

LCPA SAFEGUARDING POLICY

'LCPA fully recognises its responsibilities for safeguarding students and vulnerable adults'.

Date updated:	15/07/2021	Next review date:	2022
Ratified by Advisory Committee:		15 th July 2021	
Lead person(s):	Designated Safeguarding Lead: Claire Holmes Deputy Designated Safeguarding Lead: Jane Carver Prevent Co-ordinator: Jane Carver Deputy Prevent Co-ordinator: Claire Holmes College Administrator: Louise Kirkman		
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THIS POLICY IS FOR all staff*.

THE PURPOSE OF THIS POLICY IS to provide staff with a wide-ranging paper which covers all aspects of safeguarding LCPA students to ensure their wellbeing including:

- **physical abuse, emotional abuse, sexual abuse, domestic abuse, and neglect**
- **an abuse of the position of trust**
- **students missing education (CME)**
- **female genital mutilation (FGM) – human rights abuse**
- **forced marriage – domestic abuse**
- **radicalisation and extremism (Prevent Duty)**
- **racist, sexist incidents, and equal opportunities**
- **anti-bullying, harassment**
- **e-safety including social media**
- **photographic, video, and computer-generated imagery**
- **health & safety**

The policy sets out the responsibilities and the overarching practices and procedures of LCPA to safeguard students, and the basis for the safeguarding curriculum which they will be taught.

Definitions:

Staff – this term refers to all those people whether sessional, part time or full time employees or volunteers in any capacity associated with LCPA.

Abuse – this term includes physical abuse, emotional abuse, sexual abuse, neglect, and domestic abuse.

Parents – this term includes legal guardians and carers.

1. Introduction

- 1.1. This policy has been developed in accordance with the government publications: *'Working Together to Safeguard Children'* and *'Keeping Children Safe in Education'* and the Local Safeguarding Children's Board (LSCB).
- 1.2. This policy applies to all staff working in the College.
- 1.3. There are five main elements to the policy:
 - ensuring safer recruitment
 - raising awareness of child protection issues
 - procedures for reporting cases of abuse
 - establishing a safe environment
- 1.5 LCPA will therefore:
 - establish and maintain an open culture where students feel safe, secure, and valued
 - ensure there are adults in LCPA whom students can approach if they have concerns
 - include opportunities for students to develop the skills they need to stay safe
 - ensure there are systems in place for students to express their views

2. Procedures

2.1 LCPA will:

- have a nominated Designated Safeguarding Lead (DSL) and a Deputy who have received appropriate training and support for this role
- have a nominated Prevent Co-ordinator and a Deputy who have received appropriate training and support for this role
- ensure all staff know the names of the DSL lead/deputy and Prevent co-ordinator/deputy and understands their role
- ensure all staff understand their responsibilities in being alert to the signs of abuse

- ensure all staff understand their responsibility for referring any concerns to the DSL
- ensure that parents understand LCPA's duties for safeguarding as set out in the LCPA prospectus, and on LCPA's website
- follow procedures set out by the DfE and the LSCB where an allegation is made against a member of staff
- operate safer recruitment practices, ensuring that at least one member on every recruitment panel has completed safer recruitment training
- deliver a safeguarding related programme within the curriculum
- require staff to declare if they have any personal relationship with a student or family member of a student e.g a tutor's son is a good friend of a student the tutor teaches

3. Training

3.1 New staff will be given a copy of this policy and receive training.

3.2 Staff will receive training in child protection and safe working practice, updated every three years.

3.3 DSL and Deputy DSLs will undertake training at a level suitable to their level, updated every three years.

4. Responsibilities

4.1 The Principal via the Advisory Committee will ensure that:

- safeguarding policies and procedures are in place, made available to parents, and reviewed every three years
- reports on the effectiveness of the college's safeguarding procedures are presented to the Advisory Committee
- any weaknesses relating to safeguarding are remedied without delay
- the college complies with all legislative duties
- the Safeguarding Policies and Procedures are fully implemented and followed by all staff
- staff receive training in Safeguarding and Prevent every three years

4.2 The DSL is responsible for:

- organising safeguarding induction training for all newly appointed staff and whole staff training, refreshed every 3 years
- commissioning an annual audit of safeguarding procedures, using a safeguarding checklist
- referring a student to the LSCB or host/partner college as appropriate, when there are concerns about possible abuse, NB - the first point of contact for students hosted by a partnership college such as WQE is the host college Designated Safeguarding Officer
- keeping written records of concerns about students, even where there is no need to refer the matter immediately
- ensuring all safeguarding records are kept securely, separate from the main student file, and in locked locations
- ensuring that all safeguarding files are transferred in a safe and timely manner when a student moves settings, both between and across phases, within and out of county
- notifying the key worker if there is an unexplained absence of more than two days of a student who is subject to a 'safeguarding' plan
- monitoring unauthorised absence, particularly where student go missing on repeated occasions, reporting concerns in line with 'missing student' procedures
- developing effective links with relevant agencies and other professionals
- providing a report to case conferences, shared with parents where appropriate

