



## **Safeguarding Policy**

<b>Audience</b>	<b>STUDENT</b>
<b>Requirement</b>	<b>ESSENTIAL</b>
<b>Policy Owner</b>	<b>DoSE</b>
<b>1<sup>st</sup> Delegation</b>	<b>TSCQ</b>
<b>Last Delegation</b>	<b>CORP</b>
<b>Review Cycle</b>	<b>Annual</b>
<b>Last Review</b>	<b>Sept 20</b>
<b>Due for Review</b>	<b>Sept 21</b>

## 1. Scope

- 1.1 As an education provider and in accordance with legislation, Fareham College has a moral and statutory duty to safeguard and promote the welfare of young people learning at the College.
- 1.2 Children and young people are those under 18 years of age and vulnerable adults; "A person who is 18 years of age or over, and who is or may need community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or serious exploitation."

## 2. Statutory Framework

- 2.1 Fareham College aims to meet legislative requirements and good practice in safeguarding. There are a number of statutory regulations which place a responsibility on the College to protect young people;

The Children's Act 2014, which is fundamental to people working with children and young adults in the UK

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

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

The Education Act 2002 requires that governing bodies of FE providers have a statutory duty to make arrangements to safeguard and promote the welfare of children and young people

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

The Safeguarding Vulnerable Groups Act 2006 which sets out the type of activity in relation to children and adults at risk for which employers and individuals will be subject

The Protection of Freedoms Act 2012 which changed the definition of Regulated Activity including who is eligible for a barred list check.

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

FGM Act 2003 Section 5B of this Act introduces a mandatory reporting duty which requires

regulated health and social care professionals and teachers in England and Wales to report 'known' cases of FGM in under 18s which they identify in the course of their professional work to the police. The duty came into force on 31 October 2015.

Sexual violence and sexual harassment between children in schools and colleges (2018)

This guidance highlights the advice to prevent and deal with sexual violence and sexual harassment between students.

### 3. Definitions

**Safeguarding** – is a term which is broader than 'child protection' and relates to the action taken to promote the welfare of children and young people and protect them from harm. Safeguarding is everyone's responsibility.

**Children and Young People** – Throughout the document, references are made to 'children and young people'. These terms are interchangeable and refer to children who have not yet reached 18 or vulnerable adults.

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

**Child Protection Officer** – a designated member of staff with responsibility for child protection within the College.

**Designated Safeguarding Lead** – a senior member of staff with overall responsibility for child protection within the College.

**Duty of Care** – the duty which rests upon an individual or organisation to ensure the safety of a child or young person involved in any activity or interaction for which that individual or organisation is responsible.

**External Agencies** – including Children's Services, Independent Safeguarding Authority, Hampshire Safeguarding Board, Police etc.

**External Contractors** – includes building or maintenance contractors who are required to work at the College campus for a given period of time.

**Vulnerable Adult** - someone aged 18 or over: who is, or may be, in need of community services due to age, illness or a mental or physical disability, who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation.

### 4. Policy Statement

- 4.1 Fareham College holds as one of its highest priorities, the health, safety and welfare of all young people and vulnerable adults engaged in courses or activities which are the responsibility of the College.
- 4.2 Fareham College has a statutory and moral duty to commit to practices that protect young people and vulnerable adults from abuse, neglect or significant harm. Staff recognise and

accept their responsibility to develop awareness of the risks and issues involved in safeguarding. It is committed to working with Hampshire Safeguarding Childrens' Board and other agencies to ensure the safeguarding of its learners

4.3 The College also recognises that it has a responsibility to protect staff from unfounded allegations of abuse. The College is committed to ensuring:

- A safe environment for young people and vulnerable adults in which to learn
- Young people and vulnerable adults who are suffering, or are likely to suffer significant harm are identified
- The College will take appropriate action to see that such young people and vulnerable adults are kept safe at the College
- All young people learn about safeguarding issues and the procedures relating to safeguarding within the College.
- All staff are confident in recognising, reporting and supporting students who may be 'at risk' of harm

4.4 To achieve these aims the College will review this policy and procedure annually with the aim of:

- Raising awareness of issues relating to the welfare of young people, vulnerable adults and the promotion of a safe environment for them to learn within the College
- Aiding the identification of young people and vulnerable adults at risk of significant harm
- Providing coherent and transparent procedures for reporting concerns
- Ensuring that learners in need of additional support are identified through the transition and enrolment process and referred to the Learning Support Team
- Raising the awareness of all matters relating to safeguarding to young people for whom the College is responsible
- Establishing procedures for reporting and dealing with allegations of abuse against members of staff
- Working effectively with other external agencies to ensure practices are effective
- Safe recruitment of staff

4.5 All staff working with young people and adults at risk will receive appropriate training in order to familiarise themselves with the College's Safeguarding Policy and Procedure, possible safeguarding issues and their responsibilities.

