

SAFEGUARDING POLICY

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COLCHESTER INSTITUTE

SAFEGUARDING POLICY

1. Introduction

Colchester Institute is fully committed to the well-being of its students and apprentices. The College works to actively support and promote the positive welfare of all students and apprentices including children, adults at risk and those with SEND and expects all staff and volunteers to share, promote and practise this commitment at all times. Safeguarding and promoting the welfare of our students and apprentices is everyone's responsibility.

This Policy represents Colchester Institute's response to the need to protect all enrolled students and apprentices especially children and adults at risk and those with SEND at all College Campuses and organisations that carry out work on behalf of Colchester Institute.

The intent of the Safeguarding Policy is to ensure that:

- a safe environment is provided for students and apprentices at all times;
- students and apprentices (child or adult) who are at risk of and/or likely to suffer significant harm are identified, and appropriate action taken with the aim of making sure they are kept safe, both at College and at home or elsewhere;
- there exist safe recruitment practices in checking the suitability of staff and volunteers to work with or in proximity to students and apprentices
- staff are made aware of issues relating to the welfare of students and apprentices;
- this policy applies to all students and apprentices regardless of gender, ethnicity, disability, sexuality or religion.

Working within this policy and linked policies demonstrates Colchester Institute's compliance to the duty placed on Colleges to keeping children, young people and adults at risk safe and promoting their welfare in these ways:

- Protecting from maltreatment
 - Preventing impairment of children's mental health and physical health or development
- Growing up in a safe and cared for environment
- Taking action to enable the best outcomes

This policy should be read in conjunction with the Colchester Institute Staff Code of Conduct and Safeguarding Protocol for Staff.

The Code of Conduct states that relationships between staff members and students and apprentices who are adults at risk are strictly prohibited as well as relationships between staff members and students and apprentices under 18 years of age. These types of relationship could be viewed as an abuse of the staff member's position of trust and breach of the standards of professional conduct expected at Colchester Institute. Any member of staff who enters into such a relationship should be subject to the College's disciplinary procedure. This behaviour is likely to constitute gross misconduct, which could lead to summary dismissal and a referral to the Disclosure and Barring Service, and could also potentially be a criminal offence under the Sexual Offences Act 2003.

In addition to Colchester Institute's Safeguarding Policy staff must have an awareness of Keeping Children Safe in Education 2021 and the Southend, Essex and Thurrock (SET) Procedures for Safeguarding Children and Adults and use for reference where necessary.

2. Aims and Principles

The College is committed to the rights of students and apprentices within all its learning locations; it is committed to promoting their welfare, protecting their physical and emotional wellbeing and safeguarding them from all forms of abuse. Colchester Institute expects all staff, volunteers and contracted staff to share this commitment. The College will act in ways that best safeguard the interests of students and apprentices.

The College is committed to the following safeguarding principles and practices:

- the needs and interests of students and apprentices are paramount;
- all people working under the auspices of the College carry a responsibility for safeguarding and promoting the welfare of students and apprentices
- all College staff should be prepared to identify children and adults at risk (students and apprentices) who may benefit from early help

3. Purpose

The purpose of this Policy is to ensure that Colchester Institute has effective systems in place for safeguarding students and apprentices.

The College fully supports the objectives outlined in the guidance '[Keeping Children Safe in Education \(2021\)](#)' and '[Working Together to Safeguard Children \(2018\)](#)', [SET Procedures for Children and Young People](#) and [SET guidelines for Safeguarding Adults](#) in order to help keep students safe by contributing to:

- providing a safe environment for students and apprentices to learn in education settings;
- identifying students and apprentices who are suffering or who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in College;
- implementing safer recruitment policies and the development of safe and secure environments for learning with appropriate supervision and support for staff;
- creating supportive environments which enable students and apprentices to be able to speak out;
- managing concerns sensitively and promptly referring to statutory agencies including Children's Social Care, Adult Social Care and/or Police;
- actively participate when required in Child in Need meetings, Child Protection panels, Channel panels and/or, Counter Terrorism local profile meetings;
- maintain a relationship with the Essex Safeguarding Children Board by attending Local Stay Safe meetings and, when requested, the Local Children's Partnership Board and subgroups;
- maintaining confidentiality and only sharing information relating to individual students, apprentices and families on a strictly 'need to know' basis;

- recognising that the College does not have an investigatory role in child protection; the role is to ensure that concerns are passed on without delay to agencies that have a statutory responsibility to investigate i.e. Social Care and the Police;
- ensuring that all employees of the College have access to an appropriate level of information, instruction and training to ensure that the College's policies, practices and procedures are used and understood by all members of staff;
- supporting students and apprentices who may have been abused in accordance with their child protection plan;
- ensuring that where the College sub-contracts to outside agencies, the service provider is required to have an up to-date Safeguarding and Child Protection policy or subscribe to the principles of the College's Safeguarding Child Protection Policy and is responsible for ensuring that those working closely with or supervising students are DBS checked appropriately.

This policy will be subject to continual revision to reflect statutory review.

4. Statutory Responsibilities and Background

The Police and Social Services have primary responsibility in the field of child protection. The Children's Act 2004 places a duty on local authorities to take steps to protect students in appropriate circumstances.

The Education Act 2002 ensures that responsibilities under the Education Acts are carried out with a view to safeguarding and promoting the welfare of students.

Working Together to Safeguard Children publishes the legislative requirements placed on individual services in relation to inter-agency working to safeguard and promote the welfare of children.

The Sexual Offences Act 2003 makes it an offence for a person over 18 (e.g. a lecturer or other member of staff) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is an enrolled student or apprentice and the person works in the same establishment as the child, even if s/he does not teach the child. It can also potentially be an offence under this Act for such a staff member to have a sexual relationship with an adult at risk.

The Counter-Terrorism and Security Act 2015, places a duty on specified authorities, including local authorities and childcare, education and other children's services providers, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism ("the Prevent duty").

Keeping Children Safe in Education 2021 outlines statutory guidance that specifically schools and colleges must have regard to when carrying out their duties to safeguard and promote the welfare of children.

The College takes account of guidance issued by the Department for Education, the Disclosure and Barring Service and other relevant bodies and groups.

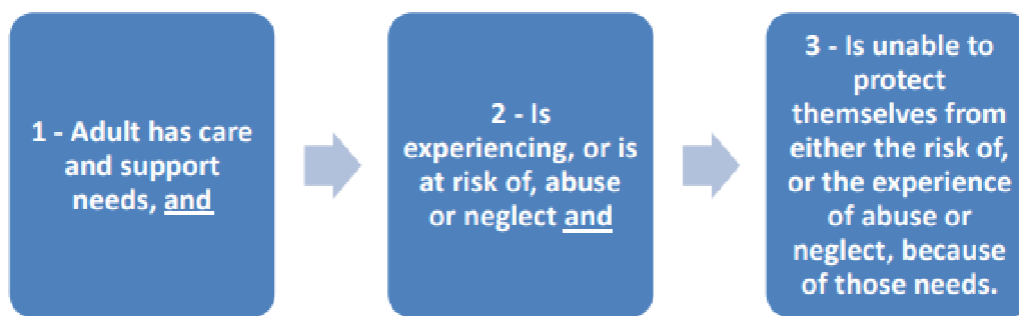
The College is committed to working with and assisting the local children’s departments with regard to child protection matters and is committed to liaising with the Essex Safeguarding Children Board and/or local Stay Safe Groups.

5. Definitions

For the purposes of this policy the term “student” or “apprentice” will be used to cover the following categories:

Child: – The definition of ‘child’ in the Children Act of 1989 and 2004 is ‘any person who has not reached their 18th birthday’

Adults at Risk - The Care Act 2014 uses the definition below to highlight who adult safeguarding responsibilities apply to. Within this policy we refer to people who fulfil this definition as adults at risk.



Care and support is the term used by the Care Act 2014 to describe the help some adults need to live as well as possible with any illness or disability they may have;

Those who meet the criteria can include

- Adults with care and support needs regardless of whether those needs are being met by the local authority
- Adults who don’t have clearly identified needs, but who may still be vulnerable
- Adults who manage their own care and support through personal or health budgets
- Adults who fund their own care and support

(SET Safeguarding Adults Guidelines 2020)

This Safeguarding Policy will also apply to any other adult student or apprentice deemed to be at immediate risk of harm and therefore needing additional help or support in a crisis situation or over a longer period of time.

Work experience (GAP at Colchester Institute) - short and clearly defined as work experience which has a focus and aim of improving employability skills.

Industry Placements —a minimum of 315 hours with an external employer in a role relevant to the student’s course. The placement should be clearly defined, the main aim being to build and develop technical skills and gain industry relevant knowledge, with Employers checked against DfE - Department for Education Guidance.

Work Placements – required on some study programme as part of the curriculum programme for example: Early Years and Health and Social Care.

6. Scope and Application

The Safeguarding Policy applies to all College staff, Governors, contractors, contracted staff, sub-contracted staff, volunteers and all students and apprentices whether they work or study in the main College campuses, satellite centres or other designated areas. The policy is applicable to all College on and off-site activities undertaken by students and apprentices whilst they are actively enrolled at Colchester Institute.

The policy applies to students and apprentices on work experience and placement programmes and those engaged on any College organised off-site activity.

The policy applies to working arrangements with other agencies including schools, employers and support agencies.

The policy applies to students and apprentices who are external candidates and on the premises for the purpose of taking an examination.

The policy applies to apprentices who are enrolled at Colchester Institute. The College recognises that safeguarding apprentices who may not be geographically based near the College or come onto College site is not without its challenges. Where it is not possible to meet the student in person to discuss concerns, due to geographical constraints, safeguarding advice and procedures will be followed by telephone with the apprentice to ensure their safety.

Employers of apprentices are able to access the College’s Safeguarding Officers for advice and signposting.

Students and apprentices potentially at greater risk from harm

Children and adults with SEND can face additional safeguarding challenges. It is important that these additional challenges are remembered when recognising abuse and neglect in this group. Keeping Children Safe in Education publishes the additional barriers as:

- assumptions that indicators of possible abuse such as behaviour, mood, injury relate to the child’s disability without further exploration;
 - being more prone to peer group isolation than other groups
 - the potential for children with SEND being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
 - communication barriers and difficulties in overcoming these barriers.

