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| **Safeguarding Policy** |



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| **Family:**  | Corporate Governance and Legal Frameworks |
| **Reference Code:** | GOV05 |
| **Manager Responsible:** | Assistant Principal Student Experience and Wellbeing |
| **Committee for Approval:** | Safeguarding/Corporation Board |
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| **Issue Date:** | June 2024 |
| **Review Date:** | May 2025 |

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| **Impact Assessment status** | In preparing the Policy, a full Equality Impact Assessment has been carried out, with consideration to any potential disproportionate impact it might have upon individuals with protected characteristics, as defined in the Equality Act 2010. It is the conclusion of the College Group that the Policy does not adversely impact on individuals with any of the protected characteristics.  |
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Aim

The policy aims to ensure that:

1. The Chesterfield College Group provides a safe environment in which all users, with particular reference to school children, young people and vulnerable adults, can learn, and in which College users can operate, flourish, and progress. This includes students/apprentices who study and work on courses away from College premises.
2. In identifying all College users, with particular reference to children, young people and vulnerable adults, who are suffering or likely to suffer harm, the College takes appropriate action to ensure they stay safe in College, at home, and in a work-based setting, and ensure that they have the best outcomes.
3. Everyone who comes into regular contact with children and young people through the organisation receives checks and training appropriate to their level of role and responsibility.
4. Safeguarding is everyone’s responsibility: all staff, Governors, volunteers, students, apprentices, employers, and all other stakeholders should play their full part in keeping children, young people and vulnerable adults safe.
5. All those listed above should feel confident that they can report all matters of a safeguarding nature to the Safeguarding Team, to be dealt with swiftly and securely, and with the safety and wellbeing of the student/apprentice in mind at all times. The Chesterfield College Group strives to embed a culture whereby all staff have a clear understanding of safeguarding and child protection regarding abuse and neglect in all forms, including how to identify, respond, and report. This also includes knowledge of the process for allegations against professionals.

Scope

This policy and associated operating procedures apply to Chesterfield College, which includes Learning Unlimited, and to our subsidiary companies; Training Services 2000 Ltd (LU Derby), Learning Unlimited ATA Ltd and Recruit Unlimited Ltd.

This policy and its associated procedures apply to all staff, students/apprentices and other College users, including volunteers, external contractors, remote students, and employers where students/apprentices have work placements.

Throughout the policy, reference is made to ‘College users’. This term is used to refer to all students/apprentices, but with particular reference to safeguarding duties in respect of young people under the age of 18 years and vulnerable adults.

Policy Statements

The Chesterfield College Group has a statutory and moral duty to ensure that it safeguards and promotes the welfare of all College users, with particular reference to young people and vulnerable adults receiving education and training via the College Group. This document represents the Chesterfield College Group’s commitment to Child Protection responsibilities, which is underpinned by the Department for Education statutory guidance ‘Keeping Children Safe in Education’. The College also undertakes its statutory duty to enable early help for young people and their families and has established a formalised process whereby early help assessments are carried out and executed in line with the legislative framework ‘Working Together to Safeguard Children’.

This policy reflects the College Group’s commitment to online safety, which forms an intrinsic part of modern day living but can present risks if people are not supported to recognise and develop keep safe strategies. Risks associated with online activity are deeply rooted within the College mandatory safeguarding training, with risk factors and indicators identified as reportable safeguarding concerns. Staff are also given guidance on how to conduct themselves professionally online both on behalf of themselves and on behalf of the organisation via the IT Acceptable Use Policy (INF02).

The College will ensure that online safety activity is informed by the Online Safety Act which came into force in 2023, which will be reflected in the standalone Online Safety Policy.

The College provides a safe, non-threatening, inclusive environment in which all College users can operate and learn, where they are treated with respect and dignity, feel safe, are listened to, where account is taken of their wishes and feelings, and positive wellbeing is promoted. This will produce students/apprentices and staff who are confident, healthy, safe, emotionally resilient, and personally fulfilled. The focus is on minimising the risk of harm to young people and vulnerable adults, which includes recognising child-on-child abuse and responding to this with the same commitment as with any other form of abuse or harassment. Staff will always act in the best interest of students/apprentices when responding to welfare concerns and will maintain an attitude of *“it could happen here”* where safeguarding is concerned.

