



SAFEGUARDING AND CHILD PROTECTION POLICY

May 2021

SAFEGUARDING AND CHILD PROTECTION POLICY

1. PURPOSE

- 1.1 The purpose of this policy is to promote the welfare of students and staff by protecting them from, and preventing abuse and neglect. It provides guidance to staff on what to do if abuse, neglect or other causes for concern are observed or disclosed.

For the purposes of this policy we define, safeguarding children and adults at risk as protecting them from:

- significant harm
- exploitation
- abuse

2. INTRODUCTION

2.1 What is safeguarding

Safeguarding children and adults at risk is the action we take to promote their welfare and to protect them from harm. Everyone who comes into contact with children, their families or adults at risk has a role to play to ensure they are safe.

City Lit fully recognises its responsibility to promote safe practice and to reasonably protect and safeguard the welfare of everyone working and studying here. All students at City Lit are 19 years or older except in clearly defined curriculum areas:

- Speech Therapy
- Lipreading
- English, Maths, Digital Skills and BSL for Deaf people
- Students with an Education Health Care Plan assessed by the Access and Inclusion Team

However, we acknowledge a general duty of care to all of our students.

We believe that learning takes place most effectively within a culture where all individuals trust the college to keep them safe from harm while they are here and, where appropriate, give information, advice and support to keep themselves safe from harm at other times.

We take all reasonable measures to ensure that the risks of harm to individual's welfare are minimised; and where there are concerns about individual's welfare, we take proportionate and appropriate actions to address those.

We work to agreed local policies and procedures in partnership with other relevant local agencies.

We fulfil our statutory duties to safeguard children and adults at risk by:

- providing a safe learning environment in which all students can progress
- informing students of how to keep themselves safe from harm and the procedures to follow if they believe that they, or another student, is at risk
- following Safer Staff Recruitment procedures for staff and volunteers
- ensuring staff and volunteers are aware of the procedures to follow if they think a student is at risk
- taking appropriate action if we suspect a child or adult at risk is at risk

2.2 Who are we safeguarding?

We have a legal duty to safeguard all children and adults at risk.

City Lit recognises a broader scope of people who may be more susceptible to harm, abuse and exploitation. This definition does not affect how safeguarding incidents are managed, however, it informs managers and staff that, in certain situations, some students may require more support and assistance than others.

Vulnerability is difficult to judge. Staff should always assume that any adult student they deal with might be vulnerable or disadvantaged and treat them accordingly.

2.3 Safeguarding structure and responsibilities

Key staff who have designated safeguarding responsibilities:

- The Vice Principal (Curriculum and Quality) is the Designated Safeguarding Lead, who has overall responsibility and accountability.
- The Deputy Designated Safeguarding Lead is the Head of Quality and Tutor Development
- Supporting the Lead and Deputy Lead are a team of Safeguarding Officers who are able to respond to safeguarding concerns as they occur. They ensure that these are recorded and reported through to the Lead and Deputy. (see appendix 1)
- The Safeguarding Strategic Review Group oversee all aspects of safeguarding for the college to, fully comply with legislation and be clear about our duty of care to students and staff. (see appendix 1)
- Under the guidance of the Designated Safeguarding Lead / Deputy the Head of Digital Learning, with support from the Head of Quality & Teacher Development and the Director of Funding & Technology Support, is the nominated manager for e-safety.
- In those areas where staff and students work with children as part of their roles (Family Learning and Deaf Access and Interpreting), a manager has responsibility for leading specific safeguarding requirements in their area of work.
- In the Centre for Learning Disabilities Education the Head of Centre leads on specific

safeguarding requirements in this area of work.

- Human Resources are responsible for managing the DBS checking service with new and current staff and volunteers.

