

# Safeguarding Policy

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**LANCASTER & MORECAMBE COLLEGE**

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**Date: September 2023**



Lancaster &  
Morecambe  
College

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**Policy name: Safeguarding Policy - External**

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**Policy Owner:** Safeguarding Manager

**Date of Review:** September 2023

**Date Approved:** September 2023

**Next Review:** September 2024

**Responsibility for Review:** Vice Principal: Progress and Performance

**Policy Review Frequency:** 1 year

**Applicable to staff:** Yes

**Applicable to students:** Yes

**Published on website:** Yes

**Published on intranet:** Yes

**Notes:** This version is for External Use

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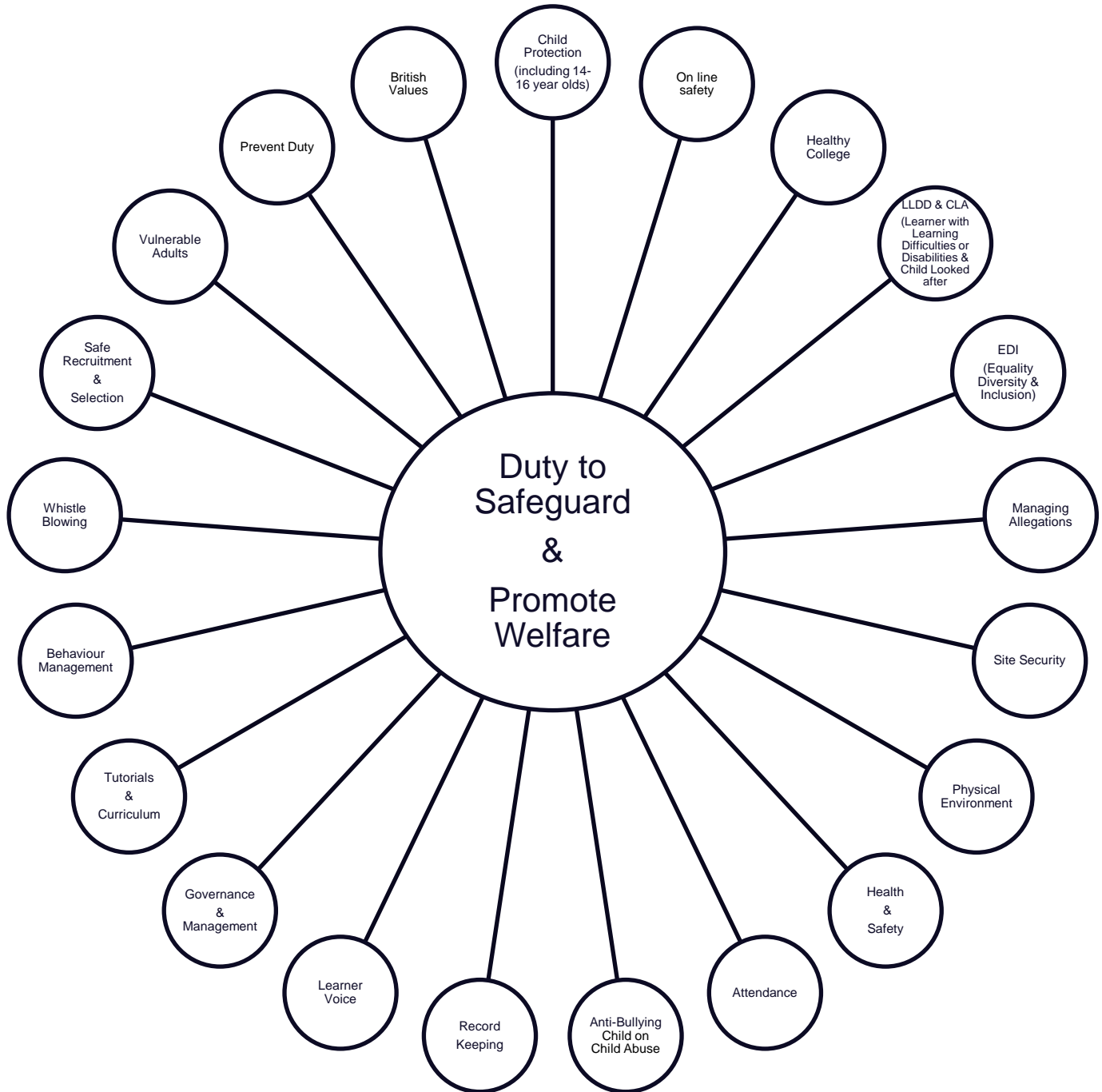
## **SAFEGUARDING POLICY**

Lancaster & Morecambe College is committed to the wellbeing of learners and staff and fully recognises the contribution it can make to protect and support its learners. The College has a duty to safeguard and promote the welfare of learners through the creation and maintenance of a healthy and safe learning environment and promotion of the 'Safe Learner' and Safe College Community.

The Principal and Board of Governors recognise their responsibility in ensuring arrangements are in place to safeguard and promote the welfare of all staff and learners but, especially those of children (under 18 including those accessing LMC at Year 10 and 11) and vulnerable adults (those over 18 with a reduced capacity to give informed consent due to a mental condition, disability or illness). The governing body has appointed designated governors for Safeguarding and Health & Safety to work with College staff to monitor compliance and promotion of good practice.

Safeguarding is what we do for all learners and Child Protection is what we do for children and young people who have been harmed or are at significant risk of being harmed. This policy adheres to the updated Keeping Children Safe in Education September 2023

Safeguarding work is summarised in the diagram below. All policies are regularly reviewed by SLT and relevant College committees e.g. Safer College Community.



LMC is committed to protecting the safety of all learners by encouraging self-awareness, providing support and promoting clear lines of communication with staff. The College will:

- Maintain a pastoral system in which learners feel secure and are given opportunities to talk and to be listened including year 10 and 11 learners. Staff are supported and listened to by management and can be referred through Personnel/Management to Occupational Health. Staff can also be referred to the Lead Mental Health Practitioner (reflective practice) – referral by the Safeguarding Manager.