The College Corporation is aware of and takes seriously its role in overseeing the College’s arrangements for safeguarding and has a nominated Link Governor with lead responsibility for safeguarding.

The College is an intrinsic part of the local community and as such has strong relationships with external agencies with the aim of managing and reducing conflict, helping different groups of people to respect and tolerate difference. We aim to promote Fundamental British Values and prepare students/apprentices for life in modern Britain, giving our students/apprentices the opportunity to mix and learn with, from, and about those from different backgrounds.

The College also ensures that when a student/apprentice undertakes a period of work placement or work-based learning, the environment is safe, and any risk is minimised or removed.

**Abuse of Trust**

All staff need to know that inappropriate behaviour with or towards children, young people or vulnerable adults is unacceptable. In particular, under the Sexual Offences Act 2003 it is an offence for a person of any age who is in a position of trust (e.g., teacher, youth worker) to have a sexual relationship with a child or young person (under the age of 18) or with a vulnerable adult, even if the relationship is consensual. This applies where the child, young person or vulnerable adult is in full-time education and the person works in the same establishment as the child, young person or vulnerable adult, even if he/she does not teach them.

**Children and Young People**

The College and the Governing Body recognises the following summary statements as definitions of abuse in terms of Child Protection (from ‘Keeping Children Safe in Education’):

**Abuse**: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

**Physical abuse**: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse**: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse**: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education and **all** staff should be aware of it and of their school or college’s policy and procedures for dealing with it.

**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.

**Specific Safeguarding Issues**

There are further specific safeguarding issues that have become critical in safeguarding in relation to children and young people, and staff should be aware that behaviours linked to drug taking, alcohol and drug misuse put young people in danger. Issues can also manifest themselves via child-on-child abuse which may include bullying, cyberbullying, gender-based violence/sexual assaults, and youth produced sexual imagery (known more commonly amongst children and young people as nudes and semi-nudes. Listed below are some of the issues that staff should be aware of in terms of safeguarding risk:

* Children involved in court proceedings.
* Children missing education/missing from home or care.
* Children with family members in prison.
* Child Sexual Exploitation (CSE).
* Child criminal exploitation (CCE), e.g., county lines.
* Domestic abuse.
* Homelessness.
* So called ‘honour based’ violence (HBV).
* Female Genital Mutilation (FGM).
* Forced Marriage.
* Being involved in gangs.
* Sexual violence and sexual harassment between children in schools and colleges.
* Child-on-child abuse.
* Upskirting.
* Hate crime.
* Mental ill-health.
* Private Fostering\*.
* Radicalisation.
* Relationship abuse.
* Sharing nudes and semi-nudes\*\*.
* Trafficking.

\*A ‘Privately Fostered’ child is a child under the age of 16 (18 if disabled) who is cared for and accommodated by someone other than a parent or close relative (i.e., step-parents, grandparents, brothers/sisters, or aunts/uncles) for more than 28 days.

\*\**‘Making, possessing, and distributing any imagery of someone under 18 which is ‘indecent’ is illegal. This includes imagery of yourself if you are under 18’.* (Sharing nudes and semi-nudes: advice for education settings working with children and young people).

Staff are trained to be aware of their duty to report **all** instances of youth produced sexual imagery immediately as a safeguarding concern and not to consciously view, copy, share or print the imagery. Seizing and confiscating of devices follows appropriate guidance in terms of consent and/or the actions of authorised persons.