## **5. Definitions of Abuse**

5.1 The College recognizes the following as definitions of abuse:

- *Physical Abuse* - This may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring.
- *Neglect* - Neglect is the persistent or severe failure to meet a child's, young persons or vulnerable adult's physical and/or psychological needs. It can result in serious

impairment of their health or development.

- *Sexual Abuse* - Sexual abuse involves a child, young person or vulnerable adult being forced or coerced into participating in or watching sexual activity. It is not necessary for the child, young person or vulnerable adult to be aware that the activity is sexual and the apparent consent of the child, young person or vulnerable adult is irrelevant.
- *Emotional Abuse* - Emotional abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the child's, young person's and vulnerable adult's behaviour and emotional development, resulting in low self-worth. Some level of emotional abuse is present in all forms of abuse. This would include potentially abusive or offensive electronic communications.
- *Financial Abuse* - Financial abuse in intimate relationships is a way of controlling a person's ability to acquire, use, and maintain their own money and financial resources.

5.2 The College also recognizes the following are high risk and emerging safeguarding concerns:

- *Significant Harm* - Some children may be in need because they are suffering or likely to suffer significant harm. The Children Act introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interest of the children.
- *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.
- *Extremism and Radicalisation* - We will help support individuals who may be vulnerable to radicalisation and where we believe a individual is being directly influenced by extremist materials or influences, we will ensure that the learner is referred to the 'Channel' process through direct liaison with the Multi Agency Safeguarding Hub (MASH). In such instances, the Designated Safeguarding Lead will seek external support from the Local Authority and Prevent Coordinator. If the risk is seen to be serious and dangerous behaviour imminent, the matter will be reported to the police.
- *Female Genital Mutilation* - 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.
- *Child Criminal Exploitation- County Lines*- Criminal exploitation is a geographically widespread form of harm, that is a typical feature of county lines criminal activity: drug networks or gangs groom children and young people to carry drugs and money from urban areas to suburban and rural areas.

- *Child on child sexual violence and sexual harassment*- further guidance has been published in the sexual violence and sexual harassment between children in schools and colleges (May 2018). The referral process is as per any safeguarding concern, but the College must act swiftly and ensure a risk assessment is carried out. The risk assessment must consider the victim, the alleged perpetrator and all other children (and if appropriate other adults, children and staff)
- *Children Missing in Education* - Children missing in education is often an indicator for other potential safeguarding concerns. The College should have measures, through its attendance reporting and follow up procedures, to ensure it is following up on students, who could potentially be 'missing in education'
- *Child Sexual Exploitation* - Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator.
- *Domestic abuse* - 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.
- *Peer on peer abuse*- This can include (but is not limited to) bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals between students.
- *Homelessness* - Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. The designated safeguarding lead (and any deputies) should be aware of contact details and referral routes in to the Local Housing Authority so they can raise/progress concerns at the earliest opportunity.
- *Upskirting* – the taking of surreptitious, sexually intrusive photographs – is to become a specific criminal offence punishable by up to two years in prison. Such invasive behaviour is currently prosecuted under either the offence of outraging public decency or as a crime of voyeurism under the Sexual Offences Act.
- *Wider Mental Health* - mental health problems can, in some cases, be an indicator that a child or vulnerable adult has suffered or is at risk of suffering abuse, neglect or exploitation. Where children have experienced childhood trauma, this can have a lasting impact throughout childhood, adolescence and into adulthood. Staff should be aware of how these experiences can affect their mental health, behaviour and education.

