

## 1. Overview

<b>Policy Title</b>	<b>Safeguarding Children and Young People</b>
<b>Who does the policy apply to?</b>	<p>This policy will outline the guidance and implementation of Children’s Safeguarding of children who are attending Northern College as part of adult and families study programmes.</p> <p>Children of parents who may be studying at Northern College.</p> <p>This policy and its underpinning guidance should be read by all students, staff and governors.</p>
<b>Aims</b>	To create and maintain a safe and positive environment and accept responsibility to safeguard the welfare of all children and young people whilst at Northern College, in accordance with current legislation and guidance.
<b>To be read in conjunction with</b>	Northern College safeguarding procedures 2020-21, Equality and Diversity and Health & Safety policy 2020/21, Whistleblowing policy, Recruitment and Selection policy, Disclosure and Barring Service policy, Recruitment of Ex-Offenders policy, Staff Disciplinary policy and Complaints policy and procedures.
<b>Further advice may be sought from</b>	Assistant Principal Student Experience, Head of Student Support Services
<b>Review arrangements</b>	<p>This policy will be reviewed annually in line with Northern College annual review cycle.</p> <p>This policy may be reviewed outside of this cycle should operation and/or legislative guidance dictate it.</p> <p>The policy, guidance and review arrangements can be viewed on the Northern College website, staff and student inductions and within student handbook.</p> <p>The review date is set out in paragraph 5 below.</p>

## 2. Purpose

Northern College fully recognises its responsibilities for safeguarding children and young people. The welfare and safety of all its occupants are at the heart of the College ethos and this policy is specifically aligned to children and young people who attend College as part of an adult study programme or families’ provision. The purpose of this policy is to provide a framework for the implementation of safeguarding practice for all students, staff and visitors in relation to safeguarding children and young people.

In this policy, a ‘child’ means all children and young people up to but not including their 18<sup>th</sup> birthday. In accordance with relevant law and guidance, this policy will detail procedures for

safeguarding and child protection. It is applicable to the whole College community. Safeguarding and promoting the welfare of children is everyone's responsibility and therefore everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all staff should make sure their approach is child-centred, this means that they should consider, at all times, what is in the best interests of the child.

### **3. Aim**

3.1. Northern College recognises its responsibilities and duties under the Working Together to Safeguard Children 2018 (includes 2020 update) and Keeping Children Safe in Education (2021 update) requirements, which defines safeguarding as:

- protecting children from maltreatment;
- preventing impairment of children's mental and physical 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.

3.2 Northern College believes that safeguarding children is a paramount concern and therefore safeguarding issues take priority in relation to any other policies and/or procedures. The Governing body is committed to ensuring that the College's duty of care is the College's paramount concern.

3.3 This policy is intended to safeguard and promote the welfare of children and young people and who are part of adult and families study programmes. The College aim is to provide an environment in which all children, families and staff feel secure and supported.

3.4 Members of staff have a legal and moral responsibility to ensure that all children, young people and vulnerable adults are protected from harm. All complaints, allegations or suspicions must be taken seriously. There is also a responsibility for the welfare of children and young people where to ignore such issues may result in harm.

3.5 Northern College aims to ensure all staff have a through awareness of safeguarding and child protection through effective communication and training. Northern College will operate within the following Underpinning Legislative and Statutory Duties:

- Working Together to Safeguard Children: 2018 (includes 2020 update)
- Keeping Children Safe in Education (KCSIE): 2020 (includes 2021 update), Department for Education (DfE)
- Counter Terrorism and Security Act: 2015
- Education Act: 2002 and 2011
- The Children Act: 1989 and 2004
- Human Rights Act: 1998
- Childcare Act: 2006
- Equality Act: 2010 & Public Sector Equality Duty 2011
- Sexual Offences Act: 2003
- The Protection of Children Act: 1979
- GDPR and Data Protection Act: 2018
- Barnsley Safeguarding Children's Board Policies and Procedures
- What to do if you suspect a child is being abused: 2015 (DfE)
- Sexual Violence and Sexual Harassment Between Children in School and Colleges (guidance document): 2018 (DfE)

