



Safeguarding Policy

Audience	STUDENT
Requirement	ESSENTIAL
Policy Owner	DoSE
1st Delegation	TSCQ
Last Delegation	CORP
Review Cycle	Annual
Last Review	Jan 23
Due for Review	Jan 24

Introduction

As an education provider, Fareham College is fully committed to protecting and promoting the welfare of our students, establishing a 'whole college' approach to the safeguarding of children and vulnerable adults. The fundamental principles of this policy are based on legislation and a moral duty to safeguard the welfare of all receiving education and training via Fareham College. This includes off-site students, those on work placement, or apprenticeships, excursions or trips.

Through this policy Fareham College aims:

- Promote a positive culture of safeguarding, with a well-established 'whole college' approach to safeguarding.
- The College will endeavour to prevent all forms of abuse, protecting young people and vulnerable adults at risk of harm by ensuring that the ethos and atmosphere of the College is conducive to a safe environment.
- Enable students and parents/carers feel supported and able to report safeguarding concerns to staff.
- Identify instances in which there are grounds for concern about a young person or vulnerable adults' welfare and take appropriate action to keep them safe from harm.
- Minimise the risks of impairment to students' health, well-being and development.
- Take action to enable all students to have the best outcomes.
- Ensure staff are confident and able to recognise, report, respond and support students who may be at risk.
- Safer recruitment of staff, taking appropriate action to prevent unsuitable people working with our students and adults at risk.
- Promote safe practices and challenge poor and unsafe practice.
- The college remains vigilant around all concerns raised including low-level concerns. Maintaining an attitude of 'it could happen here'.

To achieve these aims, Fareham College will:

- Annually review and approve this policy and procedures linked to it.
- Raise awareness of issues relating to the welfare of young people, vulnerable adults and the promotion of a safe environment for all to learn within the College.
- Ensure students are supplied with the appropriate information, advice and support they need to enable them to stay safe both inside and outside of college.
- Aid the early identification of young people and vulnerable adults at risk of harm and/or in need of additional support through the college's enrolment, reference and transition processes.
- Establish and embed robust and transparent procedures for reporting, reviewing and actioning concerns.
- Uphold a zero tolerance to any form of child-on-child abuse or bullying, using college policies to eradicate any form of unwanted behaviour.
- Work effectively with external agencies, ensuring practices are in line with legislation and statutory requirements.
- Ensure all staff receive regular and adequate training in relation to Child Protection, Safeguarding, online safety and Prevent through via the completion of online training modules, compliance tracking embedded.

- Ensure all staff annually read Keeping Children Safe in Education (KCSIE) Part 1 as a minimum. Policy acceptance is tracked to ensure full compliance.
- Update staff with legislative requirements and new safeguarding concerns that could impact the student body as required.
- Safer Recruitment of staff including establishing robust procedures for reporting and dealing with allegations of abuse against a member of staff.

*There are separate policies which must be read in conjunction with this policy.

Scope

Safeguarding is everybody's responsibility and, as such, this policy applies to all staff, governors and volunteers working in the College. An allegation, disclosure or suspicion of abuse, could be made to any member of staff within the college, not just those with a teaching or welfare-related role. Similarly, any member of staff, governor or volunteer may observe or suspect a safeguarding concern. This policy applies to all students, including full- time, part-time, HE, apprentices and those on work placement.

This policy should be read in conjunction with the following:

- Behaviour Management Policy
- Fitness to Study Policy
- Prevent Policy
- FE-Admissions & Progression Policy
- Equality, Diversity & Inclusion Policy
- Whistleblowing Policy
- Trans and Gender Identity Policy
- Alcohol & Substance Misuse Policy
- Student Mental Health & Wellbeing Policy
- Health & Safety Policy
- Attendance Policy
- Staff Code of Conduct Policy
- GDPR Data Protection Policy
- Disclosure & Barring Policy

Statutory framework and background

This policy has been developed in accordance with the principles established by:

- Education Act 2002 Children Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012
- Counter-Terrorism and Security Act 2015
- Childcare Act 2006; Childcare (Disqualification) Regulation 2009
- Children and Families Act 2014
- Children and Social Work Act 2017
- Data Protection Act 2018;
- General Data Protection Regulation (GDPR) 2018

and with reference to the following key documents and statutory guidance:

- Keeping Children Safe in Education 2022
- Working Together to Safeguard Children 2018
- Disqualification under the Childcare Act 2006; effective 31st August 2018
- Prevent Duty Guidance 2015
- The Prevent Duty; Departmental advice for FE Colleges and childcare providers 2019 (revised Home Office 2021)
- Information sharing; Advice for Practitioners providing safeguarding services to children, young people, parents and carers 2018
- Serious Crime Act 2015
- Sexual Offences Act 2003
- Sexual violence and sexual harassment between children in Colleges and colleges 2018 (updated 2021)
- Sexual Offences Act 2003
- Promoting and supporting mental health and wellbeing in schools and colleges DfE, 2021

Definitions

Safeguarding- means protecting the health, well-being and human rights of individuals, which allow people especially children, young people and vulnerable adults to live free from abuse, harm and neglect.

Children and Young People – Throughout the document, references are made to ‘children and young people’. These terms are interchangeable and refer to anyone who has not yet reached their 18th birthday.

Adult- a person aged 18 years or over.

Vulnerable Adult - as a person aged 18 or over who may need community care services because of a disability (mental or other), age, or illness. A person is also considered vulnerable if they are unable to look after themselves, protect themselves from harm or exploitation or are unable to report abuse.

Child Protection- Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Staff – includes any adult who is employed, commissioned or contracted to work by the, including agency/supply staff/volunteers and guest speakers in either a paid or unpaid capacity.

External Agencies – including but not exclusive to Children’s Services, Independent Safeguarding Authority, Hampshire Safeguarding Board, Police, Adult Social Care.

Vulnerable Adult - as a person aged 18 or over who may need community care services because of a disability (mental or other), age, or illness. A person is also considered vulnerable if they are unable to look after themselves, protect themselves from harm or exploitation or are unable to report abuse.

Local Authority Designated Officer (LADO)- is responsible for managing all child protection allegations made against staff and volunteers who work with children and young people.

Abuse- a form of maltreatment, when someone causes a person harm or distress. It can take many forms ranging from disrespect, inflicting physical and or emotional 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.

In respect of this policy, Fareham College recognises the following as definitions of abuse:

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

Emotional Abuse Emotional abuse occurs when there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the student or adult at risk's behaviour and emotional development, resulting in low self-worth. Some level of emotional abuse is present in all forms of abuse. It may involve conveying to a person that they are worthless or unloved, 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 feature age or developmentally inappropriate expectations being imposed on child.

Sexual Abuse - is when someone is forced, pressured or tricked into taking part in any kind of sexual activity with another person. It could be online or in person. 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.

Sexting- Also known as youth produced sexual imagery is the sharing of sexual imagery (Nudes/Semi nudes/videos) by children.

Upskirting- The Voyeurism (offences) Act, which is commonly known as the Upskirting Act, came into force on the 12th April 2019. Upskirting typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification or cause the victim humiliation, distress or alarm.

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

Neglect - the persistent failure to meet a child or vulnerable adult's basic physical and/or psychological need, likely to result in the serious impairment of the person'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 need.

Grooming- is when someone builds an emotional connection with a child (or vulnerable adult) to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking. Grooming can take place online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional.

Child Criminal Exploitation (CCE) & Child Sexual Exploitation (CSE)- Both CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting, or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others.

CSE is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet. 41. CSE can occur over time or be a one-off occurrence and may happen without the child's immediate knowledge for example through others sharing videos or images of them on social media. CSE can affect any child who has been coerced into engaging in sexual activities. This includes 16- and 17-year-olds who can legally consent to have sex. Some children may not realise they are being exploited for example they believe they are in a genuine romantic relationship.

Domestic abuse- is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. It can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse, as they may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

Child-on-Child Abuse – All staff should be aware that children can abuse other children (often referred to as child-on-child abuse), and that it can happen both inside and outside of school or college and online. Child-on-child abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between children (sometimes known as 'teenage relationship abuse')
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)

- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence).

Child-on-Child sexual violence and sexual harassment can occur between two or more children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online, and face-to-face (both physically and verbally) and are never acceptable. Fareham College has a zero-tolerance approach to sexual violence and sexual harassment; this is never acceptable, and it will not be tolerated.