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- Promote and support learner voice opportunities for students to raise concerns.
  - Ensure that Child Protection and Vulnerable Adult concerns are handled sensitively and in line with College procedures.
  - Include tutorial and enrichment activities which promote learner's awareness of health, safety and wellbeing issues so they can make fully informed life choices across all age groups including year 10 and 11.
  - Provide learning activities which promote risk awareness as a key concept through which learners are aware of their own duties and responsibilities in creating a safe environment for everyone.
  - Provide appropriate services to promote wellbeing amongst staff.
  - Provide clear guidelines to staff on their safeguarding responsibilities and expectations in relation to their personal conduct.
  - Provide training for staff at all levels to support the delivery of a comprehensive safeguarding approach.
  - Seek assurance that work based learning venues are safe for all learners and provide information for employers to help them meet their safeguarding responsibilities.
  - Ensure that every effort is made to establish effective working relationships with parents/carers and staff from other agencies and providers including schools for year 10 & 11 learners.
  - Work collaboratively with a wide range of external organisations locally, regionally and nationally to promote and keep up to date all aspects of the safeguarding agenda including those affecting the provision of year 10 and 11.

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**CHILD PROTECTION POLICY AND PROCEDURE  
(including vulnerable adults)**

**For staff wishing to access all parts of KCSIE – please refer to the whole KCSIE document not just Part one and Annex A & B.**

## 1. POLICY

### 1.1 Background

- (i) Lancaster and Morecambe College has a duty to safeguard and promote the welfare of all learners including those accessing year 10 & 11 provision.

‘Information sharing: advice for practitioners providing safeguarding services’

KCSIE 2023, paragraph 120: The Data Protection Act 2018 and UK GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way **of the need to** safeguard and promote the welfare and protect the safety of children; Page 31: share information without consent where there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner. It would be legitimate to share information without consent where: it is not possible to gain consent; it cannot be reasonably expected that a practitioner gains consent; and, if to gain consent would place a child at risk

- (ii) ‘Keeping Children Safe in Education’ (2023); Working Together to Safeguard Children (2023), published by HM Government, sets out Government guidance on safeguarding children and says that all staff in the education service, including those in further education Colleges are part of the wider safeguarding system for children, so should be aware of the need to alert the relevant services when they believe a child has been abused or is at risk of abuse. In addition, the guidance states that Safeguarding and promoting the welfare of children is everyone’s responsibility.
- (iii) The Sentencing Council's Sexual Offences Definitive Guideline for image classification gives these 3 categories for guidance.

The Indecent Photographs of Children section (page 75) outlines the different categories of child sexual abuse material:

(a) Images involving penetrative sexual activity; images involving sexual activity with an animal or sadism.

(b) Images involving non-penetrative sexual activity.

(c) Other indecent images not falling within categories A or B. This can also include cartoon depictions of illicit activities and the pursuit of ‘sex’ dolls.

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## 1.2 Introduction

Lancaster and Morecambe College recognises the contribution it can make to safeguard children and vulnerable adults while also considering the wider environmental factors in a child's life that may be a threat to their safety and / or welfare. This is known as Contextual Safeguarding and is referred to in Working Together to Safeguard Children (2023) and in Keeping Children Safe in Education (2023) Members of staff and learners have a role to play in safeguarding their welfare and preventing their abuse.

Children are defined as those under the age of 18. Vulnerable adults are defined as over 18 with a reduced capacity to give consent to the disclosure of abuse allegations or suspicion due to a mental health issues, disability, age or illness.

Lancaster and Morecambe College works with a number of schools and referral agencies to provide learning opportunities for young people at KS4, in year 10 and year 11 of the school system. The College recognises the need to put in place additional Safeguarding measures to include a specified Year 10 & 11 Co-ordinator. Dedicated rooms are provided during breaks and lunchtime with access to staff who support supervision.

In Keeping Children Safe in Education 2023, Paragraph 4:

**Safeguarding and promoting the welfare of children is defined for the purpose of this guidance as:**

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical 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.

## 1.3 Commitment

The College is committed to safeguarding children, young people (including those on year 10 & 11 programmes) and vulnerable adults. We expect everyone who works in our college to share this commitment.

- (i) Prevention – by providing a safe environment for children and young people to learn in – e.g. robust staff recruitment policies and procedures; ensuring safe recruitment in checking the suitability of staff and volunteers to work with learners; positive College atmosphere; teaching and pastoral support to learners.
- (ii) Protection – identifying those who may be at risk of abuse by following agreed procedures; ensuring staff are trained and supported to respond appropriately and sensitively to safeguarding concerns. In the case of year 10 & 11 learners' additional tutorial, a recognised co-ordinator and supervised breaks will be adhered to.

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- (iii) Support – to learners and staff and to children who may have been abused and by taking appropriate action to see that they are safe both at home and in College, whilst placing the welfare of the individual at the centre of any action taken. The College will endeavour to provide support through:
- The curriculum to encourage self-esteem and self-motivation.
  - The College culture, which promotes a positive, supportive and secure environment and which gives all learners and adults a sense of being respected and valued.
  - Work with other professionals and agencies who support the learners and their families
  - The development and support of a responsive and knowledgeable staff group trained to respond appropriately in safeguarding situations

#### **1.4 What is Abuse?**

It can involve any one or more of the following:

- Neglect
- Physical Injury
- Sexual Abuse
- Emotional Abuse
- Institutional and financial when applied to vulnerable adults

Some young people may be victims of sexual exploitation, forced marriage or female genital mutilation.

Since February 2023 it has been a crime to carry out any conduct whose purpose is to cause a child to marry before their eighteenth birthday, even if violence, threats or another form of coercion are not used. As with the existing forced marriage law, this applies to non-binding, unofficial ‘marriages’ as well as legal marriages.

Abuse can happen anywhere and staff should be alert to concerns being raised at College. All staff are aware of abuse through on line and face to face training as well as reading KCSIE.

