

## **STUDENT GUIDANCE POLICY SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

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### **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 are an important 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.

The key documents from which this policy is predicated are: Children Acts 1989 & 2004, the Education Act 2002; 'Working Together to Safeguard Children' 2018; 'Keeping Children Safe in Education' 2018 and Children and the Families Act 2014; Safeguarding Vulnerable Groups Act 2006; 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 co-operation with Lincolnshire Safeguarding Children Board (LSCB) and with reference to Department of Health / CQC guidance with regards to vulnerable adults.

All staff are required to access Part 1 of “Keeping Children Safe in Education” 2018 and to read and understand it.

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 Principal & 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 2 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**

All College staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

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. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult, 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 fabricates the symptoms of, or deliberately induces illness in a child whom they are looking after.

### **3. Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **4. Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education.

### **5. Emotional Abuse**

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

### **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. It is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. There is a specific legal duty on teachers whereby if a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher **MUST** personally report this to the Police.

## **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 LOOK AFTER CHILDREN AND PREVIOUSLY LOOKED AFTER CHILDREN**

The College will work in close collaboration with the virtual school and Children’s Social Services to ensure all Looked After Children (and previously Looked After Children) are identified and offered appropriate support mechanisms. The Designated Teacher for these students is Sarah High, Student Services Manager and Deputy Designated Safeguarding Lead.

## **G 14-16 YEAR OLDS IN COLLEGE**

The College will ensure that all 14-16 year olds in College are cared for and have their wellbeing needs met appropriately.

Where young people are on the roll of another education establishment there should be protocols in place between the College Designated Safeguarding Lead and the Designated Officers at these establishments for communication regarding unexplained absence or other concerns. There will also be liaison with the parent and the other education establishment.

Young people will be appropriately supervised and registered by qualified staff in all areas of the provision.

## **H DESIGNATED STAFF WITH RESPONSIBILITY FOR SAFEGUARDING**

### **Designated Safeguarding Lead**

The designated senior member of staff with lead responsibility for safeguarding issues is Claire Temprell: Vice Principal: HR & Student Services (01476) 400262.

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 2 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 Heads of Curriculum 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.

### **Deputy Designated Safeguarding Leads**

Other designated members of staff with responsibility for safeguarding issues are Sarah High, Student Services Manager, Lorna Hollands, Mental Health & Wellbeing Advisor, Jo Bowman, Student Finance & Accommodation Co-ordinator, David Ferguson, Deborah Wood and Steve Parsons, Student Mentors.

These Deputy Designated 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.

## **I 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 proforma. 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 student 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 Principal & 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 General 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.

## **J 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 Vice Principal: HR & Student Services. They will obtain written details of the allegation from the person who received it, ensuring the details are signed and dated.



The Vice Principal: HR & Student Services will 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 Vice Principal: HR & Student Services 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 Vice Principal: HR & Student Services will appoint an Investigating Officer. The Investigating Officer will usually be another member of the Senior Leadership team. It is important that the Vice 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 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 Principal & Chief Executive, suspension can only be carried out by the Vice Principal: HR & Student Services. If the allegation is against the Principal & Chief Executive, 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 Vice Principal: HR & Student Services 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 Vice Principal: HR & Student Services will be responsible for ensuring the suspension letter has been issued.

Where a member of staff is suspended, the Vice Principal: HR & Student Services 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 Principal & Chief Executive has been suspended, the Chair or Vice Chair of the Corporation will need to take action to address the management of the College.

The Vice Principal: HR & Student Services 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 Vice Principal: HR & Student Services should consider, with the Chair of Governors, 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 Designated Safeguarding Lead should normally be involved in, and contribute to, the inter-agency strategy discussions. The Vice Principal: HR & Student Services 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 Vice Principal: HR & Student Services 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 Vice Principal: HR & Student Services 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](mailto:help@nspcc.org.uk)

## **K 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.

## **L REFERRAL PROCESSES**

**ALL** staff should be aware of their local Early Help process and understand their role in it. Chapter 1 of "Working Together to Safeguard Children 2018" provides detailed guidance on the Early Help process.

