

## **Procedure for Child Protection and the Safeguarding of Vulnerable Adults**

### **1. Introduction**

- 1.1. It is our intention to ensure that all staff are aware of and recognise the College's responsibilities to deal with any suspected incidents of abuse or serious risk of abuse in the appropriate manner. This process is informed by the College's Safeguarding Policy and applies to all staff, children, young people and vulnerable adults, as identified below, who participate in College activities.

### **2. Responsibilities**

- 2.1. The Director of Campus and Residential Services is the Designated Safeguarding Lead (DSL). There is a Deputy Designated Safeguarding Lead (DDSL) at Riseholme and one at Bishop Burton. If these staff are not available, the Principal has responsibility for deciding what action, if any, should be taken on all reported, suspected or disclosed abuse of a student.
- 2.2. If the DSL, DDSLs or the Principal are the subject of any allegation of abuse, the Chair of Governors will be responsible for deciding what action, if any, should be taken.
- 2.3. All College staff, both teaching and non-teaching, are responsible:
  - for reporting to the DSL, or in the absence of the DSL either of the DDSLs any suspected abuse of a student, abuse personally disclosed by a student or issues that are cause for concern relating to abuse or neglect and
  - adhering to the College procedures, when reporting such matters.

### **3. Definitions**

- 3.1. A "child" is defined by Keeping Children Safe in Education 2016 and updates (Sept 2021), as anyone under the age of 18. Therefore, school pupils aged 14-16 who attend the College will also come under the scope of this procedure.
- 3.2. "Vulnerable adults" are students who are over 18 years of age but who, due to a mental condition, disability or illness may have a reduced capacity to give consent to disclosure of abuse allegations or suspicions. The following indicators may be used to identify an adult who is, or may become "vulnerable" while they are registered with the College:
  - Is, or may be, in need of community care services by reason of mental or other disability, age or illness;

- Is, or may be, unable to take care of himself or herself;
- Is unable to protect him or her against significant harm or serious exploitation.

3.3. Abuse relates to the mistreatment of an individual and/or their human and civil right by any other person or persons, and may consist of single or repeated acts. Incidents of abuse can be either to one person or more than one person at a time. Abuse and/or harmful behaviours can be either deliberate or the result of negligence, ignorance, lack of training, knowledge or understanding. Somebody may abuse or neglect an individual by inflicting harm or by failing to prevent harm. Within the context of this procedure abuse and harmful behaviours are defined through ten main categories:

- i. Physical
- ii. Emotional/psychological
- iii. Neglect
- iv. Sexual
- v. Domestic abuse
- vi. Bullying and cyberbullying
- vii. Financial
- viii. Discriminatory
- ix. Organisational
- x. Modern slavery

#### 4. Method

- 4.1. If a member of staff has had abuse disclosed to them by a student or other person(s) the member of staff must take the complaint, allegation or suspicion seriously and should record the facts as disclosed, noting, preferably the exact words quoted, before seeking **immediate** guidance from the DSL, DDSLs or the Principal.
- 4.2. This member of staff, known hereafter as the reporting member of staff, should keep questions to the minimum necessary to understand what is being alleged. The reporting member of staff should listen carefully and avoid leading comments or questions as these may cause problems for further investigations or proceedings.

- 4.3. The reporting member of staff should take the student to meet with the DSL immediately if appropriate to do so. This provides immediate support for both parties.
- 4.4. If this is not possible the reporting member of staff must ensure the information about the allegation is provided in writing for the DSL as a matter of urgency ensuring the information is received by the DSL on the day that it is disclosed. If the DSL is not available one of the DDSLs must be informed of the issue on the day it occurred.
- 4.5. Throughout the process, promises of confidentiality are not to be given even if this causes a withdrawal from the process by the student, although the reporting member of staff should still report the issue to the DSL.
- 4.6. The reporting member of staff and the DSL will always make clear to the student that there is no promise of confidentiality whilst giving reassurance that the matter will only be made known to appropriate people.
- 4.7. Should the student decide to withdraw from the process the DSL will endeavour to trigger relevant external support; the NSPCC or the local authority safeguarding board being the two most frequently used links. If support is agreed upon, the DSL will provide the student with access to a telephone in a private space for the student to contact these agencies.
- 4.8. The reporting member of staff's responsibility towards the process will, in most instances, cease once the DSL/ DDSLs have been given the information. If the student will only continue with the process in the presence of the reporting member of staff, the continuation of their presence will be agreed with the reporting member of staff. In some instances, the disclosures are upsetting and the reporting member of staff will be provided the option of counselling if they need it. In all cases the DSL will endeavour to quickly remove the link with the reporting member of staff.

Not all safeguarding issues are reported through by a member of staff, those reported by another student may lead to that reporting student bringing the student in question to the DSL/ DDSLs. In these instances, the reporting student needs to be removed from the process as quickly as possible. If the reporting student is under 18 years of age they will not be allowed to attend the interview referred to in 4.11.

- 4.9. Once the DSL or DDSLs is involved, the reporting member of staff must not directly discuss or process anything related to the safeguarding issue at all with the student unless with the agreement from the DSL.

