

Safeguarding Policy

OWNED BY:		VP Student Experience & External Relations (DSL)					
DATE OF LAST REVIEW		September 2024					
PLANNED NEXT REVIEW:		September 2025					
APPROVAL:		Corporation					
APPLIES TO:	Staff	✓	Student	✓	Public	✓	

1. Introduction

This Safeguarding Policy is to enable the College to identify concerns early, provide help to 'children' and to prevent concerns from escalating. It facilitates the provision of a safe environment in which young people can learn. It is in line with the statutory guidance in Keeping Children Safe in Education updated September 2024.

2. Aims

The Safeguarding Policy relates to all those engaged in regulated activity, and those who are on site whilst regulated activity is being delivered. This includes the actions of all staff, governors, visitors, contractors, and individuals in a position of trust in the College.

Cirencester College is committed to a young people centred and coordinated approach to safeguarding.

To this end, the College will ensure that everyone is aware of their responsibility and will effectively promote the safeguarding and welfare of all young people and aim to provide a safe environment in which young people can learn, feel safe and flourish.

We will practice vigilance, identify concerns early, provide help and advocacy for our young people and prevent concerns from escalating. We will record and share information centrally and appropriately to ensure everyone who comes into contact with a young person can add to a 'fuller picture' and fulfil their responsibility effectively.

We will continuously work to provide an environment in which young people feel safe, secure, valued, and respected, and feel confident that any complaint, allegation or suspicion of abuse will be taken seriously.

3. Scope

The Corporation takes seriously its responsibility to safeguard and protect the welfare of all young people (children) in its care who may be on the site legitimately. It has a moral duty and statutory obligation under Section 175 of the Education Act 2002 (as amended) and the Apprenticeship, Skills, Children and Learning Act 2009 (as amended), to all children and young people under 18 years of age or 19 years if engaged in the continuance of full-time study or vulnerable adults who attend Cirencester College or are on the site (legitimately) for other reasons. The College is also

required to work with other agencies to protect children under the Children Act 2004 and Working Together to Safeguard Children 2023.

The College recognises that it is an agent of referral and not of investigation. It is not the College's responsibility to investigate abuse. Staff should not extend an offer of confidentiality but should clearly inform the person that, if information about abuse is disclosed, there is a duty on staff to follow reporting procedures.

For the purpose of Safeguarding, this policy covers all young people up to 18 including:

- Students and prospective students under 18 years of age enrolled on full and part-time courses and apprenticeships.
- School-link students.
- Visitors to the College (under 18) including those attending events in hired college spaces.
- Employees, work experience students or volunteers who are under 18 years of age.

4. Responsibilities

The College will:

Staff Recruitment and Training

Appoint and train a Designated Safeguarding Lead at senior management level, and at least two deputies who will co-ordinate the College's Safeguarding Procedure, and make these people known to all. These Safeguarding Leads will attend regular updating training and access support from the local Safeguarding Boards and the Multi-Agency Safeguarding Hub [MASH].

Recruit and train employees to safeguard young people from abuse, and themselves from false allegations. Ensure the recruitment process includes completion of an application form, appropriate references and DBS checks on all new staff – for early starters, a List 99 check accompanied by reference checks and an appropriate risk assessment will be in place until DBS is returned and recorded. At least one member of every interview panel will be safer recruitment trained; all recruiting managers to be safer recruitment trained.

Undertake on-line searches in the form of a cursory search engine search for name, location and images, as part of the recruitment process, where it is believed appropriate or necessary. Applicants will be informed of the possibility of a search from the outset.

Have in place a process to ensure that all staff have a DBS with a date ideally no older than indicated below.