Further information on Abuse can be found in KCSIE

#### **1.5 Responsibilities**

- (i) Lancaster and Morecambe College will work together with the Safeguarding Children Partnership and comply with their procedures. It recognises that it has a responsibility towards children and young people attending or visiting the College to safeguard and promote their welfare and to take appropriate decisions about how this can be achieved. This also includes careful consideration that children are not put at risk on work



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placements or educational visits. It is not the College's responsibility to investigate abuse. Nevertheless, it has a duty to act if there is a cause for concern and to notify the appropriate agencies so that they can investigate and take any necessary action.

- (ii) All staff working with or on behalf of children have a responsibility to protect children and key people have specific responsibilities (the Designated Safeguarding Lead and the Safeguarding Manager as well as the Senior Leadership Team and other selected managers).
- (iii) The College assesses the implications of any issue raised and decides whether it is necessary to take further action itself and / or to review and amend its procedure. This includes information shared by those accessing year 10 & year 11 provision.
- (iv) The nominated persons with responsibility for Child Protection (the Designated Safeguarding Lead – DSL and Safeguarding Manager - DDSL) are senior and middle management, members of staff.
- (v) The key role of the Designated Safeguarding Lead is to:
  - Undertake updated training
  - Be aware of pupils who have a Social Worker, Child Protection (CP), Child in Need (CIN), Children Looked After (CLA), Multi Agency Meeting (MAM), Team around the Family (TAF), Team around the Child (TAC).
  - Help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues with tutors and college leadership staff (this will be supported through the secure use of On-track and regular update meetings with DSL and Deputy DSL)
    - Overseeing the referral of cases of suspected abuse or allegations to Children's Social Care (CSC) and/or Police
    - Providing advice and other support to staff on issues relating to safeguarding children
    - Maintaining an accurate and consistent approach to the recording of any safeguarding children referral, complaint or concern (even where that concern does not lead to a referral)
    - Ensuring that parents of children and young people within the College are aware of the College's safeguarding children policy including those of year 10 & year 11 learners
    - Liaising with the Children's Services Child Protection Officer (Education), Safeguarding Children Partnership and other appropriate agencies

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- Ensuring that appropriate safeguards are put in place with employers and training organisations that receive learners from the College on long term placements
  - Ensuring that staff receive basic training in safeguarding issues and are aware of College Safeguarding and Child Protection procedures for all age groups
  - Providing an annual report to the Corporation setting out how the College has discharged its duties
  - Reporting deficiencies in procedure or policy identified by the Safeguarding Children Partnership, Ofsted (or others) to the Corporation at the earliest opportunity
  - Ensuring that staff are fully conversant with the Prevent Duty and referring cases of suspected radicalisation to Channel
  - Ensure the DSL understands the role of an 'Appropriate Adult' in relevant police attendance in College.
  - Ensure the Appropriate Adult is there for Safeguarding the interests, rights and entitlements and welfare of children and vulnerable people who are suspected of a criminal offence by ensuring they are treated in a fair and just manner and are able to 'participate' effectively (September 2023). Further information can be found in the Statutory guidance – [PACE Code C 2019](#)

Further information on the role of the DSL can be found in KCSIE Annex C

### **Low level concerns about staff behaviour: KCSIE Part 4 section 2**

At Lancaster & Morecambe College we recognise the possibility that adults working in the college may harm children and vulnerable adults, including governors, volunteers, supply teachers and agency staff. Any concerns about the conduct of other adults in the college should be taken to the DSL or DDSL without delay; any concerns about the Principal should go to the chair of Governors who can be contacted through Oona Cushen.

Any concerns about the conduct of a member of staff, supply teachers, volunteers or contractors should be reported to the Principal.

Concerns may come from various sources, for example, a suspicion; complaint; or disclosure made by a child / vulnerable adult, parent or other adult within or outside of the organisation; or as a result of vetting checks undertaken.

The Principal has to decide whether the concern is an allegation or low-level concern.

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The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold for referral to the local Authority Designated Officer (LADO) Please refer to KCSIE 2023 for further information including examples of Low – level Concerns.

(vi) In order for the College to carry out its duties for safeguarding, it is necessary to log and review all internet activity by all users of the college internet systems.

## Online safety in college

At Lancaster & Morecambe College learners are given opportunities to learn about safeguarding, including on-line. Learners are taught about how to keep themselves safe, including online through tutorials and external delivery throughout the year. All students are aware of the Pastoral Team and the support available. Staff are sensitive to the specific needs and vulnerabilities of individual children, including children who are victims of abuse, and children with special educational needs or disabilities.

At Lancaster & Morecambe College we use the '4Cs' (Content/Contact/Conduct/Commerce) For further information please see paragraph 136 KCSIE

We manage risk by:

When learners and staff use the colleges network to access the internet, they are protected from inappropriate content by our *filtering and monitoring systems* which are reviewed for their effectiveness. However, many pupils are able to access the internet using their own data plan. To minimise inappropriate use, as a college we educate and support all members of the college community.

Lancaster & Morecambe College will continue to provide a safe environment, including online. This includes the use of an online *filtering and monitoring system*. Laptops and other devices given out for loan will all have *Smoothwall monitoring software included adding additional safety measures off site*.

Where students are using computers in College, appropriate supervision will be in place.

This includes but, is not exclusive to, the use of any mobile devices on the WiFi systems, as well as all computers and any other technological devices.

The responsibility for monitoring this activity shall be conducted by the ICT and Safeguarding Manager, on a weekly basis, who shall review all content that has been flagged for review, by the *filtering system*.

It is recognised by the college that as part of reviewing such material, the two members of staff may well be reviewing illegal content on college PCs and as such all necessary measures will be put in place to support this process.

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**The categories provided by the *filtering system* are:**

- Abuse
- Adult Content
- Bullying
- Criminal Activity
- Drugs
- Radicalisation
- Suicide

Classification of internet content shall be separated into 5 ratings:

**•Danger L1.1, L1.2, L1.3**

These are sites and activity with illegal content. Disciplinary procedures will be undertaken and activities and content handed to the authorities as evidence.

**•Danger L0**

Content will be classed as legal, but does contravene what is acceptable at Lancaster and Morecambe College. The individual will be asked to meet with the Safeguarding Manager / ICT Manager. Possible disciplinary procedures will be instigated.

