

Title: Safeguarding, Child Protection and Vulnerable Adults Policy

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THOMAS ROTHERHAM COLLEGE
A tradition of achievement - A future of opportunity

WHOLE COLLEGE POLICY FOR SAFEGUARDING INCORPORATING STUDENT PROTECTION

Thomas Rotherham College

Policy Consultation & Review

This policy is available on our College website and is available on request from the College office. We also inform parents and carers about this policy through our prospectus.

The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our Staff Code of Conduct. In addition, all members of staff are provided with Part One of the statutory guidance '*Keeping Children Safe in Education*', DfE (2016 and subsequent updates).

This policy will be reviewed in full by the Governing Body on an annual basis.

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I. PURPOSE & AIMS

I.1 The purpose of Thomas Rotherham College's safeguarding policy is to ensure every young person who is an enrolled student at our College or uses its facilities is safe and protected from harm. This means we will always work to:

- Protect young people at our College from maltreatment;
- Prevent impairment of our students' health or development;
- Ensure that students at our College grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable students at our College to have the best outcomes.

I.2 This policy will give clear direction to staff, volunteers, visitors, users of College facilities and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all students at our College.

I.3 Our College fully recognises the contribution it can make to protect students from harm and supporting and promoting the welfare of all young people who are enrolled students at our College. The elements of our policy are prevention, protection and support.

I.4 This policy applies to all students, staff, parents, governors, volunteers and visitors.

What is Abuse?

- Abuse may fall into a number of categories: - **physical abuse, sexual abuse, emotional abuse and neglect.** Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child 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.
- Additional guidance on other safeguarding issues such as Child Sexual Exploitation, Children Missing from Education, Female Genital Mutilation and Preventing Radicalisation is contained in Part One of 'Keeping Children Safe in Education 2016' along with information about the indicators of abuse contained in Chapter 8.3 of the Rotherham Safeguarding Children Board Procedures – www.rotherhamscbproceduresonline.com

Specific safeguarding issues are:

Child Sexual Exploitation (CSE)

CSE is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can occur through the use of technology.

CSE can occur in all communities and amongst all social and ethnic groups and can affect girls and boys. Children as young as 8 years have been identified, particularly in relation to online concerns. CSE is a complex form of abuse and it can be difficult for those working with children to identify and assess however, all those working in our College are made aware of the potential indicators of grooming and exploitation and how to refer concerns on appropriately.

More information on CSE is contained in Annex A of Keeping Children Safe in Education (2016) and Chapter 2.1.1 of the Rotherham LSCB child protection online procedures:
<http://rotherhamscb.proceduresonline.com/index.htm>

Peer on Peer Abuse

Peer on peer abuse occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age; everyone directly involved in peer on peer abuse is under the age of 18. 'Peer-on-peer' abuse can relate to various forms of abuse (not just sexual abuse and exploitation), and crucially it does not capture the fact that the behaviour in question is harmful to the child perpetrator as well as the victim.

Key areas where peer on peer abuse occurs are:

- Bullying, including online/cyber bullying and prejudice-based bullying
- Racist, religious, disability and homophobic or transphobic abuse
- Gender based violence/violence against girls and young women
- Teenage relationship abuse
- Issues relating to gang activity and youth violence

More information on peer on peer abuse is contained in Chapter 2.1.2 of the Rotherham LSCB child protection online procedures:

<http://rotherhamscb.proceduresonline.com/index.htm>

Female Genital Mutilation (FGM)

FGM is addressed as part of the procedures around '**Honour Based Violence**' which is defined as "crimes which have been committed to protect and defend the honour of the family and/or the community, including FGM, Forced Marriage and practices such as Breast Ironing"

The College has due regard to the **mandatory reporting duty**, which came into force in October 2015, of the FGM Act 2003, which places a **statutory duty** on teachers (along with social workers and healthcare professionals) to report to the police where they discover that FGM appears to have been carried out on a girl under 18 years. Staff in this College will be vigilant and will report promptly any FGM or other HBV concerns to the Designated Safeguarding Lead.

More information on these issues is contained in Annex A of Keeping Children Safe in Education (2016) and Chapters 2.2.10, 2.2.11 and 2.2.12 of the Rotherham LSCB child protection online procedures:

<http://rotherhamscb.proceduresonline.com/index.htm>

Preventing Radicalisation and Extremism (Prevent Duty)

The College has due regard to the **Prevent Duty** Guidance 2015, under Section 26 of the Counter-Terrorism and Security Act 2015, which aims to prevent children and young people from being drawn into extremism and terrorism.

We will engage with parents and families as we are in a key position to spot signs of radicalisation and we will assist and advise those families who do raise concerns and point them in the direction of support mechanisms i.e., the Local Authority, Police and/or the **Channel Programme**. We will provide a link, via our website, to the Rotherham LSCB website which provides information on radicalisation for children and young people, their parents/carers and professionals:

www.rotherham.gov.uk/safeguarding

As with other safeguarding risks, staff will be alert to changes in students' behaviour which could indicate that they may be in need of help or protection. Staff will use their judgement

in identifying children who might be at risk of radicalisation and act proportionately which may include making a referral to the **Channel** programme.

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 schools and Colleges to make referrals if they are concerned that an individual might be vulnerable to radicalisation. Referrals to the Channel Panel in Rotherham are via the LA Children's Social Care Multi-Agency Safeguarding Hub (MASH) on 01709 336080.

