

Safeguarding and Prevent Policy

Policy review area	Students
Lead manager	Principal
Approval level	Board
Start date	September 2021
Review cycle	1 year
Next review	September 2022

This policy must be read in conjunction with the College's Safeguarding & Prevent Procedures / Guidance Notes, Safer Recruitment of Staff Policy and Professional Boundaries Procedures.

1. Introduction

The Department of Education and Skills has updated the statutory guidance document "Keeping Children Safe in Education" (KCSIE). The KCSIE document focuses on safeguarding and promoting the welfare of children under the provision of Section 175 of The Education Act 2002, the Education (Independent Schools Standard) Regulations 2014 and the Non-Maintained Special Schools (England) Regulations 2015.

Section 175 places a duty of care on Local Education Authorities, and on governing bodies of schools and further education institutions to make arrangements for carrying out their functions with a view to safeguarding and promoting the welfare of children

In accordance with the Counter-Terrorism and Security Act 2015, there is a statutory duty on colleges to "have due regard to the need to prevent people from being drawn into terrorism". This is known as the Prevent duty. To fulfil this duty, Greater Brighton Metropolitan College liaises closely with the local area prevent lead to receive updates regarding local concerns and to refer students of concern to the Channel process.

Safeguarding and promoting the welfare of children covers more than child protection. The requirements for the College are for policies and procedures that cover arrangements not just for meeting the welfare and safeguarding needs of children, but also the needs of vulnerable adults and young people as well as ensuring appropriate practices for staff recruitment and selection and providing a safe and secure environment in which to study.

Schools and colleges and their staff form part of the wider safeguarding system for children. This system is described in statutory guidance [Working Together to Safeguard Children 2018](#).

2. Purpose and scope

Greater Brighton Metropolitan College (GB MET), is committed to ensuring that all students, apprentices, staff and visitors are safeguarded. There is a whole College approach to safeguarding and a culture of care, responsiveness and collective responsibility permeates the organisation. The College actively promotes the positive welfare of all staff and students including those with additional needs and vulnerable adults, and expects all staff, volunteers and partners including associated employers and work placement providers to endorse and practice this commitment at all times. We recognise that a safe and secure College and work environment is central to the wellbeing of all students and this is an intrinsic part of all aspects of the curriculum and ethos of the College.

Everyone working in or for GB Met College shares an objective to help keep children and young people safe by ensuring that:

- A safe environment is provided for children and young people to learn and develop in our College setting.
- Children and young people who are suffering or likely to suffer significant harm are identified and appropriate action is taken. This includes the risk of radicalisation and extremism as noted in the Prevent duty.
- Safe recruitment practices are undertaken in checking the suitability of staff and volunteers to work with or in proximity to children and students.
- Staff are made aware of issues relating to the welfare of students (more detail of specific safeguarding issues is included in the College Safeguarding Guide).

When operating this policy GB Met College uses the following governmental definitions of extremism and radicalisation:

Extremism: 'Vocal or active opposition to fundamental British values, including democracy, the rule of

law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas’.

Radicalisation: ‘the process by which a person comes to support terrorism and forms of extremism leading to terrorism’.

This Policy applies to all those working in, studying and visiting any College site including students, the College workforce, Governors, volunteers and visitors to the College including contracted services such as agency staff, employers offering work placements, transportation companies and contractors with direct access to children, young people and vulnerable adults.

Throughout this policy, reference is made to ‘children’ and ‘children and young people’. This term is used to mean those under the age of 18 years old *and* vulnerable adults up to age of 25.

‘Looked After Children’, previously Looked After Children ‘Care Leavers’, children with a social worker and students with special educational needs up to age 25 may also need additional services, assistance, protection and consideration.

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment.
- Preventing impairment of children’s health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

Reference is also made throughout this policy to ‘adults at risk of harm’. Adults at risk of harm are defined as people aged 18 years old and over who may need or receive community care services by reason of mental health or other disability, age or illness and who may be unable to take care of themselves or protect themselves against significant harm or exploitation. It may also include adults who are vulnerable for some other reason, for example those who have, special educational needs, addiction, caring responsibilities, or who have suffered abuse or trauma.

