

SAFEGUARDING AND PREVENT POLICY

1. Introduction

- 1.1 City College is committed to providing an environment where students, staff and all members of the College community are safe.
- 1.2 We recognise our statutory duty to safeguard children (all students under the age of 18) and vulnerable adults¹. This includes:
- Protecting children from abuse and maltreatment
 - Preventing impairment of children's mental and physical health or development
 - Ensuring that children grow up with the provision of safe and effective care
 - Taking action to enable all children to have the best outcomes
 - Ensuring the safety of vulnerable adults
- 1.3 We recognise our responsibility under the Prevent duty to discourage students from developing extremist views and being drawn into terrorism.

2. Scope of this policy

- 2.1 This policy applies to all Governors, Staff and Volunteers of City College.
- 2.1 The College is responsible for safeguarding:
- Students present at the St Mary's campus and the Marine Skills Centre in Woolston
 - Students who are employed as apprentices where the College is the training provider
 - Students who are in the workplace on work experience arranged by the College
 - Students on off-site trips and visits organised by the College

¹ The broad definition of a 'vulnerable adult' is given in the 1997 Consultation Paper "Who decides?" issued by the Lord Chancellor's Department. It is 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 significant harm or exploitation".

3. Statement of Policy:

- 3.1 City College is committed to maintaining a secure environment where all students and staff feel safe.
- 3.2 Any member of staff concerned about the safety of a child or vulnerable adult must report their concern as set out in the College's safeguarding procedure. All staff will receive appropriate training at induction. Training will be regularly refreshed. Staff will be encouraged to report any concerns about another member of staff under the same procedures.
- 3.3 Peer on Peer abuse which includes Bullying, cyber-bullying and harassment is not tolerated at City College Southampton. All students are encouraged to report any incidents of bullying or harassment.
- 3.4 Students are not permitted to be on the campus if they are under the influence of drugs or alcohol. We encourage students to disclose any information they may have about such matters.
- 3.5 City College is an inclusive organisation that seeks to offer opportunities to all potential students, however where students declare a criminal conviction they are risk assessed to ensure it is appropriate for them to be within the college.
- 3.6 Personal information is only shared appropriately and normally only with the student's consent. Where there is a safeguarding concern, or information is legally obliged to be shared, information will always be shared with appropriate agencies, even if the individual has not given consent. Wherever possible, more than one emergency contact is collected for each student.
- 3.7 City College ensures that its policy and procedures comply with statutory duties, that they reflect guidance and good practice in safeguarding children and vulnerable adults.

4. Safeguarding and Prevent Structure and Responsibilities:

- 4.1 The College Board has designated member who leads for the Board on Safeguarding and Prevent and is responsible for ensuring that the College has procedures and policies which are consistent with the Local Safeguarding Children Board's (LSCB) procedures.
- 4.2 The College has a Designated Lead Officer for Safeguarding and Prevent, who is the Head of Student Support and DSL. Contact details for Lorraine Wheeler are: E: DSL@southampton-city.ac.uk T: 02380 577326. The College also has a Deputy DSL who will cover for any concerns in the absence of the DSL.
- 4.3 The College has a Safeguarding and PREVENT Panel that meet every term. The Panel is made up of the Governor for Safeguarding, Vice Principal, DSL and Deputy DSL. *See Annex 2: TOR Safeguarding and PREVENT Panel*
- 4.4 The College also maintains a Safeguarding and PREVENT Operational Group that meet every 6 weeks, led by the DSL and Deputy DSL and consist of trained staff who operate as first responders to any safeguarding concerns. *See Annex 3: TOR Safeguarding and PREVENT Operational Group*
- 4.5 Human Resources staff are trained in Safer Recruitment practice and appropriate pre- employment checks are always carried out. Any member of staff who is dismissed, or resigns before dismissal, as a result of a substantiated safeguarding concerns will be referred to the Disclosure and Barring Service.
- 4.6 Appropriate IT filters and monitoring systems are installed in the College and maintained by the IT team.
- 4.7 All college staff are responsible for reporting safeguarding concerns and responding appropriately to a student disclosure and for reporting these to the Safeguarding Panel.