More information on Prevent and Channel is contained in Annex A of Keeping Children Safe in Education (2016) and Chapter 2.1.6 of the Rotherham LSCB child protection online procedures:

<http://rotherhamscb.proceduresonline.com/index.htm>

Online Safety

The predominant issues associated with online safety are:

- Content – exposure to illegal, harmful or inappropriate material
- Contact – harmful online interaction with others
- Conduct – online behaviour that increases the likelihood, or causes, harm

Youth Produced Sexual Imagery (Sexting)

Sharing photos and videos online is part of daily life for many people, enabling them to share their experiences, connect with friends and record their lives. Photos and videos can be shared as text messages, email, posted on social media or increasingly via mobile messaging apps, such as Snapchat, WhatsApp or Facebook Messenger.

The increase in the speed and ease of sharing imagery has brought concerns about young people producing and sharing sexual imagery of themselves and also sending or receiving sexually explicit text messages. This can expose them to risks, particularly if the imagery/text is shared further, including embarrassment, bullying and increased vulnerability to sexual exploitation. The production and sharing of sexual images of under 18s is also illegal.

At our College, we understand the responsibility to educate our pupils about all online safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

More information on these issues plus links to useful websites is contained in Part One of Keeping Children Safe in Education (2016) and Chapter 2.1.5 of the Rotherham LSCB child protection online procedures:

<http://rotherhamscb.proceduresonline.com/index.htm>

Children with Special Educational Needs and Disabilities (SEND)

Our College understands that children with special educational needs and disabilities (SEND) can face additional safeguarding challenges. Additional barriers can exist when recognising abuse and neglect in this group of children. This can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child/young person's disability without further exploration;
- Children/young people with SEND can suffer disproportionate impact by things like bullying without outwardly showing any signs;
- Communication barriers and difficulties in overcoming these barriers.

Where there are any concerns raised about the safety and welfare of a student with SEND in our College, we will ensure that these will be treated in the same way as with any other student, with careful consideration of any additional needs.

More information on children/young people with SEND is contained in the NSPCC document '*We have the right to be safe – Protecting disabled children from abuse*' (Oct 14) and Chapter 2.1.3 of the Rotherham LSCB child protection online procedures:

<http://rotherhamscb.proceduresonline.com/index.htm>

Children Missing Education

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation and becoming NEET (not in education, employment or training) later in life.

Our College has procedures to follow for unauthorised absence and for dealing with students who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future. All staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, Female Genital Mutilation and forced marriage.

More information on children/young people missing education is contained in both Part One and Annex A of Keeping Children Safe in Education 2016 and Chapter 2.3.2 of the Rotherham LSCB child protection online procedures:

<http://rotherhamscb.proceduresonline.com/index.htm>

Additional safeguarding issues

- Additional guidance on other safeguarding issues such as Children Missing from Home or Care, Substance Misuse, Domestic Abuse, Private Fostering, Trafficking and Mental Health is contained in Part One of 'Keeping Children Safe in Education 2016' along with information about the indicators of abuse contained in Chapter 1.2.4 of the Rotherham LSCB child protection online procedures:
www.rotherhamscbproceduresonline.com/index.htm

Looked After Children (LAC)

Our College has a named designated member of staff for LAC (Rachelle Hill) who works closely with the Virtual School Team and the Local Authority.

Early Help and support for children in need:

Early help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years. We will work with local agencies in Rotherham to put processes in place for the effective assessment of the needs of individual children who may benefit from early help services. This may be a child who:

- Is disabled and has specific additional needs
- Has special educational needs
- Is a young carer
- Is showing signs of engaging in anti-social or criminal behaviour
- Is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health, domestic abuse; and/or
- Is showing early signs of abuse and/or neglect

2. OUR ETHOS

2.1 The student's welfare is of paramount importance. Our College will establish and maintain an ethos where students feel secure, are encouraged to talk, are listened to and are safe. Students at our College will be able to talk freely to any member of staff at our College if they are worried or concerned about something.

2.2 Everyone who comes into contact with students and their families has a role to play in safeguarding students. We recognise that all staff at our College plays a particularly important role as they are in a position to identify concerns early and provide help for students to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.**

2.3 All staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a student and how to record and report this information. We will not make promises to any student and we will not keep secrets. Every student will know what the adult will have to do with any information they have chosen to disclose.

2.4 Throughout our curriculum we will provide activities and opportunities for students to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our students to develop essential life skills. We will do this through the tutorial programme, the Principal's Update and Personal Development Seminars, awareness raising events and, where appropriate opportunities arise, through the curriculum students are studying for qualifications.

2.5 We will provide site security through the deployment of a Security Officer, use of CCTV, the requirement for all staff, students and visitors to wear badges and the instruction to students not to invite friends on site

2.6 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children (2015).

2.7 We will implement the Prevent Duty to have 'due regard to the need to prevent people from being drawn into terrorism.'

Prevent is 1 of the 4 elements of CONTEST, the government's counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism.

The Prevent strategy:

- responds to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views
- provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support
- works with a wide range of sectors (including education, criminal justice, faith, charities, online and health) where there are risks of radicalisation that we need to deal with

The strategy covers all forms of terrorism, including far right extremism and some aspects of non-violent extremism.

The Home Office works with local authorities, a wide range of government departments, and community organizations to deliver the Prevent strategy. The police also play a significant role in Prevent, in much the same way as they do when taking a preventative approach to other crimes.