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

Discriminatory abuse- is unequal or unfair treatment of somebody based on a 'protected characteristic' including: age, disability, gender/gender reassignment, sexual orientation, pregnancy/maternity, race, religion or belief. It may manifest itself as another form of abuse, such as harassment, derogatory remarks or similar treatment.

Honour based abuse- This can be a form of abuse that may be linked to certain practices that are related to culture, faith, beliefs, and that may put young people at the risk of abuse.

Forced Marriage – This term is used to describe a marriage in which one or both of the parties is married without his or her consent or against his or her will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of their parents or a third party (such as a matchmaker) in identifying a spouse.

Female Genital Mutilation (FGM)- is illegal in England and Wales under the FGM Act 2003 ("the 2003 Act"). It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons.

Fabricated or Induced Illness (FII)- is a form of abuse associated with a range of poor outcomes for children and young people extending to the serious harm or even death of the child. Behaviours by a parent or carer may result in harm to a child or young person. FII can occur when a child or young person also has a confirmed diagnosis of illness or disability and the two may coexist, but the health seeking behaviour or presentation is outside that expected for the condition or disability.

Extremism- is defined in the Counter Extremism Strategy 2015 as "the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist." Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Equality Statement

Some children and or vulnerable adults are at increased risk of abuse, and additional barriers can exist for those in recognising or disclosing it. We are committed to anti-discriminatory practice and recognise people's diverse circumstances. We ensure that all of our students have the same protection, regardless of any barriers they may face. We give special consideration to those who:

- have special educational needs (SEN) or disabilities
- are young carers
- is misusing substances themselves
- is at risk of being radicalised or exploited
- are looked after, previously looked after, or privately fostered
- may experience discrimination due to their race, ethnicity, religion, gender identification or sexuality
- has a family member in prison, or is affected by parental offending
- are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- is at risk of 'honour'-based abuse, Female Genital Mutilation or Forced Marriage
- is at risk of modern slavery, trafficking, sexual or criminal exploitation
- is frequently missing/goes missing from care or home
- missing in education, persistently absent from education
- is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups.

Disclosure

When a staff member receives a safeguarding disclosure/suspects that a student, child or vulnerable adult is being abused/at risk of harm the staff member should:

- allow the person to speak without interruption
- listen carefully
- reassure the person and let them know that they were right to report the matter.
- ask enough questions to clarify understanding, using open ended questions such as how, what, when, where.
- remain calm – remember that this is not an easy thing for them to do.
- not show emotions – to show anger, disgust, or disbelief, may stop the person talking.
- Explain what will happen next, including the sharing of information where appropriate
- Appropriately report and record the disclosures in line with the guidance in the accountability and referral section.

The staff member should not:

- Ask leading questions,
- put words into the person's mouth or press them for further details
- Rush the person
- Examine the child
- Investigate the disclosure yourself
- Promise confidentiality
- never trivialise or exaggerate the issue
- Delay sharing the information with the Safeguarding Team

Accountability and Referral

All members of staff have a legal duty to report any disclosure, allegation or suspicion of abuse. If the member of staff believes the concern needs immediate attention due to significant risk of harm/abuse, they must contact the DSL/Deputies/Safeguarding Team in person. If there is immediate risk to life, then emergency services must be contacted immediately followed by the DSL or Deputy, if not already present. The member of staff is required to submit a full summary of the disclosure in line with the college's triage system as a priority, for all safeguarding concerns the electronic entry needs to be submitted within the confidential section of the student's Pro Monitor record.

For all other safeguarding concerns and or disclosures staff should refer those electronically via the confidential section on the student's Pro monitor record. The Safeguarding team will review all electronic safeguarding submissions within 24hrs during college core opening hours and decide on the appropriate action to be taken.

The Designated Safeguarding Lead, Deputy and/or Safeguarding team member will make a referral to Children's Social Care, whenever there is reason to suspect that a child is suffering, or likely to suffer, significant harm. A referral will be made to Adult Social Care/ other appropriate agencies where there is reason to suspect a vulnerable adult is suffering, or likely to suffer significant harm.

Information relating to actual, suspected or alleged abuse should be treated with the utmost care and confidentiality. The member of staff should ensure that information is shared only with those staff that need to be aware of it.

