STAT12 - Safeguarding & Child Protection Policy

Policy Author:	Head of Student Services	Policy Owner:	Vice Principal for Funding, Systems Development & Operations
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Purpose of the Policy

Weymouth College is committed to a whole organisation approach to providing a safe and supportive learning environment that promotes the wellbeing and security of all students, service users and staff. The College recognises that all staff members have a role in safeguarding the welfare of children, young people and adults at risk and preventing them coming to any harm or suffering abuse.

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1. Policy Statement

1.1. Young people and adults learn best when they feel safe, supported and free from fear, worry and concern. Weymouth College recognises that Safeguarding is about the protection from harm and abuse, but also prevention and supporting young people and adults at risk to achieve their full potential.

1.2. Weymouth College will always respond to disclosure in a proportionate and appropriate way.

1.3. The following principles underpin this policy:
- The welfare of young people (defined by the Children Act 1989 as under 18 years of age) and adults at risk is the primary concern.
- The Keeping Children Safe in Education (September 2021)
- 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 legislationEveryone has a responsibility to report concerns, but it is the responsibility of child and adult protection professionals to decide whether or not abuse has taken place.

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 2021', 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.

All incidents and allegations of suspicious/poor practice and indications of abuse should be taken seriously and responded to swiftly and appropriately. Confidentiality will be upheld in line with Data Protection Act 2018.

2. Reason for the Policy

2.1. Weymouth College Safeguarding looks to protect everyone from:
- groups and individuals presenting violent extreme ideologies
- abuse or inappropriate relationships;
- fabricated/induced illness (FII)
- 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
- Fabricated/induced Illness (FII)
- 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, domestic 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.

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 2021'. All staff are required to access Part 1 and Annex A of this document and to read and understand it, for all staff working directly with under 18s must also read and understand Annex A.

Weymouth 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.

3. Policy Objectives

3.1. 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, service users and staff in safeguarding and child protection issues so that they become more aware and confident in dealing with issues relating to those matters.

4. Policy

4.1. 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.

4.2. The College will take action to:
- appoint and train a senior member of staff as 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, service users and parents/carers;
- appoint and 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 2020 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 Pan Dorset Safeguarding Children Partnership (PDSCP);

- 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.

4.3. 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.

4.4. 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 the DSL/DDSL and HR immediately.

4.5. Information Sharing
Weymouth 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.

4.6. Safeguarding Reporting Protocols for staff:
All staff are responsible for safeguarding one another and our students and service users. 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

4.7. 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, external agencies, students, service users (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 provide in house support taking advice from the DDSL as needed.
3. The Safeguarding Team will meet with the DDSL 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 DDSL. DSL always makes final judgement.
5. All cases are recorded in My Concern.

4.8. Social Media

Weymouth 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 and service users, or to seek to befriend/accept friend requests from existing students and service users 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.

4.9. 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.

4.10. 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 Foundation Learning Team 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

4.11. 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 or has certain health conditions and has specific additional needs;
- has special educational needs (whether or not they have a statutory Education, Health And Care Plan);
- has a mental health need;
- 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 or county lines;
- is frequently missing/goes missing from care or from home;
- is misusing drugs or alcohol themselves;
- is at risk of modern slavery, trafficking, sexual or criminal exploitation;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
- is misusing drugs or alcohol themselves;
- has returned home to their family from care;
- is at risk of being radicalised or exploited;
- is a privately fostered child;
- is persistently absent from education, including persistent absences for part of the school day
- has a family member in prison, or is affected by parental offending; and
- is at risk of 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage;

4.12. Definitions of Abuse

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 DDSL 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, service users 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.

Bullying:
Bullying is a repetitive, intentional hurting of one person or group as definitions of abuse: by another person or group, where the relationship involves an imbalance of power.

Physical abuse:
Physical abuse causes harm. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly or be the result of a deliberate failure to prevent injury occurring. Physical abuse can also be when a parent, guardian or carer fabricates symptoms or induces illness in a student

Neglect:
Neglect is the persistent or severe failure to meet a student's or adult at risk's basic physical and/or psychological needs. It will result in serious impairment of the student's and/or adults at risk's health or development

Sexual abuse:
Sexual abuse involves a student or adult at risk being forced or coerced into participating in or watching sexual activity. It is not necessary for the student or adult at risk to be aware that the activity is sexual and the apparent consent of the student or adult at risk is irrelevant. It also relates to sexual abuse in terms of e-safety and child sexual exploitation, such as inappropriate images, film and evidence of grooming

Non-contact abuse:
Non-contact abuse is when abusive acts do not involve actual physical contact, i.e. pornographic or violent films, sexual acts performed in front of the victim, violent acts with the abused present

Emotional abuse:
Emotional abuse occurs when there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the student or adult at risk's behaviour and emotional development, resulting in low self-worth. Some level of emotional abuse is present in all forms of abuse

Financial abuse:
Financial abuse is the misuse of a person's funds and assets; obtaining property and funds without his/her knowledge and full consent, or in the case of an elderly person who is not competent, not in his/her best interests. This is also known as material abuse. Financial or material abuse can involve the theft or misuse of a person's money or property

