

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
Reference: PP26
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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. For the purposes of clarity, any person under the age of 18 is deemed to be a child, and an adult at risk is deemed to be a person who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against harm or exploitation. An adult is considered 'vulnerable' if they receive a health, personal or social care service from a professional. Personal services would include, for example, help with financial matters, feeding, washing or dressing. Any person 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 safeguarding & child protection legislation.

All references to staff or adults comprises teaching staff, other staff and volunteers working in the organisation, visitors and includes contractors to the organisation with direct contact with learners, regardless of position, role or responsibilities.

The term 'safeguarding children, young people and adults at risk' embraces both reactive child protection and a preventative approach to keeping young people and adults safe. 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 key documents upon which this policy is predicated.

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

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. Whilst it is more common for there to be a perceived disproportionate power differential between abuser(s) and abusee(s), peer on peer abuse is a significant issue. It must never be tolerated or treated as ‘banter’ or just ‘part of growing up.’

Peer on peer abuse will be minimised through the vigilance and awareness of staff to recognise and identify where such abuse is occurring, and to act swiftly to ensure its curtailment. All disclosures will be recorded in the Safeguarding case files and reviewed on a weekly basis by the DSL and Deputy DSL to ensure appropriate support mechanisms are in place for both victims and perpetrators. Whilst it is clear that peer on peer abuse disproportionately affects females and the College must have appropriate support mechanisms in place, males, LGBTQ and SEND students will also be affected by this issue and staff must be aware of this and prepared to act accordingly. Given the local context of Swindon and the issues surrounding County Lines the College recognises that so called ‘initiation ceremonies’ and ‘hazing’ (defined as: any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers them regardless of a person’s willingness to participate) may be disproportionately represented amongst our student population.

Further advice and guidance on the range of abuse and indicators of abuse can be found in Annex A of ‘Keeping Children Safe in Education 2018’. All staff are required to access Part 1 of this document and to read and understand it, all staff working directly with under 18s must also read and understand Annex A.

Swindon College has a statutory and moral duty to ensure the safety of, and to promote the welfare of children, young people and at risk adults attending the College. The term ‘safeguarding’ embraces a holistic approach to both child protection and a preventative

approach to keeping young people and adults safe. The College will carry out these responsibilities under relevant current legislation and formal guidance.

The College has clear objectives:

- To provide a safe environment for children, young people and adults in which to work, learn and take part in social and recreational activity
- To identify people who are experiencing, or likely to experience significant harm, providing support and taking appropriate action with the objective of producing positive outcomes for those people
- To foster, promote and maintain a genuine feeling of safety throughout the College via the curriculum, pastoral support, and appropriate working practices through the promotion of a College ethos where everyone feels secure, valued and listened to
- To take action where appropriate to safeguard the person through working in partnership with other agencies
- To educate all students and staff in safeguarding and child protection issues so that they become more aware and confident in dealing with issues relating to those matters

The College has processes which:

- Identify children, young people and adults at risk of significant harm, or where there are concerns for a person's welfare, provide procedures for reporting and addressing such concerns;
- Prevent unsuitable people from working with children, young people and adults;
- Maintain channels for reporting and dealing with all allegations of abuse;
- Work in partnership with local agencies including the sharing of information;
- Provide a safe environment for children, young people and adults within the College;
- Appropriately filter and monitor student internet usage.

The College will take action to:

- appoint and train a designated Designated Safeguarding Lead with responsibilities to lead on all matters pertaining to safeguarding and child protection, and who will ensure that appropriate and robust systems are in place that will coordinate reporting, monitoring, referral and support procedures. Name, role and contact details will be available to all staff, students and parents/carers;
- 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 in regard to Safeguarding procedures with training updates provided on an annual basis. Induction training that include safeguarding procedures and Part One of Keeping Children Safe in Education September 2018 will be mandatory for all new staff working in the College;
- keep accurate and secure records of concerns about individuals, even when there is no need for immediate referral to outside agencies;
- provide a systematic means of monitoring children, young people and adults known, or thought to be, at risk of harm, and contribute to assessments/support plans with other agencies;
- make sources of help and support accessible for anyone who may experience abuse;
- develop effective working relationships with other agencies: Police, Social Services, Health Authority and the Local Safeguarding Children's Board (LSCB);