It is the responsibility of City Lit staff with designated responsibilities to:

- Act as a point of contact for Safeguarding
- Undertake appropriate training for their role
- Maintain contact with Local Authority Safeguarding Boards and FE/HE Prevent Co-ordinators
- Organise the delivery of appropriate training and support
- Organise the development and distribution of guidance materials for staff and students
- Draw safeguarding together across all areas of City Lit's work and identify priorities
- To share practice, learn from this and make decisions about how to adapt in response
- To ensure ownership of Safeguarding across the college
- To identify who does what in relation to Safeguarding policy, procedure and practice
- To monitor the progress of action plans
- Undertake training as necessary

It is the responsibility of all City Lit staff to:

- Promote the welfare of students
- To know who the Designated Lead, Deputy and Safeguarding Officers are to raise concerns with
- To be vigilant and able to spot signs of harm, abuse and exploitation
- To raise/report any concerns or suspicions immediately to a Safeguarding Officer, the Lead or Deputy
- Share information about vulnerable individuals within the college
- Undertake training as necessary

All staff and volunteers should feel able to raise concerns about anything they consider may be poor or unsafe practice. If any member of staff has any concerns about the actions taken by a Safeguarding Officer, s/he may contact another Officer to discuss the situation; they may also raise concerns through our Whistleblowing procedure.

3 Procedures to be invoked when harm/abuse is suspected or reported (See appendix 3)

If anyone comes across signs of harm and/or abuse of children or adults at risk s/he should:

- Report any concerns for the wellbeing of a child or adult at risk to a Safeguarding Officer in the first instance. You can also report concerns to the Duty Manager and/or your line manager who will liaise with the Safeguarding Team.
- This will invoke the appropriate procedures and where appropriate may involve the local Safeguarding Board and/or the police or another relevant specialist service.

- Where staff members are unsure and need guidance about safeguarding issues, they are encouraged to seek support from a Safeguarding Officer, manager or the Designated Safeguarding Lead/Deputy.

If anyone considers that a child or adult at risk is in immediate danger or at risk of harm s/he should:

- Contact the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead, a Safeguarding Officer or the Duty Manager immediately. They will decide on the most appropriate course of action which may include making a referral to the most appropriate agency or emergency service.

4 Allegations about members of the workforce

Where an allegation of abuse or inappropriate behaviour is made against a member of staff, a thorough investigation will be undertaken.

Statutory and other relevant guidance will be used to support any investigation.

Where any incident relates to their actions as an employee of City Lit, in addition to actions set out above, Human Resources will advise and support the line manager of, and the employee against whom allegations have been made.

Where an allegation of abuse or inappropriate behaviour is made against a student, in addition to actions set out above, the Vice Principal and Executive Director: People will advise on the disciplinary procedure.

The Designated Safeguarding Lead/ Deputy Lead, in collaboration with Senior colleagues, will decide any action to be taken. It is the duty of staff to inform only, not to investigate.

5 Control measures Students

We take a risk management approach to safeguarding, in organising learning and teaching, and delivery of services to students and the public. Where necessary curriculum and service areas carry out specific risk assessments, and make reasonable, proportionate adaptations to their activities.

Where adaptations are reasonable and proportionate, we may put in place a number of 'control measures' in order to safeguard the wellbeing of children and adults at risk.

Children aged 16 or 17 are only admitted to designated programmes following approval by the Designated Safeguarding Lead/Deputy and a risk assessment by the relevant Head of Programme/Centre.

Children aged under 16 are not admitted to normal classes, unless the class is specifically for children and parents/guardians. This is primarily in local authority Family Learning provision.

Other groups

Where children of students, staff members or visitors are present on our premises, they remain the responsibility of their parent/guardian and must be accompanied at all times whilst on the premises.

Safeguarding the wellbeing of any children visiting City Lit without their parent/guardian is the responsibility of the organiser of the activities in which the child is participating.

Staff and volunteer controls

For newly appointed staff:

- i. Verification of the appointed person's identity, preferably from current photographic ID and proof of address.
- ii. Obtaining an enhanced DBS (Disclosure and Barring Service) check (with barred list information if appropriate) for staff identified in appendix 2
- iii. Verification of the appointed person's right to work in the United Kingdom
- iv. Verification of relevant qualifications.
- v. Other checks may be considered if the person has recently lived outside of the United Kingdom.

