



Safeguarding - Children & Adults at Risk of Harm

Policy and Procedure

DEPARTMENT	STUDENT EXPERIENCE
DATE ISSUED	OCTOBER 2022
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VERSION	1

Bringing talent to life...



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Contents

Summary of Changes	2
1. Purpose	3
2. Scope	3
3. Responsibility	3
4. Procedure	5
4.1. How to handle a disclosure	5
4.2. What College staff should do if they have concerns about a student	5
4.3. Procedure for Students	10
4.4. Procedure for Reporting and Dealing with Allegations of Abuse Against Members of Staff	10
4.5. Key principles	10
4.6. What staff should do if they have concerns about safeguarding practices.	10
4.7. Procedure for Reporting and Dealing with Allegations Against Non-Members of Staff	16
4.8. Procedure for responding to FGM.....	18
5. Related Policies and Procedures	19
6. Definitions and Categories of Abuse	19
7. Designated Staff Members	30

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 1 of 30	Review Date – October 2023

1. Purpose

Walsall College is passionate about safeguarding our students. We believe that not only do we have a statutory duty to ensure that we safeguard and promote the welfare of children and adults at risk of harm in our care, but also a moral duty. We endeavour to provide a safe and welcoming environment where all learners are respected and valued and are able to recognise when they are at risk and know how to access help when it is needed. This policy and procedure details the College's arrangements for safeguarding and applies to all aspects of our work and to everyone working for the College including permanent & temporary employees, agency workers, contractors, volunteers and Governors.

Safeguarding children is defined in [Working to Safeguard Children](#) as:

- protecting children from harm
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Safeguarding vulnerable adults is defined in the [Care and Support statutory guidance](#) issued under the Care Act 2014 as:

- protecting the rights of adults to live in safety, free from abuse and neglect
- people and organisations working together to prevent and stop both the risks and experience of abuse or neglect
- people and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action
- recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being

2. Scope

The Safeguarding Policy applies to all employees of Walsall College and anyone working within it on a voluntary or placement basis. It is the responsibility of all employees to familiarise themselves with it. They must maintain a proper focus on the safety and welfare of children and adults at risk of harm in all aspects of their work.

3. Responsibility

All staff at the College have a collective and individual duty of care to ensure that a safe environment is provided in which children and adults at risk of harm can learn. It is the responsibility of all staff to familiarise themselves with this Policy and the Procedures that go with it and immediately report any concern, no matter how small or trivial it may seem.

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 3 of 30	Review Date – October 2023

All staff must complete an online safeguarding training package when joining the college and after that at annual intervals. There will also be regular refresher training for staff on safeguarding children and adults at risk of harm, including on specific areas of risk and safeguarding practice.

If anyone is concerned that a child or adult at risk of harm is at risk of being abused or neglected, they should not ignore their suspicions and should not assume that someone else will take action to protect that person. All safeguarding concerns must be reported to the Safeguarding Team for information and/or advice and recorded on the secure safeguarding share point site for monitoring purposes.

The Head of Student Experience has overall responsibility for safeguarding within the College and is the Designated Safeguarding Lead (DSL). The Student Experience Coordinator and Deputy Safeguarding Leads are assigned to deputise as a Designated Safeguarding Lead. The College has a designated Safeguarding Team who are responsible for coordinating action within the College and liaising with other agencies.

The College works with appropriate agencies, and in particular Walsall Safeguarding Partnership and other local authority equivalents to ensure that children adults at risk of harm are safeguarded through the effective operation of the College's safeguarding children and adults at risk of harm procedures.

The Student Experience Coordinator and Deputy Safeguarding Lead is responsible for reviewing the College's procedures for the protection of children and adults at risk of harm annually or earlier if required in response to changes in legislation or statutory guidance.

Anyone who works for the College must inform Human Resources if they become the subject of an allegation involving a safeguarding concern or abuse against a child or adult at risk of harm. If anyone is in doubt whether the situation or allegation is relevant they should: refer to the definitions in point 6 below and seek advice from Human Resources.

All staff are required to follow the Code of Conduct and reporting process for Safeguarding Children and Vulnerable Adults.

Human Resources are responsible for implementation of the College's safer recruitment procedures and ensuring that all appropriate checks, including both enhanced Disclosure and Barring Service (DBS) checks and checks of the "barred lists" maintained by the Disclosure and Barring Service, are carried out on new staff and volunteers who will work or come into contact with children and adults at risk of harm.

The governing Body at Walsall College abide by their responsibilities as outlined in [Keeping Children Safe in Education 2022](#) and are briefed by the Head of Student Experience & DSL annually with updates to policy, procedure and activity to maintain high standard in relation to safeguarding.

The Chair of the Corporation, as part of their duties will take lead responsibility for overseeing any allegations made against the Principal and other Governors in relation to safeguarding matters. Where an allegation is made against the Chair of Governors, the Vice Chair will then take the lead. The Chair is responsible for overseeing the liaison between the Adult

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 4 of 30	Review Date – October 2023

Safeguarding Lead, Walsall Council, Social Services and/or the Police, in connection with such allegations. This will not involve undertaking any form of investigation, but will ensure good communication between the parties and provision of information to assist enquiries.

The lead Governor for Safeguarding will have regular updates on safeguarding matters via the Principal's termly report to Corporation.

4. Procedure

4.1. How to handle a disclosure

All staff should know what to do if a student tells them he/she is being abused, exploited or neglected. This section is covered in safeguarding induction and Level 1 safeguarding training. Staff will be aware how to manage the requirement to maintain an appropriate level of confidentiality. This means only involving those who need to be involved, such as the safeguarding team and children's social care. Staff should never promise a student that they will not tell anyone about a report of any form of abuse, as this may ultimately not be in the best interests of the student.

All staff should be able to reassure students that they are being taken seriously and that they will be supported and kept safe. A student should never be given the impression that they are creating a problem by reporting abuse or any other form of risk, never should a student ever be made to feel ashamed for making a report.

There are 5 stages to handle a disclosure:

- Receive the information;
- Reassurance;
- React;
- Record;
- Support;

After taking the disclosure go to the Staff Portal and select Report a Problem/Safeguarding Concern and complete the form with as much information as possible and then submit.

