

Student Safeguarding Policy

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Key Contacts:

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- # **Manchester Children's Services** [Children's services | Manchester City Council](#)
- # **Emergency Duty Team (EDT): (out of office hours)**
- # [In an emergency Manchester City Council](#)
- Social care (Social services) to report abuse, neglect or a vulnerable person at risk – 0161 234 5001
- Homelessness, if you have nowhere to stay at night - 0161 234 5001
- Immediate danger – call 999 or Civil emergency 0161 223 7222

Out of Hours Service – (evenings, weekends, holiday periods and college closure days) – Contact Child Action North West - **01254 244595**

The Policy

1. **PURPOSE**

- 1.1 At The Manchester College, we recognise our moral and statutory and legal responsibility to safeguard and promote the welfare of all students within their learning environment, extended to work placement and/or employment as part of their learner journey with us. We aim to provide a welcoming environment where our students feel safe and are respected and valued and can reach their full potential, free from harm, abuse or discrimination. We are alert to the signs of abuse and neglect, and will take appropriate measures to safeguard the individual, in line with this policy.

2. **OBJECTIVES**

- 3.1 The College recognise that effective safeguarding processes are those which:

- Put the student needs first
- Provide students with a voice
- Promote identification of early support and prevention

3.2 **This is achieved by The Manchester College:**

- Implementing statutory data barring service for all staff, conducted prior to student engagement within the organisation, and repeated every 5 years there of.
- providing all staff and volunteers with the necessary information to enable them to meet their safeguarding responsibilities
- facilitating delivery and completion of safeguarding training, to ensure staff, volunteers and students are equipped to identify signs and/or declarations to take appropriate action.
- promoting consistent good practice
- demonstrating the College's commitment to safeguarding, with effective communication channels so students know who they can talk to
- establishing effective working relationships with parents, carers and colleagues from other agencies
- embed curriculum material within the learning to help develop the student's personal growth, life skills and know how to keep themselves safe
- communicate ways in which the college promote a safe learning environment and challenge inappropriate, poor and unsafe practice

- inform students that their course may require a statutory data barring service should they be in contact with children or vulnerable adults as part of their studies or workplace.
- Assure students there are measures taken for students with previous minor criminal records, are risk assessed and do not pose a risk to students and/or staff.

This Policy should be read in conjunction with Keeping Children Safe in Education 2022 [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/keeping-children-safe-in-education-2022)

Definitions

- **Children/ Young people**- anyone who has not yet reached their 18th birthday – referred to throughout this policy and procedure as ‘child’ or ‘children’
- **Adults** – anyone over the age of 18
- **Vulnerable adults** – anyone over the age who has the functional, mental or physical inability to care for themselves.

Throughout this Policy and Procedure, the language used is students; the encompassing term including children, young people. Adults and Vulnerable adults.

3. SCOPE

2.1 Our Safeguarding Principles:

- The welfare of all students is paramount
- Safeguarding and promoting welfare is everyone’s responsibility
- All students regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to effective safeguarding arrangements
- All staff and volunteers have an equal responsibility to act on any suspicion or disclosure that may suggest a student is at risk of harm
- Students, staff and volunteers involved in safeguarding and protection issues will receive appropriate support

2.3 The working practices that encompass safeguarding measures are categorised by:

2.4 **Prevention:** The Manchester College is committed to recognising and implementing early intervention measures that include collaboration with external agencies who provide specialist welfare support.

- 2.5 **Protection:** All staff and volunteers are trained to recognise and respond to abuse and neglect. All staff and volunteers are expected to be vigilant and must act quickly when they suspect a student is suffering, or is likely to suffer, harm
- 2.6 **Support:** Staff and volunteers are trained to be aware of the safeguarding arrangements, conducive to the sensitivities and complexities of each case, to provide adequate support to those at risk of harm.
- 2.7 In pursuit of these aims, the Corporation Board will approve and annually review this Policy and Procedure with the aim of:
- Raising awareness of issues relating to the welfare of students and the promotion of a safe environment for learning within the College
 - Supporting and validating robust processes and training to prevent risk of significant harm
 - Supporting and validating the Human Resources process for reporting and investigating allegations of abuse against members of staff or volunteers and taking appropriate action.