**Adults**

The Department of Health Care Act Statutory Guidance states that safeguarding duties apply to an adult who:

* has needs for care and support (whether or not the local authority is meeting any of those needs)
* is experiencing, or at risk of, abuse or neglect
* as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

The statutory guidance sets out 6 principles which apply to all sectors and settings, including further education colleges, and should inform how college staff work with adults:

1. Empowerment.
2. Prevention.
3. Proportionality.
4. Protection.
5. Partnership.
6. Accountability.

The College and the Governing Body recognises the following summary statements as definitions of abuse in terms of vulnerable adults:

**Physical abuse including** assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanctions.

**Domestic violence including** psychological, physical, sexual, financial, emotional abuse, and so called ‘honour’ based violence.

**Sexual abuse including** rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, sexual assault, and sexual acts to which the adult has not consented or was pressured into consenting.

**Psychological abuse including** emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, and unreasonable and unjustified withdrawal of services or supportive networks.

**Financial or Material abuse including** theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements including in connection with wills, property, inheritance or financial transactions, and the misuse or misappropriation of property, possessions, or benefits.

**Modern slavery which encompasses** slavery, human trafficking, forced labour and domestic servitude, and traffickers and slave masters using whatever means they have at their disposal to coerce, deceive, and force individuals into a life of abuse, servitude, and inhumane treatment.

**Discriminatory abuse including forms of** harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation, or religion.

**Organisational abuse including** neglect and poor care practice within an institution or specific care setting such as a hospital or care home for example, or in relation to care provided in one’s own home. This may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

**Neglect and Acts of Omission including** ignoring medical, emotional, or physical care needs, failure to provide access to appropriate health, care, and support or educational services, and the withholding of the necessities of life, such as medication, adequate nutrition, and heating.

**Self-Neglect:** This covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. Assessments should be made on a case-by-case basis to inform whether a response is required under safeguarding, which will depend on the adult’s ability to protect themselves by controlling their own behaviour, and whether they are unable to do this without external support.

The College recognises that the types of abuse and neglect and the specific safeguarding issues detailed in this section specifically reflect statutory safeguarding duties in relation to children and vulnerable adults. They may not in all cases however provide an exhaustive list, and the College are committed to safeguarding all students/apprentices in all circumstances where it is identified that there is a risk to their welfare and/or their safety.

Safeguarding Contacts and Reporting Safeguarding Concerns

**Link Safeguarding Governor**

The Link Safeguarding Governor can be contacted via the Head of GovernanceÉ: 01246 500500 Ext. 1508.

The Link Governor is responsible for liaising with the College Senior Management Team to ensure that:

* The College has procedures and policies which are consistent with the Local Safeguarding Children Board procedures.
* The Corporation reviews and agrees the College policy on safeguarding, including child protection, each year.
* Termly updates following each Safeguarding Committee meeting are provided to Corporation, including an overview of how staff have complied with the policy including, but not limited to, the completion of staff training.
* Challenging managers on issues relating to safeguarding.
* Overseeing the liaison between agencies such as the Police and Social Care, as defined by the Local Safeguarding Children’s Partnership, in connection with allegations against the Principal or the nominated senior staff member. This will not involve undertaking any form of investigation but will ensure good communication between the parties and provide information to assist enquiries.

**Designated Safeguarding Lead**

Assistant Principal Student Experience and WellbeingÉ: 01246 500500 Ext. 1814. Responsibility for strategic activity supporting the Link Safeguarding Governor to achieve the actions set out above, and for directly supporting the Deputy Designated Safeguarding Lead to achieve the actions set out below, including monitoring of implementation, supporting development, and implementation of organisational safeguarding arrangements.

**Deputy Designated Safeguarding Lead**

Safeguarding and Wellbeing Manager: É 01246 500500 Ext. 1838 / 07584384838. Responsibility for first response to operational safeguarding concerns through a dedicated team of Safeguarding Officers.

