



SAFEGUARDING POLICY

Child, Young Person and Adults at Risk 2025-26

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1. Scope

This policy covers all children up to 18 years of age and adults at risk studying at or visiting any premises of the college. The policy also covers all College staff, Governors and visitors who are at immediate danger of harm from themselves or others and/or are experiencing difficulties with one or more element of their lives.

For the purposes of this policy, children are defined as persons under the age of 18. The fact that a child has become sixteen years of age and is living independently does not change their status or their entitlement to services or their protection under the Children Act 1989. An adult at risk is 18 years or older and is unable to look after their own well-being, property, rights, or other



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interests. They may also be at risk of harm from themselves or others and may be more vulnerable to harm due to a disability, mental ill health, or physical illness.

The college recognises a vulnerable student as someone who has multi-agency support due to safeguarding or has a College Pastoral Support Assessment in place led by the safeguarding team.

The policy aligns with the Colleges Ready, Respectful, Safe ethos and identifies specific duties to support full time, part time, apprentices, and work-based learning students.

2. Designated staff with responsibility for Safeguarding and child protection

The Designated Safeguarding Lead and Mental Health Lead (DSL) for the College is Bev Jackson, Head of Student Services, 01432 365566 or mobile 07962609734.

In the DSL's absence a DDSL should be contacted:

Deputy Designated Safeguarding Leads (DDSL) for the College are:

- Nicola Butler, Safeguarding Manager and DDSL - 01432 365523 ext. 623 or mobile - 7790833601
- Michaela Farruggia, Senior Wellbeing and Pastoral Mentor, DDSL – 01432 365472 ext. 272 or mobile 07967 732896
- Rachel Wilson Senior Wellbeing and Pastoral Mentor, DDSL – 01432 365472 ext. 356 or mobile 07494499212.
- Lynne Hughes, Senior Wellbeing and Pastoral Mentor, DDSL – 01691 688067 or mobile 07436 263799

DDSLs deputise for the DSL in their absence and/or unavailability, or when discussions have been held with the DSL and agreement has been reached that the DDSL is better placed to undertake the duties required.

The governors with specific responsibilities for child protection, Mr. Alan Laying the Chair of the Governors, and Peter Houghton, Governor.

3. Policy purpose

3.1 Policy statement

HLNSC recognises that young people and adults have a fundamental right to be protected from harm and exploitation and that students cannot learn effectively unless they feel and are safe. The College is committed to ensuring that best practice is adopted when working with all students, offering them support and protection. The college accepts that it has a legal and moral responsibility to implement procedures, to provide a duty of care to young people and adults at risk, to safeguard their wellbeing and to protect them from abuse. This Policy therefore supports



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all students and apprentices enrolled at the College. The policy also supports the welfare and safety of staff, Governors and visitors of the College.

Section 175 of the Education Act 2002 requires local education authorities and the governors of maintained schools and further education (FE) colleges to plan to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children and young people.

In accordance with the Counterterrorism and Security Act 2015, there is a statutory duty on colleges to “have due regard to the need to prevent people from being drawn into terrorism”. This is known as the Prevent duty. To fulfil this duty, HLNSC liaises with the DfE area prevent lead to receive updates regarding local and national concerns. Children’s services ‘front door’ is the route to refer students of concern to the relevant agency.

This policy is promoted to all staff and students via the recruitment and induction processes, during student workshops and staff CPD events and is available on the College launchpad.

3.2 Policy Intent

The governing body is committed to ensuring that the College:

- Provides a safe education environment for children, young people and adults at risk
- Identifies and supports children and young people who are suffering, or likely to suffer, significant harm or abuse
- Takes appropriate action to ensure that such children, young people and adults at risk are kept safe, both at home and at the College.
- Recruits, trains and develops staff within the HLNSC safeguarding framework, meeting all statutory duties.

This policy has been developed in accordance with the principles established by: -

- The Children Act 1989 and 2004
- The Education Act 2002 and 2011
- The Equality Act 2010
- Working Together to Safeguard Children 2023
- The Safeguarding Vulnerable Groups Act 2006
- The Children and Social Work Act 2017
- Keeping Children Safe in Education 2025 - [Keeping children safe in education - GOV.UK](#)
- Counter-Terrorism and Security Act 2015 – PREVENT Duty guidance December 2023 - [Prevent duty guidance: England and Wales \(2023\) - GOV.UK](#)
- Sharing nudes and semi-nudes: advice for education settings working with children and young people 2020
- The Domestic Abuse Act 2021
- Meeting Digital and Technology Standards in Schools and Colleges March 2022, updated March 2023.
- Mandatory Reporting of Female Genital Mutilation - Procedural Information 2020
- Herefordshire and Shropshire Safeguarding Partnership Procedures

The College Management Team and Governing Body provide strategic leadership, ensuring all mechanisms are in place to meet the duties set out in KCSIE. The safeguarding policies and procedures are approved annually.



The College works in line with the following objectives:

- Raising awareness of issues relating to the welfare of children and young people, using a whole college approach.
- Aiding the identification and safe care of children, young people and adults at risk of harm or abuse, in line with government and local safeguarding partnership arrangements.
- Ensuring procedures for reporting concerns, record keeping and supporting identified vulnerable groups are pro-active, effective and robust via, My Concern.
- Ensuring all services and procedures are transparent and accessible to staff and students, working in line with the Equality Act and respecting individual protected characteristics.
- Establishing procedures for reporting and dealing with allegations against members of staff.
- The safe recruitment and continued professional development of staff.
- Supporting the identification of and action under the Prevent Duty.
- Partnership working with our employers and training organisations (as relevant) for co-operation with the college in ensuring appropriate safeguards for all students.

The College will refer concerns that a child or adult at risk might be exposed to or is at risk of significant harm to social care, police authorities and/or the appropriate agencies, utilising the appropriate multi-agency front door. The College will fulfill its responsibilities by informing the Local Authority Designated Coordinator (LADO) of issues and allegations against staff. The College will also ensure that it refers, as necessary, to the Disclosure and Barring Service and any other relevant organisations.