DBS checks:

- vi. DBS checks will be obtained as detailed in appendix 2 and held on a Single Central Record.
- vii. DBS checks will normally be obtained prior to the commencement of any work where a DBS check is required.
- viii. Where a DBS check has not yet been received, a department may allow supervised access or accept a portability check following a risk assessment.
- ix. City Lit will adhere to all relevant regulations and codes of practice as issued by the DBS.
- x. All information regarding the detail of any DBS certificates will be processed by Human Resources and will not be passed to third parties. The date and number of DBS checks may be passed to partner organisations to enable City Lit to fulfil its contract and may be issued as part of a portability check by another organisation.
- xi. Human Resources will confirm to the relevant programme / service manager whether a satisfactory DBS check has been obtained. This information will be recorded securely. If items appear on the DBS check that give cause for concern, Human Resources will discuss these with the relevant line manager. Human Resources will then discuss with the applicant if any conditions are to be applied or the offer withdrawn.

6. Training

- The Designated Safeguarding Lead and Deputy Designated Safeguarding Lead will undertake safeguarding update/refresher training every 2 years and regularly update their knowledge and skills in a range of ways including attending briefings, reading safeguarding newsletters and subscribing to email bulletins.
- City Lit will ensure that the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead undertake training in multi-agency working and specific safeguarding areas as appropriate.
- All staff will receive safeguarding training and updates as required and appropriate. This will include reminders on the college referral processes
- Records of safeguarding training will be kept for staff

7. Confidentiality

Confidentiality is an issue that needs to be fully understood by all those working with safeguarding duties. A member of staff must never guarantee confidentiality to anyone with a safeguarding concern or promise to keep a secret.

In accordance with statutory requirements, safeguarding concerns must be reported to the Designated Safeguarding Lead and may require further referral to and subsequent investigation by statutory agencies

Information on individual cases may be shared by the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead with other relevant staff members on a 'need to know' basis only and where it is in the person's best interests to do so.

8. Records and Information Sharing

Where there are concerns about the safety of a child or adult at risk, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm. Whilst Data Protection legislation (including the General Data Protection Regulation, 2018) places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would place a child or adult at risk, at risk of harm. Similarly, human rights concerns, such as respecting the right to a private and family life should not prevent sharing where there are real safeguarding concerns. Fears about sharing information should not stand in the way of the need to safeguard and promote the welfare of children or adults at risk who are at risk of abuse or neglect.

Well-kept records are essential to good protection practice. City Lit is clear about the need to record any concern held about a person within the college, the status of such records and when these records need to be shared with other agencies.

A disclosure of abuse, or concerns about signs or indicators of abuse will be recorded on the college's electronic system, CPOMs, by a member of the safeguarding team or Senior manager. If, for any reason, the electronic system cannot be accessed, safeguarding concern forms are available from the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead so that staff can note what was said or seen (if appropriate, using a body

map to record), giving the date, time and location. All records will be dated and signed and will include any action taken at the time. This is then presented to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead who will decide on the next steps.

9. Multi agency working

It is the responsibility of the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead to ensure, wherever appropriate, that the college is represented at any safeguarding conference affecting one of our students.

10. Whistleblowing

Whistleblowing is 'making a disclosure in the public interest' and occurs when a worker (or member of the wider college community) raises a concern about danger or illegality that affects others.

City Lit expects the highest standards of conduct and practice related to safeguarding from every member of staff, governor and visitor to the college.

Staff are made aware of the duty to raise concerns about the attitude or actions of staff in line with college's Whistleblowing policy.