## 6. Roles and Responsibilities

### Designated Lead Member of Staff

6.1 The Designated Safeguarding Lead [DSL] is Victoria Adams, Director of Student Experience. The College Governing Body receives an annual report which reviews how the duties have been discharged and to ensure that the College is meeting its statutory requirements.

6.2 The DSL is responsible for:

- Overseeing the referral of cases of suspected abuse or allegations to the relevant investigating agencies
- Providing advice and support to other staff on issues relating to safeguarding
- Maintaining a proper record of any child protection referral, complaint or allegation
- Ensuring that the College is represented at case conferences and review meetings as appropriate
- Ensuring that parents of young people and vulnerable adults within the College are aware of the College's Safeguarding Policy
- Liaising with the Local Authorities and other appropriate agencies
- Liaising with secondary schools to ensure that appropriate arrangements are made for pupils who may be at risk or who are subject to a CP or CIN plan.
- Liaising with employers and training organisations that receive young people from the College on long term placements, to ensure that appropriate safeguards are put in place.
- Ensuring that staff receive basic training in safeguarding issues appropriate to their roles and are aware of the College's safeguarding procedures
- The safety of all learners, including off-site learners or learners on placement, excursions or trips

### Safeguarding leads

6.3 The College has also a Deputy Designated Safeguarding Lead and three further campus safeguarding leads that have a key duty to raise the awareness of issues relating to the welfare of young people and adults at risk learning within the College. These staff are as follows:

- Deputy Designated Safeguarding Lead (DDSL): Sam Crouch, Health and Well-Being Coordinator
- Safeguarding Lead BRC: Leann Booker, Health and Wellbeing Officer
- Safeguarding Lead CEMAST: Katie Kearvell, Operations Coordinator (CEMAST)
- Safeguarding Lead CETC: Amie Knight, CETC Coordinator

6.4 The team are fully trained on all aspects of safeguarding and receive refresher DSL training every two years. Further training will be undertaken in year.

These designated staff:

- Report to the Designated Safeguarding Lead on all safeguarding matters
- Ensure that accurate records are made of all disclosures and contact with young people and vulnerable adults
- Know how to make an appropriate referral to outside agencies
- Are available to provide advice and support to staff on issues relating to safeguarding
- Are available to listen to young people and vulnerable adults studying in the

College

- Deal with individual cases, including attending case conferences and review meetings as appropriate

Concerns about any members of staff can also be discussed with the DSL.

### Designated Safeguarding Governor

6.5 The Designated Governor with responsibility for safeguarding is Mrs Pauline Tilt. She is responsible for liaising with the Principal and Designated Safeguarding Lead on all matters regarding safeguarding, including:

- Ensuring the College has procedures and policies in place which are consistent with guidelines
- Ensuring the Governing Body considers the College policy on safeguarding each year
- Ensuring that each year the Governing Body is informed of how the College and its staff have complied with the policy, including, a review of the annual safeguarding audit, a review of the annual safeguarding report and policies.
- Ensure safer recruitment practices are followed
- Ensure allegations against staff are dealt with as per the guidance
- Ensure staff are trained adequately and effectively to deal with safeguarding concerns

6.6 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.

### Designated Teacher

6.7 The Designated Teacher for Looked After Children/care leavers and under 16 provision is Fiona Barton.

6.8 The Designated Teacher will 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.

## **7. Recruitment and Selection Procedures**

7.1 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 Human Resources 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 a DBS returns a previous conviction, a risk assessment will be carried out by the DSL and the Principal and 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.

## 8. Training

- 8.1 Fareham College has a duty to promote safeguarding issues and guidance to staff to ensure that they:
- analyse their own working practice against established good practice, and assess risk to ensure their practice is likely to protect them from false allegations
  - recognise their responsibilities and report any concerns about suspected poor practice or possible abuse
  - follow the Code of Conduct for staff
- 8.2 The Designated Safeguarding Lead is required to provide training in safeguarding and inter-agency working, and receives refresher training at least every **year**. Other designated safeguarding staff are also required to have training in safeguarding and inter-agency working and receive refresher training at least every **year**.
- 8.3 All staff working directly with young people and vulnerable adults will undertake appropriate training on safeguarding to raise awareness of current issues and legislation. All new staff will undertake an induction which will include completing the online Child Protection and Safeguarding training module. They will also be issued with the Safeguarding Policy and Procedures and the Staff Code of Conduct.
- 8.4 All members of staff have been provided with a copy of Part One of "Keeping Children Safe in Education" (2020) which covers Safeguarding information for all staff. School leaders will read the entire document. School leaders and all members of staff who work directly with children will access Annex A within Keeping Children Safe in Education 2020. Members of staff have signed to confirm that they have read and understood Part One and Annex A. This is kept with the DSL and on the Single Central Record.