The college has a pastoral and wellbeing service that supports students and apprentices, face to face and remotely. The team are professionally curious; they recognise the indicators and benefits of early help.

Bev Jackson DSL has specific lead responsibility for child protection issues and is trained to a specialist level. The principal and all staff working for HLNSC will receive differentiated training covering how to identify, support and respond to child protection concerns. This training also addresses staff responsibilities, policy framework and procedures, with annual updates and full refresher training every 3 years.

The college management team and the governing body will receive an annual report which reviews how the duties within KCSIE have been discharged from the DSL.

4. Definitions and indicators of abuse

HLNSC and the governing body recognises the following descriptors and adopts KCSIE 2025 definition:

Keeping Children Safe in Education (2025) Definition

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing the 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

Abuse: a form of maltreatment of a child, it is agreed adults at risk of harm may also experience abuse: . Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused by other children or adults, in a family or in an institutional or community setting by those known to them or, more rarely, by others.

Physical abuse: a form of abuse that may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on their emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. **Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.**

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Females can also be abusers as can other children. The sexual abuse of children by other children is a specific safeguarding issue (also known as child-on-child abuse).

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE): The college recognises that child sexual and child criminal exploitation are forms of child abuse.

Different forms of harm often overlap, and perpetrators may subject children and young people to multiple forms of abuse, such as criminal exploitation (including county lines) and sexual exploitation.

Exploitation or abuse can be in exchange for something the victim needs or wants (for example, money, gifts or affection), and/or will be to the financial benefit or other advantage, such as increased status, of the perpetrator or facilitator. Children may also be exploited by other children, who themselves may be experiencing exploitation – where this is the case, it is important that the child perpetrator is also recognised as a victim. Child Exploitation can be a one-off occurrence or a series of incidents over time it can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence.

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs using dedicated mobile phone lines or other form of “deal line”.

Children and vulnerable adults are exploited to move, store and sell drugs and money.

Serious Violence the college team are aware that violence can often peak in the hours just before or just after college, when students are travelling. These times can be particularly risky for



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young people involved in serious violence. The college works with local policing and violence reduction units when required, supporting an inter-agency approach to safeguarding students.

Child on Child abuse can happen both inside and outside of college and online. The Colleges Ready, Respect, Safe ethos is clear, child on child abuse will not be tolerated. Child-on-child abuse is most likely to include but may not be limited to - bullying (including cyberbullying, prejudice-based and discriminatory bullying). Abuse in intimate personal relationships between children (sometimes known as 'teenage relationship abuse'). Physical abuse can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm. Sexual violence, such as rape, assault by penetration and sexual assault. Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment.

Domestic violence and abuse

Domestic abuse is an incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence in most cases by a partner or ex-partner, but also by a family member or carer. The new definition states both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be "personally connected". Children can be victims of domestic abuse as they may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse).

Honour Based Abuse – including Female Genital Mutilation (FGM) and Forced Marriage

'Honour'-based abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving 'honour' often involves a wider network of family or community pressure and can include multiple perpetrators. FGM means the partial or complete removal of the external female genitalia for non-medical reasons.

A Forced Marriage (FM) is a marriage conducted without the valid consent of one or both parties and where duress is a factor. FM is a specific offence under S121 of the Anti-Social Behaviour, Crime and Policing Act 2014 and came into force on 16 June 2014. Since February 2023 it has also 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 marriage.

Trafficking and Modern Slavery

Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs. Trafficking is the process of trapping people using violence, deception or coercion and exploiting them for financial or personal gain (including sexual).

Homelessness

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. The college's safeguarding team are aware of contact details and referral routes into the Local Housing Authority and they raise/progress concerns at the earliest opportunity.

5. Radicalisation & PREVENT

The college meets its PREVENT duty in line with section 26 of the Counter-Terrorism and Security Act 2015. HLNSC exercises its functions, to have 'due regard' to the need to prevent people from becoming terrorists or supporting terrorism".



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Children and adults at risk may be susceptible to radicalisation into terrorism. Like protecting children from other forms of harm and abuse, protecting children from this risk is part of HLNSC's safeguarding approach.

Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.

Radicalisation is the process of a person legitimising support for, or use of, terrorist violence. Terrorism is an action that endangers or causes serious violence to a person/people.

In meeting the duty College staff have targeted CPD to develop an awareness of signs of radicalisation and have the confidence to report their concerns. Students receive PREVENT workshops and related tutorial activities to raise awareness and promote British Values.

If any staff member has a concern, they should inform the DSL who will discuss the matter with other Senior Managers and external agencies as necessary. The DSL will utilise the local authority safeguarding front door and the National Prevent Referral form/process as necessary to gain support and advice regarding any concerns about students, staff, governors or visitors.

The college has a duty to ensure that the promotion of partisan political views in the teaching of any subject in the college does not take place. Students are offered a balanced understanding of opposing views. The promotion of extremism is against college values and would constitute misconduct on the part of both students and staff. The College has a specific process for authorisation of guest speakers.

6. Mental Health

At HLNSC we are committed to supporting and developing the mental health and emotional wellbeing of students and staff. The College understands the challenges faced by people with mental ill health and the impact that this can have on both their personal and academic lives.

Our motivation to support the mental health of all our students and staff is to understand, support, and contribute to the management of mental ill-health with commitment, passion and drive. The safeguarding team completes transition work for students disclosing support needs at application, each campus has a wellbeing HUB open every day in term time for drop in or tailored bespoke mentoring support. Residential students have support staff available each evening in addition to the wellbeing service.

The College has Health Assured who provide a telephone counselling service for students and apprentices 24/7. The service is funded by the College and clear escalation procedures are in place for risk levels 3 and 4. The college also has Mental Health First Aiders onsite.