- Childcare Regulations 2018
- Statutory Guidance on children who run away or go missing from home or care: 2014(DfE)
- Prevent Duty Guidance for Schools and Childcare Providers: 2015

#### 4. **Policy**

- 4.1 Northern College is committed to complying with the procedures of the Barnsley Safeguarding Children Board. It recognises that it has a responsibility towards young people or vulnerable adults and people attending or visiting Northern College to safeguard and promote their welfare and to take appropriate decisions about how this can be achieved. It is not the College's responsibility to investigate child abuse.
- 4.2 The College will in line with its safeguarding duties to act if there is a cause for concern and to notify the appropriate agencies so that they can investigate and take any necessary action.
- 4.3 Northern College will act, in line with legislative requirements and local guidance, if there is a cause for concern in relation to a potential threat or risk posed by any potential or existing members of staff or students to children or young people whilst at Northern College.
- 4.4 Northern College will ensure all its staff are appropriately trained and understand their responsibilities in relation to safeguarding and the referral process.
- 4.5 The College will provide support and guidance to ensure that staff understand and are aware of the definitions of abuse, neglect and safeguarding concerns. This will include incidents/and or behaviours which are associated with factors outside of the College and or within the context of extra-familial harms such as sexual exploitation, criminal exploitation and serious youth violence (KCSIE 2021 update).
- 4.6 Northern College is not a facilitator of children's education within the auspices of the Education Act 2004 but will where appropriate refer to the statutory guidance relating to Children Missing in Education and the Missing Children and Adults Strategy (2011).
- 4.7 Safeguarding issues will be seen within its broadest context and will be crossed referenced into Northern College Adult Safeguarding policy to ensure support for both children and families.
- 4.8 In the context of a Multi-Agency Strategy Meetings, Northern College will share information and will be bound by the agreed actions from those meeting. The Designated Safeguarding Officer in accordance with Keeping Children Safe in Education (2021 update) has the status and authority to action child protection and safeguarding matters relating to children and young people within the College and where appropriate external individuals.
- 4.9 The College will have appropriate whistleblowing processes for any concerns relating to safeguarding practice. Alternative routes can be found at [help@nspcc.org.uk](mailto:help@nspcc.org.uk) should staff feel unable to raise concerns or these concerns are not being addressed by the College.
- 4.10 All children and young people who attend Northern College have a right to be protected, respected, valued and to be heard by ensuring:
- the identification of children and young people at risk of suffering significant harm, exploitation or extremism
  - reducing the potential risks children and young people face of being exposed to violence, extremism, exploitation or victimisation
  - The safety, effective protection and prevention of maltreatment or impairment of health and development of children and young people, in line with College policy, local policies and procedures and Government Legislation
  - Northern College will respond to the ideological challenge of terrorism and extremism and the risk of radicalisation.
  - Northern College will ensure good practice and responsibility for admission, within the context of inclusion, for individuals who present with a criminal conviction.

- Northern College referring disclosures to the appropriate agencies, addressing concerns at the earliest possible stage using Early Help procedures, working in partnership with the Barnsley Safeguarding Children Board (BSCB)
- Where there is a risk of Female Genital Mutilation (FGM) or FGM has occurred, the College will report this immediately to the Police
- Any mental health concerns are supported and appropriate action taken to mitigate risks.