2.8 Additional Vulnerabilities

Any student may benefit from early help and support, but college staff must be particularly alert to the potential need for early help for students with the following additional vulnerabilities:

- having a disability and/or specific additional needs
- having Special Educational Needs (whether or not they have a statutory Education, Health and Care Plan)
- a young carer
- demonstrate signs of being drawn in to anti-social or criminal behaviour
- frequent missing episodes/goes missing from home/education
- at risk of modern slavery, trafficking or exploitation
- at risk of being radicalised or exploited
- experiencing family circumstances that present challenges for the student, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- a privately fostered young person

Roles and Responsibilities

All staff ,volunteers and governors must read part one of ‘Keeping Children Safe in Education’, September 2022. [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/626232/Keeping-children-safe-in-education-2022.pdf)

All staff (including Governors):

- will have safeguarding training appropriate to their role and responsibility that is regularly updated and monitored for completion. In addition, all staff members should receive at least annual updates which can be in the form of emails, bulletins, staff meetings/discussion, reflective of current affairs and the media.
- should be aware of the signs of abuse and neglect
- should be aware of how to respond to specific safeguarding concerns as outlined in this policy
- have a responsibility to identify those who may require early intervention support and what action to take to ensure they are supported appropriately
- have a responsibility to identify and respond to a student who is or likely to suffer significant harm and what action they must take, appropriate to their role
- must be aware of the importance of multi-agency partnership working and personal and special category data sharing processes, in line with GDPR obligations.
- who work directly with students and/s and can contribute to early support and safeguarding assessments must be aware of the risk sensible approach to safeguarding
- have a responsibility to provide a safe environment in which students can learn

2.9 The Corporation Board will ensure that:

- The college complies with their duties under relevant legislation
- All staff and volunteers have a mandatory obligation to complete safeguarding training (including online E-safety) at induction and at a minimum every 2 to 3 years' dependent upon their role
- All senior leaders and staff working directly with students have a mandatory obligation to read Part One of 'Keeping Children Safe in Education' 2022
- This Safeguarding Policy is consistent with local requirements, reviewed and updated annually and made available publicly on the college website
- Safeguarding training commissioned and/or delivered internally is in line with advice from the Department for Education, and other governing and professional bodies
- There are procedures for dealing with allegations of abuse made against members of staff including allegations made against members of the Leadership Team and a nominated person identified to liaise with the appropriate Local Area Designated Officer (LADO)
- Policies adopted are disseminated, followed and understood by all staff
- They appoint a member of the Senior Leadership Team to the statutory role of Designated Safeguarding Lead (DSL)

- Students are taught about safeguarding (including online E-safety) through teaching and learning opportunities, as part of providing a broad and balanced curriculum and preparation for independence and employment
- There are written recruitment and selection procedures that include the requirement for appropriate pre-employment checks and at least one person on any appointment panel has undertaken safer recruitment training
- Procedures are in place to handle allegations of peer on peer abuse
- There are appropriate safeguarding responses to students who go missing from education, particularly on repeated occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in the future
- The student's wishes and feelings are taken into account when determining what action to take and what services to provide to protect individuals through ensuring there are systems in place for students to express their views and give feedback
- They recognise the importance of information sharing between professionals and the local authority
- They appoint a Designated Teacher to promote the educational achievement of students who are looked after and this person has appropriate training
- Ensure the college ICT policy addresses the safety of students in mistakenly or intentionally accessing inappropriate material when using the internet and that appropriate filtering and monitoring systems are in place

2.10 The College Principal:

- Ensures this Policy and associated Procedures are implemented and followed by all staff
- Allocates sufficient time and resources to enable the DSL and any deputies to carry out their roles effectively, including the assessment of students and attendance at strategy discussions and other necessary professional meetings
- Ensures that all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistle blowing procedures
- Ensures that the safety and welfare of students is addressed through the curriculum and Personal Development offer
- Provides a signed copy of the College's Safeguarding Annual report to the Corporation Board

2.11 The Designated Safeguarding Lead (DSL) responsibilities:

The DSL must read and comply with 'Keeping Children Safe in Education', September 2022.

[Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

2.11.1 **Managing Referrals:** The Designated Safeguarding Lead (DSL) is expected to:

- Refer cases of suspected abuse to the local authority children's/ adult social care as required
- Refer cases to the Channel Panel where there is a radicalisation concern as required
- Support staff who make referrals to the local authority and the Channel Panel, the support mechanism for vulnerable persons subjected to radicalisation <https://www.gov.uk/government/publications/channel-and-prevent-multi-agency-panel-pmap-guidance>
- Refer cases where a person is dismissed or left due to risk/harm to a young people to the Disclosure and Barring Service as required
- Refer cases where a crime may have been committed to the police as required
- Work with other safeguarding agencies
- Liaise with the Principal to inform of ongoing enquires under section 47 of the Children Act and police investigations
- As required liaise with the LADO for all cases involving a staff member
- Liaise with staff on matters of safety and safeguarding when deciding whether to refer by liaising with relevant agencies. Acting as a source of support, advice and expertise for staff

2.11.2 Training:

The DSL (and any nominated deputies) should undergo training that provides them with the knowledge and skills required to carry out the role. This training should be updated at least bi-annually. They must also undertake Prevent awareness training.

DSLs skills and knowledge should be refreshed at regular intervals but at least annually and this can involve e-bulletins, meeting other DSLs or simply taking the time to read and digest safeguarding materials.