**•Caution**

Content that is seen to be against the values of Lancaster and Morecambe College and could be perceived as a gateway to more serious activities. Tutor / Manager of the individual will be notified and feedback sought from them on the reason for browsing.

**•Advisory**

This content will be logged into a separate system to spot trends and address if a user is a frequent advisory class user. This would be raised to Cautionary in this instance and follow the same procedure.

**•None Standard unreportable internet use. No Action taken.**

This policy applies to all staff, Governors and volunteers and everyone else working on College premises

To support schools and colleges to meet this duty, the Department for Education has published Filtering and Monitoring Standards which set out that schools and colleges should:

- Identify and assign roles and responsibilities to manage filtering and monitoring systems.
  - Review filtering and monitoring provision at least annually.
  - Block harmful and inappropriate content without unreasonably impacting teaching and learning.
  - Have effective monitoring strategies in place that meet their safeguarding needs
- Governing bodies and proprietors should review the standards and discuss with IT staff and service providers what more needs to be done to support schools and colleges in meeting this standard.

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## 2. PROCEDURE FOR DEALING WITH SUSPICIONS OR ALLEGATIONS OF ABUSE

### 2.1 Introduction

- (i) It is important that children (anyone under 18) are protected from abuse. The same principle applies to vulnerable adults. All complaints, allegations or suspicions must be taken seriously.
- (ii) This procedure must be followed whenever abuse is suspected, or an allegation of an incident of abuse has been made and the year 10 and year 11 Co-ordinator must be included if the young person is in that category.
- (iii) This procedure covers allegations of abuse by any person including allegations against members of staff.
- (iv) Learners with behavioural difficulties and disabilities are often vulnerable to abuse. Staff who work, in any capacity, with learners with profound and multiple disabilities, sensory impairment and / or emotional and behaviour problems will need to be particularly sensitive to signs of abuse.
- (v) Students who come from a home environment where there is domestic abuse, drug or alcohol abuse, mental health issues may also be particularly vulnerable and in need of support or protection.
- (vi) Children who are Looked After are also vulnerable and in need of enhanced support and protection. At Lancaster & Morecambe College we recognise that when a child/ young person has a social worker, it is an indicator that the child is considered more at risk than most pupils. This means that they are more vulnerable to further harm, as well as facing educational barriers to attendance, learning, behaviour and poor mental health. Other examples would be: Care leavers, Child/Young people on a Child Protection Plan, Children/ Young people on a Child in Need Plan.
  - LMC take these into account when making plans to support learners who have a social worker. The Safeguarding Manager is the designated person for Children Looked After and works closely with social workers and the Virtual Schools for Lancashire, Westmorland & Cumberland and Out of County. Personal Education Plans (PEPs) for all CLA are completed three times a year by the Safeguarding Manager. Since June 2021, the Virtual Head Teacher has had the responsibility to promote the education of children who have a social worker; Lancaster & Morecambe Colleges Safeguarding Manager will continue to work closely with the Virtual Schools.

**The Safeguarding Manager is also the single point of contact for all children and young people across college who are on a Child Protection Plan, Child in Need Plan etc.**

- (vii) Children who are accessing learning as part of their year 10 and year 11 provision are also considered vulnerable. The year 10-11 Coordinator works closely with the Safeguarding Manager to cover all of the above points.

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- (viii) The College recognises that people who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The welfare of the individual is paramount.
  - (ix) However, it should be remembered that sometimes children will not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and / or they may not recognise their experiences as harmful. See KCSIE (2023) paragraph 19 The college is an ACE aware college and a trauma informed approach is taken with all learners.

## 2.2 Responding to a disclosure made by a student – guidelines for staff

- (i) If a learner discloses significant personal problems to a member of staff, they should be acknowledged and taken seriously
- (ii) If a member of staff thinks a learner is going to make a disclosure they may wish to say something like this:

“If you tell me about a situation where there is a serious risk of harm to you or someone else I can’t guarantee I can keep this information to myself and may have to pass it on to the Safeguarding Team”.

- (iii) The person may choose not to continue:

If this is the case encourage them to see one of the Pastoral Mentors who are part of the Safeguarding team, or the year 10 & 11 Co-ordinator if the learner is part of this provision or arrange for them to use a privately located telephone for helpline support

- (iv) If the person chooses to continue:

- Listen carefully to what is being said
- Keep questions to a minimum, just to clarify what is being said
- Avoid leading questions or comments (just repeat back what you have heard to check you have understood)
- Don’t be judgemental
- Reassure the person that they are right to tell
- Tell the person what you are going to do next and assure them they will be kept informed of all developments
- Explain that you may have a legal obligation to pass the information on to protect both them and possibly other members of the family and the public (see 2.3)

- (v) Staff should never:

- Investigate, suggest or probe for information
- Make promises about confidentiality or keeping secrets
- Speculate or accuse anybody or confront another person allegedly involved
- Jump to conclusions or offer opinions

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- Assume someone else will take responsibility
  - Fail to pass the information to the Safeguarding Team
- (vi) Make a full record of the nature of the allegation using the Safeguarding Alert found on Ontrack as well as any other relevant information including (see Appendix 2 for template): (this must be factual; do not change the wording – use the persons own words))
- The contact details of the person making the allegation
  - The date and time of report
  - Names of those present during the allegation / disclosure
  - Date, time and place of the alleged abuse
  - Name of the person who has allegedly been abused if different from the above
  - An account of the allegation
  - Nature of the alleged abuse
  - A description of any injuries observed (if applicable)
- (vii) The allegation should be reported electronically via a safeguarding alert to the Safeguarding Team via Ontrack as soon as possible or in any event within 24 hours, all records and notes should be passed on (no duplicates should exist). The information must be treated with the strictest confidence – the need to know basis must be employed. The Safeguarding Team then decides what further action should be taken. The Safeguarding Team will strictly adhere to LCC and TAF guidance.
- (viii) The College has no investigative role in child protection but, the DSL and Safeguarding Manager will make the final decision as to whether the allegation is reportable or not. If the allegation is reportable then the DSL or Safeguarding Manager must report the matter to the Children’s Social Care team in the learner’s usual area of residence. (Unless it is an allegation against a member of staff, in which case any referral is made to Lancashire’s Safeguarding Co-ordinator or the Lancashire Local Authority Designated Officer (LADO))
- (ix) The DSL and Safeguarding Manager considers the information and whether dealing with ‘risk’ or ‘need’. The DSL and/or Safeguarding Manager should discuss with other agencies what action should be taken. This should include a decision as to whether it is necessary to inform the parents of the young person. A record should be made of the conversation to include the name of the duty Child Protection Officer / social worker who took the call.
- (x) Staff must adhere to LMC Safeguarding policy and procedure however, statutory guidance does state that referrals can be raised and any concerns made directly with Children’s Social Care Services. Any referrals made must be reported to the DSL or Safeguarding Manager.