The package of support is enhanced by the tutorial framework, personal development opportunities and the wider curriculum delivery. All students can access support directly in person and online, via tutor referral or using the QR codes around campus. The College has a strategy and action plan to that's supports this area of work.

7. E-Safety, Filtering & Monitoring



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HLNSC recognises the advantages of new technologies for staff and students as a means of communication and as a learning tool. However, this technology is open to abuse and can lead to the invasion of privacy and in its most serious forms, cyber bullying, grooming, trolling, PREVENT concerns and potential radicalisation, Child Sexual/Criminal Exploitation and the potential distribution of inappropriate images. The DSL oversees the college's filtering and monitoring restrictions. The College has specialist software to block and filter potentially harmful websites and access to materials; the college follows the DfE guidance for filtering and monitoring.

The Online Safety Act 2023 clarifies activity such as cyberflashing, epilepsy trolling, threatening communications, sharing and producing illegal imagery including deepfakes and encouraging self-harm as illegal (this list is not exhaustive). The college will treat all such concerns as gross misconduct.

The College delivers online safety within the wider curriculum offer as part of the Ready, Respect, Safe ethos, focusing on content, contact, conduct and commerce. This enables students to learn and manage the associated risks effectively and will support parents and the college community to become aware of and alert to, the need to keep children and young people safe online.

The student and parent handbook identifies the expectations for safe online behaviour, the colleges' approach to monitoring online activity, and how to escalate safeguarding concerns. College policies set out the appropriate use of technology while protecting the individual and maintaining a productive, working environment.

The college recognises:

Cybercrime is the use of computers or networks to commit crimes, such as committing fraud, trafficking, creating and distributing child pornography, stealing identities and/or violating privacy. Using such as ransomware, hacking, phishing and DDOS attacks. The college will work with the National Crime Agency (UK law enforcement agency that investigates and disrupts cybercrime) when required.

Disinformation is false information that is deliberately created and spread to cause harm, mislead or manipulate people. The college will treat all such concerns as gross misconduct.

Conspiracy theories are stories or ideas that claim events are secretly being controlled by powerful groups, often without evidence. These stories can make children fearful, mistrust adults or authorities and increase vulnerability to harmful influence. The college will manage concerns in relation to conspiracy theories as gross misconduct

Misinformation is the false or misleading information that is shared by someone who believes it to be true. They are not trying to cause harm, but what they pass on is wrong and can mislead others. This will be managed in line with the appropriate level of Ready, Respectful, Safe and well-being support given to all students involved.

Generative AI technology is recognised by the college as posing a variety of risks to children. Any concern with potential to cause harm using AI-generated technology, such as child sexual abuse material (AI-CSAM), bullying, sexually harassment, grooming, extortion, and misleading children will be managed in line with this child protection policy, as gross misconduct.

8. Designated Staff Roles and Responsibilities

8.1 Designated Safeguarding and Mental Health Lead (DSL) is responsible for:

- Maintaining designated safeguarding lead at a specialist level and Level 4 for mental health
- Overseeing the referral of cases of suspected abuse or allegations to the relevant investigating agency
- Providing advice and support to other staff on issues relating to child protection



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- d. Ensuring that a proper record of any child protection referral, complaint or concern (even where that concern does not lead to a referral) is maintained on My Concern
- e. Ensuring that parents of children and adults at risk within the College are aware of the College's child protection policy
- f. Liaising with the HSCP, SSCP and other appropriate agencies, and overseeing other safeguarding staff as appropriate
- g. Ensuring that appropriate arrangements are made for the pupils of secondary schools which send pupils to the College
- h. Ensuring that appropriate safeguards are put in place for employers and training organisations that receive children or young people from the College on long term placements
- i. Ensuring that staff receive basic training in child protection issues and are aware of the College child protection procedures.
- j. Lead responsibility for filtering and monitoring, in line with the Filtering and Monitoring Standards.

The DSL will provide regular reports to the College Management Team and the Governing body setting out how the College has discharged its duties. The DSL is responsible for reporting deficiencies in procedure or policy identified by the HSCP and SSCP (or others) to the governing body at the earliest opportunity.

Policies and procedures can be found on the College's launchpad and website.

8.2 Deputy Designated Safeguarding Leads (DDSL) are responsible for:

Raising awareness of issues relating to the welfare of children and young people, and the promotion of a safe environment for the children and young people learning at the College. DDSLs will have received training in safeguarding and child protection issues and, although not legally required, will be trained to specialist level and will receive refresher training at least every 2 years.

When the DSL is not available or in conjunction with the DSL, the DDSL is responsible for:

- a. Overseeing the referral of cases of suspected abuse or allegations to the relevant investigating agency.
- b. Providing advice and support to other staff on issues relating to child protection.
- c. Maintaining a proper record of any child protection referral, complaint or concern (even where that concern does not lead to a referral).
- d. Ensuring that parents of children and adults at risk within the College are aware of the College's child protection policy.
- e. Liaising with the HSCP, SSCP and other appropriate agencies
- f. Ensuring that appropriate arrangements are made with secondary schools which send pupils to the College.
- g. Ensuring that appropriate safeguards are put in place for employers and training organisations that receive children or young people from the College on long term placements.
- h. Ensuring that staff receive basic training in child protection issues and are aware of the College child protection procedures.

8.3 Safeguarding Manager and DDSL role



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- a. Support the DSL and Senior Wellbeing and Pastoral Mentors/DDSLs to ensure that the College environment is safe and conducive to learning.
- b. Be a DDSL standing in for the DSL as and when required.
- c. Provide support and advice to the other DDSLs, members of the organisation's Safeguarding Network and all staff on safeguarding, child protection and PREVENT related issues.
- d. Deal with external agencies and maintain safeguarding and child protection records.
- e. Be the Designated Teacher for all Looked After Children.
- f. Be the Safeguarding Manager for all learners and act as a safe person for learners to contact who feel under threat from other learners or college users or who may be experiencing difficulties.
- g. Support the DSL and DDSLs in referring vulnerable learners to the appropriate internal and external support services as necessary, including access to learning support.
- h. Support the DSL in being the College link for safeguarding related external organisations for example the MASH team, FPoC, Police, probation, youth offending, LAs and other agencies.
- i. Access and co-ordinate communication from, and to, external organisations both verbally and in written form to include emails and Police reports, referrals and information via Anycomms or from FPoC.