4.2. What College staff should do if they have concerns about a student

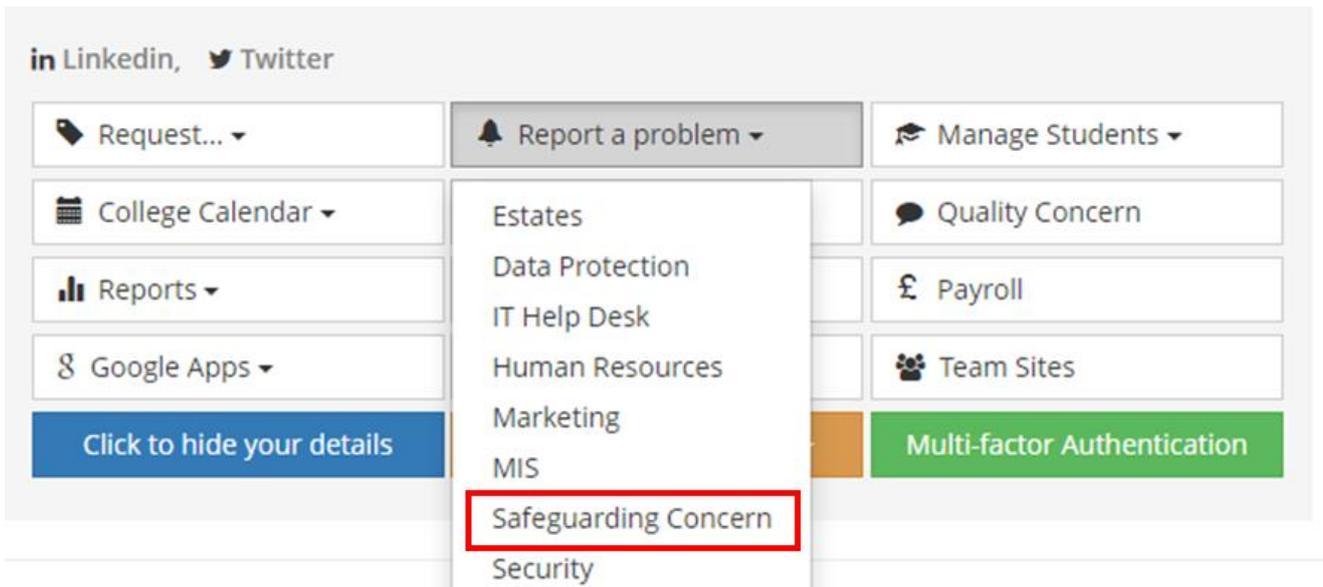
All staff in the College are advised to maintain an attitude of "it could happen here" where safeguarding is concerned. They are also encouraged to remember that professional curiosity is not simply about asking the question, but about the language they use to create a trusting relationship and safe space in which to disclose.

When concerned about the welfare of a student, staff will always act in the best interests of the student. If staff have any concerns about a student they will act on them immediately and follow the college's process for making a safeguarding referral using the safeguarding referral pathway. This referral pathway is accessed from the homepage – details below.

- open your homepage; (details below);
- select report a problem;
- select safeguarding concern;

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 5 of 30	Review Date – October 2023

- complete the safeguarding referral concern form that will open for you.



Members of staff are then directed to a referral form asking for the following information:

- student name;
- student ID reference number;
- Curriculum/course the student is studying on;
- 3 safeguarding questions -
- What are you specifically concerned about?
- What are the specific risks for this student (for example if the student is not supported what could happen)
- What interventions and support are currently in place for the student, prior to referring to safeguarding?

Once the information has been entered the form is submitted to the safeguarding email inbox and a safeguarding officer will action the referral. Options will include managing any support via the college’s pastoral support process, undertaking an early help assessment or making a referral to statutory services, as the student might be in need, is in need or suffering or is likely to suffer harm.

Where a student is suffering, or is likely to suffer from harm it is important that a referral to the appropriate social care department and if appropriate the police is made immediately and the referral would follow local referrals process. It is important that the college provides as much information as possible as part of the referral process to allow any assessment to consider all the available evidence and enable a contextual approach to address such harm.

On occasion it may be necessary for a member of staff to report a safeguarding concern to external agencies outside of college hours. Additional information is available here: Contextual Safeguarding. The online tool Report [Child Abuse to Your Local Council](#) directs to the relevant local children’s social care contact number.

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 6 of 30	Review Date – October 2023

Following a referral to the local authority they will acknowledge receipt of the referral within one working day and a decision as to the required response will be made. This will include:

- The student requires immediate protection and urgent action is required;
- Any services are required by the student and family and what type of services;
- The child is in need and should be assessed under section 17 of the Children Act 1989;
- There is reasonable cause to suspect the child is suffering or likely to suffer significant harm, and whether enquiries must be made, and the child assessed under section 47 of the Children Act 1989;
- Further specialist assessments are required to help the local authority to decide what further action to take.

Pre-16 Learners

Under 16-year olds on any School Link programme, formal taster event, or work experience within College. All participating schools must have signed the school/college contract which includes safeguarding practice, notification of vulnerability, travel arrangements, attendance monitoring/reporting and out of class supervision or workplace supervision as appropriate. All school link pupils must be enrolled/registered at the College and details of emergency contact recorded. For young people on a school link programme, the referral must go back to the Safeguarding Co-ordinator at the school they normally attend to discuss the referral and agree actions. Curriculum Delivery Manager for Achieving Together has details of School Liaison Co-ordinators and will pass on the disclosure to be actioned under their procedures

Students 16-17 years old

Where a student aged under 18 years old divulges information or staff become concerned that the young person is at risk of harm, the member of staff must make a safeguarding referral outlined above using the online referral pathway form. Staff will advise the student that action may have to be taken as a result of the disclosure. It is not the responsibility of members of staff to investigate suspected abuse. The student's wishes regarding action to be taken will be noted where possible. However, the student will be made aware that this will not affect the final decision to make a referral. There is no need to involve other members of staff (including line managers) as this may impact on the confidentiality of the concern.

The Student will be made aware of services within the College which may be able to help them address the situation and offer support i.e. Student Experience provide information or local or national telephone helpline and counselling support. Where possible the Safeguarding Officer will consult the student regarding the report and their wishes and inform them of action which has or will be taken. However, depending upon the circumstance, this may not always be possible.

Where action is decided upon which necessitates contacting Children's Services, College procedures for referral will be followed within 24 hours of Safeguarding Team receiving the referral. Records will be kept of all discussions relating to protection from abuse matters and will be stored electronically in a confidential manner.

Students 18 years and above

Where a student aged 18 years or above divulges information or staff become concerned that the young person is at risk of harm, the member of staff must make a safeguarding referral

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 7 of 30	Review Date – October 2023

outlined above using the online referral pathway form. Staff will advise the student that action may have to be taken as a result of the disclosure. It is not the responsibility of members of staff to investigate suspected abuse. The student's wishes regarding action to be taken will be noted where possible. However, the student will be made aware that this will not affect the final decision to make a referral. There is no need to involve other members of staff (including line managers) as this may impact on the confidentiality of the concern.

The Student will be made aware of services within the College which may be able to help them address the situation and offer support i.e. Student Experience provide information or local or national telephone helpline and counselling support. Where possible the Safeguarding Officer will consult the student regarding the report and their wishes and inform them of action which has or will be taken. However, depending upon the circumstance, this may not always be possible.

Where action is decided upon which necessitates contacting Adult Services, College procedures for referral will be followed within 24 hours of the Safeguarding Team receiving the referral. Records will be kept of all discussions relating to protection from abuse matters and will be stored electronically in a confidential manner.

The adult has a right to make their own decisions if they are competent to do so in line with the [Mental Capacity Act 2005](#). If their competency is in doubt, further advice will be sought by the Safeguarding Team to the relevant local authority Adult Social Care department.

