

Safeguarding Children and Vulnerable Adults Policy 2018/2019 (‘Child Protection’)

1. Introduction

1.1 Bournville College Academy has a statutory and moral duty to safeguard and promote the welfare of children/young people receiving education and training at the College and are committed to promoting the welfare of all students. A child/young person is legally defined as ‘any child/person under the age of 18 years’.

1.2 The Academy will fulfil its local and national responsibilities as laid out in the following documents;

- Prevent Duty Guidance 2015
- Counter Terrorism Act 2015
- Serious Crime Act 2015- Mandatory reporting of Female Genital Mutilation Oct 2015
- Multi-Agency practice guidelines: Handling cases of Forced marriage June 2014
- Working together to Safeguard Children (DfE 2013), 2015
- Keeping Children Safe in Education: childcare disqualification requirements - supplementary advice October 2014
- Keeping Children Safe in Education: Statutory guidance for schools and colleges (DfE March 2015), updated September 2016.
- Keeping Children Safe in Education, May 2016 (updated September 2016)
- The Procedures for Birmingham Safeguarding Children’s Board
- The Children’s Act 1989
- The Children’s Act 2004
- Health and Safety at Work Act 1974
- The Education Act 2002 s175/s157
- Safeguarding Vulnerable Adults Act 2006
- Education & Skills Funding Agency September 2017

‘ESFA has included new safeguarding clauses in the funding agreements and contracts for 2017 to 2018. Whilst the local authority and the institution have primary duties in respect of safeguarding, the Secretary of State (SoS) has a general duty to promote the wellbeing of children in England under section 7 of the Children and Young Persons Act 2008. ESFA’s role therefore, is to provide assurance to the SoS, in meeting her general duty, that the right organisations are taking action to keep all pupils and students safe’.

1.3 The academy will on a case-by-case basis ensure that all safeguarding concerns are reported to the appropriate agencies to include the Police, the Local Authority Safeguarding Officer (LADO) and the Department for Education as laid out above.

2. Aims and Supporting Principles

2.1 Aim, Ethos and Purpose of Bournville College Academy

The aim of the academies policy is to make all within the academy to feel safe and have clear roles and responsibilities in place for this to happen.

Aims:

- To support the child's development in ways that will foster security, confidence and independence
- To provide an environment in which children and young people feel safe, secure, valued and respected; and feel confident and know how to approach adults if they are in difficulties, knowing they will be effectively listened to.
- To raise the awareness of all teaching staff and non-teaching staff of the need to safeguard children and their responsibilities in identifying and reporting possible cases of abuse (appendix 1)

2.2 Specific student cohorts

The College recognises that specific cohorts of learners are particularly vulnerable in terms of safeguarding and will need appropriate guidance and support,

- Children in Care (CiC), Care leavers - Students who are in care of, are leaving care are a particularly vulnerable cohort and should be identified, monitored and supported throughout their time in college. Inform a member of the Student Services team immediately if a student is 'in care' or leaving care.
- Learners aged 14-16 – The College will identify staff with a specific responsibility to monitor the wellbeing of this cohort to ensure communication with the relevant school / parent / carer local authority regarding unexplained absence or other concerns.
- Children/young people with additional needs, including those with special educational needs - The College recognises that all children/young people have a right to be safe, however children/ young people with additional needs etc. can face additional safeguarding challenges and therefore its policies and procedures and training need to take into account the barriers and difficulties faced by this cohort.

2.3 In pursuit of these aims, the Corporations will approve and annually review policy and procedures with the aim of,

- Raising awareness of issues relating to the welfare of children, young people and vulnerable adults and the promotion of a safe environment for the children, young people and vulnerable adults learning within the College
- Aiding the identification of children, young people 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

3. Duty of Care Roles, Responsibilities and Accountability

All Staff

- 3.1 All staff and volunteers have a duty of care to ensure that any students who may be experiencing abuse or harm in college, at home or in relationships are referred to a member of staff with designated safeguarding responsibilities.
- 3.2 All staff are responsible for ensuring they are familiar with and understand their responsibilities contained within the statutory guidance set out in 'Keeping Children Safe in Education' September 2016.
- 3.3 All staff should be aware, through training, that abuse, neglect and safeguarding issues are rarely standalone events covered by one definition or label. In most cases, multiple issues will overlap with one another.

