

It is intended that this policy is 'fair to all'. Where any part could potentially lead to unequal outcomes, the policy then justifies why this is a proportionate means of achieving a legitimate aim.

SWINDON COLLEGE: POLICIES AND PROCEDURES

Title:	Safeguarding & Child Protection Policy
Owner:	Vice Principal Student Development
Date:	September 2018
Review Date:	September 2019

Swindon College is committed to keeping all students, staff and visitors safe. The Policy is available in different formats (audio, large print, language other than English) if required.

Scope - This policy deals with the protection of children and young people and all adults at risk. Anyone up to the age of 24 with a current Educational Health and Care Plan in place is treated as a child for the purposes of this policy.

The statutory guidance 'Keeping Children Safe in Education 2018', Working Together to Safeguard Children 2018', 'The Protections of Freedom Act 2012', and the 'Safeguarding Vulnerable Groups Act 2006', are the documents this policy is based on.

Swindon College Safeguarding looks to protect everyone from:

- groups and individuals presenting violent extreme ideologies
- abuse or inappropriate relationships;
- grooming (in person, online, by phone, etc.);
- inappropriate supervision (by parents or staff, e.g. too much);
- bullying, cyber-bullying;
- self-harm, risky behaviour;
- unsafe activities and environments;
- crime;
- fear of crime;
- exploitation including financial, sexual and criminal exploitation (County Lines);
- immigration issues;
- unsafe environments e.g. parks, sports grounds;
- homelessness and unsuitable housing;
- victimisation and prejudice due to race, sexuality, faith, gender, disability etc.;
- alcohol and drug misuse;
- eating disorders;
- peer-on-peer abuse;
- So-called honour-based violence (which can include FGM);
- Not understanding the additional safeguarding vulnerabilities of learners with SEN and disabilities, and how those barriers can be overcome.
- Sexual violence and sexual harassment between children
- Issues arising from children with family members in prison

- Domestic abuse
- Issues arising from children being in the Court System
- Children missing from education
- anything which causes the College to be concerned that any student or member of staff might be at risk of significant harm as a result of one or more of the above.

Abuse can take many forms including emotional, physical, sexual and mental. Further advice and guidance on possible abuse can be found in Annex A of 'Keeping Children Safe in Education 2018'. All staff must read Part 1 of this document and all staff working directly with under 18s must also read and understand Annex A.

The College will:

- appoint and train a designated Designated Safeguarding Lead
- appoint a train a Deputy Designated Safeguarding Lead to act as the operational manager of day to day safeguarding issues
- train all staff to Recognise, Respond, Record and Report to all safeguarding concerns
- make sources of help and support accessible for anyone who may experience abuse
- develop effective working relationships with other agencies
- ensure safe recruitment practices are in place

Breach of Trust

Under the Sexual Offences Act 2003, it is an offence for a person over 18 to have a sexual relationship with a young person under 18 where that person is in a position of trust in respect of that young person, even if the relationship is consensual.

Safeguarding Reporting for staff:

All staff are responsible for safeguarding one another and our students. Where a student tells someone about a safeguarding matter they should do the following:

- **LISTEN** carefully and don't promise you can keep it to yourself
- **BE CLEAR** that you will act sensitively and explain what will happen next
- **GIVE REASSURANCE** that you are taking the information seriously
- **DO NOT** ask leading questions
- **DO NOT** examine any physical injuries
- **DO NOT** attempt to investigate the allegations yourself
- **NEVER JUDGE** – even if the allegation is against a colleague
- **RECORD** what was said, also time, date and place.
- **CONTACT** a member of the Safeguarding Team as soon as is reasonably possible

Social Media

Young people's use of social media has grown a lot and is potentially harmful. All staff will be trained to be aware of this the College will make sure our IT services look carefully at this activity.

It is forbidden for staff to either share their personal contact details with existing students, or to seek to befriend/accept friend requests from existing students on any social media platform. This includes the sharing of personal mobile telephone details, personal e-mail addresses and any personal contact information. Any member of staff found to be in breach of this will be liable to disciplinary action.

SEND students in College

Students with special needs and disabilities are more likely to be abused and/or neglected. The College will make sure all staff have guidance that shows that behaviour, mood and injury may relate to possible abuse. These students are more at risk and bullying can be much worse for them as they may find it difficult to tell us what is going on with them.