- train staff in safe practices to protect children, young people and adults in the learning environment, and also to protect themselves from false allegations of abuse;
- ensure safe recruitment practices by implementing enhanced checks on all new and existing staff in accordance with the Disclosure and Barring Service (DBS), taking of references, and training interviewers in accordance with Department of Education guidance to effectively establish suitability for role at the time of employment ;
- provide tutorial or other curriculum, learning or pastoral support. The curriculum (both formal and informal) will be used to help children, young people and adults to develop their self-esteem, assertiveness and problem-solving skills, to promote their resilience, and help with behaviour problems such as anger.

Duty of Care

Staff are accountable for the way in which they exercise authority, manage risk, use resources, and actively protect children and people from discrimination and avoidable harm. Staff should develop respectful, caring and professional relationships between themselves and all other users of the College. Staff behaviour should demonstrate integrity, maturity and good judgement, e.g. management of risk in external visits/residential visits.

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. This applies when the young person is in full time education and the person works in the same establishment as the young person, even if he/she does not teach the child. Where a sexual relationship exists between a staff member and a student aged 18 or over, it is required that the staff member discloses this to HR immediately.

Information Sharing

Swindon College will ensure that it pursues robust and timely information sharing protocols with all of the agencies working with young people including schools, statutory authorities, support services and social services in line with the 'Working Together to Safeguard Children 2018' document.

Safeguarding Reporting Protocols for staff:

All staff are responsible for safeguarding one another and our students. Where a student makes a disclosure to a member of staff they should do the following:

- **LISTEN** carefully, stay calm; do not express shock or embarrassment
- **DO NOT** guarantee confidentiality, but 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

College Safeguarding Recording & Case Management Procedure

1. All safeguarding concerns are either identified by, or referred through to, the Safeguarding Team by members of staff, the Complex Needs Panel, external

- agencies, students (either self referring or bringing concerns about peers) or parent/carers
2. The Safeguarding Team will investigate all concerns and allegations, make a judgement on next steps and then refer on to the appropriate agency, and/or compose an Early Help Record, taking advice from the DSL as needed.
 3. The Safeguarding Team will meet with the DSL on a weekly basis to review all new cases, monitor on-going cases, and review and monitor a watch-list of those cases where there are concerns or known pertinent information but that have not yet met an intervention threshold.
 4. Cases are opened and closed by common agreement with the DSL. DSL always makes final judgement.
 5. All cases are recorded in a secure folder on the College's K Drive.

Social Media

Swindon College recognises that the use of social media by young people has grown exponentially and that social media has become of focus for a number of issues including cyber-bullying, sexting, sharing of inappropriate images, the promotion of radical and extreme viewpoints, grooming and CSE. All staff will be trained to be aware of and sensitive to this area of activity and the College will ensure that suitable IT policies are in place to address access and monitoring of social media activity. **It is expressly 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.

14 – 16s in College

The College will ensure that all 14–16 year olds are cared for and have their wellbeing needs met appropriately.

Where young people are on the roll of another education establishment there should be protocols in place between the College Designated Safeguarding Lead and the Designated officers at these establishments for communication regarding unexplained absence or other concerns. There will also be liaison with the parent and the schools.

Young people will be appropriately supervised and registered by qualified staff in all areas of the provision.

SEND students in College

Students with SEND are more likely to be abused and/or neglected. The College will monitor and support these students through the Learning Support Transitions Team, the College Complex Needs Panel, the Mindset Mentors and the Deputy DSL in order to ensure these students are appropriately identified and supported.

- The College will ensure that guidance is available so that all staff have an awareness that: behaviour, mood and injury may relate to potential abuse and not just as a result of SEND
- SEND students face a higher risk of peer group isolation
- That bullying has a disproportionate impact on SEND students
- That difficulties with communication may also adversely impact SEND students

Early Help

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 2018' provides detailed guidance on the Early Help process. The Safeguarding Team will be responsible for identifying and implementing any Early Help measures which are required.