8.4 Designated Staff Members – Wellbeing & Pastoral Mentors role

- a. Report issues to the DSL or a DDSL as appropriate
- b. Deal operationally with safeguarding issues as necessary in the absence of the senior mentor or staff member with lead responsibility in the relevant department
- c. Know how to make an appropriate referral
- d. Are available to provide advice and support to other staff on issues relating to child protection
- e. Have responsibility to be available to listen to children, young people and adults at risk studying at the College
- f. Dealing with individual cases, including attending case conferences and review meetings as appropriate.
- g. Received training in child protection issues and inter-agency working, as required by the Herefordshire and Shropshire Safeguarding Partnerships, and receive refresher training at least every 3 years

8.5 Designated Governors

The designated governors are responsible for liaising with the Principal and Senior Staff Member with Lead Responsibility over matters regarding child protection, including:

- a. Ensuring that the College has procedures and policies which are consistent with KCSIE and the Herefordshire and Shropshire Safeguarding Partnerships' procedures
- b. Ensuring that the governing body considers the College policy on child protection each year
- c. Ensuring that each year the governing body is informed of how the College and its staff have complied with the policy, including but not limited to a report on the training that staff have undertaken.
- d. The designated governors are responsible for overseeing the liaison between agencies such as the police, social services – as defined by the HSCP and SSCP in connection with allegations against the Principal or the DSL. This will not involve undertaking any form of investigation but will ensure good communication between the parties and provide information to assist enquiries.
- e. Designated Governors are responsible for ensuring all staff meet the expectations in line with the Filtering and Monitoring Standards.



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- f. The Designated Governors undertake termly professional challenge meetings with the DSL and Director of HR supporting service development and reflective practice.
- g. To assist in these duties, the designated governors receive appropriate training.

9 Absent/Missing from Education

HLNSC recognises young people absent and missing from education, particularly persistently, can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse, and child sexual and criminal exploitation.

The college recognises it may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, 'honour'-based abuse or risk of forced marriage. Early intervention is taken in line with the college's absence monitoring and reporting processes to identify the existence of any underlying safeguarding risk.

9.1 Dealing with a student missing from education:

- a. The College has an attendance reporting system in place and a dedicated absence hotline for each campus, this is in the student and parent handbook and all students are informed at induction.
- b. All students and parents/guardians of under 18's not reporting an absence receive a notification email requesting contact.
- c. Any young person under the age of 18 with a college pastoral support assessment CPSA 4+ identified level of risk not reporting their absence or registering for class will be directly contacted for a welfare call by their tutor/ curriculum support at the earliest opportunity.
- d. If the student does not establish contact, then the safeguarding team DDSLs will be called as priority. The team will link with police and parent/guardian/carers/social worker as identified on the CPSA.
- e. If the student does not have identified risk factors or a CPSA 4+ then attendance will be monitored by the tutor who will contact the student directly and escalate concerns to their next of kin, parent or guardian.
- f. If it is deemed that a child, young person or adult at risk is missing, the College will advise the parent/carer/next of kin of the organisation's duty to ensure that the matter is reported to the police and if necessary, follow this up by contacting the police to verify the reporting has occurred.
 - g. Attendance and absence monitoring are undertaken by the personal tutor, any concerns in relation to safeguarding is then reported to the DSL/DDSL.

10. Dealing with Sexual Violence and Harassment - Child on Child Abuse

Sexual violence and sexual harassment can occur between two children/young people of any age and sex from college. It can also occur online. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

If a student discloses an incident of sexual violence, please reassure the student and follow the process in section 11 below. If it is an immediate report of an alleged assault, contact the police and DSL/DDSL immediately and follow police guidance for securing potential evidence.

The DSL/DDSL will follow the guidelines below for child-on-child management as relevant.

For reporting of sexual violence and harassment students can access the College safeguarding HUBs at any time to report in person, they can report via email or text message using the QR code on all safeguarding posters. Anonymous reporting for general action such as campus safety, transport safety, etc can be provided through the student voice system. Students can also access anonymous 24/7 support and advice from Health Assured. Students receive workshops



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on healthy relationships, safeguarding, coercive control, personal safety and consent as part of their wider curriculum offer.

If students are alleged to have been involved in a sexually violent or harassment incident: -

- The DSL/DDSL must be contacted immediately.
- The DSL/DDSL will review the disclosures provided by the alleged victim and/or perpetrator.
- The DSL/DDSL will assess the situation and inform the Deputy Principal, the DSL may involve parents, carers or next of kin and the Police as deemed necessary and in conjunction with the young person's views.
- The alleged victim and alleged perpetrator will be supported, and arrangements put in place to keep both in education if safe to do so.
- The alleged perpetrator **may** also be suspended as a neutral act pending investigation by the college or police.
- An internal investigation will take place as necessary and in conjunction with any Police and/or social care advice. The investigation will focus on the perceived level of threat posed, the safety of individuals, student or staff. The specifics of the alleged sexual offence will not be reviewed; a reasonable judgment will be made when sufficient information is available regarding level of safety and risk on college site.
- If there is police involvement a CPSA risk assessment will need to take place so that a judgement can be made as to that individual's range of activity within the College, prior to the outcome of any formal investigation being known, unless suspension is in place throughout. During suspension the College will aim to continue the young person's education remotely.

11. Dealing with Disclosure of Abuse and Procedure for Reporting Concerns

The exact procedure will be determined in consultation with the HSCP/SSCP which establishes the locally agreed inter-agency procedures.