Apprentices and Work-based Learning

Workplace providers will receive a copy of the Safeguarding Policy and Procedure and information relating to their responsibility for safeguarding. Vocational Coaches/Assessors will carry out all health and safety risk assessments which includes a safeguarding discussion as part of workplace reviews with students. Apprentices will receive information relating to safe practice in the workplace and safeguarding contact details. When dealing with a disclosure, follow referral procedure for above for students aged 16 -17 years old, or students 18 years and above. Organisations seeking subcontracted work have to submit their policies and procedures as part of the PQQ process.

Under 18 Year olds in the College who are not enrolled as students

For young people who are not enrolled at the College, the referral must go back to the head of the organisation to which they are attached. The contact can be made direct or via the Safeguarding Team, if they are on site. Where there is no organisational contact available, the referral will be made direct to Children's Services. A report of the disclosure and any action taken must be recorded and the Safeguarding Team informed.

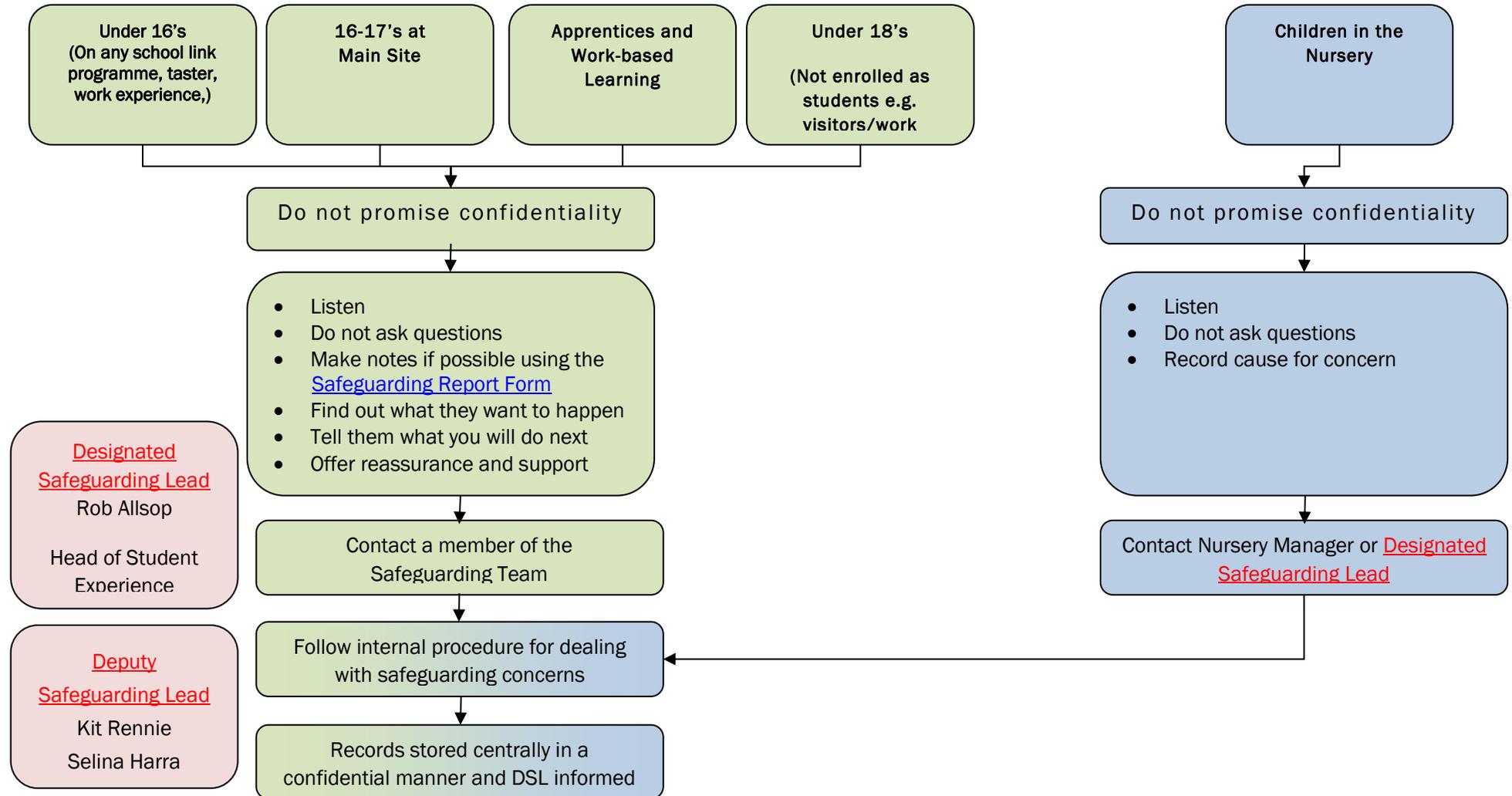
Children in the Nursery

Please refer to the [Little Professors Safeguarding Children Policy](#).

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 8 of 30	Review Date – October 2023

Child Protection and Safeguarding Procedure Flowchart

'At a Glance' Guide



4.3. Procedure for Students

All students can contact the Safeguarding Team direct if they are experiencing or are concerned about another learner being at risk of harm by emailing Safeguardingteam@walsallcollege.ac.uk or by speaking to their tutor.

4.4. Procedure for Reporting and Dealing with Allegations of Abuse Against Members of Staff

4.5. Key principles

- 4.4.1.1. The procedures apply to all staff whether teaching, administrative, management, support, supply and volunteers, contractors, governors.
- 4.4.1.2. All staff must be aware of their duty to raise safeguarding concerns or allegations including the attitude or actions of colleagues (no matter how small). All staff should also report any incident where their behaviour may be misinterpreted with a senior manager at the earliest opportunity.
- 4.4.1.3. All adults have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of young people and vulnerable adults with whom they work or come into contact with. It is therefore expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of the general public and with their colleagues. There may be times, for example, when an adult's behaviour or actions in their personal life come under scrutiny from local communities, the media or public authorities. This could be because their behaviour is considered to compromise their position in the workplace or indicate an unsuitability to work with young people or vulnerable adults.
- 4.4.1.4. The majority of adults who work with young people and vulnerable adults act professionally. Adults who work with young people and vulnerable adults are responsible for their own actions and behaviours and should avoid any contact which would lead any reasonable person to question their motives and intentions.
- 4.4.1.5. Staff should be aware that their behaviour, either in or out of the workplace, could compromise their position within the work setting in relation to the protection of children, loss of trust and confidence, or bringing the employer into disrepute. Such behaviour may also result in prohibition from teaching by the "[Teaching Regulations Agency \(TRA\)](#)" a bar from engaging in regulated activity or action by another relevant regulatory body.

4.6. What staff should do if they have concerns about safeguarding practices.

- 4.4.2.1. All staff are advised that they **must** report worries or concerns about other members of staff to Human Resources or the Designated Safeguarding Lead. In their absence, the report will go to a member of the Executive team or the Deputy Safeguarding Lead.
- 4.4.2.2. Staff and volunteers should be able to raise concerns about poor or unsafe practice and potential failures in College safeguarding regime and that such concerns will be taken seriously by the senior leadership team.