## 2.3 Confidentiality

- (i) Promises of confidentiality should not be given as the matter may develop in such a way that these cannot be honoured

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- (ii) As far as possible any action taken should be at the student's request. Staff should try to avoid disempowering the student further by misusing their power to intervene in the situation and assure them that the matter will only be discussed with people who need to know. (The information must be passed on to the DSL, Safeguarding Manager / Children's Social Care (CSC).
  - (iii) Any member of staff involved in a situation where there is a safeguarding issue may wish to seek support themselves from the Safeguarding Manager. If necessary they can talk through a situation without identifying the student.
  - (v) The Pastoral Mentors support students with low level concerns; students dealing with disclosure and the emotional distress associated with abuse can be referred to an outside agency by the Safeguarding Manager.

### 3. **ALLEGATIONS ABOUT A MEMBER OF STAFF**

**Lancaster and Morecambe College will follow procedures laid down by Lancashire County Council and the Safeguarding Children Partnership.**

- (i) **Any suspicion, allegation or actual abuse of a child by a member of staff must be reported to the Principal, DSL and Safeguarding Manager as soon as possible (KCSIE part 4). If within 24 hours of the initial concern arising it has not been possible to contact the Principal, the matter must be reported to the DSL or Safeguarding Manager.**
- (ii) **On being notified of any such matter the DSL or Safeguarding Manager shall:**
  - **Notify the Principal within 24 hours**
  - **Take such steps as s/he considers necessary to ensure the safety of the child in question and any other child who might be at risk**
  - **Report the matter to Children's Services Support Hub (CSSH) / Local Authority Designated Officer (LADO) Tim Booth 01772 536694**
  - **Ensure that a report of the matter is completed by the person who reported the original concern**
- (iii) **If the DSL or the Safeguarding Manager is the subject of the allegation or complaint the matter must be reported to the Principal.**
- (iv) **If a complaint has been made against the Principal, the Chair of Governors will deal with it.**
- (v) **Any disciplinary investigation will be conducted in accordance with College disciplinary procedures.**



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#### 4. **WRITTEN RECORDS**

- (i) The DSL and/or Safeguarding Manager shall retain a copy of:
  - The report
  - Any notes, memoranda or correspondence dealing with the matter
  - Any other relevant material
- (ii) The DSL and Safeguarding Manager will take into consideration on a case by case basis which staff need to know information about a student and for what purpose.
- (iii) Copies of report, notes, etc., should be kept securely locked at all times in room H10.
- (iv) According to current guidance, records should be kept until the person's 25th birthday except if the child is also a CLA and then it is to be kept for 45 years. If the child has a SEN statement then the file needs to be kept indefinitely.

#### 5. **TRAINING**

All new staff will receive face to face Safeguarding, Child Protection and Prevent training delivered by the Safeguarding Manager; up-date training will be provided at least every three years, as appropriate, to members of staff to ensure that they are aware of safeguarding procedures; Safeguarding, Child Protection & Prevent updates are provided throughout the year and are also part of all staff Professional Development Days. All new staff will complete on-line training in Safeguarding & Prevent; e.Safety and Cyber Security during Induction. On line updates will be taken by all staff annually. Specialist training will be provided for the DSL, Safeguarding Manager, Senior Leadership Team and others with safeguarding responsibilities every two years.

#### 6. **REVIEW AND MONITORING OF THESE PROCEDURES**

It will be the responsibility of the DSL and Safeguarding Manager to review and monitor the procedures and to seek the advice of the Safeguarding Children Partnership to bring about a change in the procedures if necessary.

#### 7. **PREVENTION OF VIOLENT EXTREMISM – THE 'PREVENT' DUTY- further information can be found in KCSIE Annex B**

All FE providers have a duty to safeguard their students. Prevent is about safeguarding our students to keep them both safe and within the law. The Prevent Duty is not about preventing students from having political and religious views and concerns but about supporting them to use those concerns or act on them in non-extremist ways. Providers from across the sector will find resources on the website below, to support them in adopting the Prevent Duty.

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**Source: <https://www.gov.uk/government/publications/prevent-duty-guidance>**

**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." This also includes calls for the death of members of the British armed forces.

Radicalisation - the Government has defined radicalisation in the Prevent Duty as: "the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups".

**British Values – Fundamental British Values underpin what it is to be a citizen in a modern and diverse Great Britain valuing our community and celebrating diversity. These values are Democracy, Rule of Law, Respect and Tolerance and Individual Liberty.**

College staff should be aware of signs of radicalisation and have the confidence to report their concerns to their Safeguarding Team (see Appendix 4 for Safeguarding (including Prevent Duty Flowchart)

Any such concerns should be reported directly to the Safeguarding Manager who will liaise with the local contact at Lancashire Police Prevent Team.

The College will also promote the ethos of the 'Prevent' agenda by encouraging free and open debate, but challenging extreme views. It will encourage, through its classroom practice, central tutorial, theme weeks and induction activities, a belief in Equality of Opportunity and the celebration of Diversity.

### **Combating Gangs, Violence and Weapon Crime**

Lancaster and Morecambe College acknowledges similarities with Prevent and approaches to being groomed of learners in relation to Combating Gangs, Violence and Weapon Crime. The College will promote awareness through a centralised tutorial programme, awareness events and contacts/partnerships within the local community.