The College recognises that children may 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. Staff have professional curiosity and link with the DSL/DDSL if they have any concerns.

If a child, young person or adult at risk tells a member of staff about possible abuse:

- Listen carefully and stay calm.
- Do not interview them but question normally and without pressure, to be sure that you understand what they are saying.
- Do not put words into their mouth.
- Reassure them that by telling you, they have done the right thing.
- Inform them that you must pass the information on, but that only those that need to know about it will be told. Inform them who you will report the matter to.
- Note the main points carefully, using the exact words of the child, young person or adult at risk.
- Make a detailed note of the date, time, place, what they said, did and your questions etc. (Questions should only be used to establish an understanding of current level of risk).
- **If the child, young person or adult at risk is at immediate risk of significant harm inform the DSL or a DDSL straight away usually by phone or in person without delay**



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- Find out what they would like to happen, but make them aware that you may have to act against their wishes if you feel they or others are at risk of harm (e.g. they may ask you not to disclose it to anyone else)
- Adult learners have the right to make their own choices where they can do so, apart from if their actions may put a child at risk
- Record all information onto the Colleges recording system My Concern as soon as possible
- Staff must not investigate concerns or allegations themselves

If in doubt, inform Bev Jackson the Designated Safeguarding Lead and or Nicola Butler Safeguarding Manager (contacts as above) or a DDSL as outlined in section 2 above. Internal and/or external support can be given. The student will be referred to a Wellbeing and Pastoral Mentor for ongoing support.

12. Reporting and Dealing with Allegations of Abuse Against Members of Staff

These procedures apply to all staff, whether teaching, administrative, management or support, as well as to volunteers. The word “staff” is used for ease of description.

12.1 Introduction

In rare instances, staff of education institutions have been found responsible for child abuse and because of their frequent contact with children and young people, staff may have allegations of child abuse made against them. The College recognises that an allegation of child abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and timely.

The College recognises that the Children Act 1989 states that the welfare of the child is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual’s reputation, confidence and career. Therefore, those dealing with such allegations within the College will do so with sensitivity and will act in a careful, measured way.

12.2 Receiving an Allegation from a Child, Young Person or Staff Member

A member of staff who receives an allegation about another member of staff from a child should follow the guidelines in this document for dealing with disclosure – section 11 above.

A member of staff or child raises general concerns about a staff member’s behaviour or use of language in a potential safeguarding capacity.

The allegation or concern should be reported immediately to Bev Jackson, the DSL or Nicola Butler Safeguarding Manager and DDSL.

They will obtain written details of the allegation/concern from the person who received or is reporting it, ensuring it is signed and dated. The written details should be countersigned and dated by the DSL or identified DDSL.

Record information about times, dates, locations and names of potential witnesses. Confidentiality at this point is paramount.

12.3 Initial Assessment by DSL or DDSL

The DSL or identified DDSL should make an initial assessment of the allegation, consulting with the Director of HR, Principal and the relevant Local Authority Designated Officer (LADO), Multi



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Agency Safeguarding Hub (MASH) and the Herefordshire Safeguarding Partnership or FPoC - Shropshire Safeguarding Partnership as appropriate.

Where the allegation is either a potential criminal act or indicates that the child or adult at risk has suffered, is suffering, or is likely to suffer significant harm, the matter should be reported immediately to the Police and LADO.

It is important that the DSL or identified DDSL does not investigate the allegation. The initial assessment made by the DSL should be based on the information they have received. They should only decide on whether the allegation warrants further investigation.

Where the concern/allegation does not meet LADO threshold, this is classed as a **low-level concern**, either:

- a) The allegation represents inappropriate behaviour or poor practice by the member of staff and is neither potentially a crime nor a cause of significant harm to the child. The matter should be addressed in accordance with the College disciplinary procedures.
- b) The allegation can be shown to be false because the facts alleged could not possibly be true.

12.4 Enquiries and Investigations

Child protection enquiries by social care, the police or the MASH team are not to be confused with internal, disciplinary enquiries by the College. The College **may** be able to use the outcome of external agency enquiries as part of its own procedures where necessary. Child protection agencies, including the police, have no power to direct the College to act in a particular way, however, the College will assist agencies with their enquiries.

The College will consider whether internal enquiries should be held in abeyance while the formal police or social care investigations proceed. This will be discussed with the police or LADO to ensure that any action taken by the college does not prejudice their investigations. Any internal enquiries will be in line with the existing staff disciplinary procedures.

If there is an investigation by an external agency, such as, the police, the DSL or identified DDSL should normally be involved in, and contribute to, the inter-agency strategy discussions. The DSL is responsible for ensuring that the College gives every assistance to the agency's enquiries. They will ensure that appropriate confidentiality is maintained in connection with the enquiries, in the interests of the child or member of staff about whom the allegation is made. The DSL, with the support of the Director of HR, would advise the member of staff that they should consult a representative, for example, a trade union.

Subject to no objections from the police or other investigating agency, the DSL shall:

- Inform the child/children or parent/carers making the allegation that the investigation is taking place and what the likely process will involve
- Ensure that the parents/carers of the child making the allegation have been informed that the allegation has been made and what the likely process will involve
- Inform the member of staff against whom the allegation was made of the fact that the investigation is taking place and what the likely process will involve
- Inform the Chair of Governors and/or the designated governor of the allegation and the investigation

The DSL shall keep a written record of the action taken in connection with the allegation.



12.5 Suspension of Staff

Suspension should not be automatic. In respect of staff other than the Principal, suspension can only be carried out by the Principal. In respect of the Principal and Senior Post Holders, suspension can only be carried out by the Chair of Governors (or in their absence, the deputy chair).

Suspension may be considered at any stage of the investigation. It is a neutral, not a disciplinary act and shall be on full pay. Consideration should be given to alternatives, for example, paid leave of absence; agreement to refrain from attending work; change of, or withdrawal from, specified duties.