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 10 of 30	Review Date – October 2023

Child Protection and Safeguarding Procedure Flowchart

4.4.2.3. They can do this by contacting the Designated Safeguarding Lead, the Human Resources Team or by making a whistleblowing disclosure via the Clerk to the Corporation, Alison Clerk.

4.4.2.4. All staff are advised that they **must** report safeguarding concerns regarding a member of staff. The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00 a.m. to 8:00 p.m. Monday to Friday and Email: help@nspcc.org.uk or via their website Whistleblowing advice line | NSPCC.

Alternatively, you can find information via the following link:
<https://www.gov.uk/whistleblowing>.

4.4.3. Allegations that may meet the harm threshold.

The College recognises that the [Children Act 1989](#) states that the welfare of the child is the paramount concern. Staff of education institutions have been found responsible for child abuse. Because of their frequent contact with children and young people, staff may have allegations of child abuse made against them. Under the [Mental Capacity Act 2005 \(MCA\)](#) Section 44, it is an offence to harm or neglect an adult at risk of harm.

Allegations might indicate a person would pose a risk of harm. Therefore, this would apply where there are allegations that a person has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

This may include behaviour that has happened outside of the college that might make an individual unsuitable to work with children or vulnerable adults and would be considered a transferable risk.

The College recognises that an allegation of child abuse or abuse of adults at risk of harm 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.

Hasty or ill-informed decisions in connection with a member of staff could 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, and with appropriate external support.

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 11 of 30	Review Date – October 2023

Child Protection and Safeguarding Procedure Flowchart

4.4.4. Receiving an Allegation about a Member of Staff (including from a from a Child or Adult at risk of harm)

- 4.4.4.1. A member of staff who receives **any** allegation about another member of staff from a child or adult at risk of harm will follow the information in the section for safeguarding procedures. This will ensure the child/adult needs are met.
- 4.4.4.2. On some occasions, the concern may not arise from a direct disclosure. If observations of staff behaviour (including the attitude or actions of colleagues, no matter how small). give rise for concern of inappropriateness these **must** be shared with Designated Safeguarding Lead or the Head of Human Resources. All staff have a personal responsibility to ensure **all** safeguarding concerns are reported. This includes 'low level' concerns which do not meet the harm threshold.
- 4.4.4.3. The allegation about the staff member must be reported immediately to either the Designated Safeguarding Lead / Deputy Safeguarding Lead or the Head of Human Resources. In their absence or where the report is against those individuals the report will go to a member of the Executive team who will follow the steps below.
- 4.4.4.4. They will contact the Local Authority Designated Officer (LADO) for children under 18 or the Adult Safeguarding Unit for adults at risk of harm to discuss referral and action where the threshold for harm criteria outlined on page 10 has been met. In this case the Senior staff member will contact the LADO for advice and to discuss referral and any actions required. The LADO will be contacted within 1 working day of receiving the allegation. Appropriate internal action will be taken to safeguard the child/adult at risk of harm.

4.4.5. Initial Assessment by the Principal (or designated person)

- 4.4.5.1. The Principal (or Designated Person who may be a relevant senior member of staff) will make an initial assessment of the allegation, consulting where appropriate with the LADO, Senior Staff Member with Lead Responsibility or the Designated Governor as appropriate
- 4.4.5.2. In these circumstances it is important that the Principal or designated person does not investigate the allegation. The initial assessment will be on the basis of the information received and is a decision whether or not the allegation warrants further investigation.
- 4.4.5.3. Where the allegation is considered to be either a potential criminal act or indicates that the student has suffered, is suffering or is likely to suffer significant harm, the matter will be dealt with under Walsall's Safeguarding Children procedures, or in the case of adult abuse the Adult Safeguarding Unit (ASU).

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 or adult at risk of harm. The matter will be addressed through professional development

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 12 of 30	Review Date – October 2023

Child Protection and Safeguarding Procedure Flowchart

and mentoring and/or the College's Disciplinary Policy and Procedure may be instigated.

- The allegation can be shown to be false because the facts alleged could not possibly be true, in which case the person concerned will be reassured and supported as appropriate.

4.4.6. Enquiries and Investigations

4.4.6.1. Child/Adult protection enquiries by Children's Social Care, Adult 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. Neither the Child Protection Agencies nor the Police have power to direct the College to act in a particular way; however, the College will always assist the agencies with their enquiries.

4.4.6.2. The College may hold in abeyance its internal enquiries while the formal Police or Children's Social Care or Adult Safeguarding investigations proceed; including where to do otherwise may prejudice the investigation. Any internal enquiries will conform to the existing Staff/Governor disciplinary procedures.

4.4.6.3. If there is an investigation by an external agency, for example the Police, the Principal (or designated person) will 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 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. The Principal (or designated person) shall advise the member of staff that he/she may consult with a recognised Trade Union representative or work companion.

4.4.6.4. Following discussion with the LADO, the ASU Manager, the Police or other investigating agency, the Principal (or designated person) shall:

- Ensure that the parents/carers of the child 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 allegation was made. Where investigation is taking place, they will be informed of what the likely process will involve and what support may be available.
- Written records of the action taken in connection with the allegation will be kept.

4.4.7. Suspension of Staff

4.4.7.1. Suspension will not be automatic; a member of staff may be suspended on full pay whilst an investigation is undertaken. In respect of staff other than the Principal, suspension can only be carried out by the Principal, or a designated member of the Senior Management Team or Head of Human Resources. In respect of the Principal, suspension can only be carried out by the Chair of Governors (or in his/her absence, the Vice Chair).

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 13 of 30	Review Date – October 2023

Child Protection and Safeguarding Procedure Flowchart

4.4.7.2. Where a suspension is being considered Human Resources must be consulted. It is a neutral act, not a disciplinary sanction, and does not involve any prejudgement. Consideration will be given to alternatives where appropriate - e.g. paid leave of absence; agreement to refrain from attending work; change of, or withdrawal from, specified duties.

4.4.7.3. Suspension will only occur for a good reason, for example:

- Where there is a cause to suspect a child or adult is at risk of significant harm;
- Where the allegations warrant investigation by the Police or potentially sufficiently serious to justify grounds for dismissal;
- Where necessary for the good and efficient conduct of the investigation.

4.4.7.4. Where a member of staff is suspended they will be encouraged to seek advice and support, for example from a Trade Union.

4.4.7.5. If the Principal or Designated Person considers that suspension is necessary, the member of staff shall be informed that he/she is suspended from duty. Written confirmation of the suspension, with reasons, shall be despatched as soon as possible and ideally within five working days.

4.4.7.6. Where a member of staff is suspended, the Principal or Designated Person will address the following issues:

- Where the Principal has been suspended, the Chair or Vice Chair of Governors will need to act to address the management of the College.
- The parents/carers of the child or adult making the allegation will be informed of the suspension. They will be asked to treat the information as confidential. Consideration will be given to informing the child or adult making the allegation of the suspension.
- Consider whether the Marketing Department needs to liaise with the Children's or Adult Services Press Officer.

4.4.7.7. The Principal or Designated Person shall consider carefully and review the decisions as to who is informed of the suspension and investigation. The LADO and external investigating authorities will be consulted where required.