## 9. Procedure for dealing with a disclosure of abuse and reporting concerns

### Disclosure

- 9.1 When a young person/vulnerable adult discloses abuse to a member of staff the member of

staff must report the disclosure to a member of the Safeguarding Team immediately. Failure to do so may result in further harm to the young person/adult. The member of staff concerned should refer to the following guidance when hearing the allegation of abuse from a young person or vulnerable adult concerning.

9.2 The staff member should listen carefully and must:

- allow the person to speak without interruption
- never trivialise or exaggerate the issue
- never make suggestions
- not coach or lead in any way
- reassure the person, and let them know that they were right to report the matter.
- always ask enough questions to clarify understanding, but not probe or interrogate.
- be honest – the staff member should let the person know that it cannot be kept a secret, and someone else will need to be told.
- try to remain calm – remembering 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. This may be because the person may feel they are upsetting the staff member or may feel the staff member's negative feelings are directed towards them
- let the person know that they are taking the matter very seriously
- make them feel secure and safe without causing them any further anxiety
- Make a written record as soon as is practically possible of what has happened.

9.3 Where a member of staff suspects that a young person or vulnerable adult is being abused, the member of staff should not investigate concerns or allegations themselves, but should report them immediately to a member of the Safeguarding Team who will determine the appropriate action. In emergency situations, when a designated member of staff is not available, staff can make a referral to Children's Services or the Police themselves, but should seek to liaise with the Safeguarding Team as soon as possible.

9.4 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. No-one should be given more information than is necessary to support the young person or vulnerable adult.

9.5 Any detailed information about a case will be confined to the senior member of staff with lead responsibility, the Principal, and (if not involved in the allegations) the parents/guardians/carers (where appropriate).

9.6 Faculty Directors, Curriculum Area Leads, Operations Manager and Lead Professional 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 staff.

9.7 Considering all the information available, the Safeguarding Team will decide on the next steps, which may include taking no further action. Where it is decided that further action is necessary, this may be to:

- Seek further advice from Children's Services
- Make a referral to the Early Help Hub
- Liaise directly with the Prevent Coordinator through MASH
- Make a referral to Adult Services
- Report the incident to a designated Social Worker
- Report the matter to the Police if a crime is suspected

9.8 If a referral is made, this must be confirmed in writing to the appropriate agency within 24 hours.

9.9 The Safeguarding Team may consider that those involved may require further emotional support and will engage internal/external services as appropriate

#### Confidentiality

9.10. Confidentiality and trust should be maintained as far as possible, but staff must act on the basis that the safety of the person disclosing is the overriding concern. The degree of confidentiality will be governed by the need to protect those concerned. The young person or vulnerable adult should be informed at the earliest possible stage of the disclosure that the information will be passed on.

9.11 The College complies with the requirements of GDPR and the Data Protection Act 1998, which allows for disclosure of personal data where this is necessary to protect the vital interests of a young person or vulnerable adult.

#### Procedure for dealing with 14-16 learners

9.12 The overall responsibility for the safeguarding of 14-16 learners remains with the referring school or authority. This does not however negate the responsibility placed on staff to act immediately and appropriately if a disclosure is made. Schools and Local Authorities must be informed immediately to ensure a collaborative and transparent approach. The first point of contact is the College's Inclusion and Transition Officer. This post holder will liaise with the relevant school/referring agency and the College's designated officer.

#### Allegations against staff

9.13 The primary concern of the College is to ensure the safety of the young person or vulnerable adult. 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 that suspension is not an indicator of guilt.

9.14 There are occasions where a young person or vulnerable adult will accuse a member of staff of physically or sexually abusing them and in some cases, this may be false or unfounded. Any instance of suspected abuse by a member of staff is potentially gross misconduct. It is also a serious ordeal for an innocent person to be accused of such an act which can result in long term damage to their health, reputation and career.