Students aged 14-16 whose main education provider is a school are covered by all aspects. The College also offers a limited number of places to electively home educated students in-filling into curriculum study programmes. These students are monitored closely by the Head of Inclusion with weekly safeguarding reports returned by the curriculum team.

The Governing Body at GBMet abides by their responsibilities as outlined in Keeping Children Safe in Education (2021). Governors also have specific responsibility for ensuring that the College monitors the impact of its work and learns lessons from local and national child safeguarding practice reviews.

All staff must read and understand part one of the statutory guidance from the Department for Education Keeping Children Safe In Education (2021). [Keeping Children safe in education 2021](#)

3. Safeguarding

- 3.1 Safeguarding is a key responsibility of the Governing Body (GB). A member of the GB is nominated as Lead Governor to oversee Child Protection and Safeguarding issues on behalf of the whole GB. An Annual report on incidents of safeguarding, including Prevent, is presented to the Governors.
- 3.2 A senior member of the College staff, currently the Principal is designated to oversee Child Protection and Safeguarding arrangements. The identity of this person and their role and the deputies and their roles is communicated to all College staff, students and volunteers.

The College has a statutory duty to create a safe environment for the entire College community and to acknowledge that abuse may take many forms, for example; bullying and cyber bullying, child sexual exploitation, child criminal exploitation, child trafficking, domestic abuse, emotional abuse, female genital mutilation, grooming, hate crime, neglect, online abuse, peer on peer

abuse, physical abuse, radicalisation, sexual abuse.

The College will educate and support students and Apprentices in staying safe and being healthy.

- 3.3 The College will work with three local safeguarding partners, the Chief officers of Police, Local Authorities and clinical commissioning groups, who are responsible for bringing relevant agencies together.

The College is committed to working and liaising with the Local Safeguarding Children's Board (LSCB) and the Local Authority Designated Officer.

- 3.4 Appropriate procedures are in place for dealing with allegations of abuse of children and vulnerable adults including peer on peer abuse.

- 3.5 All staff must be particularly alert to the potential need for early help for vulnerable and 'at risk' children. In particular, for any child who:

- Is disabled and has specific additional needs;
- Has special educational needs (whether or not they have an EHCP).
- Is a young carer;
- Is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
- Is frequently missing/goes missing from care or from home;
- Is at risk of modern slavery, trafficking or exploitation;
- Is at risk of being radicalised or exploited;
- Is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse;
- Is misusing drugs or alcohol themselves;
- Has returned home to their family from care; and
- Is a privately fostered child.

- 3.6 Staff must report the discovery of an act of female genital mutilation (FGM); this is now a legal requirement. Mandatory reporting of FGM was introduced on 31st October 2015. FGM is extremely harmful. It is not like male circumcision. It causes long-term physical and mental suffering, infertility, difficulty in giving birth, and even death. It cannot be justified as a cultural or religious practice. Concerns regarding any students must be reported to the safeguarding team for an immediate referral to police or reported directly to the police via the 101 telephone reporting system and referred to the Safeguarding team. All staff must complete the mandatory FGM training module.

- 3.7 Staff must provide support for *Looked After Children (LAC)* and those children who have been previously Looked After in recognition that they remain vulnerable.

Staff have a duty to be aware that children going missing, particularly repeatedly, can be a vital indicator of a range of safeguarding possibilities and it is essential that unauthorised absences are followed up promptly in accordance with the Attendance Policy. The local authority must be informed if a student is withdrawn from the College.

All staff must be aware of the process for making referrals to children's social care. All safeguarding matters must be reported to the College Safeguarding team in the first instance but in accordance with KCSIE 2021, training will be provided to ensure that all staff know how to make such referrals if required.

- 3.8 Training and guidance is given to all staff, Governors, and volunteers as necessary including an understanding of the judgement and individual circumstances which may necessitate the use of reasonable force to safeguard children.