The Home Office uses a range of measures to challenge extremism in the UK, including:

- where necessary, preventing apologists for terrorism and extremism from travelling to this country
- giving guidance to local authorities and institutions to understand the threat from extremism and the statutory powers available to them to challenge extremist speakers
- funding a specialist police unit which works to remove online content that breaches terrorist legislation
- supporting community based campaigns and activity which can effectively rebut terrorist and extremist propaganda and offer alternative views to our most vulnerable target audiences - in this context they work with a range of civil society organizations
- supporting people who are at risk of being drawn into terrorist activity through the Channel process, which involves several agencies working together to give individuals access to services such as health and education, specialist mentoring and diversionary activities.

The Counter Terrorism & Security Act (2015):

This Act places a duty on specified authorities including Further and Higher Education, to have due regard to the need to prevent people from being drawn into terrorism (the Prevent Duty).

The College is committed to supporting vulnerable students through its safeguarding policies and procedures and recognizes that this can support the College's contribution to the Prevent duty.

The College is represented at all levels within the Local Authority Silver task groups

The College has engaged positively with, and will continue to promote the value of the Workshop to Raise awareness of Prevent (WRAP) to ensure all staff have the skills and knowledge to refer any concerns appropriately.

Referral for any issue concerning potential radicalization to extremism should be managed as any other safeguarding referral. Richard Williams provides the lead for the College on Prevent and can be contacted directly for any concerns or for clarification on process.

See Appendix 4 for the College's anti-radicalization policy statement.

3. ROLES AND RESPONSIBILITIES

Role	Name	Contact details
Principal and Designated	Dr Richard Williams	01709 300605

Safeguarding Lead		
Safeguarding Team (deputies for DSL)	Fiona Harding Rachelle Hill Karen Robinson	01709 300724 01709 300743 01709 300728
Named Safeguarding Governor	Steve Kirk	Via Clerk to Corporation Clerk@thomroth.ac.uk
Chair of Governors	Paul Jagger	Via Clerk to Corporation Clerk@thomroth.ac.uk

3.1 It is the responsibility of every member of staff, volunteer and regular visitor to our College to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the students at this College. This includes the responsibility to provide a safe environment in which students can learn.

The Governing Body

3.2 The Governing Body of Thomas Rotherham College is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Governing Body takes collective responsibility to safeguard and promote the welfare of our students, we also have a named governor who champions safeguarding within the College.

3.3 The Governing Body will ensure that:

- The safeguarding policy is in place and is reviewed annually, is available publicly via our College website and has been written in line with Local Authority guidance and the requirements of the Rotherham Local Safeguarding Children Board's policies and procedures;
- The College contributes to inter-agency working in line with Working Together to Safeguard Children (2015);
- A member of the senior management team is designated to take the lead responsibility for safeguarding and child protection and that there are alternate and appropriately trained members of staff identified to deal with any issues in the absence of the designated safeguarding lead professional. There will always be cover for this role;
- All staff receive a safeguarding induction and are provided with a copy of this policy and the staff code of conduct;
- All staff undertake appropriate child protection training that is updated regularly;
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;
- Safer recruitment practices are followed in accordance with the requirements of 'Keeping Children Safe in Education' DfE (2016);
- They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

3.4 The governing body will receive an annual safeguarding report that will record the training that has taken place and any outstanding training requirements for the College. It

will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify individual students.

The Principal

3.5 At Thomas Rotherham College the Principal is responsible for:

- Identifying a member of the senior management team to be the Designated Safeguarding Lead (DSL);
- Identifying alternate members of staff to act as the Designated Safeguarding Lead (DSL) in his/her absence to ensure there is always cover for the role;
- Ensuring that the policies and procedures adopted by the governing body, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff;
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures;
- Liaising with the LADO in the event of an allegation of abuse being made against a member of staff.

The Designated Safeguarding Lead

3.6 The Designated Safeguarding Lead (DSL) and his/her deputies (the Safeguarding Team) will carry out their role in accordance with the responsibilities outlined in Annex B of 'Keeping Children Safe in Education'. The DSL/Safeguarding Team will provide advice and support to other staff on student welfare and student protection matters. Any concern for a student's safety or welfare will be recorded in writing and given to the DSL/Safeguarding Team.

3.7 The DSL/members of the Safeguarding Team at Thomas Rotherham College will represent our College at student protection conferences and core group meetings. Through appropriate training, knowledge and experience our DSL/Safeguarding will liaise with Children and Young People's Services and other agencies where necessary, and make referrals of suspected abuse to Children and Young People's Services, take part in strategy discussions and other inter-agency meetings and contribute to the assessment of students, including Early Help assessments.

3.8 The DSL/Safeguarding Team will maintain written records and student protection files ensuring that they are kept confidential and stored securely.

3.9 The DSL/Safeguarding Team is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained to the appropriate level recommended by the Rotherham Safeguarding Children Board. A training pack can be obtained by contacting sherran.finney@rotherham.gov.uk

4. TRAINING & INDUCTION

4.1 When new staff, volunteers or regular visitors join our College they will be informed of the safeguarding arrangements in place. They will be given a copy of our College's safeguarding policy along with the staff code of conduct and told who our Designated Safeguarding Lead is. They will also be provided with the recording form, giving information on how to complete it and who to pass it to.