4.4.7.8. The suspended member of staff will be given appropriate support during the period of suspension. They will also be provided with information on progress and developments in the case at regular intervals with approval of LADO and the Police as appropriate.

4.4.7.9. The suspension will remain under review in accordance with the College disciplinary Procedures and staff will receive written confirmation of the reasons for suspension.

4.4.7.10. Where suspension is instigated for something that could result in dismissal for misconduct which harmed a child or placed a child at risk, the College will consider referral to the Disclosure and Barring Service (DBS). Referral to DBS also applies to action taken in relation to adults at risk of harm. Advice may be taken from other agencies prior to any action being taken.

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 14 of 30	Review Date – October 2023

Child Protection and Safeguarding Procedure Flowchart

- 4.4.7.11. Where an individual is dismissed for misconduct which harmed a child or placed a child at risk of harm; or resigns, retires, is made redundant or is transferred to a position which is not a child care position in such circumstances, Walsall College has a statutory duty to refer to the DBS.
- 4.4.7.12. If the person is subject to registration or regulation by a professional body or regulator, for example by the General Social Care Council, General Medical Council, Ofsted etc., the LADO will advise on whether a referral to that body is appropriate.
- 4.4.7.13. If it is decided that a member of staff who has been suspended from work can return, the College will facilitate their return to work and consider how the member of staff's contact with the child or children who made the allegation can be best managed.

4.4.8. Formal Internal Investigations

- 4.4.8.1. Investigations will be conducted in line with the college's Human Resources procedures.
- 4.4.8.2. Staff subject to formal investigation processes will have entitlement to be accompanied by a Trade Union representative or work companion during any investigation or subsequent formal action;

4.4.9. Supporting those involved

- 4.4.9.1. The College recognises the personal impact that an allegation may have and staff subject to an allegation and any suspension and/or formal investigation will be advised of the support the College is able to offer e.g. counselling.
- 4.4.9.2. The child, children or adult at risk of harm making the allegation and/or their parents/carers will be informed of the outcome of the investigation and proceedings. This will occur prior to the return to College of the member of staff (if suspended).
- 4.4.9.3. The Principal (or designated person) will consider what information will be made available to the general population of the College.

4.4.10. Record Keeping

- 4.4.10.1. Details of allegations following an investigation that are found to have been malicious or false (as defined in Keeping Children Safe in Education) should be removed from personnel records, unless the individual gives their consent for retention of the information. However, for all other allegations, it is important that the information is kept on the file of the person accused.

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 15 of 30	Review Date – October 2023

Child Protection and Safeguarding Procedure Flowchart

4.4.10.2. Schools and colleges have an obligation to preserve records which contain information about allegations of sexual abuse for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry (further information can be found on the IICSA website). All other records should be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.

4.4.11. Monitoring Effectiveness

4.4.11.1. Where an allegation has been made against a member of staff including agency staff, contractors, volunteers etc, the Head of Human Resources, together with the Senior Staff Member with Lead Responsibility will, at the conclusion of the investigation and any formal procedures, consider whether there are any matters arising from it that could lead to the improvement of the College's procedures and/or policies which will be drawn to the attention of the Walsall Children's Safeguarding Partnership and Walsall Adult Safeguarding Partnership.

4.4.11.2. Consideration will also be given to the training needs of staff. Any recommendations following a review will be reported to the designated Governor.

4.7. Procedure for Reporting and Dealing with Allegations Against Non-Members of Staff

There are a number of instances where Walsall College students come into contact with people as part of College activity, who are not formally employed by the College e.g. Governors, Volunteers, placement providers, taxi/community transport personnel, staff of partner organisations or other service providers.

In the event of allegations regarding non-College employed persons as defined above, who come into contact with children on the College's behalf, the following procedure will be followed.

4.5.1. Governors

4.5.1.1. The person hearing the allegation will follow the Safeguarding Procedure: Section 4 above.

4.5.1.2. They will immediately contact the Designated Safeguarding Lead or the Head of Human Resources who will take a written record of the allegation which is signed and dated.

4.5.1.3. The Chair of Governors, (or the Deputy Chair if the allegation is against him/her) and the Principal and the Clerk to the Corporation will be contacted and informed of the allegation.

4.5.1.4. The Chair of Governors, with the support of the Head of Human Resources and/or Designated Safeguarding Lead, will contact the LADO and discuss the allegation if it relates to a person under 18. If the allegation relates to an adult at risk of harm and the criteria met, Adult Safeguarding Unit will be contacted for advice.

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 16 of 30	Review Date – October 2023

Child Protection and Safeguarding Procedure Flowchart

- 4.5.1.5. If no action is required, the Clerk to the Corporation and the Chair of Governors will inform the person against whom the allegation has been made of the allegation and offer reassurance.
- 4.5.1.6. If it is decided that action is required, the Chair of Governors, and/or Designated Safeguarding Lead or Head of Human Resources will contact the appropriate agency (prior to making any contact with the Governor against whom the allegation has been made) e.g. Children's Social Services, Adult Safeguarding Unit or the Police, who will then begin their own processes.
- 4.5.1.7. If action has been required, the Clerk to the Corporation and the Chair of Governors will inform the person against whom the allegation has been made of the allegation and their suspension from duty pending investigation. They will offer information about College processes and support.
- 4.5.1.8. Suspension and subsequent College action will follow the Governors' disciplinary procedure.
- 4.5.1.9. The Head of Human Resources or the Designated Safeguarding Lead and Clerk to the Corporation will keep the Chair of Governors and the Principal informed of the progress and outcome of any investigation.

4.5.2. Persons not employed by the College

- 4.5.2.1. The responsibility to deal with any allegations against people who come into contact with our students on our behalf, but are employed by other organisations, rests with the host organisation.
- 4.5.2.2. Should an allegation be made, the person hearing the disclosure will follow the College procedure for supporting students (Safeguarding Procedures: Section 1). They will report immediately to the Head of Human Resources who will contact the relevant referral agent and discuss action in relation to the student.
- 4.5.2.3. The Head of Human Resources will contact any relevant third party such as the employing company to advise them of the allegation and action taken. They will be normally be advised that until the case is resolved the person against whom the allegation has been made must not continue with College activity and that it should activate its own procedures for such circumstances.
- 4.5.2.4. The employer should be fully involved and co-operate with any enquiries involving third parties such as the LADO/police and the College will have a lead role in the case management processes.

4.5.3. Volunteers

- 4.5.3.1. Should an allegation be made about a volunteer, the person hearing the disclosure will follow the College Safeguarding Procedure for supporting students (Section 1).
- 4.5.3.2. The Head of Human Resources will be contacted immediately.

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 17 of 30	Review Date – October 2023

Child Protection and Safeguarding Procedure Flowchart

- 4.5.3.3. The Head of Human Resources will contact the LADO/Adult Safeguarding where the criteria have been met.
- 4.5.3.4. If action is deemed to be required the Head of Human Resources will make the referral to external agents and inform the relevant Senior Management Team member.
- 4.5.3.5. The Head of Human Resources will inform the volunteer of the allegation and suspend volunteering activity within the College pending investigation by the authorities.
- 4.5.3.6. If no action is required, the volunteer will be informed of the outcome, reminded of the College policy in relation to safeguarding, and allowed to return with appropriate support in place.