The Corporation

- 3.4 In developing the policies and procedures, the Corporation will consult, and take account of guidance issued by the Department of Education.
- 3.5 The College will refer concerns that a child or young person might be at risk of significant harm to the Birmingham Department for Children, Young People and Families Directorate, Adult and Communities Directorate or the relevant Local Authority Department for those who live in a different area.
- 3.6 The Corporation has agreed that a governor will be Champion for safeguarding issues. He / she will undertake appropriate training and receive additional support.
- 3.7 The Principal and all staff working with children, young people and vulnerable adults will receive training and regular updates to familiarise them with safeguarding issues and the College's procedures and policies, with refresher training at least every 3 years.
- 3.8 There will be senior members of the College joint management team with special responsibility for child protection issues¹.
- 3.9 The Corporation will receive, from the designated senior members of staff with lead responsibilities for safeguarding, an annual report which reviews how the duties have been discharged.
- 3.10 The Corporation recognises the following as definitions of abuse and neglect:
 - Children under the age of 18 years - Abuse and neglect are forms of maltreatment of a child/young person. Somebody may abuse or neglect a child/young person by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family, or in an institutional, or community setting, by those known to them or, more rarely, by a stranger. They may, be abused by an adult, or adults, or another child or children. (See Appendix 1 for detailed definitions)

¹ 2017.18, John Hillen

- Vulnerable Adults - Any person aged over eighteen in need of community care services by reason of mental or other disability, age or illness and is or may be unable to take care of him or herself or unable to protect him or herself against significant harm or exploitation.
(No Secrets DH 2000)

3.11 Vulnerability to Radicalisation and Extremism

- The colleges seeks to protect children and young people against the messages of violent extremism including, but not restricted to those linked to Islamist ideology, or far right/Neo Nazi/White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and Extremist Animal Rights Movements
- From July 2015, specified authorities, including all schools (and since 18 September 2015 all colleges) defined in the summary of 'Keeping Children safe in Education' May 2016, (updated September 2016). Are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions to have due regard to the need to prevent people from being drawn into terrorism.
- The college values freedom of speech and the expression of beliefs and ideology as fundamental rights underpinning our society, however it recognises that free speech is subject to laws and policies. The Prevent Strategy has put in place a 'Freedom of Expression' policy, which includes a visiting speaker procedure.
- The Principal, Lead and Deputy Designated leads will liaise with the police over matters related to students and combating violent extremism. Where the emphasis is on safeguarding students from potential involvement, the Student Services Division may be asked to take the lead on this.

3.21 Extended safeguarding categories of abuse for young people include those who are vulnerable to Sexual exploitation, Forced Marriage, Honour based violence, Female Genitalia Mutilation, or Trafficking, is communicated through training and raising awareness for staff and students. Details of definition and guidance is referenced in Appendix 1 and more information is contained in 'Be Safe Be Sure' staff booklet,

https://issuu.com/southandcitycollege/docs/be_sure_be_safe_booklet_2017

3.13 Children Missing in Education – From September 2016 there is a duty to report to the Local Authority **compulsory** aged children (aged 16 and under, those in care and learners with an Education and Health Care Plan) who go missing from Education. The college recognises that a young person going missing/ and or has extended periods of absence can be a potential indicator of abuse. All staff are required to be alert to these signs and for this reason must monitor and report on attendance at all levels.

3.14 On line safety – The college will do all it reasonably can to ensure that all users of its IT systems are protected by applying appropriate filters and monitoring systems that are supported by training and support.

Senior Staff Member with Lead Responsibility (Designated Lead)

3.15 The Designated Leads for safeguarding supported by a team of safeguarding officers who are also responsible for Safeguarding Procedures. The team have a key responsibility for raising awareness, within the staff, of issues relating to the welfare of children, young people and vulnerable adults, and the promotion of a safe environment for all students within the College.

