

1. Overview

Policy Title	Safeguarding Children and Young People Policy
Who does the policy apply to?	All staff and students at the College, including agency staff, contractors and those working under self-employed arrangements.
Aims	To ensure that the College, including its Children's Centre, complies with statutory safeguarding procedures and legislation in order to safeguard children and young people.
To be read in conjunction with	This policy should be read in conjunction with the College's Safeguarding and Online Safety Policy and the College Disciplinary Policy, which can be found on the VLE.
Further advice may be sought from	The Assistant Principal - Student Experience
Review arrangements	<p>This policy will be reviewed every three years to ensure its continuing relevance and effectiveness.</p> <p>The College may review the policy prior to this date should operational and/or legislative/guidance matters require it.</p> <p>Further details regarding revisions and review cycle can be found at Sections 13 and 14.</p>

2. Purpose of the Policy

- 2.1. The purpose of this policy is to ensure that the College, including its Children's Centre, complies with statutory safeguarding procedures and legislation and safeguards children and young people. The statutory framework is made up of:
 - 2.1.1. The Framework for the Early Years Foundation Stage;
 - 2.1.2. Working Together to Safeguard Children 2018, which is adapted locally by the Barnsley Safeguarding Children Board Procedures (BSCB); and
 - 2.1.3. Keeping Children Safe in Education 2019.
- 2.2. The management of safeguarding is the overall responsibility of the governing body and they ensure that the College and Children's Centre is compliant with the duties under the legislation. The College has a designated Safeguarding Governor and a member of executive leadership, the Assistant Principal Student Experience, who has overall responsibility for the College and Children's Centre safeguarding arrangements.
- 2.3. For the purpose of this policy the Designated Safeguarding Lead (DSL) refers to the Head of Children's Services. The current Deputy Safeguarding Lead is the Deputy Manager of the Children's Centre. At weekends there will be an allocated DSL.
- 2.4. If in exceptional circumstances the Designated Lead or the Deputy is not available, then the Designated Lead for Adults (and executive lead for safeguarding) should be contacted. The lead is the Assistant Principal Student Experience.

3. The College aims to:

- 3.1. Provide early help to families to ensure that when they need support they have access to the appropriate services.

- 3.2. Provide an environment where children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.
- 3.3. Identify any physical, emotional or behavioural signs which indicate that a child may be suffering from, or is likely to suffer from significant harm.
- 3.4. Ensure all staff understand and implement effective child protection procedures.
- 3.5. Ensure staff are competent and confident to respond to safeguarding situations.
- 3.6. Build relationships and support communication between staff, children, parents/carers and the public which foster respect, confidence and trust.
- 3.7. Ensure all staff are trained and aware of how to make referrals to children's social care.
- 3.8. Ensure all staff and volunteers are employed/engaged through a safer recruitment process.
- 3.9. Ensure all staff working within the Children's Centre and on courses involving families and children within the College have the appropriate safer recruitment checks including DBS.

4. Expectations of staff/students/visitors

- 4.1. Comply with the Colleges Safeguarding Children and Young People Policy and be alert to risks around children and young people.
- 4.2. Ask for help when seeing or experiencing difficulties as the College and Children's Centre have staff and services that can give support.
- 4.3. Discuss any issues which may cause a change in a child's/young person's behavior, for example a grandparent's death or a divorce/separation.
- 4.4. Communicate any safeguarding concerns immediately to the Designated Safeguarding Officer, either in the Children's Centre or College.
- 4.5. Understand that the College and Children's Centre have a duty to identify concerns and raise them if it is appropriate.
- 4.6. Understand that the College and Children's Centre will not discuss any concerns about the child if this may put the child at risk of further harm; these concerns will be reported.

Guidance on the Signs of Abuse

What is abuse?

- 4.7. Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act or prevent harm. Children may be abused in a family, in an institution or community setting, or over the internet, or may be taken out of the country to be abused (in the case of female genital mutilation).
- 4.8. Children can be placed at risk where professionals fail to act to prevent harm. The abuser/s may be: known to them, it may be a stranger/s, it may be an adult/s or another child/ren or young person/s. Some children are more vulnerable than others, disabled children and children who have disabled parents are considerably more vulnerable to abuse.

Neglect

- 4.9. Neglect is a pattern of failing to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter. It is likely to result in the serious impairment of a child's health or development. Children who are neglected often suffer from other types of abuse. It is important that practitioners remain alert and do not miss opportunities to take timely action. Neglect

may occur if a parent becomes physically or mentally unable to care for a child. A parent may also have an addiction to alcohol or drugs, which could impair their ability to keep a child safe or result in them prioritising buying drugs, or alcohol, over food, clothing or warmth for the child. Neglect may also occur in pregnancy as a result of maternal drug or alcohol abuse.

