Safeguarding Procedures 2023/24

1 Procedures

1.1 Designated Senior Staff Member for Child Protection

1.1.1 The Designated Safeguarding Lead (DSL) with lead responsibility for child protection and safeguarding issues is Chantelle Thompson, Head of Safeguarding. This role is supported by the Assistant Safeguarding and Prevent Lead, Annette Easy.

1.1.2 The DSL has a key duty to take lead responsibility for raising awareness and sharing information amongst staff of issues relating to the welfare of children and young people (particularly those with social care needs), and the promotion of a safe environment for the students learning within the College.

1.1.3 The Head of Safeguarding Tef5 0 1065 0 15 0 5 w 1 3 0 6 T d 0 0 2 0 0 1 4 c 0 0 0 2 0 T w 0 2 7 2 1 0 0 T 5 1 2

also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue (also known as peer on peer abuse) in education and all staff should be aware of it and of their school or college's policy and procedures for dealing with it, (see paragraph 49). https://bristolsafeguarding.org/media/vc5j02jl/hsb-protocol-kbsp-guidance-may-2022.pdf

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care- givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

1.6.2 Concerns that a student may have gone missing and/or is absent for prolonged periods and/or repeat occasions.

Staff should be mindful that a young person going missing from an education setting is a potential indicator of abuse or neglect. Any suspicion that a young person has gone missing should be reported to the Safeguarding Team. Statutory guidance concerning children who run away or go missing from home or care is provided by the Department for Education in the document; Children Missing Education, which was published in September 2016.

When a 16 or 17 year-old runs away or goes missing they are no less vulnerable than younger children and are equally at risk, particularly of sexual exploitation or involvement with gangs. A 16 or 17 year-old who has run away may present as homeless. In this case, local authority children's services must assess their needs, as for any other child. Where this assessment indicates that the child is a child in need and requires accommodation under section 20 of the Children Act 1989, they will become looked after.

The Keeping Children Safe in Education September 2023 publication states:
Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. It is important the school or college's response to persistently absent pupils and children missing education, supports identifying such abuse; and in the case of absent pupils, helps prevent the risk of them becoming a child missing education in the future. This includes when problems are first emerging, but also where children are already known to the local authority children's social care team and need a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child) where being absent from education may increase known safeguarding risks within the family or in the community.

The College procedure for dealing with missing young people and those

cases. If the victim is allowed to walk out of the door without support being offered, that one chance might be wasted.

1.6.5 Female Genital Mutilation

On 31st October 2015 a legal requirement was placed on 'Regulated Professionals' such as teachers to report all 'Known' cases of FGM to the Police. This duty cannot be delegated to any other professional including a manager or a member of the Safeguarding Team. However, Safeguarding should be made aware before any call is made.

How to complete a 'Mandatory Duty to report a case of FGM':

- Phone 101 and state 'I am carrying out my Mandatory Duty to Report a case of FGM'.
- Give all your details: Name, Contact Details, Role, Place of Work.
- Give the details of your Organisation/ Agency Designated Safeguarding Lead.
- The Girls details: Name Age/Date of Birth, Address, Wider Family (If known).

You will be given a Police Reference Number for the call, record this number in your records. This is proof you have undertaken your 'Mandatory Duty to Report Cases of FGM'.

While the Police should share this information with the Social Care team, it is best practice in Bristol to contact First Response and notify them of this information. Give them the Police Reference Number so they can track the case and support any safeguarding investigations. The

student is under 18).

The 5 Ks are:

- Kesh (uncut hair)
- Kara (a steel bracelet)
- Kanga (a wooden comb)
- Kaccha (cotton underwear)
- Kirpan (steel sword)

The Kirpan should not be visible and should be worn under the clothing and secured to make removal difficult but not impossible. The Kirpan (hilt, blade and sheath) should not be greater than 7 inches/17.8 centimetres in length.

Modifications to a student's programme may be necessary, if wearing the Kirpan might inadvertently cause physical harm to the wearer or another individual. However, sensitive discussion regarding this will be adapted to the individual. For example, for sports students, the Kirpan may be kept by the teacher for safekeeping.

The college reserves the right to periodically, in a private and sensitive manner, seek to verify that the limitations with respect to Kirpan length, security measures and concealment continue to be met. The right to wear the Kirpan will be suspended if it is misused by the wearer. Concerns of Radicalisation and Extremism

All staff are part of a multi-agency approach to protect students at risk from radicalisation, this is called Prevent. All suspicions of activity of this kind should be immediately referred to the Safeguarding Team via My Concern.