4.2 Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a

student, how to record this information and discuss issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all students at our College and the remit of the role of the Designated Safeguarding Lead. At induction, all staff will also be provided with a copy of Part One of 'Keeping Children Safe in Education' (2015 and its updates) and their responses to confirm that they have read it will be recorded.

4.3 In addition to the safeguarding induction, all members of staff will undertake appropriate safeguarding training on a regular basis in accordance with Rotherham Local Safeguarding Children Board advice. Safeguarding updates will be provided at termly staff meetings.

4.4 All regular visitors and volunteers to our College will be given a set of our safeguarding procedures; they will be informed who our DSL and alternate staff members are and what the recording and reporting system is. (See Appendix 2)

4.5 The DSL, deputies and any other senior member of staff who may be in a position of making referrals or attending student protection conferences or core groups will attend one of the multi-agency training courses organised by Rotherham Local Safeguarding Children Board at least once every two years. They will also receive regular safeguarding updates through the academic year in order to keep up with developments relevant to the roles.

4.6 Our governing body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the students at our College.

4.7 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. Part One of 'Keeping Children Safe in Education' (2016) provides links to guidance on specific safeguarding issues such as Child Sexual Exploitation, Female Genital Mutilation, Children Missing from Education and Preventing Radicalisation. In addition, local guidance can be accessed via Rotherham Local Safeguarding Children Board at www.rotherham.gov.uk/safeguarding The DSL/Safeguarding Team will also provide regular safeguarding updates for staff.

5. PROCEDURES FOR MANAGING CONCERNS

5.1 Thomas Rotherham College adheres to child protection procedures that have been agreed locally through the Rotherham Local Safeguarding Children Board.

5.2 Every member of staff including volunteers working with students at our College are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned. When concerned about the welfare of a student, staff members should always act in the interests of the student and have a responsibility to take action as outlined in this policy.

5.3 All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often, however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy to allow the DSL/Safeguarding Team to build up a picture and access support for the student at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

5.4 It is *not* the responsibility of College staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, has a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

5.5 The Designated Safeguarding Lead (DSL)/Safeguarding Team should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our College. Any member of staff or visitor to the College who receives a disclosure of abuse or suspects that a student is at risk of harm must report it immediately to the DSL/Safeguarding Team via Student Services reception. In the absence of any member of the Safeguarding Team, the matter should be brought to the attention of the most senior member of staff available.

5.6 If a student is in **immediate danger or risk of harm**, a referral should be made to Children's Social Care and/or the Police immediately. Anyone can make a referral but in situations where referrals are not made by the DSL, they should be informed as soon as possible afterwards that a referral has been made by someone else.

5.7 All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing using the College's reporting procedure

5.8 Following receipt of any information raising concern, the DSL will consider what action to take and seek advice from Children's Social Care - Multi-Agency Safeguarding Hub (MASH) as required. All information and actions taken, including the reasons for any decisions made, will be fully documented.

5.9 All referrals will be made in line with Rotherham Local Safeguarding Children's Board procedures – Chapter 1 *'Referring Safeguarding Concerns about Children'*

5.10 If the student's situation does not appear to be improving the staff member with concerns should press for re-consideration by raising concerns again with the DSL/deputies. Concerns should always lead to help for the child at some point.

5.11 Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with MASH, or the police if:

- the situation is an emergency and the designated senior person and his deputy are all unavailable;
- they are convinced that a direct report is the only way to ensure the student's safety.

5.12 Any member of staff who does not feel that concerns about a student have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Principal or the Chair of Governors. If any member of staff does not feel the situation has been addressed appropriately at this point should contact the Safeguarding Children's Unit directly with their concerns.

5.13 If staff members have concerns about another staff member then this should be referred to the Principal. Where there are concerns about the Principal this should be referred to the Chair of Governors.

5.14 If a student is the alleged perpetrator of abuse then the same procedures apply, cross-referenced to the Student Disciplinary Policy with reference to serious misconduct.

5.15 If a student cannot be located we will follow the College's absence procedures, making every effort to contact the young person or a representative and where this is not possible the young person will be reported to the Local Authority's Missing From Education Officer. Where there are serious concerns the police will be informed and requested to make a 'Safe and Well' check.

6. RECORDS AND INFORMATION SHARING

6.1 If staff are concerned about the welfare or safety of any student at our College they will record their concern, dating and signing the record.

Any concerns should be passed to the DSL/Safeguarding Team without delay.

6.2 Any information recorded will be kept in a separate named file, in a secure place and not with the student's academic file. These files will be the responsibility of the DSL/Safeguarding Team. Child protection information will only be shared within College on the basis of 'need to know' in the student's interests and on the understanding that it remains strictly confidential.

6.3 Child protection information will only be kept in the file and this file will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding files will be clearly labelled and will record significant events in the student's life.

6.4 When a student leaves our College, the DSL/Safeguarding Team will make contact with the DSL at the new College and will ensure that the student protection file is forwarded to the receiving College in an appropriately agreed manner. We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving College and/or evidence of recorded delivery.

7. WORKING WITH PARENTS & CARERS

7.1 Thomas Rotherham College is committed to working in partnership with parents/carers to safeguard and promote the welfare of students and to support them to understand our statutory responsibilities in this area.

