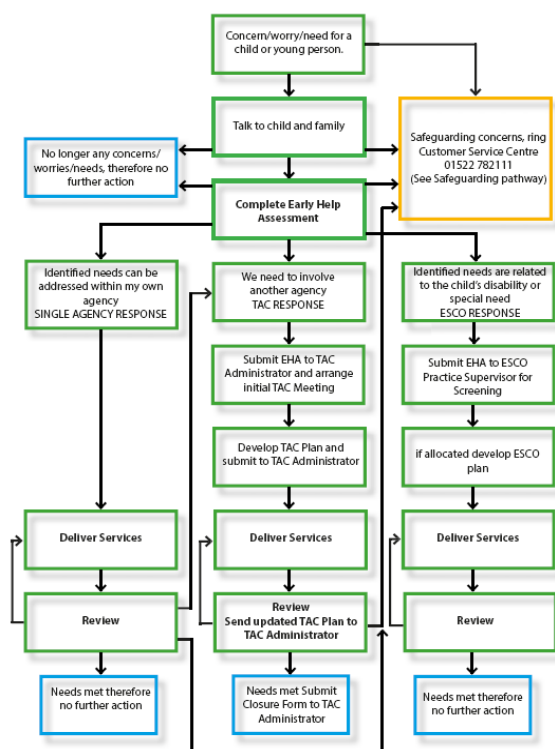
If the Designated Safeguarding Lead or Deputy feels that they would benefit from talking through the Early Help concern then they can contact an Early Help Advisor, who is a trained social worker. In this instance, the Designated Safeguarding Lead or Deputy should contact the Lincolnshire County Council Customer Services Centre on 01522 782111 and make the request to speak to an Early Help Advisor.

Once the Early Help Assessment form is completed, if the Designated Safeguarding Lead or Deputy feels that the child or vulnerable adult would benefit from a Team Around the Child (TAC) meeting, then they should instigate this and inform the parents/carers where this is necessary.

If the Designated Safeguarding Lead or Deputy feels that they would benefit from receiving advice on the process then they should submit their completed, and signed, copy of the Early Help Assessment to TACAdmin@lincolnshire.gcsx.gov.uk where the email should be acknowledged and responded to within a 24 hour period.

The Early Help Assessment Process can be followed in the flow-chart below, taken from Lincolnshire County Council:

2, Safeguarding Referral Process



Lincolnshire County Council and the Lincolnshire Safeguarding Children Board provide agencies and organisations working with children and vulnerable adults with a wide range of information relating to the Safeguarding Referral Process. A Safeguarding Referral can be made by anyone, though where the person making the referral is not a Designated Safeguarding Lead or Deputy, then a Designated Safeguarding Lead or Deputy should be informed as soon as possible. Anyone can make a referral should they feel that there is a

risk of imminent danger to the young person or vulnerable adult and require the involvement of either Lincolnshire County Council, the LSCB or the police.

A Safeguarding Referral form can be downloaded at <http://microsites.lincolnshire.gov.uk/children/practitioners/childrens-social-care/120797.article> though a blank copy will be stored in the confidential Child Protection folder on the College's server.

Following completion of the Safeguarding Referral form with the young person or vulnerable adult, the Designated Safeguarding Lead or Deputy should contact the Lincolnshire County Council Customer Services Centre on 01522 782111.

The Designated Safeguarding Lead or Deputy will then be asked to give as much detail as possible to a social worker and be given a secure email address to send the completed Safeguarding Referral Form to.

K USEFUL INFORMATION

Websites

Lincolnshire Safeguarding Children Board

<http://www.lincolnshire.gov.uk/lscb>

Lincolnshire County Council, Children's Services

<http://microsites.lincolnshire.gov.uk/children/child-protection/>

Lincolnshire Safeguarding Adults Board

<http://www.lincolnshire.gov.uk/lsab>

EduCare Online Training

<http://www.educare.co.uk/educare-for-education/>

Telephone Numbers

Lincolnshire County Council Customer Services Centre
01522 782111

Further Reading

'Working Together to Safeguard Children 2015'

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

'Keeping Children Safe in Education 2016'

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/526153/Keeping_children_safe_in_education_guidance_from_5_September_2016.pdf

E EVALUATION

The governing body will approve and annually review this policy as defined in section D above. Reviews will also be undertaken when statutory requirements change.

Quality Assurance – Version Control			
Review Period:	Annually	Review carried out by:	Assistant Principal – HR & Student Services
Approved by:	Board of Corporation	Date Approved:	16.10.17
Equality Impact Assessment Date:	September 2017	Last Review Date:	September 2017