Example indicators that an individual is engaged with an extremist group, cause or ideology include:

- Spending increasing time in the company of other suspected extremists.
- Changing their style of dress or personal appearance to accord with the group.
- Their day-to-day behaviour becoming increasingly centred on an extremist ideology, group or cause.
- Loss of interest in other friends and activities not associated with the extremist ideology, group or cause.
- Possession of material or symbols associated with an extremist cause (e.g. the swastika for far-right groups).
- Attempts to recruit others to the group/cause/ideology.
- Communications with others that suggest identification with a group/cause/ideology.

Example indicators that an individual has an intention to use violence or other illegal means include:

- Clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills.
- Using insulting or derogatory names or labels for another group.
- speaking about the imminence of harm from the other group and the importance of action now;
- Expressing attitudes that justify offending on behalf of the group, cause or

ideology.
- Condoning or supporting violence or harm towards others.
- Plotting or conspiring with others.

Prevent duty guidance - GOV.UK (www.gov.uk)

1.6.8 Domestic violence, Gender-based violence/violence against women and girls (VAWG) and teenage relationship abuse.

Incidents or a pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those who are, or have been in relationships; or family members regardless of gender or sexuality, and is applicable to teenagers engaged in abusive relationships.

1.6.9 Online Sexual Abuse

The use of technology to manipulate, exploit, coerce or intimidate a young person or vulnerable adult to (but not limited to): engage in sexual activity; produce sexual material/content; force a young person or vulnerable adult to look at or watch sexual activities; encourage a young person or vulnerable adult to behave in sexually inappropriate ways; or groom a child in preparation for sexual abuse (either online or offline).

It can also involve directing others to, or coordinating, the abuse of children online. As with other forms of sexual abuse, online abuse can be misunderstood by the child and others as being consensual, occurring without the child's immediate recognition or understanding of abusive or exploitative conduct. In addition, fear of what might happen if they do not comply can also be a significant influencing factor. No child under the age of 18 can consent to being abused or exploited. Financial gain can be a feature of online child sexual abuse, it can involve serious organised crime and it can be carried out by either adults or peers.

1.6.10 E-safety

Online safety (e-safety) is an essential element of safeguarding young people and vulnerable adults in the digital world, when using technology such as computers, tablets, mobile phones or games consoles. Online safety is viewed by the whole College as a safeguarding issue and therefore the DSL takes lead responsibility for understanding the filtering and monitoring systems in place at the college, this is also covered in the safeguarding and child protection training which all staff receive and we ensure that suitable and appropriate filtering and monitoring systems on college devices and networks are in place to protect students from inappropriate content which meet the needs of the College, whilst ensuring access to required educational material.

Keeping Children Safe in Education 2023 (and any later updates) recognises that whilst educational establishments are able to monitor information which passes through their servers, there is an additional issue regarding stud8 -1o(t)-6.6 (he (v)8.J0 Tc)

surroundings, or if they suffer abuse. This will be delivered in the College's tutorial or curriculum content and reminded by staff responsible for organising work experience and work placements.

5 Work experience

5.1 Organisations / individuals who offer work experience will be vetted for their suitability before a student is allocated a place by ensuring that the provider has policies and procedures in place to protect young people from harm. The process for completing this assessment under the colleges duty of care is set out in the Procedure and Guidance for Health and Safety Assessments of Workplaces for Work Experience Learners, under the Health, Safety and Welfare policy.

5.2 The college will consider the specific circumstances of the work experience. Consideration must be given in particular to the nature of the

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21 Enquiries and Investigations

21.1 Child protection enquiries by social services or the police are not to be confused with internal, disciplinary enquiries by the College. The College may use the outcome of external agency enquiries as part of its own procedures. The child protection agencies, including the police, have no power to direct the College to act in a particular way; however, the College will assist the agencies with their enquiries.

21.2 The College shall hold in abeyance its internal enquiries while the formal police or social services investigations proceed; to do otherwise may prejudice the investigation. Any internal enquiries shall conform to the existing staff disciplinary procedures. The member of staff will be made aware of these rights under the College's dis643.6799 Tm[(2)7.5 ( )11.mn9s

- Where necessary for the good and efficient conduct of the investigation.

22.4 If suspension is being considered, the member of staff will be encouraged to seek advice, for example from a trade union.