Looked after children and previously looked after children (Children in care)

- Looked after children mainly become looked as a result of abuse and/or neglect. The College should ensure staff have the skills, knowledge and understanding to keep looked after children safe. At Colchester Institute, we have a Welfare and Safeguarding Officer that supports our Looked After Children, attending reviews, undertaking PEPs, being the point of contact for the young person, carers, social worker and liaises with the course area to ensure support is available.

Care Leavers

- Students who have left care may also be more vulnerable. The Local Authority have on-going responsibilities to young people who cease to be looked after and become care leavers. The College's welfare and safeguarding officer who supports looked after children will work with the local authority personal adviser to support the student to ensure support to participate in education or training.

Students and apprentices requiring mental health support

- People who require mental health support whilst at Colchester Institute will be supported, once disclosed, by the College's Welfare and Safeguarding Team. The team will work together with the person and parents/carers (unless this places the young person at risk) to access support from key agencies including the Emotional Wellbeing and Mental Health Service. In College support will be provided by the Welfare and Safeguarding team in collaboration with the young person's course team.

Early help

Keeping Children Safe in Education 2021 states:

Any child may benefit from early help, but all school and college staff should be particularly alert to the potential need for help for a child who:

- Is disabled and has specific additional needs;
- Has special educational needs (whether or not they have a statutory Education, Health and Care Plan);
- Is a young carer;
- Is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
- Is frequently missing/goes missing from care or home;
- Is at risk of modern slavery, trafficking or exploitation;
- Is at risk of being radicalised or exploited;
- Is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse;
- Is misusing drugs or alcohol themselves;
- Has returned home to their family from care; and
- Is a privately fostered child.

7. Abuse and neglect– what to look out for

Keeping Children Safe in Education (DfE, 2021) describes abuse in the following way:

“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 others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or another child or children”

Keeping Children Safe in Education refers to four categories of abuse:

- Physical
- Emotional
- Sexual
- Neglect

Possible indicators of abuse or neglect.

Neglect: The persistent failure to meet a student or apprentice’s basic physical and psychological needs, likely to result in the serious impairment of their health or development.

Emotional Abuse: The persistent emotional ill-treatment of a student or apprentice such as to cause severe and persistent adverse effects on their emotional development.

Physical Abuse: Actual or likely physical injury to a student or apprentice, or failure to prevent physical injury or suffering to a student or apprentice including deliberate poisoning, suffocation or inducing or fabricating illness (formally known as “Munchausen’s syndrome by proxy”).

Sexual Abuse: Involves forcing or enticing a student or apprentice to take part in sexual activities, whether or not the student or apprentice is aware of what is happening. Includes Child Sexual Exploitation.

Financial Abuse - financial abuse takes many forms, from denying someone access to funds, to making someone solely responsible for money while the other person is handling money irresponsibly. Money becomes a tool by which the abuser can further control the victim.

Contextual Safeguarding

Safeguarding incidents and behaviours can be associated with factors outside of College. This is referred to as contextual safeguarding. Staff are alert to look out for wider factors that may be in a child’s or adult at risk’s life that could be a threat to their safety and / or welfare. To this end, we will consider relevant factors when gathering information of any risk to a child or adult at risk and share it with other agencies to support better understanding of the child or adult at risk.

8. Further Safeguarding Issues

a) Radicalisation and Prevent

Radicalisation is the process by which a person comes to support terrorism and forms of extremism leading to terrorism. Keeping Children Safe in Education (September 2019) states:

From 1 July 2015, specified authorities, including all schools (and, since 18 September 2015, all colleges) as defined in the summary of this guidance, are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have “due regard” to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty.

The Counter-Terrorism and Security Act 2015 also places a duty on local authorities to ensure Channel Panels are in place. The panel must include the local authority and chief officer of the local Police. Panels will assess the extent to which identified individuals are vulnerable to being drawn into terrorism, following a referral from the Police and where considered appropriate and necessary consent is obtained, arrange for support to be provided to those individuals. The Act will require partners which includes FE Colleges to co-operate with the Channel Panel in the carrying out of its functions and with the Police in undertaking the initial assessment as to whether a referral is appropriate.

Colchester Institute will engage with the Channel Panel, Police Engagement Officer for Radicalisation and Counter Terrorism Local Profile Meetings as required.

The College treats all concerns relating to radicalization and extremism as a safeguarding concern. Young people and adults at risk are particularly targeted by groups who may promote extremist activity.

College staff should be aware of the signs of radicalisation and have confidence to report concerns to a Safeguarding Officer.

The College will also promote the ethos of the “prevent” agenda by encouraging free and open debate but challenging extreme views. It will encourage through its classroom practice, group tutorials and induction activities, a belief in equality of opportunity and celebration of diversity.

The College will not host or allow its premises to be used by extreme groups and will seek to prevent the distribution of extreme literature.

The College has a legal responsibility to forbid the promotion of partisan political views in the teaching of any subject in the College and must take steps as are reasonably practicable to ensure that where political issues are brought to the attention of students and apprentices, they are offered a balanced presentation of opposing views. Promotion of any organisations linked to violent extremism is contrary to the values of the College and could constitute misconduct.

The College will provide appropriate support through its own staff or by referral to external agencies, for any student or apprentice vulnerable to radicalisation.

b) So called Honour Based Abuse (HBA)

b1. Forced Marriage

A distinction should be made between 'forced' and 'arranged' marriage. The Forced Marriage Unit describes the difference between a forced and an arranged marriage thus: *"There is a clear distinction between a forced marriage and an arranged marriage. In arranged marriages, the families of both spouses take a leading role in arranging the marriage but the choice whether or not to accept the arrangement remains with the prospective spouses. In forced marriage, one or both spouses do not (or, in the case of some adults with disabilities, cannot) consent to the marriage and duress is involved. Duress can include physical, psychological, sexual, financial and emotional pressure. Consent is essential to all marriages – only the spouses will know if they gave their consent freely."*

All suspicions of forced marriage must be reported to a Safeguarding Officer; this applies even if the marriage has already taken place.

Full credence should be given to information about forced marriage supplied by third parties (e.g. a friend of the student or apprentice).

The College will follow the guidance issued by the Forced Marriage Unit (Foreign & Commonwealth Office, <http://www.fco.gov.uk/en/fco-in-action/nationals/forced-marriage-unit/>)

Concerns around forced marriage must be reported to a Safeguarding Officer the same as all other Safeguarding concerns.

b2. Female Genital Mutilation

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003 ("the 2003 Act"). It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons.

Section 5B of the 2003 Act¹ introduces a mandatory reporting duty which requires regulated health and Social Care professionals and teachers in England and Wales to report 'known' cases of FGM in under 18s which they identify in the course of their professional work to the Police. **The duty came into force on 31 October 2015.**

'Known' cases are those where either a girl informs the person that an act of FGM – however described – has been carried out on her, or where the person observes physical signs on a girl appearing to show that an act of FGM has been carried out and the person has no reason to believe that the act was, or was part of, a surgical operation.

For the purposes of the Act Teachers - includes qualified teachers or persons who are employed or engaged to carry out teaching work in schools and other institutions, and, in Wales, education practitioners regulated by the Education Workforce Council;

c) Criminal Exploitation (CE) of children and adults at risk and Child Sexual Exploitation (CSE)

Both CE and CSE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child or adult at risk into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or

the threat of violence. CE and CSE can affect children and adults at risk both male and female and can include children and adults at risk who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

Some specific forms of CE can include children and adults at risk 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.

CSE is a form of child abuse, which can happen to boys and girls from any background or community. It may occur over time or be a one-off occurrence. In Essex, the definition of CSE from the Department of Education (DfE, 2017) has been adopted:

"Child Sexual Exploitation is a form of child sexual abuse. It occurs when 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".

Education has an important part to play in raising the awareness of this issue with young people and adults at risk. The College responds to reports or concerns of criminal exploitation of children and adults at risk and CSE including direct involvement of a child or adult at risk or being at risk of involvement, as a safeguarding concern.

d) Allegations of peer on peer abuse and peer on peer sexual abuse

The College recognises that some students and apprentices may abuse their peers and that this may happen in College, or outside of it. Any incidents of peer on peer abuse are a safeguarding concern. We will seek advice, support and work with other agencies including the Police and Social Care, as appropriate.

The College recognises that, even though peer on peer abuse, including harmful sexual abuse, may not be reported, it is likely that it is occurring, and the College must have a clear zero tolerance to inappropriate or abusive behaviour. The College also understands the barriers which may prevent a student or apprentice from reporting abuse and work actively to remove these.

Peer on peer abuse can manifest itself in many ways. This may include bullying, harassment (including cyber bullying), physical abuse, sexual violence / sexual harassment, 'up-skirting', 'sexting' or initiation / hazing type violence and rituals. We do not tolerate any harmful behaviour in College and will take swift action to intervene where this occurs, challenging inappropriate behaviours when they occur – we do not normalise abuse, nor allow a culture where it is tolerated.

The College has a separate bullying, harassment, sexual harassment policy and also a harmful sexual behaviour (peer on peer sexual abuse) policy. These policies and procedures follow the guidance set out in Part 5 of Keeping Children Safe in Education 2021 and the Department for Education Guidance Sexual violence and sexual harassment between children at School and Colleges 2021. As stated in the guidance cited above the College adheres to the advice of agencies including the Police and Social Care where allegations of a criminal nature are received.

e) Upskirting

'Upskirting' typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is now a criminal offence.

f) Mental Health

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff however, are well placed to observe students and apprentices regularly and identify students or apprentices who may benefit from support from the College's internal support teams or external support.

Our staff are aware that mental health problems can, in some cases, be an indicator that a student or apprentice has suffered or is at risk of suffering abuse, neglect or exploitation. We understand that, where students and apprentices have suffered abuse or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. Where we have concerns this may impact on mental health, we will seek advice and work with other agencies as appropriate to support a child and ensure they receive the help they need.