Fabricated or Induced Illness:
There are 3 main ways of the carer fabricating or inducing illness in a child. *(The term 'carer' is used to mean 'parent or carer', i.e. any adult who is exercising parental responsibilities for a child. Those with parenting responsibilities may include, for example, grandparents, foster–parents, child minders, as well as those who have parental responisibility as defined in the Children Act 1989.)* These are not mutually exclusive and include;
- Fabrication of signs and symptoms, including fabrication of past medical history
- Fabrication of signs and symptoms and falsification of hospital charts and records and specimens of bodily fluids. This may also include falsification of letters and documents
- Induction of illness by a variety of means

Radicalisation and extremism:
Radicalisation is defined as the process of supporting terrorism and extremism and, in some cases, to then participate in terrorist activity. Extremism is defined as vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs

Discriminatory abuse:
Discriminatory abuse is motivated by oppressive and discriminatory attitudes. Examples of discriminatory abuse may include:
- disability - physical or learning disability, mental, ill-health or sensory impairment
- race
- gender

- age
- religion
- cultural background
- sexual orientation
- political convictions
- appearance

Grooming:
Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking. Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional

Child Sexual Exploitation (CSE):
Child Sexual Exploitation (CSE) is a type of sexual abuse. Children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them

Cyber-bullying:
Cyber-bullying is bullying that takes place over digital devices like mobile phones, computers, and tablets. Cyber-bullying can occur through SMS, text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyber-bullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyber-bullying crosses the line into unlawful or criminal behaviour

Forced Marriage:
Forced marriage is where one or both people do not consent to the marriage and pressure or abuse is used. Pressure can include threats, physical or sexual violence, and financial pressure. All child marriages are forced, because a child cannot provide informed consent, and is therefore a violation of children's rights

Female Genital Mutilation (FGM:
Female Genital Mutilation (FGM) is a human rights violation, torture and an extreme form of violence and discrimination against girls and women. It is most often carried out on girls between infancy and age 15, though adult women are occasionally subjected

Significant Harm:
Some children may be in need because they are suffering or likely to suffer significant harm. The Children Act introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interest of the children

Child Criminal Exploitation - County Lines:
Criminal exploitation is a geographically widespread form of harm, that is a typical feature of County Lines criminal activity; drug networks or gangs groom children and young people to carry drugs and money from urban areas to suburban and rural areas

Domestic Abuse:
Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender of sexuality. The College works closely with the Virtual Scool link to ensure a process which provides early invention, appropriate support for students who have been involved in or exposed to domestic abuse

Peer on Peer Abuse:
This can include, but is not limited to bullying (including cyberbullying), 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) and initiating/hazing type violence and rituals between students; sexual violence such as rape, assault by penetration and sexual assault; sexual harassment such as sexual comments, remarks, jokes and online sexual harassment which may be stand-alone or part of a broader pattern of abuse; upskirting which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification or cause the victim humiliation, distress or alarm.

Homelessness:
Being homeless or being at risk of becoming homeless presents a real risk to a student's welfare. The DSL, and deputy, should be aware of contact details and referral routes in to the Local Housing Authority so they can raise/progress concerns at the earliest opportunity

Serious Violence:
There are indicators which may signal that children are at risk from, or involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate children have been approached by, or are involved with, individuals associated with criminal networks or guns. Additional risk factors include: being male, having been frequently absent or permanently excluded from school, having experienced child maltreatment and having ben involved in offending, such as theft or robbery. All staff should be aware of the associated risks and understand the measure in place to manage these. Advice is provided in the Home Office's Preventing Youth Violence and Gang Involvement and Criminal Exploitation of Children and Vulnerable Adults: County Lines Guidance.

Common signs of child abuse
Some common signs that there may be something concerning happening in a child or young person's life include:
- Unexplained changes in behaviour or personality
- Becoming withdrawn
- Seeming anxious
- Becoming uncharacteristically aggressive
- Lacks social skills and has few friends, if any
- Poor bond or relationship with a parent
- Knowledge of adult issues inappropriate for their age
- Running away or going missing
- Always choosing to wear clothing which covers their body

These signs don't necessarily mean that a child is being abused, there could be other things going on in their life which also affects their behaviour. When in doubt please contact a member of the safeguarding team at Safeguarding
Safeguarding@weymouth.ac.uk

4.13. Prevent Strategy
To ensure that the College effectively safeguards students, service users 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, students and service users 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, students and service users.

4.14. On-line safety and E-safety:
- Please read the Weymouth College Staff & Visitor ICT Acceptable Use Policy, Student ICT Acceptable Use Policy and Online Safety 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, students and service users.

4.15. 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 and volunteers visibly wear ID badges on the College lanyards provided and visitors sign in at reception and are issued with a adhesive name label to display and wear on site. Visitors are required to read and acknowledge compliance with safeguarding protocol.

4.16. Contextual Safeguarding & Local Circumstances:
Weymouth College believes all students and service users 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 and service users from a range of backgrounds including high proportions of:
- Students, service users from socio-economically deprived areas
- High Needs SEND students
- LAC and Young Carers
- Child on a Child in Need plan or subject to Child Protection

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.