The Designated Safeguarding Lead and Deputies are responsible for the following in relation to safeguarding across the College Group:

* Overseeing the referral of cases of suspected abuse or other allegations to relevant agencies.
* Providing advice and support to other staff on issues relating to child protection and safeguarding.
* Maintaining a formal record of any child protection referral, allegation, disclosure, or concern (even where that concern does not lead to an external referral), including a chronology of actions and interventions.
* Ensuring that relevant and up-to-date safeguarding information is available for all students, apprentices, parents, carers, employers, and other stakeholders via the College website.
* Liaising with the relevant Local Authority, Police and Prevent teams along with other appropriate agencies and professionals.
* Liaising with secondary schools where students are making the transition into College provision, for appropriate transition information to be shared and any required support arrangements are established.
* Supporting colleagues to liaise with employers and training organisations that receive young people from the College on placements, to ensure that appropriate safeguards are put in place.
* Ongoing development and delivery of mandatory safeguarding training to include child protection, risks associated with Radicalisation and Extremism, along with other specific safeguarding issues. This includes guidance on how to report concerns in line with the Chesterfield College Group Safeguarding Policy and Procedures.

**Safeguarding Reporting**

All College staff should report safeguarding concerns via the EBS Pastoral system as outlined in the associated safeguarding procedures.

Referrals can be made by those not employed by the college by emailing ccsafe@chesterfield.ac.uk or by calling or texting 07584384838.

Referrals will be picked up promptly by Safeguarding Officers under the direction of the Deputy Designated Safeguarding Lead during normal College opening hours.

**Out-of-Hours Contacts**

If you have any safeguarding concerns when the College is closed and the Safeguarding Team are unavailable, you should contact either your Local Authority Out of Hours Social Care number for any concerns relating to a child (under 18), which you can find by putting in the postcode of where you are reporting from at the following link: [www.gov.uk/report-child-abuse-to-local-council](http://www.gov.uk/report-child-abuse-to-local-council)

Derbyshire Out of Hours Telephone Contact: 01629 532600 (child and adult safeguarding)

If you feel that a child or any other student or apprentice is at immediate risk of harm or in need of protection you should contact the police immediately: 999 emergency, 101 non-emergency. Further information and signposting can be found on the college website:

[Safeguarding and Wellbeing - Chesterfield College](https://www.chesterfield.ac.uk/safeguarding-and-wellbeing/)

Implementation

The College will ensure that:

1. All new employees of the College, including apprentices, appointed to work within the organisation will be subject to an Enhanced Disclosure via the Disclosure and Barring Service (DBS) and will complete an annual DBS declaration thereafter. The Disclosure Code of Practice detailed within the Recruitment and Selection Policy and Procedures (PHR13) will be followed at all times by the Human Resources department in terms of Safer Recruitment practices.
2. All new staff complete mandatory safeguarding and Prevent training through the formal induction process, to establish their own roles and responsibilities and to become aware of the policies and procedures as set out in this and related documents. Staff are made aware of extremism and processes of radicalisation, including how to recognise concerning behaviours and ideologies considered to be extreme, and the responses required in terms of the usual safeguarding reporting procedures.
3. Management and departmental team meetings are held in which safeguarding is a regular agenda item, to enable an ongoing dialogue around safeguarding and related procedures, policies, and practices.
4. The Principal, Corporation and all staff working with or on behalf of the College, including volunteers and external contractors who have regular contact with students/apprentices, have access to information and training appropriate to their role to familiarise them with safeguarding issues, outline their responsibilities, and equip them with the understanding of how to report concerns in line with the College Safeguarding Policy. All staff undertake some form of refresher training annually as appropriate to their role, which is informed by annual updates to the Keeping Children Safe in Education statutory guidance and recorded and monitored through relevant College systems.
5. The College works with local education providers in line with the Local Authority guidance on the transfer of records in relation to Child Protection and Safeguarding, to fully support successful and safe transition of those students/apprentices with Safeguarding support needs moving in or out of College provision. This is supported by the development of a Service Level Agreement between the College and the schools to enable efficient and Data Protection compliant processes.
6. The College reviews and adheres to relevant guidelines relating to the retention and storage of child protection records as set out by the NSPCC.
7. When arranging learning in the workplace for young people, the employer is made fully aware of their duties in terms of safeguarding, and students/apprentices are given guidance prior to their work placement on keeping safe and how to access College safeguarding support if required whilst on placement.
8. There are procedures in place to identify and support all College users, particularly vulnerable groups of young people e.g., looked-after children, young people who are themselves carers, young people on the Child Protection Register or identified as a Child in Need, and students/apprentices with special educational needs (SEN) and disabilities.
9. Where school pupils are engaging in College activity such as taster days, agreements are in place to report any safeguarding concerns back to their school in line with their existing safeguarding policies and procedures.
10. Whilst not usual practice, in any event where the College is providing education for children of compulsory school age we will work collaboratively with parents and with the appropriate Local Authority as required, to fully support and safeguard those children in our care.
11. All staff are responsible for recognising and reporting safeguarding concerns within their day-to-day practice. In addition, an ‘open classroom’ concept where learning walks are commonplace enables effective support and monitoring of early help and safeguarding arrangements.
12. Information technologies are used to guarantee that policies and procedures are accessible to all College users.
13. Acceptable Use Policies are in place across the organisation in relation to access to ICT, whereby internet usage will be proactively monitored to detect any material promoting terrorism, posing a risk of radicalisation, or posing other safeguarding risks. Risk categories are flagged in a timely manner to the Safeguarding Team via an automatically generated report, with appropriate action taken in line with the Safeguarding Procedures and, where appropriate, the Tackling Extremism and Radicalisation Policy and Procedures (GOV06).
14. All students/apprentices who self-declare a criminal conviction or have a positive disclosure on a DBS check made in preparation for work placement will receive a support interview to discuss the implications on their future learning. If deemed necessary, in relation to this type of disclosure or any other type of risk posed by a student/apprentice, a risk assessment panel is convened to make recommendations regarding their admission to/continuation with the College in any learning context, or suitability for work placement. Additional risk assessment meetings are convened involving Health and Safety, Security, the DSL and deputy, and other relevant staff as required, if a serious safeguarding issue or concern arises.
15. The Safeguarding Team will respond to any concerns related to fitness to study as per the College guidance, which provides a framework to assess and respond to any risks posed by a student or apprentice to their own or others health, safety, or wellbeing. This includes where a student or apprentice’s health and wellbeing appears to be deteriorating and negatively impacted by their studies, where there is a risk of negatively affecting the teaching, learning and/or experience of others within the College community, or the day-to-day activities of the College, work placement or apprenticeship employer.
16. All staff, including Corporation members and volunteers, students/apprentices, and visitors should display their official College photo ID on the relevant coloured lanyard at all times, in order for students/apprentices and visitors to feel safe and be able to recognise appropriate professionals that can offer support on behalf of the College. All staff have a duty to challenge non-compliance in order that unauthorised people on site can be identified and dealt with accordingly.
17. The Designated Safeguarding Lead and deputies are appropriately trained to respond to reported safeguarding and Child Protection concerns, and have a working knowledge of appropriate referral pathways, for example Local Authority Social Care Teams, Early Help Teams, Prevent Teams, and the Channel Panel.
18. A Preventative Education programme is in place across College provision through ‘Aspire’ tutorial activity, whereby students and apprentices can access information and activities which enable them to build resilience, develop coping strategies, and raise general awareness that helps to reduce risk factors and enables them to make more informed choices. This forms part of the early help offer.

Communication Flow

1. The policy and procedures are approved by the College Corporation. The Corporation has nominated a Link Safeguarding Governor who represents the Corporation on the College Safeguarding Committee and provides support and challenge to College management. The Corporation also receives a termly safeguarding update via the Link Safeguarding Governor.
2. The policy and procedures are communicated to all staff through staff induction, staff intranet, safeguarding briefings, meetings, and a variety of training resources.
3. The College has a nominated strategic Designated Safeguarding Lead (DSL) who is in charge of policy, training and strategic management of safeguarding arrangements, and a Deputy DSL who directs a team of Safeguarding Officers to deal with day-to-day reporting and offer direct safeguarding intervention as required.
4. The Principal convenes termly Safeguarding Committee Meetings, where safeguarding referral, practice, and areas for development are discussed and monitored.
5. The DSL and Deputy complete the annual Derbyshire County Council S175 Safeguarding Audit alongside an annual Prevent Duty Risk Assessment and Audit, to maintain up-to-date practice in line with legislation, associated guidelines, and the relevant local risk profile. Appropriate action plans are compiled and progress is monitored by the Safeguarding Committee.