Positive mental health is the concern of the whole community and we recognise that colleges play a key part in this. We understand that there are risk factors which increase someone's vulnerability and protective factors that can promote or strengthen resilience. The more risk factors present in an individual's life, the more protective factors or supportive interventions are required to counter-balance and promote further growth of resilience.

g) Online Safety

With young people spending a considerable amount of leisure time online and Colleges moving to working more online, it is essential that we work together with students and apprentices, parents/carers and external agencies to safeguard young people from potentially harmful and inappropriate online material.

The College recognise that students and apprentices live in an increasingly complex world, living their lives on and offline. This presents many positive and exciting opportunities, but we recognise it also presents challenges and risks. Any student or apprentice can be vulnerable online, and their vulnerability can fluctuate depending on their age, developmental stage and personal circumstance.

The range of online risks could be categorised as:

content: being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, suicide, racist or radical and extremist views;

contact: being subjected to harmful online interaction with other users; for example, peer to peer pressure, commercial advertising as well as adults posing as children or young

adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes;

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

The College has a separate student safety and code of conduct policy which sets out the College's processes and mechanisms to keep our students and apprentices as safe as possible in the online world at College and in life outside of College.

h) Domestic abuse

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. Domestic abuse is not limited to physical acts of violence or threatening behaviour, and can include emotional, psychological, controlling or coercive behaviour, sexual and/or economic abuse. The College recognises that exposure to domestic abuse can have a serious, long-term emotional and psychological impact on students and apprentices. We work with other key partners and will share relevant information where there are concerns that domestic abuse may be an issue for a student, apprentice or family or be placing a child or adult at risk of harm.

i) Serious violence

All staff should be aware of signs and indicators, which may signal that a student or apprentice is at risk from, or are involved with serious violent crime. This may include:

- Increased unexplained, unverified (via parents/carers) absence
- Change in friendships or relationships with older individuals or groups
- Decline in College progress
- Unexplained injuries
- Unexplained gifts or new possessions

The above could indicate that the student or apprentice has been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk from criminal exploitation.

Staff should be aware of the range of risk factors which increase the likelihood in serious violence, such as being male, having frequent absence, having experience child maltreatment and having been involved in offending, however it must be noted that the risk factors above are not exhaustive.

j) Students and apprentices missing College

The College recognises that for some children, young people and adults at risk, absence from College may be a potential indicator for abuse or neglect and increase their risk of radicalisation, exploitation and harm.

The College's attendance policy and procedures details that students and apprentices should notify the College of absence (whatever reason, in advance of the absence or on the day) by telling their tutor or Progress and Destination Tutor (PDT) they will be absent or by reporting their absence on the absence reporting form, available on the College's website.

If the student or apprentice has failed to notify the College about the absence, either through direct communication with tutor(s) or via the absence reporting button on the website, the tutor or PDT should phone them to establish their whereabouts.

The College requests two parent/guardian/ NOK contact numbers for each student and apprentice.

If no contact can be made then the absence should be notified to the Course Leader on the same day, so that follow up can be made and the parent/guardian, where age appropriate, is contacted.

If the tutor or PDT is concerned for the absent student or apprentice's welfare or feels that they are vulnerable they will refer this concern to a Safeguarding Officer, who will seek the advice of Adult/ Children's Social Care and/or the Police.

k) Looked after children missing college

The College engages with Welfare Call which is commissioned by the Local Authority (Essex County Council) to collect attendance information relating to Essex Looked After Children.

Appendix 6 gives further information on specific Safeguarding issues.

9. Managing Disclosures: The 5 Rs of Safeguarding – For All Staff.

Colchester Institute uses the 5 Rs of Safeguarding. The 5 Rs are introduced to staff within the initial Safeguarding training delivered during staff induction

- Recognise – Ability to recognise behaviour which may indicate abuse or concern
- Respond – Promptly, appropriately and sensitively to the student and the situation
- Report – Report concerns to a Safeguarding Officer
- Record –
 - Record precisely and promptly what has been alleged, ensuring details are accurate & factual,
 - Do not ask questions and do not investigate
 - Do not record yours or others opinions as your report may be used as legal evidence
 - Give notes to the Safeguarding Officer
- Refer - The Safeguarding Officer will decide if referral is appropriate and to which agency referral is made

10. Procedures for reporting concerns – All Staff

Allegations or concerns of harm or abuse against students or apprentices.

Staff may become aware of possible concerns or actual harm or abuse either by observation of behaviour or through direct disclosure by the individual themselves or a third party for example a friend or family member.

If a student or apprentice starts to be abused, their behaviour may change; a calm person may become loud and disruptive; a lively person may become quiet and withdrawn. Students and apprentices may:

- present with bruises and injuries that they have difficulty explaining or that are in places where it is difficult to sustain injury accidentally e.g. neck, cheeks, eyes, shoulders and top of the arms;
- be scared, tearful and may present unusual, difficult or strange behaviour;
- self-harm or place themselves in risky situations;
- attempt suicide

The staff member who receives the concern/has concerns must not investigate but it may be necessary to ask straightforward, non-leading questions of students and apprentices where possible abuse has taken place. Notes should be taken and recorded on a SGC1 Form and passed onto a Safeguarding Officer within the relevant time frames. The record should state date, time, people present as well as what was said. It might be appropriate to make a note on a skin map (See Appendix 4) of any marks or bruises.

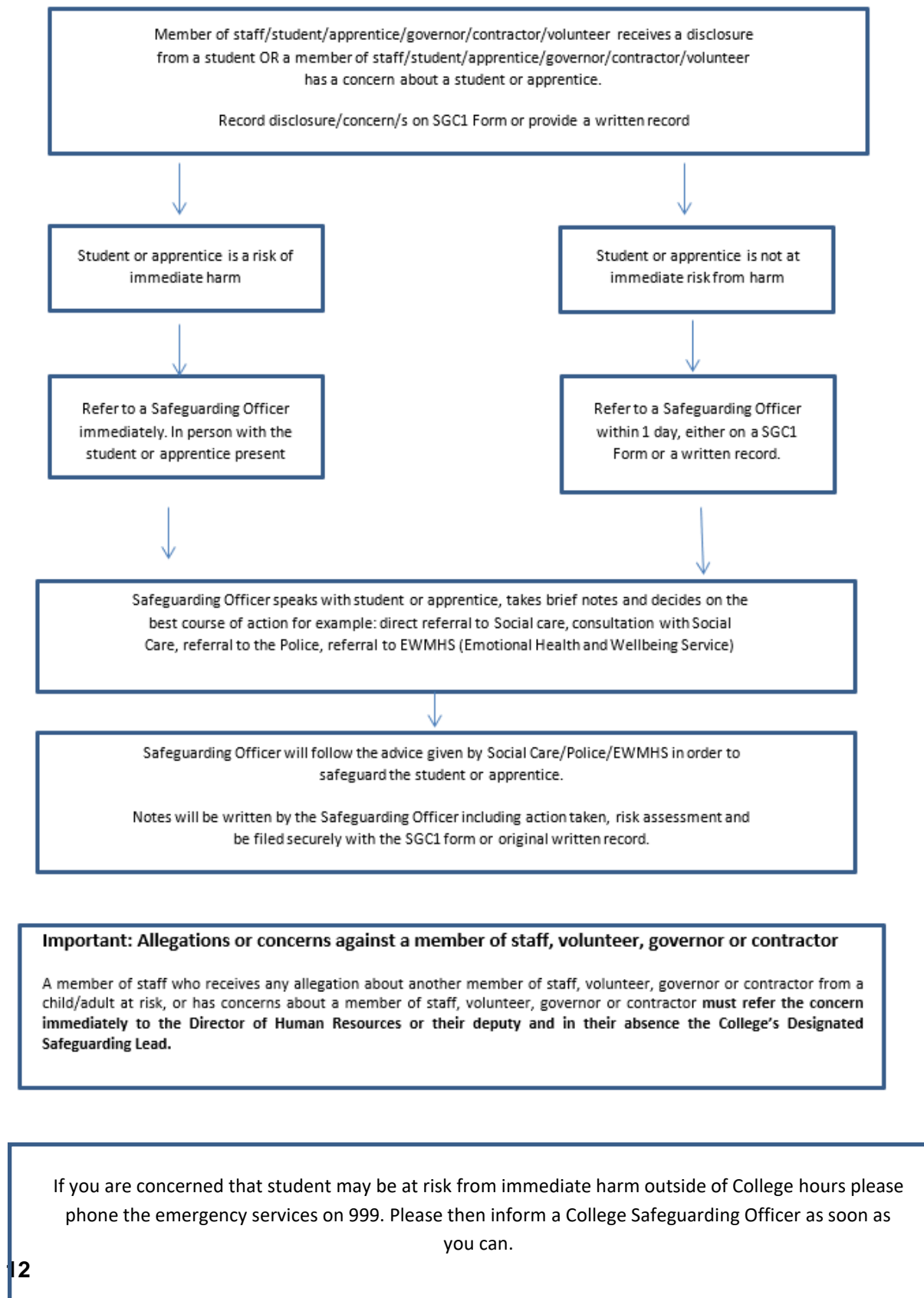
Confidentiality

Staff must never give an undertaking of absolute confidentiality. If staff do give an undertaking of absolute confidentiality, this could be regarded as an act of misconduct which would be addressed under the College's disciplinary procedure.

The College has a professional responsibility to share relevant information about the protection of students and apprentices with other professionals, particularly investigative agencies such as Essex County Council Social Care, the designated person at the relevant school (if appropriate) and the Police (if appropriate). If a student or apprentice confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells them that he or she has a responsibility to refer safeguarding and child protection concerns to the appropriate agencies for the student or apprentice's sake. Within that context, the student or apprentice should, however, be assured that the matter will be disclosed only to people who need to know about it. Staff who receive information about students, apprentices and their families in the course of their work should share that information only within appropriate professional contexts.

