

Safeguarding Policy

‘Safeguarding – Everyone’s Responsibility’

Approved by CSSC: 13.11.2019

Safeguarding Policy

'Safeguarding – Everyone's Responsibility'

1. Introduction

- 1.1 Grŵp Llandrillo-Menai is committed to promoting and providing a safe and nurturing environment where all learners are supported to achieve their academic potential.
- 1.2 The Grŵp fully recognises its duty toward safeguarding and protecting the welfare of children and vulnerable adults. The Safeguarding Children and Protection of Vulnerable Adults Policy, 'Safeguarding – Everyone's Responsibility' underpins the delivery of college practices and procedures within the Grŵp that serve to provide opportunities and services to enhance the learner experience whilst maintain a safe learning environment.
- 1.3 All college sites aim to adopt an open, safe and caring environment where any child or vulnerable adult who wishes to discuss concerns and issues about their lives can do so in a supportive and non-judgemental way. The aim of this policy is to establish a coherent approach across all sites in the identification of learners at risk of significant harm and to ensure appropriate action is taken to preserve the safety of the learner both at home and at college.
- 1.4 The College will at all times, work within the guidelines of the All Wales Child Protection Procedures and the Policy and Procedures for the Protection of Vulnerable Adults adopted by the North Wales Social Services Departments which incorporate all the relevant legislative power and provisions.
- 1.5 The CONTEST strategy was published by the UK Government and is part of the overall Counter-terrorism and Security Act (CT&S) which became law as of July 2015. Section 26 of the CT&S Act places a duty on 'specified authorities' in the exercise of their duties to have '*due regard to the need to prevent people from being drawn into terrorism*'. Grŵp Llandrillo Menai have embedded the referral of Prevent concerns within the safeguarding referral process. Grŵp Llandrillo –Menai's Prevent Strategy outlines the scope of the risk based approach to the Prevent duty which came into force in September 2015.
- 1.6 It will appoint designated members of staff to co-ordinate its child protection and vulnerable adult's procedures across all sites and provision. This team will be under the operational management of the Director, Learner Services, who will refer and liaise with the appropriate agencies. Senior management responsibility will rest with the college Principals.
- 1.6 This overarching policy provides the framework for the College guidelines, procedures and specialist policies with Child Protection and Vulnerable Adults in their widest sense. These include:
 - Disclosure of criminal records (staff and learners)
 - Policy for 14-16s on evening classes and provision out of normal academic working hours
 - Student Accommodation for International and National Students including protocols for other statutory agencies
 - Guidelines on outside visits and residentials
 - Substance and Alcohol Misuse

- Procedures to be followed for the protection of children and vulnerable adults
- Independent Living Skills – Guidelines for the Protection of Vulnerable Adults
- ICT guidelines
- Consensual Relations Policy
- Staff Code of Conduct

2 Scope

- 2.1 Safeguarding is the responsibility of everyone, and as such this policy applies to all staff including senior managers and the board of Governors, volunteers, agency staff or anyone working on behalf of the college who come into regular contact with learners.
- 2.2 This policy also applies to disclosures made by a third party. The prime responsibility of staff is to follow the agreed procedures and be accountable for their actions. It is not the responsibility of staff to investigate concerns, allegations or disclosures. The College will pass on concerns or allegations of abuse promptly to the appropriate agency.
- 2.3 The College works within the main principles derived from the Children Act 1989 governing work with Children as follows:

2.3.1 Paramony of the Child's Welfare

The College considers the child's welfare as paramount. Safeguarding and promoting their welfare is a priority and overriding purpose of the work. When decisions about a child's future are being taken, their wishes and feelings will be taken into account as well as any needs arising from race, culture, religion, disability and language. Every care will be taken to ensure the safety of all students under 18 on any College campus or participating in any College related activity.

2.3.2 Parental Responsibility

The College considers the primary responsibility for looking after children rests with families or others if parental responsibility has been acquired. Primary responsibility remains with parents even when their children are subject to a court order. The College will therefore keep parents and others with parental responsibility informed and consulted within the limitations allowed by Child Protection/Protection of Vulnerable Adults' guidelines.

2.3.3 Partnerships

The College promotes close working relationships with social services departments, the police service, health trusts, probation service, schools, education authorities, voluntary agencies and others in the protection of children. Social Services Departments will take a lead role because of their statutory responsibilities. The College will ensure that in-house child protection procedures are in place and that they are familiar to, and understood by staff. It will work in partnership and assist professionals and the lead agencies to protect children by providing detailed information, professional services and referring concerns or knowledge of abuse or neglect.