4.5.4. Other Students

Should an allegation be made against another student the person hearing the disclosure will follow the College Safeguarding Procedure for supporting students.

The Designated Safeguarding Lead and Curriculum Delivery Manager will assess immediate risk and take any necessary decision to suspend. The Designated Safeguarding Lead will seek advice from the appropriate external agents and make the referral if required. If no action is required, the College will follow its normal procedures following suspension of a student, including the activation of the Student Support and Disciplinary Policy & Procedure.

Where new activity is proposed which may affect the dynamics of the student cohort, e.g. additional recruitment of vulnerable 14-16's, safeguarding risk assessment is built into the risk assessment process.

4.8. Procedure for responding to FGM

Since October 2015, there has been a specific, legal duty on staff to personally report to the police where they discover that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. Information on when and how to make a report can be found at: [Mandatory Reporting of FGM](#).

Guidance on the warning signs that FGM may be about to take place, or may have already taken place, can be found on pages 38-41 of the [Multi Agency Statutory guidance on FGM](#) (pages 59-61 focus on the role of schools and colleges).

Staff in the college are reminded of this duty and responsibility to report during safeguarding induction and refresher training.

Staff are reminded that they must still follow the referral process set out above once the mandatory reporting has been completed.

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 18 of 30	Review Date – October 2023

Child Protection and Safeguarding Procedure Flowchart

5. Related Policies and Procedures

[Safer Recruitment and Selection Policy](#)

[Little Professors Safeguarding Children Policy.](#)

[Whistleblowing Policy](#)

[Staff Disciplinary Policy and Procedure](#)

[Student Support and Disciplinary Policy & Procedure.](#)

6. Definitions and Categories of Abuse

All staff should be aware of the indicators of abuse and neglect in order to identify cases of children or adults at risk of harm who may need help and protection. Staff should also be aware that abuse, neglect and safeguarding issues are rarely standalone events and will not be covered by one definition.

If staff are unsure they should **always** raise it with the safeguarding team.

A child is any person who has not yet reached the age of 18 years and this policy therefore applies to any student or visitor to the College attending an event who is under the age of 18.

An adult at risk of harm is any person aged 18 or over who is at risk of abuse, exploitation or neglect due to the actions (or lack of action of another person) because of their needs for care and support.

Abuse: A form of maltreatment of a child or adult at risk of harm. Somebody may abuse or neglect an individual by inflicting harm, or by failing to act to prevent harm. Individuals may be abused in a 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. Individuals may be abused by an adult or adults, or another child or children.

Physical abuse: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child or adult at risk of harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in an individual.

Emotional Abuse: The persistent emotional maltreatment of a child or adult at risk of harm such as to cause severe and adverse effects on the individual's emotional development. It may involve conveying to an individual 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 individual opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on individuals.

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 19 of 30	Review Date – October 2023

Child Protection and Safeguarding Procedure Flowchart

These may include interactions that are beyond an individual's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the individual 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 the individual frequently to feel frightened or in danger, or the exploitation or corruption of the individual. Some level of emotional abuse is involved in all types of maltreatment of an individual, although it may occur alone.

Sexual abuse: involves forcing or enticing an individual to take part in sexual activities, not necessarily involving a high level of violence, whether or not the individual is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example 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 individuals to behave in sexually inappropriate ways, or grooming an individual 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.

We understand that staff need support when managing cases of sexual abuse and will access materials from CSA Centre of Expertise on Child Sexual Abuse which has free evidence-based practice resources to help professionals working with children and young people to identify and respond appropriately to concerns of child sexual abuse.

[Supporting Practice in tackling child sexual abuse](#)

Neglect: The persistent failure to meet a child/adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of the individual's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Further Specific Risks

All staff will have an awareness of safeguarding issues that can put student at risk of harm. Behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education and sexting (also known as youth produced sexual imagery) put students in danger.

Annex A Keeping Children Safe in Education Sept 2022 will be provided at induction, read and understood by all staff/volunteers outlining risk as below:-

Children and the Court System: Children are sometime required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed.

Making child arrangements via the family courts following separation can be stressful and entrench conflict in families. This can be stressful for children.

We will recognise these vulnerabilities and offer early help where necessary for the children, young people and their families to safeguard emotional wellbeing; we will access resources as defined in Keeping Children Safe in Education Sept 2022.

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 20 of 30	Review Date – October 2023

Child Protection and Safeguarding Procedure Flowchart

Students with Family Members in Prison: These students are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. We will work with the students and their families as much as possible to mitigate the harm by offering early help and emotional wellbeing support where necessary and recognise additional risks such as witnessing arrests, trauma of prison visits, concerns regarding an offenders release and return home.

Child Sexual Exploitation (CSE): Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet.

CSE can occur over time or be a one-off occurrence, and may happen without the child's immediate knowledge e.g. through others sharing videos or images of them on social media. CSE can affect any child, who has been coerced into engaging in sexual activities. This includes 16 and 17 year olds who can legally consent to have sex. Some children may not realise they are being exploited e.g. they believe they are in a genuine romantic relationship.

Our college refers to Walsall Safeguarding Partnership procedures to consider completion of the screening tool and/or NWG risk assessment. [Walsall Safeguarding Partnership](#)

<https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners>

Our Principal Exploitation Reduction Officer & Exploitation and Missing Team Manager is Katie Storer-Young who manages our Exploitation team, if you are worried about exploitation or missing concerns about a child please refer to MASH or the child's social worker. You should also copy missingexploitedchildren@walsall.gov.uk in to any referrals

Child Criminal Exploitation (CCE)- County Lines: Our staff/volunteers are aware that some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others.

The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology.

Our staff have alerted to the fact that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same; however, we are aware that girls are at risk of criminal exploitation too. We know that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of "deal line".'

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 21 of 30	Review Date – October 2023

Child Protection and Safeguarding Procedure Flowchart

Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move [and store] drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

Children can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

Further information [County Lines Guidance](#)

Any concerns will be referred to Childrens' Services and support will be sought from:-

Our Principal Exploitation Reduction Officer & Exploitation and Missing Team Manager is Katie Storer-Young who manages our Exploitation team, if you are worried about exploitation or missing concerns about a child please refer to MASH or the child's social worker. You should also copy missingexploitedchildren@walsall.gov.uk in to any referrals

Mental Health: All our staff are aware that mental health problems can, in some cases, be an indicator that a student has suffered or is at risk of suffering abuse, neglect or exploitation.

We are clear in our college that only appropriately trained professionals will attempt to make a diagnosis of a mental health problem. Our staff are well placed to observe students day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. We understand that when students have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences (especially in the context of Covid 19), this can have a lasting impact throughout childhood, adolescence and into adulthood. We know that early help is critical when supporting children and young people who are suffering trauma, depression, anxiety, low mood and other indicators of mental health.

If our staff have a mental health concern about a child they know that it is also a safeguarding concern, immediate action will be taken as with all other vulnerabilities. Records will be made and reported immediately to our Safeguarding Team.

In our college we offer additional support from our Counselling Team.