Staff should not make enquiries into concerns or allegations themselves but MUST report them immediately to a Safeguarding Officer in person or by phone

11. Flow Chart - Staff referral to a Safeguarding Officer



The Safeguarding Officer will make a decision about the referral received following preliminary enquiries and taking into account the seriousness of the allegations. Before making a referral to Social Care the Safeguarding Officer may wish to seek advice from the Family operations Hub Consultation Line (Essex Children's Social Care), Children's Social Care, Adult Social Care, EWMHS, Adult Mental Health, health services or the Police.

Once the Safeguarding Officer receives the details of the concern from the member of staff/student/apprentice/third party the Safeguarding Officer, depending on the nature of the concern, may inform Essex County Council Social Care by telephone. The referral may need to be followed up in with an Essex Social Care Request for Support Form – available online only (for children) or SET SAF 1 (Adults). In the case of a student still on school roll, the Safeguarding Officer will inform the Designated person at the relevant school so that the school designated person can make the informed decision regarding referral.

The Safeguarding Officer will require the information below to make a referral:

- student or apprentice's name, address, date of birth, family composition;
- other agencies involved with the student or apprentice;
- reason for referral;
- support already in place for the student or apprentice
- name and contact details of referrer.

A record of concerns about students and apprentices must be kept even where there is no need to refer the matter immediately.

All records of concern reported to the Safeguarding Team are recorded on a secure online system. Any paper notes and documentation relating to safeguarding and child protection are kept in a locked cabinet and not in the student or apprentice's educational file.

13. Information Sharing

Where possible, consent to share information with agencies and internal staff should be sought from the student or apprentice and recorded. GDPR and the Data Protection Act 2018 are not barriers to sharing information for the purposes of keeping children, young people and adults at risk safe.

Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers July 2018 states.

"Information which is relevant to safeguarding will often be data which is considered 'special category data'

"Where practitioners need to share special category personal data, they should be aware that the Data Protection Act 2018 includes "safeguarding of children and individuals at risk" as a condition that allows practitioners to share information without consent"

Sharing Safeguarding information with parents, carers, next of kin

Where the College has a Safeguarding concern about a student or apprentice under the age of 18 years of age, or under 25 years if they are an adult at risk, parents or next of kin will be informed of the concern about the student or apprentice so they can work together to support the student or apprentice. The College will not contact parents or next of kin if informing them would place the student or apprentice at risk of harm.

In some cases, the College will be told by Social Care or the Police that the sharing of information with the student or apprentice, parents/carers/next of kin, staff, other students involved is prohibited. The College will adhere to Police and Social Care instruction.

Parents/carers/next of kin are encouraged to seek and engage with support for the student or apprentice outside of college in addition to the support the College can offer. This is vital to safeguard the student or apprentice both inside and outside of college.

Life Threatening Situations

In situations where a student or apprentice's life is at risk (suicide plans/attempts/threats of violence/harm against them/others) information will be shared with the emergency services, Social Care (where appropriate) and the students/apprentices named parent/carer/next of kin, (unless this would place the student or apprentice at risk) regardless of their age.

The College is committed to preserving life.

Sharing Safeguarding information with internal staff

Sharing information with staff internal to Colchester Institute will be assessed by the Safeguarding Officer on a case by case basis. Safeguarding Officers will always ask for consent from the student or apprentice to share safeguarding information with internal staff. Where consent is not given but there is a need for a tutor to know to support the protection of the student or apprentice, information will be shared. The student or apprentice will be informed of this and advised with whom the information will be shared and why.

For example: a student or apprentice who self-harms may be using sharp objects (in a kitchen or art environment) for the purposes of their studies. Extra vigilance would be required by staff directly involved in the teaching and support of the student or apprentice, in order to safeguard the student. In this instance we would need to share information with the course team to safeguard the student or apprentice.

Situations where students and apprentices need no additional protection, for example: historic concerns and there is no need for staff directly involved in the teaching and support of the student to know about the safeguarding concern, the staff will not be told unless the student or apprentice consents to sharing the information.

Staff members should respect the privacy, wishes and confidentiality of students and apprentices in relation to Safeguarding Officers sharing safeguarding concerns about the student. Staff should be confident that Safeguarding Officers will share if there is a need to share.

Safeguarding Officers will record information sharing decisions and reasons why in relation to cases when consent is not given.

14. Circumstances for referral to agencies by a non- Safeguarding Officer including out of hours

Safeguarding is everyone's responsibility. The role of Designated Person, Deputy and Safeguarding Officers exist to ensure a main point of contact, that Safeguarding procedures are followed consistently, records are made and kept and ensure that the safety of the student or apprentice is paramount.

In exceptional circumstances it may be necessary for staff to make a referral to external agencies (Social Care/Police/Mental Health). These exceptions may be:

If you have concerns about a student or apprentice:

- outside of College hours or
- if you are unable to contact a Safeguarding Officer/ Designated Person/Deputy and have exhausted all internal Safeguarding Contacts or
- you have concerns that the Safeguarding Officer is not executing their role

If the student or apprentice is at immediate risk from harm please dial 999. Please notify a Safeguarding Officer as soon as is reasonably possible.

If you do make a referral to Children's Social Care/Adult Social Care/ EWMHS/Police. Please ensure you notify a Safeguarding Officer as soon as is reasonably possible after the referral has been made.

To make referral you will need

- Student or apprentice's name, address, date of birth, family composition;
- other agencies involved with the student;
- reason for referral;
- name of person receiving the referral and any advice given;
- name and contact details of referral

Contact numbers for referrals including out of hours

If you are concerned that a child or adult at risk is at immediate risk of harm please ring 999

Essex Children's and Adult's Social Care out of hours – 0345 606 1212

Essex Children's and Adult's Social Care 8.45 – 5.30pm Mon-Thu and Fri 8.45 – 4.30
0345 603 7627

Emotional Health Wellbeing and Mental Health Service up to 18 years of age – 0300 300 1600

Mental Health referrals for 18 years plus can only be made by a Health Professional i.e.: GP

Police – Non-emergency	101
Emergency	999

NHS – Non-emergency advice	111
Emergency	999

15. The use of reasonable force/physical intervention in College

Keeping Children Safe in Education defines reasonable force as:

‘Reasonable force’ covers a broad range of actions used by staff that involve a degree of physical contact to control or restrain a student or apprentice. There are circumstances when it is appropriate for staff to use reasonable force to safeguard students and apprentices, such as guiding a student or apprentice to safety or breaking up a fight. ‘Reasonable’ means using no more force than is needed. Reasonable force must not be used as a form of punishment or in normal circumstances to enforce compliance with instructions. It must not be attempted where the member of staff is put at risk.

Staff must always seek to defuse situations verbally, where reasonable force is deemed necessary it is advised that two staff members are present and the reasonable force must be used for the shortest period necessary.

In all cases where reasonable force is used it must:

- Be notified and documented to the relevant CLMG member within one working day of the incident – appendix 6 can be used to record reasonable force including details of the incident, witnesses, times, locations, method used. subsequent actions and aftercare for the student
- be subject to de-briefing for staff involved and lead to a review of strategies for managing behaviours of students.

16. Allegations or concerns against a member of staff, volunteer, governor or contractor

These procedures apply to all College staff, whether they work in the main College campuses, outreach centres or other designated areas, as well as volunteers, governors and contractors

The College will follow **Keeping Children Safe in Education Part 4: Allegations of Abuse made against Teachers and other Staff** as its guidance for dealing with such allegations.

Staff are uniquely placed to have a positive role in safeguarding and child protection. They are in a position to observe students and apprentices on a regular or daily basis and all staff members are made aware of their boundaries and appropriate behaviour and conduct. These matters form part of the safeguarding training delivered at staff induction and subsequently and are outlined in the staff Code of Conduct, Safeguarding Policy and Safeguarding Protocol for Staff.

Close interaction can also make individuals vulnerable to allegations being made against them. The College recognises that an allegation of abuse or concern in relation to behaviour or language towards a student made against a member of staff, volunteer, governor or contractor may be made for a variety of reasons. The College has processes in place for reporting such concerns.

Any complaint, concern or allegation with a safeguarding child or adult at risk element will be responded to as a safeguarding allegation in the first instance. Allegations must be taken seriously and acted upon as a matter of priority.

Dealing with Allegations that may meet the harm threshold

This policy will apply if an allegation might indicate that the member of staff would pose a risk of harm if they continue to work in their present position, or in any capacity with children in a school or college that provides education for children under 18 years of age. Therefore, this policy must be followed if it is alleged that they have:

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

This includes behaviour that may have happened outside of College and therefore poses a transferable risk.

Receiving an allegation or a concern

A member of staff who receives any allegation about another member of staff, volunteer, governor or contractor from a child/adult at risk, or has concerns about a member of staff, volunteer, governor or contractor **must refer the concern immediately to the Director of Human Resources or their deputy and in their absence the College's Designated Safeguarding Lead.**

Anyone receiving or reporting a concern must:

- Obtain signed and dated written details of the allegation from the person who received/made it.
- Record information about times, dates, locations and names of potential witnesses

NB: it is important that only relevant information is obtained at this stage.

The SGC 1 form (Appendix 1) can be used for this purpose.

Where the allegation of abuse or concern is received from a student still on school roll, the Designated Lead Safeguarding Officer or Deputy will also inform the School Designated Person.

If the allegation is against the Principal, the Designated Governor with responsibility for Safeguarding must be informed

If the allegation is against the Designated Lead Safeguarding Officer, the Principal must be informed

If the allegation is against the Designated Governor with responsibility for Safeguarding, the Chair of Governors must be informed

If the allegation is against a member of staff senior to the staff member raising the concern/receiving the allegation, the concern must be referred directly and immediately to the Director of Human Resources or their deputy.

If a staff member has a concern related to an adult working with children and does not wish to raise the concern via the College's Safeguarding procedure they can contact the Essex Local Area Designated Officer (LADO) - by e-mail: lado@essex.gov.uk (Please note this is not a secure address so any information sent must be password protected).