9.15 In the event that any member of staff suspects any other member of staff of abusing a student, it is their responsibility to bring these concerns to the Principal and the Designated

Safeguarding Lead, except where they themselves are the suspect. The Director of People and Culture must also be informed.

- 9.16 If the allegation concerns the Principal, the matter should be discussed with the Designated Safeguarding Lead who will discuss it with the Lead Governor, in addition to following the normal procedures for child protection.
- 9.17 If the allegation concerns the Safeguarding Lead the matter should be discussed with the Principal who will discuss it with the Chair of Governors, in addition to following the normal procedure for child protection.

The member of staff will be advised to:

- contact their union representative
- keep records of all conversations, meetings attended, letters received and telephone calls relating to the allegation.

- 9.18 Any serious allegations against a member of staff may require the individual to be suspended. Advice should be sought from the LADO and a strategy meeting may be held to discuss the case.
- 9.19 All allegations of inappropriate behaviour or poor practice by a member of staff should be addressed in accordance with the College's Staff Disciplinary Policy. 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 bearing on the safety, or welfare, of a young person, including any in which the person concerned refuses to co-operate with the process.
- 9.20 Appropriate procedures should be followed in notifying the Disclosure and Barring Service (DBS) and the Local Safeguarding Children's Board of staff or volunteers who have been dismissed or removed because of child protection issues.
- 9.21 In the event that an allegation is shown to have been deliberately invented or malicious, the Principal should consider whether any disciplinary action is appropriate against the person who made the accusation.

## **Annex to Fareham College Safeguarding Policy COVID-19 interim changes to our Safeguarding Policy 31st March 2020**

### **Response to COVID-19**

There have been significant changes at Fareham College in response to the COVID-19 outbreak. All students and all staff are now engaging in remote working where possible.

Despite the changes, Fareham College's safeguarding policy is fundamentally the same: **children and young people's safety and well-being is the priority, staff must respond robustly to safeguarding concerns and report these in line with our established safeguarding procedure.**

This annex sets out some of the adjustments we are making in line with the changed arrangements in the College and following advice from government and local agencies.

### **The current College position and local advice Reporting arrangements**

The College arrangements continue in line with our safeguarding policy.

The Designated Safeguarding Lead is: **[Victoria Adams: [victoria.adams@fareham.ac.uk](mailto:victoria.adams@fareham.ac.uk)]**

The Deputy DSL is: **[Samantha Crouch: [Samantha.crouch@fareham.ac.uk](mailto:Samantha.crouch@fareham.ac.uk)]**

The Safeguarding Leads are: **[Leann Booker: [leann.booker@fareham.ac.uk](mailto:leann.booker@fareham.ac.uk) Katie Kearvell: [Katie.kearvell@fareham.ac.uk](mailto:Katie.kearvell@fareham.ac.uk) Amie Knight: [Amie.knight@fareham.ac.uk](mailto:Amie.knight@fareham.ac.uk) ]**

As the College sites are now closed to students and most staff, the College safeguarding team are accessible within the College working hours of 8.30-5pm Monday-Thursday and 8.30-4pm on Friday for referrals via ProMonitor, email and telephone.

All College staff will continue to follow the Safeguarding procedures and advise the safeguarding leads immediately about concerns they have about any student. COVID-19 means a need for increased vigilance due to the pressures on services, families and young people, rather than a reduction in our support.

Children's and Adults services may be affected by the impact of the virus on staff and an increased demand for services. Where a child is at risk of significant harm there may be a need to be persistent in referring concerns to the local authority. The arrangements for contacting children's services are:

Telephone 0300 555 1384 during office hours 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm on Friday. Phone 0300 555 1373 at all other times to contact the Out of Hours service Professionals should complete the Inter Agency Referral Form (IARF).

Should a student be at risk of significant harm and local agencies are not able to respond, the College would contact the emergency services immediately.

### **Identifying vulnerability**

We have undertaken an exercise to identify the most vulnerable children. We have RAG (Red, Amber, Green) rated our most vulnerable groups of students to ascertain the levels of risk and the appropriate responses to these groups of students. Initial contact has been made with all vulnerable students and their Next of Kin (NoK), where appropriate.