Any child may benefit from early help, but all college staff should be particularly alert to the potential need for early 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 from home;
- is misusing drugs or alcohol themselves;
- is at risk of modern slavery, trafficking or exploitation;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
- has returned home to their family from care;
- is showing early signs of abuse and/or neglect;
- is at risk of being radicalised or exploited;
- is a privately fostered child.

Child on child sexual violence and sexual harassment:

Where any reports are made of child on child sexual violence or sexual harassment these must be dealt with seriously and quickly. The normal disclosure protocols apply. Where such an allegation is made, the DSL will conduct a thorough risk assessment that considers:

- the victim, especially their protection and support;
- the alleged perpetrator; and
- all the other children (and, if appropriate, adult students and staff) at the college, especially any actions that are appropriate to protect them;

This will be recorded and communicated to all staff that are required to know. Both victim and (alleged) perpetrator will receive appropriate support mechanisms from the College on a case by case basis.

Prevent Strategy

To ensure that the College effectively safeguards students and staff, manages risks and is able to deal appropriately with issues around radicalisation and extremism, the College will;

- Understand the nature of the threat from extremism and how this may impact directly or indirectly on the College
- Encourage staff and students to respect and adhere to fundamental British values
- Ensure staff receive awareness training in recognising and preventing extremism and radicalisation.
- Understand and manage potential risks within the College and from external influences including the display of extremist materials and the hiring of College premises.

- Respond rapidly and appropriately to events in local, national or international news that may impact on the College community.
- Ensure measures are in place to minimise the potential for acts of extremism within the College.
- Ensure plans are in place to respond appropriately to a threat or incident within the College.
- Work with sub-contractors, employers and work placement providers to ensure they are compliant with the Prevent Duty and the College's safeguarding procedures.
- Adopt effective ICT security and responsible user policies and promote these to all staff and students.

On-line safety and E-safety

- Please read the Swindon College E-Safety & Acceptable Policy in conjunction with this document.
- The College will endeavour to both filter and monitor all internet usage within the College in a responsible and transparent way in order to ensure and maintain the safety of staff and students.

Wearing of Identity Badges

In order to ensure that anyone accessing the College Campus is provided with a safe environment, it is a requirement that all staff, students and visitors visibly wear ID badges on the College lanyards provided whenever they are out of the classroom environment.

- 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 from their tutor, the College reception, LDC front desk, or their Area Administrator. A common list of student names will be held on K Drive and the date of each occasion a Temporary ID badge is issued will be recorded against that student by the issuing member of staff. If a student records three Temporary ID badges requests in any one term their name must be passed to the relevant Head of Learning to invoke a meeting with the student.

Contextual Safeguarding & Local Circumstances:

Swindon College believes all students have the right to be able to access and enjoy a high quality and rich learning experience that both enhances and increases their life chances. The College serves the needs of students from a range of backgrounds including higher proportions of:

- students from socio-economically deprived areas
- High Needs SEND students
- LAC and Young Carers

Swindon town also faces on-going challenges with County Lines issues.

The College will ensure that all staff have an effective understanding of the local context and all safeguarding training will acknowledge and reference the local context to ensure that staff are adequately prepared to manage such issues that arise from this.

LAC and previously LAC

The College will work in close collaboration with the Virtual School and Children's Social Services to ensure all Looked After Children (and previously LAC) are identified and offered appropriate support mechanisms.

The Designated Teacher for LAC students will be Jessaka Shoesmith – Deputy DSL.

Partnership and Information Sharing:

The College will work in conjunction with Family First, the LCSB, the Local Authority and other external agencies to ensure information is passed freely where there are safeguarding concerns and information sharing protocols are well established.

All safeguarding referral protocols will reflect the guidance laid down in Part 1 of KCSiE 2018, including Prevent referrals to Channel.

Peer on Peer Abuse

The College will seek to minimise instances of Peer on Peer abuse by ensuring that:

- Staff are receive training to recognise the indicators of peer on peer abuse across its spectrum, including its gendered nature, and know how to refer cases and support students
- Provide a Safeguarding Team that works directly with staff and students in a proactive manner to inform awareness of peer on peer abuse and provide guidance and support on how to manage and address it, including the consistent challenge and management of so-called 'banter'.
- The Safeguarding Team will work closely with curriculum staff, students and parent/carers to ensure that both victims and perpetrators have access to support and guidance mechanisms
- All cases of peer on peer abuse will be recorded and managed through the existing referral and case management procedure.