Assessment of Allegation

The Director of Human Resources will make an initial assessment of the allegation or concern consulting with the Designated Lead Safeguarding Officer (or deputy). The relevant manager, the Principal and / or the Designated Governor will also be consulted, as appropriate. It is important that the allegation is not investigated at this stage, the initial assessment should be based on information received and a decision as to whether the allegation warrants further investigation. Basic information should be gathered to establish the facts e.g.:

- Was the individual in College at the time of the allegation?
- Did the individual, or could they have, come into contact with the child/ adult at risk?
- Were there any witnesses?
- Was there any CCTV footage?
- Does it meet the harm threshold?

If the allegation is a low-level concern and does not meet the harm threshold it will be recorded and dealt with in accordance with the relevant policy/procedure. See Section 10.

If it is believed the harm threshold has been met the Director of Human Resources or their deputy must inform the Local Area Designated Officer (LADO) immediately where possible, but within one working day. The LADO will then advise how to proceed and whether the matter requires Police involvement. This will include advice on speaking to students, apprentices and parents and HR processes. The College will not carry out any investigation before speaking to the LADO. The possible outcomes from the discussion with the LADO may be that the Director of Human Resources instructs:

- the relevant Manager to undertake further fact finding
- the relevant Manager to undertake an investigation in line with the staff disciplinary procedure, supported by HR
- the College halts any action until further instructed by the LADO
- the Police and Local Authority take over the investigation, College action is halted until advised otherwise from the LADO or Police

No further action

Where the initial discussion leads to no further action the College and the LADO will

- record the decision and the justification for it
- agree on what information should be put in writing to the individual concerned and by whom

Further Enquiries

Where further enquiries are required to enable a decision on how to proceed a decision will need to be taken as to how and by whom the investigation will be undertaken. In straightforward cases this should normally be undertaken by a senior member of the College's staff, however, where there is a lack of appropriate resource, or the nature or complexity of the allegation requires it, this may require an independent investigator to be appointed.

The progress of the case will be monitored by the Director of Human Resources with reviews conducted at fortnightly or monthly intervals, dependent upon the complexity of the case.

Staff against whom the allegation is made

When an allegation is made, as well as looking after the welfare of the child or adult at risk, it is important that the person subject to the allegation is also fully supported and that the College takes full account of its duty of care to the individual.

When to inform the individual of the allegation should be considered carefully on a case by case basis with guidance from the LADO and other parties as appropriate, but will be done as soon as possible, explaining the likely course of action.

Suspension

It may be necessary to suspend the staff member against whom the allegation has been made as part of a disciplinary process. Suspension should not be automatic. The Director of HR will consult with the LADO and College senior managers as appropriate, and will consider the following alternatives before suspending a member of staff:

- Redeployment so that the individual does not have direct contact with the child or children concerned.
- Providing an assistant to be present when the individual has contact with children
- Redeploying to alternative work so that the individual does not have unsupervised access to children
- Moving the child or children to classes where they will not come into contact with the member of staff, but this decision should only be made where it is in the best interests of the child or children concerned and takes account of their views.
- Temporarily redeploying the individual to another role in a different location.

These alternatives allow time for an informed decision regarding the suspension but will always depend upon the nature of the allegation. When considering suspension, the potential permanent professional reputational damage to employees that can result from suspension where an allegation is later found to be unfounded, unsubstantiated, malicious or false will be taken full account of.

If immediate suspension is considered necessary, the rationale and justification for such a course of action will be recorded and this will include what alternative to suspension were considered and why they were rejected.

Where it has been deemed appropriate to suspend the individual, written confirmation will be given within one working day where possible, giving as much detail as appropriate of the reasons for suspension and details of support

Suspension may be considered at any stage of the investigation and is on full pay.

Contracted Staff

It may be necessary to consider an allegation against an individual not directly employed by the College. In these circumstances the College will liaise with the employer and the LADO to ensure appropriate action is taken.

Confidentiality and Information Sharing

The Director of Human Resources will take advice from the LADO and 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. All information is confidential and will not be shared with other staff or with students or apprentices or parents who are not directly involved in the investigation.

All those involved in the investigation will be made aware of the requirement to maintain confidentiality and the College will make every effort to guard against unwanted publicity while an allegation is being investigated or considered in line with the Education Act 2011 reporting restrictions.

Where the Police are involved, where possible, the College will request that they obtain consent from individuals involved to share their statements and evidence for use in its disciplinary process to avoid delays.

The College processes personal data collected during this process in accordance with its [data protection policy](#). In particular, data collected as part of the investigation stage and any subsequent stages of disciplinary action is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the disciplinary procedure. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under this disciplinary procedure.

Allegation Outcomes

The following definitions will be used to determine the outcome of an allegation:

- Substantiated:** there is sufficient evidence to prove the allegation
- Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive or cause harm to the person subject of the allegation.
- False:** there is sufficient evidence to disprove the allegation
- Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence
- Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made

Substantiated Allegations

If the allegation is substantiated and the individual is dismissed, resigned or ceases to provide the services, or the College ceases to use the individual's services the College has a legal duty to make a referral to the DBS for consideration of whether inclusion in the barred list is required.

In addition, the College has a legal duty to make a referral to the DBS where it considers an individual has engaged in conduct that harmed (or is likely to harm) a child; or if that individual otherwise poses a risk of harm to a child.

This information will be included in employer references.

Unsubstantiated, unfounded, false or malicious allegations

In these cases, the Designated Safeguarding Lead will consider whether the child and/or the person making the allegation needs help and, in such circumstances, whether a referral to Social Care may be appropriate. If a report is shown to be malicious or deliberately invented consideration will be given to taking disciplinary action in accordance with the Student Disciplinary Policy

This information will not be included in employer references, including any repeated concerns also found to be false, unfounded, unsubstantiated or malicious.

Record Keeping

Details of allegations that are found to have been malicious or false will be removed from HR records

For all other allegations the following information will be kept on the HR file of the individual accused:

- A clear and comprehensive summary of the allegation
- Details of how the allegation was followed up and resolved
- A note of any action taken and decisions reached and the outcome as categorised in 8. Above.
- A copy provided to the person concerned, where agreed by childrens Social Care and the Police
- A declaration on whether the information will be referred to in any future reference.

The purpose of this record is to enable accurate information to be given in response to future requests for a reference.

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, for the term of the inquiry. All other records should be retained at least until the accused has reached normal retirement age or for a period of 10 years from the date of the allegation, if that is longer.

17. Concerns that do not meet the harm threshold - staff, volunteer, governor or contractor

Low Level Concerns

A low-level concern may arise from a number of sources, e.g. suspicion, complaint, disclosure or vetting check. These concerns, including allegations that do not meet the harm threshold, will be dealt with in accordance with the College's policies and processes as appropriate.

A low-level concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold of harm. A low-level concern is any concern, no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' that an adult working in, or behalf of the school or college may have acted in a way that:

- Is inconsistent with the Staff Code of Conduct, including inappropriate conduct outside of work, and
- Does not meet the allegations threshold or is otherwise not considered serious enough to consider referral to the LADO

Examples of such behaviour could include:

- Being overly friendly with children
- Having favourites
- Taking photographs of children on their mobile phone
- Engaging with a child on a one to one basis, in a secluded area or behind a closed door
- Using inappropriate sexualised, intimidating or offensive language

Such behaviour can exist on a wide spectrum, from the inadvertent to the thoughtless, or behaviour that may look to be inappropriate, but not be in specific circumstances, through to that which is ultimately intended to enable abuse.

It is crucial that such concerns, including those that do not meet the allegation/harm threshold are shared with the Designated Safeguarding Lead Officer/Deputy.

All low-level concerns will be recorded by the Director of Human Resources - Deputy Designated Safeguarding Lead for staff related safeguarding. The record will include details of the concern, the context in which it arose and action taken. The name of the individual sharing the concerns should also be noted. Anonymity will be respected as far as reasonably possible.

Where a low-level concern relates to a person employed by a contractor, that concern will be recorded by the Director of Human Resources - Deputy Designated Safeguarding Lead for staff related safeguarding and their employer notified about the concern.

18. Relationships between Staff, Students and Apprentices

It is important that all staff at the College understand the level of professional conduct expected of them in respect of relationships with students and apprentices.

Relationships with students or apprentices under the age of 18

Relationships between staff and students including apprentices under the age of 18 are strictly prohibited.

Colleges act *in loco parentis* for students under 18 and there should be a clear expectation that no member of staff, whether in a teaching or support role, should enter into a relationship with any student or apprentice under the age of 18.

Moreover, teaching staff in particular should be made aware that having a relationship with a student or apprentice under 18 could be treated as a criminal offence that may result in imprisonment.

The Sexual Offences Act 2003 contains provisions that specifically deal with offences against children and sections 16 - 24 of the Act deal with the abuse of a position of trust, including sexual activity with a child under the age of 18. The purpose of these provisions is to protect young people who are considered to be particularly vulnerable to exploitation by those who hold a position of trust or authority in their lives. In such cases, it is not relevant that the sexual activity was consensual, due to the particular relationship between the student or apprentice and the abuser. These offences are designed to protect 16 and 17 year olds from being persuaded to engage in sexual activity, which would not be criminal except for the member of staff's position of trust in relation to the student or apprentice

Positions of trust are defined in sections 21 and 22 of the Act and include looking after persons under 18 in an educational establishment, residential settings, where duties involve regular unsupervised contact with children in the community.

Staff entering into close personal relationships with students and apprentices under 18 and adults at risk will be subject to the College's disciplinary procedure. This behaviour is likely to constitute gross misconduct, which could lead to summary dismissal and a referral to the Disclosure and Barring Service.

Relationships with students and apprentices who are adults at risk

Relationships between staff and adult at risk students and apprentices are strictly prohibited.

This type of relationship could be viewed as an abuse of the staff member's position of trust and breach of the standards of professional conduct expected at Colchester Institute. Any member of staff who enters into such a relationship will be the subject of a disciplinary investigation in accordance with the college's disciplinary procedure.

This behaviour is likely to constitute gross misconduct, which could lead to summary dismissal and a referral to the Disclosure and Barring Service and could also potentially be a criminal offence under the Sexual Offences Act 2003. See section 5 for the definition of adults at risk.

