

Safeguarding and Prevent Policy

Policy review area	Students
Lead manager	Principal
Approval level	Board
Start date	November 2018
Review cycle	1 year
Next review	November 2019

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

1. Purpose

Greater Brighton Metropolitan College (GB MET), is committed to ensuring that all students, apprentices, staff and visitors are safeguarded and a culture of care, responsiveness and collective responsibility permeates the organization. This policy focuses on how we keep our students and apprentices safe from harm, make referrals, recruit and train our staff and deal effectively with allegations against staff.

Throughout this policy, reference is made to '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. 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.

This policy has been developed with reference to 'Working Together to Safeguard Children' (July 2018) and 'Keeping Children Safe in Education' (latest update September 2018).

The Governing Body at GB MET abides by their responsibilities as outlined in Keeping Children Safe in Education (2018). 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.

2. Safeguarding

- 2.1 Safeguarding is a key responsibility of the Corporate Governing Body (CGB). A member of the CGB will be nominated as Lead Governor to oversee Child Protection and Safeguarding issues on behalf of the whole CGB. An annual report on incidents of safeguarding, including Prevent, goes to the Governors.
- 2.2 A senior member of the College staff 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.
- 2.3 The College will work with 3 local safeguarding partners, the chief officers of police, local Authorities and clinical commissioning groups, who are responsible for bringing relevant agencies together.
- 2.4 Appropriate procedures are in place for dealing with allegations of abuse of children and vulnerable adults including peer on peer abuse.
- 2.5 All staff should be alert to the potential need for early help for vulnerable and 'at risk' children.
- 2.6 Staff must report the discovery of an act of female genital mutilation; this is now a legal requirement.
- 2.7 Staff must provide support for *Looked After Children (LAC)* in recognition that they remain vulnerable.

- 2.8 Training and guidance is given to all staff and 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. Staff Recruitment

- 3.1 Prior to and during interview there will be scrutiny of the information provided by applicants, such as references, gaps in employment or educational history.
- 3.2 When recruiting new staff at least one member of the panel will have completed safer recruitment training.
- 3.3 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 approved by the CEO).
- 3.4 All appointees will receive the College induction and appropriate training in safeguarding issues. This must be signed off by the Head of Department /Manager within 1 month of appointment. This must now include an overview of the student management policy and the College response to children who go missing
- 3.5 All staff are made aware of the role they can play in safeguarding through appropriate training and for staff working with 14-16 year olds, safeguarding training will cover additional duty of care responsibilities in line with both Brighton and Hove and West Sussex Council guidelines and Prevent responsibilities.
- 3.6 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*)

4. Student Admissions

- 4.1 Applicants are required to disclose criminal convictions as part of the application process. Convictions which are spent (as defined by the Legal Aid, Sentencing and Punishment of Offenders Act 2012), cautions and bind-overs are not normally considered to be relevant and would not normally be considered, unless the professional requirements of the course expressly required disclosures.
- 4.2 Applicants who are on the Sex Offenders Register will not normally be permitted to enroll without the express permission of the Principal.
- 4.3 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.
- 4.4 Wherever possible, the college will secure more than one emergency contact number for each child on admission

5. Confidentiality

- 5.1 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.
- 5.2 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.

6. Prevent

- 6.1 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.
- 6.2 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.

- 6.3 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.
- 6.4 Training in Channel General Awareness will be undertaken by College Managers and Governors.
- 6.5 All staff are expected to undertake awareness training and will be supported by the Safeguarding Officer where concerns arise under the Prevent Duty.
- 6.6 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.
- 6.7 The College refers allegations to the appropriate public authorities when appropriate.
- 6.8 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).
- 6.9 Reporting on incidents of Safeguarding, including Prevent, goes to the Safeguarding Board, as well as to agencies where appropriate.
- 6.10 The College's Prevent Action Plan/Risk Assessment is monitored at the College's Safeguarding Board.

7. Students in Host Family Accommodation

- 7.1 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'.
- 7.2 Host families will be subject to a thorough assessment and checks ahead of registration.
- 7.3 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.
- 7.4 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.

- 7.5 International students in host family accommodation have an International Welfare Officer who liaises with host families, students, families and the Colleges Safeguarding Team. An out of hour's duty system is in operation to cover non-working hours safeguarding and welfare services.

8. Governing Body Responsibilities

- 8.1 The Governing Body will approve and annually review the policy and receive regular 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.
- 8.2 In developing policy, the Governing Body will take account of guidance issued by the Department for Education, Ofsted and other relevant bodies and groups including safeguarding partners and the Home Office.
- 8.3 The CEO, Principal, Governors and all staff working with children, young people and adults at risk of harm will receive adequate training to familiarise 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 .
- 8.4 The Governing Body will receive an annual report from the Designated Safeguarding Lead, which reviews how the duties have been discharged.