We have put in place specific arrangements in respect of the following groups:

- Looked After Children – [Our designated Lead Fiona Barton, continues to remain in contact with all LAC students and their carers/social workers. We have ensured this cohort of students has received 7 weeks of vulnerable bursary payments to help support them financially]
- Previously Looked After Children – [Our designated Lead Fiona Barton, continues to remain in contact with all our leaving care students and their carers/social workers. We have ensured this cohort of students has received 7 weeks of vulnerable bursary payments to help support them financially]
- Children subject to a child protection plan – [These students have been RAG rated red and weekly contact is being made with this group of students. CP/CIN meetings are still being attended by the College via remote platforms]
- Children with an EHCP – [These students have been invited to join an ALS communication and support group through Office 365 Teams, which is manned daily and, in the Colleges, working hours. Weekly communication check ins by the students key LSAs are also taking place to ensure they feel supported and are making progress. Where a student had an LSA in sessions, the LSA is joining the remote/online learning sessions, to support further]
- Other vulnerable groups, include those that are on the safeguarding or cause for concern register and those students aged 14-16

### **Attendance**

Student engagement and attendance is now being monitored remotely. Currently staff are following up on non-attendance and support teams are becoming involved where there is significant lack of engagement. The Health and Well-being team and Additional Learning Support team are maintaining support through contact with all students classified as vulnerable to offer an additional level of support to these students to ensure they engage in their studies.

### **Staff will be aware of increased risk**

The pressures on children and their families at this time are significant. There will be heightened awareness of family pressures through being contained in a small area, poverty, and financial or health anxiety. Staff will be aware of the mental health of students and their parents and carers, informing the DSL about any concerns. Briefings for all students on how to support their health and well-being are accessible via the website and Oracle platform and any non-urgent well-being concerns can be raised by parents and students to the following mail address [safe@fareham.ac.uk](mailto:safe@fareham.ac.uk)

### **Peer on peer abuse**

We recognise the potential for abuse to go on between young people, especially in the context of a College. Our staff will remain vigilant to the signs of peer-on-peer abuse. Standardised guidelines for remote working have been set for all students, staff and parents. These guidelines include expectations being set with the students at the start of each online learning session. Inappropriate behaviour should still be challenged in accordance with the Colleges behaviour management policy and escalated to discipline should it persist. The peer on peer response remains unchanged as outline in Fareham Colleges safeguarding guidance.

Students will be using the internet and online learning platforms more during this period. Parents, students and staff have all been issued guidelines on how to learn online safely. These guidelines can be found on the website. Further links and resources on how students can keep themselves safe online are being added, weekly to the Oracle site and tutorial bulletins

## **Allegations or concerns about staff**

With such different arrangements young people could be at greater risk of abuse from staff or volunteers. We remind all staff to maintain the view that 'it could happen here' and to immediately report any concern, no matter how small, to the safeguarding team.

We have confirmed the arrangements to contact the LADO at the local authority remain unchanged. Phone 01962 876364 Email [child.protection@hants.gov.uk](mailto:child.protection@hants.gov.uk)

If necessary, the College will continue to follow the duty to refer to DBS any adult who has harmed or poses a risk of harm to a child or vulnerable adult, and to the Teacher Regulation Agency in line with paragraph 166 of Keeping Children Safe in Education 2019.

## **New staff or volunteers**

Whilst the number of new starters and/or volunteers will be minimal during this period. The new starters must still attend their initial induction day, complete their online safeguarding and PREVENT modules and read the Colleges safeguarding policy and staff code of conduct.

The College plans to not use volunteers during the period of remote learning for its staff and students. Should volunteers need to be used, the following principals will apply.

- Volunteers will not be left unsupervised with students all until suitable checks have been undertaken. People supervising volunteers must be themselves be in regulated activity, able to provide regular, day to day supervision and reasonable in all circumstances to protect the students
- The College will undertake a written risk assessment on the specific role of each volunteer to decide whether to obtain an enhanced DBS check (with barred list information) for all staff and volunteers new to working in regulated activity in line with DBS guidance.
- When undertaking ID checks on documents for the DBS it is reasonable to initially check these documents online through a live video link and to accept scanned images of documents for the purpose of applying for the check. The actual documents will then be checked against the scanned images when the employee or volunteer arrives for their first day.
- The College will update the Single Central Record