- 8.1 The College will work in partnership with the relevant authorities including the Police and the Home Office who provide practical help to prevent people from being drawn into Gangs, Violence and Weapon Crime and ensure they are given appropriate advice and support.
- 8.2 College staff should be aware of signs of Combating Gangs, Violence and Weapon Crime and have the confidence to report their concerns to their Safeguarding Team (see Appendix 4 for Safeguarding Flowchart)
- 8.3 Training to ensure staff awareness of Combating Gangs, Violence and Weapon Crime will be included in the induction process and annual safeguarding updating.

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- 8.4 Young people and vulnerable groups are particularly targeted by groups who may promote Combating Gangs, Violence and Weapon Crime, and awareness will be developed throughout the Lancaster and Morecambe College Study Programme.
- 8.5 Any such concerns should be reported directly to the Safeguarding Manager who will liaise with the local contact at Lancashire Police.
- 8.6 The College will also promote the ethos of the prevention in relation to County Lines, Combating Gangs, Violence and Weapon Crime agenda by encouraging free and open debate, but challenging extreme views. It will encourage, through its classroom practice, central tutorial, theme weeks and induction activities, a belief in Equality of Opportunity and the celebration of Diversity.
- 8.7 The College will not host or allow its premises to be used by violent groups and will seek to prevent the distribution of literature or any information relating to Combating Gangs, Violence and Weapon Crime.
- 8.8 Promotion of any organisations linked to Combating Gangs, Violence and Weapon Crime is contrary to the values of the College and could constitute misconduct.

### **Useful links:**

[www.preventforFEandtraining.org.uk](http://www.preventforFEandtraining.org.uk)

<https://www.gov.uk/government/publications/prevent-duty-guidance>

<https://www.educateagainsthate.com>

<http://www.safecampuscommunities.ac.uk/>

<http://www.360safe.org.uk/>

[www.tes.co.uk](http://www.tes.co.uk)

<https://www.gov.uk/government/publications/the-terrorism-act-2006>

<https://www.gov.uk/government/collections/counter-terrorism-and-security-bill>

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## **\*Key to staff**

<b>CR</b>	<b>Charlotte Rawes (DSL)</b>	<b>Vice Principal</b>
<b>DB</b>	<b>Danny Brathwaite</b>	<b>Principal</b>
<b>PF</b>	<b>Peter France</b>	<b>Vice Principal Finance and Resources</b>
<b>IP</b>	<b>Iain Parkinson</b>	<b>Director for Curriculum &amp; Innovation</b>
<b>BM</b>	<b>Bev Martindale (DDSL)</b>	<b>Safeguarding Manager</b>
<b>CF</b>	<b>Cathryn Foster</b>	<b>Health &amp; Safety Manager</b>
<b>ND</b>	<b>Neil Dyson</b>	<b>Estates Manager</b>
<b>AB</b>	<b>Angela Bathgate</b>	<b>Director of HR Support &amp; Strategy</b>
<b>JW</b>	<b>Jonny Wright</b>	<b>Computer Services Operations Manager</b>
<b>JP</b>	<b>John Pollard</b>	<b>Finance Manager</b>
<b>SS</b>	<b>Suzanne Sunter</b>	<b>PA to the Principal</b>
<b>TBC</b>		<b>Safeguarding &amp; EDI Governor</b>
<b>TBC</b>		<b>Health, Safety &amp; Estates Governor</b>

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## Appendix 1

### DEFINITION / INDICATORS OF ABUSE

#### Signs of possible child abuse

It is important to remember that lists such as the one below are neither completely definitive nor exhaustive. The information in such lists has to be used in the context of the child's whole situation and in combination with a range of other information related to the child and his / her circumstances.

There can be no overlap between all the different forms of child abuse and all or several can coexist.

N.B. The College does provide services for a number of children (Nursery; Sports activities; The Eden Project) and therefore this list covers all ages from pre-school upwards.

**Abuse:** Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

#### **Extra-familial harms – The importance of considering wider environmental factors in a child's life that may be a threat to their safety and /or welfare: KCSIE (2023) paragraph 23 says:**

Children can be at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual abuse (including harassment and exploitation), domestic abuse in their own intimate relationships (teenage relationship abuse), criminal exploitation, serious youth violence, county lines, and radicalisation.

#### **For definitions of Abuse or Context of topics below- please see KCSIE:**

Physical abuse	Neglect	Emotional abuse	Sexual abuse	Child Child Abuse	on	So-called 'honour' based Abuse (HBA)
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#### **Sexual Violence and Sexual Harassment between Children in Schools and Colleges**

Child Sexual Exploitation

Child Criminal Exploitation – County Lines

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Female Genital Mutilation (FGM) Mandatory reporting duty for teachers.

Radicalisation

Extremism

Children & The Court System

Children Missing from / Absent from Education – more information at paragraph 175 KCSIE

Children with family members in Prison

**Domestic Abuse - The Domestic Abuse Act 2021 – Please see KCSIE**

**Voyeurism (*Offences*) Act – Please see KCSIE**

**Homeless Reduction Act 2017 – Please see KCSIE**

**Operation Encompass**

The DSL & DDSL will: -

- Ensure that they are suitably trained in order to fulfil its obligations under Operation Encompass
- Ensure that the college's commitment to Operation Encompass is known throughout the college community via the means of staff training, parental letters, posters and the college website
- The college will provide an overview of Operation Encompass with the names of the Op Encompass leads and a link to the Op Encompass website (<https://www.operationencompass.org/>)

Operation Encompass leads at Lancaster & Morecambe College are Charlotte Rawes and Bev Martindale *The National Domestic Abuse helpline can be called free of charge and in confidence, 24 hours a day on 0808 2000 247.*

**Mental Health –**

All staff at Lancaster & Morecambe College are aware that mental health problems can, in some cases, be an indicator that a child / vulnerable adult has suffered or is at risk of suffering abuse, neglect or exploitation.