Relationships with students and apprentices aged 18 or above who are not Adults at risk

Personal relationships between a staff member and a student or apprentice who is not under 18 years of age or an adult at risk, that are different to a normal and/or reasonable professional relationship are strongly discouraged by the College.

All students and apprentices are entitled to equality of treatment, and it is important that this is maintained and also perceived to be maintained. The College and its staff have a professional

responsibility to protect the interests of all students and apprentices. Relationships between staff and students and apprentices are not generally equal, as staff members will clearly have a higher hierarchical status at the college than the student.

A relationship between a member of staff and a student or apprentice poses risks to both parties: the student or apprentice may become isolated from peers, particularly if other students or apprentices perceive there to be favourable treatment from the member of staff, which could affect the student's or apprentice's group work and general college experience. The member of staff may find relationships with colleagues strained, and may risk allegations of harassment from the student, particularly if the relationship were to break up.

However, it may be that a personal relationship already exists between a member of staff and a student or apprentice, or a relationship may develop between a member of staff and a student of 18 years or more who is not an adult at risk.

Declaration of a staff and student or staff and apprentice personal relationship

If a personal relationship exists prior to a student or apprentice being enrolled at the College this must be declared to the Director of Human Resources.

Staff who embark on personal relationships with students or apprentices over the age of 18 who are not adults at risk, which are different to a normal and/or reasonable professional relationship, must disclose the relationship to the Director of Human Resources immediately. The Director of Human Resources will then:

- Inform the Line Manager and the College Executive member relevant to their role.
- Determine whether the student or apprentice is considered to be an adult at risk by checking with the Designated Person for Safeguarding to see whether this student could be considered as an adult at risk as defined in this policy. This check will be made in confidence by the Director of HR or their Deputy.
- If the student or apprentice is deemed to be an adult at risk, as defined in this policy, disciplinary procedures will be initiated for the member of staff.
- If the student or apprentice is not deemed to be an adult at risk, the staff member will be informed that safeguards need to be put in place in order to protect both the staff member and the student or apprentice professionally. If the staff member has a direct professional relationship with the student or apprentice or any influence on the student or apprentice at college, the college will put in place appropriate arrangements to ensure that the student or apprentice's learning and assessment procedures are free of bias
- The College will also advise the member of staff and the student or apprentice that their personal relationship should be conducted entirely off campus. This is to avoid negative perceptions from other members of staff, students and apprentices.
- There is a possibility that due to the personal relationship, the student or apprentice may be in a position to gain greater knowledge from the staff member. The line manager / Area Head/Head of School should consider this possibility when ensuring that the student or apprentice's assessments are free from bias.

- Although the Area Head or Head of School will treat the disclosure sensitively and in confidence, it is likely that other members of staff will need to be informed. This will be on a strictly need-to-know basis and this will be discussed with the member of staff first. Examples of when the disclosure might need to be shared, in confidence, include advising those assessing the student or apprentice's work, which may include external verifiers or moderators. This may be necessary in order to maintain the integrity of the assessment process.

Failure to disclose a personal relationship at the earliest opportunity for the staff member with any student or apprentice will be dealt with under the College's disciplinary procedure and is likely to constitute gross misconduct

Failure to disclose conflicts of interest in any meeting requiring such disclosure of staff members where they are in a relationship with any student or apprentice will be dealt with under the College's disciplinary procedure and is likely to constitute gross misconduct.

If a student or apprentice declares a relationship with a member of staff, the college will follow the same procedure above.

It would be completely unacceptable for a member of staff to form a relationship with a student or apprentice based on preferential treatment in return for sexual favours. Any such behaviour will be subject to the College's disciplinary procedures, under gross misconduct and a referral to the Police.

19. Whistleblowing

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the College's safeguarding regime and know that such concerns will be taken seriously by the senior leadership team. This can be done via the [College's Whistleblowing procedure](#).

Where a staff member feels unable to raise an issue with their employer via the College's whistleblowing procedure or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:

- General guidance can be found at- <https://www.gov.uk/whistleblowing>
- 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 AM to 8:00 PM, Monday to Friday and email: help@nspcc.org.uk

Alternatively if a staff member has a concern related to an adult working with children and does not wish to raise the concern via the College's Safeguarding they can contact the Essex Local Area Designated Officer (LADO) by e-mail: lado@essex.gov.uk (Please note this is not a secure address so any information sent must be password protected).

20. Students on alternative year 11 programmes

The College has a duty of care towards students who are studying on the alternative year 11 programmes whilst on College premises. In arranging provision for students of compulsory school age, the College will;

- Monitor attendance – daily phone call to NOK is made when a student does not attend with overall attendance summarised in a weekly report that is shared with both the NOK and school/Education provider. This also includes. a brief weekly progress report shared with NOK and schools
- Gain and record written permission from students' NOK for students to go off site at lunch/break times and keep on file
- Students will wear an orange lanyard whilst at CI to identify them as 14-16 years old
- Regular 1:1 tutorials undertaken with students with Education and Pastoral Support Officer
- Hold the majority of timetabled sessions in 'base room' close to staff office
- Deliver Safeguarding/keeping safe topics in the tutorial programme
- Undertake a comprehensive admission/interview procedure to assess a young person's suitability to the New Approach programme. Referral to the program is made by Education Provider and requires comprehensive overview of a young person's background and barriers to learning. An interview with the core team is undertaken also as part of the referral process.
- Provide schools or education providers/Local Authority with relevant details of provision to enable the school to obtain parental consent (or, where appropriate, consent from a guardian or foster parent) for their child to participate. The College will require evidence of this written consent;
- Request details from the school or education provider/ Local Authority any medical or special educational needs or disability requirements including EHCPs that a student may have and agree with the school how the support can be provided;
- Ensure that students are made aware of the general standards of safety with which they should comply.

All concerns regarding safeguarding for students on the alternative year 11 programs must be referred, by a College Safeguarding Officer, for action, to the Child Protection Officer at the school or education provider where the student is on roll (or the child's social worker if the student is not on a school roll) and then centrally recorded with the College's Safeguarding Team. Colchester Institute will act in the best interest of the student in order to secure their immediate safety.

21. Student Work Experience, Work Placements and Industry Placements

Staff who arrange, vet and monitor work experience and work placements must have undertaken the College safeguarding training.

Employers are checked to ensure that the locations and environments in which students and apprentices will be completing their work experience/placement are appropriate, and that the employer has sufficiently considered the Health and Safety policies in place.

Our safeguarding policy guidelines are given to businesses where they don't already have a safeguarding policy in place.

All Non-Apprentice Employers – except for healthcare placements - will be vetted through the DfE process to ensure that the locations and environments in which students will be completing their work experience are appropriate, and that the employer has sufficiently considered the Health and Safety policies in place. Non-Apprentice Health Care Employers will be vetted using the DfE guidance and our Health Care HASS sections. All Apprentice Placement Employers will be vetted under the HASS Process with the additional Health Care sections for Health Care Apprentice Placements.

The HSE is clear in its advice that the management of health & safety for placements should not be a barrier. Their advice states that 'there are very few work activities a student cannot do due to health and safety law'.

We need to:

- take reasonable steps to satisfy ourselves that the employer is managing any significant risks
- rely on past experience with the employer where no significant change has taken place
- work with parents to ensure employers know in advance about students who might be at greater risk
- keep checks in proportion to the environment
- check that the employer understands about the specific factors relevant to employing young people
- check that students and apprentices know how to raise any health and safety concerns
- Ensure that factors relating to individual students or apprentices are taken into consideration where necessary (medical conditions, allergies, support needs, etc.)

Sole Traders

We are defining a Sole Trader as a person who normally conducts their business on their own and works on a Self-Employed basis by arrangement or under contract to others. All Sole Traders must be given a copy of the Safeguarding Guidance for Sole Traders.

Work Experience (GAP) placements can be completed with sole traders, either where the learner is already employed by the sole trader or where it is a new employer and the College have obtained informed consent from the parent/guardian.

Prior to commencing work experience with a sole trader, the parents/carers of a student who is under the age of 18 years is asked to read and sign a special consent form for their child to

commence work experience with the sole trader. The consent form gives information about possible additional risks of working with a sole trader.

Please Note: All students on work placement count as employees under Health and Safety Law and should be covered by Health and Safety Law and Employment Law and the Employer's Liability Insurance. Employers Liability Insurance is normally required unless they are a very close family member.

Students must not enter into an arrangement where they accept nominal 'Self Employed' status for themselves to 'help an employer out'.

This is not acceptable and the College will not place a student under those circumstances as the College must ensure they are protected as employees under law.

Work Placements

Students over 16 years whose course work placement includes unsupervised access to children and young people will be required to have a clear enhanced DBS check. If the student will be working with children under 8 years old they will also need to complete a Childcare Disqualification Regulation form 2009.

Organisations that offer work placements for College students will be vetted for their suitability before a student is allocated a place with that employer.

The vetting arrangements for employers used for work placements will be:

As noted above using either the DfE or HASS system a workplace risk assessment will be carried out on each employer and the assessment will include a check on whether an employer carries out DBS checks on staff who work with young learners and adults at risk and the employer's Safeguarding Policy and Procedure.

Employers hosting Apprentice learners on work placements will receive site visits from tutors, or other appropriately trained staff, to carry out the check prior to any learner placements.

When a Workplace Risk Assessment check suggests that an employer does not have appropriate safeguarding and child protection policies or awareness of safeguarding and child protection issues or is unwilling to subscribe to the principles of Colchester Institute's Safeguarding and Child Protection policy or where there is evidence of risks to child safety, tutors will be instructed to ensure that no learners are placed with that employer.

The College will ensure that:

- GAP Paperwork is checked by a tutor or course leader;
- Industrial Placements Workplace Risk Assessments will be checked by the relevant workplace co-ordinator;
- Apprentice placements paperwork is checked by the Assessors.

This policy is available online for all Colchester Institute staff involved in placements to refer to and should be used in addition to the Safeguarding Guidance for Sole Traders and the Safeguarding Guidance for Online Home Working.