2.11.3 The Designated Safeguarding Lead must:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments
- Have a working knowledge of how local authorities' conduct child protection case conferences and child protection review conferences and be able to attend and contribute to these effectively when required to do so
- Ensure each member of staff has access to and understands the College's Safeguarding Policy and Procedure, especially new and part time staff
- Be alert to the specific needs of student identified as 'in need', those with special educational needs and young carers
- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Understand and support the College with regards to the requirements of the Prevent Duty and are able to provide advice and support to staff on protecting students from the risk of radicalisation
- Obtain access to resources and attend any relevant or refresher training courses
- Understand the current risks associated with online safety including recognition of the additional risks associated with SEN and disabilities e.g. cyber-bullying, grooming and radicalisation and support SEND individuals to stay safe online
- Encourage a culture of listening to students and taking account of their wishes and feelings, amongst all staff, in any measures the college or college may put in place to protect them

Raising Awareness:

2.11.4 The Designated Safeguarding Lead is expected to:

- Ensure the college's policies are known, understood and used appropriately
- Ensure this Policy is reviewed annually, procedures and implementation are updated and reviewed regularly, and work with governing bodies regarding this
- Ensure this Policy is available publicly and parents/carers are aware of the fact that referrals about suspected abuse or neglect may be made
- Link with the local safeguarding partnership arrangements to make sure staff are aware of training opportunities and the latest local policies on safeguarding

- Where students leave the college ensure their safeguarding file is transferred to the new college as soon as possible. This should be transferred separately from the main student file, ensuring secure transit and confirmation of receipt should be obtained.

Availability

- 2.16 During term time the Designated Safeguarding Lead (or a deputy) will always be available (during College hours) for staff in the College to discuss any safeguarding concerns.

Looked After Child (LAC) and Previously Looked-After Children

- 2.17 The most common reason for becoming looked after is as a result of abuse and/or neglect. A student who is looked after by a local authority (referred to as a looked-after-child) as defined in section 22 Children Act 1989 <https://www.legislation.gov.uk/ukpga/1989/41/section/22>, means a child who is subject to a care order (interim or full care order) or who is voluntarily accommodated by a local authority.
- 2.18 The College Corporation Board should ensure that staff have the skills, knowledge and understanding necessary to keep looked after and previously looked after children safe.
- 2.19 In particular, they should ensure that the Designated Safeguarding Lead has the information they need in relation to a student's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility. They should also have information about the young person's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her. The Designated Safeguarding Lead should have details of the social worker and the name of the head of the 'virtual school' in the authority that looks after the young person.

2.20 Peer on Peer (Child on Child)

All staff within the college need to be aware and alert to student can abuse other student (often referred to as child-on-child or peer on peer abuse), and that it can happen both inside and outside of college and online. The Manchester College expects all staff to be vigilant and follow guidance set out in the Safeguarding Procedure; recognising the important role everyone has in preventing it and responding where they believe a child may be at risk from peer on peer abuse.

It is vital that all staff and volunteers understand that even if there are no reports made at college, it does not mean it is not happening, it may be the case that it is just not being reported. As such it is important if staff have any concerns regarding child-on-child abuse they should speak to The College's Designated Safeguarding Lead (or a deputy).

It is essential that all staff understand the importance of challenging inappropriate behaviours between students (detailed in the Safeguarding Procedure) that are abusive in nature, as downplaying certain behaviours, for example dismissing sexual harassment as "just banter" can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios, a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

4. MONITORING AND REVIEWING

- 4.1 Quarterly monitoring will be undertaken by the Assistant Principal – Student Support and Foundation Learning (College DSL) and formally reported to the Safeguarding Committee and Corporation Board.

5. RELATED POLICIES/PROCEDURES

- Safeguarding and Child Protection Procedure
- LTE Group Safeguarding Scheme
- Recruitment and Selection Policy
- Student Behaviour, Disciplinary and Expectations Policy and Procedures
- Equality Diversity and Inclusivity Policy (Students)
- Multi-Faith, No Faith and Sanctuary Rooms Policy
- E-Safety Policy
- The LTE Group Slavery and Human Trafficking Statement
- Disciplinary Policy
- The Deal
- Whistleblowing Policy
- Information Sharing Protocol
- LTE Group Data Protection Policy
- Freedom of Information Policy
- Complaints and Compliments Policy E-Safety Policy
- Health and Safety Policy
- Disclosure and Barring Service (DBS) Student Policy and Procedure
- Learner Criminal Convictions, Pending Sentencing and Bail Conditions Disclosure Risk Assessment Policy & Procedure

6. MANAGEMENT RESPONSIBILITY

- 6.1 The management responsibility is with the Assistant Principal – Student Support and Foundation Learning (The College DSL)

7. EQUALITY IMPACT ASSESSMENT

- 7.1 The Manchester College is committed to the promotion of equality, diversity and inclusion, providing a supportive environment for all members of our community. Our commitment means that this policy has been reviewed to ensure that it does not discriminate (either intentionally or unintentionally) any of the protected characteristics of age, disability, gender (including gender identity), race, religion or sexual orientation and meets our obligations under the Equality Act 2010.