7.2 When new students join our College, parents and carers are informed *via the prospectus and website* that we have a safeguarding policy. A copy will be provided to parents on request and is available on the College website. Parents and carers *are in this way* informed of our legal duty to assist our colleagues in other agencies with student protection enquiries and what happens should we have cause to make a referral to the MASH (Multi-Agency Safeguarding Hub)

7.3 We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a student from harm.

7.4 We will seek to share with parents any concerns we may have about their Son/daughter *unless* to do so may place a student at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the College has about a student will not prevent the DSL/Safeguarding Team making a referral to the MASH in those circumstances where it is appropriate to do so.

7.5 In order to keep students safe and provide appropriate care for them, the College requires parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the student normally lives;
- Full names and contact details of all persons with parental responsibility (if different from above);
- Emergency contact details (if different from above);

The College will retain this information on the student file. The College will only share information about students with adults who have parental responsibility for a student or

where a parent has given permission and the College has been supplied with the adult's full details in writing.

7.6 Further enquiries and or further action will be taken when the college receives reliable information about drug and alcohol abuse by a student's parents/carers in the following circumstances;

- the parental misuse is regarded as problematic (i.e. multiple drug use including injection);
- a chaotic and unpredictable home environment exists which can be attributed to drug or alcohol misuse;
- children are not being provided with acceptable or consistent levels of social and health care;
- children are exposed to criminal behaviour.

8. CHILD PROTECTION CONFERENCES

8.1 Social Care will convene a Child Protection Conference once a child protection enquiry under Section 47 of the Children's Act 1989 has been undertaken and the student is judged to be at continuing risk of significant harm. A review conference will take place once a student has been made the subject of a Child Protection Plan in order to monitor the safety of the student and the required reduction in risk.

8.2 Staff members may be asked to attend a Child Protection Conference or core group meetings on behalf of the College in respect of individual students. Usually the person representing the College at these meetings will be the DSL or a member of the Safeguarding Team. In any event, the person attending will need to have as much relevant up to date information about the student as possible; any member of staff may be required to contribute to this process.

8.3 All reports for Child Protection Conferences will be prepared in advance using the guidance and preferably the template provided. This can be obtained by contacting Sherran.finney@rotherham.gov.uk The information contained in the report will be shared with parents before the conference as appropriate and will include information relating to the student's physical, emotional and intellectual development and the student's presentation at College. In order to complete such reports, all relevant information will be sought from staff working with the student in College.

8.4 Clearly Child Protection Conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose son/daughter has been referred to Children and Young People's Services or whose son/daughter is subject to a Child Protection Plan. Our responsibility is to promote the protection and welfare of all students and our aim is to achieve this in partnership with our parents.

9. SAFER RECRUITMENT

9.1 We will ensure that at least one member of any interview panel has undertaken Safer Recruitment training. At all times the Principal and Governing Body will ensure that safer recruitment practices are followed in accordance with the requirements of '*Keeping Children Safe in Education*', DfE (2016).

9.2 At Thomas Rotherham College we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them, we will

undertake Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our students.

9.3 We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements.

- An identity check
- A barred list check
- An enhanced DBS check/certificate
- A prohibition from teaching check
- A section 128 check (for management positions in independent schools including free schools and academies)
- A check of professional qualifications
- A check to establish the person's right to work in the UK
- Further checks on people who have lived or worked outside the UK

10. SAFER WORKING PRACTICE

10.1 All adults who come into contact with our students have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our students are competent, confident and safe to do so.

10.2 All staff will be provided with a copy of our Code of Conduct at induction. They will be expected to know our Code of Conduct and policy for Physical Intervention and carry out their duties in accordance with this advice. There will be occasion when some form of physical contact is inevitable, for example if a student has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to.

10.3 If staff, visitors, volunteers or parent helpers are working with students alone they will, wherever possible, be visible to other members of staff. Doors, ideally, should have a clear glass panel in them and be left open.

10.4 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with students. This advice can be found in the guidance document 'Safer working practices for adults who work with students and young people' (DfE 2015). All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

11. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS

11.1 Our aim is to provide a safe and supportive environment which secures the well being and very best outcomes for the students at our College. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

11.2 Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse students.

11.3 We will take all possible steps to safeguard our students and to ensure that the adults in our College are safe to work with students. We will always ensure that the procedures outlined in *Rotherham Local Safeguarding Students Board Student Protection Procedures: Chapter 5* and Part 4 of 'Keeping Children Safe', DfE (2016) are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The LADO can be contacted on 01709 823914 or via MASH on 01709 336080.

11.4 If an allegation is made or information is received about an adult who works in our setting which indicates that they may be unsuitable to work with students, the member of staff receiving the information should inform the Principal immediately. Should an allegation be made against the Principal, this will be reported to the Chair of Governors. In the event that the Principal or Chair of Governors is not contactable on that day, the information must be passed to and dealt with by either the member of staff acting as Principal or the Vice Chair of Governors.

11.5 The Principal or Chair of Governors will seek advice from the LADO within one working day. No member of staff or the governing body will undertake further investigations before receiving advice from the LADO.

11.6 Any member of staff or volunteer who does not feel confident to raise their concerns with the Principal or Chair of Governors should contact the LADO directly on 01709 823914 or via MASH on 01709 336080.

11.7 The College has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a student, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our College, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or HR.