1. Regular updates are communicated through the Safeguarding Committee and through the College performance report, which is shared with the Corporation, Senior Management Team, and Senior Leadership Team for cascade as appropriate through the organisation.
2. Staff and students/apprentices’ views are regularly sought regarding their safety at College/in the workplace through surveys and discussion activity.
3. Identification cards with lanyards including safeguarding information are made available to staff and students/apprentices, with clear guidance around the mandatory wearing of lanyards embedded within staff and student codes of conduct.
4. College prospectuses and job adverts have a clear statement reflecting the importance that the College places on safeguarding, and Safer Recruitment practices are always followed and overseen by the Human Resources management team. This includes the delivery of Safer Recruitment training to managers.
5. Safeguarding information, literature and awareness raising resources are shared with staff, students/apprentices, and other stakeholders as appropriate through a variety of means across the organisation, including via the College website.

1. Students/apprentices are taught about safeguarding, including online safety and child-on-child sexual abuse and harassment, through induction and tutorial type activities, and are made aware of the legal implications and the risks associated with sharing nudes and semi-nudes.
2. Employers are provided with relevant information in relation to safeguarding risk/risk of radicalisation in line with the Prevent Duty at the point of sign-up, with regular discussions taking place during work-based visits to enable risks to be understood, recognised, and reported as appropriate. Employers are also signposted to the College policies contained within the Safeguarding Policy Family and are expected to work within the policy framework in relation to any College apprentices.
3. All students/apprentices are actively encouraged to report any safeguarding, health, and welfare issues through a planned and promoted self-referral process.
4. The College Safeguarding Team continually establish and maintain positive collaborative working practices with external organisations, enabling effective communication and appropriate information sharing to ensure that support is offered as early as possible and safeguarding risk to students/apprentices is minimised.

Monitoring

This policy and procedures are reviewed annually by the Designated Safeguarding Lead in line with the Keeping Children Safe in Education statutory guidance, and the policy is approved by the College Safeguarding Committee and the College Corporation. An annual audit of safeguarding provision (Local Authority S175 Safeguarding Audit) is completed and the Government Prevent Duty self-assessment tool for further education is embedded into practice in relation to strategic monitoring. Termly reports are submitted to the Safeguarding Committee, which includes the Senior Management Team (SMT) and the Link Safeguarding Governor, where safeguarding data and practice is reviewed, analysed, and challenged as appropriate to maintain a cross College approach of commitment, currency and compliance. The College has an established process for the audit of the College Single Central Record, which includes checking of required Disclosure and Barring Service checks.

Associated Information and Guidance

This policy is underpinned by associated legislation and guidance as listed below:

* Protection of Freedoms Act 2012 <http://www.legislation.gov.uk/ukpga/2012/9/contents/enacted>
* Safeguarding Vulnerable Groups Act 2006 <https://www.legislation.gov.uk/ukpga/2006/47/contents>
* Disclosure and Barring Service

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

* Working Together to Safeguard Children 2023: Statutory Guidance <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
* Keeping Children Safe in Education 2023: Statutory Guidance <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
* Equality Act 2010

<https://www.legislation.gov.uk/ukpga/2010/15/contents>

* Data Protection Act 2018/General Data Protection Regulation (GDPR) 2018 <http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>
* Guidance for Safer Working Practice for those working with Children and Young People in Education Settings 2015 <https://www.saferrecruitmentconsortium.org/GSWP%20Sept%202019.pdf>
* What to do if you’re worried a child is being abused (March 2015) <https://www.safeguardinginschools.co.uk/what-to-do-if-youre-worried-a-child-is-being-abused-2015/>
* Information Sharing: Advice for practitioners (March 2015) <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>
* Prevent Duty Guidance England and Wales <https://www.gov.uk/government/publications/prevent-duty-guidance>
* The Prevent Duty Departmental advice for schools and childcare providers (June 2015) <https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>
* Sharing nudes and semi-nudes: advice for education settings working with children and young people 2024 (UK Council for Child Internet Safety)