Category of staff	Renewal period
High risk plus those who go into schools/hospitals eg Schools Liaison, LSWs and Pastoral DSL, DDS teachers on childcare/health.	On update service renewed/ checked annually
Staff who have daily student close contact in 1:1, support or teaching capacity eg Lecturers, coaches, security	Ideally renew DBS every 3-5 years
Staff who have access to student data for their role	Renew DBS every 5-7 years
Staff with intermittent, limited or rare access to students eg refectory staff, site services, finance, HR	Renew every 10 years
Staff with no contact or supervised contact with students who are on site at the same time as people in scope for KCSIE	DBS on appointment only
Staff with no contact with young people eg those who work with adults in the evening or off-site	No DBS

Renewal will be prompted by HR processes. Renewing and new staff will be asked to join the on-line update service to facilitate an annual check.

Provide training for all staff on the current Safeguarding and Prevent agendas, including recognising abuse and neglect, sexual harassment and issues of consent, on-line safety, radicalisation, responding appropriately to concerns relating to suspected, alleged or disclosed abuse, recording, reporting, information sharing and confidentiality as appropriate.

All permanent staff will undertake full Safeguarding, Prevent Duty, Data Protection, and on-line safety training on joining the College and this will be renewed every three years. Completion of probation is dependent upon completion of this training. Occasional staff, such as invigilators, will receive safeguarding training as part of their annual briefing.

All permanent staff will receive on-going updates, at least annually, which will include the types of cases the College has encountered in the year and highlight concerns at that moment and going forward.

The Safeguarding team and the wider Pastoral team will all undertake Advanced Safeguarding/Child Protection L3 training and renew every two years.

Student Awareness and Support

As part of induction and ongoing taught tutorial programme, provide students and apprentices with learning about the risks they may face, what is and is not acceptable behaviour and how to raise a concern or access support, for themselves or someone of concern, as required.

Use the curriculum and tutorial programme to help young people to develop self-esteem, assertiveness, and promote their resilience in both face-to-face and on-line situations.

Have procedures in place to ensure visitors are appropriately screened, accompanied and have restricted access to students.

Provide method of distinguishing adult students on daytime courses where they may be with young people.

Provide opportunities for children, young people and vulnerable adults to talk about concerns relating to their welfare through tutors, teachers, the pastoral team and professional support.

Provide support and advocacy for young people who have disclosed abuse and for the staff who have experienced disclosure.

Provide information to employers about their safeguarding responsibilities with training where needed, ensuring employers have a reporting mechanism for support and guidance on any safeguarding concern.

In Practice

Promote effective working relationships with other agencies, especially the police and the local Children's Services and the Safeguarding Children Board (through the College's Designated Safeguarding Lead and Deputy Designated Safeguarding Leads).

Provide a systematic means of monitoring young people known, or thought to be at risk of harm, and contribute to assessments of need and support plans for them. This includes any industrial placement aligned to their programme of study and any concern flagged as a result of internet filtering and monitoring.

Respond promptly, within the timescale laid out in the procedures, to allegations of abuse or abuse of trust made against employees or volunteers or incidents of suspicious poor practice, implementing the appropriate disciplinary and appeals procedures. Such concerns will be referred to the Designated Safeguarding Lead (DSL), the HR Manager and the Principal. The area's protection procedures will be followed. The Local Authority Designated Officer (LADO) will be informed.

The College will not tolerate inappropriate behaviour and has a Whistleblowing Policy to protect staff who disclose information regarding abuse or inappropriate behaviour by a colleague at any level or other adult towards young people.