22.5 The member of staff will be informed that an allegation has been made and that consideration is being given to suspension. It will be made clear that the interview is not a formal disciplinary hearing, but solely for raising a serious matter which may lead to suspension and further investigation.

22.6 Where a member of staff is suspended following an allegation of abuse against a young person or adult at risk, the Principal (or Chair or Deputy Chair of Governors) will address the following issues:

- The Chair of Governors should be informed of the suspension.
- The Governing Body should receive a report that a member of staff has been suspended pending an investigation, the detail given to the Governing Body should be minimal.
- Where the Principal has been suspended, the Chair or Deputy Chair of Governors will need to act, to address the management of the College.
- Depending on the nature of the allegation, the Principal will consider whether a statement to the students of the College and/or parents/carers should be made.

22.7 The suspended member of staff will be given appropriate support during the period of suspension. He/she will also be provided with information on toe2 (aw S) Tm 127 Tw 6 0 2 2 7 0 1 0 1 0 6 Tw 4 (

determination should be made by the Safeguarding Lead.

25 Allegations without Foundation

25.1 False allegations may be indicative of problems of abuse elsewhere. A record will be kept and consideration given to a referral to the LADO in order that other agencies may act upon the information.

25.2 Assistant Director of Human Resources and Organisational DevelopmTJ0 Tc27.

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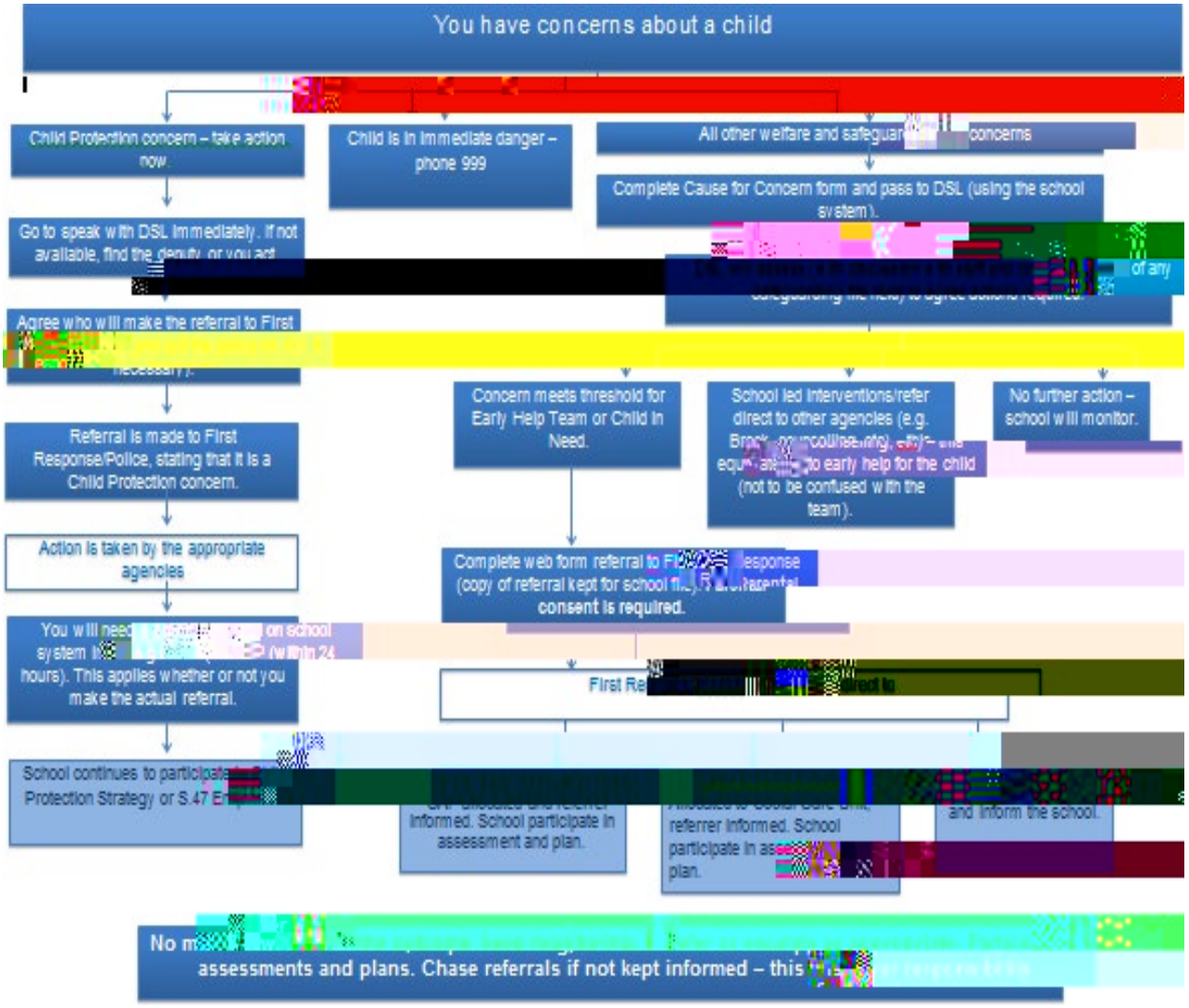
APPENDIX 1: Safeguarding Process Chart