3.16 The Designated Lead/Deputy Leads will provide an annual report to the Corporation of the Colleges setting out how the College has discharged its duties. He/she is also responsible for reporting deficiencies in procedure or policy identified by the Local Safeguarding Children's and Adult Boards to the Corporation at the earliest opportunity. Areas of responsibility includes:

- Being available during college hours to discuss concerns
- Overseeing the referral of cases
- Providing advice and guidance to the Safeguarding Team, parents and staff
- Ensuring appropriate safeguarding training is in place for all staff
- Providing an annual report for the senior management team and college Corporation
- Attending refresher training at least every 2 years

Safeguarding Team

3.17 The Safeguarding Team have received training in Safeguarding issues and inter-agency working, as required by the Birmingham Safeguarding Children's and Adult Boards and will receive refresher training at least every 2 years. They are required to keep up to date with developments in Safeguarding issues and be responsible on a day-to-day basis for:

- Providing advice and support to other staff on issues relating to safeguarding procedures
- Maintaining a proper record of any safeguarding referral, complaint or concern (even where that concern does not lead to a referral)
- Ensuring that parents or carers of students within the College are aware of the College's Safeguarding Policy
- Liaising with Birmingham Children, Young People and Families Department, Adult and Communities Directorate or relevant Local Authority for the person's address, and other appropriate agencies
- Liaising with secondary schools which send pupils to the College to ensure that appropriate arrangements are made for the pupils
- Liaising with employers and training organisations who receive students from the College on long term placements to ensure that appropriate safeguards are put in place
- Will be accountable to the senior member of staff with lead responsibility
- Will know how to make an appropriate referral to the Birmingham Safeguarding Children Board, Adult and Communities Directorate or the relevant Local Authority for the person's address
- Will be available for consultation and be able to provide advice and support to other staff on issues relating to safeguarding
- Will provide supervision for staff in their division who act as a referral point for welfare and safeguarding concerns.
- Will have suitable skills for listening to children, young people and vulnerable adults studying at the College
- Will deal with individual cases, including attending case conferences and review meetings as appropriate.
- Will have received training in child protection issues and inter-agency working, as required by the Birmingham Safeguarding Children's and Adult Board, and will receive refresher training at least every 2 years
- Will have the ability to record appropriately

- Will ensure that the person and the member of staff involved in the procedure are aware of the support provided by the Colleges Safeguarding Officer and do not compromise any potential or actual investigation.

3.18 The Safeguarding team for 2017-18 comprises:

John Hillen	Designated Lead	Assistant Principal
Jane Linsell	Deputy Designated Lead	Director Student Services
Donna Hunt	Safeguarding Officer	Deputy Director Student Services
Alison Harrison	Safeguarding Officer	AD Student Services
Bernard Thompson	Safeguarding Officer	AD Student Services
Silbert McQueen	Safeguarding Officer	AD Student Services
Karen Curran	Safeguarding Officer	AD Student Services
Mark Jenkins	Safeguarding Officer	Executive Director HR
Cassandra Dockery-Pirouzi	Safeguarding Officer	PAL: 14-16
Anna Marie Wood	Deputy Safeguarding Lead	Head of Faculty for Pre 16

Governor for Safeguarding

3.19 The designated Governor Angela Pocock is responsible for liaising with the Principal and the Senior Staff Member with Lead Responsibility over matters regarding safeguarding, including:

- Ensuring that the College has procedures and policies which are consistent with the Local Safeguarding Children's and Adult Board's procedures
- Ensuring that the Corporation annually reviews the College's safeguarding policy
- Ensuring that the Corporation is annually informed of how the College and its staff have complied with the policy including, but not limited to, a report on the training that the staff have undertaken

3.20 The Governor is the contact person for liaison between agencies such as the police and social care in connection with allegations against the Principal or the Senior Staff Member with Lead Responsibility. This will not involve undertaking any form of investigation, but will ensure good communication between the parties and provide information to assist enquiries.

3.21 To assist in these duties, the Governor shall receive appropriate inter-agency training as advised by the Birmingham Safeguarding Children and Adult Boards.