Appendix 1 - Safeguarding Team

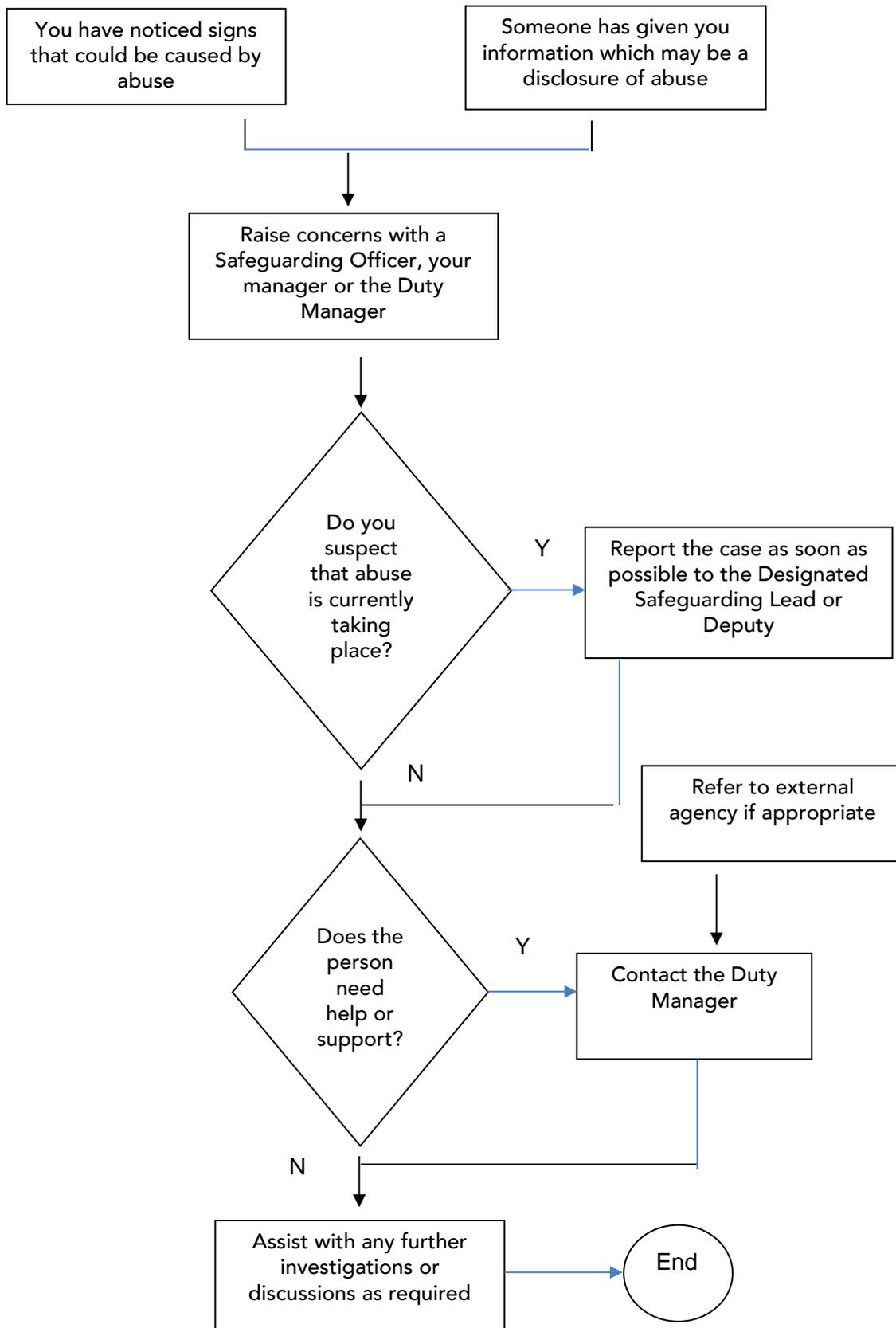
Name	Responsibility	Department	E-mail
Wendy McKaig	Designated Safeguarding Lead	Executive	wendy.mckaig@citylit.ac.uk
Dragana Ramsden	Deputy Safeguarding Lead	Quality	dragana.ramsden@citylit.ac.uk
Caroline Blaxall	Safeguarding Officer	Student Services and Enrolments	caroline.blaxall@citylit.ac.uk
Karin Kalfus	Safeguarding Officer	Quality	karin.kalfus@citylit.ac.uk
Alan Billington	Safeguarding Officer	Health and Wellbeing	alan.billington@citylit.ac.uk
Héloïse Parke	Safeguarding Officer	Visual Arts	heloise.parke@citylit.ac.uk
Orlane Russell	Safeguarding Officer	Access, Inclusion & Support	orlane.russell@citylit.ac.uk
Graham Jennings	Safeguarding Officer/ Safeguarding Strategic Review Group	Data Compliance and Business Planning	graham.jennings@citylit.ac.uk
Louise Severyn-Kosinska	Safeguarding Officer/ Safeguarding Strategic Review Group	Community Outreach	louise.severyn-kosinska@citylit.ac.uk
Jayne Kay	Safeguarding Officer/ Safeguarding Strategic Review Group	Visual Arts	jayne.kay@citylit.ac.uk