Suspension should only occur for a good reason. For example:

- Where a child or young person is at risk
- Where the allegations are potentially sufficiently serious to justify dismissal on the grounds of gross misconduct
- Where necessary for the good and efficient conduct of the investigation

If suspension is considered, the member of staff should be encouraged to seek advice, for example, from a trade union.

Prior to making the decision to suspend, the Principal (or Chair of Governors) should interview the member of staff. This should occur with the approval of the LADO and/or appropriate agency from the SSCP/HSCP. If the police are engaged in an investigation the officer in charge of the case should be consulted.

The member of staff should be advised to seek the advice and/or assistance of their trade union and should be informed that they have the right to be accompanied. The member of staff should be informed that an allegation has been made and that consideration is being given to suspension. It should be made clear that the interview is not a formal disciplinary hearing, but solely for raising a serious matter which may lead to suspension and further investigation.

During the interview, the member of staff should be given as much information as possible, particularly the reasons for any proposed suspension, provided that doing so would not interfere with the investigation into the allegation. The interview is not intended to establish the member of staff's innocence or guilt but gives the opportunity for the member of staff to make representations about possible suspension. The member of staff should be given the opportunity to consider any information given to them at the meeting and prepare a response, although that adjournment may be brief.

If the Principal (or Chair of Governors) considers that suspension is necessary, the member of staff shall be informed that he/she is suspended from duty. Written confirmation of the suspension, with reasons, shall be dispatched as soon as possible, and ideally within one working day.

Where a member of staff is suspended, the Principal (or Chair of Governors) should address the following issues:

- The Chair of Governors should be informed of the suspension.
- The Governing Body should receive a report that a member of staff has been suspended pending investigation, the detail given to the governing body should be minimal.
- Where the Principal has been suspended, the Chair or Vice Chair of Governors will need to take action to address the management of the College



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- The parents/carers of the child making the allegation should be informed of the suspension. They should be asked to treat the information as confidential. Consideration should be given to informing the child making the allegation of the suspension
- Senior staff who need to know of the reason for the suspension should be informed
- Depending on the nature of the allegation, the Principal should consider with the designated Governor whether a statement to the students of the College and/or parents/carers should be made, taking due regard of the need to avoid unwelcome publicity

The Principal will consider carefully and review the decisions as to who is informed of the suspension and investigation (the LADO and external investigating authorities should be). The suspended member of staff should be given appropriate support during the period of suspension. He/she should also be provided with information on progress and developments in the case at regular intervals. The suspension should remain under review in accordance with the College disciplinary procedures.

12.6 The Disciplinary Investigation

The disciplinary investigation should be conducted in accordance with the existing staff disciplinary procedures.

The member of staff should be informed of:

- The disciplinary charge against them.
- Their entitlement to be accompanied or represented by a trade union representative or colleague.

Where the member of staff has been suspended and no disciplinary action is to be taken, the suspension should be lifted immediately and arrangements made for the member of staff to return to work. It may be appropriate to offer counselling.

The child or children making the allegation and/or their parents should be informed of the outcome of the investigation and proceedings. This should occur prior to the return to College of the member of staff (if suspended). The Principal (or DSL) should consider what information should be made available to College staff and students.

12.7 Allegations without foundation

False allegations may be indicative of problems of abuse elsewhere. A record should be kept and given consideration for a referral to the LADO, HSCP/SSCP in order that other agencies may act upon the information.

In consultation with the DSL and/or the designated Governor, the Principal shall:

- Inform the member of staff against whom the allegation is made orally and in writing that no further disciplinary or child protection action will be taken. Consideration should be given to offering counselling/support.
- Inform the parents/carers of the alleged victim that the allegation has been made and of the outcome.
- Where the allegation was made by a child other than the alleged victim, consideration to be given to informing the parents/carers of that child.
- Prepare a report outlining the allegation and giving reasons for the conclusion that it had no foundation and confirming that the above action had been taken.

**12.8 Records**

Documents relating to a LADO investigation are retained in a secure place, either electronically or hardcopies within the office of the DSL, together with a written record of the outcome and, if disciplinary action is taken, details retained on the member of staff's personal and confidential file in HR.

If a member of staff is dismissed or resigns before the disciplinary process is completed, they should be informed about the College's statutory duty to inform the Disclosure and Barring Service (DBS).

12.9 Monitoring Effectiveness

Where an allegation has been made against a member of staff, the designated Governor, together with the DSL should, at the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising from it that could lead to the improvement of the College's procedures and/or policies and whether they should be drawn to the attention of the HSCP/SSCP. Consideration should also be given to the training needs of staff.

13. Recruitment and Staff Conduct re: Safeguarding

Recruitment and selection procedures will be reviewed on a regular basis to ensure that they reflect safer recruitment procedures. Safer Recruitment training is provided to identified staff. At least one member of an interview panel will be safer recruitment trained.

Procedures will take account of the following:

- The post or role should be clearly defined.
- The key selection criteria for the post or role should be identified.
- Vacancies should be advertised widely to ensure a diversity of applicants.
- A college application form must be completed; a CV alone is not accepted.
- Require documentary evidence of academic/vocational qualifications.
- Due diligence of shortlisted candidates will involve online searches, candidates will be informed of this.
- Obtain professional and character references and verify previous employment history and any gaps.
- DBS regulations are adhered to together with related checks. All employees are required to have a satisfactory DBS in place. This is a condition of employment. However, if appropriate, a risk assessment can be in place prior to their DBS being received. Authority for an employee to commence work without a DBS in place must be obtained from the Director of HR.
- Use a variety of selection techniques (e.g. qualifications, previous experience, interview, reference checks)
- Teaching staff working at Ludlow Sixth Form College will be subject to Teacher Prohibition Checks as per legal requirements.
- All staff at induction are made aware of behaviour expectations in relation to safeguarding.
- All staff are aware if at any time during their employment with the college they are subject to an allegation or police investigation, caution, warning or conviction, social care proceedings or any civil action, the DSL or Director of HR must be



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informed. This allows for assessment regarding their current suitability to work within regulated activity and to offer support and/or redeployment as a neutral act.