Senior Leaders, Faculty Directors, Curriculum Area Managers, Success Coaches and the member of staff reporting the allegations will be kept informed of the progress of the case on a 'need to know' basis. The allegation must not be discussed with the wider staffing body without prior permission.

Considering all the information available, the DSL/Deputies/Safeguarding Team will decide on the appropriate next steps, which may include taking no further action. Where it is decided that further action is necessary, this may be, but not limited to:

- Direct liaison with the student/staff/parents/carers where appropriate
- Complete an inter-agency referral form (IARF)
- Seek advice from Children's Services Professional line
- Liaise directly with the Prevent Coordinator/submit a Prevent Referral
- Submit a referral to Adult Services
- Report the incident directly to the student's allocated Social Worker
- Report the matter to the Police if a crime is suspected
- Signposting to external agencies for support
- Submit a Community Partnership Information Sharing Form (CPI)
- Initiate other college policies such as the Behaviour Management or Fitness to Study policies.

Staff will act in the best interests of the child/vulnerable adult, ensuring their safety and wellbeing is the priority.

Confidentiality

Fareham College recognises the importance of identifying and tackling all forms of abuse and neglect and that sharing of information is vital in order to safeguard individuals at risk of harm.

Confidentiality and trust should be maintained as far as possible. However, staff must be aware that they cannot promise confidentiality, which might result in the individual's safety or others being compromised. Staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard individuals at risk of harm.

The College will share our intention to refer a child to Children's Social Care with their parents/carers unless to do so could put the child at greater risk of harm, impede a criminal investigation, if it is not possible to gain consent or it cannot be reasonably expected that we can gain consent.

The college complies with current legislation, General Data Protection Regulations (GDPR) 2018, which allows for disclosure of personal data where this is necessary to protect the vital interests of a student or adult at risk.

Proactive Safeguarding

The safeguarding of young people and vulnerable adults is of paramount importance to us at Fareham College; ensuring a safe, positive, and secure environment for our students is fully embraced by all and underpins the College's values.

The College recognises that it may provide the only stability in the lives of children who have been abused or who are at risk of harm. The College recognises that safeguarding incidents and/or behaviours can be associated with factors outside of college or can occur between children outside the College. All staff, but especially the Designated Safeguarding Lead and deputies will consider the context within which such incidents or behaviours occur. This is known as contextual safeguarding, which means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare.

Prevent

Fareham College promotes and values openness, diversity and tolerance, facilitating free debate which is characteristic of being a British citizen. The college's approach is informed by the national strategy known as contest including four key elements of pursue, prevent, protect and prepare.

All concerns under the prevent duty will be addressed by College DSL (or deputy in their absence) in collaboration with the Principle.

Procedures are in place to report concerns to the South East DFE Prevent Coordinator, local authority and other agencies such as the police.

All staff are required to undertake Prevent annual awareness online training, with compliance tracked and monitored through the People & Culture Department in collaboration with the DSL.

In addition to the general staff training, the DSL and deputies will complete the Government Prevent Referrals online course as well as the Channel or Prevent Multi-Agency Panel Course to further enhance their knowledge.

Please refer to the college's Prevent Policy for further information.

Allegations against staff

The primary concern of Fareham College is to ensure the safety and wellbeing of its students. It is essential that in all cases of suspected abuse by a member of staff, action is taken quickly and professionally, whatever the validity. It must be made clear; however, suspension is not an indicator of guilt. In the event that any member of staff suspects any other member of staff of abusing a student or adult at risk, it is their responsibility to bring these concerns to the Designated Safeguarding Lead or Deputy in their absence, except where they themselves are the suspect. The Head of People & Culture Department (or nominees) must be informed. The LADO must be informed within 24 hours of a concern/allegation being raised. If the allegation concerns the CEO, Executive Principal or Designated Safeguarding Lead, the matter should be referred to the Designated Governor who will discuss it with the Chair of Governors, in addition to following the normal procedure for safeguarding. In line with KCSIE 2022 low level concerns are recorded through the People & Culture Department.

All allegations of inappropriate behaviour or poor practice by a member of staff should be reviewed and addressed to ensure they do not conflict with the obligations detailed in the Staff Code of Conduct and may in some circumstances be referred to the College's Staff Disciplinary Policy and Procedure. If a member of staff resigns this will not prevent an allegation being followed up in accordance with this Policy. It is important that every effort is made to reach a conclusion in all cases of allegations.