3.9 Members of the Safeguarding Team meet on a daily basis to discuss cases. Further to this there is a formalised meeting structure:

- Two meetings per month with the DSL and Lead DDSs to formally discuss the safety of individuals (Case Review)
- Two meetings per month meetings with the DSL and Lead DDSs to formally review organisational Safeguarding and Prevent
- Monthly Safeguarding and Prevent Report to the Senior Leadership Team
- Termly Safeguarding and Prevent Risk Register Review
- Termly Safeguarding and Prevent Board

3.10 In the event of the sudden death of a child or adult at risk the College will enact its Death of a Student Protocol to ensure that the correct actions are taken and that the correct dissemination of information and notification takes place.

3.1 Promoting British values

In accordance with the expectations within the Prevent Duty (Counter Terrorism and Security Act June 2015) the college promotes fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. This promotion takes place through:

- Lessons and progress reviews;
- The manner in which students are treated by staff;
- The election of student representatives;
- The standards of behaviour and respect students are encouraged to adopt through the Student Code of Conduct;
- The underlying messages delivered to students at student representative meetings
- The displays in classrooms, corridors and across the college;
- The manner and consistency with which students' views and behaviours are challenged should they conflict with this

3.12 **Definition of Abuse**

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

Emotional abuse: is the persistent emotional maltreatment of a child or adult at risk of harm such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving them 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 children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual violence and sexual abuse: Sexual violence and sexual abuse can happen anywhere and **all** staff working with children should hold an attitude of 'it could happen here'. Sexual abuse involves forcing or enticing a child, young person or adult at risk of harm to take part in sexual activities. It may not necessarily involve a high level of violence, whether or not the child or adult may not be aware of what is happening. 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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Sexual abuse can take place online and technology can be used to facilitate offline abuse.

Sexual harassment: Sexual harassment is when someone behaves in a way that makes a person feel distressed, intimidated or offended and the behaviour is of a sexual nature. This includes sexual comments and jokes, unwelcome sexual advances, inappropriate touching, displaying photos or pictures of a sexual nature and sending emails or messages with sexual content. The [Sexual Violence and Sexual Harassment](#) between Children in Schools and Colleges guidance gives advice on how to deal with these situations. Please refer any concerns to the safeguarding team (safeguarding@gbmc.ac.uk). If immediate intervention is required, please call the emergency safeguarding numbers.

Child sexual exploitation is also sexual abuse; it involves children and young people receiving something, for example accommodation, drugs, gifts or affection, as a result of them performing sexual activities, or having others perform sexual activities on them. It could take the form of grooming of children, e.g., to take part in sexual activities or to post sexual images of themselves on the internet.

Child sexual exploitation: Child Sexual Exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection), as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs or groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

Neglect: Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy 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 needs. This also applies to adults at risk of harm for whom neglect is an often under reported or challenged concern.

Peer on peer abuse (child on child abuse): All staff must be aware that children can abuse other children (often referred to as peer on peer abuse). This can take place both inside and outside of the College. Such abuse will not be tolerated by the College or passed off as 'part of growing up', 'banter' or 'boys will be boys'. All staff must be extremely vigilant about peer on peer abuse and immediately report any concerns to the Safeguarding team.

This is most likely to include, but may not be limited to:

- **bullying** (including cyberbullying);
- **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);
- **sexual harassment**, such as sexual comments, remarks, jokes and online sexual harassment,
- which may be stand-alone or part of a broader pattern of abuse;
- **initiation** / hazing type violence and rituals;
- **upskirting**, which 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. This is a criminal offence and the college safeguarding team would alert the Police to all incidents of this nature.
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually.
- Consensual and non-consensual sharing of nudes and semi nudes images and or videos also known as **sexting** (or youth produced sexual imagery). This is a criminal offence and the College Safeguarding Team would alert the Police to all incidents of this nature.

Further definitions of abuse are detailed in our [staff Safeguarding Leaflet](#).