Through the guidance notes for students on placements, students who are placed with employers will be given clear advice about whom to report concerns in relation to Health, Safety or Safeguarding.

If a student is concerned for their safety whilst on work experience or industry placement they should call the College Safeguarding Team on 01206 712828 (this is not a 24-hour line, calls will be answered Mon-Thurs 8.30-5.00pm and Fri 8.30 – 4.30pm College Term Time Only). If a student is at immediate risk of harm at any time please phone the emergency services on 999.

22. Records

The Designated Lead Safeguarding Officer will be responsible for maintaining records, in a secure place, of all child protection and safeguarding referrals.

Documents relating to investigations or action taken under the staff disciplinary procedures will be kept by Human Resources in accordance with those procedures.

23. Designated people with responsibility for Safeguarding

Designated senior staff member with lead responsibility for Safeguarding

The designated person with lead responsibility for safeguarding children and adults at risk at Colchester Institute is a member of the College Executive - Maeve Borges, Vice Principal: Student Services and Support.

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He/she has a key duty to take lead responsibility for raising awareness within the staff of issues relating to the welfare of students and apprentices, and the promotion of a safe environment for students and apprentices within the College.

He/she must receive appropriate training in child protection issues and inter-agency working and will receive refresher training at least every 2 years.

The designated lead with responsibility for Safeguarding is responsible for:

- overseeing the referral of cases of suspected harm or abuse or allegations against staff to Essex County Council Social Services and the relevant investigating agencies;
- ensuring that advice and support is given to staff on issues relating to safeguarding and child protection, including online safety;
- ensuring that a proper record of any safeguarding referral, complaint or concern is maintained (even where that concern does not lead to a referral).
- ensuring that parents of students and apprentices within the College are aware of the College's Safeguarding and Child protection policy;
- ensuring that the College engages with the Local Authority and Essex Safeguarding Children Board and other appropriate agencies;

- ensuring that the College liaises with secondary schools which send students and apprentices to the College to ensure that appropriate arrangements are made for the students;
- ensuring that the College liaises with employers and training organisations that receive students from the college on long term placements to ensure that appropriate safeguards are put in place;
- ensuring that staff receive training, appropriate to their role, in safeguarding and child protection issues and are aware of the College Safeguarding Policy and Procedures.
- ensuring that staff receive updates on Safeguarding and Child Protection matters at the very minimum annually.

Designated Staff Members for Safeguarding Children and Adults at risk (Safeguarding Officers)

Deputy to the Designated Leads: -responsible for deputising for the Safeguarding Lead in their absence

- Kirsty Russell, Head of Student Services and Additional Learning Support**
- Adam Ward, Assistant Principal, Braintree Campus and STEM**
- Elaine Hart, Director of Human Resources (staff related safeguarding)**

Safeguarding Officers: -

The College will appoint Safeguarding Officers. The list of current safeguarding officers is given in Appendix 2

The Safeguarding Officers will: -

- report to the Designated Lead Safeguarding person or his/her Deputy;
- know how to make an appropriate referral; be available to provide advice and support to other staff on issues relating to safeguarding and child protection; have particular responsibility to be available to listen to students and apprentices studying at the College;
- deal with individual cases, including case conferences and review meetings as appropriate;
- have received training in safeguarding issues and inter-agency working, as required by the Essex Safeguarding Children Board, and refresher training at least every 3 years.

Designated Governor for Safeguarding

Terry Smyth, is the Designated Governor with responsibility for safeguarding students, apprentices and adults at risk.

The Designated Governor is responsible for liaising with the Principal and the Designated lead over matters regarding safeguarding students, apprentices and adults at risk, including: -

- ensuring that the College has procedures and policies which are consistent with the Essex Safeguarding Children Board and Essex Safeguarding Adults Board procedures;
- ensuring that the Corporation Board considers the College policy on Safeguarding and Child Protection each year;

- ensuring that the Corporation Board is informed of how the College and its staff have complied with the policy, including but not limited to a report on the training that staff have undertaken.

He/she is also responsible for overseeing the liaison between Essex County Council Social Services in connection with allegations against the Principal and Governors. This will not involve undertaking any form of investigation, but will ensure good communication between the parties and provide information to assist enquiries.

24. Awareness of Safeguarding - Students and Parents

Students on Study programmes will be made aware of safeguarding and potential safeguarding issues, how to keep themselves safe and what to do if they have concerns through: student induction, student services video, cross college awareness events, guest speakers, workshops, their College ID card, posters around College, College Portal and in the course of studying at the College.

Students enrolled on a study programme will explore safeguarding topics within their timetabled group tutorial lessons. The group tutorial scheme of work includes mandatory safeguarding sessions which are delivered, this forms part of the College's CREW curriculum (Career Readiness, Enrichment and Wellbeing) aimed at raising awareness and equipping students to make good choices, keep themselves and other safe and make a positive difference to their own life experiences. Topics explored include: Prevent and radicalisation, Diversity, Equity and Inclusion, Risky Behaviours, Healthy Relationships including sexual harassment and harmful sexual behaviour, online safety.

Apprentices will be made aware of potential safeguarding issues (including exploitation, online-safety, bullying, radicalisation), how to keep themselves safe and what to do if they have concerns through: induction, student services video, assessor visits, cross college awareness events, guest speakers, workshops, their College ID card, posters around College, College Portal and in the course of studying at the College.

Students and apprentices can access advice and information on welfare and safeguarding issues whilst enrolled by contacting the welfare and safeguarding team either by email, phone or in person. Contact details for the safeguarding team are available and communicated as detailed in section 26.

The College will ensure that parents and stakeholders are aware of the College's commitment to Safeguarding and Child Protection by including its commitment to this in corporate publications included on the College website.

Appendix 7 lists links to advice and information on Safeguarding and Child Protection issues.

25. Recruitment of Staff and Volunteers

The College will implement procedures to ensure that all appropriate checks are carried out on all staff working at the College. This will be documented in a Single Central Record as set out in Keeping Children Safe in Education guidance. Enhanced DBS disclosures will be obtained and the barred list checked for all staff appointed to positions where the person will be engaging in regulated activity with children and adult at risk. The College has a separate Recruitment and Selection Policy and Procedure and Vetting Checks and Single Central Register Policy.

Volunteers to the College where regulated activity will be taking place will also require an Enhanced DBS check and the barred list checked.

26. Staff Training and Support

The College will provide safeguarding training for all staff working with students.

The training will;

- help staff to recognise the signs of possible harm to students and apprentices.
- ensure that staff know how to proceed when possible harm is suspected and whom to contact;
- inform staff of College procedures and policies in the area, relevant legislation and the role of the designated members of staff for child protection.

Safeguarding training is included within the Induction programme for all new staff.

Safeguarding refresher training for all staff will be required at least every 3 years. Failure to complete this refresher training could be deemed an act of misconduct and if so would initiate actions under the College's disciplinary procedure

Safeguarding and Child Protection updates relevant to all staff will be shared when they arise.

An annual Safeguarding information update will be communicated to all staff.

Support is available for members of staff who have received disclosures. In many cases, this can be a painful and disturbing experience for the recipient, who may in some cases require counselling support. Staff Counselling can be arranged via the Employee Assistance Programme.

Informal support can be sought from Safeguarding Officers however it must be made clear that the support is informal and that they are not drawn in to a pseudo-counselling relationship with the staff member who received the disclosure.

Safeguarding Officers will receive monthly supervision with an external supervisor to ensure their emotional wellbeing is supported. Peer support from other Safeguarding Officers, the Designated Person for Child Protection and their deputies is available daily as and when required either as a way of escalating concerns, talking through options or sharing difficult cases. Safeguarding Officers can also access Staff Counselling via the Employee Assistance Programme.

27. Communication of this Policy and Safeguarding Officers' Contact Details

Staff, students and apprentices, volunteers and visitors will be made aware of the College Safeguarding Policy, Safeguarding Officers, and where and how to seek help through the following communication channels: -

- Portal and email
- Induction procedures for new staff, students and apprentices
 - Apprentices – Assessor visits
 - Apprenticeships – employer Safeguarding document

- Prospectus
- ID cards
- Fold out Z card for Part time students and visitors
- Posters listing Safeguarding Officer Contact number
- Publication on the College Portal of helpful information accessible to students and apprentices e.g. Childline, NSPCC
- Promotion of support provided through Student Services.
- From staff, assessors and employers

28. Corporation Board

The Designated lead will report to the Corporation Board on safeguarding, systems and statistics. These will include any changes to the policy, training undertaken and numbers of child protection and safeguarding incidents.

In addition, the child protection/safeguarding incidents will be reported to each Curriculum and Quality Committee (or as they occur if there is nothing to report). Such reports will be made with due regard to confidentiality i.e. names will not be included.

29. Monitoring and Review

This policy will be reviewed annually.

30. Associated Policies and Documents

This policy should not be read in isolation and should be cross-referenced with all relevant College policies, procedures and guidelines including: -

- Safeguarding Protocol for Staff
- Staff Code of Conduct
- Staff Disciplinary Policy
- Student Criminal Conviction and Pending Prosecution Policy
- Diversity, Equity and Inclusion Policy
- Safeguarding Guidelines for Sole Traders
- Guidelines for online homeworking
- Student E-Safety policy and ILT Code of Conduct
- Staff Induction procedures
- Staff and student bullying/harassment procedures
- Student disciplinary Policy
- Student attendance Policy
- Prevent Strategy
- Health & Safety Policy
- First Aid Policy
- Work experience for Study Programmes policy
- Recruitment and Selection Policy and Procedure
- Vetting Checks and Single Central Register Policy
- Student Emotional Wellbeing Statement
- Student Bullying, Harassment and Sexual Harassment Policy
- Harmful Sexual Behaviours – Peer on Peer Sexual Abuse

- Student Fitness to Study Policy
- UCC Fitness to Study Policy

APPENDIX 1

Safeguarding Concerns 1 Record Form

Colchester Institute

This form can be used by the staff member to record and refer a concern or if they have received a disclosure of concern from a student/third party.

When should I complete this form?