14. Confidentiality and Information Sharing

Any issues regarding children, young people or adults at risk must remain confidential, and information shared only on a need-to-know basis. If staff are aware of on-going investigations these must not be discussed with any other member of College staff or any external person other than the authorities dealing with the investigation itself. They should only be discussed with the identified safeguarding staff member, line manager and/or LADO (if relevant). Guidance is: <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

Staff should be particularly aware of the professional risks associated with the use of electronic communication (e-mails, mobile phones, social network sites) and should familiarise themselves with advice and professional expectations outlined in the College Conduct at Work Policy.

Please also refer to the College's Information Sharing Policy.

15 The use of college premises by other organisations

Where services or activities are provided separately by external individuals, other agencies or companies, appropriate safeguarding arrangements should be in place. These could include a DBS check, supervision and/or risk assessment. Individual details may also need to be recorded on the College's single record - SCR. Employees should seek advice from their line manager before engaging with the services of external individuals, groups or organisations.

The hiring organisation must inform the college of any safeguarding or child protection concerns/allegations. The college will follow this Safeguarding Policy including referring to the LADO if required.

The college will expect all hirers to use the 7 steps checklist from the DofE.

Seven steps checklist towards running a safe club, activity or tuition class for children - GOV.UK (www.gov.uk)

16. Security

All staff, students and visitors wear identifiable lanyards, and for staff and students photographic ID. College key entrances have swipe or gated access and in the main town center campuses security personnel available for support. All staff have a responsibility for maintaining awareness of buildings, visitors and ground security and for reporting concerns that may come to light.

Appropriate checks will be undertaken in respect of external individuals as necessary. Visitors are expected to sign in and out via reception areas and to display a visitor's badge whilst on the college site. All visitors are issued with safeguarding information on arrival. Any individual who is not known or identifiable should be challenged for clarification and reassurance.

The college will not accept the behaviour of any individual that threatens college security or leads others to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the college's sites.



17. Reporting to external agencies/organisations

17.1 Agencies

To ensure the safety of its students, staff, Governors and visitors the College will deal with a variety of external agencies including the Police, Social Care and Multi Agency Safeguarding Teams. The College will ensure that all communication and information sharing is necessary and/or essential to safeguard individuals and or groups. The College will consider sharing information on a case-by-case basis. Information will always be shared when relevant to the investigation of, or prevention of, a criminal offence.

17.2 Farriery Registration Council

The College operates its Farrier provision within the requirements of the FRC. One of the agreements made is that the College will inform the FRC when it becomes aware of any safeguarding or child protection issues relevant to one of its farrier students. The College will, however, determine the level of information provided to the FRC dependent on data protection considerations.

18. Telephone Numbers

Name/Department/Organisation	Contact Details
MASH (Multi agency Safeguarding Hub) and Compass	<p>Herefordshire - 01432 260800 www.herefordshire.gov.uk/MASH www.herefordshire.gov.uk/levelsofneeds</p> <p>Shropshire – 0345 678 9021 https://www.safeguardingshropshireschildren.org.uk/professionals-and-volunteers/</p>
Family Assessment and Safeguarding Team	<p>01432 261 628 01905 768 020 (Out of Hours)</p>
Local Authority Designated Officer (LADO)	<p>Hereford - 01432 261708 lado@herefordshire.gcsx.gov.uk Shropshire - 01743 254402</p>
Local Authority Designated Officer (LADO)	<p>Hereford - 01432 261708 lado@herefordshire.gcsx.gov.uk Shropshire - 01743 254402</p>
Herefordshire Safeguarding Partnership	<p>01432 260 100 www.herefordshire.gov.uk/hscb</p>
Shropshire Safeguarding Partnership	<p>01743 254259 / 254246 http://www.safeguardingshropshireschildren.org.uk/</p>

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Herefordshire Council Switchboard	01432 260 000
Shropshire Council Switchboard	0345 678 9000
West Mercia Women's Aid	http://westmerciaconsortium.proceduresonline.com/index.htm
E-Safety	Hereford - Initial Contact Team - 0345 6789021 Shropshire - SSCB Development Officer - 01743 254251 West Mercia Police - 0300 333 3000 SITSS - 01743 254230 Child Exploitation Online Protection Centre www.ceop.police.uk Internet Watch Foundation - www.iwf.org.uk
West Mercia Police	Emergency – 999 Switchboard - 0300 333 3000 Non – Emergency - 101
Prevent team, Warwickshire and West Mercia Police	DS Phil Colley 01386 591835 07736 084701 philip.colley@westmercia.pnn.police.uk

Name/Department/Organisation	Contact Details
Shropshire's Safeguarding Partnership Independent Review Unit, Shropshire Council, Mount McKinley, Anchorage Avenue, Shrewsbury Business Park, Shrewsbury, SY2 6FG	Tel: 01743 254259 / 254246 Email: SSCPBusinessUnit@shropshire.gov.uk
Compass - Single point of coordination into Shropshire Children's Services at an Early Help level.	Tel: 0345 678 9021 Emergency Duty Team Tel: 0345 678 9040 (Out of hours) Telford & Wrekin Council Family Connect Tel: 01952 385 385 (Out of hours) Tel: 01952 676 500 Family Information Service Tel: 01743 254 400
Public Protection Unit (West Mercia Police)	Tel: 0300 333 3000 Tel: 0845 744 4888
NSPCC	Tel: 0808 800 5000
Adult Protection Investigating Teams Shropshire Council	Tel: 0345 678 9021
Emergency Duty Team	Tel: 0345 678 9040