Homelessness

- 4.10. Where there is a risk to a child/young person and their family/carer being at risk of homelessness the Designated Safeguarding Lead will take a contextual view and make appropriate referrals to the local housing authority and /or Children's Social Care.

Physical abuse

- 4.11. Physical abuse is deliberately hurting a child. It might take a variety of different forms, including hitting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child. Physical abuse can happen in any family, but may be more at risk if their parents have problems with drugs, alcohol and mental health or if they live in a home where domestic abuse happens. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Physical abuse can also occur outside of the family environment.

Female Genital Mutilation (FGM)

- 4.12. Female genital mutilation (FGM) includes procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons (World Health Organisation 2014). FGM is considered child abuse in the UK and a grave violation of the human rights of girls and women. It is an offence for any person in England, Wales or Northern Ireland (regardless of their nationality or residence status) to perform FGM, or to assist a girl to carry out FGM on herself. It is also an offence to fail to protect a girl from FGM.
- 4.13. Indications that FGM may be about to take place
- 4.13.1. The family come from a community that is known to practise FGM;
 - 4.13.2. Parents state they will take the child out of the country for a prolonged period;
 - 4.13.3. A child may talk about a long holiday to a country where the practice is prevalent;
 - 4.13.4. A child may confide that she is to have a "special procedure" or celebration.

Honour Based Violence

- 4.14. So-called honour based violence encompasses crimes which have been committed to protect or defend the honour of a family or community.

Forced Marriage

- 4.15. Forcing a person into a marriage in the UK is a crime. A forced marriage is one entered into without the full consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into marriage.

Peer on peer abuse

- 4.16. Children/young people can abuse other children/young people (this is often referred to as peer on peer abuse). Behaviours are most likely to be but may not be limited to:
- 4.16.1. Bullying (including online/cyber);
 - 4.16.2. Physical abuse (for example hitting, kicking, biting);
 - 4.16.3. Sexual violence (for example rape, sexual assault by penetration);
 - 4.16.4. Sexual harassment;
 - 4.16.5. Upskirting (taking unwanted pictures/images under a person's clothes);
 - 4.16.6. Youth produced imagery (also known as sexting);
 - 4.16.7. Initiation/hazing type violence and or rituals.

Serious Violence

- 4.17. This may be an indicator of children/young people involved or at risk within the context of serious crime; child criminal exploitation and/or county lines. Staff, students and parents should be aware of unexplained gifts, absences, self-harming behaviours of changes in wellbeing and attitude.

Children Missing Education

- 4.18. Although children/young people, within the context of Northern College, do not formally meet the context of statutory guidance Children missing education (2016), the College and Children's Centre will keep the full name and contact numbers for any children within the care of our staff. In line with this responsibility staff should be alert to children/young people who identify or disclose they are not registered within education.

Sexual Abuse and Exploitation

- 4.19. Sexual abuse is any sexual activity with a child. You should be aware that many children and young people who are victims of sexual abuse do not recognise themselves as such. A child may not understand what is happening and may not even understand that it is wrong. It 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. It 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 (including via the internet). Sexual abuse is not solely perpetrated by adult males, women can also commit acts of sexual abuse, as can other children.
- 4.20. Sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. A significant number of children who are victims of sexual exploitation go missing from home, care or education at some point.

Emotional Abuse

- 4.21. Emotional abuse is the persistent emotional maltreatment of a child. It is sometimes known as psychological abuse and it can have severe and persistent adverse effects on the child's emotional development. Although the effects of emotional abuse might take a long time to be recognisable, practitioners will be in a position to observe it, for example in the way a parent interacts with their child. It may include deliberately telling a child that they are worthless, or unloved and inadequate. 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 involve serious bullying - including online bullying through social networks, online games or mobile phones - by a child's peers.
5. If any of the above signs and symptoms of abuse are identified, action will be taken if:
- 5.1. There has been persistent or severe neglect of a child which results in serious impairment of the child's health or development including failure to thrive.
- 5.2. There are severe adverse effects on the behaviour and emotional development of the child caused by persistent or severe ill treatment or rejection.
- 5.3. There has been a physical injury to a child, including deliberate poisoning or where there is a definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented.
- 5.4. There has been an injury or injuries observed connected to sexual abuse or witnessed occasions where a child indicates sexual activity through play, drawings or has an excessive pre occupation with sexual matters or has an inappropriate knowledge of adult sexual behavior.

6. The Prevent Duty

- 6.1. The College and Children's Centre are subject to duties within section 26 of Counter Terrorism and Security Act (2015) in exercising the function of 'having due regard' to the need to prevent individuals from being drawn into terrorism.