5. Managing a Disclosure

5.1 If a student discloses directly to a member of staff, the following procedures will be followed:

- Listen carefully to what is said
- Ask only open questions such as
 - 'Tell me what happened.'
 - 'Please explain what you mean when you say
 - 'Can you describe the person?' or 'Can you describe the place?'
- Do not ask questions which may be considered to suggest what might have happened, or who has perpetrated the abuse, e.g. 'Did your dad hit you?'
- Do not force the student to repeat what he/she said in front of another person
- Do not begin an investigation – for example by asking the student to record what happened in writing or taking a photograph of any injuries
- Report immediately to the DSL and complete a hand-written record as soon after the disclosure as possible and in any case within 24 hours, using the student's words as far as possible

5.2 Where a student discloses safeguarding allegations against another student in the same setting, the DSL should seek advice from the LSCB before commencing its own investigation or contacting parents.

6. Information Sharing & Confidentiality

6.1 All matters relating to child protection are confidential.

6.2 The Principal or DSL will disclose any information about a student to other members of staff on a need to know basis only.

6.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard students.

6.4 All staff must be aware that they cannot promise a student to keep secrets which might compromise the student's safety or well-being.

7. Safer Recruitment and Selection of Staff

11.1 LCPA has a written recruitment and selection policy statement and procedures.

11.2 The statement is included in all job advertisements, publicity material, recruitment websites, and applicant's information packs.

11.3 The recruitment process is robust in seeking to establish the commitment of candidates to support LCPA's measures to safeguard students.

11.4 All staff working within LCPA who have substantial access to students have been checked as to their suitability, including verification of their identity, qualifications and a satisfactory barred list check, enhanced DBS check and a right to work in the UK.

11.5 LCPA maintains a single central record (SCR) of recruitment checks.

11.6 Any people who are not working in regulated activity, will be supervised at all times.

8. Allegations against staff

- a. If such an allegation is made, the member of staff receiving the allegation will immediately inform the DSL, Deputy DSL and/or the Principal unless the allegation concerns the Principal, in which case the Chair of Advisory Committee will be informed immediately.
- b. The DSL or Principal or Chair of Advisory Committee (Case Manager) will discuss the allegation with the Local Authority Designated Officer (LADO), prior to undertaking any investigation.
- c. LCPA will follow the DfE and LSCB procedures for managing allegations against staff.
- d. The Case Manager will be guided by the LADO in all matters relating to the case, including suspension, sharing of information and any follow up investigation.

9. Prevent

Section 26(l) of the Counter-Terrorism and Security Act 2015 imposes a duty on 'specified authorities' to prevent people being drawn into terrorism. Higher education bodies are considered a Relevant Higher Education Body (RHEB) and are subject to Section 26 hence LCPA as a provider of a higher education course falls under this category as set out in *HM Government's Prevent Duty Guidance for Higher education institutions in England and Wales*. Where higher education courses are provided through a partnership arrangement LCPA will follow the host college Prevent policy. Prevent provision in a higher education institution does not have a taught curriculum dimension, it is about ensuring students are safeguarded by:

- policies and procedures which apply to all staff, students and visitors
- managing events on RHEB premises
- balancing freedom of speech and academic freedom with protecting students and staff welfare
- preventing extremist views that risk drawing people into terrorism or are shared by terrorist groups
- risk assessing planned events off site or by visitors on site
- ensuring all staff have an awareness of Prevent Duty
- procedures for sharing of information about speakers with other institutions and partners
- active engagement with other partners, including the police and Prevent co-ordinators
- regular contact with relevant Prevent co-ordinators
- actions plans to address any risks
- staff training
- robust procedures for sharing information about vulnerable individuals, internally and externally where appropriate
- supporting welfare, pastoral care and faith related facilities
- policies relating to the use of IT equipment
- clear policies and procedures for staff and students working on extremism-related research
- having regard to the relationship with student unions and societies.

Summarily Prevent is about:

Noticing ~ someone has a concern by articulating what gave you cause for concern.

Checking ~ they pass the concern onto their Line Manager or Prevent Lead so as who can best help you put that concern into context.

Sharing ~ when appropriate the Prevent Lead shares the concern with Prevent partners to who is best qualified to take this forward.

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