Within this context safeguarding can also include a range of potential issues such as;

- bullying, including cyber bullying (by text, on social media etc.) and prejudice-based bullying
- sexual violence and/or harassment
- upskirting
- mental health and well-being of a child
- contextual safeguarding in relation to parents who may be studying whilst at Northern College
- Female Genital Mutilation (FGM) and the legal duty to refer
- racist, disability and homophobic or transphobic abuse
- radicalisation and extremist behaviour
- child sexual exploitation in the context of young people
- youth produced sexual imagery (sexting)
- alcohol/substance misuse
- risk management and safety of others in relation to admissions and on-course students
- issues that may be specific within Barnsley or areas from which children live
- issues in relation to domestic abuse, sexual exploitation, female genital mutilation and forced marriage
- Sexual violence and sexual harassment, within the context of peer-on-peer abuse
- Child Criminal Exploitation (CCE), Child Sexual Exploitation (CSE) within the context of County Lines
- children and young people who are missing from home and/or education

## **4.12 Responsibilities**

4.12.1 The overall responsibility for Safeguarding Children is vested in the Governing body and Executive Leadership Team who have overall responsibility for ensuring:

- Policies and structures are in place to safeguard children and young people through safer recruitment, acceptable use of technology, online safety, designated staff, training and development, whistleblowing, managing allegations against staff and health and safety management and framework.
- Policies are aligned to Barnsley Local Authority Guidance and agreed inter-agency procedures.
- Policies are effective, reviewed annually and updated accordingly.
- Maintaining up to date knowledge and understanding of the Governing role in safeguarding.
- Appropriate resources to enable statutory compliance.
- Staff are appropriately trained and supported when dealing with safeguarding matters
- Safer recruitment processes are robust and followed

4.12.2 The Designated Safeguarding Officer with responsibility for children's safeguarding is the Head of Student Support Services.

- 4.12.3 The Assistant Principal Curriculum, Quality & Market Development will act as Deputy Safeguarding Lead in the absence of the Assistant Principal Student Experience.
- 4.12.4 The overall responsibility of safeguarding lies with the governing body who will ensure that the College is compliant with safeguarding and Prevent duties within current legislation ensuring policy, procedure and training is effective; alongside support and challenge to the Executive Leadership Team.
- 4.12.5 Head of Student Support Services is responsible for ensuring that students/staff are appropriately supported and guided and for liaising with the Barnsley (or local) Safeguarding Children Boards to ensure compliance with policies and procedures.
- 4.12.6 The Assistant Principal Student Experience is responsible for ensuring that Northern College is effectively represented at appropriate Strategic Boards and works in partnership in the context of safeguarding.
- 4.12.7 The Head of Human Resources is responsible for ensuring that staff have the appropriate knowledge and expertise via an appropriate staff development programmes, including 3 years' mandatory essential skills training, and to ensure staff are vetted with the Disclosure and Barring Service, prior to appointment and every 3 years thereafter as appropriate to the role.
- 4.12.8 The Assistant Principal Student Experience and an independent representative member of College Leadership Team, are responsible for ensuring the Risk Assessment Process for students is adhered to in line with the law and the Rehabilitation of Offenders Act.
- 4.12.9 The responsibility of Safeguarding Lead at weekends will be delivered on a rotational basis between the Assistant Principal Student Experience Assistant Principal Curriculum, Quality & Market Development and the Head of Student Support Services.
- 4.12.10 The Head of Student Support Services are responsible for ensuring that all incidents are appropriately recorded and reported.
- 4.12.11 In the event of allegations being made against the College Principal the Designated Governor (Safeguarding) is responsible for consulting with the Chair of Governors.
- 4.12.12 Where a safeguarding concern has been raised in relation to a member of staff, the College is responsible for ensuring that information relating to concerns are shared and escalated where appropriate to the LADO (Local Authority Designated Officer). Any upheld concerns will be referred to the DBS.