Children missing from education: All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. A child going missing from education is a potential indicator of abuse or neglect. School and college staff should follow the school's or college's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

Students with Special Educational Needs and Disabilities: Children with Special Educational Needs and Disabilities (SEND) face additional challenges and can be at greater risk of being abused than their peers. It is important for all staff to be aware that additional barriers can sometimes exist when recognising abuse in children and vulnerable adults with SEND. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- The potential for children with SEND being disproportionately impacted by behaviours such as bullying and harassment, without outwardly showing any signs;
- Communication barriers and difficulties overcoming these barriers.

The Safeguarding team will work in close liaison with the Additional Support Team and SEND Managers when responding to reports of abuse involving students with SEND.

4. Staffing and Safer Recruitment

- 4.1 Prior to and during interview there will be scrutiny of the information provided by applicants, such as references, gaps in employment or educational history.
- 4.2 When recruiting new staff at least one member of the panel will have completed safer recruitment training.
- 4.3 All new appointees will be subject to the Enhanced Disclosure regime, and appointees will not commence employment before Disclosure & Barring Service (formerly CRB) clearance is received (other than in exceptional circumstances and when an authorised risk assessment is in place ensuring that new staff are supervised at all times and have no one to one contact with Students until the DBS has been received).

- 4.4 All appointees will receive the College induction, including appropriate training in safeguarding issues. Safeguarding and Prevent training is mandatory as must be completed within 2 weeks of appointment. The induction pack includes the Code of Conduct Policy and the Safeguarding, Prevent Policy and Student Management Policy.
- 4.5 All staff are made aware of the role they can play in safeguarding through appropriate training and for staff working with children and vulnerable adults, safeguarding training will cover additional duty of care responsibilities in line with both Brighton and Hove and West Sussex Council guidelines and Prevent responsibilities.
- 4.6 The DSL, deputies and all staff need to understand the importance of taking a holistic view to ensure wider environmental factors are considered that may be a threat to the safety and welfare of children (*contextual safeguarding*).

In line with statutory duties, the College will maintain a Single Central Record managed by the Human Resources department. The Single Central Record covers the following people: all staff, including supply staff and those providing education to children, volunteers, contractors providing outsourced services and organisations who rent college premises.

The single central record must record whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- an identity check;
- An enhanced DBS check / certificate;
- Further checks on people who have lived or worked outside the UK (see paragraphs 172 – 173); this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions.
- A check to establish the person's right to work in the United Kingdom;
- Whether the person's position involves 'relevant activity' ie regularly caring for, training, supervising or being solely in charge of persons aged under 18.

For agency and third party supply staff, the College will also include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS certificate check has been provided in respect of the member of staff.

Allegations of abuse made against staff:

It is essential that allegations of abuse made against a member of staff or volunteer are dealt with very quickly. It is essential that fairness and consistency are applied to effectively protect the student and at the same time support the person who is the subject of the allegation. In the event that a member of staff suspects any other member of staff of abusing a student it is the responsibility of that staff member to report these concerns to the DSL or a Deputy DSL and to the Head of HR. The Head of HR, in conjunction with the safeguarding team, will activate the Staff Safeguarding Case Report Form, where details and progress of the case will be recorded. The case will also be referred to the Designated Governor who will be informed of the outcome. If necessary, once the case is concluded a referral to the DBS will be made.

5. Student Admissions

- 5.1 Applicants are required to disclose criminal convictions as part of the application process. We will not ask for or consider convictions which are spent (as defined by the Legal Aid, Sentencing and Punishment of Offenders Act 2012), unless the professional requirements of the course expressly required disclosures.
- 5.2 Applicants who are on the Sex Offenders Register will not normally be permitted to enroll without the express permission of the Principal.

- 5.3 Applicants with other unspent convictions will be subject to a risk assessment and additional conditions and monitoring. A panel led by the Safeguarding Manager will consider the offer of a place. Any offers will be authorised by the Principal or Chief Executive Officer.
- 5.4 Wherever possible, the college will secure more than one emergency contact number for each child on admission.