This form should be completed when you have a Safeguarding Concern about a student or have received a disclosure and the student is not at risk from immediate harm.

This form must be submitted to Safeguarding within one working day of the disclosure/concern.

Submitting the form

Please bring this form to Student Services: Safeguarding (Colchester and Braintree) or email to sswelfare@colchester.ac.uk. Please password protect the document.

Safeguarding Team Locations Colchester and Braintree Ground Floor B Block (Colchester), Student Services – Student Hub (Braintree).

If the student is at immediate risk from harm please bring the student down with you to Student Services: Safeguarding immediately (Colchester and Braintree) Once the Safeguarding Officer is handling the case and the student is safe you may be asked to complete this form.

By phone Safeguarding can be contacted on ext. 2828 8.30am – 5pm Monday – Thursday and 8.30am – 4.30pm Friday. Term Time Only. Out of hours, if the student is at risk please call the emergency services on 999.

Details of Concern/Disclosure

Date	
Time	
Name of Student/s	
Student Number	
Student D.O.B	
Student Age	

Student Course	
Staff Member Name:	
Details of concern/disclosure: (Please attach extra sheets if required) Record the following factually using the learner's words: Who? What? Where? When (date and time of any incident/s), Any witnesses?	
What has been done to ensure the immediate safety of the student?	
Signature of Staff Member:	

APPENDIX 2

Current Safeguarding Officers

Safeguarding Officer number: 01206 712828

Colchester Officers

Dawn Swainson 01206 712354
Nicky Withycombe 01206 712383
Hayley Burkhill 01206 712132
Gina Page 01206 712885
Catherine Telfer 01206 712713

Braintree Officer

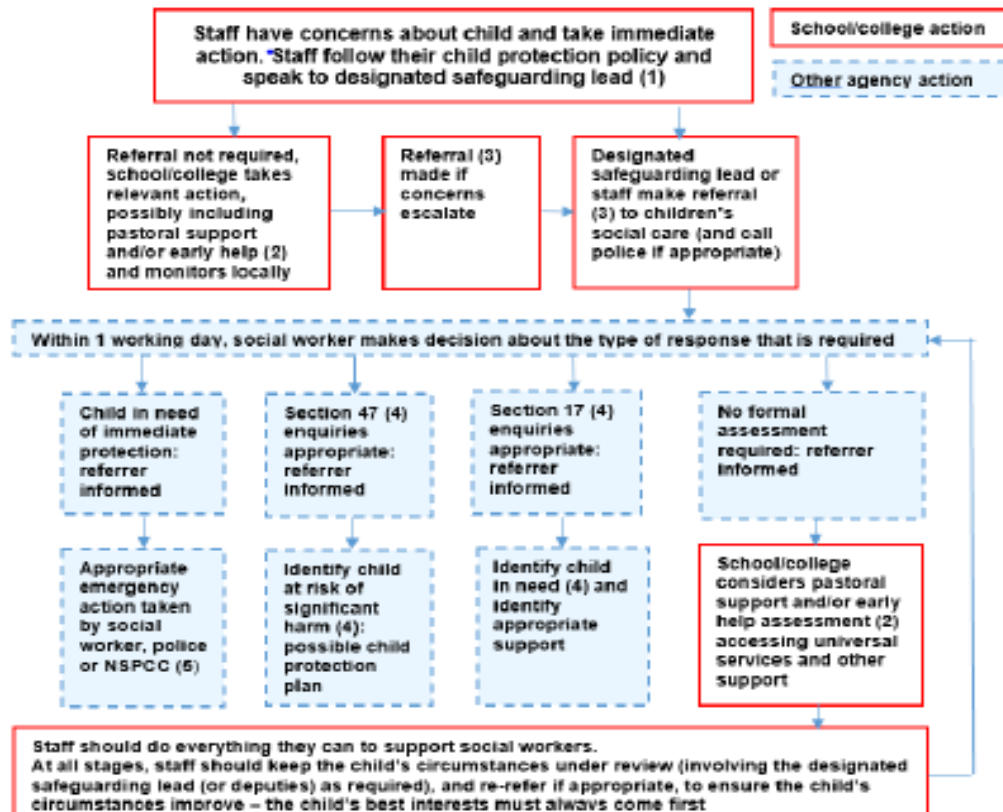
Julie Ferneyhough 01206 814194

APPENDIX 3

Flow Chart followed by Safeguarding Officers – Concern about a child

Taken from Keeping Children Safe in Education 2021

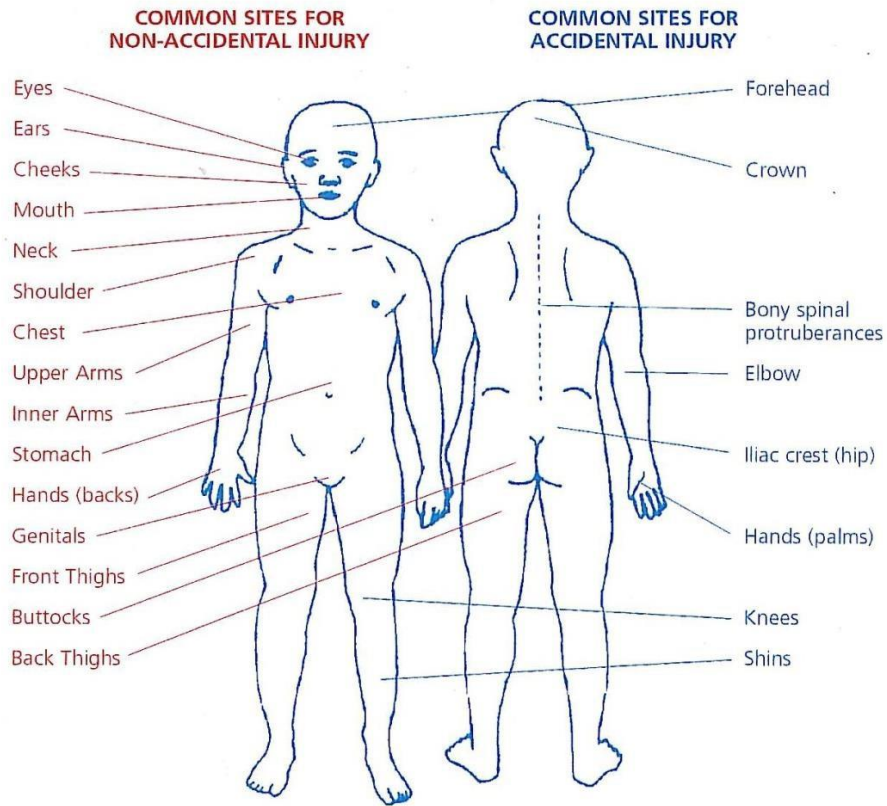
Actions where there are concerns about a child



- (1) In cases which also involve a concern or an allegation of abuse against a staff member, see Part Four of this guidance.
- (2) Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working Together to Safeguard Children](#) provides detailed guidance on the early help process.
- (3) Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of [Working Together to Safeguard Children](#).
- (4) Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in Chapter one of [Working Together to Safeguard Children](#).
- (5) This could include applying for an Emergency Protection Order (EPO).

APPENDIX 4

SKIN MAP



APPENDIX 5

Reasonable Force/Physical Intervention Record Form

To be completed by staff and returned to their CLMG Manager within one working day of Reasonable Force/Physical Intervention being used.

Date of intervention:	
Time of intervention:	
Staff Name:	
Student/s Name:	
Location of Intervention: i.e.: room number; stairwell	
Description of situation leading to Physical Intervention	
Approximate Duration of PI	
Description of physical Intervention used i.e.: placing your body between two students, leading by the arm etc	
Name/s of staff witness:	
Name/s of student witnesses	

Aftercare for Student	
Aftercare for Staff/witnesses	
Outcome	
Name of Line Manager/Senior Person who you have verbally informed that PI was used	
Further Information:	
Signature of staff member:	Date:

APPENDIX 6

SPECIFIC SAFEGUARDING ISSUES

- [child sexual exploitation \(CSE\)](#)
- [bullying including cyberbullying](#)
- [domestic violence](#)
- [drugs](#)
- [fabricated or induced illness](#)
- [faith abuse](#)
- [female genital mutilation \(FGM\)](#)
- [forced marriage](#)
- [gangs and youth violence](#)
- [gender-based violence/violence against women and girls \(VAWG\)](#)
- [mental health including Self Harm and Suicidal Ideation](#)
- [private fostering](#)
- [preventing radicalisation](#)
- [sexting](#)
- [teenage relationship abuse](#)
- [trafficking](#)

Guidance on all of these issues is contained on the GOV.UK website.

Further Information is available from Keeping Children Safe in Education 2019, staff should read Annex A as it contains information on CSE, Honour Based Violence and the Prevent Duty.

APPENDIX 7

Links to Advice and Information

Disclosure and Barring Service Guidance

<https://www.gov.uk/disclosure-barring-service-check/overview>
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Keeping children safe in education – September 2021

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

NSPCC

<http://www.nspcc.org.uk/>
Email: help@nspcc.org.uk
Phone: 0808 800 5000

Childline

<https://www.childline.org.uk/Pages/Home.aspx>
Phone: 0800 1111

Ofsted Inspection Framework

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/801429/Education_inspection_framework.pdf

Essex County Council – Child Protection

<http://www.essex.gov.uk/Health-Social-Care/Families-and-childrens-social-care/Protecting-Vulnerable-Children/Pages/Children-at-Risk-of-Abuse-or-Neglect.aspx>
Phone: 0345 603 7627

Out of Hours contact: 5.30pm - 9.00am Monday - Thursday, 4.30pm-9.00am - Friday and Bank holidays) Telephone: 0345 606 1212

Essex County Council – Adult Protection

<https://www.livingwellessex.org/staying-safe/abuse-and-neglect/what-to-do-if-you-think-someone-is-at-risk-of-abuse>
Phone: **0345 603 7630.**

Essex Safeguarding Children Board

<http://www.escb.co.uk/>

Essex Safeguarding Adults Board

<http://www.essexsab.org.uk/>