[Sharing nudes and semi-nudes: advice for education settings working with children and young people (updated March 2024) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people#sec1-7)

* Care and Support Statutory Guidance issued under the Care Act 2014 Department of Health (Chapter 14 Safeguarding)

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

The following localised processes/guidance/policies are adopted as good practice within the organisation and where relevant in terms of Derbyshire children and young people. The relevant Local Authority referral process will always be followed when dealing with safeguarding concerns in relation to students/apprentices from other areas:

* Derby and Derbyshire Safeguarding Children Board’s Escalation Policy and Process 2017 <https://www.ddscp.org.uk/media/derby-scb/content-assets/documents/procedures/guidance-docs/DSCBs-Escalation-Policy-and-Process-FINAL-Nov-2017.pdf>
* Derby and Derbyshire Self-harm Practice Guidance 2015 <https://www.proceduresonline.com/derbyshire/scbs/user_controlled_lcms_area/uploaded_files/self-harm-practice-guidance-november-2015.pdf>
* Derbyshire Domestic Violence and Abuse Guidance for Schools 2018 <https://www.saferderbyshire.gov.uk/site-elements/documents/pdf/derbyshire-domestic-violence-and-abuse-guidance-for-schools.pdf>
* Derbyshire County Council procedure for managing allegations against school staff and volunteers 2018

<https://schoolsnet.derbyshire.gov.uk/keeping-children-safe-in-education/safeguarding-policies-guidance-and-protocols/allegations-against-professionals.aspx>

* Derbyshire County Council Children Missing from Education Policy 2015 <https://schoolsnet.derbyshire.gov.uk/keeping-children-safe-in-education/children-missing-from-education/children-missing-from-education.aspx>
* Derbyshire Safeguarding Children Board Guidance for schools and colleges on safer working practices

<https://www.derbyshirescb.org.uk/site-elements/documents/pdf/guidance-for-schools-and-colleges-on-safer-working-practices.pdf>

* Derby and Derbyshire Safeguarding Children Boards’ Threshold Guidance <https://www.proceduresonline.com/derbyshire/scbs/user_controlled_lcms_area/uploaded_files/DSCB-Thresholds.pdf>
* Derby and Derbyshire Safeguarding Children Partnership Child on Child Abuse Strategy

[DDSCP Child on Child Abuse Strategy Final May 22.pdf (proceduresonline.com)](https://www.proceduresonline.com/derbyshire/scbs/user_controlled_lcms_area/uploaded_files/DDSCP%20Child%20on%20Child%20Abuse%20Strategy%20Final%20May%2022.pdf)

* nspcc.org.uk/learning – Child protection records retention and storage guideline

Related Chesterfield College Group Policies and Documents

The related documents below can be located on the College intranet:

* Health and Safety Policy – GOV08
* Equality, Diversity and Inclusion Policy & Procedures – GOV03
* Recruitment and Selection Policy & Procedures (including Management Guidelines) – PHR13
* Data Protection Policy & Procedures – INF03
* IT Acceptable Use Policy – INF02
* Information Security Policy – INF01
* Online Safety Policy – GOV12
* Anti-Bullying Policy – GOV07
* Staff Code of Conduct – PHR19
* Staff Disciplinary Policy & Procedures – PHR20
* Student/Apprentice Disciplinary Policy & Procedures – TLA03
* Work Experience Policy & Procedures – TLA04
* Attendance Management Policy & Procedures – INF07
* Visitor Policy & Procedures – CSE05
* Whistleblowing Policy & Procedures – GOV10
* Tackling Extremism and Radicalisation Policy & Procedures – GOV06
* Special Educational Needs and Disabilities Policy – GOV11
* Fitness to Study Guidance – GOV13