12 RELEVANT POLICIES

12.1 To underpin the values and ethos of our College and our intent to ensure that students at our College are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Staff Code of Conduct
- Bullying and Harassment
- Physical Intervention Policy
- Recruitment & Selection
- Whistle-blowing
- ICLT Acceptable Usage
- Health and Safety
- First aid
- Trips Manual - Guidance for Activities and Trips

13. STATUTORY FRAMEWORK

This policy has been devised in accordance with the following legislation and guidance:

- *'Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of childrens'*, DfE (2015)
- *'Keeping Children Safe in Education'*, DfE (2016)
- <http://www.rotherham.gov.uk/safeguarding/>
- *Prevent Duty Guidance for England and Wales (2015)*

- *Guidance for Safer Working Practices for Adults who work with Students and Young People (October 2015 version produced by the Safer Recruitment Consortium.)*

Appendix I

Guidance to staff: identifying abuse

Abuse may be split into the following categories:

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, and deliberately induces, illness in a child.

Emotional Abuse

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

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (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 children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Including Child Sexual Exploitation:

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers); or
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Defining Concern

Your concern may take the form of:-

- a) Reasonable suspicion
- b) Information which suggests that abuse has or is happening eg signs of injury, bruising etc
- c) Disclosure to you by an individual that he/she is or has been the subject of abuse
- d) Disclosure to you by an individual that he/she is the perpetrator of abuse

Drug Use and Child Protection

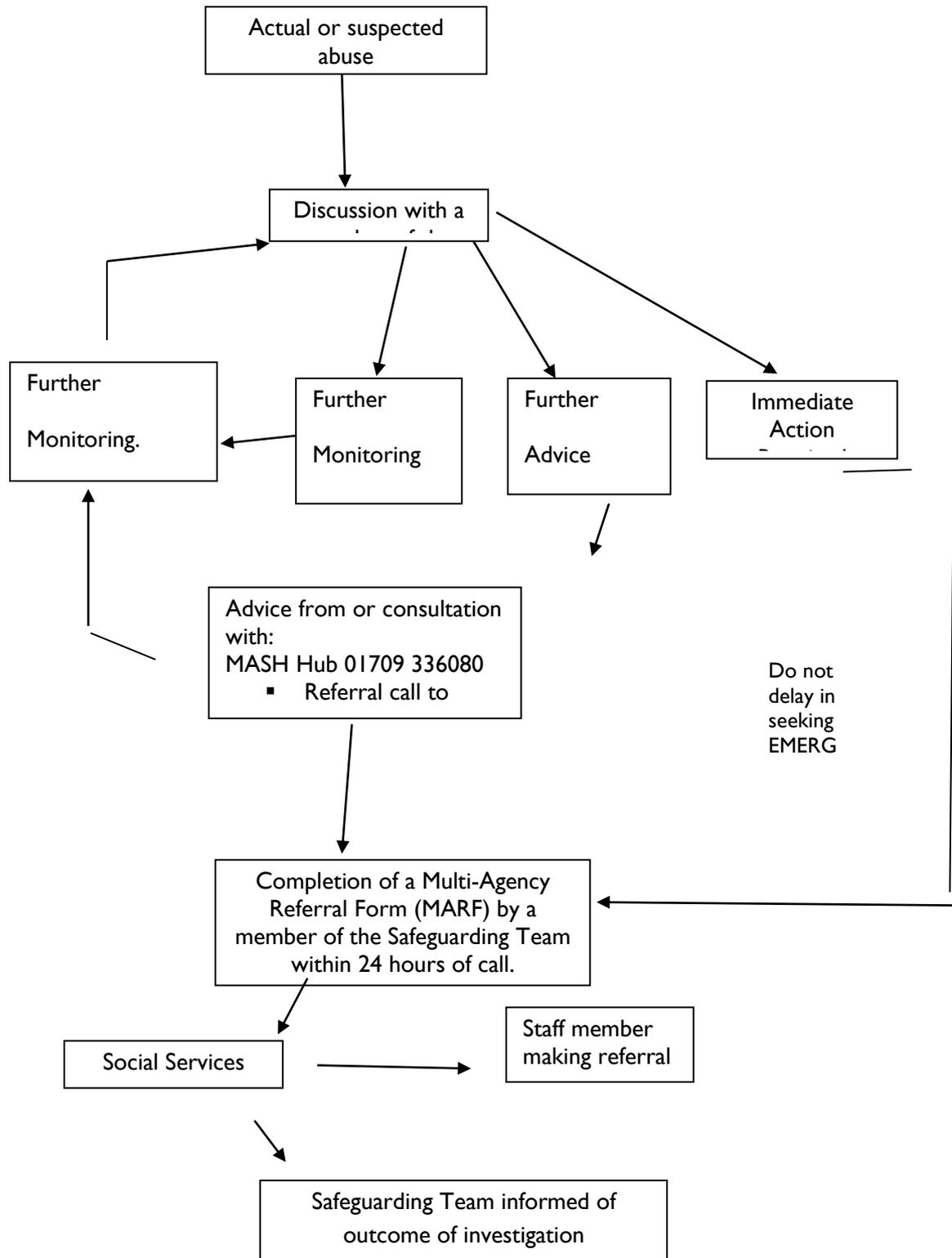
The discovery that a young person is using illegal drugs or reported evidence of their drug use is not necessarily sufficient in itself to initiate child protection proceedings but the college will consider such action in the following situations:

When there is evidence or reasonable cause:

- to believe the young person's drug misuse may cause him or her to be vulnerable to other abuse such as sexual abuse;
- to believe the young person's drug related behaviour is a result of abusing or endangering pressure or incentives from others, particularly adults

Appendix 2

RESPONDING TO ALLEGED CHILD ABUSE



Please note that a member of staff can make a direct referral to MASH if they feel that this action should have been taken by the Safeguarding Team.