Staff should **NOT** investigate concerns or allegations themselves, but should report them immediately to a member of the Safeguarding Team (see attached "Guidance for handling disclosure of abuse and procedure for reporting concerns")

3.22 All staff must cooperate fully with any investigations by the police and /or local authorities.

4. Multi-Agency Work

4.1 The College work's in partnership with other agencies in the best interests of the students and the College, where necessary, liaise with external agencies and make referrals to Children's/Adult Services or the Police.

4.2 The College has a duty to inform the Local auLADO and Ofsted where there have been serious safeguarding incidences,

4.3 Information sharing is a key component of Multi Agency Working; the College recognises that there can be significant consequences to not sharing information. The Data Protection Act is not a barrier to sharing information and in cases where a crime is suspected, or there is a risk to immediate harm then we have a legal duty to do so. At all levels staff should ensure they seek advice from MIS/and or a safeguarding officers when being asked to provide information on a student/students to an external people or agencies.

4.4 The College will cooperate with any child protection enquiries conducted by Children's Social Care: The College will ensure representation at appropriate inter-agency meetings such as integrated support plan meetings, initial and review child protection conferences and core group meetings.

5. Equality and Diversity:

5.1 The College demonstrates its commitment to equal opportunities and social inclusiveness through its determination that every student receives the high quality learning experience, which will bring him/her success. All activities should incorporate differentiation techniques and a considered approach to each individual student's support needs.

5.2 The College will ensure that its Safeguarding Policy operates within the spirit and letter of the College Single Equality Scheme, which actively promotes equality and aims to minimise differences in success across groups.

6. Safeguarding

6.1 This is the college's Safeguarding Policy.

7. Manager responsible for policy

Director of Student Services

8. Related Documents

Staff booklet 'Be Safe Be Sure'
Student Services Policy
Student Disciplinary Policy
Acceptable Users Policy
Fitness to Study Policy
Initial Assessment Policy
Additional Support Policy
Tutorial Policy
Work Experience
Staff Disciplinary Policy
Whistle Blowing Policy
Single Equality Scheme
Anti-Radicalisation and Extremism Strategy
Information Sharing: HM Government
Freedom of Expression Policy

9. Date for Review

July 2018

Policy Change History

Version	Date	Description of changes made	Changed by:
1	Feb 2011	Updated	Jane Linsell
2	Sept 2011	Updated	Jane Linsell
3	April 2012	Addition of Fitness to Study Policy Update safeguarding team	Jane Linsell
4	Oct 2012	Updated in light of College Merger and changes in responsibilities	Jane Linsell
5	April 2013	Annual review and updating	Ian Campbell Jane Linsell
6	Nov 2013	Introduction to Right Service Right Time	Jane Linsell
7	October 2014	Review and update, in accordance to recent publications and guidance issued by The Children's Safeguarding Children's Board. Passed by Corporation November 2014	Jane Linsell
8	May 2015	Review and update to include the Prevent Duty Guidance 2015	Jane Linsell
9	July 2015 /October 2015	Changes to the Officers	Jane Linsell
10	January 2017	Annual review and changes to legislation and guidance	Jane Linsell
11	Aug 2017	Division Name Changed	Kay Snelson
12	Aug 2017	Annual Review	Jane Linsell
13	October 2017	Review post merger	Jane Linsell

GUIDANCE FOR HANDLING DISCLOSURE OF ABUSE AND PROCEDURE FOR REPORTING CONCERNS

Staff should **NOT** investigate concerns or allegations themselves, but should report them immediately to a member of the Safeguarding Team.

When a person makes allegations of abuse, the member of staff who receives it should:

•	Reassure the person that they have done the right thing.
•	Listen. Do not interrupt.
•	You must not promise the person that you will keep the matter confidential. Explain to him/her that you have to report the matter to the Safeguarding Team, as this is your legal duty.
•	Once the individual has finished speaking, it may be necessary to ask questions.
•	Only ask questions if you are still unsure whether this is a safeguarding issue. You are not conducting an investigation; you are simply establishing the key facts.
•	Only ask simple, open, non-leading questions. E.g. if a person tells you they have been hurt, ask “How did you get hurt?” rather than “Did someone hit you?” Accept what the person is saying and do not offer an alternative interpretation of the alleged events.
•	Once you know you are concerned enough to raise the matter with the College’s Safeguarding Team, don’t ask any more questions.
•	Write down what has been said immediately afterwards, in words used by the person and yourself to the best of your memory.
•	Do not ask the person to sign anything at this stage.
•	Note anything about the person which is connected i.e. any visible injuries including the position and description.
•	Verbally report the matter to a member of the College’s Safeguarding Team immediately. You must make the report on the same day. If the matter seems urgent, the member of the safeguarding team will make immediate verbal referral to the appropriate agencies and follow it up in writing later.
•	If in doubt seek advice from the College’s Safeguarding Team.
•	All staff are advised to record the disclosure made to them using the form attached to this policy where applicable although it is recognised that staff refer the student immediately and the disclosure is discussed verbally, where upon the Safeguarding Officers records how the referral was made. A completed form should be passed to a designated safeguarding officer within 24 hours.

Step 1

The member of staff reporting the matter should make a full written record about the nature of the allegation as soon as possible and forward this to the safeguarding officer the allegation was reported to.

Complete Form1/Information provided to Safeguarding Officer (details to include):

•	Staff name and the names of others present
•	The date and time of compiling the report
•	The date, time and place of the alleged abuse
•	The name of the complainant and, where different, the name of the person who has allegedly been abused or is at risk of abuse
•	The nature of the alleged abuse
•	A description of any injuries observed
•	Family members and their ages
•	The account which has been given of the allegation
•	Signature of member of staff completing report.

Step 2

The designated safeguarding officer should make a full, written record about the incident by completing the inter-agency referral form, which they will send to the appropriate agency, for children, Multi-Agency Safeguarding Hub (0121 303 1888) or Birmingham Local Authority Adult Team) details need to include:

•	Person's full name, address, telephone number, gender and date of birth
•	Names of persons with parental responsibility and contact details
•	Names of any professionals involved with the family or learner.
•	Any other names of the student or family members are known by
•	Clear details of the concern

- In some cases, a decision not to refer a concern may be taken by the safeguarding officer. Should the member of staff making the referral remain concerned they should discuss the case with the lead or deputy designate.
- All college staff are expected to cooperate fully with any investigations by the police and/or local authorities
- Staff Support, the college recognise the stressful and traumatic nature of child protection work and will support staff by providing an opportunity to talk through their anxieties with a designated safeguarding officer.

Key Contact Details;

- The College Safeguarding Phone Number 0121 477 1418
- Children's Advice and Support Team (CASS) formally MASH, 0121 303 1888
- Police 101
- NSPCC (Childline) 0800 111

REPORTING AND DEALING WITH ALLEGATIONS OF ABUSE AGAINST MEMBERS OF STAFF

The procedures apply to all staff and to volunteers. The word “staff” is used for ease of description.

In rare instances, members of staff in education institutions have been found to be responsible for abuse. Because of their frequent contact with children, young people and vulnerable adults, staff may have allegations of child 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 those investigations are thorough and not subject to delay.

The College recognises that the welfare of the child, young person or vulnerable adult is of 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.

Receiving an Allegation from a Child / Young Person / vulnerable adult

A member of staff who receives an allegation about another member of staff from a student should follow the guidelines for dealing with disclosure.

The allegation should be reported immediately to the Designated Lead unless the Designated Lead is the person against whom the allegation is made, in which case the report should be made to the Principal. The Designated Lead (or Principal if the allegation is against the Designated Lead) should:

- Record information about times, dates, locations and names of potential witnesses.

Initial Assessment by The Senior Designated Lead (DSL)

The Designated Lead should make an initial assessment of the allegation, consulting with the Principal, the Designated Governor and the Local Safeguarding Children and Adult Boards as appropriate. Where the allegation is considered to be either a potential criminal act, or indicates that the child / young or vulnerable person has suffered, is suffering or is likely to suffer significant harm, the matter should be reported immediately to Birmingham Safeguarding Children Board or to the relevant Local Authority for the person's home address) and / or the Police.

It is important that the Designated Lead does not investigate the allegation. The initial assessment should be on the basis of the information received and is a decision as to whether or not the allegation warrants further investigation.