Appendix 2 – DBS checks

Work area	Worker type	Employment status	Work designation	DBS check required
Community Outreach (local authority contract work)	Teachers	Employee	Regulated <i>Specified setting</i>	Enhanced with barred list information
	Parent & Under 5 workers	Employee	Regulated <i>Specified setting</i>	Enhanced with barred list information
Centre for Deaf Education	Interpreters, communication support workers and note-takers working in FE colleges	Employee	Regulated <i>Specified Setting</i>	Enhanced with barred list information
	Teachers – Lipreading courses	Employee	Regulated <i>Specified Setting</i>	Enhanced with barred list information
	Teachers – English, Maths, Digital Skills and BSL for Deaf people	Employee	Regulated <i>Specified Setting</i>	Enhanced with barred list information
Speech Therapy	Teachers – Courses for adults who stammer	Employee	Regulated <i>Specified Setting</i>	Enhanced with barred list information
Centre for Learning Disabilities Education	Teachers	Employee	Regulated <i>Specified Setting</i>	Enhanced with barred list information
Any curriculum area with a student with an Education Health Care Plan	Teachers	Employee	Regulated <i>Specified Setting</i>	Enhanced with barred list information
	Learning Support Tutors	Employee	Regulated <i>Specified Setting</i>	Enhanced with barred list information
Access, Inclusion & Support Service	Volunteer Counsellors	Volunteer	Regulated <i>Specified Setting</i>	Enhanced with barred list information

DBS checks will normally be updated whenever there is cause to believe that circumstances have changed or if required by our contract with a receiving organisation.

Appendix 3: Flowchart for dealing with suspected abuse, disclosure or concerns



Covid-19 Annex

This annex summarises key Covid-19 related changes and additions to the Safeguarding and Child Protection Policy.

- 1) Staff may identify new concerns, in the light of Covid-19. Staff should be alert to signs of abuse and such concerns should be dealt with as per the Safeguarding and Child Protection policy.
- 2) The Designated Safeguarding Lead, Deputy Designated Lead and Safeguarding Officers will be available for safeguarding referrals remotely through MS Teams, email and phone.
- 3) Safeguarding concerns will be progressed, by the Safeguarding team, remotely.
- 4) The Designated Safeguarding Lead and Deputy Designated Lead will continue to do what they reasonably can to keep up to date with safeguarding developments.
- 5) Risk assessments for adults with learning disabilities will be undertaken, regarding return to the building, to ascertain if their needs can be safely met in the educational environment.

Executive Owner	Vice Principal (Curriculum and Quality)
Policy Owner	Vice Principal (Curriculum and Quality)
Approval Body	Governing Body
Date Approved	11/05/2021
Review Period	Three years
Next Scheduled Review Date	11/05/2024

Version tracking

Versions	Date	Author	Reason for changes
5.0	18/11/19	Wendy McKaig	Replacement
6.1	12/05/21	Graham Jennings	Text changes to 2.2, Safeguarding Team members updated in Appendix 1, Changes to Appendix 3 and see Covid-19 Annex added