2.3.4 Principles in Protection of Vulnerable Adults

Under existing legislation local authorities have statutory duties and discretion to take steps to make sure that vulnerable adults are protected and their interests represented. The expressed wishes of the vulnerable adult will be paramount in the assessment and decision-making process. However, there is a fundamental duty to balance the adult's right to autonomy with their need for protection.

2.4 The Prevent duty has three specific objectives:

- 2.4.1 Respond to the ideological challenge of terrorism and the threat we face from those promote it:
 - 2.4.2 Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support: and
 - 2.4.3 Work with sectors and institutions to reduce the risk of radicalisation
- 2.5 The College will act to protect its students from abuse, exploitation or self-harm and will work in co-operation with other agencies to ensure the safety and welfare of its students.
- 2.6 The College reserves the right to refuse to enrol any person who has a conviction for the abuse of a vulnerable adult or child.

3. Definition of Terms

3.1 Child

Throughout this policy and associated procedures, reference made to “child”, “children” or “young people” means those under the age of 18. An adult is a person aged 18 years or over.

3.2 Vulnerable Adult

A vulnerable adult is defined as a person who has reached the age of 18 and:

- is receiving any form of health care
- is receiving a service or participating in an activity which is specifically targeted at people with age related needs, disabilities or prescribed physical or mental health conditions
- expectant mothers living in residential care
- age related needs includes needs associated with frailty, illness, disability or mental capacity
- those subjected to previous abuse, e.g. through domestic violence

(Safeguarding Vulnerable Groups, Act 2006)

3.3 Abuse

Somebody may abuse a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children or vulnerable adults may be abused within a dependent relationship or, more rarely by a stranger. Abuse can be intentional or unintentional. The categories of abuse are physical, emotional or psychological, sexual, neglect or financial. Abuse may take place via social networking sites e.g. Facebook, mobile phone or email.

3.3.1 Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or vulnerable adult. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child or vulnerable adult whom they are looking after. This situation may be described as fabricated or induced illness by carer.

3.3.2 Emotional or Psychological Abuse

Emotional abuse is the persistent emotional ill treatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on the child/vulnerable adult’s emotional development. It may

involve conveying to a child or vulnerable adult that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children/vulnerable adults. It may involve causing children/vulnerable adults frequently to feel frightened or in danger, or the exploitation or corruption of children/vulnerable adults. Some level of emotional abuse is involved in all types of ill treatment of a child/vulnerable adult though it may occur alone.

3.3.3 Sexual abuse

Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening. The activities may involve physical contact, include penetrative or non-penetrative acts. They may include non contact activities, such as involving children/vulnerable adults in looking at, or in the production of, pornographic materials or in watching sexual activities, or encouraging children/vulnerable adults to behave in sexually inappropriate ways.

3.3.4 Neglect

Neglect is the persistent failure to meet a child/vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of the child/vulnerable adult's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child/vulnerable adult from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child/vulnerable adult's basic emotional needs.

(Definitions are taken verbatim from the All Wales Child Protection Procedures, 2008 and In Safe Hands guidance)

3.3.5 Extremism

Is defined in the 2011 Prevent strategy as 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, we also include in our definition of extremism calls for the death of members of the armed forces, where in this country or overseas.

3.3.6 Radicalisation

Refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups

3.3.7 Terrorist Related Offences

Are those which are not offences in terrorist legislation, but which are judged to be committed in relation to terrorism.

(Definitions taken from HM Government Prevent Duty guidance: for England Wales)

4 Accountability

Whilst all staff are responsible for the implementation of college Safeguarding Policy and Procedures there are designated posts accountable for ensuring that staff are aware of the policy and adhere to guidance protocols.

- 4.1 The designated staff that have specialist knowledge for operational child protection matters are referred to as Safeguarding Officers. The Safeguarding Officers can provide advise to learners and staff regarding welfare and safeguarding concerns. All learners

The Safeguarding Officers provide the following support:

- 4.1.1 are available to listen to learners and refer as appropriate
- 4.1.2 are able to provide advice and support to staff on issues relating to safeguarding
- 4.1.3 report and escalate disclosures to a Lead Safeguarding Officer (LSO)
- 4.1.4 know how to make a referral
- 4.1.5 have been trained in safeguarding issues and inter-agency working

The Director, Learner Services is the nominated manager that oversees the responsibilities of the Designated Lead Safeguarding Lead Officer (DLSO) across Grŵp Llandrillo Menai. The Learner Services Managers undertake the role of Safeguarding Lead Officers (SLO) within their respective colleges and oversee the operational administration of the safeguarding procedures within their respective colleges. Support is provided for all learners: further education, higher education, adult community education and work based learners.

- 4.2 The Director, Learner Services as the DLSO has responsibility for escalating all safeguarding concerns to the appropriate college Principal. A key duty is to take lead responsibility for raising awareness across all staff of issues relating to the welfare of children and young people within the college.