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 / 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.

Enquiries and Investigations

- Safeguarding enquiries by Birmingham Safeguarding Children Board for the person's address 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 safeguarding 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 in abeyance its own internal enquiries while the formal Police, Children's or Adult Services investigations proceed; to do otherwise may prejudice the investigation. Any internal enquiries shall conform to the existing staff disciplinary procedures.
- If there is an investigation by an external agency, for example the Police, the Designated Lead should normally be involved in, and contribute to, the inter-agency strategy discussions. The Principal (or designated person) is responsible for ensuring that the College gives every assistance to the agency's enquiries and is the first person the enquiry will be directed to. He/she 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. The Designated Lead shall advise the member of staff that he/she should consult with a representative, for example a trade union.
- Subject to objections from the police or other investigating agency, the Designated Lead shall:
 - Inform the student or parent/carer making the allegation that the investigation is taking place and what the likely process will involve

	<ul style="list-style-type: none"> - Ensure that the parents/carers of the person making the allegation have been informed that the allegation has been made and what the likely process will involve.
•	<p>In the case of a vulnerable adult they need to be consulted before the parent or carer is informed unless the vulnerable adult lacks the capacity to make that decision</p> <ul style="list-style-type: none"> - 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
•	<p>The Designated Lead shall keep a written record of the action taken in connection with the allegation.</p>
Suspension of Staff	
•	<p>Suspension should not be automatic and the decision to suspend should be made only after consultation with a senior member of the HR team. Suspension can only be carried out by a member of the Senior Management Team in respect of staff other than the Principal. In respect of the Principal, suspension can only be carried out by the Chair of the Corporation (or in his/her absence, the Deputy Chair).</p>
•	<p>Suspension may be considered at any stage of the investigation. It is a neutral, not a disciplinary act and shall be on full pay.</p>
•	<p>Suspension should only occur for a good reason. For example:</p> <ul style="list-style-type: none"> - where a person 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.
•	<p>If suspension is being considered, the member of staff should be encouraged to seek advice, for example from a trade union.</p>
•	<p>The member of staff should be advised to seek the advice and / or assistance of his / her trade union and should be informed that they have the right to be accompanied by either a trade union representative or a work colleague. The member of staff should be informed that an allegation has been made. It should be made clear that the meeting is not a formal disciplinary hearing, but solely for raising a serious matter which may lead to suspension and further investigation. The purpose of the meeting is to provide information about the process. The meeting should be with a member of the Senior Management Team and the HR manager.</p>
•	<p>During the meeting, the member of staff should be informed of the reasons for the suspension, provided that doing so would not interfere with the investigation into the allegation. The meeting is not intended to establish the member of staff's innocence or guilt and the member of staff should not be asked to provide any explanation until a formal investigation has begun.</p>
•	<p>Written confirmation of the suspension and confirmation of the alleged misconduct shall be despatched as soon as possible and ideally within one working day.</p>

•	Where a member of staff is suspended, the Principal (or Chair or Vice Chair of Governors) should address the following issues: <ul style="list-style-type: none"> - where the Principal has been suspended, the Chair or Vice Chair of Governors will need to take action to address the management of the College - senior staff who need to know of the reason for the suspension should be informed
•	The Principal shall consider carefully and review the decisions as to who is informed of the suspension and investigation. The relevant external investigating authorities should always be consulted.
•	The suspended member of staff should be given appropriate support during the period of suspension. He / she should also be provided with information on progress and developments in the case at regular intervals.
•	The suspension process should be carried out in accordance with the relevant College disciplinary procedures.
The Disciplinary Investigation	
•	The disciplinary investigation should be conducted in accordance with the existing staff disciplinary procedures
•	The member of staff should be informed of: <ul style="list-style-type: none"> - the disciplinary charge against him/her. - his / her entitlement to be accompanied or represented by a trade union representative or work 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 person making the allegation and carers or parents should be informed of the outcome of the investigation and proceedings. This should occur prior to the return to College of the member of staff (if suspended).
•	The Principal (or Designated Lead) should give consideration to what information should be made available to the general population of the College.