- 6.2. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism (the vocal or active opposition to fundamental values of rule of law, democracy, individual liberty and the mutual respect and tolerance of different faiths and beliefs). The College and Children's Centre should be mindful of behaviours which may indicate that a child or family member/carer may be at risk or may need protection.

7. Contextual Safeguarding

- 7.1. All safeguarding should be considered within the context where incidents and or behaviours occur. Any assessment of children and young people should consider whether wider environmental factors are present which may be a threat to their safety and welfare.

7.2. Actions where there are concerns about a child or young person:

- 7.2.1. Ensure policies and procedures in relation to safeguarding are in place and that staff understand and follow them to support the delivery of high quality care to children/young people at all times.
- 7.2.2. Provide access to help and support for families who are experiencing difficulties through the use of an Early Help Assessment and or referral to Children's Social Care
- 7.2.3. Deal with situations where a child/young person may harm or be harming other child/young person promptly
- 7.2.4. Maintain confidentiality at all times, only sharing information with relevant professionals to support the safeguarding of a child/young person.
- 7.2.5. Ensure all staff receive safeguarding training every three years and ensure the Designated Safeguarding Lead and any deputies receive training every two years and receive annual updates. All staff must complete Prevent Training and have an understanding of how to identify children at risk of being drawn into terrorism and how to support parents who fear their child may be at risk of radicalisation.
- 7.2.6. Provide staff with the opportunity to discuss safeguarding and welfare concerns within the Centre and wider College through;
- talking to the Designated Safeguarding Lead/Deputy directly
 - staff meetings - regular agenda item
 - Safeguarding Committee
- 7.2.7. Ensure any breach of safeguarding policies and procedures are reported to HR and if appropriate the Local Authority Designated Officer
- 7.2.8. Make sure all staff have the opportunity to raise any concerns they have regarding the delivery of services or the practice of a staff member. The college has a Whistleblowing Policy in place for these purposes which can be accessed on the college's VLE.
- 7.2.9. Ensure risk assessments are carried out in line with the Prevent Duty 2015.
- 7.2.10. There will be a Designated Safeguarding Lead\Deputy identified within the Children's Centre at all times. The names of the Designated Safeguarding Lead\Deputy from the Children's Centre Team will be displayed within the Children's Centre.
- 7.2.11. Any safeguarding allegations that relate to a member of staff will be dealt with in line with the college Disciplinary Policy.

8. Role of Designated Lead\Deputies

- 8.1. The Head of Children's Services is the Designated Safeguarding Lead who has ultimate lead responsibility for the safeguarding of children and young people; this responsibility cannot be delegated.
- 8.2. The Head of Children's Services must ensure they and their deputies have received Safeguarding training every two years and will access Prevent awareness training. In addition to formal training knowledge and skills will be refreshed annually via e-bulletins, meeting with other designated leads and taking time to read and digest safeguarding developments.
- 8.3. **The Designated Lead can appoint one or more suitable deputies to support them in carrying out the following duties:**
- 8.3.1. Referring cases of suspected abuse to the local authority children's social care/joint assessment team.
- 8.3.2. Referring cases of suspected radicalisation to the Prevent Co-ordinator.

- 8.3.3. Giving support, advice and guidance to all staff on an ongoing basis to encourage the early identification of the signs that children/families are experiencing difficulties that may result in a safeguarding or welfare concern being raised.
- 8.3.4. Notifying the College HR department in the first instance if they are made aware of an allegation against a member of staff/volunteer. In cases involving a member of staff the College's Disciplinary Policy will be followed and the LADO informed as appropriate.
- 8.3.5. Ensuring that all staff, volunteers and students undertake mandatory safeguarding training where appropriate. This includes how to recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse and that all staff understands the relevant procedures to follow.

Safeguarding Procedure

The Head of Children's Services is responsible for ensuring all safeguarding procedures are followed and relevant documentation is kept up to date and stored securely.