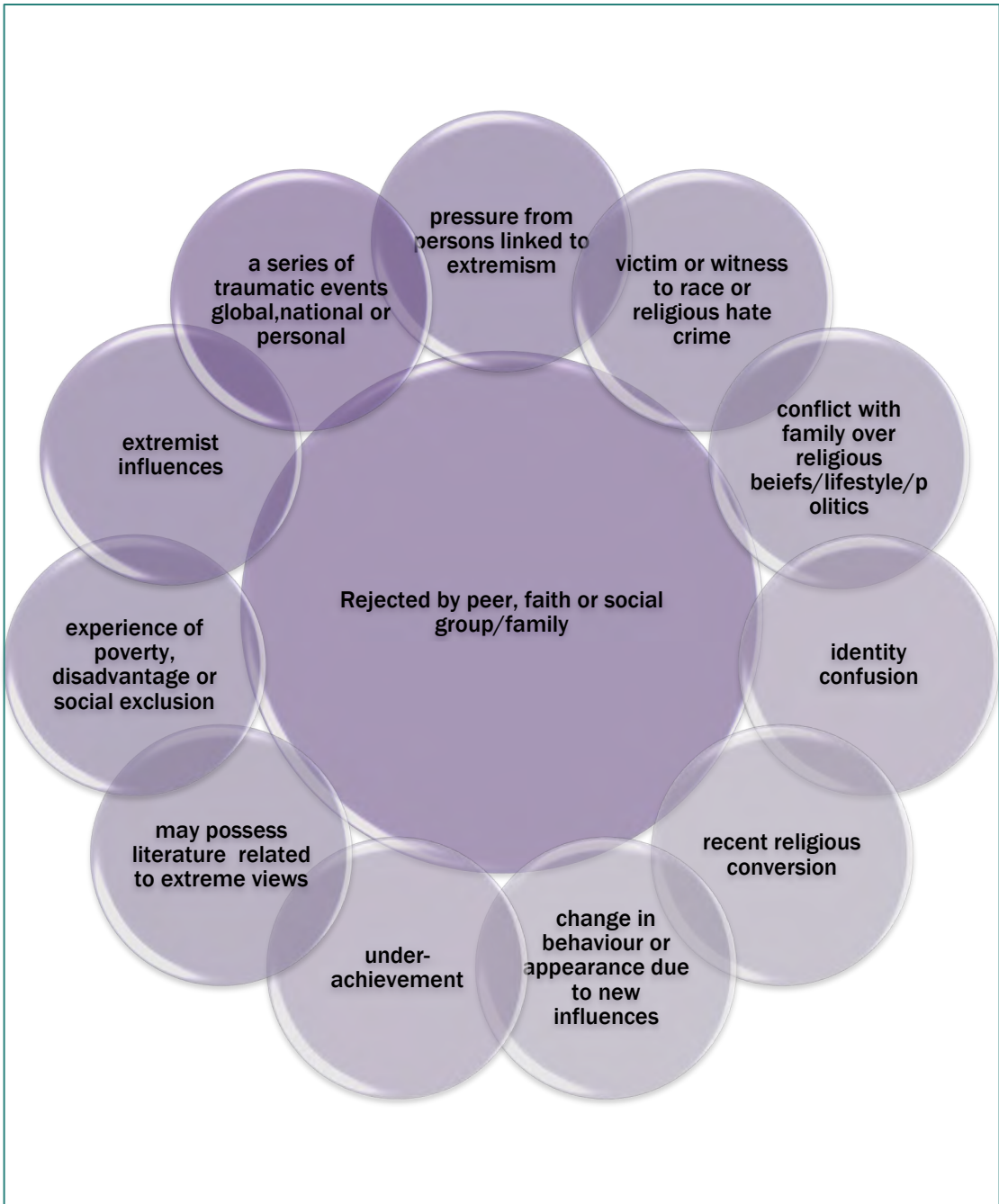
College staff are not expected or trained to diagnose mental health conditions or issues but, may notice behaviours that may be of concern.

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Where staff have a mental health concern about a child (including year 10 & 11) or vulnerable adult, that may also be a safeguarding concern, they should raise the issue by informing the DSL or Safeguarding Manager, by completing a Safeguarding Alert via On-track.

### **Serious Violence-**

All staff should be aware of the indicators, which may signal children are at risk from, or are involved with, serious violent crime. These may include increased absence from school or college, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation.





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## **Appendix 2**

### **PROCEDURE FOR MANAGING ALLEGATIONS AGAINST ADULTS WHO WORK IN LANCASHIRE EDUCATION SETTINGS**

Allegations will be brought to the attention of the DSL and DDSL. The DSL and DDSL will seek advice from the LADO to agree whether internal or external investigations will be required.

Where a serious allegation is identified the Police and Children's Social Care will investigate, not the College and the College will fully cooperate with these external agencies.

Where an internal investigation has been agreed, in discussion with the LADO, the DSL and DDSL will liaise with the Director HR Strategy & Support, to implement the College Disciplinary Procedure (STAFF), keeping the LADO informed of the process and outcome as required.

#### **1. INTRODUCTION**

- 1.1 All adults (including volunteers) who come into contact with children and young people have a responsibility to safeguard and promote their welfare. They are also vulnerable to the potential for false, malicious or misplaced allegations being made, either deliberately or innocently, arising from normal and proper association and conduct. However, it is regrettably the case that some adults / professionals have been found to be perpetrators of child abuse and / or for behaving in ways which have harmed children which indicate that they are unsuited to working with them.
- 1.2 Scenarios within which allegations against adults working with children and young people arise can be complex and allegations may emerge for a number of reasons. Those responding to these scenarios need to be sensitive to the needs of all involved and the potential implications of non-adherence to these procedures, which should be applied with common sense and in line with the principles of natural justice.
- 1.3 It is imperative that all staff who may be the subject of an allegation are afforded the same level of advice and support throughout the application of this and / or any related procedure. Compliance with these procedures should help to ensure that allegations of abuse are dealt with expeditiously, consistent with a thorough and fair process.