Peer on peer abuse can take a range of different forms including, but not limited to:

- sexual violence and sexual harassment. Part 5 of the KCSiE guidance sets out how colleges should respond to reports of sexual violence and sexual harassment;
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexting (also known as youth produced sexual imagery). This will be treated sensitively by the College and where disclosed or discovered the participants will be supported and guided appropriately. In the case of malicious intent being shown the Police will be informed and the College's Disciplinary Procedure invoked.
- initiation/hazing type violence and rituals.

Children Missing From Education

Where students under the age of 18 are displaying erratic, long-term or regular absences, or other unusual attendance patterns, the College will ensure that staff follow up with parent/carers to ensure a full understanding of the underlying absence reasons is gained and recorded where appropriate.

In cases where a safeguarding concern is known or suspected the Safeguarding Team will undertake RF1 referrals to Family First and/or conduct Early Help Records. All such cases will be recorded and monitored using the existing referral and case management procedure.

Safer Recruitment

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

Roles and Responsibilities:

All staff:

- All staff play a fundamental role in ensuring children, young people and adults are kept safe at the College through vigilance, attending training, reporting concerns and acting swiftly where there is a risk of immediate danger or harm.
- Concerns are any worries about a particular student or colleague that need to be referred onto the Safeguarding Team, wherever there is a lack of surety or clarity about someone's safety.
- Risk of immediate danger or harm means a situation where action must be taken without delay in order to ensure adequate protection is put in place for the person at the centre of the issue. Staff are able to refer direct to Social Services or the Police in these circumstances should the need arise. The Safeguarding Team should be advised of any such action as soon as possible.

Use of Reasonable Force by staff on students:

KCSiE 2018 states that there are circumstances when it is appropriate for staff to use reasonable force to safeguard students. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain. 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>)

Role of the Designated Safeguarding Lead:

- Take lead responsibility in all safeguarding matters.
- Refer cases of suspected abuse or allegations to the relevant investigating agencies.
- Act as a source of support, advice and expertise within the College when deciding whether to make a referral by liaising with relevant agencies.
- Liaise with Principal and Link Governor to inform of any issues/ongoing investigations, and ensure there is always cover for the role.
- Act as the Principal's delegate with Local Authority Designated Officer in reporting and managing cases of alleged staff abuse as appropriate and when required.
- Train in how to recognise signs of abuse, and when it is appropriate to make a referral. Training should be updated on an annual basis.
- Ensure all safeguarding team members have access to appropriate supervision as required.
- Working knowledge in how the *Local Safeguarding Children's Board works (until such time as new arrangements are put in place as specified in Working Together to Safeguard Children 2018 comes into effect and then to work collaboratively within those new arrangements)*, the conduct of case conferences, and be able to attend and contribute to these when necessary.

- Ensure all staff have access to and understand the College Safeguarding policy, and to make it available in a range of formats including audible and non-English where requested.
- Ensure all staff have child protection/Safeguarding induction training and are able to recognise and report any concerns as they arise.
- Keep detailed, accurate and secure written records of referrals/concerns.
- Have access to resources and attend relevant or refresher training courses and to update training annually.
- Ensure Safeguarding policy is updated and reviewed annually, and following ratification is returned by the governing body to the Local Authority
- Ensure students/parents/carers have access to copies of the College Safeguarding Guidance, which alerts them to the fact that referrals may be made, contact details for the Safeguarding Team, and the role of the establishment.
- Where a young person leaves an establishment, ensure the file/information is transferred to a new establishment in line with the Working Together to Safeguard Children Guidance.
- Provide annual report to Board of the Corporation
- The Designated Safeguarding Lead for Swindon College is the Vice Principal for Student Development – David Francis.

Role of the Deputy Designated Safeguarding Lead:

- To take responsibility for day to day operational management of safeguarding issues under the direction of the DSL.
- Monitor staff induction and ensure induction resources are relevant and up to date
- Maintain and keep accurate records of all safeguarding cases
- Create effective strategies in conjunction with the DSL to ensure safeguarding is embedded throughout the College
- The Deputy Designated Safeguarding Lead is Jessaka Shoesmith, Safeguarding Co-ordinator.