Allegations about employers

Employers and their staff play a key and growing role in supporting and delivering education, training and assessment. Any cases of suspected abuse by an employer or their staff must be investigated quickly and professionally, whatever the validity. In the event that suspected abuse by an employer is reported to any member of the college team, that staff member is responsible for informing the Designated Safeguarding Lead (or Deputy in their absence) immediately. The Designated Safeguarding Lead will inform the Local Authority Designated Officer (LADO) within 24 hours of the concern/allegation being raised. Depending on the outcome of the investigation, the college has the authority to suspend or terminate employer contract.

Searching and Confiscation of Prohibited Items

Ensuring all at Fareham College feel safe and secure is vital. Using searching and confiscation powers appropriately is a vital measure to safeguard the college community and maintain high standards of behaviour through which students can learn and thrive.

Fareham College complies with the DFE Searching, Screening and Confiscation guidance for schools July 2022.

Headteachers and staff they authorise have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil may have a prohibited item listed or any other item that the school rules as an item which may be searched for. The list of prohibited items is:

- knives and weapons;
- alcohol;

- illegal drugs;
- stolen items;
- any article that the member of staff reasonably suspects has been, or is likely to be used to commit an offence, or to cause personal injury to, or damage to property of; any person (including the pupil).
- fireworks
- pornographic images

Being in possession of a prohibited item – especially knives, weapons, illegal drugs or stolen items – may mean that the pupil is involved, or at risk of being involved, in anti-social or criminal behaviour including gang involvement, and in some cases may be involved in child criminal exploitation. A search may play a vital role in identifying students who may benefit from early help or a referral to the local authority children's social care services.

Under common law, college staff have the power to search a student for any item if the student agrees. The member of staff should ensure the student understands the reason for the search and how it will be conducted so that their agreement is informed.

Before screening or conducting a search of a student, the college will consider their obligations under the European Convention on Human Rights. Under Article 8, students have a right to respect for their private life. In the context of these rights and obligations, this means that students have the right to expect a reasonable level of personal privacy. The right under Article 8 is not absolute; it can be interfered with, but any interference with this right by a school (or any public body) must be justified and proportionate.

When exercising their powers, nominated staff will consider the age and needs of students being searched. This includes the individual needs or learning difficulties of pupils with Special Educational Needs (SEN) and making reasonable adjustments that may be required where a student has a disability.

Authorised staff to search- The Principle of Fareham College has nominated the following staff members to search as outlined above:

- Designated Safeguarding Lead and Deputies
- All members of the senior leadership team
- Faculty Directors

An appropriate location for the search should be found. Where possible, this should be away from other students. The search must only take place on the college premises or where the member of staff has lawful control or charge of the student, for example on a school trip.

The authorised staff member conducting the search must be of the same sex as the pupil being searched. There must be another member of staff present as a witness to the search. There is a limited exception to this rule. This is that a member of staff can search a pupil of the opposite sex and/or without a witness present only: • if the member of staff carrying out the search reasonably believes there is risk that serious harm will be caused to a person if the search is not carried out as a matter of urgency; and • in the time available, it is not reasonably practicable for the search to be carried out by a member of staff who is same sex as the pupil or it is not reasonably practicable for the search to be carried out in the presence of another member of staff.¹ When a member of staff conducts a search without a witness, they should immediately report this to another member of staff and ensure a full record of the search is kept.

A member of authorised staff may search a student's outer clothing, pockets, possessions, desks or lockers. The person conducting the search must not require the pupil to remove any clothing other than outer clothing. 'Possessions' means any goods over which the pupil has or appears to have control - this includes desks, lockers and bags. An authorised member of staff is able to search lockers and desks or other personal spaces at the college for any item provided the pupil agrees. If the student withdraws their agreement to search, a search may be conducted both for the prohibited items. A pupil's possessions can only be searched in the presence of the student and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

After a search college staff will review the reasons for the search, the outcome and whether there is cause for concern that the student is suffering, or is likely to suffer harm, and/or whether any specific support and intervention are needed in lines with the college's Safeguarding policy and procedures. The Designated Safeguarding Lead (or deputy) will oversee an early help intervention or a referral to children's social care as appropriate.