## Referrals

**'Where a child is suffering, or is likely to suffer from harm, it is important that a referral to children's social care (and if appropriate the police) is made immediately. Referrals should follow the local referral process'. (KCSiE 2020)**

If there is a risk of immediate, serious harm and the reporting member of staff cannot contact the DSL, DDSLs or Principal, a referral should be made immediately. Any member of staff can make a referral in this case. The Local Authority nearest to the child/young person's home address should be contacted. If a child is at immediate risk of harm, the police must be contacted on 999.

Where referrals are not made by the DSL/DDSL, the DSL should be informed as soon as possible that a referral has been made.

4.10. The responsibility of the DSL is to ensure timely referrals, follow up if there are issues and no apparent improvement and request re-consideration of the situation if required.

4.11. The DSL will gather and record the facts preferably in the presence of the student.

The basic information should capture:

- Date/time of incident/s
- Place where the alleged incident/s occurred
- Names of alleged victim and, if not the same person, the name/s of those reporting the incident
- The date of birth and home address of the alleged victim
- An overview of the incident and the names/ages of anyone involved (if known) and their address (if known)
- A description of any injuries.
- Some understanding of any other family members if the incident occurred in the family home, their ages and the likely risk to siblings or minors within the household.

4.12. Account must be taken of any special requirements a student may have, particularly a physical/mental health condition which might mask the abuse or make communication between the student and the DSL difficult. In such

instances, if specialist agencies are required, the DSL will decide on the course of action to take.

4.13. Where relevant and subject to the judgement of the DSL, referrals will be made by the DSL or DDSLs to the relevant Local Authority in the following instances:

- Allegation of abuse of an Under 18-year-old or vulnerable adult
- Allegation of any sexual transgression

The DSL will make the referral to the local authority responsible for the student, in accordance with their home address

Where relevant and subject to the judgement of the DSL, referrals will be made by the DSL or DDSLs to the Police in the following instances

- If there is an immediate threat to the student
- If a criminal offence is thought to have taken place
- If minors within the home are thought to be at risk of immediate harm

Any referral to the Police will require name, address and date of birth. The central Police number 999 or 112 will be used for emergencies, the Police information number 101 will be used for none urgent information.

**The following thresholds for Local authority or Police referrals will apply;**

**Level 1 (Negligible risk)**

Under 18/vulnerable adult not at risk of harm. Response is College action and support services.

**Level 2 – (Low risk to Vulnerable)**

Under 18's/vulnerable adult's needs are not clear, not known or not being met.

**Level 3 – Complex**

Complex needs likely to require intervention from statutory service.

**Level 4 – Acute**

Serious need – urgent referral required.

4.14. The DSL will record the contact names and numbers for each incident and should expect feedback within 48 hours of the referral from the Local Authority. The student in all instances is made aware of the referrals.

The student may or may not agree with referring the issue.

If the student agrees and understands the implications of a referral, the referral phone call to the Local Authority can be made by the DSL with the student in the room (if they wish). In this instance the student will be fully involved in discussions about implications and timeframes and this provides support immediately for the student.

If the student does not want a referral to be made but the College has a legal responsibility to do so then the student is unlikely to be involved in the conversation with the Local Authority and/or Police. The DSL will ensure the Authority and/or Police are aware that the student does not agree to the referral and why. This situation creates a higher risk to the student in most cases as the reason for their reluctance is linked to implications for their home and home life. The DSL will ensure the Authority is aware of this concern.

The under 18-year-old student or vulnerable adult should have their next of kin informed of the referral. However, this contact with the next of kin by the College will be dictated by the issue and, in relevant circumstances, the next of kin will be agreed with the Police or Local Authority. The College Procedure for Student Emergency Contact (OP 2.24) can also be utilised. It is expected that the next of kin will be contacted by the Authority in all instances.

4.15. The DSL will facilitate the link between the authorities and the student.

The College will;

- Provide neutral meeting rooms if meetings are required to be held on campus.
- Support with staff in attendance at Police interviews with under 18s/Vulnerable Adults if necessary.
- Release students from class if needed for interviews.
- Ensure the college provides support for the student through revised and agreed risk assessments during the referral stages.

4.16. Post referral – the DSL may share information with relevant College staff.

4.17. The DSL is responsible for updating the reporting member of staff of progress and the status of the student case throughout.

4.18. The DSL is responsible for maintaining accurate records on referrals (see point 6 within this document). These records will be kept indefinitely.

## **5. Other Referrals**

5.1. Continuing the theme of protecting students there is currently a risk in relation to the radicalisation of students. The College recognises this risk and is engaged with

the Humberside Police’s planning processes and Prevent strategies to mitigate this risk as far as possible. The engagement with the Police has included an expectation that staff would be aware of the referral process which, in the instance of possible radicalisation, would be through the DSL to the Police.

## 6. Recording of Information

All matters relating to safeguarding will be recorded by the DSL/DDSLs on the College’s central Child Protection Online Management System (CPOMS). This system permits secure storage and sharing of information between relevant agencies.

## 7. Related Documents

Safeguarding Information Pack	CQD186
Safeguarding Incident Report Form	see CQD186
Procedure for Student Emergency Contact	OP 2.24

**Updated:** January 2022

**By:** Director (Campus and Residential Services)

### Procedure Approval

Job Title of Approver <b>Director (Campus &amp; Residential Services)</b>	Name of Approver <b>A Paling</b>
Date: 27 January 2022	Signature: 