9. How the College/Children's Centre will respond to suspicions of abuse

- 9.1. When there are any of the following concerns they will be monitored through the Cause for Concern Procedure and recorded on a Cause for Concern Form:
 - 9.1.1. Significant changes in children's behaviour;
 - 9.1.2. Deterioration in children's general well-being;
 - 9.1.3. Bruising, marks or signs which indicate possible abuse or neglect;
 - 9.1.4. Children's comments or behaviour which are a cause for concern.
- 9.2. The Designated Safeguarding Lead\Deputy will seek to clarify any concerns with the child as appropriate to their age and understanding and with parents/carers prior to making a referral to the Child, Young People and Families Child Assessment Team. This is unless it is considered that such a discussion would put the child at further risk of harm in which case we will make a referral without discussing this with the parent/carer.
- 9.3. After following the Cause for Concern procedure, if the Designated Safeguarding Lead\Deputy is unsure as to whether a child protection referral is necessary they can seek guidance from the Barnsley's Threshold for Intervention -Continuum of Assessment and/or can telephone the Child, Young People and Families Child Assessment Team for a consultation. If the concern relates to radicalisation the referral should be made to the Prevent Co-ordinator. The contact information for the Assessment Team and Local Authority Designated Officer and Prevent Co-ordinator are on the Safeguarding Poster.
- 9.4. When making a child protection referral to Children's Social Care, the Designated Safeguarding Lead\Deputy should contact the Child, Young People and Families Child Assessment Team by telephone as soon as possible if they consider the child is currently suffering significant harm. This should then be followed up in writing by completing the Children's Social Care Record of Contact form within 24hours. For guidance please see Barnsley's Threshold for Intervention -Continuum of Assessment.
- 9.5. If the harm identified does not require an immediate response or if a formal assessment of need by social care is required, the Children's Social Care Record of Contact form should be completed.
- 9.6. The Designated Safeguarding Lead\Deputy must fully complete the Children's Social Care Record of Contact form and send email to either:
 - CYPFAssessment&jit@barnsley.gov.uk
 - Disabledchildrenteam@barnsley.gov.uk
- 9.7. Once the Cause for Concern Procedure has been followed if the outcome does not result in the need for a child protection referral to the Child, Young People and Families Child Assessment Team the actions should be recorded on the Cause for Concern form and monitored appropriately

- 9.8. The Designated Lead is responsible for having a full understanding of any safeguarding concerns that are raised by staff regarding any nursery children or family. Therefore, it is their duty to liaise with any appointed deputies upon their return from any absences from work due to leave, sickness etc.
- 9.9. The Designated Lead must organise a monthly meeting to review all absences, cause for concerns and existing injuries that have occurred that month looking for any patterns which may signal that a child is at risk of, or is suffering harm.

10. Procedure for the Recording and Storing of documentation

- 10.1. Whenever concerns/changes are communicated, observed or disclosed regarding a child's welfare, behaviour or physical appearance or condition, a confidential record will be made.
- 10.2. The record will include objective observations and communicated information regarding the child's behaviour/appearance and where a child has made a disclosure it will contain the actual words spoken by the child (verbatim).
- 10.3. These records are kept in a separate Safeguarding File. The Safeguarding File contains a printed copy of the Log, Cause for Concern Forms and Existing Injury Forms from nursery that are filed under the child's name. The Safeguarding File will only be accessed by designated members of staff on a need to know basis.

11. Transition Procedure

- 11.1. It is important that when a child leaves the Children's Centre their records are transferred to their new setting. This is crucial as it will support the child's next setting to offer the right support to the child and family. Where information has been provided by a third party and that information is still relevant it should be passed on to a new setting. If staff are unsure as to whether to share the information or not, they should contact the third party who supplied the information and discuss whether it is appropriate to transfer the information.
- 11.2. Therefore when a child leaves:
 - 11.2.1. If they are going to another setting within the Barnsley Borough, the type and amount of information must be documented on a Document Transfer Note. The documentation must be passed in person to the Designated Safeguarding Lead at the new setting who must sign to say they have received the information.
 - 11.2.2. If they are moving to a new setting outside the borough, to a school, a private/voluntary/independent nursery or a childminder the documentation should be copied (scanned) and kept. The Document Transfer Note must be completed and the documentation passed in person to the new setting who will be required to sign to say they have received the information.
 - 11.2.3. Where there are records in a child's safeguarding file and the child leaves without a known destination, all attempts must be made to locate the child e.g. by contacting the Social Worker, Health Visitor, Education Welfare Officer (school age siblings), or any other relevant professional

12. Contact Numbers

- **Assessment Service:** 01226 772423
- **Disabled children's team:** 01226 774050
- **Emergency Duty Team:** 01226 787789 (urgent referrals out of office hours)
- **Local Authority Designated Officer (LADO):** 01226 772341
If the LADO is unavailable contact the Safeguarding Unit: 01226 772400

13. Policy sign off and ownership details

Document Name:	Safeguarding Children and Young People Policy
Version Number:	V2
Effective from:	12 February 2020
Next scheduled review date:	December 2020
Policy owner:	The Assistant Principal – Student Experience
Approved by/date:	The Policy and Finance Committee – 6 February 2020

14. Revision history

Version No	Effective date	Revision description/summary of changes	Author
V2	12 February 2020	<p>Refreshed in line with legislative changes which occurred in September 2019. Specific changes relating to peer on peer abuse, upskirting, gangs, children missing in education and contextual safeguarding.</p> <p>The policy was also aligned to the whole College due to children attending courses with their parents.</p>	The Assistant Principal – Student Experience (Diane Lawson)