#### **4.13 The Prevent Duty**

- 4.13.1 The College is 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. The Government's counter terrorism strategy is known as CONTEST and Prevent is part of the strategy. CONTEST has four key principles:
  - Pursue to stop terrorist attacks;
  - Prevent to stop individuals from becoming radicalised into terrorism or supporting terrorism;
  - Protect to strengthen protection against a terrorist attack;
  - Prepare to mitigate the impact of terrorism.
- 4.13.2 Prevent is the pre-criminal space by which individuals are identified and supported to avoid entering the criminal space. Northern College will focus on the Prevent element and support students to understand the risks of exploitation. 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).
- 4.13.3 The College will ensure that staff are trained to identify behaviours which may indicate that a child (via contextual safeguarding) or family member/carer who may be at risk or may need protection.
- 4.13.4 Northern College understands its duties and obligations within the auspices of The Counter Terrorism & Security Act (2015). The College will ensure that staff, children and young people are aware of the risks and will monitor them effectively by:

- Understanding the threat from violent extremism and potential risks from external influences
  - Ensuring plans are in place to respond appropriately to a threat or incident
  - Having effective ICT security, forensic monitoring of IT traffic and IT Use and Misuse Policies
  - Respond appropriately to a locally derived threats or incidents alongside national or international concerns
  - Use College Risk Assessment Procedure and monitor visiting speakers.
- 4.13.5 Northern College response to its role in the context of preventing radicalisation and extremism is to:
- Embedding British values within all its shared practice both within curriculum and student experience
  - Work in partnership with organisations involved in Prevent Strategies
  - Ensure staff and students understand their responsibility in preventing violent extremism
  - Provide support and make appropriate referrals for students at risk of radicalisations
  - Support interfaith and intercultural engagement through external partnership working
  - Ensure that the Northern College has a zero tolerance to bullying and harassment
  - Listen and respond effectively to issues within local community

#### **4.14 Allegations against staff**

- 4.14.1 Any suspicion, allegation or actual abuse of a child or young person by a Northern College member of staff or contractor must be reported to the Assistant Principal Student Experience and the Head of Human Resources and a fact-finding investigation under the Disciplinary policy will be conducted as appropriate.
- 4.14.2 Northern College will comply with guidance contained in Keeping Children Safe in Education (2020) and the BSCB procedures.
- 4.14.3 The College will ensure that the safety of the child or young person aligned to the allegation.
- 4.14.4 Where appropriate and in line with local referral procedures the College will report the matter to the Barnsley LADO (Local Authority Designated Officer).
- 4.14.5 Where the allegation or complaint refers to the Designated Safeguarding Officer the matter must be reported to the Assistant Principal Student Experience and the Head of HR.
- 4.14.6 In the event of a complaint being made against the Principal and CEO, the Designated Safeguarding Officer would notify the Chair of Governors.
- 4.14.7 Where allegations have been made against staff Northern College acknowledges its duty of care towards employees and will ensure that effective support is provided for anyone facing an allegation.
- 4.14.8 In cases of employee suspension allegations will be dealt with quickly and in a fair and consistent manner which provides effective protection for the child/young person and support to the individual subject to the allegation.

#### **4.15 Training**

- 4.15.1 Northern College will ensure that all staff receive basic safeguarding children and young people awareness training and that training is effective. Training will be supported and monitored via HR.
- 4.15.2 Northern College safeguarding training compliance will be reviewed annually via the annual appraisal and Business Support Performance process.
- 4.15.3 Staff will be expected to take responsibility for their training and renewing when appropriate.
- 4.15.4 Designated Officers, according to responsibility, will receive training appropriate to the role, the expectation of Barnsley Safeguarding Children's Board training strategy and national legislative requirements.

- 4.15.5 Northern College will engage with and complete Barnsley Safeguarding Adults Board training audits as appropriate to ensure compliance, assurance and good practice.
- 4.15.6 The Designated Safeguarding Lead in line with good practice will receive external support and supervision in line with personal development needs, accountability and assurance.
- 4.15.7 Northern College Designated Safeguarding Lead will deliver annual training and briefings, where appropriate, to the Board of Governors to ensure compliance and understanding with relevant legislation.