Prevent Strategy

To ensure that we are able and ready to deal with any problems about terrorism and any associated activities the College will make sure that the Safeguarding Team are trained to deal with this.

On-line safety and E-safety

Please read the Swindon College E-Safety & Acceptable Policy alongside this policy

Wearing of Identity Badges

In order to make sure that anyone coming onto the College Campus is kept safe we require all staff, students and visitors to wear ID badges on their College lanyards

- No College services (e.g. Learning Development Centre, Costa Coffee Shop, Refectory, Barista etc.) will be provided to any person not wearing their lanyard & ID badge.
- All teaching staff are required to check their students' ID badges are worn at the start and at the end of all teaching sessions.
- Any student who has forgotten or lost their ID badge must get a Temporary ID

Contextual Safeguarding & Local Circumstances:

The College will make sure that all staff have a good understanding of the local context and all safeguarding training will include reference to our local circumstances.

LAC and previously LAC

The College will work closely with the Virtual School and Children's Social Services to ensure all Looked After Children (and previously LAC) are known to us and given the right support.

Peer on Peer Abuse

The College will try to minimise incidents of students abusing each other by making sure that:

- Staff are trained to recognise the signs of peer on peer abuse, including how it can affect female students more than males
- Provide a trained Safeguarding Team that works directly with staff and students to provide guidance and support on how to manage and address it, including the consistent challenge and management of so-called 'banter'.

Children Missing From Education

Where students under the age of 18 show erratic, long-term or regular absences, or other unusual attendance patterns, the College will ensure that staff follow up with parent/carers, and where needed, Social Services and the Police

Safer Recruitment

The College's approach to Safer Recruitment is included in the Recruitment & Selection Policy.

Use of Reasonable Force by staff on students:

KCSiE 2018 says that there are times when staff might need to use to use reasonable force to keep students safe. 'Reasonable force' means the range of actions used by staff that may involve touching or holding students. This can range from guiding a student to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of the classroom.

The College has adopted the Department for Education's guidance on the use of reasonable force in schools which is made available to all members of staff within the College (<https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>)

Public Interest disclosure

Where staff become aware of anything that the Senior Leadership Team should know about but then do not act on, they have a responsibility to report this (Public Interest Disclosure Act 1998). This means that staff can voice concerns without fear of getting into trouble for doing so. Please see at the Swindon College Public Interest Disclosure Policy for more information or use the NSPCC whistle-blowing helpline number 0800 028 0285.

Staff Training

The Designated Safeguarding Lead will be trained to LCSB Level 3 in Safeguarding

The Deputy Designated Safeguarding Lead will be trained to LCSB Level 3 in Safeguarding

Members of the Safeguarding Team will be trained to LCSB Level 2 in Safeguarding

All staff will get training about Safeguarding issues and responsibilities at induction (to include 'Part One of KCSiE 2018') and on at least an annual basis.

Related College Documents

Staff should make themselves aware of the following policies and procedures (all found at <http://thehub.swindon.ac.uk/CollegeDocuments/default.aspx>)

- Emergency Lockdown Procedure
- E-safety and Acceptable Use Policy
- Events Involving External Speakers Policy
- Multi-Faith Room Policy
- Single Equality Policy
- Workplace Violence Policy
- Young Carers' Policy
- Public Interest Disclosure Policy
- Staff Code of Conduct
- Student Code of Conduct

Formulation

This policy was amended by the Designated Safeguarding Lead (DSL) September 2018

Review

This policy statement will be reviewed annually or sooner, in response to changes in legislation or College organisation. This will be initiated by the DSL.

Annex 1

Substance Misuse Guidance

This guidance applies to all users studying, working or visiting College. It includes all educational visits and residential activities. The guidance applies to substance-misuse within, or having an effect within, the grounds and premises of the College. This includes all settings where College activity (including off site visits and residential) takes place.

The College may authorise some College events at which alcoholic drinks are available to staff, guests and students over the age of 18 years.

Prescribed drugs may only be used by the person for whom they are prescribed.

Alcohol may not be consumed outside of licensed areas except at authorised events.

Smoking is not permitted anywhere on the College premises except in designated smoking shelters.

No substances, either legal or illegal may be used for the purpose of intoxication on College premises. So-called 'legal highs' (psychoactive substances) are included in this definition.

The possession and/or distribution of paraphernalia on College premises is also strictly forbidden and where found will result in seizure of the items and reporting to the police.