Allegations without foundation	
•	Obviously false allegations may be indicative of problems of abuse elsewhere. A record should be kept and consideration given to a referral to the relevant agencies in order that other agencies may act upon the information if considered appropriate.
•	<p>In consultation with the Designated Lead the Principal shall:</p> <ul style="list-style-type: none"> - inform the member of staff against whom the allegation is made orally and in writing that no further disciplinary or safeguarding action will be taken. Consideration should be given to offering counselling/support. - inform the parents / carers of the alleged victim (if under the age of 18) that the allegation has been made and of the outcome. - In the case of a vulnerable adult they need to be consulted before the parent or carer is informed unless the vulnerable adult lacks the capacity to make that decision - where the allegation was made by a child/young person other than the alleged victim, consideration to be given to informing the parents/carers of that child / young person.
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 in accordance with internal procedures.
•	If a member of staff is dismissed or resigns before the disciplinary process is completed, he/she should be informed about the College's statutory duty to inform the Secretary of State for Education under the new vetting and barring scheme.
Monitoring Effectiveness	
<p>Where an allegation has been made against a member of staff, the nominated Governors, together with the senior staff member with lead responsibility should, at the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising from it that could lead to the improvement of the College's procedures and / or policies and / or which should be drawn to the attention of the Birmingham Safeguarding Children and Adult Boards. Consideration should also be given to the training needs of staff.</p>	

RECRUITMENT AND SELECTION PROCEDURES

The College pays full regard to 'keeping Children Safe in Education'. (part 3 May 2016, updated September 2016) Safer recruitment practice include the following will have safe recruitment and selection procedures. These are reviewed in order to ensure that they take account of the following:

- | | |
|---|--|
| • | They should apply to both staff and volunteers who may work with students. |
| • | 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. |
| • | Documentary evidence of academic / vocational qualifications. |
| • | Professional and character references. |
| • | That no-one will be allowed to work on an unsupervised basis with students until Criminal Records Bureau checks have been cleared. |
| • | The verification of previous employment history. |
| • | Criminal Records Bureau disclosure / vetting and barring scheme. |
| • | The use of a variety of selection techniques (e.g. qualifications, previous experience, interview, reference checks). |
| • | That continued employment depends on references obtained and verified. |

Appendix 1

The Corporation recognises the following as definitions of abuse and neglect:

Physical abuse - This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns symptoms of, or deliberately causes, ill health to a child they are looking after.

Emotional abuse - Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to the child that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. Age or developmentally inappropriate expectations being imposed on children, causing children frequently to feel frightened, or the exploitation or corruption of children.

Psychological abuse - Psychological abuse can include emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or support networks.

Sexual abuse - Sexual abuse, including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressurised into consenting. This involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities whether or not the person is aware of what is happening. The activities may involve physical contact including penetration or non-penetrative acts e.g. rape or molestation. It may also include involving the looking at, or being involved in the production of, pornographic material or watching sexual activities, or encouraging the person to behave in sexually inappropriate ways.

Non-contact abuse - Abusive acts which do not involve actual physical contact; pornographic or violent films, sexual acts performed in front of the victim, violent acts with the abused present.

Neglect - Neglect is the persistent failure to meet a child, young person or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development such as failing to provide adequate food, shelter and clothing, or neglect of, or unresponsiveness to, basic emotional needs. Neglect includes acts of omission, ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Discriminatory abuse – this may include abuse, bullying and harassment based on an individual's age, sex, disability, religion, race, or ethnicity or sexual.

Institutional abuse - Occurs when the routines, systems and regimes of an institution result in poor or inadequate standards of care and poor practice which affects the whole setting and denies, restricts or curtails the dignity, privacy, choice, independence or fulfilment of persons at risk. Institutional abuse can occur in any setting providing health and social care.

Risk to self and/or others

This may include but is not exclusive to severe self-harm, suicidal tendencies or potential risk of harming others, which may or may not include children. This may be as a consequence of an individual experiencing a significant level of personal, emotional trauma and/or stress.