Other areas of responsibility include:

- 4.2.1 Overseeing the referral of cases of suspected abuse or allegations to the relevant investigating agencies
- 4.2.2 Provide advice and support for other staff on issues relating to safeguarding
- 4.2.3 Maintain a proper record of any child protection referral, complaint or concern (even when the concern does not result in a referral)
- 4.2.4 Ensuring that parents of children and young people are aware of the Safeguarding Policy
- 4.2.5 Liaising with the Local authorities and appropriate agencies
- 4.2.6 Ensure that staff receive basic training in safeguarding issues appropriate to their roles and are aware of college procedures

- 4.3 The Chief Executive is the senior manager with overall responsibility for safeguarding supported by an elected Member of the Corporation Board.
- 4.4 The Director, Human Resources is the designated senior manager with responsibility for ensuring that the Grŵp complies with the requirements for recruitment and selection of staff and for ensuring that appropriate procedures are in place to report and deal with allegations of abuse made against members of staff as part of the staff disciplinary policy.

- 4.5 The Board of Governors is accountable for ensuring that Grŵp Llandrillo-Menai has effective policies and procedures in place to safeguard learners and to monitor compliance. Neither the Board of Governors nor individual governors has a role in dealing with individual cases or have the right to know details of cases with the exception of exercising their role disciplinary functions in respect of allegations made against a member of staff.
- 4.6 Where college provides education and or training for learners under 16 years of age who are on the roll of secondary schools, the appropriate Principal supported by the Safeguarding Officer will liaise with the school and or Local Education Authority to ensure that appropriate arrangements are in place should a safeguarding disclosure be made to college staff.
- 4.7 All members of staff have a legal duty to report any disclosure, allegation or suspicion of abuse or risk significant harm to a Safeguarding Officer. This must be done immediately. A Safeguarding disclosure form must be completed and given to the Safeguarding Officer for their records.
- 4.8 Parents/carers should be informed that a referral to children's Services is going to be made, unless informing them may itself place the child at risk e.g.
- Where sexual abuse is suspected or disclosed
 - Where fabricated or induced illness is suspected
 - Where there are fears for the safety of a child or others when informing parents/cares
 - Where it is not possible to contact immediately the parents/cares and prompt action is required to establish the child's safety.
- 4.9 Any decision not to inform the parents/carers should be recorded on the Children's Services referral form, with the reasons for such decision.
- 4.10 The Designated Lead Safeguarding Officer has a responsibility to ensure that a disclosure, allegation or suspicion of abuse is referred to the appropriate agency.
- 4.11 The welfare of the child/children/vulnerable adult including the welfare of any other child who may be at risk, must always take precedence over confidentiality. A promise not to tell anyone the details of a disclosure where a child is at risk of significant harm or abuse can not be made under any circumstance.
- 4.12 Any sharing of relevant information will be within an environment of strict confidentiality. Central records will be maintained by the Director, Learner Services and in accordance with the Data Protection Act. Information sharing protocols with the Social Services, Children's Services, Probation Service, Police, Police Protection Unit must be adhered to at all times.
- 4.13 Grŵp Llandrillo- Menai is designated as a 'specified authority' and is required under the Prevent Duty guidance to nominate a designated Single Point of Contact with whom Police, WECTU and external agencies can liaise.
- 4.14 Ordinarily the designated Single Point of Contact is the same nominee as the Designated Lead Safeguarding Officer and undertakes the same lead role in raising awareness of Prevent and ensuring active engagement amongst staff and learners. The Director, Learner Services undertakes this role at Grŵp Llandrillo-Menai.

4.15 Areas of responsibility with regards the Prevent duty include:

- Raise awareness and understanding the Prevent duty amongst all staff.
- To liaise with tutors regarding the use of Prevent reference and tutorial resources in raising awareness amongst learners.
- Support activities to ensure compliance with the Prevent duty
- Liaising with Welsh Extremism and Counter Terrorism Unit (WECTU) and Police regarding learners causing concern.
- Liaise with the authors of Grŵp policies to ensure reference is made to Prevent as appropriate
- Monitor the External Speaker process
- Liaise with manages to ensure staff undertake training as appropriate
- Ensure that the self-assessment and monitoring reports are completed and referred to the appropriate committee
- To represent Grŵp Llandrillo-Menai on the North Wales HE and FE Prevent Forum

5 Responding to a Disclosure

5.1 Where a disclosure of abuse or risk of significant harm is made to a member of staff the member of staff must report the disclosure to a Safeguarding Officer immediately (or must endeavour to report it within 4 hours) and the safeguarding procedures applied. Failure to do so may result in disciplinary action.