6. Confidentiality

- 6.1 When any concerns are raised with the Safeguarding Team, confidentiality will be respected. Only those who need to know will be told. This is reinforced within the staff training session.

The degree of confidentiality must be governed by the need to protect those concerned. The child or vulnerable adult must be informed at the earliest possible stage of the disclosure that information will need to be passed on.

The College complies with the General Data Protection Regulations (GDPR) 2018 which does not prevent the sharing of information for the purpose of keeping children safe. It is important that fears about sharing information are not allowed to be a barrier to the need to safeguard and promote the welfare and safety of children or vulnerable adults.

- 6.2 The College adopts national practice, and refers to both West Sussex and Brighton and Hove City Council frameworks and works with key contact in these areas to support all aspects of Safeguarding and Prevent.

7. Prevent

- 7.1 The College is committed to providing students and apprentices with the necessary skills and knowledge to keep themselves and others safe. Education, like other key sectors, has a responsibility to promote values of openness and tolerance and to facilitate free debate, which is characteristic of being a British citizen.
- 7.2 The College's approach is formed from the National Strategy known as CONTEST. It has four elements:
- Pursue
 - Prevent
 - Protect
 - Prepare.

The area in which colleges have the most influence is Prevent which aims to stop people becoming terrorists or supporting terrorism.

- 7.3 All concerns under the Prevent duty will be dealt with by the Principal as Senior Lead, who will delegate to the members of the Safeguarding Team as appropriate. Procedures are in place to report such concerns to the Prevent Teams.
- 7.4 Training in Channel General Awareness will be undertaken by College Managers and Governors.
- 7.5 All staff are expected to undertake awareness training and will be supported by the Safeguarding Officer where concerns arise under the Prevent Duty.
- 7.6 Information and advice is available to all students and apprentices via the Principal, safeguarding deputies and Pastoral/Learning Mentors, through the tutorial process and planned events.
- 7.7 The College refers allegations to the appropriate public authorities when appropriate.
- 7.8 Guidance is available to staff about appropriate contact and boundaries between staff and students and apprentices, (as noted in the opening paragraph of this document).

- 7.9 Reporting on incidents of Safeguarding, including Prevent, goes to the Safeguarding Board, as well as to agencies where appropriate.
- 7.10 The College's Prevent Action Plan and Risk Register are monitored at the College's Safeguarding Board.

8. Students in Host Family Accommodation

- 8.1 International students and home students can access host family accommodation which is operated and supported through the International Department and subject to British Council requirements and from 1st September 2018 must meet DFE Guidance 'Further Education accommodation: National Minimum Standards'.
- 8.2 Host families will be subject to a thorough assessment and checks ahead of registration.
- 8.3 An Enhanced DBS check is done on the main carer and two references are collected that ask for suitability to work with under 18s. The DBS checks are re-done every 3 years and the College carries out re-visits bi-annually in line with British Council requirements. All hosts receive extracts of the College Safeguarding Policy in the Homestay Provider Handbook.
- 8.4 UK students and apprentices who are staying within host family accommodation will have a named student mentor for any welfare or safeguarding issues. The student mentor will ensure that all welfare and keeping safe information is shared as part of induction. Their study programme tutor will also be aware that they are residing with a host family.
- 8.5 International students in host family accommodation have an International Welfare Officer and an International Accommodation Coordinator who liaise with host families, students, families and the Colleges Safeguarding Team. An out of hours duty system is in operation to cover non-working hours safeguarding and welfare services.