- All staff play a fundamental role in ensuring children, young people and adults are kept safe at the College through vigilance, attending training, reporting concerns and acting swiftly where there is a risk of immediate danger or harm;
- Concerns are any worries about a particular student or colleague that need to be referred onto the Safeguarding team, wherever there is a lack of surety or clarity about someone's safety;
- Risk of immediate danger or harm means a situation where action must be taken without delay in order to ensure adequate protection is put in place for the person at

the centre of the issue. Staff are able to refer direct to Social Services or the Police in these circumstances should the need arise. The Safeguarding team should be advised of any such action as soon as possible.

## **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 at any point in a child's life from the foundation years to teenage years, or when there is a strong likelihood that problems will emerge in the future.

Working Together to Safeguard Children (2018) 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.

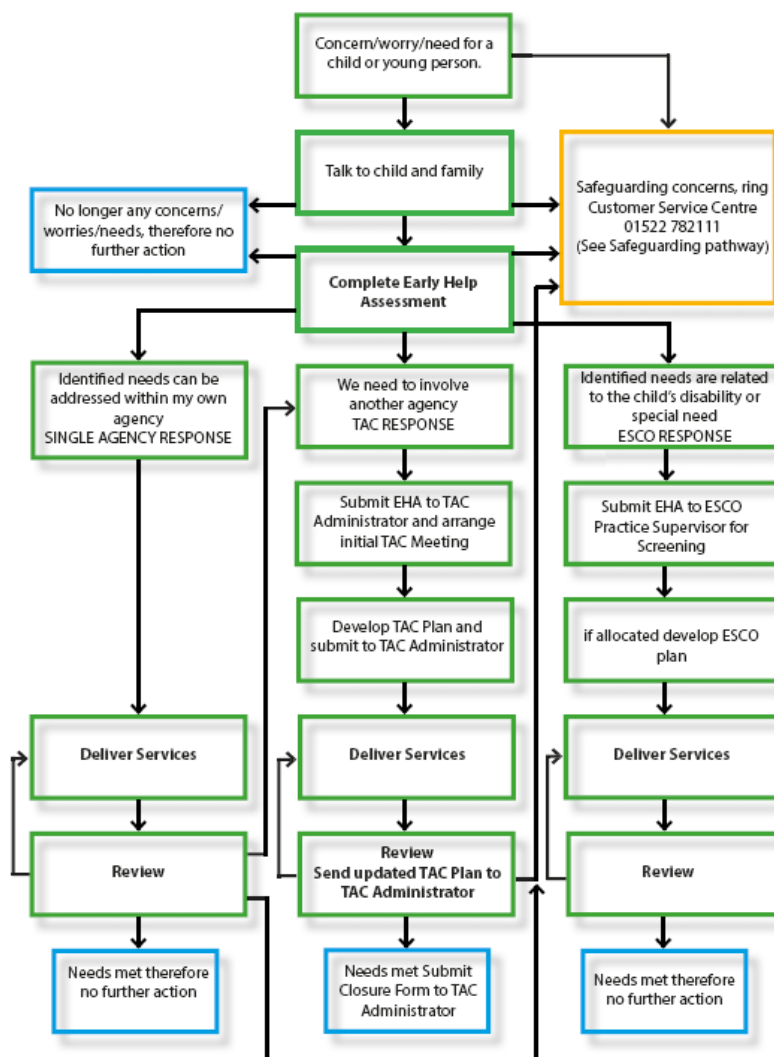
If the Designated Safeguarding Lead or Deputy feels that they would benefit from talking through the Early Help concern then they can contact an Early Help Advisor, who is a trained social worker. In this instance, the Designated Safeguarding Lead or Deputy should contact the Lincolnshire County Council 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](mailto: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.

## M 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 July 2018'

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/729914/Working\\_Together\\_to\\_Safeguard\\_Children-2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf)

'Keeping Children Safe in Education September 2018'

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/741314/Keeping\\_Children\\_Safe\\_in\\_Education\\_3\\_September\\_2018\\_14.09.18.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741314/Keeping_Children_Safe_in_Education_3_September_2018_14.09.18.pdf)

## N 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			
<b>Review Period</b>	Annually	<b>Review carried out by</b>	Vice Principal – HR & Student Services
<b>Approved by</b>	Awaiting Corporation approval		
<b>Equality Impact Assessment Date</b>	December 2018	<b>Last Review Date</b>	December 2018