We promote resilience as part of a whole college approach to social and emotional wellbeing, and this is tailored to our students.

Further advice can be found via

[Preventing and tackling Bullying](#)

[Mental Health and behaviour in Schools](#)

[Promoting children and young people's emotional health and wellbeing](#)

[Rise Above PHSE curriculum support](#)

[Every Interaction Matters](#)

[Wellbeing for Education recovery including bereavement, loss, anxiety, stress and trauma](#)

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 22 of 30	Review Date – October 2023

Child Protection and Safeguarding Procedure Flowchart

Domestic Abuse: We know that domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Students can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

Our staff understand that exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on students. In some cases, a student may blame themselves for the abuse or may have had to leave the family home as a result.

Domestic Abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse, and can be perpetrated by intimate partners or family members regardless of gender or sexuality.

Controlling Behaviour: Controlling behavior is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive Behaviour: Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

Our college is signed up to Operation Encompass, the Walsall Joint Agency Protocol for Domestic Abuse – notifications to Schools. This protocol sets out the Walsall plan for a multi-agency operation to notify schools when a student has experienced domestic abuse in their household, which will allow the school to provide appropriate early intervention and support in a timely manner. Our DSL will receive notifications and ensure the students receive the right help at the right time.

Additional support is available from Operation Encompass and provides an advice and helpline service for all staff members from educational settings who may be concerned about children who have experienced domestic abuse.

The helpline is available 8AM to 1PM, Monday to Friday on 0204 513 9990 (charged at local rate).

Further information can be accessed via:-

[Domestic violence and abuse](#)

NSPCC- UK domestic-abuse signs symptoms effects

Refuge what is domestic abuse/effects of domestic abuse on children

Safelives: young people and domestic abuse

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 23 of 30	Review Date – October 2023

Child Protection and Safeguarding Procedure Flowchart

Off Site Arrangements: Where extended college activities are provided by and managed by our college, our own safeguarding policy and procedures apply.

When our governing body hire or rent out college facilities/premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities) they will ensure that appropriate arrangements are in place to keep students safe.

When services or activities are provided by our governing body, under the direct supervision or management of our college staff, our arrangements for safeguarding protection will apply.

However, where services or activities are provided separately by another body this is not necessarily the case. Our governing body therefore seek assurance that the body concerned has appropriate safeguarding policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place to liaise with college on these matters where appropriate. This applies regardless of whether or not the students who attend any of these services or activities are students on our college roll. Our governing body will also ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.

When students attend off-site activities, including day and residential visits and work related activities, our college will ensure that the proprietors of the activity/venue operate safe practices to maintain the safety of our students and liaise with investigating agencies in the locality relevant to where the concern has taken place.

Homelessness: Our staff/ understand that being homeless or being at risk of becoming homeless presents a real risk to a student's welfare. Our designated safeguarding lead (and deputies) are aware of contact details and referral routes in to the Local Housing Authority so they can raise/progress concerns at the earliest opportunity.

We recognise in some cases 16 and 17 year olds could be living independently from their parents or guardians, for example through their exclusion from the family home, and will require a level of intervention and support.

Further explanation is found at Homeless Reduction Act Factsheets [Homeless reduction factsheet](#)

Honour Based Abuse (Forced Marriage, Female Genital Mutilation and Breast Ironing):

So-called 'honour-based' abuse (HBA) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so called honour based abuse are serious (regardless of the motivation) and will be handled and reported as such.

If our staff/ have a concern regarding a child that might be at risk of HBA or who has suffered from HBA, they will speak to our designated safeguarding team. We understand that if FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on **teachers** that requires a different approach as below.

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 24 of 30	Review Date – October 2023

Child Protection and Safeguarding Procedure Flowchart

- Female Genital Mutilation

Female genital mutilation refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK.

We know that where a lecturer discovers that an act of FGM appears to have been carried out on a girl who is aged under 18, there is a statutory duty upon that individual to report it to the police. We know lecturers **must** personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless our lecturers have good reason not to, they will still consider and discuss any such case with our schools designated safeguarding team and involve Childrens Services as appropriate. The duty does not apply in relation to at risk or suspected cases i.e. where lecturers do not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, lecturers will follow our safeguarding procedures and those set out in Walsall's procedures.

[Mandatory reporting of FGM factsheet](#)

- Forced Marriage

A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. We can play an important role in safeguarding children from forced marriage, our staff have been briefed on the indicators of possible forced marriage and honour based abuse and will refer any concerns to the Designated Safeguarding Lead immediately

[Guidance for forced marriage](#)

[The Right to Choose-guidance on forced marriage](#)

Online Safety: We know pupils increasingly work online, it is essential that students are safeguarded from potentially harmful and inappropriate online material. Our Designated safeguarding lead takes lead responsibility for online safety in our college.

The use of technology has become a significant component of many safeguarding issues. Child sexual exploitation, radicalisation, sexual predation: technology often provides the platform that facilitates harm.

The breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:

- content: being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views;
- contact: being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults; and

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 25 of 30	Review Date – October 2023

Child Protection and Safeguarding Procedure Flowchart

- conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying;
- commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the Anti-Phishing Working Group (<https://apwg.org/>).

Whilst considering our responsibility to safeguard and promote the welfare of students and provide them with a safe environment in which to learn, our governing body will do all that they reasonably can to limit students' exposure to the above risks from the college's IT system.

As part of this process, our governing body ensures our college has appropriate filters and monitoring systems in place and regularly review their effectiveness. They ensure that our leadership team and relevant staff have an awareness and understanding of the provisions in place and manage them effectively and know how to escalate concerns when identified. Our governing body is committed to consider the age range of our students, the number of students, how often they access the IT system and the proportionality of costs verses safeguarding risks.

Peer on Peer Abuse: Staff are aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between children (also known as teenage relationship abuse)
- physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence and sexual harassment
- consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- up skirting (which is a criminal offence), which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm
- initiation/hazing type violence and rituals

Abuse is abuse and will never be tolerated or passed off as "banter" or "part of growing up". Different gender issues can be prevalent when dealing with peer on peer abuse.

In our college we believe that all children have a right to attend school and learn in a safe environment. Children should be free from harm by adults in the school and other students.

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 26 of 30	Review Date – October 2023

Child Protection and Safeguarding Procedure Flowchart

We recognise that some students will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the college's Behaviour Policy, Anti-Bullying policy and Online Safety policy.

Allegations may be made against students by others in school which are of a safeguarding nature. Safeguarding issues raised in this way may include physical abuse, emotional abuse, sexual abuse and sexual exploitation. It is likely that to be considered a safeguarding allegation against a pupil, some of the following features will be found.

The allegation:

- is made against an older pupil and refers to their behaviour towards a younger pupil or a more vulnerable pupil
- is of a serious nature, possibly including a criminal offence
- raises risk factors for other pupils in the school
- indicates that other pupils may have been affected by this student
- indicates that young people outside the school may be affected by this student

All victims will be taken seriously and offered appropriate support. Staff are aware that some groups are potentially more at risk. Evidence shows girls, children with SEND and LGBT children are at greater risk.