All individuals, including those in a position of trust, are expected to always act professionally including understanding appropriate boundaries, and to be familiar with college guidance on safe practice. This includes the need to:

- Behave, dress, and talk to young people in an appropriate way whether in person or on-line.
- Avoid situations where they may be at risk of false allegations, or act to reduce that risk.
- Report and seek the advice of their line manager if they are concerned about a situation, such as a young person having a crush on them or believe an incident may have been misconstrued.
- Be vigilant and sensitive to situations where a young person may be at risk. Develop their understanding of the signs and indicators of abuse including radicalisation.
- Know college procedures, including how to respond to a young person who discloses abuse or has witnessed domestic abuse.
- Know and comply with requirements for recording all concerns and comments and passing them onto the Safeguarding Team.
- Treat all information received with sensitivity and with due regard to confidentiality and its limits in child protection Safeguarding matters.
- Respect and promote the rights, wishes and feelings of young people and be sensitive to their developmental needs and capabilities.
- Be aware of the internet filtering in place which blocks harmful and inappropriate content and, where this is unreasonably impacting teaching and learning, request release of the content.
- Regard all young people as having an equal right to protection, irrespective of age, ethnicity, culture, disability, gender, language, religious belief, or sexual identity, taking positive action, where proportionate, to deal with the disadvantages these pupils face.
- Be vigilant to the potential of a perpetrator also being a victim and the implications of this with child-on-child abuse.
- Regard the interests and safety of the young person to be the prime concern. Where there is a conflict of interest between the young person and parent or other adult, the welfare of the young person will be considered paramount.
- Avoid communicating with students via personal email accounts or personal social media and refrain from commenting on student posts using non-college accounts.
- Work in partnership with young people and their parents in the best interest of the child.
- Contribute to the provision of a safe environment by raising concerns where college premises and health and safety procedures appear to fall short of acceptable standards, particularly with regard to contextual safeguarding.
- Be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues, or recruitment processes using the Whistleblowing Policy if necessary.

Visitors and Contractors

All visitors to Cirencester Sixth Form College are required to sign in at the Reception and are briefed on emergency procedures prior to being allowed on site.

Visitors and guest speakers will be identified by a red lanyard and will be accompanied all the time whilst on site. Where a visitor or guest speaker is running a workshop or will be working with students with limited supervision, the visitor will provide a DBS (no older than 3 years) or update service number, they will then be identified as an authorised visitor with a green lanyard. Contractors who are conducting work on site during term-time contact hours, will be DBS checked and given a yellow contractor lanyard or supervised.

Working remotely and on-line

Where it is necessary to teach or support young people through on-line communication tools such as MS Teams, staff should safeguard themselves and students by:

- Only using channels which are provided by the College where students are secured by their college email and/or login.
- Use of the camera facility is recommended so that students can see the staff member, however, staff should check that there is no personal information or artefacts visible in the background, particularly if this could identify their location. Blurring the background is recommended. However, staff should ensure that students have turned off their cameras before the lesson starts so that others cannot see them.
- In 1:1 situation, from a safeguarding viewpoint, it is beneficial for both parties to have on their camera, however recording the video conference is advisable as a protection against potential allegations. The student should be made aware that recording is taking place.
- When combining face-to-face teaching with live streaming through MS Teams, staff should keep their camera/screen facing them and away from the class.
- Ensuring they select 'end meeting' not 'leave' which prevents the meeting from continuing when the organiser has hung up the call.
- Only contacting students within term-time college hours (08.00-18.00 Monday to Friday) to manage expectations and ensure that you have support from the safeguarding team should concerns emerge.

Staff should never, under any circumstances

- provide students with their personal phone number, email, or address.
- arrange to meet with students, even if in a public place or as a group, except on college site or on authorised college excursions.
- contact students on personal social media platforms. They must be aware of and decline invitations via Snapchat, Instagram, Facebook, or any other social network from students.

Data Protection

When managing a student's personal data information, it will be collected in accordance with the College's data protection policy and legislation relating to General Data Protection Regulations. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy. Inappropriate access or disclosure of student data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

Equality

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all students regardless of gender, age, race, ethnicity, disability, gender identity, sexual orientation, or religion/faith. The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all.

Related documents and policies:

Recruitment Policy and procedures

Prevent Duty Risk Assessment

Staff Code of Conduct

Employability, Work Experience, and Industrial Placement Policy

Health and Safety Policy
Digital Media Policy
Data Protection Policy