If a pupil is found to be in possession of a prohibited item listed then the staff member will inform the designated safeguarding lead (or deputy), appropriate actions and interventions will be taken in line with the Behaviour Management Policy or Fitness to Study Policy.

Following the search parents/carers will be informed of the search and outcome as soon as is practicable. A member of authorised staff will inform the parents of what, if anything, has been confiscated and the resulting action the college has taken.

All searches will be recorded on the student's Pro monitor record. The record should contain:

- the date, time and location of the search;
- who conducted the search and any other staff present
- what was being searched for/ the reason for searching
- what items, if any, were found
- what follow-up action was taken because of the search

Roles & Responsibilities of the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL)

Fareham College's Designated Safeguarding Lead (DSL) is Samantha Crouch, Director of Student Experience. As DSL and a member of the senior leadership team, Samantha takes lead responsibility for child protection and the wider safeguarding within the college. When Samantha is absent, the Deputy DSL's Leann Booker and Katie Kearvell will act as cover.

The Role of the Designated Safeguarding Lead (DSL) is to:

- Provide support, advice and guidance to colleagues on all safeguarding matters.
- Recognise signs / indicators of abuse and decide when referrals to Children's Social Care / other relevant agencies are appropriate. This should include identification of cases where Early Intervention would be appropriate.
- Liaise with relevant agencies (where appropriate) to inform the decision on whether to make a referral to Children's Social Care.
- Liaise with the Principal (where the role is not carried out by the Principal) to inform him of any issues or on-going investigations.
- Ensure that there is DSL/DDSL cover at all times during core college opening hours to allow staff to discuss any safeguarding concerns.
- Ensure that the named deputies are trained to the same level of the DSL and that the role is also explicit within their job description.
- Ensure the college's attendance and effectively contribute to Child in Need, Child Protection Conferences, Core Groups, Channel Panel meetings and any other meetings or plans requested by other agencies. Ensuring written reports are timely submitted in line with legislation and guidelines.
- Keep detailed, accurate and secure written records of referrals and concerns.
- Ensure that Child Protection files are reviewed and securely stored.
- Monitor and track the progress of all vulnerable students (including those who are subject to Children's Social Care intervention).
- Provide the Governing Body with an up-to-date analysis of safeguarding related issues and numbers of vulnerable students to enable them to scrutinise, challenge and support the College as necessary
- Ensure the College's child protection and safeguarding related policies are up to date and reviewed annually. Work with the Governing Body / Designated Governor regarding this
- Complete the Section 175/157 Audit as requested by the Local Safeguarding Children Board.

- Ensure every member of staff has access to and understands the College's safeguarding and related policies.
- Ensure parents/carers and students have access to the college's Safeguarding/Child Protection policy. Ensuring that the most up –to- date version of the college's Safeguarding Policy is available to download from the College website.
- Overseeing the school reference, enrolment and transition processes to ensure that appropriate arrangements are made for pupils who may be at risk or who are subject to a CP or CIN plan.
- Ensure all staff have induction training which covers child protection/safeguarding and prevent and are able to recognise and report concerns in line with college policies and procedures.
- Ensure that all staff receive safeguarding and prevent update training on a minimum of an annual basis.
- Continually update safeguarding knowledge by attending appropriate Designated Safeguarding Lead and refresher training on a minimum of an annual basis.
- When young people leave the establishment, ensure their child protection file is transferred to the new setting.
- Ensure the College's continued commitment to Operation Encompass.
- Ensure all staff, students and visitors to the establishment are aware of who the DSL, deputies and Safeguarding Governor are and how to share concerns should they arise.
- Share and disseminate good practice within own College and within the local area.

The Designated Safeguarding Lead and Deputies are further supported by a team of Health & Wellbeing Officers that provide students and staff with information, advice and support on health, wellbeing and safeguarding matters. The Officers are appropriately trained on aspects of safeguarding including Designated Safeguarding Lead training.

Roles & Responsibilities of the Governing Body and Designated Safeguarding Governor

The College's Governing Body is responsible for ensuring that the College's policies and procedures for child protection meet statutory requirements as is set out in Keeping Children Safe in Education 2022. All governors have a responsibility to ensure that the College's safeguarding measures meet statutory requirements, and all should know what to do if they have concerns about a child or vulnerable adult.