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(Out of hours)	
Telford & Wrekin Council	Tel: 01952 381280
Emergency Duty Team (Out of hours)	Tel: 01952 676500
Suicide Prevention Care Pathway for Children and Young People in Shropshire	http://westmerciaconsortium.proceduresonline.com/pdfs/shrop_suicide_prevent_care_pathway.pdf
Self-Harm Care Pathway for Children and Young People in Shropshire	http://westmerciaconsortium.proceduresonline.com/pdfs/shrop_self_harm_pol.pdf

Internal Contact Details

Duty Manager (outside office hours, Tuesday/Wednesday evening only) 07974966201

Designated Safeguarding Lead and Mental Health Lead

Bev Jackson (DSL)
Head of Student Services
Hereford Campus
Ext 666
01432 365566
07962609734

Staff with specific responsibility for Safeguarding

- Nicola Butler, Safeguarding Manager and DDSL - 01432 365523 ext. 623 or mobile - 7790833601
- Michaela Farruggia, Senior Wellbeing and Pastoral Mentor, DDSL – 01432 365472 ext. 272 or mobile 07967 732896
- Rachel Wilson Senior Wellbeing and Pastoral Mentor, DDSL – 01432 365472 ext. 356 or mobile 07494499212.
- Lynne Hughes, Senior Wellbeing and Pastoral Mentor, DDSL – 01691 688067 or mobile 07436 263799

Audit responsibility

Vicki Bushell
Director of HR
01432 365309 Ext 309

19. Staff and Student Training

All College staff and Governors receive safeguarding training at induction. The College staff team then receive differentiated training depending upon their role.

- All staff with direct contact receive targeted training.
- All staff receive regular safeguarding bulletins and updates.
- All staff receive training on expectations, roles and responsibilities in relation to filtering and monitoring.
- Reflective learning is supported, and trends/topics disseminated in staff bulletins.
- Identified personnel receive specialist training with DSL/DDSL to Level 3 as minimum with renewal every 3 years and a minimum of annual updates.
- Governors receive bespoke training and annual updates.



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- All staff receive an annual update for safeguarding.
- All students receive safeguarding information at induction and throughout their academic journey as part of the Ready, Respectful, Safe approach. Mandatory tutorials are delivered for safeguarding, PREVENT, healthy relationships and associated topics.

Staff training is reported through the Governors Curriculum and Quality meeting.

20. Quality Assurance

HLNSC has developed a clear quality assurance framework seeking assurance of the effectiveness of safeguarding activity and safeguarding practice at the College.

It includes:

- The cross-College Safeguarding Network, reviews operational practice every half term with the College safeguarding specialists DSL/DDSL's and curriculum leaders.
- Regular case management reviews via the Safeguarding Network.
- Partnership representation on HSCP Prevent and Disrupt and DSL forums. Further representation on SSCP Exploitation Panel, SSCP training pool deliverers in post, both area partnerships develop and strengthen current practice.
- An internal audit framework is in place with the Director of HR.
- Termly reporting of Safeguarding practice to Governors via the Governors Safeguarding and Equality and Diversity Committee and Curriculum and Quality meeting.
- Annual renewal and approval of policies by senior managers and Governors.
- The annual safeguarding report is presented to Governors with opportunity for professional challenge. Safeguarding is included within the annual self-assessment for Student Services and approved by the senior management team.

**Recognising signs of abuse**

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered. All staff should demonstrate professional curiosity, especially when a change of behaviour is observed. (A child is up to the age of 18 years)

Signs of possible physical abuse

- Any injuries not consistent with the explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls or rough games
- Injuries which have not received medical attention
- Reluctance to change for, or participate in sporting activities
- Bruises, bites, burns and fractures, which do not have an accidental explanation
- The child/young person gives inconsistent accounts for the cause of injuries
- Frozen watchfulness

Signs of possible sexual abuse

- Any allegations made by a child/young person concerning sexual abuse
- The child has an excessive preoccupation with sexual matters and extensive knowledge of adult sexual behaviour or regularly engages in using sexual touch/language/innuendo. Including sexual activity through written words or drawing
- Repeated urinary infections or unexplained stomach pains
- The child is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares which sometimes have overt or veiled sexual connotations
- Eating disorders such as anorexia or bulimia.

Signs of possible emotional abuse

- Depression, aggression, extreme anxiety, changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy
- Obsessions or phobias
- Sudden underachievement or lack of concentration, seeking adult attention and not mixing well with peers
- Sleep or speech disorders
- Negative statements about self
- Highly aggressive or cruel to others
- Extreme shyness or passivity
- Running away, stealing and lying

Signs of possible neglect

- Dirty skin, body smells, unwashed, uncombed hair and untreated lice
- Clothing that is dirty, too big or small, or inappropriate for weather conditions
- Frequently left alone
- Frequent tiredness
- Untreated illnesses, infected cuts or physical complaints which the carer does not respond to
- Frequently hungry, overeating junk food



College Policies:

This policy should be understood alongside other College policies related to safeguarding issues

- Fitness and Safety to Study Policy
- Online Safety Policy
- Managing Student Risk and Criminal Convictions Policy
- Student Behaviour Policy -- Ready, Respectful, Safe approach
- SEND Policy
- Looked After Child Policy
- Absence Monitoring and Missing In Education Policy
- Staff Disciplinary, Grievance and Dismissal Procedures
- Staff Code of Conduct, Values and Behaviours
- Health and Safety Procedures
- Whistleblowing Procedures
- Prevent Strategy and action plan
- Prevent Risk Assessment
- Single Equality Scheme
- Student Handbook
- Employer Handbook
- Complaints Policy
- Work Experience Policy & Work Experience HASP Policy
- Data Protection Policy
- Internet Policy including IT Security Policy
- Accident Reporting Procedures
- Duty Manager Policy
- Fire Safety Policy and Procedures
- Health and Safety Responsibilities
- Personal Emergency Evacuation Policy
- Recruitment and Selection Policy
- External speakers' policy

All policies are reviewed on a regular basis by the relevant managers and committees.