Self-harm is a term that covers a range of behaviours used as a coping mechanism where an individual harm themselves by inflicting psychically pain or excess to deal with emotional pain
Common methods of deliberate self-harm include:

- Cutting
- Over eating or under eating
- Burning your skin
- Inserting objects into your body
- Hitting yourself or walls
- Taking an overdose
- Swallowing hazardous substances
- Exercising excessively
- Scratching and hair pulling

The majority of the people who self-harm are using this method as an attempt to cope with difficulties and problems they have experienced or continued to be experiencing. Often the purpose is to feel alive, and NOT to end their life. Favazza (1998) states quite definitely that self-harm is distinct from suicide. A basic understanding is that a person who attempts suicide is seeking to end their life and the end of feelings whereas a person who self-harms seeks to feel better. However, there is a possibility that those who self-injure may commit suicide either accidentally or deliberately as the result of their actions, therefore serious self-harm falls within safeguarding.

Financial or Material Abuse - Financial or material abuse, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Sexual Exploitation – is a form of sexual abuse where a child or young person are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. Consent cannot be given even, even where a young person believe they are voluntarily (under the age of 18 years) engaging in sexual activity with the person who is exploiting them. Sexual exploitation does not always involve physical contact and happen online.

Sexting - Sexting generally refers to the sending of sexually explicit images via text, email, MSN or through social networking sites. For example, this could be a picture of a boy or young man exposing himself or a young woman in a state of undress. 'Sexting' has been found to be commonplace amongst children and young people. Young people (under 18) texting intimate pictures of themselves via social media are committing a criminal offence (distribution of child pornography) and can face police action, even if their actions are entirely voluntary.

Forced marriage - Forcing a person into a marriage is a crime in England and Wales. A forced marriage one entered into with the full and free consent of both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage.

Honour based violence – So called Honour based violence (HBV) encompasses crimes that have been committed to protect or defend the honour of a family and/or the community, including female genital mutilation, forced marriage and practices such as breast ironing. All forms of HBV are abuse and should be handled and escalated as such.

Female Genitalia Mutilation (FGM) - mandatory reporting duty – (FGM) May comprise of all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse. Section 5B of the Female Genitalia Mutilation Act 2003 (as inserted by section 74 of the serious crime act 2015) places a

duty upon teacher/tutors to report to the Police where they discover that FGM appears to have been carried out on a child under 18 years.

Domestic Violence - Domestic violence also known as domestic abuse is defined as:

"An incident or a pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse. It concerns people aged 16 or over who are or have been intimate partners or family members and it can happen regardless of a person's gender or sexuality". **Home Office: 24th March 2015-Domestic Violence.**

Domestic violence can include, but is not limited to, the following types of abuse: psychological, emotional, physical, sexual and financial. It also includes what is known as 'honour' based violence, female genital mutilation (FGM) and forced marriage. Domestic violence affects people of every class, gender, wealth, geography, age, race, disability and sexuality. The violence can begin at any stage of the relationship and may continue after the relationship has ended. Domestic violence is a pattern of controlling and aggressive behaviour that is intentional and calculated to exercise power and control within a relationship. If a student discloses they are in an abusive relationship, we have a duty to offer them support, and /or find the relevant organisation that may be able to help them.

If the student is a child, the information must be shared with a PC, DSC or DSL without delay. If the student is an adult, it is important to establish if they have children under 18. If the victim does have young children a referral may need to be made to Children's Social Care, with consent from the parent.

This Policy has been written in accordance to the Birmingham Safeguarding Guidance. and Birmingham City Council Safeguarding Vulnerable Adults procedures.

Record of Disclosure (for internal records)

Form 1

The member of staff reporting the matter should provide an account of the disclosure either verbally, by email or by completing Form 1 in order to have a full record about the disclosed nature of the allegation. The information should be passed to a designated Safeguarding Officer, who will then take appropriate action.

Your name and the names of others present

The date and time of compiling the report

The date, time and place of the alleged abuse

The name of the complainant	Where different, the name of the person who has allegedly been abused or is at risk of abuse

Account given of the alleged abuse

Nature of alleged abuse

Description of injuries observed

Details of family members and/or significant others (i.e. Names and ages)	Contact phone number	I.D Number

Signature of member of staff completing the report	Date