#### **4.16 Safer Recruitment**

- 4.16.1 Human Resources will lead on all safer recruitment and determine level of DBS checks required for a role as appropriate (including volunteers).
- 4.16.2 Any convictions or cautions for 'relevant offences' or 'relevant conduct' either whilst on College premises or off duty will be referred to the DBS and the Teacher Regulatory Agency.
- 4.16.3 The College will make further checks where appropriate to include relevant events that may have occurred outside the UK and where these can be considered. These checks could include, where available:
  - criminal records check for overseas applicants
  - for teaching positions obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked.

#### **4.17 Monitoring, Review and Dissemination**

- 4.17.1 The policy and administration procedures will be reviewed annually in line with:
  - The Board of Governors and annual policy cycles
  - Statutory guidance and good practice guidelines and audit requirements (BSCB)
  - College strategic priorities and curriculum plan
  - Student/child feedback
  - Curriculum, Quality and Student Experience Committee approval
- 4.17.2 The Safeguarding Children and Young People Policy will be reviewed annually by the Board of Governors to ensure compliance with safeguarding and Prevent duties.
- 4.17.3 Information on safeguarding and Prevent will be disseminated via the following:
  - Student enrolment and induction sessions
  - Staff induction and training events
  - Open days
  - The College website/social media
  - Safeguarding Committee weekly updates
- 4.17.4 This policy and its underpinning procedures will be located on Staff net, Canvas and College website.

#### **4.18 Complaints**

- 4.18.1 All complaints will follow the College complaints procedure.
- 4.18.2 Complaints will be dealt with in the context of this policy and Barnsley Safeguarding Children's procedures.
- 4.19.3 Complaints in the first instance should be made in writing to the Quality Manager at Northern College. All complaints will be treated sensitively and seriously with support where appropriate.

#### **4.20 Data Protection Act 2018 and GDPR (General Data Protection Rules)**

- 4.20.1 Northern College is a data controller in terms of the Data Protection Act and GDPR.
- 4.20.2 Confidentiality and appropriate information sharing is key to safeguarding and Northern College expects all staff to maintain confidentiality at all times.
- 4.20.3 The College will only share information by consent, however, information will be shared with external agencies where it is believed that the safety of a child is compromised or in the interest of public safety.
- 4.20.4 In line with Data Protection law, Northern College will only share information which is proportionate and relevant for the protection and prevention of abuse.
- 4.20.5 All information held in relation to safeguarding concerns will be held securely and in line with the Data Protection Act and GDPR for a period of seven years.
- 4.20.6 Personal information and any supporting evidence will be held by the College for audit and referral purposes where appropriate.

#### **4.21 Equality, Diversity and Inclusion**

- 4.21.1 Northern College work is aligned to the Equality Act 2010 which prohibits unfair treatment, eliminating discrimination and advances opportunity of all its students and the children and young people either visiting or within its care.
- 4.21.2 The identification of need, risk and assessment aligned to all children and young people's work will be delivered in line with the Equality Act 2010 and no child or young person will be treated less favourably because of any protected characteristics.
- 4.21.3 Within the context of the United Nations Convention on the Rights of the Child (UNCRC), the College will ensure all rights of the child and the procedures to protect children and young people are child centred.

#### 4 Policy sign off and ownership details

<b>Document Name:</b>	Safeguarding Children and Young People
<b>Version Number:</b>	2.0
<b>Effective from:</b>	11 March 2021
<b>Next scheduled review date:</b>	July 2022
<b>Policy owner:</b>	AP – Student Experience
<b>Approved by:</b>	Board of Governors

#### 5 Revision history

<b>Version No</b>	<b>Effective date</b>	<b>Revision description/summary of changes</b>	<b>Author</b>
1.0	17 December 2020	Full rewrite in accordance with current legislation	Assistant Principal Student Experience
2.0	11 March 2021	Minor updates to key documents in line with legislation	Assistant Principal Student Experience