The Designated Safeguarding Governor for Fareham College is Emma Champion. They are responsible for liaising with the Principal and Designated Safeguarding Lead on all matters regarding safeguarding. The Designated Governor is responsible for overseeing the liaison

between agencies, e.g. police, social services etc. in connection with allegations against the Principal or the Senior Designated member of staff. This will not involve undertaking any form of investigation, but will ensure good communication between the parties and provide information to assist enquiries. To assist in these duties, the Designated Governor receives appropriate training.

Roles & Responsibilities of the Designated Teacher

The college's Designated Teacher for Looked After Children/care leavers is Fiona Barton. They have responsibility for promoting the educational achievement of children who have been placed into care or have left care through adoption, special guardianship, or child arrangement orders or who were adopted from state care outside England and Wales.

Recruitment and Selection Procedures

Fareham College has a responsibility to ensure safe recruitment and employment practices. All staff are checked appropriately before they start employment, including a Disclosure and Barring Service (DBS) check. The College's recruitment and selection procedures include the following requirements:

- Applicants are required to complete an application form and sign to declare the information they have provided is true.
- The chair of the interview panel will ask questions in respect of areas of concern and ensure the right people are selected for employment.
- Evidence of qualifications and identity is obtained, including the eligibility of the candidate to work in the UK.
- Employment/educational references are required for successful candidates.
- The successful candidates' application form is reviewed by the People & Culture Department and any gaps in employment or other missing information followed up.
- Enhanced Disclosure and Barring Service (DBS) disclosures are undertaken for all employees and are treated sensitively and confidentially.
- Where a DBS disclosure has not been received before a candidate is due to start employment, a risk assessment will be undertaken and authorised, to ensure that it is appropriate for the candidate to start work. Where it is deemed appropriate to commence employment the staff member will be supervised until the DBS has been received and reviewed.
- Where a DBS returns a previous conviction, a risk assessment will be carried out by the DSL the Principal and the People & Culture Department, with the appointment of that staff member confirmed or rejected as appropriate.
- A member of the recruitment and selection panel should have undertaken Safer Recruitment Training.
- KCSIE 2022 highlights that educational settings should consider online searches as part of their due diligence checks on shortlisted candidates. Therefore, successful candidates that are proceedable to offer have these checks carried out by the college's People & Culture Department in liaison with the Designated Safeguarding Lead as appropriate. Any queries that arise from these checks will be addressed with the People and Culture team in conjunction with the Designated Safeguarding Lead as appropriate.
- The college maintains a single central record of pre-appointment checks.

Further information is available within the College's Safer Recruitment Policy

Consideration for admission of students with Sex/Prevent Convictions

Students with Sex/PREVENT related convictions wishing to be considered for admission to the college will be reviewed in line with our college's FE Admissions & Progression Policy and may be subject to a risk assessment upon admission to the college.

Risk assessment enables due consideration to be given to the risk they pose to the college community which has significant numbers of minors and vulnerable learners. Equally college needs to be sure that the applicant can be kept safe in the college environment whilst meeting any licence or conditions they may be bound by.

Training

All staff are required to complete annual online safeguarding and prevent training, with compliance tracked through our People & Culture Department.

All new staff will undertake an induction which will include the above. They will also be issued with the Safeguarding Policy and Procedures and the Staff Code of Conduct.

All staff are required to read at least part 1 of Keeping Children Safe in Education (KCSIE) on an annual basis, with compliance electronically tracked. The Designated Safeguarding Lead and Deputies are required to read the entire document annually and refer to it in year as and when required.

Staff will receive in year information, advice and guidance on safeguarding and prevent matters through newsletters, staff bulletins, emails, face to face or online delivery.

Staff will receive annual face to face safeguarding, child protection and prevent training by the DSL (and or deputies) in line with KCSIE annual updates.

The DSL and Deputies will have completed Designated Safeguarding Lead training, provided by the NSPCC as indicated in this policy with refresher training annually.

The DSL and deputies will complete the Government Prevent Referrals online course as well as the Channel or Prevent Multi-Agency Panel Course to further enhance their knowledge.

The DSL, Deputies and Health & Wellbeing Officers will complete in year online training on a variety of safeguarding topics through the Hampshire Safeguarding Children Partnership.