APPENDIX 23

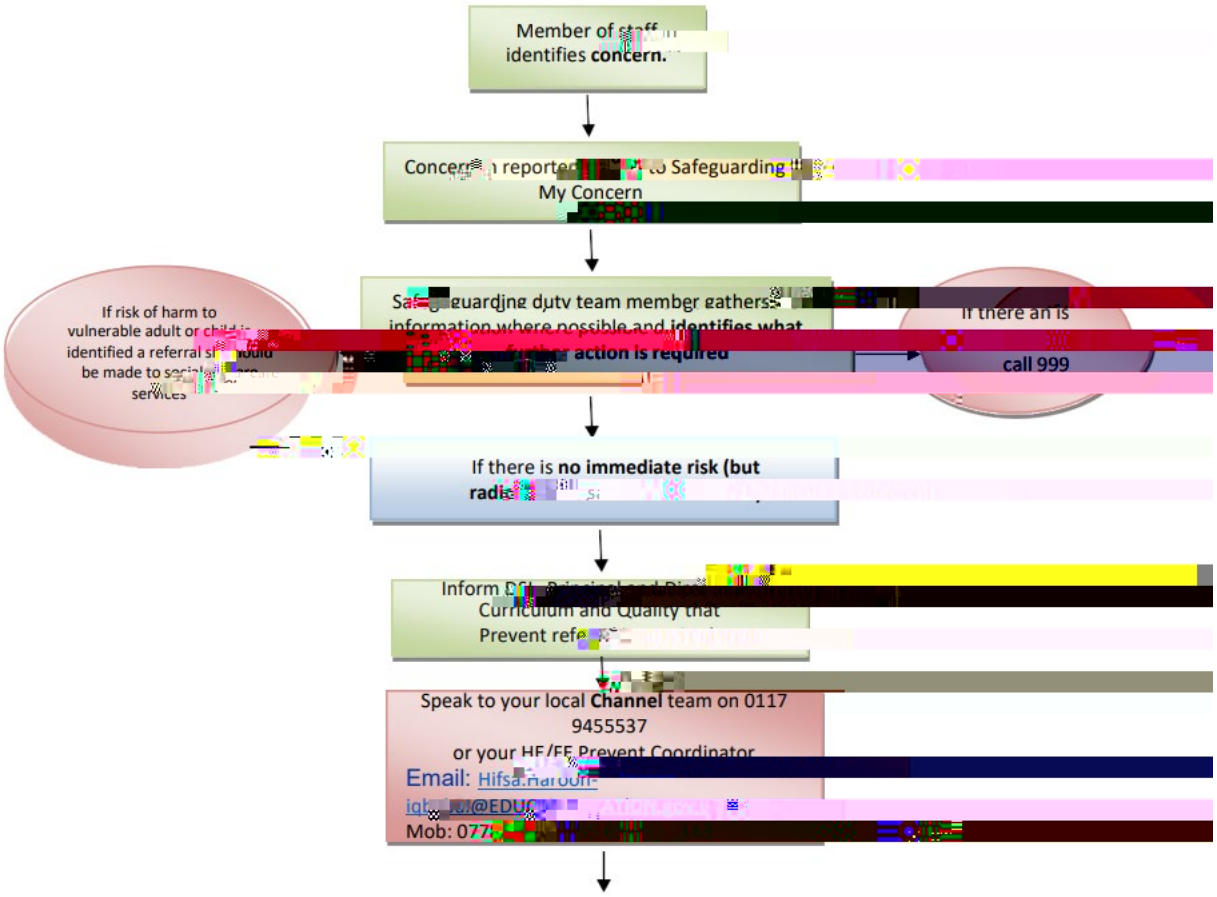
If you are concerned about a child living in Bristol