Our staff will record and report all issues of child on child abuse to our designated safeguarding lead (or deputies) and ensure the best action is taken to safeguard children and young people in our school. Our curriculum endorses child on child abuse is not acceptable and our actions are supported by associated safeguarding policy and procedures in our school (Anti Bullying, Pupil Behaviour, E Safety, Acceptable Use and broader child protection procedures).

Children and young people who abuse others will be responded to in a way that meets their needs as well as protecting others within the school community through a multi-agency risk assessment. We ensure that the needs of children and young people who abuse others will be considered separately from the needs of their victims. Risk assessments will be recorded (paper or electronic) and will be kept under review. At all times we will be actively considering the risks posed to all our pupils and students and put adequate measures in place to protect them and keep them safe. Our risk assessment is not intended to replace the detailed assessments of expert professionals. Any such professional assessments will be used to inform our approach to supporting and protecting our pupils and students and updating our own risk assessment

Preventing Radicalisation: Our staff are aware that children can be vulnerable to extremist ideology and radicalisation. Similar to protecting children from other forms of harms and abuse, protecting children from this risk is part of our schools safeguarding approach.

As part of the Counter Terrorism and Security Act 2015, schools have a duty to 'prevent people being drawn into terrorism'. This has become known as the 'Prevent Duty'.

Where our staff are concerned that children and young people are developing extremist views or show signs of becoming radicalised, they will discuss this with the SPOC.

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 27 of 30	Review Date – October 2023

Child Protection and Safeguarding Procedure Flowchart

Our SPOC has received training about the Prevent Duty and tackling extremism and is able to support staff with any concerns they may have.

Staff are alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Staff use their judgement in identifying children who might be at risk of radicalisation and act proportionately which may include the designated safeguarding lead (or deputy) making a Prevent referral.

We are committed to ensuring that our pupils are offered a broad and balanced curriculum that aims to prepare them for life in modern Britain. Teaching the school's core values alongside the fundamental British Values supports quality teaching and learning, whilst making a positive contribution to the development of a fair, just and civil society. We use the curriculum to ensure that children and young people understand how people with extreme views share these with others, especially using the internet.

Recognising Extremism

Early indicators of radicalisation or extremism may include:

- showing sympathy for extremist causes
- glorifying violence, especially to other faiths or cultures
- making remarks or comments about being at extremist events or rallies outside school
- evidence of possessing illegal or extremist literature
- advocating messages similar to illegal organisations or other extremist groups
- out of character changes in dress, behaviour and peer relationships (but there are also very powerful narratives, programmes and networks that young people can come across online so involvement with particular groups may not be apparent.)
- secretive behaviour
- online searches or sharing extremist messages or social profiles
- intolerance of difference, including faith, culture, gender, race or sexuality
- graffiti, art work or writing that displays extremist themes
- attempts to impose extremist views or practices on others
- verbalising anti-Western or anti-British views
- advocating violence towards others

Our school governors, the Head Teacher/Principal, Single Point of Contact and the Designated Safeguarding Lead will assess the level of risk within our school and put actions in place to reduce that risk. We have risk assessments that include consideration of the school's RE curriculum, SEND policy, assembly policy, the use of school premises by external agencies, integration of pupils by gender and SEN, anti-bullying policy and other issues specific to the school's profile, community and philosophy.

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 28 of 30	Review Date – October 2023

Child Protection and Safeguarding Procedure Flowchart

The broader responsibilities for our *school/college* are defined within the Walsall Radicalisation and Extremism guidance September 2015.

Channel: Our college's Safeguarding Team are aware of local procedures for making a Channel referral. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for colleges to make referrals if they are concerned that an individual might be vulnerable to radicalisation.

[Channel guidance](#)

Our college refers to Educate Against Hate, a website launched by the Her Majesty's Government has been developed to support and equip school and college leaders, teachers, and parents with information, tools and resources (including on the promotion of fundamental British values) to help recognise and address extremism and radicalisation in young people.

If a member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they will speak with the SPOC.

Niall Markham is the Walsall Prevent Coordinator.

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Private Fostering Arrangements: Our staff are aware that a private fostering arrangement is essentially one that is made privately (that is to say without the involvement of a local authority) for the care of a child under the age of 16 (under 18, if disabled) by someone other than a parent or close relative with the intention that it should last for 28 days or more. Private foster carers may be from the extended family, such as a cousin or great aunt. However, a person who is a relative under the Children Act 1989 i.e. a grandparent, brother, sister, uncle or aunt (whether of the full or half blood or by marriage) or step-parent will not be a private foster carer. A private foster carer may be a friend of the family, the parent of a friend of the child, or someone previously unknown to the child's family who is willing to privately foster a child.

It is the duty of local authorities to satisfy themselves that the welfare of children who are, or will be, privately fostered within their area is being, or will be, satisfactorily safeguarded and promoted, but our responsibility to be aware and refer children who may be privately fostered.

If our college makes arrangements for children to have learning experiences where, for short periods, the children may be provided with care and accommodation by a host family to whom they are not related then we will consider whether the arrangement where children stay with UK families could amount to "private fostering"

All staff in our school will inform the safeguarding team of any children that fall into the category of private fostering.

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 29 of 30	Review Date – October 2023

Child Protection and Safeguarding Procedure Flowchart

Serious Violence: Our staff are aware of the indicators, which may signal students are at risk from, or are involved with serious violent crime. These may include increased absence from college, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with; individuals associated with criminal networks or gangs and also may be at risk of criminal exploitation.

Further information

[Preventing youth violence and gang involvement](#)

Young Carers: We understand that a young carer is someone aged 18 or under who helps look after a relative who has a condition, such as a disability, illness, mental health condition, or a drug or alcohol problem.

Most young carers look after one of their parents or care for a brother or sister. They do extra jobs in and around the home, such as cooking, cleaning, or helping someone to get dressed and move around.

Some children give a lot of physical help to a brother or sister who is disabled or ill. Along with doing things to help your brother or sister, you may also be giving emotional support to both your sibling and your parents.

We know that some of the risks associated with being a young carer are risk of truancy, under-achievement, isolation, mental and physical ill health, poverty and stress.

We will follow our safeguarding and child protection procedures if we are concerned and complete the Young Carers screening and assessing tool using our local procedures; found at <http://www.mywalsall.org/walsallearlyhelp/providers-youngcarers/>

7. Designated Staff Members

Designated members of staff with responsibility for child and adult protection concerns are:

Designated Staff Members	
Name	Role
Rob Allsop	Head of Student Experience & DSL
Kit Rennie	Student Experience Coordinator and Deputy Safeguarding Lead
Selina Harra	Deputy Safeguarding Lead and Single Point of Contact (Preventing Radicalisation) (SPOC)
Aisling McGowan	Welfare and Safeguarding Officer
Melanie Jones	Counsellor and Safeguarding Officer
TBC	Counsellor and Safeguarding Officer
Claire Dunn	HR Specialist Allegation against staff only
Paul Averis	External Governor

Ref – Safeguarding Policy and Procedure	Issue Date – October 2022
Page - 30 of 30	Review Date – October 2023