9. Governing Body Responsibilities

- 9.1 The Governing Body will approve and annually review the policy and receive information relating to safeguarding with the aim of:
- Maintaining awareness of progress across the College and/or issues relating to the welfare of children, young people and adults at risk of harm.
 - Being reassured by the CEO, Principal and deputies for Safeguarding that systems are in place and are effective in relation to the early identification of children, young people and adults at risk of harm and procedures for reporting concerns are widely known.
 - Ensuring effective procedures for reporting and dealing with allegations of abuse by members of staff or others who come into contact with students through College activity are in place.
 - Ensuring the College has effective links with the three safeguarding partners (previously Local Children's Safeguarding Boards) made up of local authorities, chief officers of police and clinical commissioning groups, multi-agency public protection arrangements (MAPPA) and other relevant agencies.
 - Ensuring safe recruitment of staff and volunteers with at least one member of the interview panel trained in safer recruitment.
 - There will be scrutiny of the information provided by applicants, such as references, gaps in employment, or educational history.
 - Ensuring the College is fully compliant and pro-active with the requirements of the Prevent Duty (July 2015).
 - Ensuring staff are appropriately trained to discharge their duties in relation to safeguarding, including training relating to Prevent.
- 9.2 In developing policy, the Governing body will take account of guidance issued by the Department

of Education, Ofsted and other relevant bodies and groups including the safeguarding partners and the Home Office.

9.3 The CEO, Principal, Governors and all staff working with children, young people and adults at risk of harm will receive adequate training to familiarize them with their safeguarding roles and responsibilities. They will be familiar with college procedures and policies and receive refresher training every year. The Principal will be the Designated Person with lead responsibility for child and adult protection. They will be assisted by the safeguarding deputies.

9.4 The Governing Body will receive a midyear and annual report from the Designated Safeguarding Lead, which reviews how the duties have been discharged.

Reporting arrangements:

Designated Safeguarding Lead: Principal

Deputy Designated Safeguarding Leads:

- Director of Student Services and Support
- Safeguarding Manager
- Pastoral & Enrichment Manager

Concerns about the wellbeing or safety of a student should be reported to the safeguarding team by email at safeguarding@GBMC.ac.uk or 077980 973224

This mailbox is monitored by the Safeguarding Duty Team Mon-Fri during term time, for follow up and action.

We will be operating during normal business hours, 9.00am – 5.00pm (Mon – Thurs) and 9.00am – 4.30pm (Friday).

Anyone needing to speak with a member of the Duty Safeguarding Team urgently, can contact 077980 973224

We have a Welfare Advisor on each site who is available to support students with safeguarding concerns: welfare@gbmc.ac.uk.

Safeguarding out of hours

During College hours Safeguarding concerns should be reported to the Duty Safeguarding Team.

However, if the incident or concern happens outside of College hours and it is of a nature that cannot or should not wait for the Safeguarding team, the Local Authority Safeguarding teams in the area the student lives should be contacted:

Brighton & Hove: Front Door For Families - 01273 290400

West Sussex: Multi Agency Safeguarding Hub - 01403 229900

East Sussex: Single Point of Advice: - 01273 335906 or 01273 335905

or in an emergency call the police on 999

Appendix 1

GBMC Student Web Filtering and Monitoring - updated September '21

In order to ensure we comply with the JANET [Acceptable Use Policy](#) and support GBMCs Prevent Strategy, we have the following arrangements in place regarding the filtering and monitoring of internet use.

We use the built in filtering and blocking facility on our Fortiguard firewalls to ensure that inappropriate categories of sites are blocked. A full description of their categories can be found on this link [Web Filter](#)

[Categories](#) - these include

- Adult/Sexually Explicit
- Alcohol and Tobacco
- Criminal Activity
- Criminal Skills
- Cults
- Drugs
- Gambling
- Games - unless for Games students
- Hacking and cracking
- Hate and Racism
- Proxy By-Pass sites
- Spyware/Malware and Adware
- Terrorism/Extremism
- Violence
- Weapons

Student computer and Chromebook use is actively monitored for safeguarding and Prevent purposes. This may involve collection of data by Smoothwall Limited, Smoothwall Inc and Crisp Thinking which will be held in the UK for up to 15 months before being destroyed. This data may be shared with third parties as required by law.

Activity monitored includes users typing and searching for specific words and phrases around self-harm, cyber bullying, violence and extremist groups.