5.2 Information relating to actual, suspected or alleged abuse should be treated with the utmost care. The Safeguarding Officer will ensure that information is only shared with those staff that need to be aware to it. No one should be given more information than is necessary to support the young person or vulnerable adult.

5.3 Any member of staff or learner may identify concerns about other members of staff and learners who are vulnerable to the risk of being drawn into extremism, based on information they have received or behaviour they or another individual have observed. Unless there is a direct threat to life or of harm, all concerns should be reported to a Safeguarding Officer. In instances where there is an immediate threat reference should be made to the Safety, Security and Emergency Procedures.

5.4 Where an allegation is made against a member of staff the allegation should be referred immediately to the Principal. The Principal will not investigate an allegation of abuse. An initial assessment will be undertaken by the Principal and the Director, Human Resources who will determine whether a Part 4 referral be made under the All Wales Child Protection Procedures, 2008.

6 Safeguarding Review

All Safeguarding referrals are discussed in the monthly client case reviews that are convened by the appropriate Learner Services Manager. Mentors and Counselling staff meet to discuss the outcome of the support and the referrals that have been made to outside agencies. This enables the sharing of good practice amongst the operational team whilst providing the managers with an opportunity to assess the rigour of the referrals to the Police and Social Services.

7 Recruitment of Staff

The college has well established recruitment and selection procedures for staff that support safeguarding and promote welfare of young people. The fair and safe recruitment practice adheres to the legislative responsibilities set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and in accordance with the Disclosure and Barring Service (DBS) checks procedures. All staff are recruited in accordance with Grŵp Llandrillo Menai's recruitment policy and procedures as overseen by the HR Directorate.

8 Raising Awareness and Staff Training

- 8.1 All newly appointed staff will be informed of their safeguarding duties and provided with a copy of the Safeguarding Policy and Procedures during their induction programme.
- 8.2 Safeguarding training is mandatory for all staff. Training is delivered via online modules and facilitated delivery session for specific topics. A rolling programme of staff training will be delivered on a monthly basis and will rotate between sites. All new staff should complete the online Safeguarding and Prevent modules within one month of starting duties.
- 8.3 All Safeguarding Officers will attend Safeguarding training facilitated by Children's Social Services.

Member of staff has a safeguarding concern or suspicion of significant harm or has received a disclosure. Check if student needs immediate medical attention and attend as appropriate. Staff **must** contact Jamie Clegg, HR Director if the concern or disclosure relates to a member of College staff or contractor.

The Principal must be informed **immediately** if the disclosure concerns a school pupil. All other referrals should be made **immediately** to the Safeguarding Officer.

Contact a Safeguarding Officer (SO) **immediately** by phone.

Member of staff makes a record of concern / discussion / event by completing the college disclosure form available on the Grŵp Portal.

Send a copy of all information and notes related to the incident to the Safeguarding Lead Officer (SLO).

Decision made by Safeguarding Officer (SO) to refer to appropriate agency.

Safeguarding Officer (SO) completed the external agency referral forms and other relevant information and follows the Child Protection or POVA referral procedures.

All paperwork is forwarded to the Safeguarding Lead Officer (SLO).

Employer of work based learner is notified of concern if it does not involve employer.

Child Protection / POVA procedures investigated by Social services or Police.

The Safeguarding Lead Officer and/or Safeguarding Officer liaise with the external agencies where further action and monitoring is required.

Staff will be informed as appropriate.

Decision made by Safeguarding Officer (SO) not to refer.

Safeguarding Officer confers with Safeguarding Lead Officer (SLO).
Records stored.

Safeguarding Team

Coleg Llandrillo and Work Based Learning

Lisa Johnson Safeguarding Lead Officer Learner Services Manager 01492 546 666 ext 1422 07901 348 762	Tamlyn Cassidy Safeguarding Officer Learner Welfare 01492 546 666 ext 1531 07515 329 059
--	--

Coleg Meirion-Dwyfor

Philip Jones Safeguarding Lead Officer Learner Services Manager 01248 370 125 ext 3261 07580 181 729	Mererid Davies Welfare Mentor 01341 422 827 ext 8488
--	--

Coleg Menai

Philip Jones Safeguarding Lead Officer Learner Services Manager 01248 370 125 ext 3261 07580 181 729	Sharon O'Connor Grŵp ALN Manager 01248 370125 ext 3556 07715 802 708
--	---

ILS Learner Only

Coleg Llandrillo: Jane Myatt ILS Programme Area Manager 01492 546 666 ext 1401	Coleg Meirion-Dwyfor: Rona Lewis Assistant Principal 01341 422 827 ext 8626
--	--

Coleg Menai:
Eifiona Williams
ILS Programme Area Manager
01248 370 125 ext 2266

Designated Lead Safeguarding Officer and Prevent single point of contact, GLLM
Samantha McIlvogue
07834 517 245