Appendix 3: When to make a referral to MASH

A referral should be made to MASH when:

- A child or young person makes a clear allegation of abuse;
- A child or young person has been abandoned;
- Further concerns have arisen in relation to an open case to Children's Social Care;
- Concerns of significant harm have arisen for a child or young person receiving a service as a **Child in Need**;
- Further concerns have arisen of increased or additional risk to a child or young person currently subject to a **Child Protection Plan**;
- A child or young person sustains an injury and there is professional concern about how it was caused;
- There are any circumstances which suggest that a child or young person is suffering or is likely to suffer **Significant Harm**;
- An unborn child may be at risk of significant harm – for more information see **Safeguarding Unborn and Newborn Babies Procedure** and **Concealment and Denial of Pregnancy Procedure**;
- A non-mobile infant sustains any injury, however slight, **without an adequate accidental explanation**;
- A member of the public makes an allegation that someone has abused a child or young person;
- Professional concern exists about abuse or neglect, despite no allegation being made;
- A child or young person has been made the subject of an Emergency Protection Order or a **Police Protection Order**;
- Concerns have arisen for a child or young person who is the subject of a **Supervision Order** or Care Order;
- Despite professional intervention, either on a single agency basis or as part of early help intervention, because of suspected neglect or abuse there is concern that a child or young person is suffering or is likely to suffer significant harm or requires additional support – see **Practice Guidance: Significant Harm - The Impact of Abuse and Neglect** for more information;

- There are concerns that a child or young person is being sexually exploited - for more information see **Action Following Referral of Safeguarding Children Concerns Procedure, Child Sexual Exploitation (CSE) and Safeguarding Children and Young People from Sexual Exploitation Procedure;**
- A child or young person is reported missing from home or care and there are additional concerns about their vulnerability – for more information see **Safeguarding Children and Young People who go Missing from Home and Care;**
- There are concerns a child or young person may be harmed because of use of technology or social media – for more information see **E-Safety: Safeguarding Children Exposed to Harm through the Digital Media;**
- Concern exists about a child or young person having contact with a person who may pose a risk, or potential risk, to children (see **Individuals who Pose a Risk to Children Procedure;**
- A child or young person is being denied access to urgent or important **Medical Assessment** or services;
- There are suspicions that a child or young person might be harmed because of fabricated or induced illness (see **Protocol for Safeguarding Children in Whom Illness is Fabricated or Induced;**
- A child or young person is at risk of being subjected to illegal procedures, for example:
 - **Safeguarding Girls and Young Women at Risk of Abuse through Female Genital Mutilation Procedure;**
 - **Safeguarding Children and Young People from Forced Marriage Procedure;**
 - **Safeguarding Children and Young People from Honour Based Violence Procedure;**
 - There are grounds for concern that a person may be a victim of human trafficking (see **Safeguarding Children who may have been Trafficked from Abroad Procedure and National Referral Mechanism: guidance for child first responders (Home Office, August 2013)**).
- A child or young person is at risk or vulnerable to being drawn into terrorism - for more information see **Supporting Children and Young People Vulnerable to Violent Extremism Procedure;**
- A child or young person is at risk of being harmed through experiencing or seeing or hearing the ill-treatment of another, e.g. through **Domestic Abuse;**

- A child or young person is at risk of being harmed because of concerns about their parents' mental health see **-Safeguarding Children at Risk where a Parent has Mental Health Problem Procedure;**
- Either an adult, child or young person makes allegations of non-recent abuse, for more information see **-Safeguarding Children and Young People Involved in Organised or Multiple Abuse, and other Complex Investigations Procedure.**

For information about thresholds, see **Multi-Agency Threshold Descriptors.**

Please note this list is not exhaustive.

Appendix 4: Useful Contact numbers and e-mail addresses/websites:

Local Authority Children's Social Care – Multi-Agency Safeguarding Hub (MASH) for all referrals, advice and support including referral to Early Help and Family Engagement services:

- 01709 336080

South Yorkshire Police non-emergency number – 101
In an emergency ring 999

Rotherham Safeguarding Children's Unit (LADO/Duty Advice):

- 01709 823914

Education Safeguarding Officer – Sherran Finney

- 01709 822690 or by e-mail on Sherran.finney@rotherham.gov.uk

Rotherham LSCB
www.rotherham.gov.uk/safeguarding

National Helplines/Websites:

NSPCC Confidential helpline – 0808 800 5000
help@nspcc.org.uk

Childline – 0800 1111

Appendix 5

Safeguarding Vulnerable Adults

The characteristics of adult abuse can take a number of forms and cause victims to suffer pain, fear and distress reaching well beyond the time of the actual incident(s). Victims may be too afraid or embarrassed to raise any complaint. They may be reluctant to discuss their concerns with other people or unsure who to trust or approach with their worries.

There may be some situations where victims are unaware that they are being abused or have difficulty in communicating this information to others.

Definitions

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

What is abuse?