Role of the Governing Body, Senior Management Team and Principal & Chief Executive

Peter Wells is the nominated link governor with special responsibility for Safeguarding Children nominated by the Board of the Corporation. He will liaise closely with the Designated Safeguarding Lead and ensure appropriate systems and procedures are in place that meet the statutory requirements for this area of activity.

The Governing Body must:

- make arrangements for ensuring that their functions relating to the conduct of the institution are exercised with a view to safeguarding and promoting the welfare of children receiving education or training at the institution and in considering those arrangements, have regard to any guidance given from time to time by the Secretary of State;
- the governing body should ensure the institution has a safeguarding policy and procedures that satisfy and evidence statutory requirements and consider safeguarding needs as set out in the Department of Education ‘Keeping Children Safe in Education 2014 (updated September 2016, September 2018)’ statutory guidance, ‘Working Together to Safeguard Children 2015 (updated September 2018),’ and the Prevent Duty Guidance 2015;
- have procedures for dealing with allegations against staff/volunteers that comply with LSCB procedures, balance the need to protect children whilst protecting staff/volunteers from false/unfounded accusations;

- have a senior staff member to lead on Safeguarding, advise/support staff/ liaise with Local Authority and other agencies. He/she must be a member of Senior Management who has status/authority to carry out role e.g. commit resources to Safeguarding and direct staff as appropriate;
- ensure all new staff who work with young people receive written guidance about the institution's Safeguarding policy/procedures and name/contact of DSL;
- ensure designated staff receive inter-agency training appropriate to their role, when first appointed, and refresher training annually;
- all staff receive refresher training annually;
- all students receive appropriate safeguarding and Prevent education;
- remedy any deficiencies or weaknesses in Safeguarding arrangements without delay;
- annually review policies/procedures and how duties are discharged;
- request LSCB advice if required (LAs can provide advice/support and access to training/policies/procedures, but do not have to and can charge);
- ensure a senior manager is designated as the senior lead for Prevent;
- scrutinise the work of the DSL and Safeguarding Team;
- in addition, the Chair of the Board is nominated to be responsible for liaising with partner agencies, as appropriate in the event of the allegation of abuse being made against the Principal.

The Principal should ensure through the Senior Management Team:

- policies and procedures are fully implemented and followed by all staff;
- sufficient resources and time are allocated so that the DSL and staff can attend strategy discussions, interagency meetings, contribute to assessments etc.;
- personally make referrals to the Local Authority Designated Officer where allegations of abuse by staff are brought forward, or delegate that responsibility to the DSL where required;
- staff/volunteers feel able to raise concerns about poor/unsafe practices by addressing these sensitively and effectively in a timely manner in accordance with public interest disclosure policies;
- the operation of safe recruitment and checks on new staff and volunteers;
- the reporting of cases to the Secretary of State. It is essential that cases are reported if a person ceases to work in an education setting and there are grounds for believing he/she may be unsuitable to work with children, or may have committed misconduct. The Secretary of State will consider whether to prohibit the person from working with children in the future or place restrictions on their employment in educational establishments. FE institutions have a statutory duty to make reports, and to provide relevant information to the Secretary of State.

Public Interest disclosure

Staff should acknowledge their individual responsibility to bring matters of concern to the attention of senior management and/or relevant external agencies (Public Interest Disclosure Act 1998). This should be a mechanism by which staff can voice concerns, made in good faith, without fear of repercussion. Staff should consult the Swindon College Public Interest Disclosure Policy and can also use the NSPCC whistle-blowing helpline number 0800 028 0285, if required.

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 receive adequate training to familiarise themselves with Safeguarding issues and responsibilities at induction (to include 'Part One of KCSiE 2018') and on at least an annual basis, and all staff with a role in directly working with under 18s will be required to read and understand Part One and Annex A of KCSiE 2018.

Relevant Statutory Legislation and Guidance:

The College will ensure that all staff and students are aware of and adhere to the relevant legislation and guidance both statutory and non-binding that attaches to all aspects of the Safeguarding agenda.

Related College Documents:

Staff should make themselves aware of the following related 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 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.