4.17. 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 Sue Dafter – Deputy DSL.

4.18. Partnership and Information Sharing:
The College will work in conjunction with Locality Teams (early help),

the Pan Dorset Safeguarding Children Partnership, the Local Authority, CAMHS, Dorset Police 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 2021, including Prevent referrals to Channel.

4.19. Peer on Peer Abuse:
The College will seek to minimise instances of Peer on Peer abuse by ensuring that:
- Staff 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 and service users
- Staff understand the importance of challenging inappropriate behaviour between children and young people.
- Provide a Safeguarding Team that works directly with staff, students and service users in a pro-active 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, service users 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.

4.20. Children Missing From Education:
Where students and service users 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 refer to the Locality Team or CHaD, as approriate. All such cases will be recorded and monitored using My Concern.

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

4.22. Roles and Responsibilities:
 All staff:
- All staff, including the Senior Leadership Team, 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 directly 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.

4.23. Use of Reasonable Force by staff on students and service users:
KCSiE 2021 states that there are circumstances when it is appropriate for staff to use reasonable force to safeguard students and service users. 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 students and service users 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)

4.24. 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 *Pan Dorset Safeguarding Children Partnership* works, 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/service users/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 Weymouth College is the Vice Principal for Funding, Systems Development & Operations – Phil Templeton.

4.25. 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
- Ensure all stake holders are aware of the means in which to contact the safeguarding team in an emergency
- The Deputy Designated Safeguarding Lead is Sue Dafter, Head of Student Services

4.26. Role of the Governing Body, Senior Leadership Team and Principal & Chief Executive
There is a nominated link governor with special responsibility for Safeguarding Children nominated by the Board of the Corporation. They will liaise closely with the Designated Safeguarding Lead and Deputy and ensure appropriate systems and procedures are in place that meet the statutory requirements for this area of activity.

4.27. 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 2021' statutory guidance, 'Working Together to Safeguard Children 2018' and the Prevent Duty Guidance 2015;
- have procedures for dealing with allegations against staff/volunteers that comply with PDSCP 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 and deputy;
- ensure designated staff receive inter-agency training appropriate to their role, when first appointed, and refresher training biannually;
- all staff receive refresher training biannually;
- all students and service users 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 PDSCP 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.

4.28. The Principal should ensure through the Senior Leadership 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.

4.29. 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 Weymouth College Whistle Blowing Policy and can also use the NSPCC whistle-blowing helpline number 0800 028 0285, if required.

4.30. Staff Training
The Designated Safeguarding Lead will be trained to DCSB Level 3 in Safeguarding

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

Members of the Safeguarding Team will be trained to DCSB Level 3 in Safeguarding

All staff will receive adequate training to familiarise themselves with Safeguarding issues and responsibilities at induction (to include 'Part One of KCSiE 2021') and on at least a biannual 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 2021.

4.31. Relevant Statutory Legislation and Guidance:
The College will ensure that all staff, students and service users 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.

4.32. 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.

5. Responsibilty

5.1. Vice Principal

Definitions:	• Disabled Person – "a person who has a physical or learning disability"	Who Needs to Know?	All Employees All Students / Service users / Visitors/ Employers (Apprentices and Work Experience)
Related Policies and Procedures:	Staff should make themselves aware of the following related policies and procedures (all found at http://intranet.weymouth.ac.uk/C9/Policies/default.aspx) • Lockdown Procedure • Online safety Policy • Acceptable ICT Use Policy • Visiting Speaker(s), Organisation and Events Policy • Single Equality Scheme • Whistle Blowing Policy • Staff Code of Conduct • Student Code of Conduct • Residential Visits • GDPR	Approval Date:	September 2021

This policy was approved and adopted by:

Julia Howe

Julia Howe
Principal and Chief Executive Officer

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 residentials) takes place.

The College may authorise some College events at which alcoholic drinks are available to staff, guests, students and service users 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.

Weymouth College is committed to:

- Providing a safe and supportive learning environment for students and service users 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 and service users 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, service users, 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 service users and will be responsible for providing on-going support where required, and external referral where necessary.

Weymouth 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 Weymouth 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:

- MAR (Medication Administration Record) 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.
- New controlled drugs brought to college: Checked and counted by two staff members and signed/recorded in the Controlled Drugs book.
- 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.
- Controlled drugs register must be kept for 2 years from the date of last entry in line with regulation 23 of the 2001 regulations.

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.
- Disposure/Date expired medication and controlled drugs: Parents are required to collect all medicines at the end of term, and ensure correct disposure of controlled drugs.
- Staff with access to the controlled drubs cabinet can be found in the MARs book

General Medication:

Storage:

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

Documentation:

- MAR 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.
- Disposure/Date expired medication and controlled drugs: Parents are required to collect all medicines at the end of term, and ensure correct disposure of controlled drugs.

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 Weymouth College unless trained to do so. Only trained First Aiders should provide any emergency care as designated in the College's First Aid Procedure.