Abuse is a violation of an individual's human and civil rights by any other person or persons. It can take a number of forms:

- a) Physical abuse e.g. hitting, pushing, shaking, inappropriate restraint, force-feeding, forcible administration of medication, neglect or abandonment
- b) Sexual abuse e.g. involvement in any sexual activity against his/her will, exposure to pornography, voyeurism and exhibitionism
- c) Emotional/psychological abuse e.g. intimidation or humiliation
- d) Financial abuse e.g. theft or exerting improper pressure to sign over money from pensions or savings etc.
- e) Neglect or acts of omission e.g. being left in wet or soiled clothing, or malnutrition
- f) Discriminatory abuse e.g. racial, gender, disability or religious harassment
- g) Personal exploitation – involves denying an individual his/her rights or forcing him/her to perform tasks that are against his/her will

- h) Violation of rights e.g. preventing an individual speaking his/her thoughts and opinions
- i) Institutional abuse e.g. failure to ensure privacy or dignity

Reporting Procedures

If the allegation or suspicion of abuse is discovered by a student then they should inform a member of staff as soon as possible. The member of staff will then inform the SMT member responsible for adult protection (or in their absence, another member of SMT). A member of staff discovering an allegation or suspicion of abuse will, similarly, report it to the SMT member responsible for adult protection.

The member of staff should make a written record of the allegation or suspicion of abuse and discuss the situation with the SMT member responsible for adult protection. The SMT member should carry out an investigation and risk assessment and contact the local Social Services Team If appropriate.

If a student/staff member has been told about the allegation of abuse in confidence, they should attempt to gain the consent of the student to make a referral to another agency. However, the gaining of the consent is not essential in order for information to be passed on. Consideration needs to be given to:

1. The scale of the abuse
2. The risk of harm to others
3. The capacity of the student to understand the issues of abuse and consent

If there is any doubt about whether or not to report an issue to Social Services then it should be reported.

In emergency situations (e.g. where there is the risk or occurrence of severe physical injury), where immediate action is needed to safeguard the health or safety of the individual or anyone else who may be at risk, the emergency services must be contacted.

Where a crime is taking place, has just occurred or is suspected, the police must be contacted immediately.

Responsibilities

All members of staff have a responsibility to be aware of this policy and to report any suspicions that they might have concerning adult abuse.

The SMT member responsible for adult protection is Richard Williams (Principal).

Legislation

Our approach to adult safeguarding is informed by Rotherham, Doncaster and South Humber NHS Foundation Trust guidance leaflet, and adheres to the South Yorkshire Safeguarding Adults Board Procedures Manual, mindful of the following legislation:

Human Rights Act 1998
Mental Capacity Act 2005
Care Act 2014

Appendix 6

THOMAS ROTHERHAM COLLEGE ANTI-RADICALISATION POLICY STATEMENT

Thomas Rotherham College is fully committed to safeguarding and promoting the welfare of all its students. The college sees safeguarding against radicalisation as no different from safeguarding against any other vulnerability. At Thomas Rotherham College all staff are expected to uphold and promote the fundamental principles of British values. These include: democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

LINKS TO OTHER POLICIES

Thomas Rotherham College's Anti-Radicalisation policy statement links to the following policies:

- Child Protection and Safeguarding
- Equality Scheme
- Dignity at Work Staff and Students
- ICLT Usage and E safety policy

AIMS AND PRINCIPLES

The main aims of this policy statement are to ensure that staff are fully engaged in being vigilant about radicalisation; that they overcome any professional disbelief that such issues will not arise here and so recognise that our students may be vulnerable to extremism and radicalisation. We recognise that we are in an advantageous position to spot the signs that one of our students may be vulnerable to radicalisation and so work with other professional bodies and agencies to ensure that our students are safe from harm. Therefore our staff need to be fully engaged in being vigilant about radicalisation just as they would be in any other safeguarding matter.

The principal objectives are that:

All governors, teachers, tutors and support staff will have an understanding of what radicalisation and extremism are and why we need to be vigilant about these in college.

- All governors, teachers, tutors and support staff will know what the college policy is on anti-radicalisation and extremism and will follow the policy should any connected issues arise.
- All students will recognise the dangers of radicalisation and exposure to extremism and will know what to do should they identify anyone as being vulnerable to this.
- All parents and students will know that the college has policies in place to keep students safe from harm and that the college regularly reviews its systems to ensure they are appropriate and effective.

DEFINITIONS

Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind.

Extremism is defined as the holding of extreme political or religious views.

Appendix 7

Other users of the College facilities

TRC has an on-site Sports Centre (TR Sports) which members of the public can join and which is also hired by schools and sports clubs for younger children.

The following practices are in place to ensure the safety of our own students and younger children using the facilities:

- Sports Centre members and parents of children using the facilities are informed of the following points via their membership agreements, the hire conditions for outside organizations and notices in the Sports Centre.
- All the above users are informed that the College has a Safeguarding policy accessible via the internet.
- Sports Centre members are to confine themselves to the sports facilities and not use the rest of the site.
- There is no reason for members to have conversations with students beyond the basic terms of social politeness in cases where student members of the Sports Centre are working out in the same area as them.
- If any interactions with students cause Sports Centre members concern they should report these to the Sports Centre desk who will in turn inform College managers/the Safeguarding Team as appropriate.
- Mobile 'phones and cameras are banned in the changing area.
- Children under 16 using the changing rooms must be supervised by parents/carers.
- Any concerns from parents are to be reported to the TR Sports staff who will in turn inform the Safeguarding Team.
- All members of the Sports Centre –public and student - are to report any concerns to a member of staff who will refer these on to the Safeguarding Team.

Kumon, an educational organization providing Maths and English tuition to children, hires rooms on the College site outside student-teaching hours. Kumon has its own Child Protection statement and procedures and our Safeguarding Team also liaise with their tutor over this and anything that requires attention.