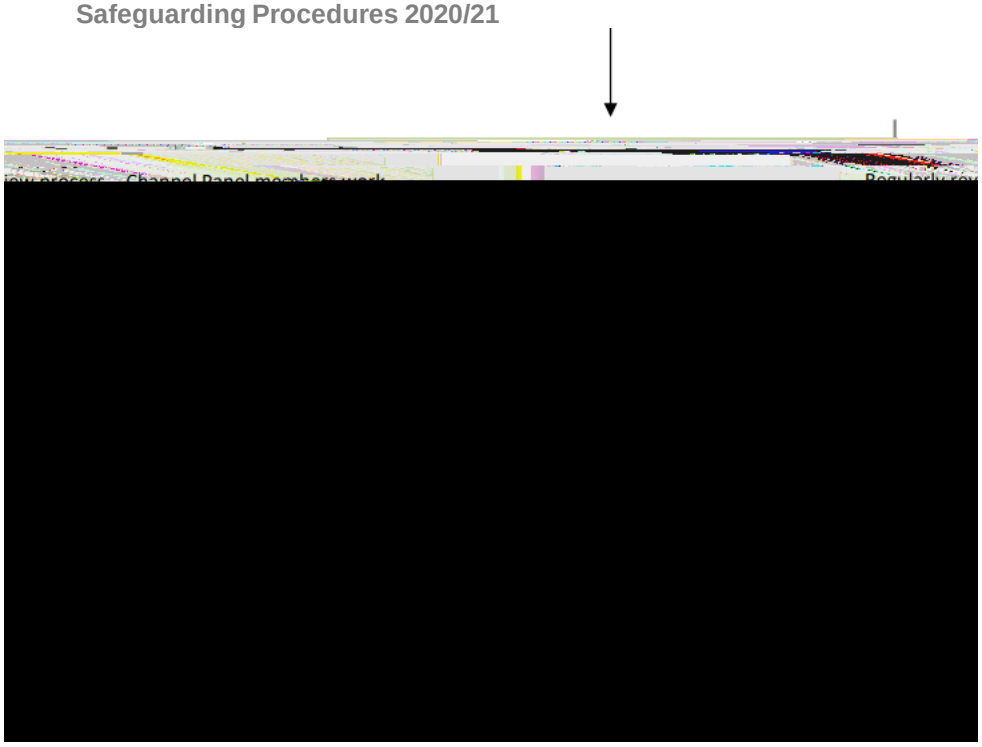


APPENDIX 4

Process map for reporting a concern of a vulnerable individual at risk of radicalisation.

It is important for you as a member of staff to know where to go if you have a concern that someone may be on the route to radicalisation. Below is a flow chart which aims to show the process as to which you can follow:





Once a referral has exited the process it will be reviewed at 6 and 12 months. If concerns remain, the individual can be re-referred.

APPENDIX 5 – Police communication procedure regarding students

The purpose of this procedure is to provide information to all staff on how to appropriately manage the college's communication with police whilst providing a high level of support to our students.

1 Background

The college is committed to providing a safe place to study for all students and therefore it is vital that communication with police only happens if absolutely necessary and that in all cases information is only shared as appropriate. To achieve this it is important to outline clear processes which need to be followed in the cases of any such communication and identify the most appropriate individuals to carry out and authorise contact with police.

2 Police requests for information about our students

Requests for information by police can come to the college either via email or telephone communication or due to officers attending the premises. It is important that all staff are aware that no information can be shared without the appropriate data release documentation and that these documents need to be approved by either the college's Data Protection Officer (DPO), the Head of Safeguarding or via a member of the Strategic Leadership Team (SLT). These individuals will decide the validity of the request and the appropriate level of information which can be shared. No member of staff should share any information without consultation with those authorised above.

3 Concerns which may result in police being called

To support our students the college may need to contact police, however it is vital that our students are not criminalised unnecessarily and that only information vital to the investigation is shared.

In a non-emergency situation, contact with police should only be made by the DPO, the Safeguarding Team, student services staff or a member of SLT. Staff are required to gain consent from the college's Data

APPENDIX 6 – Offensive Weapons and Controlled Substances In Education Settings

bristol-weapons-and-drugs-in-school-guidance.pdf (bristolsafeguardingineducation.org)

APPENDIX 7 – Thresholds for Referral

Support offer	Threshold of Categories Supported.
Safeguarding:	Serious MH requiring referral and liaison with professionals, homelessness, sexual harassment and violence, self-harm,

[redacted]