The sale or distribution of illegal substances either within or outside the boundaries of the College will be dealt with as Gross Misconduct and the strictest penalties applied. The police will be informed in all cases.

The College reserves the right to require any College user to submit to a drugs test where there is a reasonable suspicion of illegal substance misuse. Refusal to participate could be viewed as prejudicial in any subsequent disciplinary scenario.

Swindon College is committed to –

- Providing a safe and supportive learning environment for students to stay healthy and safe by increasing support for young people engaged in substance misuse, and for staff affected by dealing with these issues;
- Helping and supporting, as far as is practical, those students who either have a personal substance-misuse issue or whose lives are affected by the substance-misuse issue of a partner, relative or friend;
- Facilitating the prevention of any substance-misuse through education, training and developing good practice and actively discouraging the non-medical use of substances on College premises (with the exception of alcohol for over 18s within licensed areas, or in authorised circumstances);
- Recognising and accepting the College's legal responsibility under the Misuse of Drugs Act (1968 (revised in 1971 and 1993) in not knowingly permitting any user of College premises or grounds to produce, supply, possess or be under the influence of any banned or illegal substances;
- Taking appropriate action in any instance where there are students, staff or visitors possessing, using, dealing or producing any substances for the purposes of intoxicating themselves or others.
- The Safeguarding Team will act as the first point of contact for all substance misuse issues related to students and will be responsible for providing on-going support where required, and external referral where necessary.

Swindon College will endeavour to:

- Maintain confidentiality in accordance with College policies
- Facilitate time-off for advice and treatment in accordance with the usual student sick leave arrangements.
- Assess the severity of incidents and situations and carry out normal disciplinary procedures if student behaviour is deemed to be of significant risk of harm to self or others.
- Facilitate and support an affected student's return to previous studies.

Annex 1a:

Procedure for Administering Medication at Swindon College

Controlled Drugs:

Storage:

- All Controlled Drugs must be stored appropriately, in a locked Controlled Drugs Cabinet, on an internal wall, within a locked room.

Documentation:

- Care Plan documenting the name, dosage and time of the medication to be administered. This must be signed by the learner / learner's parent or guardian and the College's Designated Person.
- Drug Administration Chart correctly completed with the name, dosage and time of the medication to be administered.
- Medication Risk Assessment and Agreement Form correctly completed and signed and dated by the learner / learner's parent or guardian and the College Designated Person.
- Controlled Drugs Recording Book correctly completed with the name, dosage and time of the medication to be administered.
- All Controlled Drugs must be counted by the learner's parents or guardians and the College Designated Person when received on campus.
- The quantity of tablets obtained is then entered into Controlled Drugs Recording Book and both parties must sign accordingly.
- Contact Log: Any change in medication must be documented in the Contact Log.
- All the above documentation must be updated accordingly, if the medication is altered in any way.

Administration:

- In order to ensure the medication is given to the correct learner, a photograph, ID Number and Date of Birth will appear on all the relevant drug documentation.
- Whenever administering the controlled drug, the quantity must be counted on each occasion and the learner and the College Designated Person must sign the Controlled Drugs Recording Book accordingly and enter the new quantity of medication to be returned to the Controlled Drugs Cupboard.
- The College Designated Person must initial the appropriate box on the Drug Administration Chart, on each occasion a drug is administered.

General Medication:

Storage:

- All medication must be stored appropriately, in a locked Medicine Cabinet, within a locked room.

Documentation:

- Care Plan documenting the name, dosage and time of the medication to be administered. This must be signed by the learner / learner's parent or guardian and the College Designated Person.
- Drug Administration Chart correctly completed with the name, dosage and time of the medication to be administered.

Administration:

- In order to ensure the medication is given to the correct learner, a photograph, ID Number and Date of Birth will appear on all the relevant drug documentation.

- The College Designated Person must initial the appropriate box on the Drug Administration Chart, on each occasion a drug is administered.
- If appropriate, it may be necessary to complete the Contact Log, if the medication is taken occasionally, or as a record of how effective the medication has been.

NOTE:

No member of staff should dispense any tablets or medicines to treat illnesses or provide medical assistance for general illness or ongoing health challenges to any student of Swindon College unless trained to do so. Only trained First Aiders should provide any emergency care as designated in the College's First Aid Procedure.