**Please see Part 4 of KCSIE**

**Safeguarding concerns or allegations made about staff, including supply teachers, volunteers and contractors**

#### **3. ROLES AND RESPONSIBILITIES (Also see Appendix 3: Glossary of terms)**

#### **4. THE LOCAL AUTHORITY DESIGNATED OFFICER (LADO)**

- 4.1 The Local Authority has appointed a Local Authority Designated Officer (LADO). The LADO in Lancashire is Tim Booth who can be contacted as follows: Telephone: 01772 536694  
e-mail: [Tim.booth@lancashire.gov.uk](mailto:Tim.booth@lancashire.gov.uk)

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4.2 The LADO's role extends across allegations within all agencies and organisations and includes:

- The management and oversight of individual cases
- Providing advice and guidance to employers and voluntary organisations
- Liaising with the Police and other organisations
- Monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process.

This will normally be undertaken by the Principal although, in the unlikely event that the Principal is unavailable, another senior member of staff i.e. Designated Senior Leader (DSL) or Safeguarding Manager should be notified in order to take necessary action and avoid delay. The allegation issue can be followed up once any immediate risk issues have been addressed.

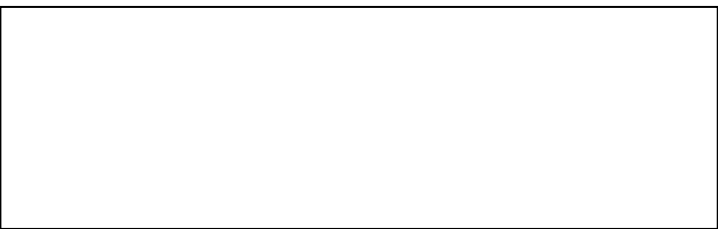
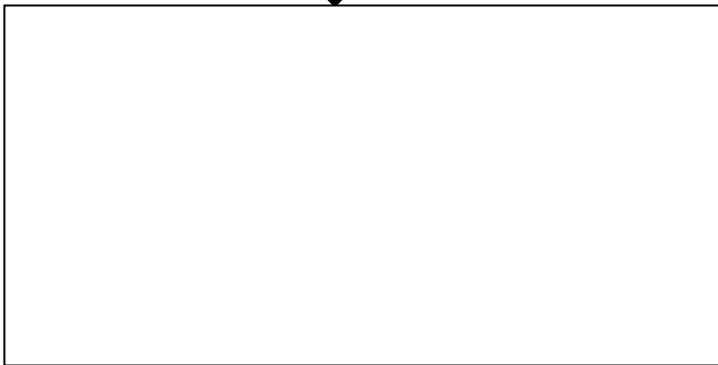
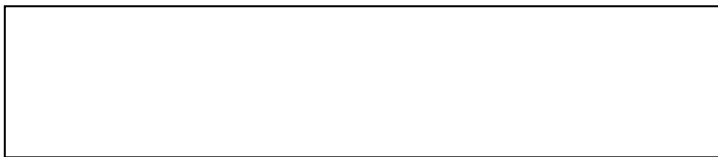
### APPENDIX 3: GLOSSARY OF TERMS, ROLES AND RESPONSIBILITIES

<b>Local Authority Designated Officer (LADO)</b>	<p>Located within the Safeguarding Unit at County Hall, Preston, Tim Booth is Lancashire’s LADO and he is responsible for the management and oversight of all allegation cases across the county, providing advice and guidance to employers and voluntary organisations, liaison with Police and other agencies and monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process.</p> <p><a href="mailto:Tim.booth@lancashire.gov.uk">Tim.booth@lancashire.gov.uk</a></p>
<b>Independent Reviewing Officer (IRO)</b>	<p>While they are employed by the Children’s Services, the IRO team is not attached to another CS team or service. IROs chair strategy meetings and child protection conferences.</p>
<b>School’s Safeguarding Service / Safeguarding Unit</b>	<p>School’s Safeguarding Co-Ordinator and School’s Safeguarding Officer act as points of contact and a source of advice for any school or setting where a safeguarding or allegations issue arises.</p>
<b>Children’s Services (CS)</b>	<p>Children’s Services includes, among various other services, Children’s Social Care (CSC – formerly Social Services) and the Safeguarding Unit. The Safeguarding Unit is one of a number of non-locality based / centrally managed services and this is where the LADO, Senior IRO and Schools Safeguarding team are located.</p>
<b>Public Protection Unit (PPU)</b>	<p>Specialist Police teams which consist of detectives trained specifically to deal with child protection cases. PPU officers deal with suspected intra-familial abuse cases and allegations against adults working with children and young people, although they also contain domestic abuse and offender-specific officers too.</p>
<b>The Safeguarding Children Partnership</b>	<p>The Safeguarding Children Partnership (formerly LSCB) has responsibility for ensuring there are effective inter-agency procedures in place for dealing with allegation against people who work with children and for monitoring and evaluating these.</p>
<b>Single Point of Contact (SPOC)</b>	<p>SPOC is designed to ensure all safeguarding alerts and concerns are received in a consistent process and acted upon in accordance with local multi-agency policies and procedures.</p> <p>The primary duty is to act as a Single Point of Contact for people who wish to raise an alert or concern.</p>

APPENDIX 4: FULL PROCESS FLOWCHART



**Safeguarding and Child Protection Procedure  
(including Prevent Duty)  
(Children under 18 and Vulnerable Adults)**



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## **If a student makes a disclosure or staff member has concerns**

### **Staff should not**

- Do nothing / assume that another agency will act or is acting.
- Promise confidentiality / say you can keep a secret – you may have to pass information on.
- Attempt to resolve the matter themselves.

### **Staff should**

- Listen.
- Take young person seriously
- Act without delay, complete a Safeguarding Alert through On track (if concerned but unsure whether issue needs to be reported, talk your concerns through with one of the named people above)

**Review date :** 1<sup>st</sup> September 2020 & 20/05/2021 & Sept 21 /  
Sept 2022

**Reviewed by:** DSL & Safeguarding Manager (DDSL) – August  
2023

**Date of next review:** September 2024