- 4.8 Allegations against members of staff including the Clerk of the Corporation must be reported to the DSL who will liaise with the Local Authority Designated Officer (LADO) Contact details: T: 023 8091 5535 E: LADO@southampton.gov.uk. This may also arise in the context of the member of staff and their life outside work or at home.
- 4.9 Allegations against the Principal and any member of the governing body (with the exception of the Safeguarding Governor) must be reported immediately to the Governor for Safeguarding Jeyanthi John at: safeguardinggovernor@Southampton-City.ac.uk who will liaise with the LADO and will be supported by the DSL.
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- 4.10 Allegations against the Safeguarding Governor should be reported immediately to the Clerk of the Corporation at: E: clerk@southampton-city.ac.uk
- 4.11 Allegations against the Designated Safeguarding Lead should be reported immediately to the Principal & Chief Executive Sarah Stannard at: Principal@southampton-city.ac.uk
- 4.12 The College works in close partnership with relevant agencies and organisations including the Multi Agency Safeguarding Hub (MASH), the Southampton Local Safeguarding Children Board (LSCB), and Hampshire Constabulary.

5. Training and Development

- 5.1 The Designated Safeguarding Lead is required to provide training in safeguarding and receives refresher training at least every year. The Deputy DSL and those staff on the Safeguarding and PREVENT Operational Panel are also required to have training in safeguarding and receive refresher training at least every year.
- 5.2 All staff including teachers and business support will undertake appropriate training on safeguarding every 2 years to raise awareness of current issues and new legislation. This includes topics such as: FGM, Peer-on-Peer Abuse, Domestic Violence, Radicalisation, Sexual violence and harassment and Mental health. All new staff will undertake an induction which will include

completing the online Safeguarding training module. They will also be issued with the Safeguarding and PREVENT Policy and the Staff Code of Conduct.

- 5.3 All members of staff have been sent a copy of Part One of “Keeping Children Safe in Education” (2020) which covers Safeguarding information. Staff also complete an on-line knowledge check assessment to confirm they have read and understood KCSiE. The DSL will keep records of this and share with HR.

6. National Guidelines and Legislation:

City College aims to meet the legislation requirements and good practices in safeguarding. There are a number of statutory regulations which place a responsibility to protect young people including:

Keeping Children Safe in Education 2020: This is statutory guidance from the Department for Education. Schools and colleges must have regard to it when carrying out their duties to safeguard and promote the welfare of children

The Protection of Children Act 1999: Requires employers to carry out Criminal Record Checks before employees are allowed to come into contact with children and young adults

The Counter Terrorism Security Act 2015: Places a statutory duty on specified authorities to 'have due regard to the need to prevent people from being drawn into terrorism'

The Sexual Offences Act 2003: Makes it is an offence for a person over 18 (e.g. a teacher or other member of staff) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child

Working Together to Safeguard Children 2018: Statutory guidance on interagency working to safeguard and promote the welfare of children

Sexual violence and sexual harassment between children in schools and colleges, May 2018: This guidance highlights the advice to prevent and deal with sexual violence and sexual harassment between students

7. Related College Policies and Procedures:

- Whistleblowing Policy
- Disciplinary Policy and Procedure
- Acceptable Use of IT Policy
- External Speakers Policy
- Staff Code of Conduct (Staff Induction)
- Student Code of Conduct
- Prevent Risk Assessment (Safeguarding - Intranet)
- Staff Guide to Safeguarding Essentials - Intranet - Safeguarding

It is important to note that when staff are writing or updating policies and procedures, reference must be made to the Safeguarding Policy to ensure that compliance is adhered to.

8. Status of this Policy

This policy was approved by the Board of the Corporation in November 2020.

The operation of this policy will be kept under review by the Head of Student Support and DSL.

The policy will be reviewed annually by the Corporation

Date approved: 9th November 2020

Approved by: City College Board

Date of next review: November 2021

Annex 1 - COVID19 safeguarding arrangements

Annex 2 - Terms of Reference Safeguarding Panel

Annex 3 - Terms of Reference Safeguarding and PREVENT Operational Group